



# Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program Request for Proposal (RFP) Application Content

This document is for reference only. To be considered for funding, **apply through** the [application in Cvent](#) before **Thursday, April 24, 2025, 5 p.m. Central time**.

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## About the Application

Before completing the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program RFP Application, please review the [RFP Instructions](#) and [Program Guide](#) for program details, including eligibility requirements, eligible uses, definitions, and related program information.

## How to Apply

Complete the [application in Cvent](#), including uploading all required Application Checklist items below, before the Application Deadline of **Thursday, April 24, 2025, 5 p.m. Central time**.

## Application Checklist

All of the following checklist items must be completed properly and submitted in order for an application to meet the threshold criteria and be considered for funding:

1.  This Application
2.  [Application Signature Page](#) (You will be asked to upload this later in this Application)
3.  [Pre-Award Risk Assessment Form](#) (You will be asked to upload this later in this Application)

## Before You Begin: Instructions, Questions and Technical Assistance Webinars

Before you begin and as questions arise, please refer to the [RFP Instructions](#) for more detail, including contacts for questions and information about participating in and viewing technical assistance webinars.

We strongly recommend you review the RFP Instructions, Program Guide and Application Content reference document and prepare your responses outside of this application website (such as in a Microsoft Word document) before you begin. **This application webpage times out after 20 minutes of inactivity. Information entered will be lost after 20 minutes of inactivity.**

Some applicants may be able to complete this application in as little as two to three hours. Individual time commitments may vary greatly depending on proposal complexity.

Minnesota Housing encourages applicants to start early and take the time, before the “final call for questions” deadline of March 28 at 5 p.m., to ask any questions and receive responses before you submit your application. Please refer to the RFP Instructions for instructions on submitting questions, including the deadline to submit questions.

You will be offered an opportunity at the end of this application to upload other documents in support of your proposal. This step is optional and not required.

Finally, sign up for [Local Government Housing Programs eNews](#) if you have not already done so to receive updates about this RFP. Encourage any colleagues involved with your proposal to sign up as well.

# Application Content

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An asterisk (\*) indicates the field is required.

## Part 1 of 9: Applicant Information

1. Name of the city applying for funds (the “Applicant”): \_\_\_\_\_ \*

*(Enter the name of the city applying for funds. This city will become the Grantee, if awarded. If you do not see your city listed and believe your city is eligible (located outside the seven-county Twin Cities metro with a population below 10,000), please enter the name of your city and email [Tier2cities.mhfa@state.mn.us](mailto:Tier2cities.mhfa@state.mn.us) and report that “We believe our city, [name of city], is eligible for the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program and is not listed in the application drop-down.”)*

  
2. If your city is not listed in the dropdown menu in the previous question, please answer the following: County or counties within which the city is located: \_\_\_\_\_ \*

  - a. If located in more than one county, in which county does the greatest share of the city’s population live? \_\_\_\_\_ \*

  
3. Please provide contact information below:
  - a. Applicant Mailing Street Address: \_\_\_\_\_ \*
  - b. Applicant Mailing City: \_\_\_\_\_ \*
  - c. State: \_\_\_\_\_ \*
  - d. Zip: \_\_\_\_\_ \*
  - e. Application Primary Contact: \_\_\_\_\_ \*

*(Enter the name of the person Minnesota Housing should reach out to with any questions about your application.)*
- f. Primary Contact Title: \_\_\_\_\_
- g. Primary Contact Phone: \_\_\_\_\_ \*
- h. Primary Contact Email Address: \_\_\_\_\_ \*
- i. Primary Contact Mailing Address: \_\_\_\_\_
  
- j. Application Secondary Contact (optional): \_\_\_\_\_

*(Enter the name of another person Minnesota Housing may reach out to with any questions about your application.)*

- k. Secondary Contact Title: \_\_\_\_\_
- l. Primary Contact Phone: \_\_\_\_\_
- m. Primary Contact Email Address: \_\_\_\_\_

By applying, you authorize Minnesota Housing to add the Primary and Secondary Contacts to its email distribution lists, including eNews lists, to ensure they receive important updates.

## Part 2 of 10: Funding Request

Before completing this section, refer to the regional allocations in the [RFP Instructions](#). Please avoid requesting more than the total allocated to your region. If you request more than is allocated to your region, we will consider your request to be only for the amount allocated to your region.

1. How much funding are you requesting? \$ \_\_\_\_\_ \*

*(Enter the amount of Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program funding you would like Minnesota Housing to award your city in connection with this RFP.)*

2. Is there a minimum amount of funding you will accept? Yes or No.

*(By statute, if Minnesota Housing awards your city funding, it must award at least \$25,000. You may, but are not required to, state a different minimum funding amount. This may aid your city and Minnesota Housing in making effective use of time and financial resources.)*

- a. If yes, what is the minimum amount you will accept? \$ \_\_\_\_\_

*(Enter the minimum amount of Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program funding you will accept from Minnesota Housing. **If you choose to enter a minimum funding amount, Minnesota Housing may rely on this information in determining whether to award funding to your city through this RFP, such as by making no award to your city rather than awarding less than your stated minimum.**)*

## Part 3 of 10: Work Plan and Budget Summary

1. Please allocate requested funds using the table below.\* This will inform creation of the final Work Plan and Budget to be included in your Grant Contract Agreement, if funded.

The Qualifying Project categories below are shorthand descriptions. Refer to [Minn. Stat. 477A.36](#) and the [Program Guide](#) for details.

*Table 1: Work Plan and Budget*

Qualifying Project Category	Grant Funds Budgeted
Emergency rental assistance for households at or below 80% AMI	\$ _____

<b>Financial support to nonprofit affordable housing providers</b>	\$ _____
<b>Market-Rate Residential Rental Property development (additional conditions apply)</b>	\$ _____
<b>Affordable Housing Development and Financing (income-restricted to at or below 115% AMI for homeownership and at or below 80% for rental)</b>	\$ _____
<b>Operations and management of financially distressed residential properties</b>	\$ _____
<b>Supportive services for supportive housing</b>	\$ _____
<b>Emergency shelter operations</b>	\$ _____
<b>Other project(s) subject to approval by Minnesota Housing</b>	\$ _____
<b>Total (must equal amount requested)</b>	\$ _____
<i>Auto-calculates based on information above and must not be zero.*</i>	

- If your Work Plan and Budget Summary allocates funding to “Other project(s) subject to approval by Minnesota Housing,” please describe the other project or projects. (Limit 3500 characters/500 words)

\_\_\_\_\_ (\*Response required if funds allocated to “Other project(s)...”)

*Please note the above is a summary. Minnesota Housing reserves the right to require additional detail in the Work Plan and Budget included in the Grant Contract Agreement.*

#### **Part 4 of 10: Commitments to Affordable and Workforce Housing (45 total points)**

- Grantee commitments to Affordable Housing. (15 points)** Please explain below the efforts you intend to make, if funded, to prioritize Qualifying Projects that provide Affordable Housing to Low-Income Households. (Limit 3500 characters/500 words)

*Note: By statute, Grantees must prioritize Qualifying Projects that provide Affordable Housing to Low-Income Households. “Low-Income Households” means homeowners with household incomes at or below 80% of state or area median income (as determined by HUD), whichever is greater,*

*and/or renters with household incomes at or below 50% of state or area median income (as determined by HUD), whichever is greater. Minnesota Housing will prioritize proposals with the greatest commitments to Affordable Housing. Applicants may demonstrate these commitments by the share of funds committed to those purposes, presence and length of affordability periods, level of need among households served (for example, very low-income and particularly vulnerable populations such as people experiencing homelessness), and other methods.*

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**2. Local policy actions to encourage Affordable Housing, workforce housing, and market-rate housing. (15 points)** Please describe below actions taken by the Applicant over the past five years to encourage creation of Affordable Housing, workforce housing, and market-rate housing. These may include but are not limited to the following:

- a. Zoning and land-use updates to increase density and affordability, such as through increased or eliminated height restrictions, allowing more units per lot, lowered or eliminated parking minimums, higher floor area ratios, relaxed or eliminated design standards, reduced lot or building width minimums, allowance for “by right” development, and higher occupancy limits. (10 points)
- b. Investment of local financial resources, such as through an HRA (housing and redevelopment authority) levy, housing TIF (tax increment financing), tax abatement, or local housing trust fund. The purpose of these investments must be to support housing creation or improve physical conditions expressly for housing creation such as through site preparation or infrastructure expansion.<sup>1</sup> (4 points)
- c. Application for and/or use of state, federal, or other funds (such as philanthropic dollars) to support creation of housing. (1 point)

(Limit 3500 characters/500 words)

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**3. Project and program readiness. (15 points)**

- A. Please describe the extent to which program funds will be used to support one or more new programs, projects, or initiatives. Also describe the status and objective(s) of those programs, projects or initiatives.
- B. Please describe the extent to which program funds will support the expansion of one or more existing programs, projects, or initiatives. Also describe the status and objective(s) of those programs, projects or initiatives.

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<sup>1</sup> These may include but are not limited to locally funded housing expenditures as defined in [Minn. Stat. 477A.36, subd. 1\(f\)](#).

- C. Please address your experience, alongside any known subgrantees' and contractors' experience with the same or similar activities.
- D. Please explain how you will ensure all funds are committed to Qualifying Projects before December 31, 2028, and expended by December 31, 2029. Address your contingency plans to confront reasonably anticipated setbacks.

(Limit 3500 characters/500 words)

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### **Part 5 of 10: Community Need (30 total points)**

Community need is evaluated by Minnesota Housing using publicly available data. There are no questions asked of you in this section. Please review the methodology document for more information.

### **Part 6 of 10: Community Impact (15 total points)**

1. Which communities (or community) is the focus of your proposal? What opportunities, needs and challenges do they face? Please describe how you identified these opportunities and challenges. (Limit 3500 characters/500 words) (5 points)

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2. Please describe how the needs of the communities identified in question 1 will be prioritized in your Qualifying Projects, such as through program design, housing design or both. (Limit 3500 characters/500 words) (5 points)

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3. Please review the definition of Communities Most Impacted by Housing Instability, below, and describe to what extent you have included and will include people from Communities Most Impacted by Housing Instability in:

- A. Design of your proposal and of Qualifying Projects, and
- B. Affirmatively marketing to deliver housing, goods and services.

*Communities Most Impacted by Housing Instability, as defined in Minnesota Housing's [Strategic Plan](#), are the people more likely to be impacted by housing instability, including: lowest income, people of color, Indigenous individuals, LGBTQ+, people experiencing homelessness, people with disabilities, immigrants, large families, seniors and children. This also includes people facing barriers and/or limited choices due to: poor credit, limited savings, criminal history, prior evictions, and transitioning out of foster care, prison or other systems.*

(Limit 3500 characters/500 words) (5 points)

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### Part 7 of 10: Collaboration (10 total points)

1. A. Please describe your efforts to collaborate with key public sector stakeholders such as your county or counties, other cities, other counties, Tribal Nations, regional development commissions, regional housing and redevelopment authorities, state and federal agencies, policymakers and others over the past five years to support and encourage housing development.
- B. Describe whether and how this collaboration informed your proposal.
- C. Describe how you will collaborate with these same and/or similar public entities and stakeholders as you carry out grant-funded activities.

(Limit 3500 characters/500 words) (5 points)

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2. A. Please describe your efforts with cross-sector collaboration, such as with private landowners, developers, realtors, bankers, employers, business associations, charitable organizations, housing and community development service providers and others over the past five years to support and encourage housing development and financing.
- B. Describe whether and how this collaboration informed your proposal.
- C. Describe how you will collaborate with these same and/or similar private-sector entities and stakeholders as you carry out grant-funded activities.

(Limit 3500 characters/500 words) (5 points)

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### Part 8 of 10: Pre-Award Risk Assessment

Complete and upload the Pre-Award Risk Assessment Form for Political Subdivisions and accompanying documentation (list of Principals). If your file size is large or you plan to send sensitive information, please refer to the Secure Upload Tool instructions included in the RFP Instructions. **You must provide this documentation, either in this application webpage or via the Secure Upload Tool.**

### Part 9 of 10: Application Signature Page

Complete and upload the Application Signature Page in Cvent. If your file size is large or you plan to send sensitive information, please refer to the Secure Upload Tool instructions included in the RFP Instructions. **You must provide this documentation, either in this application webpage or via the Secure Upload Tool.**

## Part 10 of 10: Optional Uploads

You may, but are not required to, upload other documents to support your proposal. If your file size is large or you plan to send sensitive information, please refer to the Secure Upload Tool instructions included in the RFP Instructions.

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### Remember: Use the Cvent Application Tool

**Do not submit this application content reference document.** Instead, use the [Cvent application tool](#) to apply. Required application materials are summarized in the Application Checklist below.

#### Application Checklist

All of the following checklist items must be completed properly and submitted in order for an application to meet the threshold criteria and be considered for funding:

- [Application \(in Cvent\)](#)
- [Application Signature Page](#) (see Upload Instructions in the RFP Instructions)
- [Pre-Award Risk Assessment Form](#) (see Upload Instructions in the RFP Instructions)