

Complete this **School Direct Costs Activity Application** and the **School Direct Costs Workbook** if requesting a grant for direct construction costs. Attach all documents listed in the *Required Documents* section of the 2025 Single Family RFP Application Instructions.

All new construction projects must incorporate visitability requirements into the home design. Review [Section F – Visitability](#) in this document for more information.

A. Project Information

1. Organization Name: _____
2. Project/Program Name: _____
3. What type of organization is the Applicant?
 - School district
 - Cooperative unit as defined in [Minn. Stat. § 123A.24, subd. 2](#)
 - Charter school
 - Contract alternative school
 - Tribal contract school
 - Nonprofit organization contracted by one of the preceding entities

NOTE: organizations or individual schools that **are not listed above** are ineligible to apply.

4. Funds provided for materials, supplies and contractor labor through this application must result in a home for an eligible owner-occupant, either by construction of a new structure or rehabilitation of an existing structure. Will the grant funds be used to construct or rehabilitate a home for an eligible owner-occupant? Yes No
5. Describe the proposed project, including the structure of the school program, whether it is a new or existing program and the type of home that will be constructed or rehabilitated. (2,000 character max)
6. Describe the Applicant's role in the project. (2,000 character max)
7. If there are partners who will complete the project with the Applicant, list the names and explain the role of each partner. Describe their experience completing similar projects.

8. Select all applicable options for which the Applicant is requesting funds, and list or describe in detail the specific items or professional labor.
 - a. Building materials (e.g., lumber, siding, etc.) _____
 - b. Construction tools (e.g., saws, hammers, etc.) _____
 - c. Contractor labor (e.g., plumber, electrician, etc.) _____

9. Have lots or homes been acquired? _____
 - a. If yes, how many? _____
 - b. If yes, describe any constraints or concerns (e.g., environmental conditions, land use constraints, etc.).

10. Will any residents be displaced from their homes as a result of this project? Yes No
 - a. If yes, describe the situation and how the Applicant will minimize and manage displacement.

11. What Target Area(s) will the Applicant serve? List each neighborhood, city or county to be served.

12. What is the [Impact Fund area median income \(AMI\)](#) to be served (up to 115% AMI)? ____% AMI

13. What measures will the Applicant take to determine that prospective owner-occupants are eligible?
NOTE: Owner-occupants must have an income at or below 115% AMI and must participate in a homeownership education counseling and training program.

14. How will the home be conveyed to an eligible household (e.g., sale, auction, gift or other method)?

B. Minnesota Housing Strategic Objectives

Minnesota Housing's [strategic objectives](#) fall into five focus areas and guide Minnesota Housing's work to ensure that affordable housing is available in communities most impacted by housing insecurity and homelessness. Review the strategic priorities in detail before answering the questions below.

Which Minnesota Housing [strategic objectives](#) does the proposed project help to advance? Read the sub-bullets and only check objectives that the proposed project will advance.

- Improve the Housing System
 - Focus on the people and places most impacted by housing instability (i.e., being cost-burdened, living in overcrowded or substandard housing, not having access to homeownership, etc.)
 - Create a more inclusive, equitable, and just housing system
 - Make housing programs more accessible and easier to use
- Preserve and Create Housing Opportunities
 - Preserve and improve the condition and affordability of existing housing
 - Increase the development of new housing that is affordable
 - Develop green, energy-efficient, climate-resilient, sustainable housing
 - Increase access to rental assistance
 - Support and preserve manufactured homes and communities
- Make Homeownership More Accessible
 - Address homeownership barriers and reduce disparities
- Support People Needing Services
 - Prevent and end homelessness
 - Support people with disabilities to live full, independent and integrated lives in the community
 - Support older adults and create age-friendly communities
- Strengthen Communities
 - Pursue equitable community development and investment
 - Support Tribal Nations and Indigenous communities

Pick the top two objectives checked above and describe how the proposed project meets the strategic objectives. The response must address the items as described in Minnesota Housing's [strategic plan](#). (2,000 character max)

C. Community Need

1. Describe the need for the specific school program and home to be constructed or rehabilitated in the Target Area(s) and how the proposal fills any gap in available resources. Include the impact on students and local housing needs. (2,000 character max)

2. How does this proposal respond to the unique needs of diverse populations in the proposed Target Area(s) (e.g. racial and ethnic communities, LGBTQI communities, (dis)ability status, Veterans, family size, etc.)? (2,000 character max)

3. A Cooperatively Developed Plan (CDP) is a community supported plan developed by a local unit of government or community group that encompasses multiple affordable housing and related service initiatives in a geographically defined area.
 - a. Is the proposed project a part of a CDP? Yes No

D. Leverage and Cost Containment

1. What types of in-kind contributions (e.g., donated materials, volunteer labor, etc.) has the Applicant secured, and what are the sources of the in-kind contributions?

2. What types of regulatory incentives (e.g., fee waivers, expedited approvals and permitting, etc.) has the Applicant secured and what are the sources of the regulatory incentives?

3. What other cost containment measures will the Applicant take to reduce the total development cost (e.g., rigorous competitive bidding, use of own labor crews, below-market interim financing, etc.)?

4. Do leverage sources and requested Impact Fund dollars cover all funding gaps? _____

5. If not, please explain the plan for addressing funding gaps.

E. Organizational Capacity

1. Over the past five years, how many home construction projects has the Applicant completed? _____

2. Describe the types of homes, structures or buildings the Applicant has constructed and how they compare to the proposed project. (2,000 character max)

3. If the Applicant has not completed home construction projects in the past five years, explain how the Applicant has the capacity to complete the proposed project (e.g., training, new staff, partnerships, etc.). (2,000 character max)

4. How many open School Direct Costs awards does the Applicant have, and will the Applicant be able to complete those open awards without future extension requests? Applicants with few or no open School Direct Costs awards will be viewed favorably.

F. Funding Priorities

Before completing this section, refer to the following information:

- Single Family RFP Application Instructions for funding priority guidance
- Minnesota Housing’s **funding priority methodologies** located on the [Impact Fund webpage](#)
- Minnesota Housing’s [Community Profiles for Scoring in 2025 Consolidated RFP](#) → Single Family Consolidated RFP Geographic Scoring Map

Equitable Access to Homeownership

1. Provide the number and percentage of households the Applicant has served over the past five years that meet the criteria in the grid below:

	2024	2023	2022	2021	2020
% Indigenous, Black and Households of Color					
% Households with a Person with a Disability					
Total # Households Served					

2. List the counties that the Applicant has predominately served over the past five years.

3. Describe how the proposal will support one or more of the following outcomes: "address housing disparities, build power in communities most impacted by housing challenges and disparities, pilot innovative challenges, and support inclusive communities." (2,000 character max)

4. Describe how the Applicant plans to measure the success of this outcome. (2,000 character max)

Business Entities Owned or Led by People of Color, Indigenous Individuals, and/or Women

- 1. Is the superintendent, principal or equivalent of the Applicant entity any of the following?
 - a. Black or Person of Color Yes No
 - b. Indigenous Individual and/or Tribal Entity Yes No
 - c. Woman Yes No

Serve Housing Needs Within a Community

- 1. **Universal Design/Accessibility:** Will the Applicant complete at least one unit that meets the [Universal Design Standards](#) for new construction or [Type A Accessible unit standards](#)?
Yes No
- 2. **Large Family Housing:** Will the Applicant complete at least one unit with 4+ bedrooms and/or a unit with an accessory dwelling unit? Yes No
- 3. **Senior Housing:** Are there any features of the project designed specifically to enable seniors (those aged 62 years or over) to age in place? Yes No

Homeownership or Financial Education and Counseling

- 1. Any owner-occupants of the home(s) constructed through this program must participate in the [Homeownership Education Counseling and Training \(HECAT\)](#) program. Will the Applicant require homebuyers to participate in the HECAT program? Yes No

Workforce Training Programs

- 1. Will the Applicant utilize any workforce training programs? Yes No

Efficient Land Use

- 1. Is the proposed housing being developed on in-fill lots or a new subdivision?
 - In-fill lots New subdivision
 - a. If the Applicant is proposing to develop a new subdivision, will the new construction units have an adverse impact on existing community services and utilities? Yes No
 - b. If yes, please explain.
- 2. Does the proposal minimize the loss of agriculture land and green space? Yes No

Advancement of Housing Innovation and Technology

1. Will the Applicant use volumetric modular construction, cross-laminated lumber, panelized, robotics, 3D printing, and/or other innovative construction methods to construct homes?
Yes No
 - a. If yes, describe the technology and how it will be used, including how this technology will affect the cost of the project. (2,000 character max)

Long-Term Affordability

1. Will the Applicant impose restrictions (e.g., deed restrictions, resale restrictions, etc.) for three or more years to enhance long term affordability? Yes No
2. Describe how the Applicant will enforce long term affordability.

G. Visitability Requirement

Visitability unit design and construction allows people with mobility impairments to enter and comfortably stay for a duration and is required under [Minn. Stat. § 462A.34](#). All new construction units must incorporate all of the following elements:

- 32-inch clear opening doorways throughout the unit;
- At least one no-step entrance; and
- A half bath, or larger bathroom, on the main level.

1. Will all New Construction units incorporate all three Visitability elements? Yes No
If no, please review the “Visitability Waivers” section below.

Visitability Waivers

In limited circumstances and on a home-by-home basis, Minnesota Housing may waive the following visitability elements for the following reasons:

- No-step entrance: Site conditions make the requirement impractical, or it reduces affordability for the targeted population.
- One half bath: Reduces affordability for the targeted population.

Minnesota Housing cannot waive the 32-inch clear opening doorways requirement.

H. Required Documents

Applicants must submit the required documents identified in the Single Family RFP Application Instructions in their original formats. If Applicants are unable to provide a required document, include a description as to why.

Label documents with this file name format: "Organization_ Document Name. For example, organization "ABC School District" should save this document as "ABCSD_ SDC_Activity_Application."