



SAMPLE: Housing Tax Credits Threshold Letter

Last Updated: March 2025

This letter is applicable for the 2025 and 2026 Multifamily Consolidated Request for Proposals (RFP)/2026 and 2027 Housing Tax Credits (HTC) Round 1. Copy and paste the information below into a separate document that includes the letterhead of your organization.

[Letterhead of Entity]

[Sender Name]

[Sender Title]

[Sender Organization/Company Name]

[Sender Address 1]

[Sender Address 2]

[City, State ZIP Code]

[Month 00, 20XX]

[Recipient Name]

[Recipient Title]

[Recipient Organization/Company name]

[Recipient Address 1]

[Recipient Address 2]

[Recipient City, State ZIP Code]

Re: [Name and Location of Project]

[Minnesota Housing HTC #]

To whom it may concern,

At its meeting on [date], the [name of city] City Council reviewed and endorsed the [name of project] housing development proposal for [specify unit count and type of construction] in the city of [proposal

[location]. This endorsement is based upon the findings that the project will meet locally identified housing needs and that the proposed housing is in short supply in the local housing market. These findings are evidenced by [state sources and authors of credible data such as recent housing study, housing survey, etc.].

[Include the following if applicable:]

As part of its endorsement, [name of city] also proposes local financial assistance through the use of tax increment financing (TIF). The [name of city] City Council approved the allocation of \$[amount] in TIF for a term of [number of years] years for the [name of project] proposal. This assistance will be in the form of [specify lump sum or pay-as-you go] TIF.

The [name of city] City Council endorsement is evidenced by the [name of city] City Council's approval of Resolution [number], a copy of which is included with this letter.

Sincerely,

[Name of Authorized City Representative]

[Title of Authorized City Representative]