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## **Property Owner Risk Mitigation Fund Program**

Request for Proposals (RFP) Application Instructions

Application Deadline: 4:30 p.m. Central Time on Friday, December 5, 2025

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## Overview

Property owners play a crucial role in addressing housing instability, but some property owners are hesitant or unwilling to rent to households who are carrying barriers to housing. Authorized in [Minnesota Laws 2023, chapter 37, article 1, section 2, subdivision 9\(b\)](#), the Property Owner Risk Mitigation Fund (RMF) Program is intended to reduce risks to property owners in efforts to expand housing opportunities for households carrying barriers to accessing housing. The evaluation of Minnesota Housing's 2016 Landlord Risk Mitigation Fund (LRMF) pilot demonstrated that services offered to property owners helps mitigate conflict that may come up during the rental period. The outcomes from that pilot illustrated that providing these services maximized program resources while also improving housing stability for households carrying barriers like poor or no credit, a record that reflects justice involvement, or evictions.

RMF Program administrators will use program funds to provide services to property owners and to reimburse property owners for certain allowable expenses incurred as a result of renting to qualified households. Program funds may not be used to pay for supportive services for households. Administrators are required to ensure that households who are renting from RMF Program enrolled property owners must also have access to supportive services (for example, case management) throughout the initial rental term.

RMF Program administrators can either create or expand existing risk mitigation programs and are encouraged to apply knowledge of local rental markets and needs of the communities they serve in their program design.

Program funds may be used to:

- Create or expand risk mitigation programs to recruit and incentivize property owners to enroll in the RMF Program
- Link eligible renter households to enrolled property owners' vacant units
- Establish strategies to support property owners renting to eligible households
- Reimburse property owners for damages, other losses, or eligible financial reimbursements, such as costs directly related to meeting enrollment criteria or renting to an eligible household

Grant funds will be directed to services, activities, and reimbursements for property owners. Grant outcomes will also track the number of households impacted by increased access to housing options.

This program supports one of Minnesota Housing's strategic objectives: to support people needing services by preventing and ending homelessness. All of Minnesota Housing's strategic objectives are outlined in our [Strategic Plan](#).

**The application deadline is 4:30 p.m. Central Time on Friday, December 5, 2025.**

## Available Funding

Minnesota Housing anticipates awarding up to \$1,160,000 in grant funds, which are contingent upon the availability of RMF Program appropriations and may increase or decrease. The grant term is three years. Minnesota Housing may approve grant extension requests for a total grant term of no more than five years, at Minnesota Housing's sole discretion. Minnesota Housing does not anticipate that resources will be sufficient to fund, or fully fund, all requests at the requested amount.

The RMF Program received a one-time appropriation and is not funded in an ongoing manner at this time. Minnesota Housing will prioritize funding for projects that serve populations that applicants identify as at greater risk of homelessness or experience homelessness disproportionately within their service area. Applicants are encouraged to consider program designs and partnerships that result in the most robust and responsive RMF Program possible. Minnesota Housing has a limited amount of funding and, while combining this program's funding with other program and financial resources is not required or scored directly, we acknowledge the significant potential impact collaboration can offer the communities we serve.

## Eligibility

### Eligible Applicants

To be eligible, applicants do not have to be current Family Homeless Prevention and Assistance Program (FHPAP) grantees but must meet at least one of the following FHPAP grantee eligibility criteria:

- Tribal Nations located in Minnesota and recognized by the state of Minnesota and the federal Government, including Bois Forte Band of Chippewa, Fond du Lac Band of Lake Superior Chippewa, Grand Portage Band of Lake Superior Chippewa, Leech Lake Band of Ojibwe, Lower Sioux Indian Community, Mille Lacs Band of Ojibwe, Prairie Island Indian Community, Red Lake Nation, Shakopee Mdewakanton Sioux Community, Upper Sioux Community, and the White Earth Nation
- Twin Cities metropolitan area: A county (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington) and entities other than counties in the metropolitan area, and entities other than counties in the metropolitan area, including but not limited to nonprofit organizations.
- Non-metropolitan area (Greater Minnesota): A county, a group of contiguous counties jointly acting together, or a community-based nonprofit organization

Collaborative and multi-organization applications, including those from Continuum of Care regions and Tribal Nations, are encouraged. The applicant must be one of the eligible grantees listed above.

### Eligible Households

Households must meet each of the following requirements to be connected to housing options offered by a property owner enrolled in the RMF Program:

- Have an income at or below 200% of [federal poverty guidelines](#)
- Be Minnesota residents or a household otherwise approved in writing by Minnesota Housing, approval of which is at Minnesota Housing's sole discretion
- Be homeless or at imminent risk of homelessness and in need of services and/or financial assistance due to a housing crisis

### Eligible Expenses

There are three eligible RMF Program expense categories: 1) administration, 2) property owner services, and 3) property owner reimbursement payments.

#### Administration

Administrative costs cannot exceed 15% of the total budget. Eligible administrative expenses include:

- Salaries, wages, and fringe benefits of staff responsible for program oversight, working directly with property owners, and completing data entry and reporting (the full-time equivalent must be proportional to their program involvement)
- Hiring or staff retention bonuses may be eligible only if requested at the time of application and included on the approved budget, which is an exhibit to the Grant Contract Agreement
- Travel
- Office space, utilities, equipment, phone, computer, internet
- Tablets, hotspots, data storage/security, and other software (for example, cloud storage, data storage, Laserfiche, language line)
- Supplies, copies, postage
- Training
- Homeless Management Information System (HMIS) or other pre-approved software and reporting fees
- Financial compensation for persons with lived experience who are involved in planning, design, and evaluation of RMF Program activities as identified in the documents the selected grantee will use to demonstrate compliance with program requirements
- Audit, insurance, accounting, human resources, information technology, communications, translation services
- Digital or Electronic Signatures (eSignatures), specifically the expenses associated with the set up and ongoing maintenance of eSignature services
- Other expenses directly related to the RMF Program, which must be approved in writing by Minnesota Housing

Agencies that utilize cost allocation plans for administrative expenses will be required to provide a description of the plan in the work plan submitted as part of due diligence.

## **Property Owner Services**

Up to 50% of the total budget may be used to pay for staff time or expenses incurred to pay for:

- Development of the RMF Program design and materials, including the documents the selected grantee will use to demonstrate compliance with RMF Program requirements
- Marketing the RMF Program and recruiting property owners to participate in the RMF Program
- Building relationships and networking with property owners
- Explaining the RMF Program and educating property owners
- Enrolling property owners into the RMF Program
- Maintaining contact and engagement with property owners during the RMF Program
- Providing services to mitigate conflict between property owners and households

Minnesota Housing may approve, at its sole discretion, other uses as proposed by the applicant to recruit, engage, and support property owners.

## Property Owner Payments

Property owners may be reimbursed for eligible losses incurred while under an eligible household's lease term. The guarantee of reimbursement payments, when eligible, may motivate property owners to enroll in the RMF Program and rent to an eligible household they would otherwise not rent to due to financial risk factors. In the RFP response, the applicant will provide a description of the criteria a property owner must meet to be eligible for enrollment in the RMF Program.

Reimbursement payments for repairs may only be made to the property owner if each of the following requirements are met:

- The property owner was enrolled in the program at the time the expense was incurred
- The household was referred by the RMF Program
- A lease was signed upon move in
- The damage/loss was incurred during the rental agreement
- The damage/loss exceeded the security deposit amount
- As applicable, the request and approval for reimbursement was made prior to the repair being made
- Appropriate documentation of the damage/loss was submitted
- Management of a payment reimbursement account

Selected grantees may determine a cap for reimbursement payments to a property owner.

Reimbursement payments related to repairs are dictated by whether a repair is needed to maintain safety, security, and/or habitability of a rental unit or property. Reimbursement payments for repairs may only be made to the property owner if there is itemized documentation for each repair.

Reimbursement payments may also be made for new costs directly related to meeting a selected grantee's criteria for enrollment in the RMF Program or directly related to renting to an eligible household.

Eligible reimbursements could include:

- Making changes to a process to meet the needs of households carrying housing barriers
- Making changes to systems
- Creating new documentation or tools
- Training staff, consultants, or contracted employees
- Other related expenses

## Ineligible Expenses

RMF Program funds may not be used for the following expenses:

- Acquiring, rehabilitating, or constructing housing

- Supportive services, including but not limited to, housing navigation and case management for households seeking or maintaining housing
- Rental assistance
- Other Housing related expenses not otherwise listed as eligible within the [RMF Program Guide](#) (for example, application fees, past due bills, utility connection fees, rental arrears, etc.)



## **Program Expectations**

### **Community Consultation for Program Design and Application**

The project design submitted in the RMF Program RFP Application should clearly reflect input from people with applicable lived experience, property owners, and other relevant stakeholders in the local community.

### **Project Design**

Each project must be designed to:

- Identify one or more barriers to housing that will be centered and reflected throughout the project design; where barriers to housing correlate to a specific population that population should be identified, and data should be referenced
- Recruit a wide variety of new property owners who, as a result of the RMF Program benefits, agree to rent to the identified target population
- Receive household referrals from an identified entity, such as Coordinated Entry or correctional system release officers
- Ensure that eligible households have access to support services for the duration of the rental agreement
- Facilitate the connection of eligible household referrals to enrolled property owners with appropriate vacancies
- Engage with the property owner throughout the duration of the rental agreement
- Respond to property owner requests or concerns related to households referred through the program
- Establish and manage a reimbursement payment account
- Provide opportunities for the local community to engage during the project proposal, design, implementation, and evaluation
- Offer services like mediation to mitigate conflict between property owners, renters, and others, subject to the terms of a rental agreement involving a property owner enrolled in the RMF Program

### **Access to Supportive Services Requirement**

While the RMF Program does not fund supportive services for households renting from property owners enrolled in the program, it does require that households are connected to direct supportive services such as case management to be eligible. Support for households with barriers to housing is crucial to housing stability. Direct supportive services must be included in an applicant's proposed program design. The applicant's proposed program design must include how households will be

connected to support services. It is not a requirement that services are provided directly through the applicant.

Applicants are encouraged to leverage existing programs and resources to facilitate the provision of supportive services to eligible households, partner or subcontract with external service provider organizations, and engage with systems to support referrals and coordinate ongoing services.

## **Formal Relationships**

While not required, certain program designs may call for a grantee/subgrantee or a partnership relationship. If compensation will be provided, then a formal contract must be used.

### **Grantee/Subgrantee Relationship**

A subgrantee is an agency or organization that is solicited by the grant applicant or grantee to participate with the grantee in administering the program. A grantee/subgrantee relationship is required only if funds will be distributed from the grantee to the subgrantee. In this model, Minnesota Housing expects the applicant to have developed a fair and transparent process for soliciting or including providers to meet the needs identified in their community. The process should help ensure that providers who are able to address the needs of those most disparately impacted by homelessness have access to apply for funding. Particular emphasis should be placed on selecting providers that can help the program achieve equitable results for populations that have been traditionally underserved with housing and homeless resources.

Please contact Kristen Mortenson at [kristen.mortenson@state.mn.us](mailto:kristen.mortenson@state.mn.us) for further guidance if a contract relationship is expected.

## Equity

Applicants must identify one or more barriers to housing their program design responds to and the corresponding target population which may include households who, due to racism, discrimination, and other systemic barriers, are overrepresented among those experiencing housing instability or homelessness. Some of these populations may include:

- Racial, ethnic, and cultural communities, including Indigenous peoples
- LGBTQIA2S+ communities
- People living with disabilities
- Justice involved populations
- Veterans
- Members of migrant or new arrival communities
- Survivors of domestic violence and human trafficking
- Geographic diversity and isolation within and across Minnesota, including Greater Minnesota and metro areas

Applicants should address the disproportionate needs identified and evaluate the effectiveness of their proposed model or services. Applicants should also demonstrate their capacity to implement clear, appropriate, and assertive strategies for engaging property owners that serve eligible households effectively. Applicants are encouraged to include partnerships with community and/or culturally rooted organizations, associations, and institutions that are connected to households disproportionately represented among people experiencing homelessness. In addition, applicants are strongly encouraged to implement specific strategies that promote staffing and program models that are trauma informed and representative of the project's target population.

Selected grantees will be required to monitor the effectiveness of the Program by tracking household outcomes. Outcomes data will be collected using the Homeless Management Information System (HMIS) or a comparable system approved by Minnesota Housing. Selected grantees will be expected to report on these measures, identifying disparities and specific strategies to address disparities throughout the grant period.

## Review Criteria

This is a competitive application process. Applications will be reviewed and scored by a committee comprised of Minnesota Housing staff, members of other state agencies and subcabinets, and community members. Selection and funding recommendations will be presented to the Minnesota Housing board for approval. Minnesota Housing's award decisions are final and are not subject to appeal.

### Application Threshold Criteria

Threshold criteria are the basic requirements an application must meet to be considered for funding. Each of the following **threshold criteria** must be satisfied for an application to be considered:

- The applicant must be eligible as defined in the Eligible Applicants section of this document
- The application must be properly completed and include all required application checklist items
- The application must be submitted by the published deadline

Any application that does not meet the threshold criteria will not be eligible for funding consideration.

### Competitive Criteria

The following **competitive criteria** will be used to score only those applications that satisfy the threshold criteria.

The following table highlights the points for each application category. The total possible score equals 100 points.

*Table 1: Scoring Criteria*

| Category        | Criteria                                                                                                                                                                                                                                                                                                                                                                                                                        | Maximum Score |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Project Summary | Applicant provides clear description of program design and partnerships with property owners, referral sources, and service providers.<br><br>Evident that feedback from people with lived experience, property owners, service providers, and other stakeholders informed the project design.<br><br>Applicant identified data sources and provided an analysis that clearly describes why the target population was selected. | 25 points     |
| Equity          | Tribal Nations/groups of Tribal Nations will automatically receive points under this category.<br><br>Applicant describes how the project design will increase housing access and stability for people and populations disproportionately impacted by homelessness, how the program will support equitable                                                                                                                      | 35 points     |

| Category | Criteria                                                                                                                                                                                                                                                                       | Maximum Score |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|          | <p>application and rental practices, and support property owners with using culturally appropriate and accessible communication.</p> <p>Application includes a description of the role that people with lived expertise currently play in the project and/or organization.</p> |               |
| Capacity | <p>Applicant describes concrete examples of building and maintaining relationships with property owners.</p> <p>Applicant demonstrates ability to be self-aware, reflect, and modify practices based on past learnings.</p>                                                    | 20 points     |
| Budget   | <p>The budget appears reasonable.</p> <p>The narrative clearly justifies the applicant's budget, including rationale and calculations.</p>                                                                                                                                     | 20 points     |

After the grant review committee has met and scores have been finalized, Minnesota Housing staff will incorporate the scores into final funding recommendations. Funding recommendations will also incorporate the results of the pre-award risk assessment (noted below). Final funding amounts will be dependent on the amount requested, the number of applicants, and the funding amount available to distribute.

All funding decisions are at Minnesota Housing's sole discretion and are not subject to appeal. Additionally, Minnesota Housing reserves the right to request proposal revisions during the due diligence phase, which is after Minnesota Housing board approval but before the Grant Contract Agreement is fully signed.

## Pre-Award Risk Assessment

Per [Minnesota Statute 16B.981](#), Minnesota Housing is required to conduct a pre-award risk assessment of potential grantees requesting grant awards of \$50,000 or more. The information submitted by potential grantees will be used to assess the risk that a potential grantee cannot or would not perform the required duties of the grant. Minnesota Housing will review the potential grantee's past performance, tax returns, audits, principals, and standing with the Secretary of State.

Minnesota Housing will determine whether:

1. The potential grantee would likely be able to perform the duties of the grant without additional conditions,
2. The potential grantee would likely be able to perform the duties of the grant with additional technical assistance or conditions placed on the potential grantee, or
3. There is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant.

The pre-award risk assessment will include the following components:

- A Risk Assessment Form with questions to be completed as part of the application
- Financial information as applicable to the applicant organization and detailed on the Risk Assessment Form
- Evidence of good standing with the Minnesota Secretary of State
- Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified

To complete the assessment, Minnesota Housing may request additional information which must be provided by the potential grantee. Minnesota Housing will notify a potential grantee if it is unable to satisfy its concerns by working with the potential grantee. This notification will include information on the decision and options to request reconsideration of the decision.

The submission of inaccurate or misleading information may be grounds for disqualification from a grant award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to Minnesota Housing, by law.

The results of the pre-award risk assessment will not impact scoring of an organization's competitive application for grant funds.

Tribal governments are not subject to the pre-award risk assessment. Tribal-affiliated organizations with a nonprofit or for-profit business designation with the Minnesota Secretary of State are subject to the requirements.

## Application Timeline

The application timeline is outlined in the table below. All dates and times are subject to change at the sole discretion of Minnesota Housing.

Table 2: Application Timeline

| Date               | Activity                                                                                                                          |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| September 29, 2025 | RMF Program RFP announced via State Register and eNews, and published to the Minnesota Housing website                            |
| October 10, 2025   | Minnesota Housing holds an RMF Program RFP information session at 1:00 p.m. Central Time                                          |
| October 17, 2025   | First round of questions must be submitted by 4:30 p.m. Central Time                                                              |
| October 30, 2025   | First round of Frequently Asked Questions (FAQ) posted on the <a href="#">Property Owner Risk Mitigation Fund Program</a> webpage |
| November 7, 2025   | Second round of questions must be submitted by 4:30 p.m. Central Time                                                             |
| November 16, 2025  | Second round of FAQ posted on the <a href="#">Property Owner Risk Mitigation Fund Program</a> webpage                             |
| December 5, 2025   | Applications due by 4:30 p.m. Central Time                                                                                        |
| January 29, 2026   | Minnesota Housing staff recommends selections to Minnesota Housing board                                                          |
| February 4, 2026   | Selected and non selected applicants notified; due diligence phase begins                                                         |
| February 12, 2026  | Mandatory due diligence training for all selected administrators                                                                  |
| March 12, 2026     | Due diligence items due                                                                                                           |
| April 1, 2026      | Upon Grant Contract Agreements being fully executed, Grant Contract Agreement term begins Grant Contract Agreements fully signed  |
| March 30, 2029     | End of Grant period. No expenses may be incurred after this date.                                                                 |

Minnesota Housing will hold an RMF Program RFP Information Session at 1:00 p.m. Central Time on October 10, 2025, via GoToWebinar. The information session will provide an overview of RMF Program RFP content and allow time for questions. Please [register in advance](#).

Frequently Asked Questions (FAQs) from the RMF Program RFP Information Session, along with other questions, will be posted on or around October 30 and November 16, 2025. All final questions must be submitted by 4:30 p.m. Central Time on November 7, 2025, with the final FAQ posted on or around November 16, 2025. Minnesota Housing staff are not able to directly answer questions outside of the FAQ process and cannot provide assistance to applicants after this date. Applicants that are selected and enter into a fully executed contract agreement can receive technical assistance from Minnesota Housing.

To receive email notifications related to the RFP, [sign up to receive eNews updates](#).

## Application Checklist

Applicants must use the required application form and include all the required information and documentation. Applicants are encouraged to be clear and concise in the presentation of information. Do not submit materials that are not requested (for example, letters of support, photos, brochures, etc.). Unrequested materials will not be reviewed.

The naming convention of the items submitted should be:

Program Name RFP\_Applicant name\_Name of Document

Example: "RMF Name RFP\_EXY Services\_Application"]

Only applications meeting the threshold criteria will be considered for funding. All of the following checklist items must be completed properly and submitted by the application deadline to meet the threshold criteria:

- ☐ 1. [RMF Program RFP Application](#)
- ☐ 2. [RMF Program RFP Application Signature Page](#); signature options:
  - A wet signature is a handwritten signature on a physical document
  - Electronic and digital signatures are electronic representations of signatures
    - Digital signatures are a more secure type of electronic signature that utilizes encryption and cryptographic techniques to verify the signer's identity and the document's integrity, whereas electronic signatures encompass a broader range of methods, including typed names
- ☐ 3. [RMF Program RFP Application Budget Workbook](#)
- ☐ 4. Pre-award Risk Assessment Form and accompanying documents detailed in the form:
  - [Risk Assessment Form—Nonprofit Organizations](#)
  - [Risk Assessment Form—For-Profit Business Entities](#)
  - [Risk Assessment Form—Political Subdivisions](#)
- ☐ 5. Accompanying pre-award risk assessment documentation detailed in the Risk Assessment Form:
  - Financial documents related to the applicant organization and detailed on the Risk Assessment Form (nonprofits and for-profits only)
    - [Internal Controls Certification—Nonprofit Organizations](#), if applicable
    - [Internal Controls Certification—For-Profit Business Entities](#), if applicable
  - Evidence of good standing with the Minnesota Secretary of State (nonprofits and for-profits only)
  - Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified (all applicants)



Applications that do not contain all required components (completed and submitted properly) will be noted as incomplete and will not be eligible for further review, including scoring. Minnesota Housing is unable to provide notice if an application is incomplete.

If you have questions regarding checklist items, reach out to the designated point of contact. Allow enough time for staff to respond and help resolve issues so that a complete application can be submitted prior to the application deadline. Also note that technical assistance does not guarantee that a complete application will be submitted.

## Submission Instructions

Submit application materials using the [Multifamily Secure Upload Tool](#) **no later than 4:30 p.m. Central Time on December 5th, 2025**, to be considered for funding.

The Secure Upload Tool will prompt you to enter a recipient email; enter [mhfa.app@state.mn.us](mailto:mhfa.app@state.mn.us). Review the [Secure Upload Tool Instructions](#) for more information. Required documents must be uploaded in their original format. Do not convert the documents into other formats except the signature page document, which can be submitted as a PDF.

Submitted applications are considered final; late and incomplete applications will not be considered. Minnesota Housing may request additional information or clarification. The applicant will be responsible for all costs incurred with applying for this RFP. Award decisions are final and not subject to appeal.

Per the [Minnesota Government Data Practices Act](#), responses submitted by an applicant are private or nonpublic until the responses are opened. Once the responses are opened, the name and address of the applicant and the amount requested is public. All other data in a response is private or nonpublic data until completion of the evaluation process which, for the purposes of this grant, is when all grant agreements have been fully executed. After a granting agency has completed the evaluation process, all remaining data in the responses is public with the exception of trade secret data as defined and classified in [section 13.37 of the Minnesota Governmental Data Practices Act](#). A statement by an applicant that the response is copyrighted or otherwise protected does not prevent public access to the response.

## Due Diligence Requirements

Due Diligence refers to the documents that organizations must submit or actions that must be completed prior to contracting with Minnesota Housing. If an applicant is selected for funding, Minnesota Housing will require the following due diligence items be submitted:

- **Approved Work Plan:** The selected potential grantee will be required to complete and submit a work plan on a template provided by Minnesota Housing. The purpose of the work plan is to describe changes since application submittal and as a result of the final award amount and requirements.
- **Approved Final Budget:** A final budget reflecting the awarded amount and any allocation or amount changes to grantee.
- **Board Resolution:** A signed original or signed and certified copy of the board resolution specific to the Grant Contract Agreement that designates authorized signatories and authority to enter into a Grant Contract Agreement, and that references the requested and/or awarded amount.
- **Certificate of Insurance:** Certificate of Liability Insurance with employee dishonesty/crime coverage is required. The minimum coverage amount should be at least  $\frac{1}{8}$  of the total funded amount. Worker's compensation is required by statute for all grants.
- **W-9 and SWIFT Vendor Number:** New potential grantees that have been selected and/or selected potential grantees that need to update the current information on file must provide a [W-9](#) and [SWIFT vendor number](#).

Potential grantees that are awarded funding must have all due diligence items submitted and approved, and the Grant Contract Agreement fully executed, which includes both the potential grantee's and Minnesota Housing's signatures, before costs can be incurred and reimbursed or grant funds can be expended. Minnesota Housing will not reimburse costs incurred prior to the execution of the Grant Contract Agreement. Minnesota Housing will initiate the execution of the Grant Contract Agreement, including required signatures.

The due diligence information provided in this section is intended to give applicants an idea of what will be asked for and is not a complete representation of requirements. If a project is selected for funding, a complete list of due diligence items required by Minnesota Housing will be provided.

## Contractual Requirements

A potential grantee awarded funding under this proposal will be required to:

- Sign a Grant Contract Agreement with Minnesota Housing and comply with all requirements listed therein.
- Comply with the [RMF Program Guide](#).
- Clearly post on the grantee's website the names of, and contact information for, the organization's leadership and the employee or other person who directly manages and oversees the grant for the grantee per [Minnesota Session Law 2025, Chapter 39, Article 2, Section 40, Subd. 5\(d\)](#).
- Maintain financial records for a minimum of six years after the Grant Contract Agreement has ended that document the use of all grant funds. Minnesota Housing, at its sole discretion, may request to review the accounting and documentation of such records at site visits or at other times.
- Complete and submit by required due dates all interim and final program reports in a template provided by Minnesota Housing.
- Acknowledge that Minnesota Housing will complete a grantee Performance Evaluation at the end of the grant term, which will be saved to the grantee's file. For all contracts over \$25,000, evaluation information will be submitted to the Commissioner of the Department of Administration and made available [publicly online](#).
- Comply with all local, state, and federal requirements.
- Comply with monitoring and financial reconciliation audits, including site visits and participating in evaluation and reporting by Minnesota Housing.
- Have a conflict of interest policy and take necessary steps to prevent individual and organizational conflicts of interests. All suspected, disclosed, or discovered conflicts of interests must be [reported to Minnesota Housing](#) in a timely manner.
- Comply with applicable contracting and bidding requirements noted in the Grant Contract Agreement.
- Comply with all affirmative action and non-discrimination requirements noted in the Grant Contract Agreement.
- Comply with [Minn. Stat. 201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

This is not an exhaustive list. All contractual obligations will be outlined in the Grant Contract Agreement sent to selected grantees.

## Contact

Questions can be directed to Kristen Mortenson, the designated point of contact for this RFP, at [kristen.mortenson@state.mn.us](mailto:kristen.mortenson@state.mn.us). No other staff are authorized to respond directly to questions from potential applicants related to this RFP. All questions and answers will be posted on Minnesota Housing's [Property Owner Risk Mitigation Fund Program](#) webpage.