



Grant Request for Proposal Cover Sheet

Purpose

This cover sheet is required for all executive branch granting agencies issuing competitive grant RFPs. It provides a high-level overview of the grant program and funding opportunity.

Applicants should review the full RFP before submitting an application.

Name of Granting Agency: Minnesota Housing Finance Agency

Title of Grant Program: Housing Trust Fund Operating Subsidy (HTF OS) Program

Table 1: RFP Summary

Topic	Description	RFP Page Number
Overview, Grant Description and Purpose	Grant funds provide operating support to maintain the economic viability of supportive housing developments funded by Minnesota Housing to serve people experiencing homelessness, particularly Long-Term Homeless and High Priority Homeless populations.	1
Eligible Applicants	Per Minn. Stat. 462A.201 , only current Minnesota Housing HTF OS Program grantees with grants expiring on or before December 31, 2027, are eligible applicants. Applicants must be the ownership entity for the supportive housing property.	2
Amount available, award amounts and key funding items	Minnesota Housing anticipates awarding up to \$2.98 million in HTF OS Program funds. Funds will be distributed over a two-year grant period with award amounts ranging from approximately \$10,000 to \$385,000. • A pre-award risk assessment is required for grants of \$50,000 or more. • Funds may not be spent before the grant contract agreement is signed.	1, 7
Application Timelines	• RFP opens Monday, October 5, 2026.	9

Topic	Description	RFP Page Number
	- Submit questions to sarah.broich@state.mn.us by noon Central time on Tuesday, October 27, 2026. - All application materials are due by noon Central time on Tuesday, November 10, 2026.	
Application Format	The RFP can be viewed on Minnesota Housing's Housing Trust Fund Operating Subsidy Program webpage. Submit application materials to Minnesota Housing's Secure Upload Tool. Using the online tool, send items to mhfa.app@state.mn.us. Review the Secure Upload Tool Instructions for more information. Documents must be uploaded in their original format, except for the Application Signature page which may be submitted as a PDF.	12
Questions, Technical Assistance, Contact Information	- Applicants should also review the HTF OS Program Guide. - The RFP Information session will be held via Microsoft Teams at noon Central time on Tuesday, October 13, 2026. - Questions are accepted from October 5, 2026, to noon Central time on October 27, 2026. - Answers to questions will be posted on Minnesota Housing's Housing Trust Fund Operating Subsidy Program webpage on or around Tuesday, November 3, 2026. - Questions can be directed to Sarah Broich at 651.539.9885 or sarah.broich@state.mn.us.	9, 15
Grant Implementation Requirements	Prior to Award: - A pre-award risk assessment is required for grants of \$50,000 or more. - Organizations selected for funding must submit all required due diligence documents. Active Award/Implementation: - Grantees must comply with all contractual requirements. - Grantees are required to participate in monitoring visits and financial reconciliation of grantee expenditures.	4-5,7,13-14

Topic	Description	RFP Page Number
	• Reporting requirements are outlined in the RFP Instructions. Post-award: • Minnesota Housing will complete a Grantee Performance Evaluation at the end of the grant term. For all contracts over \$25,000, Evaluation information will be submitted to the Office of Grants Management and made available publicly online. • Grantees are required to maintain financial and records for a minimum of six years after the Grant Contract Agreement has ended. • Grantees are subject to the Office of Grants Management Policies.	