



Housing Trust Fund Rental Assistance Program Request for Proposals (RFP) Frequently Asked Questions (FAQ)

The information in this FAQ document addresses questions regarding the Housing Trust Fund Rental Assistance Program (RFP) that were received through October 23, 2026.

Q1: Timing of FAQ responses: With answers scheduled for November 6 and applications due November 12, applicants will have limited time to incorporate clarifications into their proposals. Would Minnesota Housing consider publishing answers earlier, as they become available to all applicants, or extending the application deadline?

A: The application deadline is November 12 at 12:00 noon Central Time and will not change.

Q2: Geographic priorities: The RFP prioritizes regions not currently served by TBRA. How will this preference affect existing administrators seeking to continue services in already-served regions? How will geographic priorities factor into final funding recommendations relative to application scores?

A: While the Housing Trust Fund appropriation seeks to serve all 87 counties, it does not seek to accomplish this by impacting existing households being served. Review the scoring section of the application instructions.

Q3: Incumbent performance: What specific performance measures and reporting periods will Minnesota Housing consider when evaluating current administrators, and how will past performance influence funding decisions relative to the published scoring criteria?

A: All applications will be reviewed using criteria that are described in the Application Scoring Summary.

Q4: Program priorities: Beyond the requirements and outcomes identified in the RFP, what specific service gaps or program improvements is Minnesota Housing most interested in addressing during the 2027–2029 grant cycle? Is there particular interest in programs serving populations with complex or specialized housing needs?

A: Minnesota Housing recognizes various disparities throughout the state's housing landscape that contribute to housing instability. Each of these disparity factors are incorporated into the application review.

Q5: Funding and service continuity: How does Minnesota Housing account for existing participant commitments and rising rental costs when determining funding awards? When an incumbent receives

less funding than requested, how should it balance sustaining existing rental assistance with enrolling new households?

A: The average rental subsidy per household should consider rent increases at lease renewals. See the Instructions in the Budget Workbook for more information. There may be a local percent-increase history available in your region. Page 10 of the Request for Proposals Application Instructions (Table 1. Application Scoring Summary) also provides perspective on how proposed budgets will be evaluated.

Q6: Housing stability and transitions: How does Minnesota Housing evaluate successful outcomes for households that remain stably housed with HTF assistance but face significant barriers to transitioning to other permanent housing subsidies, particularly when disability-related needs or limited housing resources restrict available alternatives?

A: Minnesota Housing recognizes various disparities throughout the state's housing landscape that contribute to housing instability. Each of these disparity factors are incorporated into the application review.

Q7: The submission instructions state: "Documents must be uploaded in their original format, with the exception of the Application Signature page which may be submitted as a PDF." The Risk Assessment Form is a Word document but requires a signature. Are we able to submit the Pre-Award Risk Assessment as a PDF, too? Should the accompanying documentation for the Risk Assessment be combined into one PDF with the Risk Assessment Form?

A: Thank you for drawing this to our attention. The Pre-Award Risk Assessment Form may be converted to a PDF to accommodate providing a signature. The accompanying documentation required for the Pre-Award Risk assessment can be submitted separately from the Risk Assessment Form.

Q8: Veterans-only proposals: Would Minnesota Housing consider a tenant-based rental assistance proposal that serves only veterans experiencing homelessness? Or do awarded programs need to be open to all High Priority Homeless households referred through Coordinated Entry?

A: HTF Program Rental Assistance provides assistance to High Priority Homeless (HPH) families and individuals referred through the local Coordinated Entry (CE) system. Minnesota Housing is aware that organizations that have mission-based focus populations have been able to form partnerships with their Coordinated Entry and Continuum of Care staff to support their mission.

Q9: Coordinated Entry referrals: If a veterans-only program is allowed, could referrals come from Coordinated Entry's prioritization of veteran households, such as a veterans by-name list?

A: Refer to the response to question 8 above regarding Coordinated Entry and Continuum of Care. Page 8 of the Request for Proposals Application Instructions provides examples of households disproportionately represented among those experiencing homelessness.

Q10: Staffing: Are there minimum staffing requirements or staff-to-household ratios we should plan for?

A: Page 10 of the Request for Proposals Application Instructions provides examples of review criteria in pertaining to applicants' Local Program Design.

Q11: Information session: Do you know when the October 15 recording and slides will be posted? We weren't able to attend live.

A: The recording of the Information Session is posted to the HTF webpage; however the slides will not be posted. State accessibility requirements apply to all digital content, including slide decks. PowerPoint slides can break accessibility standards.

Q12: Are the following costs allowable under housing navigation?

- Contractual costs for general tenant education, legal tenant education, and finance training
- Legal fees to support positive housing transitions
- Salary and fringe

A: The Optional Housing Navigation tab of the HTF RFP Budget Template provides expense categories eligible for Housing Navigation. Page 3 of the RFP also provides a list of eligible uses for housing navigation funds.

Q13: To clarify, is \$500,000 the housing navigation pot for all applicants or the limit for one applicant?

A: The \$500,000.00 set-aside Housing Navigation funds is the total amount available for awarding to multiple applicants.

Q14: Could you please clarify whether a for-profit company with no prior rental-assistance administration experience can apply directly?

A: Per page 10 of the Request for Proposals Application Instructions (Table 1: Application Scoring Summary), the applicant should describe their experience with similar programs, either within the organization or through partnership(s).

Q15: Could you please clarify whether we would need an experienced housing provider as a partner?

A: Refer to the answer to question 14 above.

Q16: What qualifications and documentation would be required?

A: The Checklist on page 15 of Request for Proposals Application Instructions provide detail on all documentation required for a complete application.

Q17: Could you please clarify how the housing-navigation funding component works and whether a new provider could participate?

A: The Optional Housing Navigation tab of the HTF RFP Budget Template provides expense categories eligible for Housing Navigation for all applicants. Only applicants applying for TBRA funding may also apply for housing navigation funding.

Q18: Are there recommended technical-assistance resources or current program administrators we should contact?

A: Current Housing Trust Fund grant administrators are posted to the Housing Trust Fund website. It is at the current administrator's discretion to provide assistance.

Q19: Can a for-profit with no rental-assistance history be scored competitively if it partners with an experienced administrator?

A: The panel of reviewers will consider all information contained in each section of the application holistically for each applicant.

Q20: Can an existing administrator pay a for-profit company for housing navigation work? The instructions mention subgrantee contracts only for administrators, nonprofits, and Tribal Nations.

A: Any and all Subgrantee MOUs or contracts will be reviewed as key program components of all applicants' proposals.

Q21: Is the Twin Cities currently served by a TBRA administrator, and how does the regional priority apply?

A: Current Housing Trust Fund grant administrators are posted to the Housing Trust Fund website and includes each current grant administrators' service areas.

Q22: Can a for-profit be the navigation provider under another applicant's TBRA grant?

A: Any and all Subgrantee MOUs or contracts will be reviewed as key program components of all applicants' proposals.

Q23: Some households in our program choose recovery housing, including homes that nonprofits operate under agreements with property owners. When the administrator also operates the housing a household chooses, how do the Program Guide 6.01 conditions apply ("available for occupancy by the general public" and "market rate ... subsidized only with Rental Assistance")?

A: Minnesota Housing must fund grant administrators that serve households in housing units that are in compliance (including availability to potential new leaseholders) with state law and local ordinances. Housing choices must meet program requirements. Housing options that do not are not eligible for funding.

Q24: If a household chooses a unit the administrator operates, what disclosure or documentation does Minnesota Housing expect under Program Guide 9.04?

A: All program-related and state-approved leasing documents will need to be in place.

Q25: Can housing navigation funds cover part of an *existing* staff member's time, if that time is spent on eligible pre-move-in navigation activities?

A: Housing Navigation funds are eligible to support any staff engaged in eligible activities as described in the application instructions and on the webpage. Program funds may only be used to cover eligible expenses incurred during the grant period.

Q26: Some recovery residences ask that residents have a desire to stay substance-free. Under the Housing First approach in Program Guide 4.06, can HTF rental assistance be used in recovery housing a household chooses if the housing has that house rule?

A: All households supported by the Housing Trust Fund are expected to be leaseholders of housing units of their choice.

Q27: Program Guide 5.01 says the referral process is determined by the local CoC and participating providers. Can an administrator work with its CoC to help people experiencing homelessness whom it meets through its other programs get a Coordinated Entry assessment?

A: Organizations that have mission-based focus populations may form partnerships with their Coordinated Entry and Continuum of Care staff to support their mission.

Q28: Program Guide 5.01 says referrals are "requested" to go through Coordinated Entry and that administrators "may consider other referrals to address urgent needs." What counts as an urgent need, and what documentation is required?

A: Refer to the answer to question 27 above.

Q29: The application instructions say income must be at or below 60% of area median income at initial occupancy. On the October 15 call we heard 30%. Is 60% the limit, with households at or below 30% prioritized?

A: Per the Housing Trust Fund Rental Assistance Program Guide, income limits may be adjusted for household size, with priority to serve those at or below 30% AMI.

Q30: Assistance can last up to five years, but the grant term is two years. How does that work for households who still need assistance when the term ends?

A: Current Housing Trust Fund grant administrators are eligible to apply for succeeding grant periods.

Q31: Could you explain how the tenant-based grant would work? I am confused with this as tenant based usually means a traveling voucher.

A: Page 2 of the Housing Trust Fund Rental Assistance Program Guide describes Tenant-Based Rental Assistance: Rental subsidies for eligible housing of the Participant's choice within the Administrator's Service Area. Tenant-Based Rental Assistance cannot be committed to any specific development.

Q32: I am a housing provider, and this is the first time we are applying to provide this service. Do you have any recommendations for individuals or organizations we could contact to help us complete the application process?

A: Current Housing Trust Fund grant administrators are posted to the Housing Trust Fund website. It is at the current administrator's discretion to provide assistance.