



Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program Request for Proposal (RFP) Application Content

This document is for reference only. To be considered for funding, apply through the application in Cvent before **Friday, January 23, 2026, 5 p.m. Central time.**

About the Application

Before completing the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program RFP [Application](#), please review the [RFP Instructions](#) and [Program Guide](#) for program details, including eligibility requirements, eligible uses, definitions, and related program information.

How to Apply

Complete the [Application in Cvent](#) by **Friday, January 23, 2026, 5 p.m. Central time**, including all required Application Checklist items below.

Application Checklist

The following items must be completed properly and submitted for an application to meet the threshold criteria and be considered for funding:

1. Application in Cvent
2. Application Signature Page (See Upload Instructions in the RFP Instructions)
3. Pre-Award Risk Assessment Form and supporting documentation (You will be asked to upload this when applying)

Before You Begin: Instructions, Questions, and Technical Assistance Webinars

Before you begin and as questions arise, please refer to the RFP Instructions for more detail, including contacts for questions and information about participating in and viewing technical assistance webinars.

It is recommended to review the RFP Instructions, Program Guide, and this Application Content reference document before **preparing your responses outside of the application website** (such as in a Microsoft Word document). **The Cvent webpage may not save partially complete answers depending on the web browser used and your organization's settings.**

Minnesota Housing encourages applicants to start early and ask questions before submitting your application. The final call for questions deadline is Friday, January 2, 2026, at 5 p.m. Please refer to the RFP Instructions for instructions on submitting questions.

You will be offered an opportunity at the end of this application to upload other documents in support of your proposal. This step is optional.

To receive updates about this RFP, sign up for [Local Government Housing Programs eNews](#).

Application Content

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An asterisk (*) indicates the field is required.

Part 1 of 10: Applicant Information

1. Name of the city applying for funds (the “Applicant”): _____ *
2. If your city is not listed in the dropdown menu in the previous question, please answer the following: County or counties within which the city is located: _____ *
 - a. If located in more than one county, in which county does the greatest share of the city’s population live? _____ *
3. Please provide contact information:
 - a. Applicant Mailing Street Address: _____ *
 - b. Applicant Mailing City: _____ *
 - c. State: _____ *
 - d. Zip: _____ *
 - e. Application Primary Contact: _____ *
(Enter the name of the person Minnesota Housing should reach out to with any questions about your application.)
 - f. Primary Contact Title: _____ *
 - g. Primary Contact Phone: _____ *
 - h. Primary Contact Email Address: _____ *
 - i. Primary Contact Mailing Address: _____ *
 - j. Application Secondary Contact (optional): _____
 - k. Secondary Contact Title: _____
 - l. Secondary Contact Phone: _____
 - m. Secondary Contact Email Address: _____

By applying, you authorize Minnesota Housing to add the Primary and Secondary Contacts to its email distribution lists, including eNews lists, to ensure they receive important updates.

Part 2 of 10: Award Amounts, Work Plan and Budget Summary

4. Award amounts for this RFP are fixed at \$75,000. By checking the box below, you are confirming your understanding that if selected for funding, you will receive \$75,000 in state appropriations:

I understand the above statement.

5. Please allocate requested funds using the table below.* This will inform the final Work Plan and Budget to be included in your Grant Contract Agreement, if funded.

The Qualifying Project categories below are shorthand descriptions. Refer to [Minn. Stat. 477A.36](#) and the [Program Guide](#) for details.

Table 1: Work Plan and Budget

Qualifying Project Category	Grant Funds Budgeted
Emergency rental assistance for households at or below 80% AMI	\$ _____
Financial support to nonprofit affordable housing providers	\$ _____
Market-Rate Residential Rental Property development (additional conditions apply)	\$ _____
Affordable Housing Development and Financing (income-restricted to at or below 115% AMI for homeownership and at or below 80% for rental)	\$ _____
Operations and management of financially distressed residential properties	\$ _____
Supportive services for supportive housing	\$ _____
Emergency shelter operations	\$ _____
Other project(s) subject to approval by Minnesota Housing	\$ _____
Total (must equal \$75,000)	\$ _____
<i>Auto-calculates based on information above.*</i>	

6. If your Work Plan and Budget Summary allocates funding to “Other project(s) subject to approval by Minnesota Housing,” please describe the other project or projects. (Limit 1500 characters)

_____ (*Response required if funds allocated to “Other project(s)”.)

Part 3 of 10: Commitments to Affordable and Workforce Housing (25 points total)

7. **Grantee commitments to Affordable Housing. (15 points)** Please explain the efforts you intend to make, if funded, to prioritize Qualifying Projects that provide affordable housing to low-income households. (Limit 2500 characters)

Note: By statute, Grantees must prioritize Qualifying Projects that provide affordable housing to low-income households. "Low-income households" means homeowners with household incomes at or below 80% of state or area median income (as determined by HUD), whichever is greater, and/or renters with household incomes at or below 50% of state or area median income (as determined by HUD), whichever is greater. Minnesota Housing will prioritize proposals with the greatest commitments to affordable housing. Applicants may demonstrate these commitments by the share of funds committed to those purposes, presence and length of affordability periods, level of need among households served (for example, very low-income and particularly vulnerable populations such as people experiencing homelessness), and other methods.

*

8. **Local policy actions to encourage Affordable Housing, workforce housing, and market-rate housing. (10 points)** Please describe how the Applicant has encouraged the creation of affordable housing, workforce housing, and market-rate housing over the past five years. These may include but are not limited to:
- a. Zoning and land-use updates to increase density and affordability, such as: through adopting an inclusionary zoning policy for the purpose of increasing the supply of affordable housing; allowing for the development of multifamily housing in commercial districts; increased or eliminated height restrictions; allowing more units per lot; eliminated parking mandates; reduced lot or building width minimums; allowance for "by right" development, higher occupancy limits, and allowing for duplexes, accessory dwelling units or townhomes within areas zoned for single-family housing.
 - b. Investment of local financial resources, such as through an HRA (housing and redevelopment authority) levy, housing TIF (tax increment financing), tax abatement, or creation or funding of a local housing trust fund. The purpose of these investments must be to support housing creation or infrastructure expansion.¹
 - c. Application for and/or use of state, federal or other funds (such as philanthropic dollars) to support creation of housing.

(Limit 2500 characters)

*

¹ These may include but are not limited to locally funded housing expenditures as defined in [Minn. Stat. 477A.36, subd. 1\(f\)](#).

Part 4 of 10: Program and Project Readiness (15 points total)

9. Please describe how the program funds will be used to support one or more new programs, projects or initiatives OR how the program funds will support the expansion of one or more existing programs, projects or initiatives. Also describe the status and objectives of those activities. (5 points)
(Limit 2000 characters)

_____*

10. What is your experience, as well as the experience of any known subgrantees and contractors, with the proposed programs, projects or initiatives?
(Limit 2000 characters) (5 points)

_____*

11. Please describe your timeline for the proposed program, project or initiative. Include an explanation of how you will ensure all funds will be expended by the end of the grant period. Address your contingency plans to handle potential setbacks.

(Limit 2000 characters) (5 points)

_____*

Part 5 of 10: Community Need (40 total points)

Community need is evaluated by Minnesota Housing using publicly available data. There are no questions asked of you in this section. Please review the methodology document for more information.

Part 6 of 10: Community Impact (15 total points)

12. Which communities (or community) is the focus of your proposal? Do your communities of focus include Communities Most Impacted by Housing Instability (as defined below)? What opportunities, needs and challenges do they face? Please describe how you identified these opportunities, needs and challenges.

Communities Most Impacted by Housing Instability, as defined in Minnesota Housing's [Strategic Plan](#), are the people more likely to be impacted by housing instability, including: lowest income, people of color, Indigenous individuals, LGBTQIA+, people experiencing homelessness, people with disabilities, immigrants, large families, seniors and children. This also includes people facing barriers and/or limited choices due to: poor credit, limited savings, criminal history, prior evictions, and transitioning out of foster care, prison or other systems.

(Limit 2000 characters) (7 points)

_____*

13. How will the Qualifying Project prioritize the communities of focus identified in question 12 through:

- a. Program, project, or housing design of the Qualifying Projects and
- b. Affirmatively marketing to deliver housing, goods and services.

(Limit 2500 characters) (8 points)

_____*

Part 7 of 10: Collaboration (5 points)

14. Please describe your efforts to collaborate with key public sector partners and cross-sector collaboration with private entities over the past five years to support and encourage housing development.

Note: *Examples of public partners include counties, other cities, Tribal Nations, regional development commissions, regional housing and redevelopment authorities and state and federal agencies. Examples of cross-sector collaboration with private entities include private landowners, developers, realtors, bankers, employers, business associations, charitable organizations and housing and community development service providers.*

- a. Describe whether and how these collaborations informed your proposal.
- b. Describe how you will collaborate with these same or similar organizations and partners as you carry out grant-funded activities.

(Limit 2500 characters)

_____*

Part 8 of 10: Pre-Award Risk Assessment

Complete and upload the Pre-Award Risk Assessment Form for Political Subdivisions and supporting documentation (list of Principals). **You must complete the Pre-Award Risk Assessment to be considered for funding.**

Part 9 of 10: Application Signature Page

Complete and upload the **required** Application Signature Page in Cvent.

Part 10 of 10: Optional Upload

You may upload other documents to support your proposal.

Remember: Use the Cvent Application Tool

Do not submit this Application Content reference document. Instead, use the Cvent application tool to apply. Required application materials are summarized in the Application Checklist below.

Application Checklist

The following items must be completed properly and submitted for an application to meet the threshold criteria and be considered for funding:

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