

# Dodge County Local Housing Trust Fund RFP

## 1. Eligibility Requirements

### Funding & Eligible Applicant Information

- Funds must be utilized in Dodge County.
- We are encouraging all applicants to request the funding amounts needed for leverage funds for their affordable housing project. There are no minimum or maximum funding amounts.
- Dodge County has limited funds available within the local housing trust fund or Statewide Affordable Housing Aid (SAHA) for eligible and affordable housing projects.
- Applicant must be a local government, a nonprofit, landlord or developer that filed taxes within the last year.
- Request for funds must be for the preservation or creation of affordable housing. The income guidelines depend on the proposed project. All Area Median Incomes (AMI) are defined by HUD by county. [HUD's income guideline tool](#).

Income Guideline by Project	Creation/New Construction	Preservation/Rehabilitation
Rental	80% AMI	80% AMI
Owner Occupied	115% AMI	115% AMI

- Leveraged funds will be awarded at the time of close of completed project or as authorized through Dodge County Board approvals.
- All eligible applicants must be registered with the Minnesota Secretary of State and in good regulatory standing with the respective county and city in which the business is located. This includes being current on applicable licenses, in compliance with city regulations, and being current on property taxes.
- This is an equal housing opportunity program.

**NOTE:** Statewide Affordable Housing Aid DHS website: <https://www.revenue.state.mn.us/statewide-affordable-housing-aid>

### Application Requirements

- For any questions regarding the application contact Brandon Smith at [brandon.smith@mnprairie.gov](mailto:brandon.smith@mnprairie.gov) or (507) 431-5761.
- The application must be completed in its entirety by the applicant and submitted to the MNPrairie Dodge Site Office located at 22 East 6<sup>th</sup> St. Mantorville, MN 55955 or submitted electronically to [brandon.smith@mnprairie.gov](mailto:brandon.smith@mnprairie.gov) in the month prior to the advisory council meeting months below to be considered (by Feb.28, May 31, Aug.31 and Nov. 30) Clearly identify your email is an official submission in the subject line.
- **Completed applications received will be reviewed quarterly (March, June, September, December, or as needed pending number of submissions)**
- All supplemental documentation deemed necessary by the fund administrator to determine eligibility or to meet program requirements must be submitted with the completed application.
- Failure to submit required documentation will result in forfeiture of the funding award.

- Upon acceptance of the documentation noted above, the business entity will enter into a funding agreement with Dodge County prior to the disbursement of funds.
- Terms will be included in the funding agreement.
- Dodge County reserves the right to revise these guidelines as needed.

### Funding Awards

- Funding awards will be communicated to contact named provided via email.
- Awards are based on scoring and available funding. If funds remain after the RFP process, they will be available on a first come, first served basis.
- Impact will be assessed on such factors as number of units created and/or preserved, additional funding created and/or affordable funding preserved, and any other meaningful factors as determined through the Dodge County Board approval process.
- Readiness to proceed with or completion of the housing project must be demonstrated within 24 months; otherwise, funding will be forfeited. An extension may be granted upon Advisory Council approval, if meaningful progress is made. If not granted funds will be recycled into the Housing Trust Fund and you may reapply for funding.

## 2. Applicant Information

Legal Name of Business, including assumed name, if any:			
Mailing Address:		Development Address:	
Length of time in business			
Years:		Months:	
Federal Tax ID:		State Tax ID:	
Business Phone:		Cell Phone:	
Email:		Website:	
Preparer Name:		Preparer Title:	
Total Funding Request:		\$	

## 3. Scoring Matrix

- Each application will be scored by the matrix below. Each applicant will have to provide a self-score and the Dodge County LHTF Advisory Council will score the application following official submission.
- Scoring is a tool to help make recommendations to the ruling bodies of the Housing Trust Fund. Projects are not guaranteed funding if they score higher compared to other applications submitted.
- **Funding Structure** – the Dodge County Housing Trust Fund (DCHTF) was created to be a self-renewing source of income to assist with the creation and preservation of affordable housing throughout Dodge County. Funding requests structured as repayable to the fund are preferred.
- **Timeline** – Projects that are ready to go and create an immediate tangible impact are preferred. Some funding sources may have time constraints as well that projects will need to adhere to.
- **DCHTF % of Total Project Cost** – Using the DCHTF as leverage alongside other funding sources for a project is encouraged. This could be other grant or loan programs, an internal capital budget, cash donations, tax credits, etc.
- **Non-Capital Contributions** – Non-capital contributions could include a large variety of items such as land donation or write down; in-kind work or lower/no-cost materials; waiver of fees from local

charge; foregoing any available administration fees; tax increment financing, tax abatement, or payments in lieu of taxes; or any other medium that will reduce the cost of the project that isn't a direct dollar into the project.

- **Cost Efficiency (units per \$1000)**- This allows for projects to be scored based on cost efficiency for units projects are creating.
- **Affordable Units Created/Preserved**- This allows for scoring to produce/promote more affordable housing within the project. Priority given to 40-60% AMI as recommended by Dodge County Housing Study

				Points	Self-Score	Score			
Funding Structure				Grant	1				
				Loan	8				
Timeline				Completed or meaningful progress beyond two years from award date	0				
				Completed or meaningful progress two years from award date	3				
				Completed or meaningful progress one year from award date	6				
Cost Efficiency (units p/ \$1,000)				Less than .05	0				
Funds requested	Units Impacted	Units p/\$1000	.05-.10				2		
			.11-.20				5		
Enter Above	Enter Above		More than .20				11		
DCHTF % of Total Project Cost				100%	0				
				67%-99.9%	2				
				34-66.9%	5				
				0-33.9%	11				
Affordable Units Created/Preserved				1-4	1				
				5-10	3				
				11-16	6				
				17+	10				
Affordable Units Created/Preserved at 40-60% AMI, recommended to prioritize by Dodge County Housing Study					10				
Non-Capital Contribution				0%	0				
				0.1-5%	2				
				5.1-10%	4				
Total Points:									

## 4. Narrative

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Provide a detailed budget *as a separate document*. The budget should clearly show all sources and uses of funds, including construction costs, soft costs, administrative expense, and any non-capital contributions. Budgets should be realistic, well-supported, and reflect careful planning. If claiming non-capital contribution points, identify where those are in your budget and how you quantify their value. The budget must also indicate which parts of the budget are being paid for and supported by the requested LHTF funding.

Would your project happen “if not but for” the funds you are requesting? Please explain whether the project would still progress without utilizing LHTF, or if the absence would result in delays, downsizing, or cancellation. Specify how the funding plays a role in the overall project feasibility.

If applicable to the project creating affordable housing, how can you ensure units will abide by the affordability period of 10 years for homeownership or 15 years for rental projects?

**What City/Geographic area will the funds impact?**

**Indicate other funding source(s) you are applying for or utilizing for this project. What is the status of the other funding sources? (secured, applied for, pending, etc.)**

**What is your target demographic?**

**Tell us about your project Team.**

**Do you have the capacity to administer the funds if awarded? Briefly explain previous administration experience.**

**What is the timeline for the proposed project?**

## **FUNDING PROGRAM POLICY AUTHORIZATION FOR RELEASE OF INFORMATION**

I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. Dodge County has the right to verify any information contained in this application and may contact any individuals and institutions involved with the proposed project and that Dodge County reserves the right to make modifications to the program in response to community need and available funds.

Signature/Title of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature/Title of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Dodge County retains final authority to determine if a business entity is eligible or not, and whether to approve funding or not and the funding amount.**

