



Beltrami County Housing Trust Fund Eligibility Requirements

Entities seeking Beltrami County Housing Trust Fund grant dollars must comply with or agree to the following conditions:

1. **BE A LEGALLY RECOGNIZED ENTITY, SUCH AS NON-PROFIT ORGANIZATION, FOR-PROFIT BUSINESS, COMMUNITY DEVELOPMENT CORPORATION, HOUSING AUTHORITY, OR GOVERNMENT AGENCY.**
All eligible applicants must be registered and in good standing with the required Minnesota State office (Minnesota Secretary of State and/or Minnesota Attorney General's Office) and in good regulatory standing with Beltrami 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.
2. **EXPERIENCE**
Organizations must have demonstrated experience in developing and implementing housing programs, housing development, or related initiatives. Preference may be given to organizations with a proven track record of effectively serving Very Low Income, Low Income, or Moderate Income populations, including the specific population the proposal identifies for the project.
3. **FINANCIAL STABILITY**
Applicants must provide evidence of financial stability and sustainability, including audited financial statements, budgets, and sources of funding for the proposed project. Financial transparency and accountability are essential criteria for consideration. A bank reference letter will be required for all development projects.
4. **ELIGIBLE USES**
Funds may be used for capital costs, including but not limited to the actual costs of rehabilitating or reconstruction, demolishing or converting existing non-residential buildings to create new units, preservation of affordable units, real property acquisition costs, and professional service costs, including but not limited to, those costs incurred for architectural, engineering, planning and legal services which are attributable to the creation of units. Projects must prioritize the development of safe, decent, and sanitary housing that meets local building codes and standards. Administrative fees of 10% or less may be allocated for operational expenses related to the management and maintenance of housing properties. Requests of \$50,000 or more will be presented to the Beltrami County Commission for approval.
5. **AFFORDABILITY TERM AND COMPLIANCE**
Projects must serve Very Low Income, Low Income, or Moderate Income households (up to 115% Area Median Income (AMI)), which can include both Affordable and Workforce Housing. There is a minimum 15-year affordability term for every Assisted Unit; with preference given to longer terms. Owner occupied Assisted Units must be deed-restricted to ensure long-term affordability. Full repayment of the grant is required if a unit is sold, transferred, or stops being affordable before the term ends. Proposals that promote fair housing practices and nondiscrimination will be prioritized. Organizations must comply with all applicable local, state, and federal laws, regulations, and licensing requirements. Funding may be allocated to support the provision of supportive services for residents through rental assistance.
6. **GEOGRAPHY**
Proposed projects and programs must be located within Beltrami County. Preference may be given to projects located near transportation, food, and resources.
7. **INNOVATION AND SUSTAINABILITY**
Sustainability plans, including strategies for long-term funding, property management, and community engagement, should be included in the proposal. Proposals that incorporate innovative approaches, technologies, or partnerships to address housing challenges will be encouraged.