

Minnesota Housing Community Reviewer Application

Minnesota Housing Finance Agency invites members of the community to apply to be community reviewers to help us score and recommend grantees for our 2022 Capacity Building Grant program (“Community Reviewer”). We have created this Community Reviewer opportunity because we are striving to create a grantmaking process that values, listens to, and acts on the input of community. The expertise, ideas, and input of people who have experienced housing challenges are especially important as we seek to select Capacity Building proposals that most closely represent the goals of this grant program.

Who are we looking for?

We are looking for 11 people who live in Minnesota and have experienced housing challenges, as defined by them, to serve as community reviewers. We are also looking for five people who worked on activities funded by the 2019 or 2020 Capacity Building Initiative Grant or 2021 Intermediary Capacity Building Grants (“Capacity Building Grants”). Community Reviewers will be part of a team including state employees who will score, interview, and recommend a list of applicants to be 2022 Capacity Building Program grantees. Please see below for a description of the grant program. The goal is to have a group of Community Reviewers that represents both rural and urban experiences in Minnesota as well as the experiences of families, individuals, veterans, people with disabilities, and young people. We strongly encourage individuals who are Black, Indigenous, and Persons of Color to apply.

We want people who are passionate about building thriving communities where everyone’s voice matters and are interested in how housing can advance that vision.

This is the first time we will contract with community members to serve as Community Reviewers to score applications and participate in the grantee selection process. Your participation will help us learn and improve to better include community reviewers in our grant selection processes in the future.

What to Expect:

We will provide an optional information session about the Community Reviewer role, application, and requirements on Tuesday, June 28th at 1 p.m. Please join by [clicking on this link](#) or by calling 651-395-7448 and entering meeting code 119311330# at the scheduled meeting time. No registration is needed. The meeting will be recorded and saved to [Minnesota Housing’s website](#).

Responsibilities, Time Commitment and Pay:

Community Reviewers will be required to complete all the following activities to receive a one-time payment of \$500 after completion of all activities. Please see “Application Timeline and Key Dates” for a list of meeting dates and deadlines referenced here:

1. Participate in a required Community Reviewer Orientation and Grant Reviewer Training Meeting.
2. Review and score six to eight applications (estimate about 8 to 10 hours total over a three-week period).
3. Participate in a 2-to-3-hour time block of grant applicant interviews.
4. Participate in two selection meetings (one 4-to-5-hour time block to select interview finalists and one 2-to-3-hour time block to identify recommended grantees).
5. Provide feedback of your experience as a Community Reviewer to Minnesota Housing's grant program and evaluation staff.

We estimate that it will take about **20 to 23 hours** during the months of July through early October to complete the activities identified above. Please only apply if you can commit to participating in all of the activities.

Community Reviewers need to attend all meetings and complete their scoring on time. Please come ready to share your thoughts, ideas, concerns, and questions. Your input and participation is critical to Capacity Building grantee selection process.

Technology and Confidentiality Requirements:

The Community Reviewer Orientation training will include options for a virtual daytime or evening session. All other meetings, trainings, and interviews will be held virtually during business hours (8:30 a.m. to 4:30 p.m.) You will need an email address, access to a computer (with microphone or telephone for audio), and a secure internet connection to be able to participate in selection meetings. Community Reviewers must keep the application and scoring materials confidential. Additionally, they must join meetings, trainings, and interviews from a private location where they cannot be overheard. Community Reviewers cannot discuss or otherwise share information with anyone other than other members of the grant review team, either before or after the process is complete.

Contracting Process:

Selected Community Reviewers will enter into a contract with Minnesota Housing and be required to complete a W-9 by August 1, 2022 for payment, and submit an invoice for payment after all required activities are complete. The W-9 form requires either a Social Security Number or an Individual Taxpayer Identification Number (ITIN). Although we cannot provide legal advice or tax advice, we will provide training on these forms. Note: Participating as a Community Reviewer does not represent employment with Minnesota Housing.

How does Minnesota Housing award grant funds for the 2022 Capacity Building Grant ?

Minnesota Housing:	1. Receives money from the State of Minnesota for housing activities and programs.
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	<ol style="list-style-type: none"> 2. Defines the priorities for these activities and programs and makes an open invitation for organizations to answer questions and provide documents to compete for it. This is called a Request for Proposal. 3. Recruits state employees and community members to score applications and serve as grant reviewers. 4. Provides training about the grant programs and priorities, the steps in the grant selection process, and how to score applications. Minnesota Housing staff are available for questions throughout the process. 5. Assigns applications to grant reviewers. 6. Minnesota Housing strongly considers grant reviewer recommendations to arrive at the final list of grantees.
Grant Reviewers:	<ol style="list-style-type: none"> 1. Score each application question using a score guide and give a total score to the applicant. 2. Meet to discuss the scores and identify the strongest applicants to be invited to an interview. 3. Interview applicants and score the interview. 4. Meet to discuss the applicants' performance in their written application and interview. 5. Recommend a list of applicants to fund.

Application Timeline and Key Dates

Community Reviewer Selection Timeline	
Date	Activity
Wednesday, June 22, 2022	Community Reviewer Application Released
Tuesday, June 28th at 1 p.m. Click the link to join or Call 651-395-7448 and enter meeting code 119311330#	Information Session about the Community Reviewer Role, Application, and Requirements. (Will be posted on Minnesota Housing's website).
Wednesday, July 13 th at 2 p.m. CT	Community Reviewer Applications Due
Friday, July 15 th in the afternoon	Notification of Community Reviewer applicant Interview Selection
Thursday, July 21 st : 4p.m. -7:30 p.m. Friday, July 22 nd : 9 a.m. to 1 p.m.	15-minute Interviews with Selected Community Reviewer Applicants
Monday, July 25th	Notification of Community Reviewer Selection
Monday, August 1st	Community Reviewers provide signed contracts and W-9 forms.

Grant Review Timeline	
Wednesday, August 3 rd : 7 p.m. to 8 p.m. OR Thursday, August 4 th : Noon to 1 p.m.	Community Reviewer Orientation Training (choose one session)
Monday, August 8 th , 1 p.m. to 2 p.m.	Grant Reviewer Training Meeting and Grantee Applications Assigned
Monday, August 29 th at Noon	Grantee Application Scores Due
Wednesday, August 31 st : Noon to 4:30 p.m. Thursday, September 1 st : 9:30 a.m. to 2:00 p.m. Wednesday, September 7 th : 10 a.m. to 2:30 p.m.	Grantee Interview Finalist Selection Meetings: Community Reviewers will be assigned to only one day. Meeting length depends on number of grantee applications. (Community Reviewers will be assigned one 4-to-5-hour meeting)
Thursday, September 8 th Friday, September 9 th Monday, September 12 th Tuesday, September 13 th	Grantee Finalists Interviews: (Community Reviewers will choose one 2-to-3 hour time slot)
Tuesday, October 4 th , 1 p.m. to 4 p.m.	Recommended Grantee Selection Meeting

NOTE: The timeline is for illustration purposes only and is subject to change at Minnesota Housing’s sole discretion. If there is a revision to the timeline, Minnesota Housing will send an eNews. Updates will also be posted on [Minnesota Housing’s website](#).

Conflict of Interest:

All Community Reviewers will be asked to identify any actual or perceived conflicts of interest such as a family member’s or your connection or relationship to any of the 2022 Capacity Building Grant Program applicants. Applicants are not eligible to serve as Community Reviewers if their employer plans to apply for the 2022 Capacity Building Grant program. Minnesota Housing will make every attempt to separate reviewers with conflicts of interest from the review and discussion of applicants they have a conflict with. If this is not possible, the Community Reviewer will be notified and will not be allowed to continue to participate in the

grant review and selection process. Conflicts of Interest are identified early in the grant process and so removal of a Community Reviewer may result in no funds being paid to them.

About the [2022 Capacity Building Grant](#) program:

We seek to fund activities that build the capacity of organizations and communities to address root causes of housing challenges and to create thriving and inclusive communities. Communities most impacted by housing challenges and disparities are experts and key partners in developing solutions to these challenges.

This grant program seeks to fund:

1. Organizations that will use the funds to build their own capacity to address root causes of housing challenges and housing disparities, build power in communities most impacted by housing challenges and disparities, pilot innovative solutions to housing challenges, and support inclusive and equitable communities.
2. Organizations that will use the funds to build the capacity of *others* through pass-through grants and/or technical assistance in the organization's area of experience and expertise. The purpose of intermediary capacity building is to develop and strengthen the capacity of communities, stakeholders, and organizations operating in the areas of housing planning, community and program development, and community engagement.

The expertise, ideas, and input of community members that have experienced housing challenges and disparities will help us select the proposals that most closely represent the values and goals of this grant program.

Community Reviewer Application Process and Next Steps:

To apply to be a Community Reviewer, complete the short application online by going to [this link](#). **The deadline to apply is Wednesday, July 13, 2022 at 2 p.m. CT.**

After the Community Reviewer application deadline, Minnesota Housing will review applications and schedule 15-minute interviews with the top candidates on July 21 and July 22, 2022. Top candidates will have submitted applications that demonstrate they can fulfill the reviewer responsibilities of participating in all meetings and trainings and completing the required tasks on time. Additionally, their application responses show they are passionate about thriving communities, have an interest in housing, the Capacity Building Grant, and want to use their experience with housing challenges to have a voice in the process. Top candidates with experience as an employee of a prior recipient of a Capacity Building Grant will also be able to clearly describe key learnings from working on grant activities and explain how this experience will enhance the grant selection process. Selected Community Reviewers will be notified by Monday, July 25, 2022.

For questions about the Community Reviewer application send an email to: CommunityDevelopment.MHFA@state.mn.us.

If you or someone you know needs referrals for resources or other help,
call United Way First Call for Help:

Dial 2-1-1

Toll Free: 800-543-7709

Local: 651-291-0211

Text your zip code

to 898-211*

Community Reviewer Application

Data Privacy Notice: The purpose of this notice is to enable you to make an informed decision about whether to give data about yourself. This information is collected to select community reviewers for the 2022 Capacity Building Request for Proposals. You are not legally required to provide any of the requested data; however, if you do not provide the data, you will not be eligible to be selected as a reviewer. Your data will be shared with the Minnesota Housing Finance Agency and any other parties as the Minnesota Housing Finance Agency deems necessary to evaluate the application. The data can also be shared upon court order or to the state or legislative auditor. Responses submitted by an applicant are private or nonpublic until the responses are opened. Once the responses are opened, the name of the applicant is public. All other data in a response is private or nonpublic data until completion of the evaluation process. All information provided in the application will be public once the reviewers are selected.

1. Contact and Demographic Information

- a. Name:
Pronouns (examples, she/her, he/him, they/them):
Primary phone number:
Alternate phone number:
Email address:
- b. Which method of communication do you prefer when Minnesota Housing needs to contact you?
Email:
Phone call:
Text message:
- c. What Minnesota city and county do you live or stay in?
- d. We want to bring diverse perspectives into this grantmaking process, in particular those of communities most impacted by housing challenges and disparities. Do you identify with any of the following identities? Please mark all that apply (optional).
 - Black/African American
 - Native American
 - Asian American/Pacific Islander
 - Latino/a/e
 - Multiracial
 - Other race or ethnicity (Please list) _____
 - LGBTQIA+
 - Veteran

- Person with disabilities
- Refugee or Immigrant

2. Ability to participate

- a. Can you commit around 20 - 23 hours of work (total) from July through early October 2022?
 - Yes
 - No

- b. Do you have access to email, a computer (with microphone or telephone for audio) and internet access to participate in required meetings?
 - Yes
 - No _Please explain.

- c. Are you able to keep the Capacity Building application documents and information confidential by making sure that you are the only one that sees the application and scoring materials and are in a private space when reviewing applications and at trainings, meetings, and interviews?
 - Yes
 - No

- d. Can you participate in virtual meetings, complete required the activities, and submit the required materials by the following dates and times? For the Finalist Selection Meetings and Grantee Finalists Interviews, select yes if you can attend on at least one of the days.
 - Yes
 - No

Wednesday, August 3 rd : 7 p.m. to 8 p.m. OR Thursday, August 4 th : Noon to 1 p.m.	Community Reviewer Orientation Meeting (choose one session)
Monday, August 8 th , 1 p.m. to 2 p.m.	Grant Reviewer Training
Monday, August 29 th at Noon	Grantee Application Scores Due
Wednesday, August 31 st : Noon to 4:30 p.m. Thursday, September 1 st : 9:30 a.m. to 2:00 p.m. Wednesday, September 7 th : 10 a.m. to 2:30 p.m.	Grantee Finalist Selection Meetings

	<ul style="list-style-type: none"> • Community Reviewers will be assigned to one 4-to-6-hour meeting) • Time may be adjusted depending on applications received
Thursday, September 8 th Friday, September 9 th Monday, September 12 th Tuesday, September 13 th	Grantee Finalists Interviews <ul style="list-style-type: none"> • Reviewers will choose one 2-to 3 hour time slot (exact schedule to be determined)
Tuesday, October 4 th : 1 p.m. to 4 p.m.	Recommended Grantee Selection Meeting

3. Why are you interested in serving as community reviewer for the 2022 Capacity Building Program?
4. What expertise and perspective do you hope to bring to the Capacity Building grant review process? How has your experience with housing challenges shaped your perspective?
5. Did you work on activities funded by 2019 or 2020 Capacity Building Initiative Grant or 2021 Intermediary Capacity Building Grants?
 - Yes
 - No

If yes, please answer the questions below:

6. What is the name of the grantee?
7. Please describe your role with the 2019 or 2020 Capacity Building Initiative and/or 2021 Intermediary Capacity Building grant. What did you learn from working on capacity building grant activities? What expertise and perspective do you hope to bring to the Capacity Building grant review process?