

Minnesota Housing's Capacity Building Program, authorized under Minnesota Statute 462A.07, subd. 2, will fund activities that build capacity of organizations and communities to address root causes of housing challenges and create thriving and inclusive communities. Communities Most Impacted (see definition below) by housing challenges and disparities are experts and key partners in developing solutions to these challenges. Minnesota Housing trusts organizations and communities to use their knowledge and creativity to develop strategies that work for them.

The Capacity Building Program is an important tool for advancing Minnesota Housing's 2020-2022 strategic objectives of "Creating an Equitable and Inclusive Housing System" and "Strengthening Communities" by:

- "Strengthening Disinvested Communities" including:
  - Fostering the co-creation of solutions with communities
  - Addressing systemic barriers
  - Diversifying the partners we fund and with whom we work
  - Bolstering cross-sector community development work
- Supporting Tribal Nations and Indigenous communities:
  - Increasing Tribal access to program resources
  - Supporting tribes in building their program capacity

Over the course of a two-year grant period, selected grantees will utilize Capacity Building Program grant funds for one of the following two uses:

- 1. Organizational Capacity Building:** Grantee will use the funds to build its 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. Intermediary Capacity Building:** Grantee will use the funds to build the capacity of *others* through pass-through grants and/or technical assistance (see definition of both terms below) in the Grantee'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. Funds are intended to support efforts to build the capacity of communities, and/or organizations to meet community housing goals and needs. Funding should be used to provide direct technical assistance and/or pass-through grants support to communities and organizations.



For the 2022 Capacity Building Program, Minnesota Housing may, but is not obligated to, award grant funds in an aggregate amount of up to \$1,450,000. As described below, approximately \$950,000 of the grant funds will be allocated to Organizational Capacity Building grantees, and approximately \$500,000 of the grant funds will be allocated to Intermediary Capacity Building grantees. Minnesota Housing anticipates that between 17 to 32 Organizational Capacity Building grantees will be selected and between 6 to 15 Intermediary Capacity Building grantees will be selected. Award sizes and the amounts recommended between the two different uses will depend on a number of factors including the number of applications received, scoring, and geographic coverage.

Applicants must choose **only one** (not both) of the two uses for a two-year grant period. Applicants will be scored and evaluated against other applications applying for the same use. Organizational Capacity Building applicants do not compete with Intermediary Capacity Building applicants.

**1. Organizational Capacity Building:**

Estimated Available Funds: \$950,000 (subject to applications received)

Maximum Individual Award: \$55,000 (typical award size may range from \$20,000 to \$55,000)

**2. Intermediary Capacity Building:**

Estimated Available Funds: \$500,000 (subject to applications received)

Maximum Individual Award: \$75,000 (typical award size may range from \$30,000 to \$75,000). Pass-through grants awarded to sub-grantees must be less than \$25,000.

It is the policy of Minnesota Housing to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. The 2022 Capacity Building Program grant will serve Communities Most Impacted by housing challenges and disparities including Black, Indigenous, and People of Color, people with disabilities, seniors, and people facing barriers to housing. In addition to other outcomes identified by the applicant, grant outcomes will include 1.) a benefit for Communities Most Impacted such as removing barriers to housing challenges or supporting their leadership and self-advocacy in the housing arena and 2) advancing one or more of the strategic priorities identified above and make progress towards removing root causes of housing challenges and disparities for the community(ies) identified in the application.

## Definitions

**Communities Most Impacted:**

As defined in Minnesota Housing's [Strategic Plan](#) are the people more likely to be impacted by housing instability including: lowest Income (e.g. <= 30% of area median income), People of Color, Indigenous Individuals, LGBTQ+, People Experiencing Homelessness, People with



Disabilities, Immigrants, Large Families, Seniors, Children, people facing barriers and/or limited choices due to: poor credit, limited savings, criminal history, prior evictions, transitioning out of foster care, prison, other systems.

**Pass-through Grants:**

Money awarded by Minnesota Housing that is intended to be passed through the grantee-organization in the form of a sub-grant to build the capacity of one or more: (A) local government entities; (B) Tribal Governments and Tribal Business Entities; (C) private organizations, including not-for-profit organizations.

**Technical Assistance:**

Activities which include providing training, education, and/or other supports to build the capacity of one or more individuals, organizations, jurisdictions, and/or Tribal Governments and Tribal Business Entities.

**Who can apply for funding?**

- Tax-exempt nonprofits
- Tribal governments and Tribal Business Entities
- Collaborations between two or more entities, so long as at least one participating entity is a tax-exempt nonprofit, Tribal government or Tribal Business Entities and will be designated to enter into contracts with Minnesota Housing.

**Ineligible direct applicants:** non-Tribal government entities and for-profit businesses

**What can funds be used for?**

Examples of eligible activities include but are not limited to:

**Organizational Capacity Building:**

- Pilot projects to test creative solutions to housing challenges.
- Community engagement, education and leadership development to facilitate community-led decision-making to meet a housing need.
- Partnership development to build a stronger network better aligned to advance equity and address housing needs.
- Staff development and training to build organizational capacity to meet community needs, as defined by the community.

**Intermediary Capacity Building:**

- Community planning activities such as convening a variety of local stakeholders to identify housing needs and priorities, inform them about development processes, and creating a housing development plan.

- Convening regional housing providers to create a regional market study and assess housing needs.
- Providing technical assistance to a community-based organization to increase organizational capacity to engage in housing development and planning activities through strengthening internal policies and technical skills.
- Providing technical assistance and pass-through grants to assist a community-based organization to become certified as a Community Housing Development Corporation.
- Pass-through grants to hire a consultant for a housing-related need.

#### **What activities are NOT eligible for funding?**

- Direct housing development and pre-development costs
- Direct housing services including rental assistance, affordability gap or down-payment assistance
- Lobbying or other direct political activities
- Shelter planning and/or services

#### **What criteria will proposals be reviewed for?**

Submitted applications are considered final, and late and incomplete applications will not be considered. Minnesota Housing may request additional information or clarification from applicants who submit timely, complete applications. The applicant will be responsible for all costs incurred in applying for this Request for Proposals (RFP).

This is a competitive application process that consists of the following steps below. Please note that Organizational Capacity Building applicants will be considered separately from Intermediary Capacity Building applicants at each step of the process:

1. Applications are reviewed, discussed by the selection committee and scores are assigned. If necessary, Minnesota Housing staff may send clarifying questions for applicants. Finalists are selected for interviews.
2. Interview committee interviews finalists in a scored interview process.
3. Selection committee reviews and evaluates application scores and interview scores to develop a list of recommended grantees.
4. Pending internal approval by Minnesota Housing leadership, the list of recommended grantees will be submitted to the Minnesota Housing Finance Agency Board for final approval.

Applications will be reviewed and scored by a selection committee comprised of Minnesota Housing staff and potentially community reviewers with topic and/or regional knowledge. The applicants selected for interviews are at the discretion of Minnesota Housing selection committee and will be based on the strength of responses in the application, and with the goal



of funding a variety of project types, communities, and geographies to be served. Interviews will be scored separately from the application. The selection committee will arrive at a final score that combines the application and interview scores.

Minnesota Housing will fund a variety of project types and will work to achieve an equitable and geographic distribution of funds across the state. Recommendations will be presented to the Minnesota Housing board for approval. The award decisions of Minnesota Housing are final and not subject to appeal.

### 1. Application Scoring

Applications will be scored on a 100 points scale. Applications will be scored according to the following criteria:

<b>Scoring Phase 1: Application</b>			
<b>Section Criteria</b>	<b>Weight</b>	<b>Scoring Criteria</b>	<b>Maximum Points</b>
<b>Project Description</b>	<b>40%</b>	<ul style="list-style-type: none"> <li>The extent to which the proposal is responsive to community needs and designed to address root causes of housing disparities and challenges.</li> </ul>	40 Points
<b>Outcomes</b>	<b>25%</b>	<ul style="list-style-type: none"> <li>The extent to which increased capacity will address a gap in the housing system and result in outcomes that ultimately benefit Communities Most Impacted</li> </ul>	25 Points
<b>Qualifications</b>	<b>15%</b>	<ul style="list-style-type: none"> <li>The applicant’s ability to demonstrate why it is uniquely qualified to carry out the proposal activities.</li> <li>An applicant’s past performance as a Minnesota Housing grantee will be considered.</li> </ul>	15 Points
<b>Communities Most Impacted</b>	<b>15%</b>	<ul style="list-style-type: none"> <li>The extent to which Communities Most Impacted by housing challenges and disparities are involved in the planning and implementation of the proposed project.</li> </ul>	15 Points
<b>Budget</b>	<b>5%</b>	<ul style="list-style-type: none"> <li>The budget description is clear and shows how the requested funds will be used to support the proposal activities.</li> </ul>	5 points
			<b>100 Points Possible</b>

## 2. Interview Scoring

Interviews are evaluated on the following criteria and scored on a 100-point scale:

<b>Scoring Phase 2: Interview</b>			
<b>Section Criteria</b>	<b>Weight</b>	<b>Scoring Criteria</b>	<b>Maximum Points</b>
<b>Project Description</b>	<b>25%</b>	<ul style="list-style-type: none"> <li>The extent to which the proposal is responsive to community needs and designed to address root causes of housing disparities and challenges.</li> </ul>	25 points
<b>Outcomes</b>	<b>25%</b>	<ul style="list-style-type: none"> <li>The extent to which increased capacity will address a gap in the housing system and result in outcomes that ultimately benefit Communities Most Impacted.</li> </ul>	25 points
<b>Qualifications</b>	<b>25%</b>	<ul style="list-style-type: none"> <li>The applicant's ability to demonstrate why it is uniquely qualified to carry out the proposal activities.</li> <li>An applicant's past performance as a Minnesota Housing grantee will be considered.</li> </ul>	25 points
<b>Communities Most Impacted</b>	<b>25%</b>	<ul style="list-style-type: none"> <li>The extent to which Communities Most Impacted by housing challenges and disparities are involved in the planning and implementation of the proposed project.</li> </ul>	25 points
			<b>100 Points Possible</b>

### Reporting Requirements

All grantees are required to:

1. Submit a narrative, financial report, and invoice approximately every six months and meet with the grant manager after the first year to discuss grant progress. Grant disbursements are anticipated to be structured as follows:
  - a. 40% provided upon contract execution
  - b. 20% upon receipt of six-month report and invoice
  - c. 15% upon receipt of one-year report and invoice

- d. 15% upon receipt of 18-month report and invoice
  - e. 10% upon receipt of final report and invoice
2. Submit a final report outlining proposed and achieved outcomes and complete expenditures.

Any unspent or funds spent on ineligible activities funds must be repaid by the grantee.

<b>Application Timeline</b>
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The anticipated timeline is below:

Date	Activity
Wednesday, June 8, 2022	Request for Proposals (RFP) released
Tuesday, June 14, 2022	<a href="#">RFP webinar at 2:00 p.m. CT</a>
<b>Monday, July 25, 2022 (NEW DEADLINE)</b>	<b>RFP application materials due by 12:00 p.m. (noon) CT</b>
<b>New Dates: Thursday, September 8<sup>th</sup> Friday, September 9<sup>th</sup> Monday, September 12<sup>th</sup> Tuesday, September 13<sup>th</sup></b>	Finalist Interviews Conducted  (exact times to be determined)
<b>New Date: Thursday, October 27, 2022</b>	Board Approval Requested
<b>New Date: Tuesday, November 1, 2022</b>	Award letters issued
<b>New Date: November 29, 2022</b>	Due diligence materials due
<b>New Date: Thursday, December 1, 2022</b>	<b>Contracts begin</b>



**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](#).

Applicants awarded funding must have all [due diligence items](#) and approved, and the Grant Contract Agreement fully executed, which includes both the applicant's and Minnesota Housing's signatures, before grant funds can be expended or costs incurred.

Additionally, Minnesota Housing reserves the right to request proposal revisions during the due diligence phase of the contract period, which is after Minnesota Housing board approval but before the Grant Contract Agreement is executed.

### Questions?

If you have questions about the Capacity Building Program, would like to discuss your ideas for an application, or request an accommodation, please contact Alyssa Wetzel-Moore at [CommunityDevelopment.MHFA@state.mn.us](mailto:CommunityDevelopment.MHFA@state.mn.us).

No other staff are authorized to respond to questions from potential applicants. All questions and answers will be posted to [Minnesota Housing's website](#).

### Data Privacy Notice

Per the Minnesota Government Data Practices Act, responses submitted by an applicant are private or nonpublic until the responses are opened. Once the responses are opened, the name and address of the applicant and the amount requested is public. All other data in a response is private or nonpublic data until completion of the evaluation process. After the evaluation process is completed, all remaining data in a response will be public data, unless otherwise classified as private or nonpublic.

**APPLICATION INSTRUCTIONS**

**Application deadline: July 25, 2022 at 12:00 p.m. (noon) CT**

**Data Privacy Notice:** Per the Minnesota Government Data Practices Act, responses submitted by an applicant are private or nonpublic until the responses are opened. Once the responses are opened, the name and address of the applicant and the amount requested is public. All other data in a response is private or nonpublic data until completion of the evaluation process. After the evaluation process is completed, all remaining data in a response will be public data, unless otherwise classified as private or nonpublic.

**Application Submission Instructions**

There are two steps required for submitting a complete application:

**STEP 1: APPLICATION DOCUMENTS**

**Follow this link** to complete Applicant and Proposal Information sections and upload the following required documents:

1. [Responses to Application Questions](#) (Name: "Applicant Name\_Application")
2. [Application Signature Page](#) (Name: "Applicant Name\_Signature Page")
3. [Proposal Budget](#) (Name: "Applicant Name\_Budget")
4. [Proposal Work Plan](#) (Name: "Applicant Name\_Work Plan")
5. If applicable, Secretary of State "Print Out" of Business Record  
<https://mblsportal.sos.state.mn.us/Business/Search>  
(Certificate of Good Standing is not required)

Please submit the electronic version of these documents. Except for the signature page, do not upload printed and scanned or photographed documents.

Please do not submit other materials that are not requested (letter of support, photos, brochures, etc.). Unrequested materials will not be reviewed.

**STEP 2: FINANCIAL DOCUMENTS**

Submit Financial Documents through this [secure site](#) and enter this email address in the "Recipient Email" Box: **CommunityDevelopment.MHFA@state.mn.us**.



Applicant’s Current Financial Information: Non-governmental organizations applying for \$25,000 or more must supply the following financial documentation depending on the organization’s total gross revenue (refer to table below).

Subgrantee(s)’ Current Financial Information: Organizational Capacity Building subgrantees that are 1) non-governmental organizations and 2) will receive a subgrant of \$25,000 or more must supply the following financial documentation depending on the organization’s total gross revenue (refer to table below):

Documentation	Total Gross Revenue
Board-review Financial Statements	Under \$50,000 (or not in existence long enough to have completed IRS Form 990 or an audit)
IRS Form 990 and Aging Schedule (IRS Form 990 EZ is not accepted)	\$50,000-\$750,000
Certified Financial Audit	Over \$750,000

Detailed Minnesota Housing’s Secure [Upload Tool Instructions](#) to upload financial documents:

1. Click on this link: <https://mnhousing.leapfile.net/>
2. On the Secure Upload Page enter this email address in the “Recipient Email”: CommunityDevelopment.MHFA@state.mn.us.
3. Press Start
4. Enter your name and email address
5. Click **Select files to send (Regular Upload)**.
6. Click **Browse**. Select the file (repeat if needed up to 10 times).
7. Click **Upload & Send**.

### Technical Difficulties

If you have technical difficulties submitting your application, please email [CommunityDevelopment.MHFA@state.mn.us](mailto:CommunityDevelopment.MHFA@state.mn.us) as soon as possible and prior to the application deadline. If there is time before the application deadline, we will attempt to help you troubleshoot during business hours, but cannot guarantee we will be able to resolve the issue prior to the application deadline.

### Accommodation Requests

If you need an accommodation to apply, please contact [Alyssa Wetzel-Moore](#) via email at CommunityDevelopment.MHFA@state.mn.us or phone at 651.263.1453. Accommodation requests must be received seven business days prior to the application deadline to allow time to process the request.

## APPLICANT AND PROPOSAL INFORMATION

<b>Applicant Information</b>  <b>If the proposal involves subgrants to one or more organizations, provide information for the organization that, if selected, would enter into a contract with Minnesota Housing.</b>			
Organization Name			
Legal Organization Name (if different from above)			
Organization Address	Street Address:		
	City:	State:	Zip:
Authorized Representative (main program contact)	Name:	Title:	
	Telephone:	Email:	
Authorized Contract Signer (individual(s) authorized to enter into contracts/execute (indicated in a Board Resolution, bylaws, or other organizational document))	Name:	Title:	
	Telephone:	Email:	
Target Geography			
Target Communities, Populations, and/or Constituencies			
Total Budget Request  (Applicants requesting \$50,000 or more must participate in a more extensive grant monitoring and financial reconciliation process)	\$		
<b>Organizational Capacity Building Applicants Only:</b> Does this proposal	<input type="checkbox"/> Yes  <input type="checkbox"/> No		

<p>include subgrants to one or more subgrantee(s)?</p> <p>If yes, subgrantees must be identified at the time of application.</p> <p>Subgrantees receiving \$25,000 or more will need to provide financial documents listed under “Financial Documents” above.</p>	<p><input type="checkbox"/> N/A - Applying for Intermediary Capacity Funds</p> <p>If yes, list subgrantee(s) and subgrant amount:</p> <p>The applicant must create a contractual agreement with the subgrantee(s) that outlines the roles and responsibilities of the applicant and their subgrantee(s). An applicant selected as a grantee and their subgrantee(s) must have a contractual agreement in place by the time the grantee enters into a contract with Minnesota Housing.</p>
<p><b>Intermediary Capacity Building Applicants Only:</b></p> <p>Does your proposal include providing a pass-through funds in the form of sub-grant to one or more subgrantees? The maximum subgrant award for intermediary applicants must be less than \$25,000.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A - Applying for Organizational Capacity Building Funds</p> <p>If yes, list subgrantees and subgrant amount:</p> <p>The name(s) of intermediary subgrantee(s) must be listed at the time of application or the intermediary grantee must follow all applicable policies adopted by the Office of Grants Management, including but not limited to Policy <a href="#">08-01</a>, <a href="#">08-02</a>, and <a href="#">08-03</a></p>

Proposal Information	
Name of proposal/project:	
Grant Use: Select One	<p><input type="checkbox"/> <b>Organizational Capacity Building:</b></p> <p>Applicant will use the funds to build its own organizational 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.</p> <p><input type="checkbox"/> <b>Intermediary Capacity Building:</b></p> <p>Applicant will use the funds to build the capacity of <i>others</i> through pass-through grants and/or technical assistance. The intermediary’s</p>

<b>Proposal Information</b>	
	capacity building efforts will develop and strengthen the capacity of communities, stakeholders, and organizations operating in the areas of housing planning, community and program development, and community engagement. Funds are intended to support efforts to build the capacity of communities, and/or organizations to meet community housing goals and needs. Funding should be used to provide direct technical assistance and/or subgrants to communities and organizations.
<b>Proposal Overview</b> Provide a 3 to 5 sentence description – who, what, where, why?	
<b>Proposal Scope of Work</b> Provide a numbered list of key activities to be performed (200 word max) –to be inserted into the contract if funded.	
<b>Proposal Outcomes</b> In the box below, provide a numbered list of key outcomes (300 words max) - to be inserted into contract if funded. Key outcomes must include at a minimum: <ul style="list-style-type: none"> <li>• One benefit to Communities Most Impacted</li> <li>• One outcome related to one or more of Minnesota Housing’s Strategic Priorities related to “Strengthening Disinvested Communities” and/or Supporting Tribal Nations and Indigenous Communities:               <ul style="list-style-type: none"> <li>• Fostering the co-creation of solutions with communities</li> <li>• Addressing systemic barriers</li> <li>• Diversifying the partners we fund and with whom we work</li> <li>• Bolstering cross-sector community development work</li> <li>• Increasing Tribal access to program resources</li> <li>• Supporting Tribes in building their program capacity</li> </ul> </li> </ul>	

## APPLICATION QUESTIONS

### Proposal Description (Limit 2 pages)

1. Please describe your proposal concept and make sure that your description fully responds to the following:
  - a. Describe your proposal's purpose and vision, why it is needed, who it will support, and how the proposal activities will address that need. Specifically describe how it is responsive to community needs.
  - b. Describe how the proposal will make progress in eliminating housing barriers and create thriving communities. Specifically describe how it is designed to address root causes of housing disparities and challenges

If your application includes one or more subgrantees: Describe why you identified the subgrantee(s) and how you will work together to implement the proposal. Please note, the applicant must create a contractual agreement with the subgrantee(s) that outlines the roles and responsibilities of the applicant and their subgrantee(s). An applicant selected as a grantee and their subgrantee(s) must have a contractual agreement in place by the time the grantee enters into a contract with Minnesota Housing.

### Outcomes (Limit 2 pages)

2. Describe the proposal goals and anticipated outcomes, how you plan to measure success, and how you will share what you learn. Please include one outcome related to one or more of Minnesota Housing's Strategic Priorities related to "Strengthening Disinvested Communities" and/or Supporting Tribal Nations and Indigenous Communities:
  - b. Fostering the co-creation of solutions with communities
  - c. Addressing systemic barriers
  - d. Diversifying the partners we fund and with whom we work
  - e. Bolstering cross-sector community development work
  - f. Increasing Tribal access to program resources
  - g. Supporting Tribes in building their program capacity

3. Describe a tangible benefit one or more Communities Most Impacted (as defined in the Application Overview) will receive as a result of this proposal and how you plan to measure the success of this outcome.

#### **Qualifications (Limit 2 pages)**

4. Describe your organization's areas of expertise, key strengths, and why your organization is the right one to do the proposal activities. How is your organization uniquely suited to work with the communities and/or organizations identified in your proposal? Please include examples. If your organization have previously received a grant from Minnesota Housing, please name the grant provide, give a brief description of your experience, identify what you learned and whether you had any challenges.
5. Describe how your organization establishes trust and builds a connection with the communities identified in the proposal.
6. For the population that you intend to benefit from this project, identify how your organization's demographics, background and/ or lived expertise reflect the population in each category below:
  - Staff
  - Leadership
  - Board

If your organization's staff, leadership, and/or board does not reflect the population you intend to benefit, describe how it will incorporate equity practices into its work to inform its recruiting, hiring, promotion and retention practices.

#### **Communities Most Impacted & Equity (Limit 1 Page)**

Communities Most Impacted: The people more likely to be impacted by housing instability including: lowest Income (e.g.  $\leq 30\%$  of area median income), People of Color, Indigenous Individuals, LGBTQ+, People Experiencing Homelessness, People with Disabilities, Immigrants, Large Families, Seniors, Children, People Facing Barriers and/or Limited Choices due to: Poor Credit, Limited Savings, Criminal History, Prior Evictions, Transitioning Out of Foster Care, Prison, Other Systems.

7. Who are the Communities Most Impacted that are the focus of this proposal? What strategies will you use to maximize their participation in the proposal activities? How will you know that your proposed work is reaching them?
8. Describe how the ideas, values, and needs of these identified communities are part of the proposal concept. Specifically describe whether they had and/or will have a role in:
- Defining and driving the project's purpose
  - Carrying out project activities
  - Advising on the work

#### **Proposal Budget (Limit 1 Page not including template)**

9. Provide a breakdown of the project budget using the Capacity Building Programs [Budget Template](#) and submit as an attachment to the application. Administrative expenses are not to exceed 10% of the overall budget request.

Please note that if a portion or all of the Capacity Building Program funds will pay for services and/or materials that are expected to cost \$10,000 and above, please provide the vendor or contractor name in the budget line item. Vendors or contractors not identified before contract execution must be competitively bid according to the cost. Requirements range from verbal quotes or bids to a formal bidding process (\$100,000 or more). More detailed information will be provided if your application is recommended for funding).

10. Provide a budget narrative that describes how and why the Capacity Building program funds (listed within the budget template) will help you achieve the proposal goals and purpose. If there are other funding sources for this proposal, please describe the source, dollar amount, and how you will prevent duplicating payments for the same costs.

#### **Work Plan (Limit 1 Page not including template)**

11. Provide a work plan for the project using the Capacity Building Program [Work Plan Template](#) and submit as an attachment to this application.

12. Describe the timeline for the activities and how it will allow you to implement the grant activities within the grant period.

**Organizational Capacity Building Applicants Only (Limit 1 Page)**

1. Explain how the activities listed in the proposal will help build your organization's capacity to address the root causes of specific housing challenges and create thriving and inclusive communities. Please describe how your increased capacity will provide meaningful benefits to Communities Most Impacted (see definition above).
2. Describe how you will embed the capacity and knowledge gained into your organization over the long term.

**Intermediary Capacity Building Applicants Only (Limit 1 Page)**

1. Describe how the technical assistance and/or pass-through grants will support the intended beneficiary(ies) in advancing its housing goals.
2. If you have already identified the recipient of pass-through grants and/or technical assistance (skip question 3):
  - a. Please list the name of the recipient(s), describe the process used to select this them, and why they were selected.
  - b. How does this process reflect one or more of these strategic priorities:
    - Fostering the co-creation of solutions with communities
    - Addressing systemic barriers
    - Diversifying the partners Minnesota Housing funds and with whom Minnesota Housing works
    - Bolstering cross-sector community development work
3. If you have not yet identified the recipient of pass-through grants and/or technical assistance (skip question 2), please answer the following questions.
  - a. What type of organizations and communities would your proposal focus on?

- b. What decision-making process and criteria will you use to identify recipients of grants and/or technical assistance? Please note that if the subgrantee is not identified at the time of application, selection of subgrantees must follow all applicable policies adopted by the Office of Grants Management, including but not limited to Policy [08-01](#), [08-02](#), and [08-03](#) for competitive grantmaking.
- c. How does this process reflect one or more of these strategic priorities:
- Fostering the co-creation of solutions with communities
  - Addressing systemic barriers
  - Diversifying the partners Minnesota Housing funds and with whom Minnesota Housing works
  - Bolstering cross-sector community development work

Signatures

I certify and acknowledge, on behalf of the applicant and myself, that:

- A. The statements and information contained in this application, based upon reasonable inquiry and belief, are true, accurate, and complete.
- B. I am the applicant, or I have been duly authorized and have full authority to execute this application on behalf of the applicant.
- C. As the applicant or its duly authorized representative, I will promptly notify the Minnesota Housing Finance Agency (Minnesota Housing) in writing of a change of any fact or circumstance represented in this application, or in any other document furnished in connection with this application, which is reasonably likely to have a material effect on the information contained in this application.

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Authorized Signature

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Printed Name

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Title

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Date