2022 Capacity Building Request for Proposals Information Session

Alyssa Wetzel-Moore
Community Development Director
June 14, 2022
*Presentation will be recorded and available online*

1. Brief overview of Minnesota Housing
2. Overview of the 2022 Capacity Building RFP
3. Description of the Grant Uses
4. Selection Process and Timeline
5. Detailed Application Instructions and Tips
6. Questions
Our Mission: The Core Purpose

Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance housing that is affordable.
Why We’re Here

• Housing impacts Minnesotans of all backgrounds in all corners of the state
• Housing touches all areas of life – education, health, jobs and more
<table>
<thead>
<tr>
<th>Homelessness Prevention</th>
<th>Supportive Housing</th>
<th>Rental Housing</th>
<th>Homeownership</th>
</tr>
</thead>
</table>

Our Housing Continuum
Our Program Delivery Process

Minnesota Housing resources via RFPs and available funding

Lenders

Developers

Service Providers & Community Organizations

Minnesotans
Capacity Building RFP Overview
Due Monday, July 25th at Noon CT
Overview of Capacity Building Grant Program

- 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 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.
2020 – 2022 Strategic Priorities

• 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
• Two-year grant period

• Two Uses, Choose Only One:
  • Organizational Capacity Building
  • Intermediary Capacity Building

• Combined total of up to $1,450,000

• Organizational Capacity Building applicants do not compete with Intermediary Capacity Building applicants.

• Grant awards of $50,000 or more will have more extensive monitoring
Eligible Applicants:

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

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

• 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.
Organizational Capacity Building
Eligible Uses

• 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.
• If their proposal is selected, Minnesota Housing will contract with the organization that submitted the application

• If funds will be provided to other organizations who are responsible for proposal activities, this will be in the form of subgrants.

• Subgrantees organizations must be identified at the time of application.

• Subgrantees receiving $25,000 or more will need to provide financial documents listed under “Financial Documents” section.

• 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.
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.
- Grantee will use the funds to build the capacity of others through pass-through grants and/or technical assistance in the Grantee’s area of experience and expertise.
  - Funds are intended to support efforts to build the capacity of communities, and/or organizations to meet community housing goals and needs.
  - Develop and strengthen the capacity of communities, stakeholders, and organizations operating in the areas of housing planning, community and program development, and community engagement.
• **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.
Intermediary Capacity Building
Eligible uses

- 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.
Subgrants – Intermediary Capacity Building

• If their proposal is selected, Minnesota Housing will contract with the organization that submitted the application.

• If the proposal include providing a pass-through funds in the form of sub-grant to one or more subgrantees:
  • The name(s) of 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 08-01, 08-02, and 08-03
  • The maximum subgrant award for intermediary applicants must be less than $25,000.

• An applicant selected as a grantee and subgrantee named in the application must have a contractual agreement in place by the time the grantee enters into a contract with Minnesota Housing.
Questions?
Selection Process and Timeline
Selection Process

1. Applications are discussed at the review committee, scores are assigned. Clarifying questions are sent if necessary. Finalists selected for interviews.

2. Finalists are interviewed in a scored interview process.

3. Selection committee reviews application 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.
### Scoring Phase 1: Application

<table>
<thead>
<tr>
<th>Section Criteria</th>
<th>Weight</th>
<th>Scoring Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Description</strong></td>
<td>40%</td>
<td>• The extent to which the proposal is responsive to community needs and designed to address root causes of housing disparities and challenges.</td>
<td>40 Points</td>
</tr>
<tr>
<td><strong>Outcomes</strong></td>
<td>25%</td>
<td>• The extent to which increased capacity will address a gap in the housing system and result in outcomes that ultimately benefit Communities Most Impacted.</td>
<td>25 Points</td>
</tr>
<tr>
<td><strong>Qualifications</strong></td>
<td>15%</td>
<td>• The applicant’s ability to demonstrate why it is uniquely qualified to carry out the proposal activities.</td>
<td>15 Points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• An applicant’s past performance as a Minnesota Housing grantee will be considered.</td>
<td></td>
</tr>
<tr>
<td><strong>Communities Most Impacted</strong></td>
<td>15%</td>
<td>• The extent to which Communities Most Impacted by housing challenges and disparities are involved in the planning and implementation of the proposed project.</td>
<td>15 Points</td>
</tr>
<tr>
<td><strong>Budget</strong></td>
<td>5%</td>
<td>• The budget description is clear and shows how the requested funds will be used to support the proposal activities.</td>
<td>5 points</td>
</tr>
</tbody>
</table>

100 Points Possible
## Scoring Criteria - Interview

<table>
<thead>
<tr>
<th>Scoring Phase 2: Interview</th>
<th>Weight</th>
<th>Scoring Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Description</strong></td>
<td>25%</td>
<td>• The extent to which the proposal is responsive to community needs and designed to address root causes of housing disparities and challenges.</td>
<td>25 points</td>
</tr>
<tr>
<td><strong>Outcomes</strong></td>
<td>25%</td>
<td>• The extent to which increased capacity will address a gap in the housing system and result in outcomes that ultimately benefit Communities Most Impacted.</td>
<td>25 points</td>
</tr>
</tbody>
</table>
| **Qualifications**          | 25%    | • The applicant’s ability to demonstrate why it is uniquely qualified to carry out the proposal activities.  
• An applicant’s past performance as a Minnesota Housing grantee will be considered. | 25 points |
| **Communities Most Impacted** | 25%  | • The extent to which Communities Most Impacted by housing challenges and disparities are involved in the planning and implementation of the proposed project. | 25 points |

100 Points Possible
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, June 8, 2022</td>
<td>Request for Proposals (RFP) released</td>
</tr>
<tr>
<td>Tuesday, June 14, 2022</td>
<td><strong>RFP webinar at 2:00 p.m. CT</strong></td>
</tr>
<tr>
<td><strong>Monday, July 25th, 2022</strong></td>
<td><strong>RFP application materials due by 12:00 p.m. CT</strong></td>
</tr>
<tr>
<td>September 8, 9, 12, 13</td>
<td>Finalist Interviews Conducted</td>
</tr>
<tr>
<td>October 27, 2022</td>
<td>Board Approval Requested</td>
</tr>
<tr>
<td>November 1, 2022</td>
<td>Award letters issued</td>
</tr>
<tr>
<td>November 29, 2022</td>
<td>Due diligence materials due</td>
</tr>
<tr>
<td>December 1, 2022</td>
<td>Contracts begin</td>
</tr>
</tbody>
</table>
Application Instructions
• Read the Application Overview and Instructions on the website.
  • Detailed information and instructions

• Two Steps to submitting a complete application:
  1. Application Information Documents
  2. Financial Documentation [secure site]
Follow this link (https://www.cvent.com/d/bkqrdb)

• Applicant and Proposal Information sections and upload the following required documents:
  
  • Responses to Application Questions (Name: “Applicant Name_Application”)
  
  • Application Signature Page (Name: “Applicant Name_Signature Page”)
  
  • Proposal Budget (Name: “Applicant Name_Budget”)
  
  • Proposal Work Plan (Name: “Applicant Name_Work Plan”)
  
  • 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.
Application Link

• Click on application link and read through the first page
• Download and save templates:
  • (“Applicant Name” “Document Name”)
• Scroll down and click on Start Application

Start Application
• Type in contact information and hit submit:

*First Name:  
*Last Name:  
*Email Address:  
Submit

• Complete the Applicant and Proposal Information Sections
Complete the following attachments and upload when prompted on the last page of the online application:

- Application Questions
- Signature Page
- Workplan Template
- Budget Template
- Secretary of State “print out” of Business Record

Name all of these: “Applicant Name_Document Name”
• Select finish to submit your application:

  Previous  Cancel  Finish

• Confirmation Message

  2022 Capacity Building Program Application

  Application Deadline: Thursday, July 7, 2022 at 12:00 p.m. (Noon) CT

  Thank you for submitting your 2022 Capacity Building Program Application. Please save this confirmation page for your records. You will not receive a confirmation email. If you need to make changes to your application prior to the deadline, please follow this link https://www.cvent.com/d/bkqrdb/3b, enter your contact information and select "edit."
Editing Application or Changing Uploads

To make edits to your application prior to the application deadline:

1. Follow the link
2. Enter your name and email address
3. Click on Edit

You have already submitted a 2022 Capacity Building Program Application. If you have questions, please contact Alyssa Wetzel-Moore. If you wish to edit your response, click Edit. If you wish to edit your response, click Edit.

Applicant Contact Information

*First Name: Alyssa
*Last Name: Wetzel-Moore
*Email Address: alyssa.wetzel-moore@state.r
Applicants and Capacity Building Subgrantees that are Nongovernmental Organizations requesting $25,000 or more:

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Total Gross Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board-reviewed Financial Statements</td>
<td>Under $50,000 (or not in existence long enough to have completed IRS Form 990 or an audit)</td>
</tr>
<tr>
<td>IRS Form 990 and Aging Schedule</td>
<td>$50,000-$750,000</td>
</tr>
<tr>
<td>(IRS Form 990 EZ is not accepted)</td>
<td></td>
</tr>
<tr>
<td>Certified Financial Audit</td>
<td>Over $750,000</td>
</tr>
</tbody>
</table>
**EXAMPLE ONLY (page 1)**

XYX ORGANIZATION  
STATEMENT OF FINANCIAL POSITION  
AS AT ENTITIES FISCAL YEAR END  

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash &amp; cash equivalents</td>
<td>$ 500</td>
<td>550</td>
</tr>
<tr>
<td>Trade Receivables</td>
<td>3,000</td>
<td>3,100</td>
</tr>
<tr>
<td>Notes Receivable -current portion</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>A/R Other</td>
<td>25</td>
<td>20</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>3,535</td>
<td>3,680</td>
</tr>
<tr>
<td>Capital Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>20,000</td>
<td>20,000</td>
</tr>
<tr>
<td>Buildings</td>
<td>40,000</td>
<td>40,000</td>
</tr>
<tr>
<td>FF &amp; E</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Construction in Process</td>
<td>18,000</td>
<td>1,000</td>
</tr>
<tr>
<td>Less Accumulated Depreciation</td>
<td>(22,000)</td>
<td>(21,000)</td>
</tr>
<tr>
<td><strong>Total Capital Assets</strong></td>
<td>61,000</td>
<td>45,000</td>
</tr>
<tr>
<td>Notes Receivable - Long term</td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>Due from Affiliates</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>64,549</td>
<td>48,693</td>
</tr>
</tbody>
</table>

**EXAMPLE ONLY (page 2) – CONTINUED**

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt - Current term</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>150</td>
<td>170</td>
</tr>
<tr>
<td>Accrued Wages</td>
<td>12</td>
<td>11</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>20</td>
<td>18</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>202</td>
<td>220</td>
</tr>
<tr>
<td>Non Current Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt - Long Term</td>
<td>5,980</td>
<td>6,000</td>
</tr>
<tr>
<td>Accrued interest</td>
<td>3,000</td>
<td>3,000</td>
</tr>
<tr>
<td>Due to Affiliates</td>
<td>50</td>
<td>156</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td>9,232</td>
<td>9,376</td>
</tr>
<tr>
<td><strong>NET POSITION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owners Capital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>contributions/(distributions)</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Prior Year's Retained Earnings</td>
<td>29,317</td>
<td>19,367</td>
</tr>
<tr>
<td>Current Years Retained Earnings</td>
<td>16,000</td>
<td>9,950</td>
</tr>
<tr>
<td><strong>Total Net Position</strong></td>
<td>55,317</td>
<td>39,317</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES &amp; NET POSITION</strong></td>
<td>$64,549</td>
<td>$48,693</td>
</tr>
</tbody>
</table>

6/23/2022  
Minnesota Housing | mnhousing.gov
Uploading Financial Documents

Required if Nongovernmental Organization requesting $25,000 or more:

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.
Secure File Exchange

Welcome to the Minnesota Housing Secure File Exchange. You can use this service to send us files or to receive files from us. All transfers are confidential and SSL encrypted.

Secure Upload
Send files to Minnesota Housing.

Secure Download
Download files sent to you by Minnesota Housing. Please have your download tracking code ready.
Enter Recipient Email: CommunityDevelopment.MHFA@state.mn.us

Do not email financial documents. They will not be accepted and will be deleted.
Secure Upload

Top of the page enter: Name, Email Address

Scroll down to locate the file upload link – check “Notify Me”:

- Notify me when the files have been downloaded.
- Select files to send (Regular Upload)
  + Select a single file at a time, 2GB max size limit
- Select files and folders to send (Enhanced upload - HTML5)
  + Select multiple files at once or Drag & Drop, 4GB max size limit
- Select files and folders to send (*Enhanced upload - Java)
1. Read the RFP Overview, Instructions, and Application

2. Start early and allow enough time

3. Assume that the only information we have is what you’ve provided in your application

4. Directly answer the question and be clear and concise. (You don’t need to reach the word limit)

5. Review application checklist at beginning of application

6. Follow the submission requirements

7. Closely monitor your email address and have a back-up.
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.

• Phone calls for accommodation requests only
Questions?
Alyssa Wetzel-Moore
CommunityDevelopment.MHFA@state.mn.us