



2022 Capacity Building Request for Proposals Information Session

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Community Development Director

June 14, 2022

Agenda

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



Our Housing Continuum

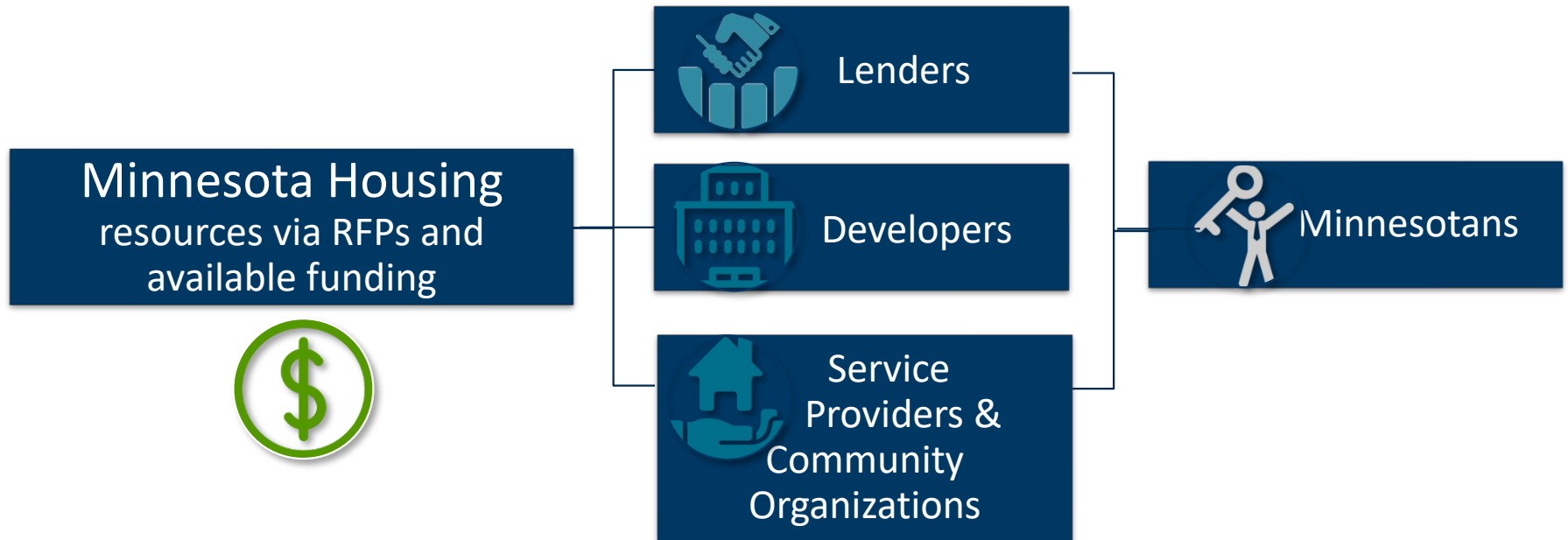
**Homelessness
Prevention**

**Supportive
Housing**

Rental Housing

Homeownership

Our Program Delivery Process





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

Capacity Building Grant Program Request for Proposals

- 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 and Ineligible Applicants

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

Organizational Capacity Building

- **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.

Subgrants – Organizational Capacity Building

- 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 a subgrants.
- Subgrantee 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

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 Criteria - Application

Scoring Phase 1: Application			
Section Criteria	Weight	Scoring Criteria	Maximum Points
Project Description	40%	<ul style="list-style-type: none"> The extent to which the proposal is responsive to community needs and designed to address root causes of housing disparities and challenges. 	40 Points
Outcomes	25%	<ul style="list-style-type: none"> The extent to which increased capacity will address a gap in the housing system and result in outcomes that ultimately benefit Communities Most Impacted 	25 Points
Qualifications	15%	<ul style="list-style-type: none"> 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. 	15 Points
Communities Most Impacted	15%	<ul style="list-style-type: none"> The extent to which Communities Most Impacted by housing challenges and disparities are involved in the planning and implementation of the proposed project. 	15 Points
Budget	5%	<ul style="list-style-type: none"> The budget description is clear and shows how the requested funds will be used to support the proposal activities. 	5 points

100 Points Possible

Scoring Criteria - Interview

Scoring Phase 2: Interview			
Section Criteria	Weight	Scoring Criteria	Maximum Points
Project Description	25%	<ul style="list-style-type: none"> The extent to which the proposal is responsive to community needs and designed to address root causes of housing disparities and challenges. 	25 points
Outcomes	25%	<ul style="list-style-type: none"> The extent to which increased capacity will address a gap in the housing system and result in outcomes that ultimately benefit Communities Most Impacted. 	25 points
Qualifications	25%	<ul style="list-style-type: none"> 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%	<ul style="list-style-type: none"> 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

Anticipated Timeline

Date	Activity
Wednesday, June 8, 2022	Request for Proposals (RFP) released
Tuesday, June 14, 2022	RFP webinar at 2:00 p.m. CT
Monday, July 25th, 2022	RFP application materials due by 12:00 p.m. CT
September 8, 9, 12, 13	Finalist Interviews Conducted
October 27, 2022	Board Approval Requested
November 1, 2022	Award letters issued
November 29, 2022	Due diligence materials due
December 1, 2022	Contracts begin

Application Instructions

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]

Application Documents

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

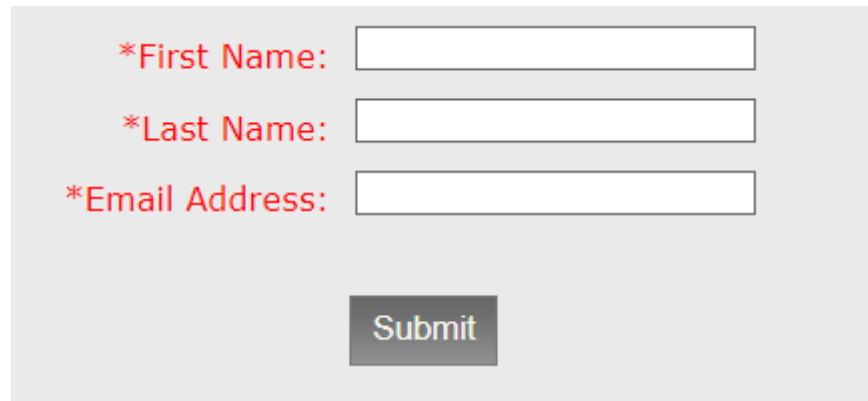
- Click on [application link](#) and read through the first page
- Download and save templates:
 - (“Applicant Name” __ “Document Name”)
- Scroll down and click on Start Application

A rectangular button with rounded corners, a dark grey background, and a white border. The text "Start Application" is written in a bold, white, sans-serif font, centered on the button.

Start Application

Application

- Type in contact information and hit submit:



*First Name:

*Last Name:

*Email Address:

Submit

- Complete the Applicant and Proposal Information Sections

Uploading Application Documents

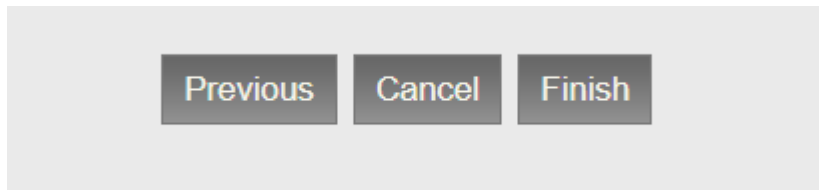
Complete the following attachments and upload when prompted on the last page of the online application:

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

Name all of these: “Applicant Name_Document Name”

Application

- Select finish to submit your application:



- 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 made 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:

*Last Name:

*Email Address:

Edit

Financial Documentation

Current Financial Documents

Applicants and Capacity Building Subgrantees that are Nongovernmental Organizations requesting \$25,000 or more:

Documentation	Total Gross Revenue
Board-reviewed 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

Organizations Making Less than \$50,000 Board-reviewed Financial Statements

EXAMPLE ONLY (page 1)

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

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

EXAMPLE ONLY (page 2) – CONTINUED

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

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 Upload



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.

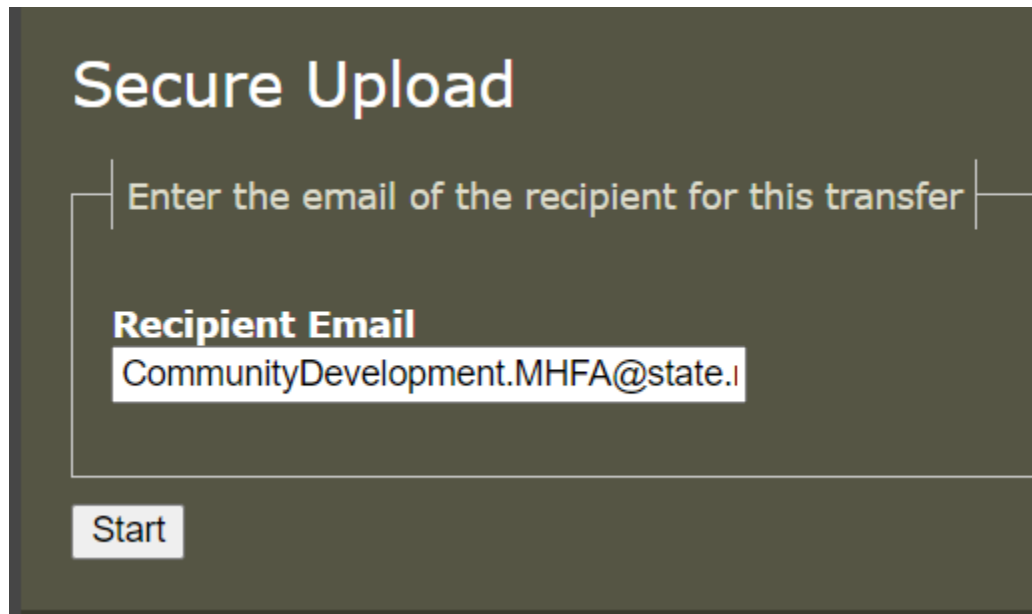
[Secure Download](#)

Download files sent to you by Minnesota Housing. Please have your download tracking code ready.

Secure Upload

Enter Recipient Email:

CommunityDevelopment.MHFA@state.mn.us



The screenshot shows a dark-themed interface for a 'Secure Upload' process. At the top, the title 'Secure Upload' is displayed in white. Below the title, a light-colored rectangular box contains the instruction 'Enter the email of the recipient for this transfer'. Underneath this instruction, the label 'Recipient Email' is shown in bold. The email address 'CommunityDevelopment.MHFA@state.mn.us' is entered into the field below the label. At the bottom left of the interface, there is a white button with the text 'Start'.

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”:

The screenshot shows a dark-themed interface with a section titled "Select delivery options". Below the title is a checkbox labeled "Notify me when the files have been downloaded." which is checked. Underneath, there are three file upload options, each with a highlighted title and a description:

- 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)**

Application Tips

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