



Community Reviewer Application Information Session

June 28, 2022

Agenda

Presentation will be recorded and available online

1. Overview of Minnesota Housing Finance Agency
2. Community Reviewer Pilot
3. Community Reviewer Role
4. Application Process
5. Selection Process
6. Participation Requirements
7. 2022 Capacity Building RFP

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



Community Reviewer Application
Due Wednesday, July 13th at 2 p.m.

Community Reviewer Background

- Big picture goal: Increase community participation in Agency decision-making in a comprehensive way
- State Office of Grants Management encourages including community reviewers whenever possible
- Minnesota Housing teams have included community perspectives in our grantmaking
- Recognized the importance of compensating community members when they share their time and expertise.

Community Reviewer Pilot

- Spent a year researching and developing this pilot
- This pilot seeks to create a framework for a grantmaking process that values, listens to, and acts on the input of community.
- First time we will contract with and pay community members to serve as Community Reviewers to score applications and participate in the grantee selection process.
- We will capture what we learn to improve future processes Agency-wide.

Process to Award Grant Funds

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

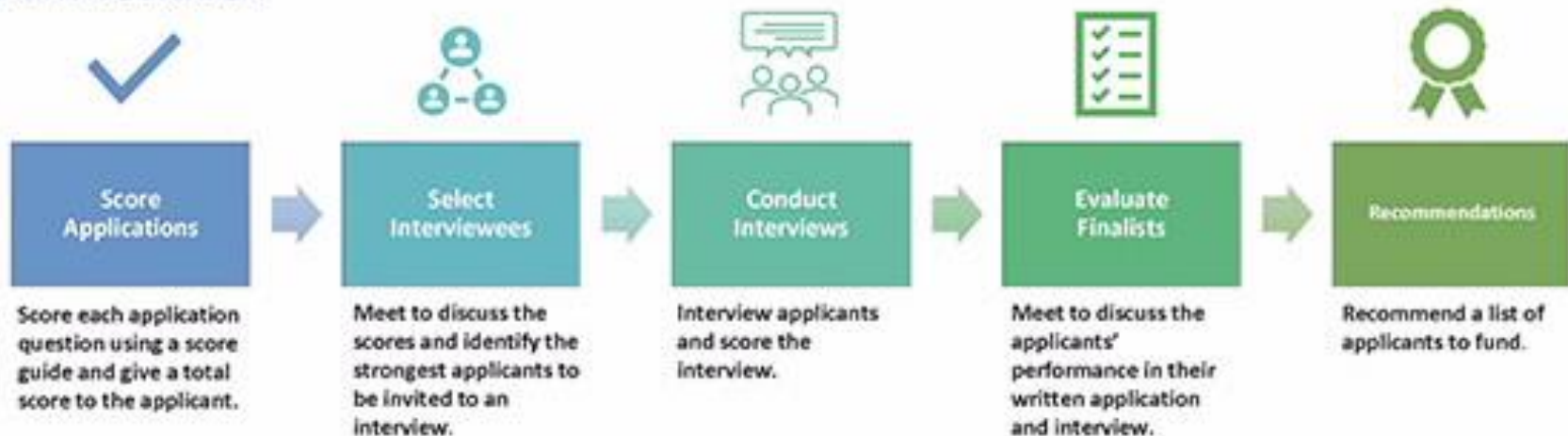
Minnesota Housing:



Click here for an accessible version of "[How does Minnesota Housing Award Grant Funds for the 2022 Capacity Building Grant.](#)"

Grant Reviewer Steps 2022 Capacity Building Grant

Grant Reviewer:



Click here for an accessible version of "[How does Minnesota Housing Award Grant Funds for the 2022 Capacity Building Grant.](#)"

Community Reviewer Roles & Responsibilities

One-time payment of \$500 after completion of all of the following:

- **Participate in a required Community Reviewer Orientation and a required Grant Reviewer Training Meeting.**
- **Review and score six to eight applications (estimate about 8 to 10 hours total over a three-week period).**
- **Participate in a 2-to-3-hour time block of grant applicant interviews.**
- **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).**
- **Provide feedback of your experience as a Community Reviewer to Minnesota Housing's grant program and evaluation staff.**

Community Reviewer Role: Time Commitment

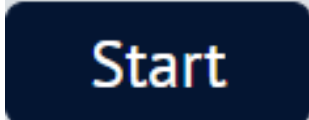
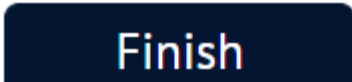
Grant Review Timeline: Estimate 20-23 Hours	
Wednesday, August 3 rd : 7 p.m. to 8 p.m. OR Thursday, August 4 th : Noon to 1 p.m.	Community Reviewer Orientation Training (choose one session)
Monday, August 8 th , 1 p.m. to 2 p.m.	Grant Reviewer Training Meeting and Grantee Applications Assigned
Monday, 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)
September 8 th , September 9 th , 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

Support and Training

- Community Reviewer Orientation
- Grant Reviewer Training
- Informal check-ins
- Open door for questions and concerns

Application & Selection Process

Application Process

- Review Minnesota Housing [Community Reviewer Overview and Application](#)
- Apply at [this link](#) and hit  to begin
- Enter name, contact information and optional demographic information
- 4 Yes/No Questions for Ability to Participate
- 2 questions on why you are interested and the expertise/perspective you bring
- Click  to submit your application.

Application Tips

1. Carefully read the [Community Reviewer Overview 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.
5. Closely monitor your email address.

Selection Process for Community Reviewers

- Score based on readiness to participate, passion and interest in participating.
- Select interview candidates based on a review of application scores
- Interviews scheduled for (Candidates notified on the afternoon July 15th):
 - Thursday, July 21st: 4p.m. -7:30 p.m.
 - Friday, July 22nd: 9 a.m. to 1 p.m.
- Aim to select 11 community reviewers and 5 reviewers with experience on previous Capacity Building grants
- Notify selected reviewers on July 25th

Community Reviewer Requirements: Contract, Confidentiality, & Conflict of Interest

- **By Monday, August 1, 2022:**
 - Sign contract
 - Complete and provide Form W-9 (SSN or ITIN required) for payment information
- **Agree to:**
 - **Confidentiality:**
 - Cannot share applicant information
 - Be in a private location during trainings and meetings
 - Identifying **Conflicts of Interest** such as:
 - Employer is applying for 2022 Capacity Building Grant
 - Your personal connection or a family-member's to a grant applicant

2022 Capacity Building Grant \$1.45M, 2-Year Grant Period

2022 Capacity Building RFP

- **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.

- **Intermediary Capacity Building:**

- 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.
- Develop and strengthen the capacity of communities, stakeholders, and organizations operating in the areas of housing planning, community and program development, and community engagement.

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.

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.

Questions?

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