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# **Capacity Building Program Request for Proposals (RFP) Application Instructions**

Grant Term: March 2025 – April 2027 or April 2028

**Application Deadline: Monday, July 15, 2024, 12:00pm Central Time**

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## Overview

Minnesota Housing's Capacity Building Program, authorized under Minnesota Statute 462A.21, [subd. 3b](#), 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 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 2024-2027 strategic objectives](#) to:

- Create a More Inclusive, Equitable and Just Housing System
- Focus on the People and Places Most Impacted by Housing Instability
- Strengthen Communities
- Support Tribal Nations and Indigenous Communities
- Develop Green, Energy-Efficient, Climate-Resilient, Sustainable Housing

Selected applicants will utilize Capacity Building Program grant funds for one of the following two uses:

- 1. Organizational Capacity Building:** The selected applicant will use these funds to build its own capacity to address root causes of housing challenges and housing disparities, build power in communities and support inclusive and equitable communities.
- 2. Intermediary Capacity Building:** The selected applicant will use the funds to build the capacity of *others* by providing pass-through grants and/or technical assistance (see definition of both terms below) in the selected applicant'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. Funding should be used to provide direct technical assistance and/or pass-through grants support to communities and organizations.

### Definitions:

**Pass-through Grants:** Grant funds awarded by Minnesota Housing that are 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) groups, business entities, 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.

## Available Funding

Minnesota Housing may, but is not obligated to, award grant funds in an aggregate amount of up to **\$4,875,000** on a competitive basis to support the Capacity Building Program. The maximum award amount is **\$200,000** per grantee, for a **two-year or a three-year** grant period. Applicants can choose the grant term that works best for their proposals.

## Funding Options

There are two funds within the Capacity Building Program that have unique, specified uses: 1) Organizational Capacity Building, and 2) Intermediary Capacity Building. Applicants must choose, and can only apply for, **one** (not both) of the two funding options. Applications will be scored and evaluated against other applications within the same category; Organizational Capacity Building applicants do not compete with Intermediary Capacity Building applicants. The two funding options and estimated available funds are as follows:

### 1. Organizational Capacity Building:

- Estimated Available Funds: \$3,625,000 (subject to applications received)
- Summary: Creative pilot projects that address unique housing challenges within the community through community engagement, organizational partnerships, and community-led decision making. See more information under **Eligible Uses**.

### 2. Intermediary Capacity Building:

- Estimated Available Funds: \$1,250,000 (subject to applications received)
- Summary: Technical assistance, Community planning and partnerships that bring stakeholders together to address or identify local housing needs. See more information under **Eligible Uses**.

Recommended awards will depend on several factors including, but not limited to: the number of applications received, amounts requested, scoring factors, capacity needs, and community and geographic coverage. Minnesota Housing anticipates that between 20 to 35 total grantees will be selected – approximately five to seven Intermediary Capacity Building grantees and approximately 16 to 30 Organizational Capacity Building grantees. Minnesota Housing reserves the right to adjust award sizes and total amounts allocated towards each category.

## Eligible Applicants

Eligible applicants include:

- Tax-exempt nonprofit organizations (nonprofit educational institutions are not eligible, please see ineligible applicants below)
- Tribal governments and Tribal Business Entities (non-Tribal government entities are not eligible)

Collaborations are welcome to apply, provided the lead applicant is one of the eligible applicants listed above.

The lead applicant will be the only grantee. Any members of the collaboration will be funded, if applicable, as sub-grantees or contractors. Grantees may contract with sub-grantees to perform some, but not all, of the contract obligations. Grantees may also contract with consultants to provide goods and services that support the Grantee's project. While organizations cannot apply for both funding options, one can apply for the Organizational Capacity Building Grant and also be a subrecipient of a separate Intermediary Capacity Building project.

**Ineligible direct applicants:** non-Tribal government entities including federal, state and local government entities, for-profit businesses and educational institutions including postsecondary institutions, public schools, private schools, charter schools, and other nonprofit education institutions.

## Eligible Uses

Examples of eligible activities include, but are not limited to:

### **Organizational Capacity Building:**

- Pilot projects to test creative solutions to housing challenges.
- Building knowledge, strategies and partnerships to advance an innovative housing concept.
- Community engagement, education, and leadership development to facilitate community-led decision-making to meet a housing need.
- Partnership development and collaborations to build a stronger network better aligned to advance equity and address housing needs.

### **Intermediary Capacity Building:**

- Community planning activities, such as convening a variety of local stakeholders to identify housing needs and priorities, informing 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.
- Develop training and technical assistance on an innovative housing topic or strategy.

**Ineligible Uses include:**

- Housing development and pre-development costs
- Direct services
- Providing homeownership counseling, financial coaching and foreclosure counseling to individuals.
- Building operations such as property management, front desk staff and/or security expenses.
- Financial assistance to individuals including rental assistance, affordability gap or down-payment assistance.
- Political activities such as endorsing or campaigning for political candidates.
- Shelter planning and/or services
- Transitional housing planning and/or services
- Scholarships

**Eligible Expenses Include:**

- Salary, wages, and fringe benefits of staff working directly on grant activities
- Training
- Consultant expenses
- Stipends for community participation, if applicable
- Travel expenses including mileage, lodging and meals as outlined in the [“Commissioner’s Plan”](#) for expense reimbursement by Minnesota Management and Budget (MMB).
- Supplies, copies, postage directly related to the program
- Items necessary to carry out grant activities

**Administration**

Applicants may utilize up to 15% of the Capacity Building grant for administrative expenses.

Eligible administrative expenses include:

- Salaries/wages/fringe benefits of staff responsible for program oversight
- Supplies, copies, postage
- Training
- Phone, computer, internet (cloud storage, data storage, Laserfiche, language line)
- Office space/utilities
- Information technology support
- Human Resources
- Audit, insurance, accounting
- Cost to use digital or electronic signatures

**Program Expectations**

The following program expectations will apply to all grantees:

- Follow the required solicitation process for subgrantees and contractors, if applicable.

- Enter into formal agreements with subgrantees and contractors, if applicable.
- Monitor and evaluate subgrantees on at least an annual basis.
- Submit a financial report to Minnesota Housing every three months during the grant period.
- Submit a narrative report to Minnesota Housing every six months and meet with Minnesota Housing’s grant manager annually to discuss grant progress.
- Pending the recommendation resulting from a financial review and risk assessment, grant funds will be disbursed either via advanced payment or on a reimbursement basis as outlined in the grant contract. Grantees eligible for advance payments will receive disbursements as follows for a two-year grant term:
  - 30% provided upon contract execution
  - 20% upon receipt and acceptance of six-month narrative report and financial report
  - 20% upon receipt and acceptance of one-year narrative report and financial report
  - 20% upon receipt and acceptance of 18-month narrative report and financial report
  - 10% upon receipt and acceptance of final narrative report and final financial report.
- Pending the recommendation resulting from a financial review and risk assessment, grant funds will be disbursed either via advanced payment or on a reimbursement basis as outlined in the grant contract. Grantees eligible for advance payments will receive disbursements as follows for a three-year grant term:
  - 30% provided upon contract execution
  - 20% upon receipt and acceptance of six-month narrative report and financial report
  - 10% upon receipt and acceptance of one-year narrative report and financial report
  - 10% upon receipt and acceptance of 18-month narrative report and financial report
  - 10% upon receipt and acceptance of 24-month narrative report and financial report
  - 10% upon receipt and acceptance of 30-month narrative report and financial report
  - 10% upon receipt and acceptance of final narrative report and final financial report.
- Submit a final report outlining proposed and achieved outcomes and complete expenditures.
- For grantees with awards of \$50,000 or more, participate in state monitoring and financial reconciliation annually. This consists of providing information, policies, governance, evaluation and contracting as well as detailed documentation of financial expenses. All grantees may be subject to additional monitoring at Minnesota Housing’s discretion.
- Grantees will be required to register in the Statewide Integrated Financial Tools (SWIFT) system.

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

## Equity

This grant focuses on communities that are most impacted by housing challenges and disparities. These communities, as defined in Minnesota Housing’s [Strategic Plan](#) are 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.

## Review Criteria

This is a competitive application process. Applications will be reviewed and scored by a committee comprised of Minnesota Housing staff and potentially other state agency staff, content experts, and community members with topic/regional knowledge. Recommendations will be presented to the Minnesota Housing board for approval. Minnesota Housing's award decisions are final and not subject to appeal.

### Threshold Criteria

The application must be completed properly and submitted by the deadline via the submission method noted below; late applications will not be reviewed. The following **threshold criteria** must be satisfied for an application to be considered:

- The applicant must be an eligible applicant as defined in the "Eligible Applicants" section above.
- The application must not include activities considered ineligible uses in the "Eligible Uses" section above. However, if an application contains both eligible and ineligible uses, Minnesota Housing has the discretion to determine that the application has met the threshold criteria. However, only the eligible uses will be considered.
- The application must include all required application checklist items, be properly completed and submitted by the published deadline via the specified submission method (refer to the Submission Instructions section of this document).

**NOTE:** All required application items must be provided either before or no later than the application deadline. **Any application that does not include all required items (threshold criteria) will not be eligible for funding consideration.**

### Competitive Criteria

There are two phases to the competitive scoring process:

1. Scored application to select finalists
2. Scored interviews with finalists to select recommended grantees

### Interviews

Applicants are selected as finalists for interviews at the discretion of Minnesota Housing selection committee. Applicants will be selected for an interview based on the strength of responses in their application, and with the goal of having an interview pool and ultimately



funding a variety of project types, communities, and geographies. Interviews will be scored using a standardized scoring rubric, separately from the application. The selection committee will arrive at a final score that combines the application and interview scores. See Table 1: Scoring Criteria – Application and Table 2: Scoring Criteria – Interview for more information.

**Priorities:**

Minnesota Housing will fund a variety of proposal types and will aim to select a pool of grantees that covers a range of project types, communities, populations and geographies across the State. When selecting applications, Minnesota Housing will consider whether applicants have other funding sources to cover the proposed grant expenses and the extent to which grant funds are critical to the organization’s ability to build capacity.

The Selection Committee may award additional points for applications featuring activities that will make significant progress towards [Agency 2024-2027 Strategic Priorities](#). These include the goals to:

- Create a More Inclusive, Equitable and Just Housing System
- Focus on the People and Places Most Impacted by Housing Instability
- Strengthen Communities
- Support Tribal Nations and Indigenous Communities
- Develop Green, Energy-Efficient, Climate-Resilient, Sustainable Housing

Priority scoring of up to six points will be added to the averaged application score for proposals that directly and clearly address these priorities. The total application score, including the additional “Strategic Priority Points” cannot exceed 100.

The following **competitive criteria** will be used to score only those applications that satisfy the minimum threshold criteria as stated in the Application Checklist section of this document:

**Table 1: Scoring Criteria - Application**

Category	Criteria	Maximum Score
<b>Equity</b>	<p>Applicant has a deep understanding of:</p> <ul style="list-style-type: none"> <li>• The communities identified in the proposal</li> <li>• Community opportunities, needs and challenges (10 points)</li> </ul> <p>Applicant is well-prepared and well- positioned to lead this work. Applicant has meaningful and trusted connections with the communities identified above. (10 points)</p>	<b>20 Points</b>

	<p>Tribal governments and Tribal business entities will receive an automatic 20 points in this section.</p>	
<p><b>Proposal Overview</b></p>	<p><b>Note:</b> an equity framework is embedded in the scoring of questions in the Proposal Overview section.</p> <p>A clear understanding of the areas where capacity building is needed and how this increased capacity will ultimately benefit the communities identified in this proposal. (11 points)</p> <p>Applicant has clear short-, medium- and long-term goals for this proposal and is strategic in how its increased capacity will help the Applicant to achieve these goals. (11 points)</p> <p>The goals align with the purpose of the Capacity Building Program to build capacity of organizations and communities to address root causes of housing challenges and create thriving and inclusive communities. (11 points)</p> <p>Applicant has a clear and detailed plan which will support the Applicant’s ability to build capacity and accomplish its goals. Proposal includes strategies for substantial and meaningful community participation. (11 points)</p> <p>Applicant has a clear plan to sustain capacity for the long term. (11 points)</p> <p>Without grant funds, there is no other path, or it will be extremely difficult for the activities to continue. There are substantial consequences for not funding this work. (10 points)</p> <p>If applicable, an applicant’s past performance as a Minnesota Housing grantee will be considered.</p>	<p><b>65 Points</b></p>

<b>Budget</b>	<p>Applicant has identified the main categories of expenses which are sufficiently comprehensive to support the proposal activities. Applicant has made a good-faith effort to determine approximate costs for each expense. (12 points)</p> <p>Applicant has a reasonable plan to cover proposal expenses, including unforeseen costs. Capacity Building funds are critical for the proposal activities to move forward. (3 points)</p>	<b>15 Points</b>
	<b>Total:</b>	<b>100 Points</b>

**NOTE:** Recognizing and honoring sovereignty, Tribal Nations and Tribal business entities will receive 20 automatic points in the Equity section.

**Table 2: Scoring Criteria – Interview**

<b>Category</b>	<b>Criteria</b>	<b>Maximum Score</b>
<b>Proposal</b>	The extent to which the proposal is responsive to community needs and designed to address root causes of housing disparities and challenges.	<b>25 Points</b>
<b>Outcomes</b>	The extent to which increased capacity will address a gap in the housing system and result in outcomes that ultimately benefit Communities Most Impacted.	<b>25 Points</b>
<b>Qualifications</b>	The applicant’s ability to demonstrate why it is uniquely qualified to carry out the proposal activities.	<b>25 Points</b>
<b>Community Participation</b>	The extent to which Communities Most Impacted by housing challenges and disparities are informing the planning and implementation of the proposed project.	<b>25 Points</b>
	<b>Total:</b>	<b>100 Points</b>

Funding recommendations will also incorporate the results of the pre-award risk assessment (noted below). Final funding amounts will be dependent on the amount requested, the number of applicants, and the funding amount available to distribute.

All funding decisions are at Minnesota Housing's sole discretion and are not subject to appeal unless allowed for under Minn. Stat. §16B.981. Additionally, Minnesota Housing reserves the right to request proposal revisions during the due diligence phase, which is after Minnesota Housing board approval but before the Grant Contract Agreement is executed.

### **Pre-Award Risk Assessment**

Per [Minn. Stat. §16B.981](#), Minnesota Housing is required to conduct a pre-award risk assessment of organizations requesting grant awards of \$50,000 or more. The information submitted by potential grantees will be used to assess the risk that a potential grantee cannot or would not perform the required duties of the grant. Minnesota Housing will review the potential grantee's past performance, tax returns, audits, principals, and standing with the Secretary of State.

Minnesota Housing will determine whether:

1. The potential grantee would likely be able to perform the duties of the grant without additional conditions,
2. The potential grantee would likely be able to perform the duties of the grant with additional technical assistance or conditions placed on the potential grantee, or
3. There is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant.

The pre-award risk assessment will include the following components:

- A Risk Assessment Form with questions to be completed as part of the application
- Financial Information as applicable to the applicant organization and detailed on the Risk Assessment Form
- Evidence of good standing with the Minnesota Secretary of State
- Certification of no convictions of felony financial crimes by a principal, along with a list of principals for which you are certifying.

To complete this assessment, Minnesota Housing may request additional information which must be provided by the potential grantee. Minnesota Housing will notify a potential grantee if it is unable to satisfy its concerns by working with the potential grantee. This notification will include information on the decision and options to request reconsideration of the decision.

The submission of inaccurate or misleading information may be grounds for disqualification from a grant award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to Minnesota Housing, by law.

The results of this pre-award risk assessment will not impact scoring of an organization's competitive application for grant funds.

Note: Tribal governments are not subject to the Pre-award Risk Assessment. Tribal- affiliated organizations with a non-profit or for-profit business designation with the Minnesota Secretary of State are subject to the requirements.

## Application Timeline

**Table 3: Application Timeline**

Date	Activity
Thursday, May 16, 2024	RFP posted via the Minnesota Housing website and eNews
Thursday, May 23, 2024	Optional RFP information Session 11:00 a.m. to 12:00 p.m. Central Time. The recording and materials will be posted on the <a href="#">Capacity Building Program webpage</a> .
Monday, July 8, 2024	Final call for questions by 11:59 p.m. Central Time
Wednesday, July 10, 2024	Final FAQs posted to the Minnesota Housing website in response to RFP questions submitted
Monday, July 15, 2024	Applications due by 12:00 p.m. Central Time (refer to the Submission Instructions section below)
Thursday, February 20, 2025	Minnesota Housing staff recommends selections to Minnesota Housing’s board
Monday, February 24, 2025	Minnesota Housing notifies all applicants of selection decisions
Wednesday, February 26, 2025	Mandatory due diligence training for all selected applicants
Friday, March 7, 2025	All due diligence items described below must be submitted

Friday, March 14, 2025	Grant Contract Agreements are fully executed and effective Friday, March 14, 2025 or later, depending on the date the Grant Contract Agreement is fully executed.
Thursday, April 15, 2027 (for two-year contracts) Or Friday, April 14, 2028 (for three-year contracts)	Grant Contract Agreement term ends (no activities funded after this date)

**NOTE:** The timeline above is for informational purposes only. All dates and times can be modified without notice at the sole discretion of Minnesota Housing.

Minnesota Housing will hold an optional RFP Information Session at 11:00 a.m. Central Time, Thursday, May 23, 2024 via Teams Webinar. [Register here.](#)

The information session will provide an overview of RFP content and allow time for questions. A recording of the session will be made public on Thursday, May 30, 2024.

Frequently Asked Questions (FAQs) from the RFP Information along with other questions, will be posted on or around Thursday, May 30, 2024. Depending on questions received, an additional FAQ update will be posted on or around Wednesday, June 19, 2024. All final questions must be submitted by Monday, July 8, 2024 at 11:59 p.m. with the final FAQ posted on or around Wednesday, July 10, 2024.

To receive email updates related to the RFP, [sign up to receive eNews updates](#) on the Minnesota Housing website. Updates will also be posted on [Minnesota Housing’s website](#).

## Application Checklist

Applicants must use the required application form and include all of the required information/documentation. Applicants are encouraged to be clear and concise in the presentation of information. Do not submit materials that are not requested (letter of support, photos, brochures, etc.). Unrequested materials will not be reviewed.

All of the following checklist items must be completed properly and submitted to meet the threshold criteria. Only applications meeting the threshold criteria will be considered for funding:

1.  [Application](#)
2.  [Application Signature Page](#) (wet, digital or electronic signatures will be accepted)

3.  Pre-Award Risk Assessment Form and accompanying documents detailed in the form
- A. [Risk Assessment Form](#)—Nonprofit Organizations
  - B. [Risk Assessment Form](#) – For Profit Business Entities
  - C. Accompanying Documentation:
    - a. Financial Documents related to the applicant organization and detailed on the Risk Assessment Form (Non-profits and For Profits Only)
      - 1. [Internal Controls Certification—Nonprofits Organizations](#), if applicable
      - 2. [Internal Controls Certification—For Profit Business Entities](#), if applicable
    - b. Evidence of good standing with the Minnesota Secretary of State (Non-profits and For Profits Only)
    - c. Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified (All applicants). This certification is included in the Risk Assessment Forms above.
  - D. **All** required financial documents that apply to your organization as outlined in the RFP Risk Assessment Form and must be submitted via the secure Financial Portal. This is a separate website from items 1 -3b above. Please see submission instructions below.

The naming convention of the items submitted above should be:

Applicant Name\_Document Name (Example: “EXY Organization \_SOS Business Record”)

**NOTE:** Applicants must understand the application components and what types of submission materials are required to satisfy each required component. Applications that do not contain all required components (completed and submitted properly) will be noted as incomplete and not eligible for further review, including scoring. Minnesota Housing is unable to contact applicants to alert them to their application’s incompleteness.

If you have questions regarding checklist items listed above, contact the designated point of contact found at the end of this document. Allow enough time for staff to respond and help resolve issues so that a complete application can be submitted prior to the application submission deadline. Also note that receiving technical assistance does not guarantee that an applicant will submit a complete application.

## Submission Instructions

In order to be considered for funding, you must upload required materials to the corresponding websites listed below **no later than 12:00 p.m. (Noon) Central Time on Monday, July 15, 2024.**

**Two steps are required to submit a complete application:**

### STEP 1: Application Question Responses - Submit via the Cvent Application Website

Access the [Cvent Application Website](#) to:

1. Provide responses to application questions.
2. Upload the [Application Signature Page](#) (wet, digital or electronic signatures are accepted)

**NOTE:** The Cvent Application Website saves information that is entered, but not submitted. However, the webpage does time out after 20 minutes; information entered after the website has timed out will not be saved. You may want to draft your answers on a separate document and copy and paste into the website so you do not lose your work.

### STEP 2: Pre-Award Risk Assessment Documents – Submit via the Financial Portal

Access the secure [Financial Portal](#) to submit the Pre-Award Risk Assessment documents required for the pre-award risk assessment of your organization.

Note: Tribal governments are not subject to the Pre-Award Risk Assessment.

1. **Non-governmental organizations requesting \$50,000 or more must provide the following documents:**
  - a. [RFP Risk Assessment Form for Nonprofit Organizations](#) all additional documentation outlined as required in the form.
  - b. Evidence of good standing with the Minnesota Secretary of State
  - c. Financial documentation required for the total gross revenue of the organization. See “Revenue Table” below.

**REVENUE TABLE**

Organization’s Total Gross Revenue	Required Documentation
Over \$750,000 in your last fiscal year	-Most recent audited financial statements -Most recent Form 990 or Form 990 EZ filed with the Internal Revenue Service (IRS)
Under \$750,000 in your last fiscal year	-Most recent Form 990 or Form 990 EZ filed with the Internal Revenue Service (IRS)
Not in existence long enough or not required to file Form 990 or Form 990 EZ with the IRS	-Document explaining why you are exempt from filing with the IRS (i.e., IRS Determination Letter) -Most recent board-approved (or managing group if applicable) financial statements - <a href="#">Internal Controls Certification</a>



**2. For-profit Tribal Business entities requesting \$50,000 or more must provide the following documents:**

- a. [RFP Risk Assessment Form for For-Profit Business Entities](#) and all additional documentation outlined as required in the form.
- b. Evidence of good standing with the Minnesota Secretary of State
- c. [Financial Documents](#)
  - i. Most recent Federal and State tax returns filed with the Internal Revenue Service (IRS)
  - ii. Current Financial Statements

**NOTE:** If your organization has not been in existence long enough to have a tax return with the IRS, submit the [Internal Controls Certification](#), along with the current financial statements.

**Submit required Pre-Award Risk Assessment Documents through the secure [Financial Portal](#)**

1. Enter this email address in the “Recipient Email” field:  
[CommunityDevelopment.MHFA@state.mn.us](mailto:CommunityDevelopment.MHFA@state.mn.us).
2. Enter your contact a name and email address where prompted
3. Click on “Select files to send” to upload single or multiple files
4. Select the file(s) you wish to upload where prompted
5. Hit Send

If you have questions regarding the checklist items, please contact the designated point of contact listed in the Questions section below.

**NOTE:** Submitted applications are considered final; late and incomplete applications will not be considered. Minnesota Housing may request additional information or clarification. The applicant will be responsible for all costs incurred with applying for this RFP. Award decisions are final and not subject to appeal.

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, which for the purposes of this grant, is when all grant agreements have been fully executed. After a granting agency has completed the evaluation process, all remaining data in the responses is public with the exception of trade secret data as defined and classified in [Section 13.37 of the Minnesota Governmental Data Practices Act](#). A statement by an applicant that the response is copyrighted or otherwise protected does not prevent public access to the response.

## Due Diligence Requirements

**If an applicant is selected for funding, Minnesota Housing will require the following due diligence items be submitted by Friday, March 7, 2025:**

- **Signed Grant Contract Agreement** (provided by Minnesota Housing)
- **Board Resolution:** A signed original, or signed and certified, copy specific to the Grant Contract Agreement that designates authorized signatories, authority to enter into a Grant Contract Agreement, and that references the requested and/or awarded amount.
- **Certificate of Insurance:** note the type and amounts needed. **Note Worker's Compensation is required by statute for all grants.**
- **W-9 and SWIFT vendor number** for a new applicant that has been selected, or if the current information on file needs to be updated.
- **Approved Work Plan:** The selected applicant will be required to complete and submit a work plan on a template provided by Minnesota Housing. The purpose of the work plan is to describe changes since application submittal and as a result of the final award amount and requirements.
- **Final, approved Budget:** A final budget reflecting the awarded amount and any allocation or amount changes to Grantee.

Applicants awarded funding must have all due diligence submitted and approved and the Grant Contract Agreement fully executed, which includes both the applicant's and Minnesota Housing's signatures, before costs can be incurred and reimbursed or grant funds can be expended. Minnesota Housing will not reimburse costs incurred prior to the execution of the Grant Contract Agreement. Minnesota Housing will initiate the execution of the Grant Contract Agreement, including required signatures.

## Contractual Requirements

An applicant awarded funding under this proposal will be required to:

- Complete a Grant Contract Agreement with Minnesota Housing and comply with all requirements listed therein.
- Maintain financial records for a minimum of six years after the Grant Contract Agreement has ended that document the use of all grant funds. Minnesota Housing, at its sole discretion, may request to review the accounting and documentation of such.
- Comply with monitoring and financial reconciliation audits including site visits, providing, and participating in evaluation and reporting by Minnesota Housing.
- Complete and submit by required due dates, all interim and final program reports in a template provided by Minnesota Housing
- Have a Conflict of Interest policy and take necessary steps to prevent individual and organizational conflicts of interests. All suspected, disclosed or discovered conflicts of interests must be [reported to Minnesota Housing](#) in a timely manner.
- Comply with applicable contracting and bidding requirements noted in the Grant Contract Agreement.
- Comply with all affirmative action and non-discrimination requirements noted in the Grant Contract Agreement.

- Comply with [Minn. Stat. §201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

**NOTE:** This is not an exhaustive list. All Contractual Obligations will be outlined in the Grant Contract Agreement, sent to selected potential grantees.

## Questions

Questions can be directed to the designated points of contact for this RFP [via email to communitydevelopment.mhfa@state.mn.us](mailto:communitydevelopment.mhfa@state.mn.us):

- Alyssa Wetzel-Moore, Community Development Director
- Abigail Behl, Program Manager

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