2024 Capacity Building Request for Proposals Information Session

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May 23, 2024

MINNESOTA HOUSING

Minnesota Housing | mnhousing.gov

This presentation will be recorded and available online

1. Brief overview of Minnesota Housing

2. Overview of the 2024 Capacity Building RFP

3. Selection Process and Scoring

4. Detailed Application Instructions and Tips

5. Questions

Housing is foundational to a full life and a thriving state, so we equitably collaborate with individuals, communities and partners to create, preserve and finance housing that is affordable.
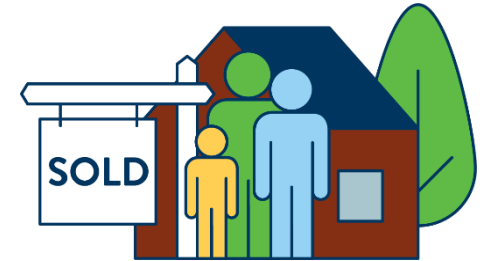
Homelessness Prevention

Supportive Housing
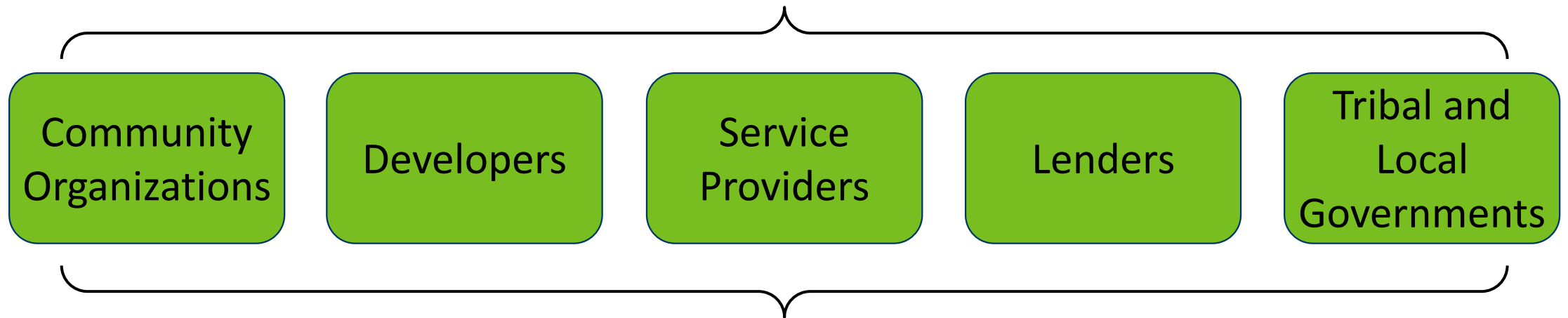
Rental Housing

Manufactured Housing

Homeownership

Minnesota Housing

| Community Organizations | Developers | Service Providers | Lenders | Tribal and Local Governments |

Minnesotans

2024 – 2027 Strategic Priorities

- 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

Capacity Building RFP Overview
Application Deadline: Monday, July 15, 2024 at Noon

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.

- Combined total of up to $4,875,000 available; maximum individual award of $200,000.

- Two-year or Three-year grant period option

- Two Uses, Choose Only One:

  - **Organizational Capacity Building**: Build your own capacity

  - **Intermediary Capacity Building**: Builds the capacity of others

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

Organizational Capacity Building

- The organization uses the 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.

- Estimated Available Funds: **$3,625,000** (subject to applications received)

- Pilot projects to test creative solutions to housing challenges.

- Build 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

- The selected applicant will use the funds to build the capacity of *others* by providing pass-through grants and/or technical assistance 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.

- Estimated Available Funds: **$1,250,000** (subject to applications received)
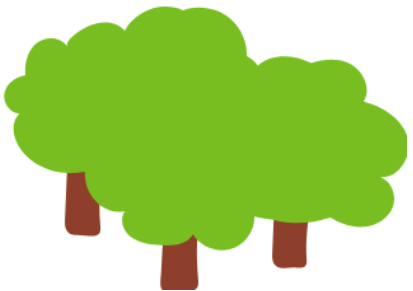
- Community planning activities, such as convening a variety of local stakeholders to identify housing needs and priorities, informing them about development processes, and creating a housing development plan.

- 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.

- Pass-through grants to hire a consultant for a housing-related need.

- Develop training and technical assistance on an innovative housing topic or strategy.

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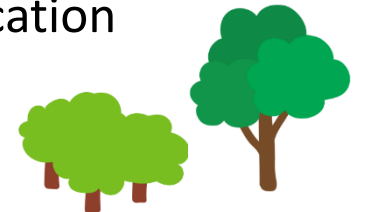
Technical Assistance:
Activities which include providing training, education, and/or other supports to build the capacity of one or more individuals, organizations, jurisdictions, and/or Tribal Governments and Tribal Business Entities.

Eligible Applicants:

- Tax-exempt nonprofits (nonprofit educational institutions are not eligible.)

- Tribal governments and Tribal Business Entities

- Collaborations between two or more entities, provided the lead applicant is eligible (as listed above). The lead applicant will be the only grantee.

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.

- 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 grant activities

- Items necessary to carry out grant activities

Administrative Expenses

Applicants may utilize up to 15% 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

- ✕ 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 and/or transitional housing planning and/or services
- ✕ Scholarships

Selection Process and Scoring

Threshold Criteria

To be considered, applications must meet minimum standards:

1. Applicant is eligible

2. Activities proposed for funding are eligible.

3. Application is complete with all required items submitted on time.

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

Scoring Criteria - Application

Scoring Phase 1: Application		
Equity	• Applicant has a deep understanding of the communities identified in the proposal and community opportunities, needs and challenges. • Applicant is well-prepared and well-positioned to lead this work and has meaningful and trusted connections with the communities identified above. • Tribal government and Tribal business entities receive 20 points automatically.	20 Points
Proposal Overview	• Understanding of need and benefits of increased capacity for the communities. • Clear goals and strategic approach. • Alignment of proposal with program goals to address root causes. • Clear and detailed plan that includes meaningful community participation. • Plan for long-term sustainability. • There are substantial consequences to not funding this work.	65 Points
Budget	• Main categories of expenses are identified and comprehensive, and a good-faith effort has been made to determine the costs. • The applicant has a reasonable plan to cover the expenses, including unforeseen costs, and the grant funds are critical for the proposal.	15 Points
Points Possible: 100		

Scoring Phase 2: Interview		
Proposal	• 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	• 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	• The applicant's ability to demonstrate why it is uniquely qualified to carry out the proposal activities.	25 points
Community Participation	• The extent to which Communities Most Impacted by housing challenges and disparities are informing the planning and implementation of the proposed project.	25 points
Points Possible: 100		

Pre-Award Risk Assessment

New in 2024 – Pre-Award Risk Assessment

- In 2023, the Legislature added a Pre-Award Risk Assessment Requirement or applicants which requires Minnesota Housing to:

  - Collect documents to conduct a pre-award risk assessment of organizations requesting grant awards of $50,000 or more
  - Review these documents to assess the risk that a potential grantee cannot or would not perform the required duties of the grant.

- **Risk Assessment Outcomes:**

  - The Potential Grantee can likely perform the grant duties
    - Without additional conditions
    - With additional technical assistance or conditions
  - There is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant.

  NOTE: Tribal Nations are not subject to the Pre-award Risk Assessment.

Pre-Award Risk Assessment Forms

- A Risk Assessment Form with questions to be completed as part of the application

  - Five questions, not scored

  - Certification of no convictions of felony financial crimes by a principal, along with a list of principals for which you are certifying.

- 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

- **All** required documents must be submitted with RFP application materials **by the application deadline** for an application to be complete and considered for funding.
    - *Reference the Risk Assessment Form required of your organization for the full list of required documents.

- Certification: A principal is defined as a public official, board member, or staff (paid or volunteer) with authority to access funds or determine how funds are used. When submitting the required list of principals you are attesting to, make sure it is complete and lists all board members.

Pre-Award Risk Assessment – Items to Keep in Mind

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

- To complete this assessment, Minnesota Housing may request additional information from the potential grantee.

- Minnesota Housing will notify a potential grantee we're unable to satisfy concerns and 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.

Application Instructions

Here is what you will need:

- ❏ [Application Instructions](#)

- ❏ Your proposal (use [Application Questions](#) as a guide to prepare.)

- ❏ Completed [Application Signature Page](#)

- ❏ (For Nonprofits and For-Profits Tribal Business Entities) Evidence of Good Standing with [Minnesota Secretary of State](#).

- ❏ Pre-Award Risk Assessment Form, Internal Controls Certification if applicable, and accompanying documents

- ❏ Required Financial Information

Two-Part Online Application

1. Application Questions and Signature: Submit via Cvent Application Website

- Provide responses to application questions through the website

- Signature Page

2. Pre-Award Risk Assessment Documents: Submit via the Secure Financial Portal

- **Does not apply to Tribal Nations**

- **Nonprofit Organizations and For-profit Tribal Business Entities requesting $50,000 or more**

  ❑ Evidence of Good Standing with Minnesota Secretary of State.

  ❑ Applicable Pre-Award Risk Assessment Form, Internal Controls Certification if applicable, and accompanying documents

  ❑ Required Financial Information

Naming Convention: Applicant Name_Document Name (Example: "EXY Organization _SOS Business Record")

Non-governmental organizations requesting $50,000 or more:

Provide the financial documentation required for the total gross revenue of the organization

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 - Internal Controls Certification

Example: Board-reviewed Financial Statements

EXAMPLE ONLY (page 1)

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

	Current Fiscal Year	Prior Fiscal Year
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	10	10
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	(22,000)	(21,000)
Total Capital Assets	61,000	45,000
Notes Receivable - Long term	11	10
Due from Affiliates	3	3
TOTAL ASSETS	64,549	48,693

EXAMPLE ONLY (page 2) – CONTINUED

	Current	Prior
LIABILITIES		
Current Liabilities		
Debt - Current term	20	21
Accounts Payable	150	170
Accrued Wages	12	11
Accrued Expenses	20	18
Total Current Liabilities	202	220
Non Current Liabilities		
Debt - Long Term	5,980	6,000
Accrued interest	3,000	3,000
Due to Affiliates	50	156
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	16,000	9,950
Total Net Position	55,317	39,317
TOTAL LIABILITIES & NET POSITION	$ 64,549	$ 48,693

1. Read the RFP Application Instructions

2. Review application checklist at the beginning of the instructions

3. Review the scoring priorities

4. Review the reporting requirements (may inform your admin budget)

5. Leave time to gather information to estimate budget items

6. Determine which documents apply to you

7. Gather your documents early on

8. Start early and allow enough time

9. Closely follow the submission requirements

Application Questions

Tips for Completing the Application Questions

1. We suggest you refer to the Application Question pdf to prepare your responses offline in a separate document.

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

3. Directly answer the question and be clear and concise. (You don't need to reach the character limit).

4. Clearly connect your responses to the scoring priorities outlined in the RFP Application instructions.

5. Use plain language wherever possible. Explain any technical terms that would not be commonly understood by the general public.

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

We have updated the application and scoring to reflect the process of designing a program in collaboration with community.

As you are preparing your proposal, think about the communities you are serving, the problem you are trying to solve, and how your work will create sustainable change.

The application questions will guide you through creating a narrative of the work.
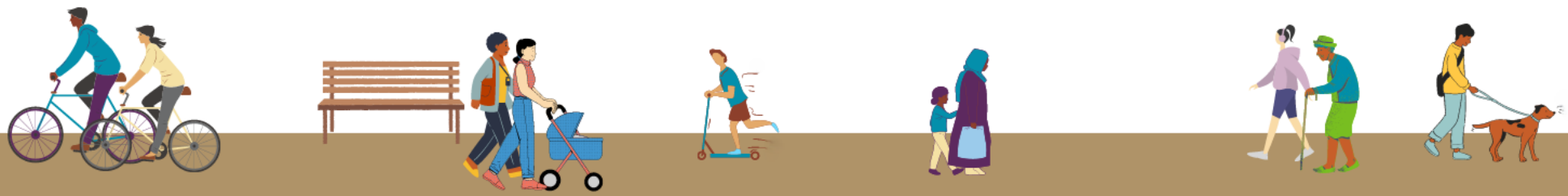
Notes on Using Cvent Application Website

- The Cvent Application Website saves information that is entered, but not submitted.

  - NOTE: the application portal times out after 20 minutes and does not save information after that point.

- Enter your email address to resume entering information or editing.

- If you are having technical issues, email communitydevelopment.mhfa@state.mn.us **as soon as possible**.

- We cannot provide extensions due to delays because of technology issues.

- Consider submitting 1-2 business days before due date to allow time for trouble-shooting.

Please make sure you enter a
valid email address
when you begin the application.

Your email address is the identifier to save your application and return to make edits. If it contains an error, you may miss important communications and may not be able to return or complete your proposal.

Application Questions Requirements

- Response to application questions can only be submitted through the Cvent Application Website

- We cannot accept responses in another format

Open the [Application Website](). Type in contact information, double-check the email address, and click "Next." Proceed through the application and complete all fields.

Name your file with the following format: OrganizationName_Signature

*Application Signature Page: Upload the signed Application Signature Page. This form can be signed digitally, electronically, or via wet signature and may be saved as a PDF.

Please double-check to confirm you have uploaded the correct document

⬆ Upload or drop files

Supported file types: ai, bmp, doc, docx, eps, gif, jpg, jpeg, msg, ost, pdf, png, pst, ppt, pptx, tiff, tif, txt, xls, xlsx. Upload 1 file up to 10 MB.

Previous   Finish

- Select finish to submit your application:

Previous   Finish

- Confirmation Message:

Capacity Building Program Request for Proposals Application

Thank you for submitting your application to the 2024 Capacity Building Program RFP.

Please review your responses for completeness. If you need to make changes to your application prior to the application deadline, you can do so by logging into the Application Website with the email address you used to start this application.

To have a complete application, you also need to provide the applicable financial and Pre-Award Risk Assessment documents by the application deadline.

Refer to the RFP Instructions to see the:

1. "Application Checklist" section for required documents

2. "Submission Instruction" section for how to submit the applicable required financial and Pre-Award Risk Assessment documents.

Minnesota Housing is unable to contact applicants prior to the application deadline to confirm whether their application is complete.

Editing Application or Changing Uploads

You may make edits to your application **prior to the application deadline**:

1. Return to the Application Website.

2. Enter your name and email address. Be sure the email address matches what you entered when you created the application.

3. Use the "Previous" and "Next" buttons to navigate through the pages and update fields as needed.

4. Be sure to navigate to the last page and click "Finish."

Uploading Pre-Award Risk Assessment Documents

If you are requesting $50,000 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. Click 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**.

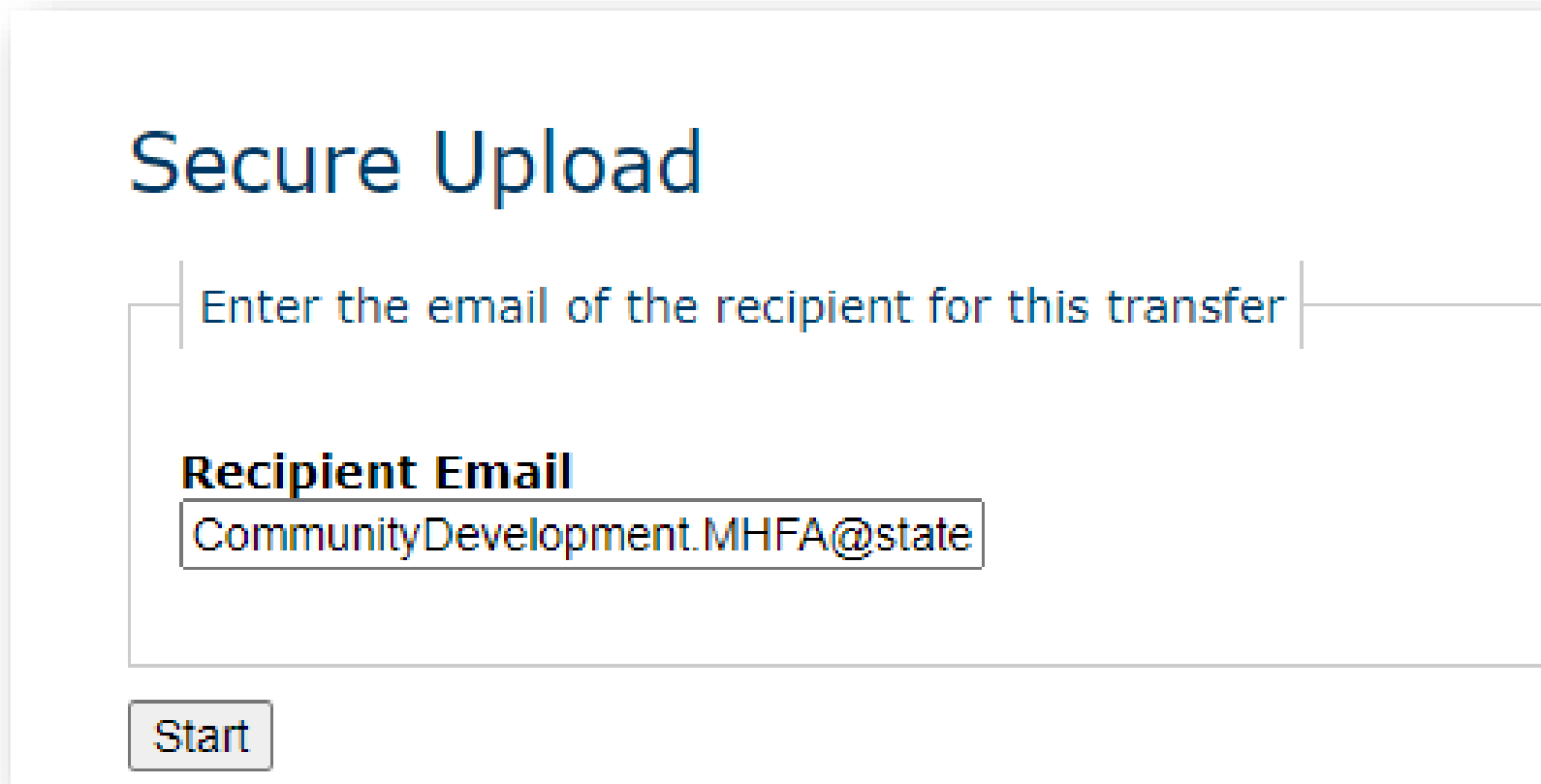# Pre-Award Risk Assessment Documents - Secure Upload

Use the **Secure File Exchange: https://mnhousing.leapfile.net**

- Do not submit these documents through email or the Cvent Application Website.
- They will be rejected and deleted.
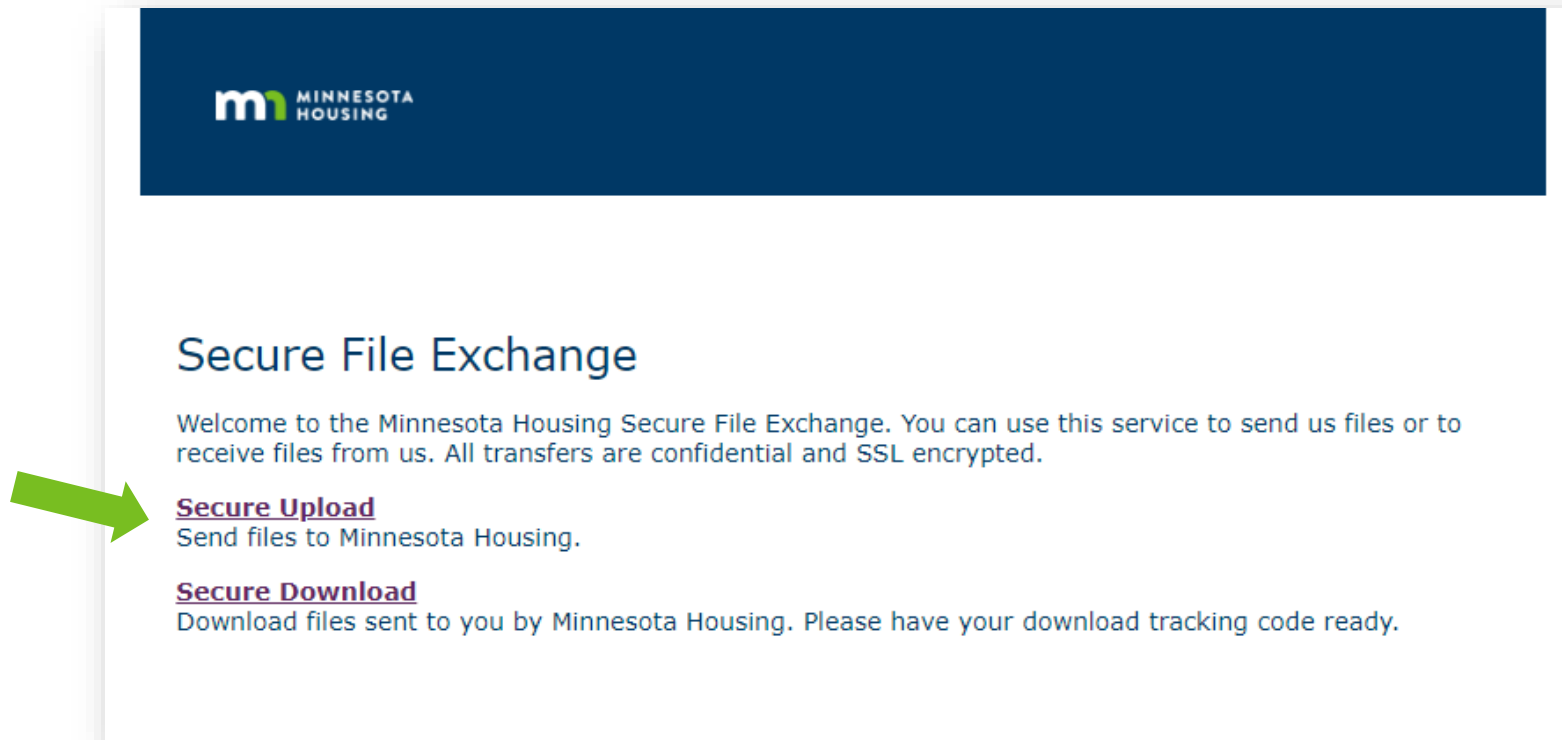
Enter Recipient Email: CommunityDevelopment.MHFA@state.mn.us
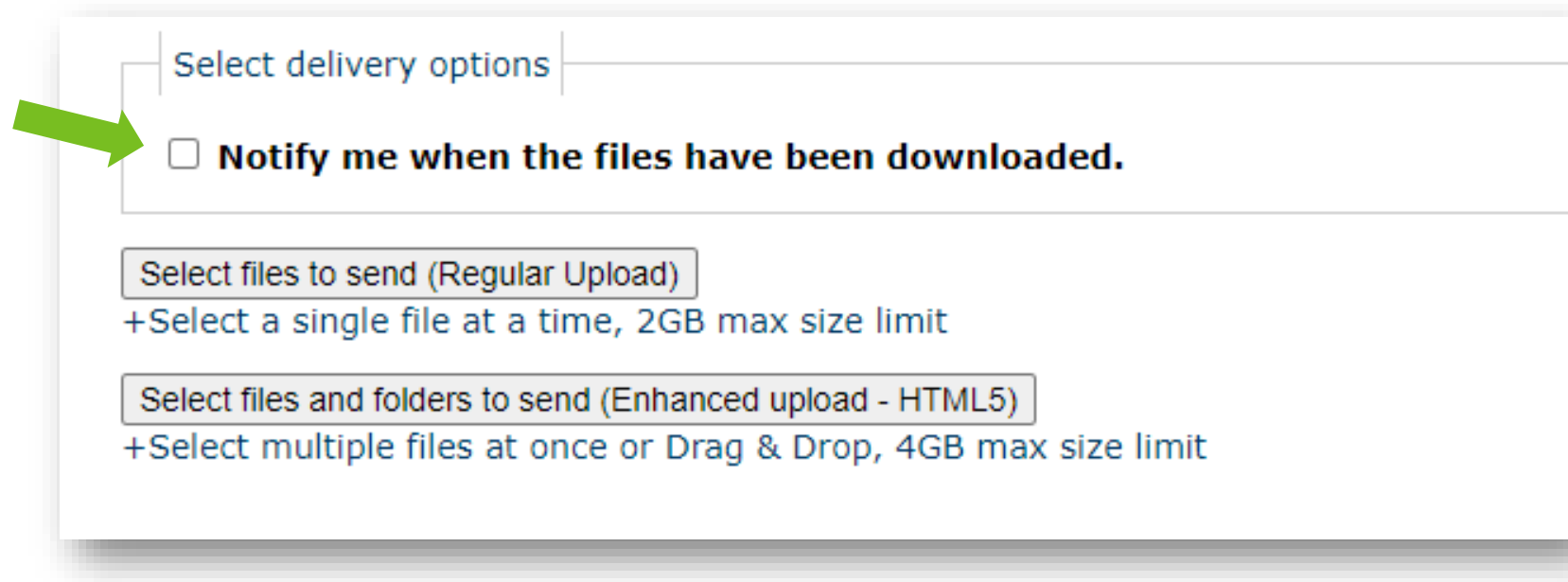
Top of the page enter: Name, Email Address

Scroll down to locate the file upload link – check "Notify me":

Final Notes

Key Dates (Anticipated Timeline)

Date	Activity
Thursday, May 16, 2024	Request for Proposals (RFP) released
Thursday, May 23, 2024	RFP webinar at 11:00 a.m. Central Time Recording and materials will be posted on the program webpage.
Wednesday, June 19, 2024	Question and Answer update posted to the website
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	RFP application materials due by 12:00 p.m. (Noon) Central Time
September 6 – October 4, 2024	Finalist Interviews Conducted

Key Selection and Contracting Dates

Date	Activity
Thursday, February 20, 2025	Board Approval Requested
Monday, February 24, 2025	Award letters issued
Friday, March 7, 2025	Due diligence materials due
Friday, March 14, 2025	Contracts begin

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.

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.

- All applicable documents in the Application Checklist must be submitted to the appropriate location by **Monday, July 15th at 12 p.m. (Noon) Central Time**

  - Submitted applications are considered final; late and incomplete applications will not be considered.

- After the deadline closes, Minnesota Housing reviews applications to determine which applicants have passed threshold review.

- Minnesota Housing may contact applicants via email to resolve an incomplete submission of pre-award risk assessment documents.

  - We will contact the email addresses of the Authorized Representative and Contract signer provided in the Application

- Applicants will have **up to 5 business days** to respond during threshold review to resolve an incomplete submission

- **Closely monitor the email address your provided in your application and have a back-up.**

Questions

- Submit questions via email to 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 the Capacity Building Program Webpage

Questions?

Alyssa Wetzel-Moore & Abigail Behl
CommunityDevelopment.MHFA@state.mn.us

Thank You!

Alyssa Wetzel-Moore & Abigail Behl

CommunityDevelopment.MHFA@state.mn.us