Capacity Building Grant Request for Proposals (RFP)

Application Instructions

Grant Period: August 2, 2027–October 31, 2029

Application Deadline: Thursday, December 10, 2026, Noon Central Time



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This information will be made available in alternative format upon request.

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Overview

Minnesota Housing's Capacity Building Program, authorized under Minnesota Statute 462A.21, subd. 3b, funds activities to strengthen organizations and communities as they work to improve the housing system and build thriving communities. This grant program prioritizes community-driven work, innovation, and initiatives that have a system-level impact. Communities facing housing challenges and disparities know their needs best and should play a central role in making decisions and creating solutions. Minnesota Housing trusts their expertise to advance housing and community-building strategies that have impacts on a local, regional or statewide level.

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 use Capacity Building Program grant funds for one of two uses: Organizational Capacity Building or Intermediary Capacity Building. See Eligible Uses for more details.

Available Funding

Minnesota Housing may, but is not obligated to, award grant funds in an aggregate amount of up to $2,000,000 on a competitive basis to support the Capacity Building Program. The maximum award amount is $100,000 per grantee for a two-year grant period.

Eligible Applicants

The following entities are eligible to apply for the Capacity Building Grant:

- 501(c)(3) tax-exempt nonprofit organizations:
    - Must have an active registration and be in good standing with the Minnesota Secretary of State.
- Tribal governments and Tribal business entities

Additionally, eligible entities must have been in operation for at least one calendar year as of the date of the Capacity Building Grant RFP application deadline. This will be demonstrated by the applicant's filing date with the Minnesota Secretary of State.

An eligible entity may apply to serve as a fiscal sponsor for other entities. If selected, the eligible entity will be the only grantee who will contract with Minnesota Housing and will be held responsible for all contract requirements.

An organization may only submit **one** application to the Capacity Building Grant. However, an organization serving as a fiscal agent may submit up to three applications in a fiscal agent role.

An eligible entity may apply on behalf of a collaboration. Any members of the collaboration will be funded, if applicable, as subgrantees or contractors. Grantees may contract with subgrantees to perform some of the contract obligations. Grantees may contract with consultants to provide goods and services for the grantee.

Current Capacity Building grantees are eligible to apply. However, current Organizational Capacity Building grantees cannot duplicate the core activities and scope of work of their current grant.

Ineligible Entities

- Non-Tribal government entities, for-profit businesses, and educational institutions are ineligible to apply.

NOTE: Entities that are not eligible to apply as lead applicants can receive funding as subgrantees or consultants. This would include for-profit business and the other entities that are listed as ineligible applicants.

Eligible Uses

Grant funds can be used for one of two uses.

Organizational Capacity Building: The organization builds its own capacity to lead efforts to advance housing goals, solve a housing problem, or address a housing gap in the community. Through these efforts, the organization will build collaborations, strengthen communities, facilitate lived experience voices in leadership and decision-making and/or advance housing innovation. As a result of this work, the organization will position themselves to be stable over the long term.

Intermediary Capacity Building: The Intermediary uses their expertise and relationships to build others' skills and abilities to advance housing goals, address housing problems or fill housing gaps in the community. The Intermediary will do so by providing Sub-Grants and/or technical assistance to communities, organizations or individuals. Those facing housing challenges and disparities will ultimately benefit as a result of the Intermediary's capacity building efforts.

Grantees must use grant funds according to work plan, budget and scope of work outlined in the Contract.

Organizational Capacity Building:

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

- Pilot projects that test creative solutions to housing challenges.
- Initiatives that address a housing gap or lack of housing access facing a region, community or constituency.
- Developing knowledge, strategies and partnerships to advance innovative housing ideas and models.
- Community engagement, education and leadership development that support community-led decision-making and advocacy.
- Building partnerships and collaborations to strengthen networks, advance equity and address housing needs.
- Building an organization's capacity to more comprehensively meet the housing needs of those they serve.
- Providing information on housing rights and responsibilities.
- Building more community and systemic support for housing development and housing access.

Intermediary Capacity Building

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

- Leadership development for people with lived expertise to participate in decision-making that affects housing planning and housing stability.
- Providing technical assistance and education to entities such as community-based organizations, cities or individuals to build their capacity to engage in housing development and planning activities.
- Providing subgrants to other entities so they can build their capacity to ultimately meet community needs through activities such as hiring consultants, purchasing technology and attending trainings.
- Providing training and technical assistance on an innovative housing topic or strategy.
- Community planning activities such as convening a variety of local constituencies to identify housing needs and priorities, informing them about development processes and creating a housing plan and advocacy priorities.

Eligible Expenses

- 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 Nonrepresented Employees Compensation Plan for expense reimbursement by Minnesota Management and Budget.
- Conference expenses
- Meeting expenses including venue rental, food and handouts
- Supplies, copies, postage directly related to the program
- Items necessary to carry out grant activities

Administration

Applicants may use up to 15% of the Capacity Building grant for administrative expenses. Eligible administrative expenses include, but are not limited to:

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

Ineligible Uses

Ineligible uses include:

- Housing development and pre-development costs
- Costs associated with applying to Minnesota Housing Request for Proposals
- Direct client services, medical services, mental health and recovery 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
- Direct political activities such as endorsing or campaigning for political candidates
- Shelter planning and/or services
- Transitional housing planning and/or services
- Group homes and assisted living planning and/or services
- Scholarships

Program Expectations

Contracting

- Register in the Statewide Integrated Financial Tools (SWIFT) system.
- Execute one or more contracts with Minnesota Housing outlining the scope of work to be performed. The grantee may also be responsible for completing the proposal, budget, work plan and/or other exhibits to the contract(s).
- Follow the required solicitation process for subgrantees and contractors, if applicable.
- Enter into formal agreements with subgrantees and contractors, if applicable.

Reporting

- Complete and submit all required reports, financial documentation and other supporting documents on time in a manner determined by Minnesota Housing. Financial documentation of reported expenses may include, but is not limited to, a detailed posting ledger, payroll and time cards, invoices and receipts.
- Submit a financial report to Minnesota Housing every three months during the grant period.
- Submit a narrative report and supporting documentation of expenses to Minnesota Housing every six months and meet with Minnesota Housing's grant manager annually to discuss grant progress.
- Submit a final report outlining proposed and achieved outcomes and complete expenditures.

Monitoring

- Agree to clearly post on the grantee's website the contact information for the organization's leadership and the person(s) responsible for managing and overseeing the grant.
- 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.
- Acknowledge that Minnesota Housing will complete a grantee performance evaluation at the end of the grant term, which will be saved to the grantee's file. For all contracts over $25,000, evaluation information will be submitted to the Office of Grants Management and made available publicly online.
- Maintain financial records for a minimum of six years after the contract(s) ends that document the use of all grant funds awarded. Minnesota Housing, at its sole discretion, may request to review the accounting and documentation of such records at a site visit or at other times.
- Monitor and evaluate subgrantees at least annually.

Policies

- Have a written conflict of interest policy and take necessary steps to prevent individual and organizational conflicts of interest. All suspected, disclosed or discovered conflicts of interest must be reported to Minnesota Housing in a timely manner.
- Have a written fraud and fraud reporting policy and provide it to Minnesota Housing's Authorized Grant Representative within three months from contract execution.
- Have a written Data Practices Policy and provide it to Minnesota Housing's Authorized Grant Representative within three months from contract execution.

Compliance

- Comply with applicable contracting and bidding requirements noted in the contract.
- Comply with all affirmative action and non-discrimination requirements noted in the contract.
- Comply with all applicable state statutes, rules and policies, including the Capacity Building Grant Program Guide.

Any unspent funds, funds that are not reconciled or funds spent on ineligible activities must be repaid to Minnesota Housing by the grantee.

Equity

The Capacity Building Grant prioritizes the people, places and communities facing housing challenges and instability because they have not had access to the resources, influence and decision-making that would allow them to meet their housing needs. This grant prioritizes work by and for the communities that are facing housing challenges.

Minnesota Housing's Strategic Plan identifies the people more likely to be impacted by housing instability: lowest Income (<= 30% of area median income), people of color, Indigenous individuals, LGBTQIA2S+, people experiencing homelessness, people with disabilities, immigrants, large families, seniors, children, and people facing barriers and/or limited choices due to: poor credit, limited savings, criminal history, prior evictions, transitioning out of foster care, prison and other systems.

Review Criteria

This is a competitive application process that consists of two phases. The Phase One Application will be scored by the Capacity Building Program Manager who will determine the finalists to be invited to submit a Phase Two Application.

Finalists' Phase One and Phase Two applications will be reviewed and scored by a committee comprised of Minnesota Housing staff and community reviewers with lived expertise assigned through

the Community Reviewer Program. Recommendations will be presented to the Minnesota Housing board for approval. Minnesota Housing's award decisions are final and are not subject to appeal.

Threshold Criteria

Threshold criteria are the basic requirements an application must meet to be considered for funding. 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.
- The application must not include activities listed as ineligible uses in the Ineligible Uses section above. 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 (see the Submission Instructions section of this document).

NOTE: All required application items must be provided 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. **Phase One Application:** An abbreviated application which requests applicant information and asks three questions which will be scored by the Capacity Building Grant Manager to identify finalists. This score will inform the finalist selection. Finalists will be invited to submit a Phase Two Application.
2. **Phase Two Application:** The second phase of the applications consists of additional application questions and Pre-Award Risk Assessment Documents. Finalists will be provided a copy of their submission to the Phase One Application. Finalists must submit the required materials by the deadline to remain in consideration for Capacity Building Grant Funds.

State reviewers and community reviewers assigned through Minnesota Housing's Community Reviewer Program will score finalists based on responses submitted in both Phase One and Phase Two of the application. These scores will constitute the final application scores which will inform the applicants recommended for funding.

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. Minnesota Housing will also prioritize Organizational Capacity Building Grantees that were not funded in the 2024 Capacity Building Grant RFP.

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: Phase One Scoring Criteria

Category	Criteria	Maximum Score
Project Design	Applicant articulates a strong vision and clear goals that will drive the project towards addressing community needs, improving the housing system and building thriving communities. Applicant fully describes the opportunities their proposal will create and the needs their project is responding to. Applicant fully articulates the strategies they will use and clearly explains how these strategies will address the vision, opportunities and needs they described. The project is clearly designed to make meaningful progress towards addressing the gaps in the housing system that the Applicant identified.	20 Points
Community Needs & Opportunities	Applicant fully identifies and describes the communities of focus. It demonstrates a deep understanding of these communities and explains the opportunities, needs and challenges they face. These opportunities and challenges were identified by the communities the proposal focuses on. **Note**: Recognizing and honoring sovereignty, Tribal Nations will receive automatic points for this question in Phase One.	8 Points
Outcomes	Applicant provides four to seven outcomes. They are detailed, thorough and clearly tied to the goals of the project proposal identified in Question One. The applicant provides clear measures of success that are aligned with the overall project purpose. Outcomes are achievable within the timeline of the grant.	10 Points
	Phase One Total:	**38 Points**

Table 2: Phase Two Scoring Criteria

Category	Criteria	Maximum Score
Community Building & Equity	Applicant provides a thorough description of the strategies that will be used to maximize community participation. The response demonstrates a deep understanding of how to effectively reach the communities they have identified. The response includes either a qualitative and/or quantitative measure of success related to community participation. The response can receive a high score if the primary purpose of the application requires very specific or technical activities requiring external subject matter expertise that would limit the role of the community in some of the activities. However, the response demonstrates thoughtful efforts to include community where possible. Applicant clearly explains how their project proposal and increased capacity will ultimately benefit the communities identified in this proposal.	12 Points
Qualifications	Applicant is well-prepared and well-positioned to lead this work. The response fully describes their strengths, experience, knowledge, values and relationships. The response explains how these attributes and qualifications have prepared them to lead the work. The response demonstrates that the applicant has meaningful and trusted connections with the communities identified in their application. **Note:** Recognizing and honoring sovereignty, Tribal Nations will receive automatic points for this question.	10 Points

Category	Criteria	Maximum Score
Capacity Building	**Organizational:** Applicant demonstrates a clear understanding of the areas where capacity building is needed and can clearly articulate how the project will build capacity on an organizational level, at the community level and a systemic level. The applicant demonstrates that they will be well-positioned to embed the capacity gained through this grant over the long term. They have a big-picture strategy for how this grant will position them to sustain their increased capacity and knowledge. **Intermediary:** Applicant demonstrates a clear understanding of the areas where capacity building is needed with the entities they are working with. They can also clearly articulate how the project will build capacity on an organizational, community and systemic level. Applicant demonstrates that they have a clear plan and strategies for those receiving their assistance to be well-positioned to sustain their increased capacity over the long term.	15 Points
Work Plan	Applicant demonstrates that they understand and have fully considered what is necessary to successfully achieve their project outcomes. The work plan clearly describes the main activities needed to build their capacity and accomplish the project outcomes. The timeframe appears to allow for the activities to be successfully completed within the grant period.	10 Points
Budget	Applicant identifies 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. If applicable: Subgrantees, contractors and/or consultants have agreed to be part of the proposal and the dollar amount budgeted for them is identified. The Budget Spreadsheet sufficiently identifies the budget line items and clearly reflects the budget narrative. Administrative expenses do not exceed 15%. The proposal will have the necessary funds to move forward. Applicant has a reasonable plan to cover costs if they are higher than anticipated. Either the Applicant has other funding sources, or they have ideas on how to reduce costs if needed. If there are other funding sources for this proposal, they describe the source, dollar amount and how they will prevent duplicating payments for the same costs.	15 Points
	Phase Two Total:	**62 Points**

Table 3: Combined Scoring Categories and Total Points

Category	Maximum Score
Project Design	20 Points
Community Needs & Opportunities	8 Points
Outcomes	10 Points
Community Building & Equity	12 Points
Qualifications	10 Points
Capacity Building	15 Points
Work Plan	10 Points
Budget	15 Points
Total Points	**100 Points**

NOTE: Recognizing and honoring sovereignty, Tribal Nations will receive automatic points for the Phase One "Community Need and Opportunities" question and the "Qualifications" question in Phase Two, for a total of 18 points.

After the grant review committee has met and scores have been finalized, Minnesota Housing staff may consider those scores when developing final funding recommendations. Funding recommendations may also consider the applicant's previous Capacity Building awards, past performance, geographic and demographic distribution, project types, history as a state grantee and capacity to perform the work.

Funding recommendations will also incorporate the results of the pre-award risk assessment (noted below). Final funding amounts will depend 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. 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 potential grantees 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, suspension/debarment status 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 being certified

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. This notification will include information on the decision and options to contest 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 nonprofit or for-profit business designation with the Minnesota Secretary of State are subject to the requirements.

Application Timeline

Date	Activity
Friday, October 16, 2026	RFP posted via the Minnesota Housing website and eNews.
Monday, October 19, 2026	RFP posted to the State Register.
Monday, October 26, 2026	Minnesota Housing holds an optional RFP Information Session from 11:00 a.m.-noon Central time via Microsoft Teams Webinar. The session will provide an overview of RFP content and allow time for questions. The recording and materials will be posted on the Capacity Building Program webpage.
Monday, November 9, 2026	Minnesota Housing holds an additional optional RFP Information Session from 10-11:00 a.m. Central time via Microsoft Teams Webinar. The session will provide an overview of RFP content and allow time for questions. The recording and materials will be posted on the Capacity Building Program webpage.
Monday, November 23, 2026	Final call for questions by 11:59 p.m. Central time.
Tuesday, December 3, 2026	Final FAQs posted to the Minnesota Housing website in response to RFP questions submitted.
Thursday, December 10, 2026	Phase One applications due by 12:00 p.m. (noon) Central time (refer to the Submission Instructions section below).
Wednesday, January 6, 2027	Finalists are notified and invited to submit Phase Two of their application to remain in consideration for funding.
Thursday, January 14, 2027	Minnesota Housing holds an optional RFP Phase Two Application Information Session from 1-2:00 p.m. Central time via Microsoft Teams Webinar. The link for the Microsoft Teams Webinar will be emailed to finalists invited to submit a Phase Two Application.
Wednesday, January 20, 2027	Minnesota Housing holds a second optional RFP Phase Two Application Information Session from 11:00 a.m.-noon Central time via Microsoft Teams Webinar. The link for the Microsoft Teams Webinar will be emailed to finalists invited to submit a Phase Two Application.
Friday, February 26, 2027	Final call for questions by 11:59 p.m. Central time.
Wednesday, March 3, 2027	Final FAQs posted to the Minnesota Housing website in response to RFP questions submitted.
Monday, March 8, 2027	Phase Two application and Pre-Award Risk Assessments materials due by noon Central time (refer to the Submission Instructions section below).
Thursday, June 24, 2027	Minnesota Housing staff recommends selections to Minnesota Housing's board.
Friday, June 25, 2027	Minnesota Housing notifies all applicants of selection decisions.

Date	Activity
Tuesday, June 29, 2027 OR Tuesday, July 13, 2027	Mandatory due diligence training for all selected applicants from 1- 2 p.m. Central time on either June 29, 2027, or July 13, 2027.
Wednesday, July 28, 2027	All due diligence items must be submitted.
Monday, August 2, 2027	Upon Grant Contract Agreements being fully executed, Grant Contract Agreement term begins.
Wednesday, October 31, 2029	Grant Contract Agreement term ends (no activities funded after this date).

NOTE: All dates and times are subject to change at the sole discretion of Minnesota Housing.

To receive email updates related to the RFP, sign up to receive eNews updates on the Minnesota Housing website.

Application Checklist

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

Phase One Application

Phase One Application materials are due by Thursday, December 10, 2026, at 12:00 p.m. (noon) Central time.

- Do not include any items from Phase Two in the Phase One application; they will not be considered.

All 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. ☐ Phase One Application: Complete in the Phase One Cvent Application Website.
   - See submission instructions below.
   - A PDF of Phase One Application Questions is provided for reference only. Application responses must be submitted through the Cvent Application Website.
2. ☐ Screenshot of Minnesota Secretary of State Evidence of Good Standing. (Renewal Due Date must be active). Nonprofits and For-Profits Only. Tribal Nations are exempt from this requirement.
3. ☐ Application Signature Page (wet, digital or electronic signatures will be accepted)

The naming convention of the items submitted above should be:

- "Applicant name_SOS Good Standing_ Capacity Building RFP" and
- "Applicant name_Signature Page_ Capacity Building RFP"

Phase Two Application

Phase Two applications are due by Monday, March 8, 2027, at noon Central time. Only applicants invited to submit a Phase Two application should submit the materials below.

- Applicants not invited to submit a Phase Two application are not considered for funding and should not submit Phase Two Application materials.

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

1. ☐ Phase Two Application – Complete in Cvent Application Website.
    - See submission instructions below.
    - A PDF of Phase Two Application Questions is provided for reference only. Application responses must be submitted through the Cvent Application Website.
2. ☐ Budget Workbook
3. ☐ Application Signature Page (wet, digital or electronic signatures will be accepted)
4. ☐ 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 (Tribal Business Entities Only)
    C. Accompanying Documentation:
        1. Financial Documents related to the applicant organization and detailed on the Risk Assessment Form (Nonprofits and For-Profits Only)
            a. Internal Controls Certification — Nonprofits Organizations, if applicable
            b. Internal Controls Certification — For-Profit Business Entities, if applicable
        2. Complete the certification of no convictions of felony financial crimes by a principal included on the Risk Assessment Form
            - Must also provide a list of principals being certified.

    ***Note:** Tribal Nations are exempt from providing the Pre-Award Risk Assessment Form and accompanying documents.

The naming convention of the items submitted above should be:

- "Applicant name_Document Name_ Capacity Building RFP_"

NOTE: Applicants should 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 will not be eligible for further review, including scoring. Minnesota Housing is unable to provide notice if an application is incomplete.

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 technical assistance does not guarantee that a complete application will be submitted.

Submission Instructions

Phase One Application

Provide Phase One application materials via the Phase One Cvent Application Website **no later than noon Central time on December 10, 2026,** to be considered for funding.

Access the "Phase One Cvent Application Website" to:

1. Provide responses to **Phase One Application Questions**.
   NOTE: PDF version of the Application is for reference only. Enter your responses in the Application Website.
2. **Upload a screenshot** of Minnesota Secretary of State Evidence of Good Standing. (Renewal Due Date must be active)
3. **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.

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

Phase Two Application

Follow the instructions below to submit the application and provide Pre-Award Risk Assessment Documents **no later than noon Central time on March 8, 2027,** to be considered for funding.

NOTE: Only finalists that have been invited to submit a Phase Two Application should submit the Phase Two Application materials. A copy of the Phase One Application will be provided at the time applicants are notified that they are finalists.

- Applicants not invited to submit a Phase Two application are not considered for funding and should not submit Phase Two Application materials.

Access the "Phase Two Cvent Application Website" to

1. Provide responses to Phase Two Application Questions.
   NOTE: PDF version of the Application is for reference only. Enter your responses in the Application Website.
2. Upload the Work Plan Attachment
3. Upload the Budget Attachment
4. Upload the Application Signature Page (wet, digital or electronic signatures are accepted)

Access the secure Financial Portal to submit the required Pre-Award Risk Assessment documents.

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:**
   - RFP Risk Assessment Form for Nonprofit Organizations and all additional documentation outlined as required in the form.
   - Financial documentation required for the total gross revenue of the organization. See table below to determine the documentation you must submit based on the Total Gross Revenue of your organization.

Table 4: Required Potential Grantee Financial Documentation

Total Gross Revenue	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 - Nonprofit Entities

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

   - RFP Risk Assessment Form for For-Profit Business Entities and all additional documentation outlined as required in the form.
   - Financial Documents
     a. Most recent Federal and State tax returns filed with the Internal Revenue Service (IRS)
     b. 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 - For Profit Business Entities, 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.
2. Enter your contact 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. Click Send

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 are 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. Selected applicants consent to have their name, location, what program is being utilized, a brief description of the project, and the amount awarded publicized by Minnesota Housing prior to grant agreements being fully executed.

Questions

Questions can be directed to the designated point of contact for this RFP:

- Alyssa Wetzel-Moore, Community Development Director, CommunityDevelopment.MHFA@state.mn.us
- Amanda Welliver, Policy Coordinator, CommunityDevelopment.MHFA@state.mn.us

No other staff are authorized to respond to questions from potential applicants related to this RFP. All questions and answers will be posted to Minnesota Housing's website on the Capacity Building webpage.

Due Diligence Requirements

Due Diligence refers to the documents that organizations must submit or actions that must be completed prior to contracting with Minnesota Housing. **If an applicant is selected for funding**, Minnesota Housing will require the following due diligence items to be submitted by **July 28, 2027**:

- **Board Resolution:** A signed resolution 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: Worker's Compensation with the minimum limits**:
  - $100,000 – Bodily Injury by Disease per employee
  - $500,000 – Bodily Injury by Disease aggregate
  - $100,000 – Bodily Injury by Accident
- **W-9 and SWIFT vendor number (including location code)**
- **Approved Work Plan**: The selected potential grantee 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.

A one-time extension of ten-business days may be granted at Minnesota Housing's discretion to provide Due Diligence documents.

Potential grantees that are awarded funding must have all due diligence submitted and approved and the Grant Contract Agreement fully executed, which includes both the potential grantee'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 to obtain required signatures.

Contractual Requirements

A potential grantee awarded funding under this proposal will be required to:

- Enter into a Grant Contract Agreement with Minnesota Housing and comply with all requirements listed therein.
- Comply with the Capacity Building Grant Program Guide.
- Agree to clearly post on the grantee's website the contact information for the organization's leadership and the person(s) responsible for managing and overseeing the grant per Minn. Stat. 16B.98.
- Acknowledge that Minnesota Housing will complete a Grantee Performance Evaluation at the end of the grant term, which will be saved to the grantee's file. For all contracts over $25,000, Evaluation information will be submitted to the Office of Grants Management and made available publicly online.
- 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 records at site visits or at other times.
- Complete and submit by required due dates, all interim and final program reports in a template provided by Minnesota Housing.
- Comply with all local, state and federal requirements.
- Comply with monitoring and financial reconciliation audits including site visits, providing and participating in evaluation and reporting 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. The Conflict of Interest Policy must be provided to Minnesota Housing within three months from contract execution.
- Have a written fraud and fraud reporting policy and provide it to Minnesota Housing's Authorized Grant Representative within three months from contract execution.
- Have a written Data Practices Policy and provide it to Minnesota Housing's Authorized Grant Representative within three months from contract execution.
- 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 point of contact for this RFP:

- Alyssa Wetzel-Moore, Community Development Director, CommunityDevelopment.MHFA@state.mn.us
- Amanda Welliver, Policy Coordinator, CommunityDevelopment.MHFA@state.mn.us

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