Grant Request for Proposal Cover Sheet

Purpose

This cover sheet is required for all executive branch granting agencies issuing competitive grant RFPs. It provides a high-level overview of the grant program and funding opportunity.

Applicants should review the full RFP before submitting an application.

Name of Granting Agency: Minnesota Housing Finance Agency

Title of Grant Program: Capacity Building Grant

Table 1: RFP Summary

Topic	Description	RFP Page Number
Overview, Grant Description and Purpose	This program 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.	4
Eligible Applicants	Per Minnesota Statute 462A.21, subd. 3b eligible applicants include 501(c)(3) tax-exempt nonprofit organizations, with active registration and in good standing with the Minnesota Secretary of State, and Tribal governments and Tribal business entities. An eligible entity may apply to serve as a fiscal sponsor for other entities.	4-5
Eligible Uses	**Organizational Capacity Building**: activities that help an organization build its own capacity to lead efforts to advance housing goals, solve a housing problem or address a housing gap in the community. Examples include, but are not limited to: • Pilot projects that test creative solutions to housing challenges; • Community engagement, education and leadership development; and • Providing information on housing rights and responsibilities. **Intermediary Capacity Building**: the applicant uses their expertise and relationships to build others' skills and abilities to advance	5-7

Topic	Description	RFP Page Number
	housing goals, address housing problems or fill housing gaps in the community. Examples include, but are not limited to: • Leadership development for people with lived expertise • Technical assistance and education to community-based organizations • Community planning activities	
Amount available, award amounts and key funding items	• Up to $2,000,000 will be awarded. The maximum award is $100,000 per grantee. • A pre-award risk assessment is required for grants of $50,000 or more. • Funds may not be spent before the grant agreement contract is executed.	4, 14, 21
Application Timelines	• RFP Phase One applications open from October 16, 2026, to 12 p.m. (noon) Central time, December 10, 2026. • Submit questions about the Phase One application to CommunityDevelopment.MHFA@state.mn.us by 11:59 p.m. Central time, November 23, 2026. • Finalist applicants moving on to Phase Two will be notified via email on or around January 6, 2027. • RFP Phase Two applications for selected finalists open from January 6, 2027, to 12 p.m. (noon) Central time on March 8, 2027. • Submit questions about the Phase Two application to CommunityDevelopment.MHFA@state.mn.us by 11:59 p.m. Central time, February 26, 2027.	16
Application Format	• All Phase One application materials are to be submitted via the Cvent Application Website. Phase One Application questions can be viewed as a PDF for reference. All applicants must submit answers to Phase One Application questions. • All Phase Two Application materials are to be submitted via the Cvent Application Website. Only those applicants selected as finalists must submit answers to Phase Two Application questions. Phase Two Application questions can be viewed as a PDF for reference. • Phase Two Finalists submit the required Pre-Award Risk Assessment documents via the secure Financial Portal.	18, 19
Questions, Technical Assistance, Contact Information	• Applicants should also review the Capacity Building Grant Program Guide. • RFP Information session held via Microsoft Teams Webinar from 11 a.m.-12:00 p.m. (noon) Central time on October 26, 2026.	15-16, 22

Topic	Description	RFP Page Number

	• Additional RFP Information session held via Microsoft Teams Webinar from 10-11:00 a.m. Central time on November 9, 2026.
	• Questions for Phase One applications are accepted from October 16, 2026, to 11:59 p.m. Central time on November 23, 2026.
	• Phase Two RFP Information Sessions held via Microsoft Teams Webinar on the following dates (registration links provided to finalists via email):
	  • January 14, 2027, 1-2:00 p.m.
	  • January 20, 2027, 11:00 a.m.-noon
	• Final FAQs for Phase One applications posted to Minnesota Housing's Capacity Building Program webpage on December 3, 2026.
	• Questions for Phase Two applications are accepted from January 6, 2027, to 11:59 p.m. Central time on February 26, 2027.
	• Final FAQs for Phase Two applications posted to Minnesota Housing's Capacity Building Program webpage on March 3, 2027.
	• Questions can be directed to CommunityDevelopment.MHFA@state.mn.us.	

Grant Implementation Requirements	Prior to Award: • Organizations selected for funding must submit all required due diligence documents provided on page 21 of the RFP Instructions. • A pre-award risk assessment is required for grants of $50,000 or more. Active Award Implementation During Award Period: • Comply with Contractual Requirements provided on page 22 of the RFP Instructions. • Grants of $50,000 or more require annual monitoring visit and financial reconciliation, at a minimum. • All reporting requirements and other program expectations are outlined in the RFP Instructions. Post-award: • Minnesota Housing will complete a Grantee Performance Evaluation at the end of the grant term. For all contracts over $25,000, Evaluation information will be submitted to the Office of Grants Management and made available publicly online.	8, 14, 21-22

Topic	Description	RFP Page Number
	• Grantees are required to maintain financial and participant records for a minimum of six years after the Grant Contract Agreement has ended.	