

2026 Capacity Building Request for Proposals Information Session

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October 26, 2026

MINNESOTA HOUSING

Agenda

This presentation will be recorded and available online

1. Brief overview of Minnesota Housing
2. Overview of the 2026 Capacity Building RFP
3. Selection Process and Scoring
4. Detailed Application Instructions and Tips
5. Questions

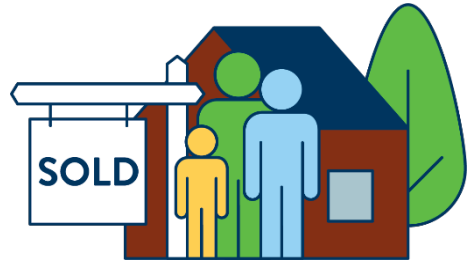
Our Mission: The Core Purpose

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.

Housing Continuum







Homelessness Prevention

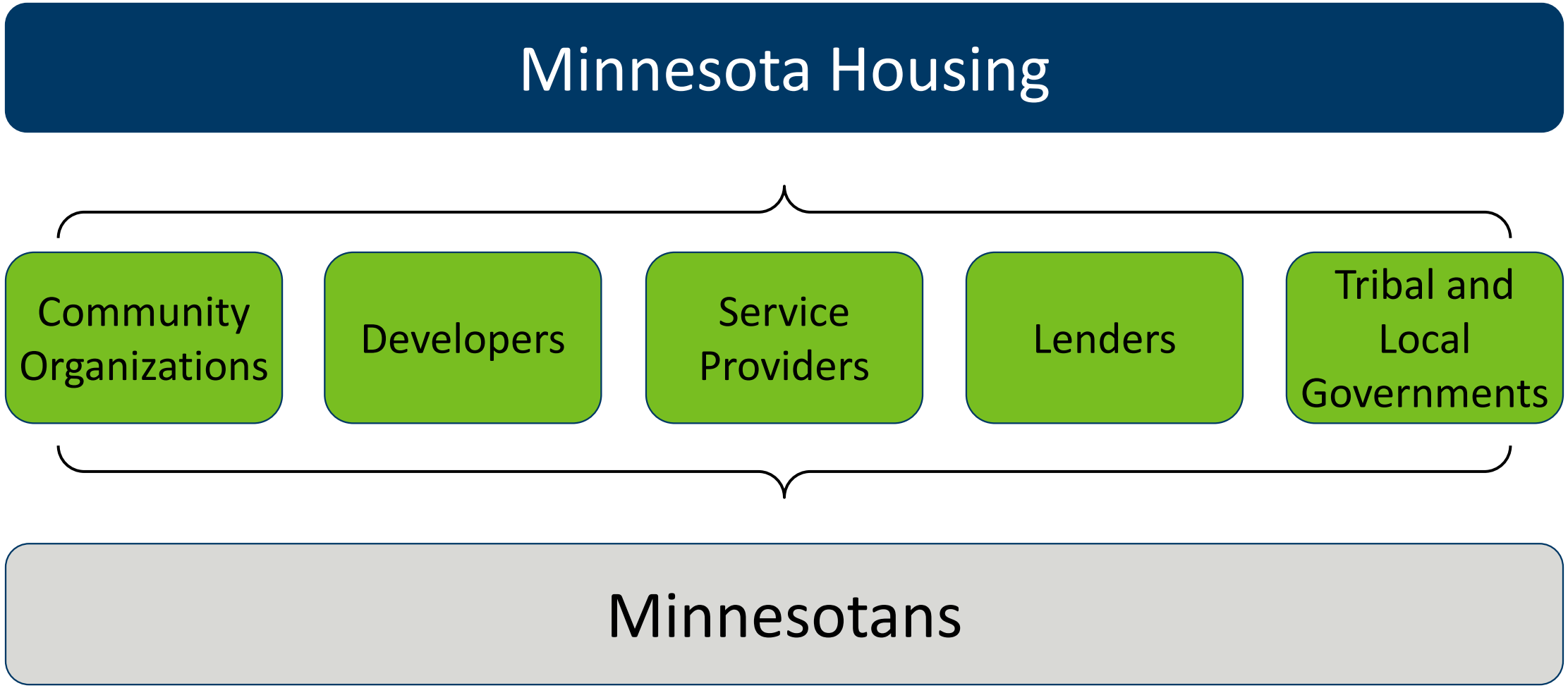
Supportive Housing

Rental Housing

Manufactured Housing

Homeownership

Program Delivery



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
Phase One Application Deadline: Thursday, December 10th at Noon

Overview of Capacity Building Grant Program

- Funds activities to strengthen organizations and communities as they work to improve the housing system and build thriving communities
- 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.



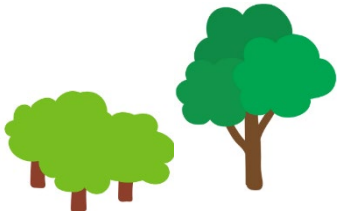
Request for Proposal Basics

- Up to $2,000,000 available; maximum individual award of $100,000.
- Two-year Grant Period
- Two Uses, Choose Only One:
  - **Organizational Capacity Building**: Build your own capacity
  - **Intermediary Capacity Building**: Builds the capacity of others
- Not intended to be an ongoing source of funding.

Eligible Applicants

Eligible Applicants:

- 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
- An eligible entity may apply on behalf of a collaboration. Any members of the collaboration will be funded, if applicable, as subgrantees or contractors



Eligible Applicants Cont.

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

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.



Organizational Capacity Building
Examples of Eligible Uses

- Pilot projects to test creative solutions to housing challenges.
- Developing knowledge, strategies and partnerships to advance innovative housing ideas and models.
- Community engagement, education, and leadership development to facilitate community-led decision-making to meet a housing need.
- Initiatives that address a housing gap or lack of housing access facing a region, community or constituency.

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.

Intermediary Capacity Building
Examples of Eligible Uses

- 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.
- Leadership development for people with lived expertise to participate in decision-making that affects housing planning and housing stability.
- Providing training and technical assistance on an innovative housing topic or strategy.
- 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.

Definitions

Sub-Grants:

Money awarded by Minnesota Housing that is 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) private 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 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 (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

Ineligible Uses

- 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

Ineligible Uses Cont.

- Shelter planning and/or services
- Transitional housing planning and/or services
- Group homes and assisted living planning and/or services
- Scholarships

Application Process and Scoring

Competitive Application Process

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. **Phase One:** Abbreviated application. Finalists are invited to submit a Phase Two Application.
2. **Phase Two: *Finalists Only*** Additional application questions and Pre-Award Risk Assessment Documents.

Priorities

- Fund a variety of proposal types
- 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.
- Prioritize Organizational Capacity Building Grantees that were not funded in the 2024 Capacity Building Grant RFP.

Scoring Criteria: Phase One

- **Project Design**: 20 Points
- **Community Needs & Opportunities**: 8 Points
  - **Note**: Recognizing and honoring sovereignty, Tribal Nations will receive automatic points for this question in Phase One
- **Outcomes**: 10 Points

Scoring Criteria: 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.

Scoring Criteria: 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

Scoring Criteria: Outcomes

- Applicant provides four to seven outcomes.
- Outcomes 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.

Phase Two

Note: Finalists from Phase One will be invited to submit a Phase Two application.

- **Community Building & Equity**: 12 Points
- **Qualifications**: 10 Points
- **Capacity Building**: 15 Points
- **Work Plan**: 10 Points
- **Budget**: 15 Points

Preparing to Apply

1. Read the RFP Application Instructions
2. Review application checklist at the beginning of the instructions
3. Review the scoring priorities
4. Gather your documents early on
5. Start early and allow enough time
6. Closely follow the submission requirements

Application Questions

Telling Your Story

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

Be clear on how the project will ultimately benefit communities and contribute towards improving the housing system.



Tips for Completing the Application Questions

1. 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. Connect the dots between the project activities and ultimate impacts to the community and the system.
4. Be specific, directly answer the question and be clear and concise. (You don't need to reach the character limit).
5. Clearly connect your responses to the scoring criteria and priorities outlined in the RFP Application instructions.

Application Tips

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

7. Do not submit materials that are not requested (letter of support, photos, brochures, etc.). Materials we haven't requested will not be reviewed.

8. Even though you will not be submitting responses to Phase Two, review the Phase Two questions, attachments and scoring criteria so you have the big picture in mind.

9. Confirm that you have uploaded the correct documents

10. Submit your final application one or two business days in advance of the application deadline.

Submitting Your Application

Application Checklist

- ❑ Phase One Application: Complete in the Phase One Cvent Application Website.
- ❑Screenshot of Minnesota Secretary of State Evidence of Good Standing. (Renewal Due Date must be active) ***Does not apply to Tribal Nations**
- ❑ 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"

Application Requirements

- Responses to application questions can only be submitted through the Cvent Application Website.
  - We cannot accept responses in another format.
- Uploaded documents are a required part of the application.
  - Confirm that you've uploaded the correct document prior to the application deadline.
  - It is unlikely you'll be able to send a corrected version after the application deadline has passed.

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.

Beginning your Application

- Open the Application Website.
- Enter your contact information
- Confirm that your email address is entered correctly.
- Type in contact information, double-check the email address, and click “Next.”
- Proceed through the application and complete all fields.



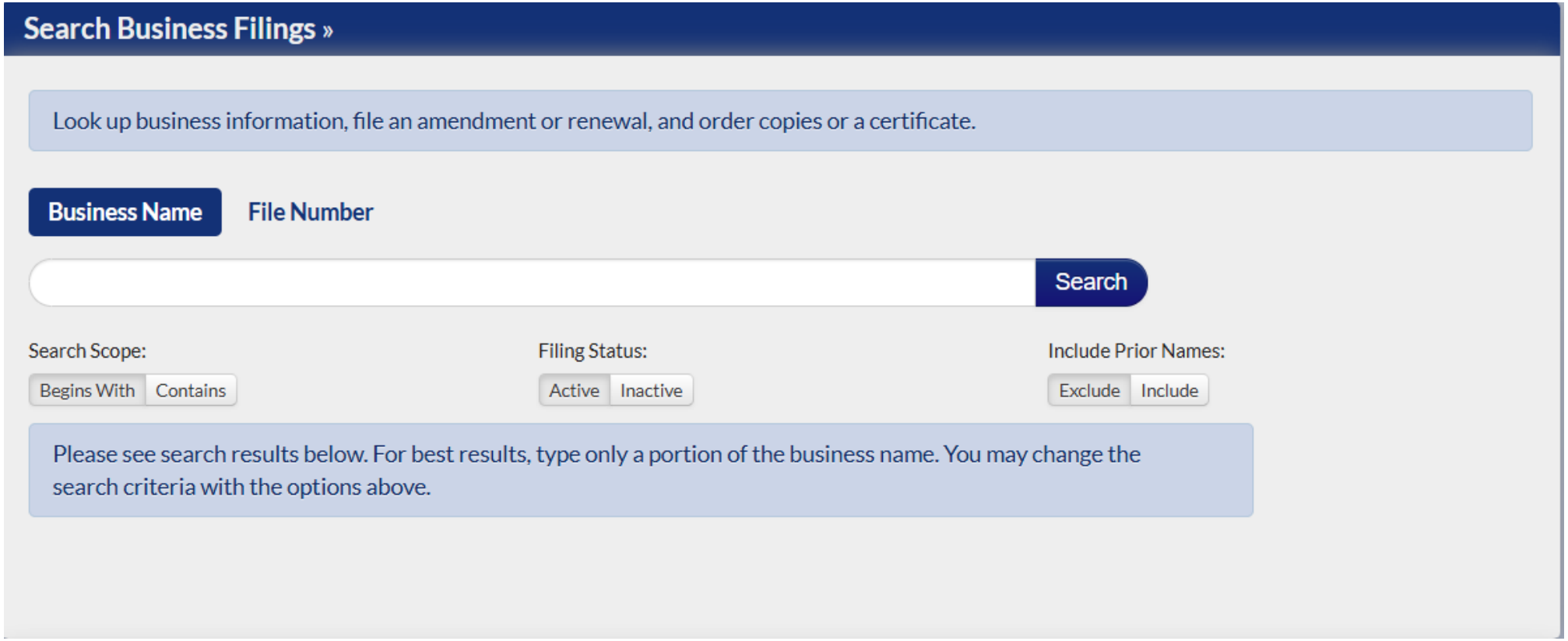
Important Application Website Note

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

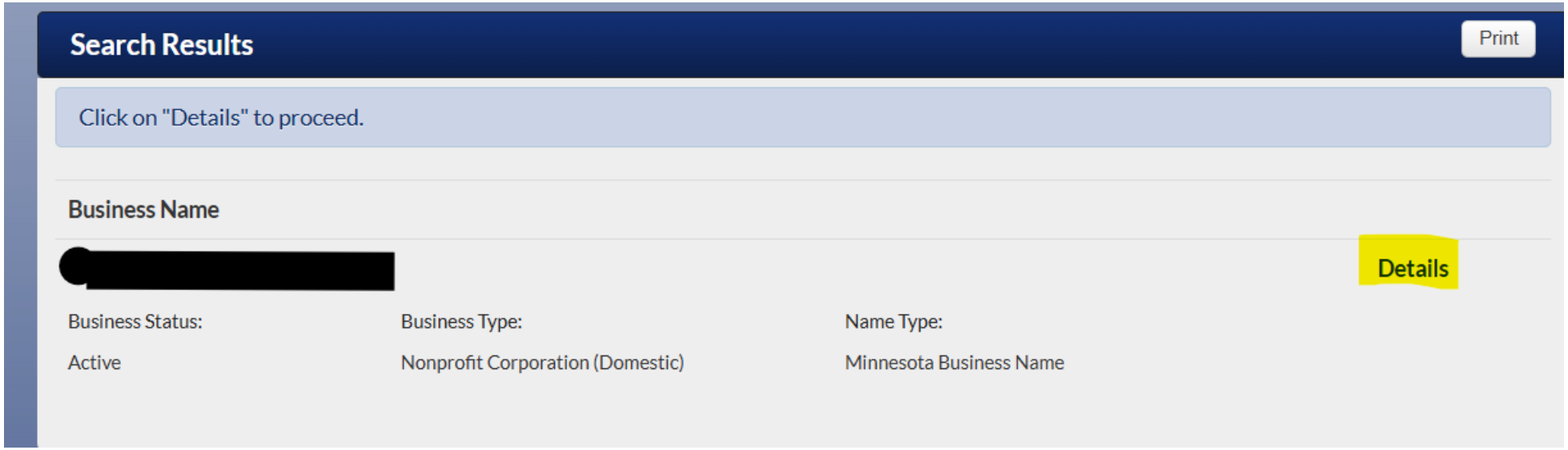
Your email address is the identifier to save your application and return to make edits. If it contains an error, you may miss important communications and may not be able to return or complete your proposal.

Upload MN Secretary of State Evidence of Good Standing - Instructions

- **Visit the** Minnesota Secretary of State Business Search.
- Enter your organization name



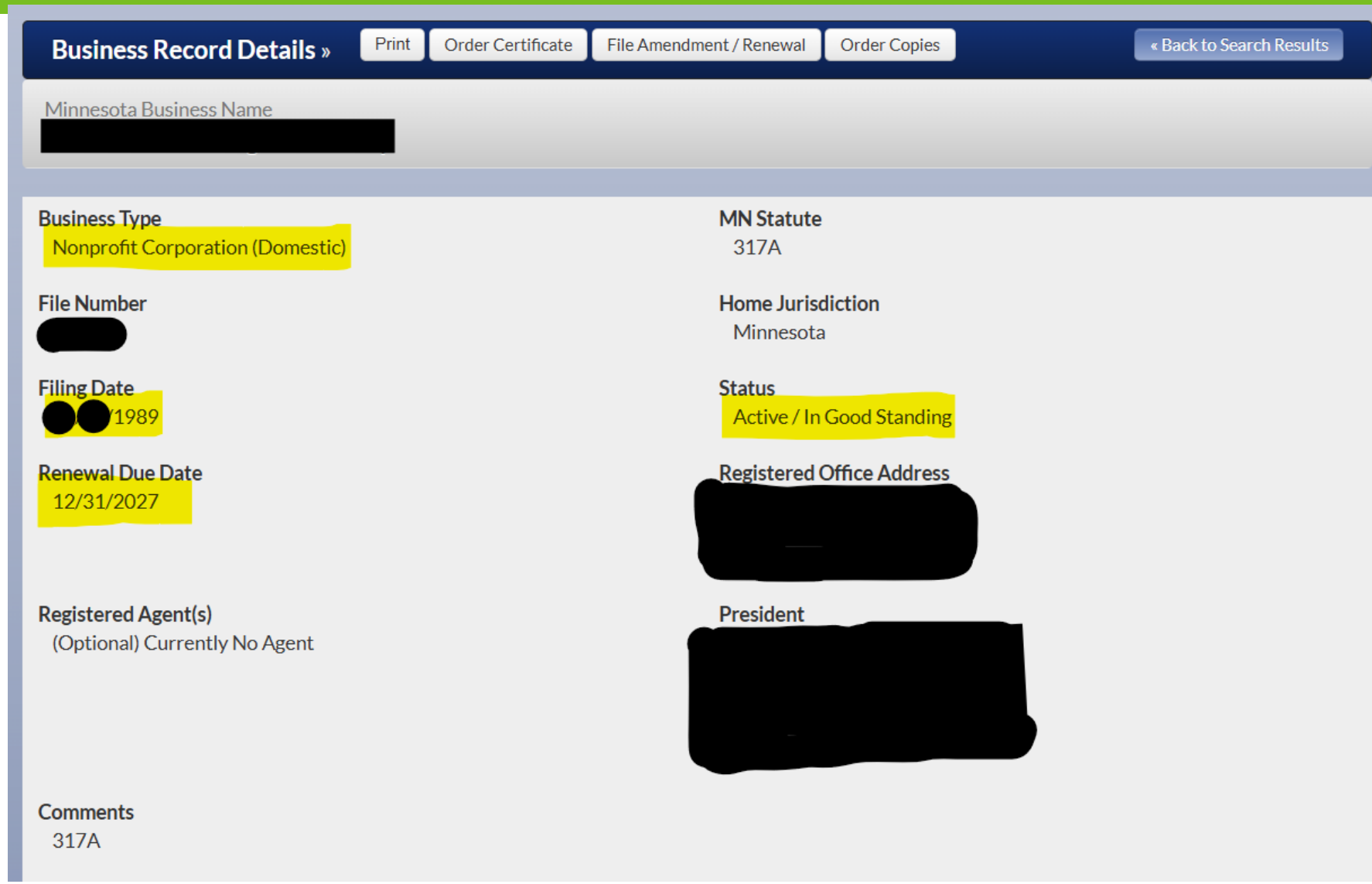
Secretary of State Evidence of Good Standing Instructions



- Select “Details”

MN Secretary of State Evidence of Good Standing Screenshot

- Your screenshot should include:
  - Business Name
  - Business Type
  - File Number
  - Filing Date
  - Renewal Date
  - Home Jurisdiction
  - Registered Office Address
  - President

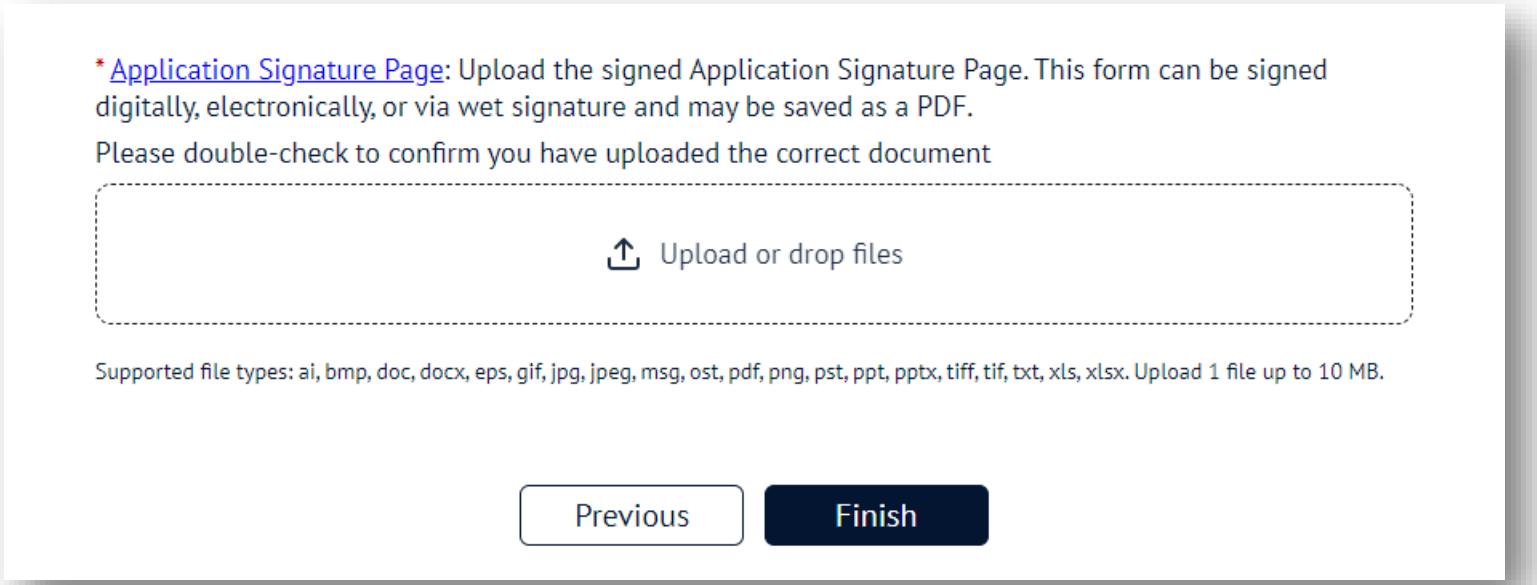


MN Secretary of State Evidence of Good Standing

- Copy and paste the screenshot and upload where prompted on the Application Website.
- Renewal Due Date must be active
- Must be Active/In Good Standing
- Note: Filing date must be at least one calendar year prior to the Capacity Building Grant RFP application deadline.
  - Eligible Applicants must have been in operation for at least one calendar year as of the date of the Capacity Building Grant RFP application deadline.

Upload Document Signature Page

Name your file with the following format: OrganizationName_Signature



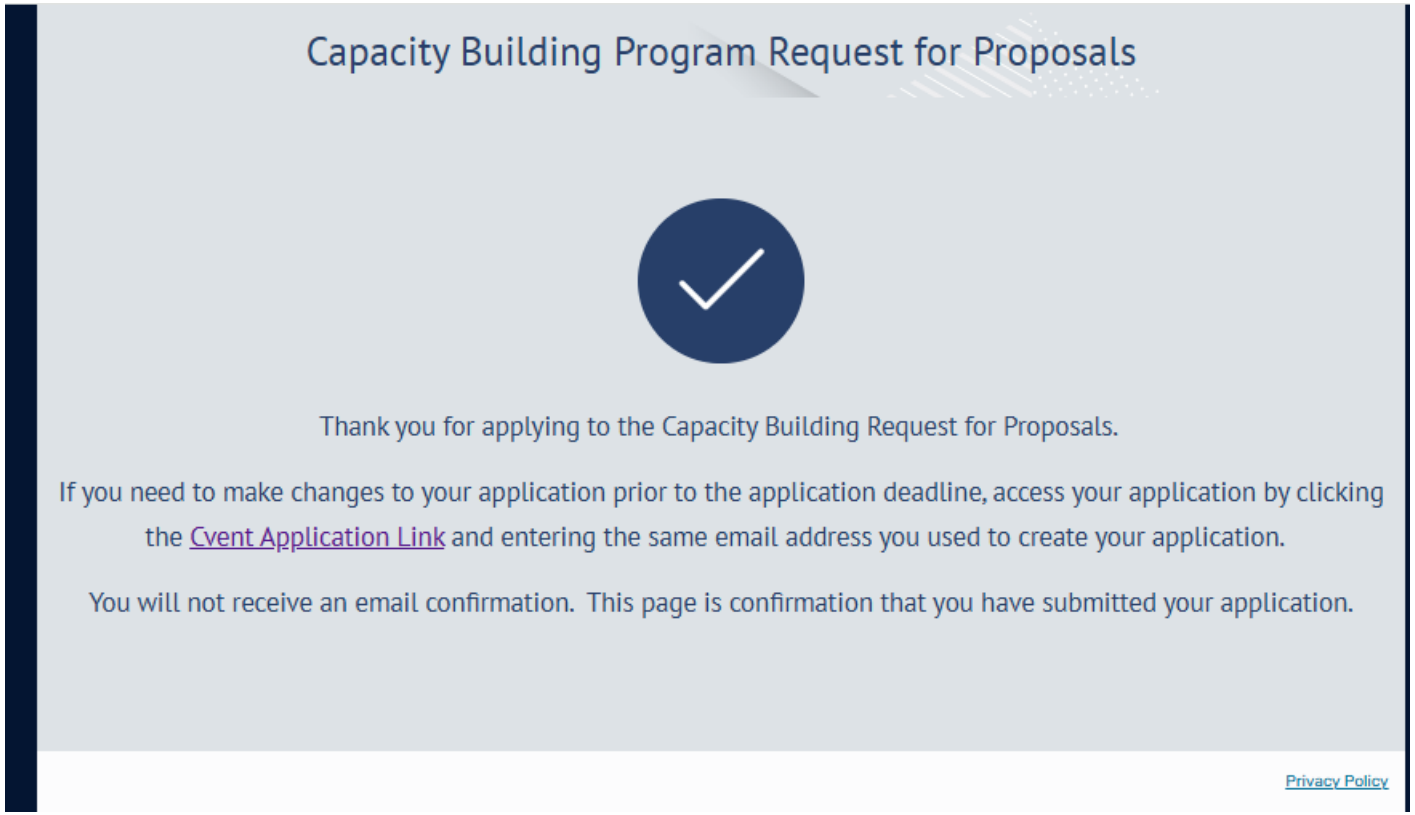
Submit Your Application

- Select finish to submit your application:



- Confirmation Page:

You will not receive a confirmation email. This page is confirmation.



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.”



Final Notes

Key Dates – Phase One (Anticipated 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 RFP Information Session from 11:00 a.m. to 12:00 p.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).

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.

Key Dates – Phase Two (Anticipated Timeline)

Wednesday, January 6, 2027	Finalists are notified and invited to submit Phase Two of their application to remain in consideration for funding.
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.

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.

Post Selection – Due Diligence

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).

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.



Final Reminders

- All applicable documents in the Application Checklist must be submitted to the appropriate location by **Thursday, December 10th 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.

Questions

- Submit questions via email to **communitydevelopment.mhfa@state.mn.us**:
  - Alyssa Wetzel-Moore, Community Development Director
  - Amanda Welliver, Policy Coordinator
- 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

Email Contact

Questions?

Alyssa Wetzel-Moore

CommunityDevelopment.MHFA@state.mn.us



Thank You!

Alyssa Wetzel-Moore

CommunityDevelopment.MHFA@state.mn.us