

2021 Request for Technical Assistance (RFTA)

Minnesota Housing Partnership (MHP) is seeking Requests for Technical Assistance from entities interested in building their capacity to address prevalent housing, community, or economic development needs. Potentially eligible recipients include Rural Housing Development Organizations (RHDOs), Community Development Corporations (CDCs), Community Housing Development Organizations (CHDOs), local governments, and Tribal Governments. State-wide entities are not eligible at this time. Prompts and tools are provided below to help determine your organization's eligibility. Applicants who would like further clarification should feel free to reach out to Harlan Buckalew at MHP via phone at 651-925-5536 or email at Harlan.Buckalew@mhponline.org.

MHP's Strengthening Rural Communities Program staff can work with your team to address community challenges by engaging in and facilitating discussions to address community development needs, determining strategic solutions, and implementing action steps through a collaborative process. MHP provides technical assistance through direct delivery and through our Institute Program Peer-to-Peer Exchange (see the brochure at http://www.mhponline.org/images/MHP-Housing-Institute-Brochure-2018_med.pdf). Limited financial assistance may be available as an adjunct to the delivery of technical assistance.

Applications for Technical Assistance are accepted as MHP's funding allows. After the established due date (found on MHP's website linked below), all applications will be evaluated and scored based on MHP's current capacity building priorities including community demographics, targeted populations, demonstrated need for the project, and project readiness. Evaluation may incorporate phone outreach to clarify any information provided by the applicant. Preference may be given to beneficiaries located in/serving under-served populations or priority areas including Promise Zones and Opportunity Zones.

Historic disparities in housing exist nationwide. As a leader in affordable housing advocacy and technical assistance provision, MHP has made a commitment to reducing these disparities by assisting those with the greatest need through capacity building so that all persons can obtain affordable, safe housing. Among the under-served populations MHP strives to assist are Native Communities, communities of color and immigrants, low income communities, seniors, and individuals and families facing homelessness. Applicants who can show their program/project is designed to generate equitable outcomes for an under-served community will receive preference during the review of submitted requests for technical assistance.

The Minnesota Housing Partnership understands that communities are diverse and situations vary. MHP can assist with community engagement, outreach, and building organizational capacity to address equity. Communities that lack experience with race equity initiatives are not at a disadvantage for receiving technical assistance; rather, they have an opportunity through technical assistance to instill it as a value.

In order to better understand your community's needs, please fill out this application as the first step to receiving MHP capacity

building assistance. Applicants will be contacted within 45 days of submission and notified if they are moving to the next step in the application process; direct review of the application with Technical Assistance Staff. After this initial meeting, if selected for Technical Assistance, MHP and the applicant enter into a written memorandum of understanding outlining the responsibilities and contributions of both parties. More information on the Strengthening Rural Communities Program is available on our website at: <http://mhponline.org/community-development/programs-and-services/request-for-technical-assistance>.

For assistance with this application, please reach out to:

Harlan Buckalew

651-925-5536

Harlan.Buckalew@mhponline.org

* Required

Eligibility for Assistance

Please answer the questions below to verify your organization's eligibility for Financial and Technical Assistance

Are you a Rural Entity?

To receive MHP's technical assistance, applicant organizations must be located in and/or serving a rural area. Entities that are unsure as to eligibility are encouraged to reach out to MHP for clarification.

1. Is your organization's office / proposed project located inside a HUD-Defined Urbanized Area? *

You can determine this using the HUD Mapping Tool found at the following link: <https://www.hudexchange.info/programs/rural-capacity-building/>

Check all that apply.

- Our office is located in an "Urbanized Area"
- Our office is not located in an "Urbanized Area"
- Our proposed Project is in an "Urbanized Area"
- Our proposed Project is not located in an "Urbanized Area"
- I need further assistance determining my organization's delineation

2. Is your organization's office / proposed project located inside a USDA-Defined Urbanized Area? *

USDA defines an urbanized area as (a) a city or town that has a population of greater than 50,000 inhabitants; and (b) the urbanized area contiguous and adjacent to such a city or town. You can check your location's eligibility using the USDA Mapping Tool found at the following link: <https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=rbs>

Check all that apply.

- Our office is located in an "Urbanized Area"
- Our office is not located in an "Urbanized Area"
- Our proposed Project is in an "Urbanized Area"
- Our proposed Project is not located in an "Urbanized Area"
- I need further assistance determining my organization's delineation

3. Development Organization Designation

Please check any of the eligible designations below that may apply to your organization. If you are unsure if your organization qualifies as any of the following, please reach out to MHP for clarification. For context, a RHDO is a 501c3 non-profit actively working to increase their capacity to address community housing issues and does not require an official designation.

Check all that apply.

- Indian Tribe
- Local Unit of Government
- Community Development Corporation (CDC)
- Community Housing Development Organization (CHDO)
- Rural Housing Development Organization (RHDO)

Identification of Applicant Entity

Please tell us more about your organization

4. Organization Name *

Example: Happyville Economic Development Authority

5. Organizational Mission Statement and/or Description of Organizational Activity

What do you do and how do you do it? What is your organization's purpose?

6. Type of Entity

Check all that apply.

- Non-Profit
- Government
- Corporation
- Sole-Proprietorship

Other: _____

7. Point of Contact: Name (Last, First) *

Example: Smith, Jane

8. Point of Contact: Title

9. Point of Contact: Phone Number *

10. Point of Contact: Email Address *

11. Street Address or PO Box *

12. City *

13. State *

14. Zip *

15. Tax ID Number

If applicable

16. DUNS Number *

In order to receive assistance through MHP, an organization must obtain a DUNS number. For more information on how to obtain a DUNS number, please go to <https://fedgov.dnb.com/webform>

17. Audits, Budgets, and Monitoring:

Does your organization conduct a financial audit annually? Have you ever been monitored by the Federal Government? Please speak to your organization's operating budget and consider providing financial documents via email: building.capacity@mhponline.org.

Description of TA Request

Provide complete information in each section below.

18. Problem Statement *

Describe the condition or issue for which the technical assistance is requested. Please include supportive information/data from objective and reliable sources (e.g. U.S. Census/ACS, local market studies, HUD Sustainable Regional Plans, etc.) if available.

19. Needs related to request

Please check any needs below that apply to this request for technical assistance.

Check all that apply.

- Affordable Housing Development/Rehab/Preservation/New Construction
- Access to Federal Funding for projects/programs
- Supportive Housing
- Economic and Community Development (including workforce development and small business support)
- Administering and Complying with Federal program requirements
- CDC or CHDO designation
- Organizational Development (including Strategic Planning, Staff Development, and/or Mapping)
- Assistance with a USDA Section 515 Transfer
- Assistance with a RAD Conversion
- Assistance with Adaptive Re-Use and/or Historic Preservation
- Peer-to-Peer Learning or Workshop-based Collaboration

Other: _____

20. Describe your Proposed Activity

How do you anticipate addressing the problem stated above? How do you anticipate MHP assisting you?

21. Project Readiness *

The Strengthening Rural Communities Program is intended to support the implementation of projects/programs addressing local needs. At what stage of planning is your organization (with regards to this request)? For example: How have you determined the need for this project? Has any collaborative regional planning taken place? What commitments have local community/tribal stakeholders made to address the identified need? Do you have a broad base of stakeholder support? (Please submit any letters of support to buildingcapacity@mhponline.org) Are proposed project/programs activities consistent with the local Consolidated Plan?

22. Anticipated Goals and Outcomes

Describe the goals and outcomes you would like to achieve as a result of this technical assistance. Include how this will assist in addressing one or more community needs identified above?

23. Alignment of Outcomes

Who will benefit from the execution of your project? How will your achievements support those with the greatest need and be inclusive of all voices in the community?

24. Potential Partners

Please identify and describe potential partner organizations in your area that might help you achieve your goals. With whom have you engaged already in relation to your proposed project, and who would you like to engage in the future? If you're not sure, MHP offers assistance analyzing stakeholders and forming strategic partnerships.

25. What is your anticipated timeline for your proposed project? *

Mark only one oval.

- Less than 6 Months
- 12 Months
- 18 Months
- 2 years or more
- Other: _____

26. Community Demographics

Please describe the demographics of your community using statistics and cite a source or resource you think best illustrates your answer (this could be a Housing Study, Feasibility Study, or alternative). If you don't have specific figures to cite, please reference the United States Census Tool at: <https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

27. Organizational Race-Equity Initiatives

Is your organization interested in incorporating Race Equity into your project? If you are awarded, MHP may be able to provide guidance and/or resources.

Check all that apply.

- My program / project already considers race equity and/or targets an under-served community
- My program / project could benefit from further exploration of race equity themes
- My entity is not interested in exploring themes of race equity further in this engagement

Other: _____

28. Targeting low-income or under-served populations *

List the targeted population(s) your project may serve:

Check all that apply.

- Native Communities
- Seniors
- Individuals and/or families experiencing homelessness
- Communities of Color and/or Immigrants
- Low income communities (80% or less of state or federal median household income)
- Communities Facing Persistent Poverty (having poverty rates of 20% or more in 1990, 2000, and 2010)
- Other High Risk (please define in your problem statement below if applicable)

Other: _____

29. Stakeholder Input

Whom has your organization reached out to for feedback and participation? How did you determine who to solicit? What organizations/stakeholders represent under-served members of your community and may have a unique or valuable perspective on your project?

30. Underserved Community Members

In reviewing your demographics, did your organization identify any socio-economic or cultural groups that experience disparities/inequities? Does this information influence the way you think about your project?

31. Please check if your community or proposed project is located within any of these designated areas.

Links are provided to the right of the selections for your reference.

Mark only one oval.

- Promise Zone (<https://www.hudexchange.info/programs/promise-zones>)
- Opportunity Zone (<https://www.cdfifund.gov/Pages/Opportunity-Zones.aspx>)

32. Match Contribution

Funders of MHP's technical assistance require non-federal investment into addressing local needs. What sources and amounts of non-federal funds might your organization and/or partners be willing to commit to accomplishing your goals? Match may include a designation of in-kind labor time. Feel free to reach out to MHP for clarification.

Part 5 –
Certification

By completing and submitting this on-line form, the applicant acknowledges the following:

That the signee is a duly authorized representative and has the authority to submit this application on behalf of the applicant

That the information included in this application and in any attachments in support hereof is true, correct, and complete to the best of their knowledge and belief

The undersigned authorizes MHP to contact the organizations referenced herein to obtain performance information for the purpose of evaluating this application

That if technical assistance is awarded to the organization, MHP and its grantors or any of their authorized representative shall have access to any books, documents, papers and records of the organization which are directly pertinent to an established work plan

That by submission of this application, the organization certifies that they meet the following eligibility requirements:

- a. Compliance with nondiscrimination and other requirements, including but not limited to:
 - i. compliance with all applicable fair housing and civil rights laws;
 - ii. affirmatively furthering fair housing (not applicable to federally-recognized tribes);
- b. No delinquent federal debts;
- c. Financial management systems that meet Federal standards;
- d. No debarment and/or suspension from doing business with the Federal Government;
- e. No false statements;
- f. Do Not Pay review and compliance with the Improper Payments Elimination and Recovery Improvement Act of 2012;
- g. Standards of ethical conduct/code of conduct;
- h. Prohibition against lobbying activities; and
- i. No conflicts of interest

That MHP may request additional information or clarification to information provided in the application

That MHP reserves the right to reject any submittals received

33. Submitted By *
Jane Smith

34. Date of Submission *

Example: January 7, 2019

35. Submitted By E-mail Address

If different from contact information above, ex. jane.smith@heda.gov

36. How did you learn about this opportunity to receive assistance?

Thank
you!

The Minnesota Housing Partnership appreciates your interest in our Technical Assistance. TA Staff will reach out within forty five days.

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