

1 Minnesota Housing Finance Agency

2

3 Adopted Permanent Rules Relating to Capacity Building Grant

4 Program

5

6 Rules as Adopted

7

CAPACITY BUILDING GRANT PROGRAM

8 4900.1931 SCOPE.

9 Parts 4900.1931 to 4900.1937 govern the implementation of
10 the capacity building grant program.

11 4900.1932 DEFINITIONS.

12 Subpart 1. Scope. The terms used in parts 4900.1931 to
13 4900.1937 have the meaning given to them in this part.

14 Subp. 2. Agency. "Agency" means the Minnesota Housing
15 Finance Agency created by Minnesota Statutes, sections 462A.01
16 to 462A.24.

17 Subp. 3. Application. "Application" means a submittal
18 requesting a grant from the capacity building grant program.

19 Subp. 4. Applicant. "Applicant" means one or more
20 entities that submit an application to the agency for a grant
21 under the capacity building grant program.

22 Subp. 5. Capacity building grant or grant. "Capacity
23 building grant" or "grant" means a disbursement of funds to an
24 eligible applicant under the capacity building grant program.

25 Subp. 6. Program. "Program" means the capacity building
26 grant program authorized by Minnesota Statutes, section 462A.21,
27 subdivision 3b.

28 Subp. 7. Project. "Project" means the proposed use of
29 grant funds as described by the applicant in the program
30 application.

31 4900.1933 ELIGIBLE APPLICANTS.

32 To be eligible for selection as a recipient of a grant
33 under this program, an applicant must be either:

34 A. a Minnesota nonprofit entity as defined in part

1 4900.0010, subpart 21, including, but not limited to, a housing
2 and redevelopment authority established under Minnesota
3 Statutes, sections 469.001 to 469.047, or a regional development
4 commission established under Minnesota Statutes, section
5 462.387;

6 B. a town or home rule charter or statutory city in
7 Minnesota; or

8 C. an Indian tribe, band, or community or Indian
9 tribal organization as defined in part 4900.0900.

10 4900.1934 ELIGIBLE APPLICATIONS.

11 The applicant must provide an application in the form
12 prescribed by the agency. At minimum, this application shall
13 include the following:

14 A. documentation of the need for the project;

15 B. a description of the applicant's goals and
16 objectives for the project;

17 C. a description of how the project will expand the
18 applicant's capacity to provide housing and housing related
19 services;

20 D. a complete description of the project including:

21 (1) a proposed budget for the project including
22 how grant funds will be used and the other sources of funding
23 sought or secured for the project; and

24 (2) a timetable for completion of the project;

25 and

26 E. a description of the applicant's organization
27 including the organization's past experience in providing
28 housing related services, the types of services provided, and
29 the composition of the organization's membership.

30 4900.1935 ELIGIBLE USES OF GRANT FUNDS.

31 Grants may be awarded to fund the following activities:

32 A. staff training;

33 B. studies and analyses of housing needs within the
34 applicant's service area and the development of plans to meet
35 those needs;

1 C. legal and other professional services associated
2 with the establishment or incorporation of an organization as a
3 provider of housing and housing related services; and

4 D. other activities that expand the capacity of the
5 organization to meet housing needs in the applicant's service
6 area.

7 4900.1936 SELECTION CRITERIA.

8 The agency shall take the following criteria into
9 consideration when determining whether an application and
10 applicant will be selected for a grant under the program:

11 A. the need for the project as documented by the
12 applicant;

13 B. the geographic area to be served, to the extent
14 that a distribution of grant funds throughout the state can be
15 achieved;

16 C. the extent to which the project will expand the
17 applicant's ability to provide affordable housing and housing
18 related services;

19 D. the extent to which grant funds are combined with
20 other sources of funding, particularly funds from local
21 resources;

22 E. the amount of the grant request as a proportion of
23 the total amount of grant funds available, to the extent that
24 funds can be used to support several different projects;

25 F. the ability of the applicant to proceed
26 expeditiously with the project;

27 G. the prior experience of the applicant in providing
28 housing and housing related services to low income people; and

29 H. the extent to which the organization has low
30 income persons in its membership.

31 4900.1937 FUNDING PRIORITY.

32 Funding priority shall be given to those applicants:

33 A. that include low income persons in their
34 membership;

35 B. have provided housing related services to low

- 1 income persons; and
- 2 C. demonstrate a local commitment of local resources,
- 3 which may include in-kind contributions.