

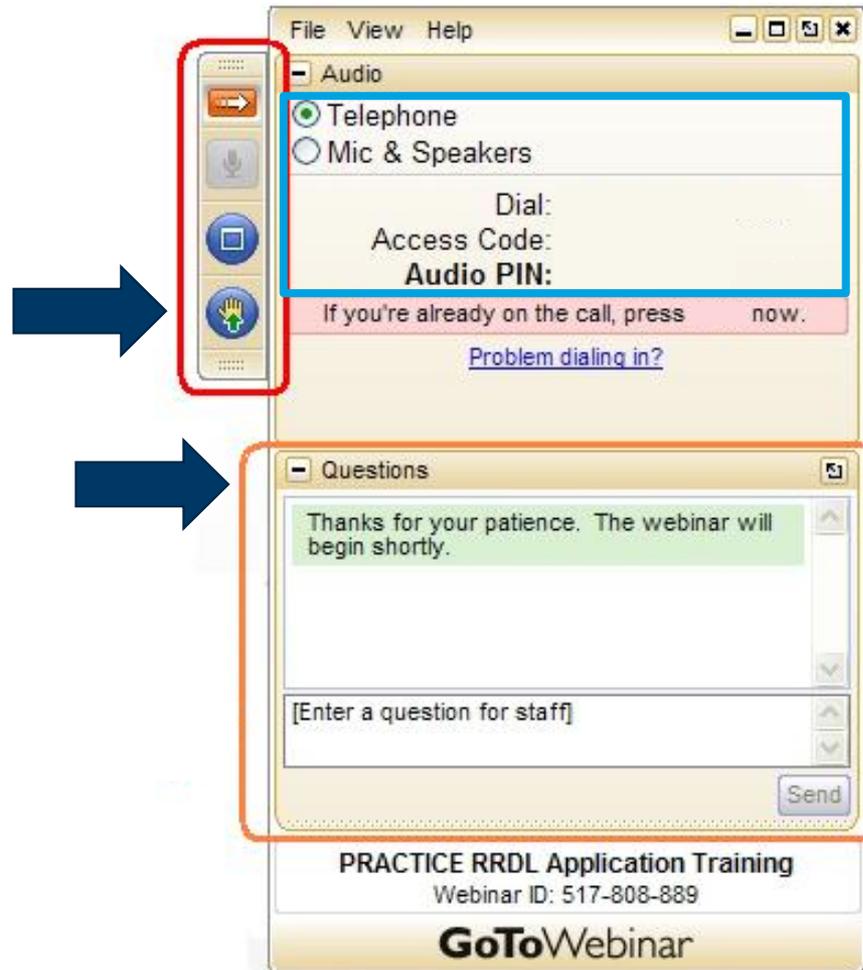


# Housing Trust Fund Program Rental Assistance RFP Information Session 2023 – 2025

Deran Cadotte

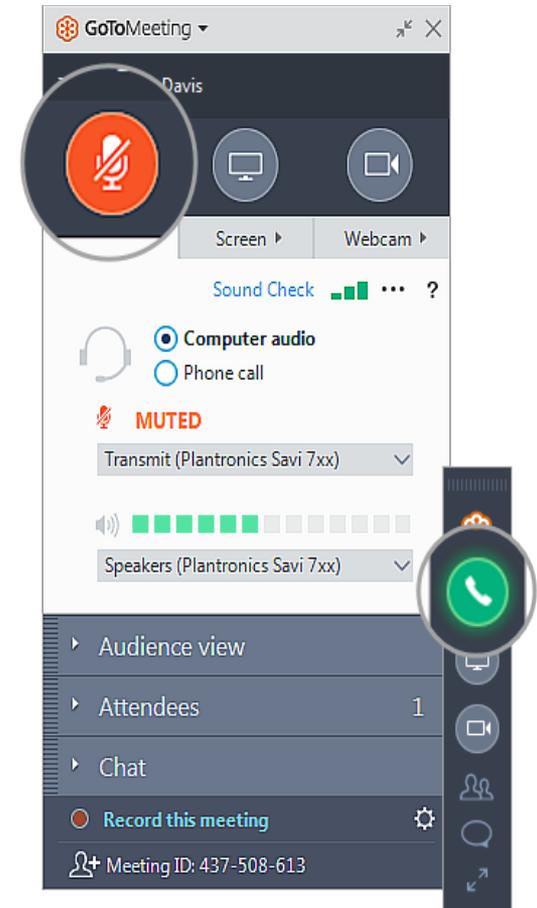
April 13, 2023

# GoTo Toolbar



# Webinar Logistics

- This session is being recorded and may be posted publicly.
- We will leave time at the end for questions. The answers offered today are preliminary. Final answers will be posted on Minnesota Housing's website.
- Please mute your line unless you are speaking. Webinar audio controls are **orange** when muted.
- Please do not put your line on hold, as this may trigger hold music.



# Our Mission: The Core Purpose

Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance housing that is affordable.

- Housing Trust Fund (HTF) Program Overview
- RFP
  - Funding Availability
  - Threshold Criteria
  - Application Scoring
  - Housing Navigation Funds
  - Submission Tips and Timeline
- Questions



# HTF Rental Assistance Overview

# HTF Rental Assistance Overview

- What is the HTF program?
- Who is eligible to administer the HTF program?
- Who is eligible to receive HTF rental assistance?
- Other program expectations

# Overview: What is the HTF Program?

- State-funded temporary rental assistance program
  - Tenant –Based (TBRA)
  - Sponsor-Based (SBRA)
- Administered by Minnesota Housing who contracts with eligible organizations to provide rental assistance and connect services to low-income individuals and families
- Priority to serve those with the highest barriers to housing stability
- Forty-one current grantees statewide, including Tribal Nations, nonprofits, and housing authorities
- Serving nearly 70 counties

# Overview: What is the HTF Program?

## Service Connection

- HTF rental assistance is provided in partnership with services to help households achieve housing stability
- All households are required to have a transition plan, which may include obtaining a permanent source of rental subsidy or otherwise affordable housing, and/or increasing income so that the participant can maintain housing

# Overview: What is the HTF Program?

## Rental Assistance

- Up to 60 months of rental assistance with extension allowable if household:
  - Is on a waiting list for a permanent source of rental assistance
  - Cannot apply for other rental assistance due to closed waiting lists, or
  - Is ineligible for federal rental assistance
- Maximum subsidy is the local payment standard – 30% of gross monthly household income (Minnesota Admin. Rule Part [4900.3767](#) and [4900.3768](#))

# Overview: What is the HTF Program?

## Housing Related Expenses

- Owner expense mitigation program fees
- Application fees
  - Temporarily allowing up to three covered without approval
- Security deposits
  - Temporarily allowing double security deposit if required by property owner
- Damage claims
- Vacancy payments
- Utility connection fees
- Past due utilities
  - Temporarily allowing payment of up to \$1000 – one time per household

# Overview: What is the HTF Program?

## Administrative Fee

- Set fee per household, per month: Range \$62 - \$76
- Responsibilities:
  - Recruit owners
  - Accept referrals and determine eligibility of participants
  - Facilitate HQS inspections: Help ensure quality of the assisted unit
  - Create, implement, and assess participant transition plans
  - Payment/accounting
  - Reporting/records retention

# Overview: Who are Eligible Entities?

## Eligible Applicants

- Tribal Nations or Tribally-designated entity
- Nonprofit organizations
- For-profit organizations
- Cities
- Public housing agencies

# Overview: Who are Eligible Entities?

## Eligible Applicants for this RFP

- Current HTF tenant-based rental assistance (TBRA) program grantees
- Current HTF sponsor-based rental assistance (SBRA) program grantees
- New TBRA applicants

# Overview: Who are Eligible Recipients?

## Eligible Recipients

- HTF serves families, singles, youth/unaccompanied youth (under age 25)
- All households must meet High Priority Homeless (HPH) criteria and be referred through the local Coordinated Entry (CE) system
  - Participants must have gross annual household income at or below 30% area median income (AMI) at the time of initial eligibility.

# HTF Rental Assistance Overview

## Eligible Housing Unit

- Housing meets HUD's housing quality standards (HQS)
- **NEW!** Shared housing
  - A single housing unit occupied by an assisted family and another resident or residents. The shared unit consists of both common space for use by the occupants of the unit and separate private space for each assisted family. The unit may be a house or an apartment.

# HTF Rental Assistance Overview

## Eligible Housing Unit (continued)

- **NEW!** Up to 50% of all assisted units may use **virtual** HQS inspections annually except:
  - Properties built before 1978
  - Units owned or leased by owners unfamiliar to the administrator
  - Owner, participant, or other party requests a physical inspection
  - Owner and/or participant does not have the technology or resources to complete a virtual inspection

# HTF Rental Assistance Overview

## Program Expectations

- Submission of annual narrative reports
- Timely HMIS data submissions
- Participation in regional community action partners and/or CoC meetings
- Attendance at annual grantee meeting



# HTF Request for Proposals

# Funding Availability

## Available Funding

- Up to \$27,100,000 is available for grant term:  
October 1, 2023 through September 30, 2025
  - \$27,100,000 to fund TBRA and SBRA programs
  - \$500,000 to fund Housing Navigation services (TBRA only)
    - Available funding may be adjusted and is contingent on the amount awarded from the Minnesota Legislature
- Awards cannot exceed the amount of funding requested

# Application Parts

- Application submitted via [Multifamily Secure Upload Tool](#)
- Submissions:
  - Application and the signature page (PDF is allowable)
  - Program budget
  - Draft memorandum of understanding (MOU)
  - Affirmative Action form and certificate
  - Financial Information

# Threshold Criteria

1. Application submitted on time
2. Application is complete
3. Application signature page is uploaded
4. Program budget is uploaded
5. Draft memorandum of understanding (MOU) is uploaded
6. Affirmative Action and corresponding paperwork is uploaded
7. Financial Information is uploaded

# Threshold Criteria

## 1. Application submitted on time

- Due Wednesday, May 17, 2023 at 12:00 p.m. Central Time via Minnesota Housing's [Multifamily Secure Upload Tool](#)
- Do not submit anything other than required materials (photos, letters of recommendation, etc.)

## 2. Application is complete

- Local Program Design
- Capacity
- Equity
- Funding Request/Budget

# Threshold Criteria

- 3. Application Signature Page is separate and uploaded via the [Multifamily Secure Upload Tool](#)**
  - Application must be signed to meet threshold criteria
  - PDF copy acceptable

# Threshold Criteria

## 4. Program budget is uploaded via the [Multifamily Secure Upload Tool](#)

- Use template
- Instructions tab
- Program Budget (Funding Request Summary)
- Contact Information
- Utilization Projection (Budget)

# Threshold Criteria

5. **Draft MOU is uploaded via the [Multifamily Secure Upload Tool](#)**
  - An unsigned draft of the memorandum of understanding (MOU) with any partnering service provider(s) must be submitted to meet threshold criteria
  - **NOTE:** This is not a scoring item

# Threshold Criteria

- 6. Affirmative Action:** If your response to this solicitation is or could be in excess of \$100,000:
- Complete the **Affirmative Action Form** to determine whether you are subject to the Minnesota Human Rights Act ([Minnesota Statutes 363A.36](#)) certification requirement
  - Submit the form even if you are exempt
  - Provide documentation of compliance, if necessary

# Threshold Criteria

## 7. Financial Information

Must be uploaded using the [Multifamily Secure Upload Tool](#)

- All non-governmental organizations applying for \$25,000 or more must supply the following current financial documentation, depending upon the organization's total gross revenue:

Documentation	Total Gross Revenue
Board-review Financial Statements	Under \$50,000 (or not in existence long enough to have completed IRS Form 990 or an audit)
IRS Form 990 and Aging Schedule	\$50,000-\$750,000
Certified Financial Audit	Over \$750,000



# Application Scoring

# Scoring - 100 points

- Local Program Design 30 points
  - Capacity 30 points
    - (Performance for Current Administrators 8 points)
    - (Other housing assistance program administration for new applicants 8 points)
  - Equity 30 points
  - Funding Request/Budget 10 points
- TOTAL 100 points**

# Scoring: Local Program Design

## 30 points

- Applicant provides a clear picture of the needs of high priority homeless (HPH) households in the community
- Applicant provides a description of how their staff maintain contact with referrals
- Applicant provides clear strategies to address identified barriers to participants transitioning from the HTF program to a permanent housing option. Applicants articulate participant-driven choices and strategies to support households that take a longer time to secure housing

# Scoring: Local Program Design (cont.)

## 30 points

- Applicant clearly describes how they work with property owners
- Applicant describes process that can include income monitoring, and recertification tracking, including HQS inspections
- Applicant has clear plans to engage people with lived expertise in planning and other roles for its local program
- Current Applicants present data on housing outcomes.

# Scoring: Capacity

## 30 points

- A draft, unsigned MOU (if necessary) with any partnering service providers is a required submission but is not scored
- The applicant clearly identifies the organization providing services, its staff to participant ratio, and a description of services to help participants:
  - Locate and access housing
  - Maintain housing; engage in services
  - Transition from rental assistance to a permanent housing option.

# Scoring: Capacity (cont.)

## 30 points

- **Current Administrators** provide a clear description of their local program history and context behind the number of households served compared with target and rate of utilization
- For current administrators, 8 points from this section will be scored on these performance items as of March 31, 2023:
  - Grant fund utilization
  - Households served compared to target
  - Timely report submission
  - Communication with Minnesota Housing

# Scoring: Capacity (cont.)

## 30 points

- **New Applicants** clearly demonstrate experience with housing assistance programs and program administration and evaluation, including experience or capacity with Housing Quality Standards (HQS) inspections and the Homeless Management Information System (HMIS)—or be prepared to by October 1, 2023.

# Scoring: Capacity (cont.)

## 30 points

- Applicant provides detailed narrative on housing search process, including any services provided
- Applicant provides culturally competent narrative, including any lessons learned. May cite intention to fill service gaps. Underserved counties are:

Big Stone

Chippewa

Kittson

Lac Qui Parle

Lake of the Woods

Marshall

Norman

Roseau

Swift

Todd

Yellow Medicine

# Scoring: Equity

## 30 points

Tribal Nations are exempt from this section. They are automatically awarded 30 points.

- All other applicants describe two practices or methods (including those of any additional entities, as applicable) that:
  - Demonstrate how they will provide culturally appropriate services
  - Demonstrate the ability to support households with patience and empathy
  - Demonstrate how its agency's staff reflects the demographics of the households intended to be served
  - Describe something their organization did differently this past year to increase equity
  - Describe an accessible translation services plan

# Scoring: Funding Request/Budget

## 10 points

- The budget appears reasonable and aligns with the narrative
- The narrative clearly justifies the applicant's budget and ability to manage the rate of expenditures through the duration of the grant period; optional leverage response may supplement budget justification
- Calculations to determine average monthly rental assistance are clear and contains essential factors (average gross rent, anticipated gross annual household income, **Payment Standards**, market rates, etc.). Include other factors such as anticipated rent increase timelines, how you will monitor rent changes for any sponsor-based properties, designated long-term homeless (LTH) units, and any other rent-restricted sites
- If requesting housing related expenses, activities are identified with an estimated breakdown of expenses
- Applicant provides an estimated breakdown of administrative responsibilities and identifies the entity covering those responsibilities

# HTF Program Budget

## HTF Program Budget

- Instructions Tab

### Housing Trust Fund Program Rental Assistance Budget Instructions

Complete all tabs by entering relevant information in all white fields. Yellow fields are locked and will auto-populate based on information entered in the appropriate white field on the same or another tab.

Save this funding request form using the naming convention of HTF\_ApplicantName\_BudgetForm and submit via the [Multifamily Secure Upload Tool](#).

#### Program Budget Tab

- Development Number: (Current Grantees Only) Found on Exhibit A of the current Grant Contract Agreement
  - Grant Start Date: Grant start date for grants
  - Applicant: Name of grantee organization
  - Program Name: Optional
  - Service Area: Click the field and enter the county(ies) in your service area
  - Service Area: Continuum of Care - Enter your CoC region or regions
  - Target Number of Households Per Month: Calculated from the sum of categories in "Populations Served". Target = 100% utilization
  - Property Name (for Sponsor-Based Rental Assistance grants only)
  - Total Amount of Funding Requested - will auto-populate
  - Funding Request Summary - will auto-populate
- Target Number of Adult Families Per Month: Include only families with an adult head of household age 25 and over  
Target Number of Single Adults Per Month: Include only singles age 25 and over  
Target Number of Youth Families Per Month: Include only families with a head of household age 18-24  
Target Number of Single Youth: Include only singles age 18-24

#### Contact Information Tab

Enter full information for each relevant contact type. If one organization fills more than one role, enter information in each contact type.  
Applicant Agency Name: This should be the legal name that will appear on the Grant Contract Agreement or amendment.  
For Applicant Agency, the Authorized Representative will be named on the Grant Contract Agreement or amendment.

#### Utilization Projection Tab

CURRENT GRANT UTILIZATION (To be completed by CURRENT grantees only)

- Current Grant Amount: Refer to current Grant Contract Agreement
- Current Target Number of Households/Month: Refer to current Grant Contract Agreement
- Actual Number of Households/Month (as of March 31, 2023)
- Current Average Rental Assistance (RA only) (as of March 31, 2023)
- Current Administrative Fee (if applicable): Refer to current Grant Contract Agreement
- Projected Unspent Balance at end of Grant Term: Estimate expected unspent funds effective September 30, 2023

UTILIZATION PROJECTION FOR FUNDING REQUEST (To be completed by ALL applicants)

#### THIS IS THE TOTAL AMOUNT OF FUNDING REQUESTED FOR RENTAL SUBSIDIES, HOUSING RELATED EXPENSES, AND ADMINISTRATIVE FEES

Complete each of the white fields. Hover over the column headings to see instructions within this section.

- Number of Households (HH)/Month: Estimate the number of households expected to be in housing each month
- Average Rental Subsidy/HH: Estimate the average subsidy amount, using the contract rent minus expected income contributions
- Average Housing Related Expenses: Include security deposits, application fees, and other eligible housing related expenses. Some months this should be blank or \$0
- Administrative Fee/HH (if applicable): Permitted range of \$62-\$76 (refer to the Program Guide found on our website for guidance)
- Quarterly Housing Navigation Funds (TBRA-only): Provide requested quarterly funds for Housing Navigation (refer to the Program Guide found on our website for guidance)

# HTF Program Budget

## HTF Program Budget

- Program Budget (Funding Request Summary) Tab

### 2023 Request for Proposals - HTF Program Rental Assistance Budget

Development Number (Current Grantees only)	
Grant Start Date	October 1, 2023
Grant End Date	September 30, 2025
Applicant	
Program Name	
Service Area	
County/ies	
Tribal Nation	
Continuum of Care (CoC) Region	
Target Number of Households (HH) Per Month	0
Property Name	
(Sponsor-Based Rental Assistance grants only)	

<b>Total Amount of Funding Requested</b>	\$0
--	-----

<b>Funding Request Summary</b>	<b>Amount for each type</b>
Total Rental Assistance (subsidy only)	\$0
Total Administrative Fees (if applicable)	\$0
Total Housing Related Expenses	\$0
Total Housing Navigation Funds (if applicable)	\$0

#### Populations Served

Target Number of Adult Families Per Month	
Target Number of Single Adults Per Month	
Target Number of Youth Families (18-24) Per Month	
Target Number of Single Youth Per Month	

# HTF Program Budget

## HTF Program Budget

- Contact Information Tab

Contact Information	
<b>Applicant Organization Name</b>	
<b>Authorized Representative (required)</b>	
Title	
Address	
City	
State	
Zip Code	
Phone	
Email	
<b>RA Administrator and/or Alternate Authorized Contact *</b>	
Contact Person	
Phone	
Email	
<b>RA Administrator and/or Alternate Authorized Contact *</b>	
Contact Person	
Phone	
Email	
* Minnesota Housing strongly recommends providing contacts for alternate individuals who are authorized to provide materials or additional information that may be required during your application's review process (for example, Due Diligence materials review). Supplying these contacts may assist in the timely submission of requested materials or additional information.	
<b>HMIS Reporting</b>	
<b>First and Last Name (required)</b>	
Title	
Organization Name	
Address	
City	
State	
Zip Code	
Phone	
Email	
<b>Service Provider Organization Name</b>	
Contact person (required)	
Title	
Address	
City	
State	
Zip Code	
Phone	
Email	
<b>Service Provider Organization Name</b>	
Contact person	
Title	
Address	
City	
State	
Zip Code	
Phone	
Email	

# HTF Program Budget

## HTF Program Budget

- Utilization Projection Tab (Budget)

### **CURRENT GRANT UTILIZATION (Current Grantees Only)**

Current Grant Amount	
Current Target Number of Households/Month	
Actual Number of Households	
Current Average Rental Subsidy (as of March 31, 2023)	
Current Administrative Fee (if applicable; refer to current Grant Contract Agreement)	
Projected Unspent Balance effective September 30, 2023	

# HTF Program Budget

## HTF Program Budget

- Utilization Projection Tab (Budget)

**UTILIZATION PROJECTION FOR FUNDING REQUEST (All Applicants)**  
 Hover your mouse over the D, E, and G column headings for instructions. "HH" = Households

Month	# of Households (HH)/Month	Average Rental Subsidy/HH	Monthly Rental Subsidy Expense	Average Housing Related Expenses	Monthly Housing Related Expense	Administrative Fee/HH	Monthly Administrative Fee	Monthly housing navigation Funds	Total Projected Monthly Expenses
Oct-23									
Nov-23									
Dec-23									
Jan-24									
Feb-24									
Mar-24									
Apr-24									
May-24									
Jun-24									
Jul-24									
Aug-24									
Sep-24									

# Scoring: Funding Request/Budget (cont.)

## 10 points

**Q 14:** If requesting housing related expenses, provide an estimated breakdown of expenses by activity

Activities	Dollar Amount
Property Owner Expense Mitigation Fees	<input type="text"/>
Security Deposits	<input type="text"/>
Damage Claims and Vacancy Payments	<input type="text"/>
Application Fees	<input type="text"/>
Utility Connection Fees and Past-Due Utilities	<input type="text"/>
Other <input type="text"/>	<input type="text"/>

# Scoring: Funding Request/Budget (cont.)

10 points

**Q 15:** Provide a substantive narrative justifying your organization's proposed budget.

Applicant provides a narrative that includes how:

- The average monthly rental assistance was determined (average gross rent, anticipated gross annual household income, HUD determined Payment Standards, market rates, etc.). Include factors such as anticipated rent increase timelines, how you will monitor and alert Minnesota Housing of proposed rent changes for any sponsor-based properties, designated long-term homeless units, and any other rent-restricted sites. **Cite Payment Standards used and their source(s) (a link, or the jurisdiction name and effective date is fine). If you are using multiple payment standards serving several jurisdictions, provide your weighting, averaging, or any other ways you blended them to inform your average monthly rent calculation.**
- Other identified funding sources (e.g., XYZ Foundation grant of \$20,000) in addition to Rental Assistance are planned to sustain your program budget for the grant term.

# Scoring: Funding Request/Budget (cont.)

## 10 points

**Q 16:** Explain how you arrived at the average Housing Related Expenses (Column G of the HTF RFP Budget Form).

Applicants provide narrative encompassing how they arrived at the proposed amount, or they complete the grid realistically. “Other” is articulated if funding is requested.

# Scoring: Funding Request/Budget (cont.)

## 10 points

**Q 17:** Referring to the administrative responsibilities outlined above, and in Minnesota Rules Part 4900.3767, propose your Administrative Fee. Administrative Fees are per housed household, per leased month.

<u>Administrative Responsibilities</u>
<p><u>Working with landlords</u></p> <ul style="list-style-type: none"><li>• Landlord recruitment, including outreach to an organization’s network of existing landlords</li><li>• Attaining ongoing communication with landlords to engage, maintain a positive relationship with, and mitigate any issues that may arise</li><li>• Keeping an active list of subsidized housing wait list openings</li><li>• Review referrals and determine eligibility of Participants</li><li>• Conduct verification, interim (if/when necessary), and annual recertification of Participant income</li></ul>
<p><u>Facilitating complete Housing Quality Standards (HQS) inspections</u></p> <ul style="list-style-type: none"><li>• Ensure quality of assisted units</li></ul>
<p><u>Creating, implementing, and assessing Participant transition plans</u></p> <ul style="list-style-type: none"><li>• Participant communication (e.g., provide sufficient notification in the case of Rental Assistance termination)</li><li>• Ensuring a fair and consistent process is in place for notifying Participants of an opportunity for a meeting</li></ul>
<p><u>Payments &amp; accounting</u></p> <ul style="list-style-type: none"><li>• Paying HTF Program Rental Assistance directly to owners or management agents in a timely manner</li><li>• Monthly invoicing to Minnesota Housing for HTF Program Rental Assistance payment</li></ul>

# Housing Navigation

- Up to \$500,000 available this round as a limited opportunity
  - Funds are available only to applicants selected for funding of HTF tenant-based rental assistance (TBRA)
  - Evaluation of the effectiveness of the housing navigation services, if awarded, will be required

# Housing Navigation

## Housing Navigation Funds – Eligible Uses

- Utilizing housing search engines to locate opportunities
- Assisting participants in completing housing applications
- Assisting participants in obtaining application fees, if needed
- Transporting participants to housing appointments
- Assisting participants in communicating with a potential property owner/manager
- Providing tenant education on owner and tenant rights and responsibilities
- Expediting the move-in timeline when feasible, between the date of acceptance and lease signing

# Housing Navigation

## Housing Navigation Funds

**Q 19:** Indicate the funding amount you are requesting, the specific services that will be provided, proposed staffing levels (FTE = full-time equivalent), and what organization will provide Housing Navigation services

Amount of Housing Navigation Funds Requested	Proposed Housing Navigation Services (refer to the RFP Application Instructions for eligible activities)	Staffing (% FTE)	Service Provider (if not applicant)
\$			
\$			
\$			
\$			
\$	<b>TOTAL</b>		

# Housing Navigation

## Housing Navigation Funds – Scoring

- Separate set aside; separate 40-point scale

CATEGORY	CRITERIA	MAXIMUM SCORE
<b>Housing Navigation Funds</b>	Applicant provides a clear picture of the needs for Housing Navigation services  Applicant description of Housing Navigation services are clear and align with request; services will be available throughout grant term  Applicant provides a clear description of proposed monitoring and evaluation of housing navigation services  Funding request appears reasonable, proposed services are eligible/ appropriate with Partnering Service Provider and staffing identified	<b>40 Points</b>
<b>TOTAL</b>		<b>40 Points</b>



# Submission Tips and Timeline

# Submission Tips

- Complete your application and answer each question
- Upload to Minnesota Housing's [Multifamily Secure Upload Tool](#):
  - Application
  - Application signature page (PDF is allowed)

# Submission Tips

- Program budget (use the template provided)
- Draft MOU (if any)
- Current local payment standards (optional; or you must indicate payment standards used for rental subsidy calculation as narrative or by citing actual payment standards)
- Affirmative Action form and certificate with attached Certificate of Compliance, if applicable
- Financial information

# Timeline

Date	Activity
Monday, April 24, 2023	Information session answers posted
Thursday, April 27, 2023	4:30 p.m.: Final opportunity to submit questions
Friday, May 10, 2023	Estimated date for posting final call question's answers
Wednesday, May 17, 2023	Applications due by 12:00 p.m. (noon) Central Time
Thursday, July 27, 2023	Minnesota Housing staff recommends selections to Minnesota Housing's board
Friday, July 28, 2023	Selected grantees are notified; due diligence phase begins
Monday, August 7, 2023	Mandatory due diligence training for all selected grantees



# Q & A

# Thank you!

**Deran Cadotte**

deran.cadotte@state.mn.us

651.297.5230