



# Homework Starts with Home

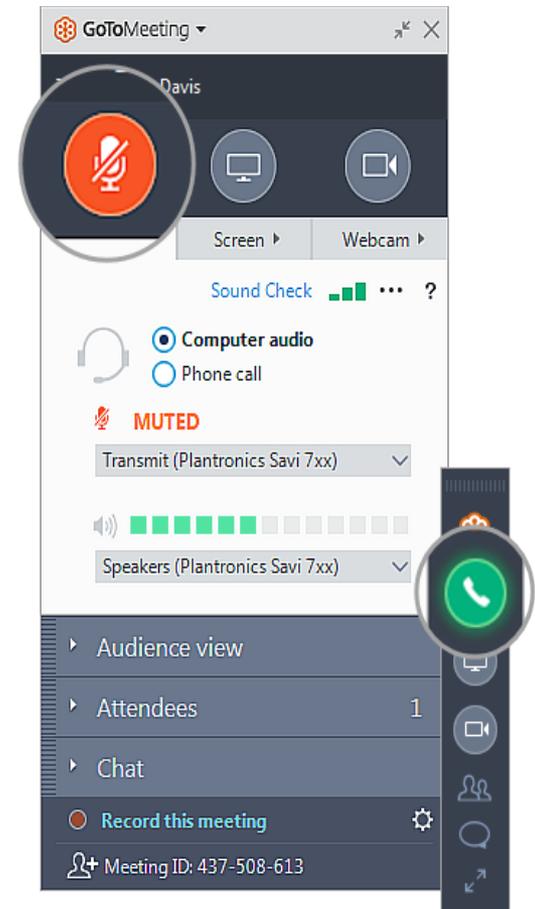
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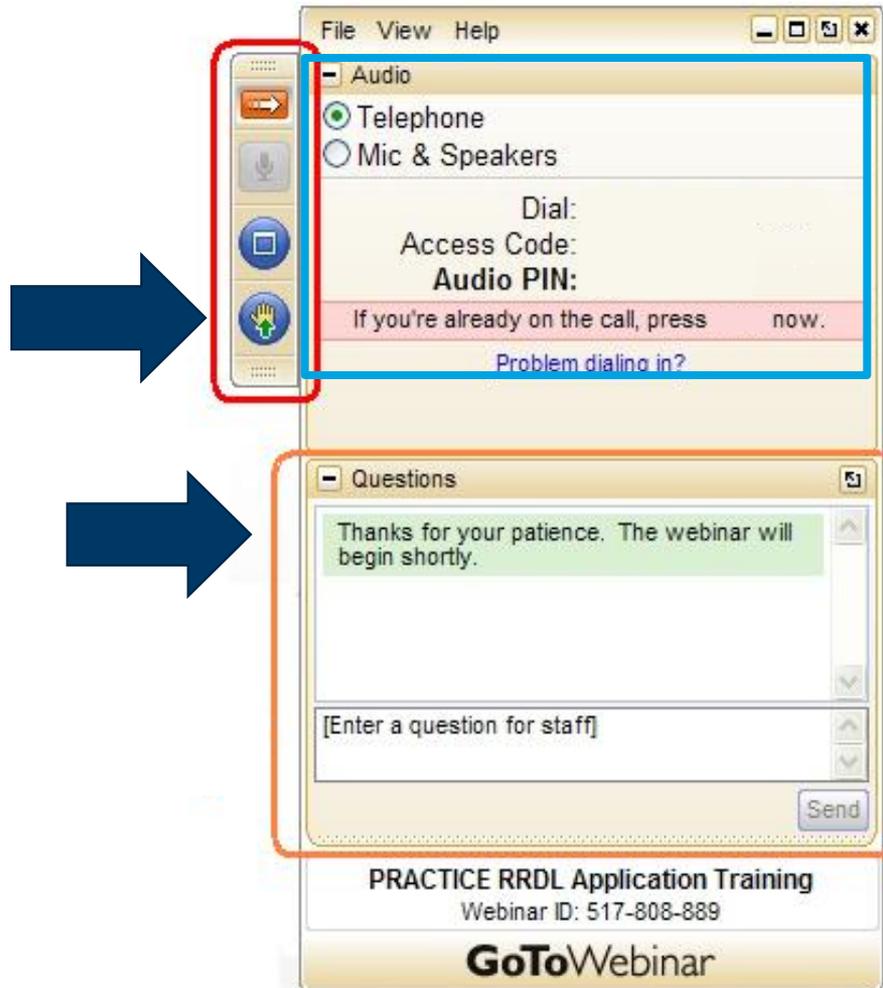
February 13, 2023

# 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.



# GoTo Toolbar



# 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.

# Agenda

- Homework Starts with Home (HSWH) Overview
- Application and Timeline
- Scoring



# HSWH Overview

# HSWH Overview

- Up to \$3.5M available for HSWH
- 7,235 students experiencing homelessness were enrolled in Minnesota schools on October 1, 2021

## [Data Reports and Analytics \(mn.gov\)](#)

- Over 1,077 schools and 289 school districts
- 77 of Minnesota's 87 counties
- Student homelessness disproportionately impacts African American students, American Indian students, LGBTQ students, and students with disabilities

## Funding:

- HSWH is comprised of blended funding from two sources:
  - Family Homeless Prevention and Assistance Program (FHPAP)
  - Housing Trust Fund (HTF)
- A separate Grant Contract Agreement required for each funding source
- Awards cannot exceed amount requested
- Geographic consideration of funding between the seven-county metropolitan (metro) area and Greater Minnesota

Applicants can apply for one of two grant terms:

- 2-Year Term: October 1, 2023 – September 30, 2025

**OR**

- 4-Year Term: October 1, 2023 – September 30, 2027

## Eligible Applicant:

- Nonprofit organization, unit of government, or quasi-governmental agency; must be a current FHPAP or HTF administrator
- A current list of FHPAP administrators can be found at [FHPAP \(mnhousing.gov\)](https://mnhousing.gov)
- A current list of HTF administrators can be found at [Housing Trust Fund Rental Assistance \(mnhousing.gov\)](https://mnhousing.gov)
  - If you do not have an HTF administrator in your geographic area, contact Deran Cadotte at [deran.cadotte@state.mn.us](mailto:deran.cadotte@state.mn.us)

# Key Roles

Role	Eligible Entities
Applicant	Nonprofit organization, unit of government, or quasi-governmental agency; must be a current FHPAP or HTF administrator
Participating school(s)	School(s) that commit to satisfying public school requirements of the McKinney-Vento Act
Participating local government entity	County, Tribal, municipal, or regional governments, or public housing agencies responsible for “mainstream” housing, human services, or economic assistance programs for people facing a housing crisis
HTF administrator(s) <i>(optional if in addition to applicant)</i>	Current HTF administrator in good standing with Minnesota Housing with demonstrated capacity to deliver rental assistance
FHPAP administrator(s) <i>(optional if in addition to applicant)</i>	In the seven-county Twin Cities metropolitan area, one or more county government(s); in Greater Minnesota, a county, a group of contiguous counties, a Tribe, a group of Tribes, or a nonprofit organization with a sponsoring resolution from each county board in the service area
Landlord or owner <i>(optional)</i>	Landlords or owners willing to partner with the program

# Key Roles

- Typically, fulfilling these roles may require multiple organizations or agencies
- A government entity may play multiple roles by involving multiple units with distinct responsibilities (e.g., an economic assistance department and a housing agency)
- If they are eligible to do so, a single entity can play multiple roles
- **This list of roles is not intended to be exhaustive;** other partners are welcome and encouraged to play important roles and should be listed in your application, as applicable

## Outcome Measures:

- **Measure #1:** The percentage of households receiving assistance who are not yet homeless who do not become homeless (*Prevent*)
- **Measure #2:** The percentage of households who exit to permanent, stable housing by race, ethnicity, and household type (*Rare*)
- **Measure #3:** The length of time from enrollment to housing placement (*Brief*)

# Outcomes

- **Measure #4:** The percentage of households served, indicated by race, ethnicity, and household type, who do not return to homelessness (*One-time*)
- **Measure #5:** Intake demographics of the households served compared to exit demographics by destination (for example, if the program serves 60% Black or people of color clients, are 60% of the program's positive housing outcomes going to Black or people of color?) (*Equity*)
- **Measure #6:** Improving school attendance and academic achievement among students who have experienced or who are at risk of homelessness

# Eligible Recipients

Eligible recipients:

- Households who are **homeless** or **at imminent risk of homelessness**
- Pre-Kindergarten to 12<sup>th</sup> grade
  - Families with children
  - Youth/unaccompanied youth
  - Youth with children

# Eligible Recipients

- **Homelessness** is defined according to Subtitle VII-B of the McKinney-Vento Act: without a fixed, regular, and adequate nighttime residence
- **Imminent risk of homelessness** is defined as having income at or below 200% of the federal poverty level and either:
  - Living in substandard or overcrowded housing;
  - Living with a person who engages in domestic violence or needing housing to escape domestic violence;
  - Paying 50% or more of household income to housing; or
  - Otherwise faced with a documented situation likely to cause homelessness in the immediate future

# Eligible Recipients

## Family Homeless Prevention and Assistance Program (FHPAP) Eligible Recipients

- Household income must be at or below 200% of federal poverty guidelines
- Minnesota resident or a household otherwise approved by Minnesota Housing
- Be homeless or at imminent risk of homelessness and in need of services and/or financial assistance due to a housing crisis

# Eligible Recipients

## Housing Trust Fund (HTF) Eligible Recipients

- Individuals or families whose incomes at the time of initial occupancy do not exceed program limits established by the HTF administrator and who are also approved by Minnesota Housing
- Per statute, a household's income cannot exceed 60% of area median income (AMI) with a priority to serve those at 30% AMI

# Direct Assistance

## **FHPAP:**

- Rental payment assistance, including eligible late fees
- Rental deposit (up to three times the amount of the monthly rent portion)
- Rental application fees
- Utilities (includes prepayments for propane and wood)

Refer to Chapter 6.01, “Eligible Expenses,” of the FHPAP Program Guide for a complete list of eligible direct financial assistance expenses

# Direct Assistance

## **HTF:**

- Temporary rental assistance
- Security deposits
- Rental application fees
- Utility connection fees
- Other fees, as approved by Minnesota Housing necessary to obtain landlord participation or to prevent repeat episodes of homelessness

# Supportive Services

## FHPAP Only (not eligible HTF expenses):

- Salary, wages, and fringe benefits of staff
  - Can include the time management staff spend working with households
- Mileage
- Office space/utilities (must be pro-rated)\*
- Phone, computer, internet, HMIS license (must be pro-rated)\*

\***Exception (New):** Staff are employed at an agency part-time and 100% of their time is dedicated to FHPAP

Refer to Chapter 6.01, “Eligible Expenses,” of the FHPAP Program Guide for a complete list of eligible supportive services expenses.

# Administration

## **FHPAP:**

- Salaries/wages/fringe benefits of staff responsible for program oversight
- Travel
- Supplies, copies, postage
- Household stipends, including transportation assistance for persons with lived experience who are involved in planning, design, and evaluation of FHPAP activities

Refer to Chapter 6.01, “Eligible Expenses,” of the FHPAP Program Guide for a complete list of eligible direct financial assistance expenses

## **HTF:**

- Fixed administrative fee (minimum is \$68/household/month)



# Application and Timeline

# Application Components

1. Application is complete and submitted on time
2. Application signature page is included and signed (with an electronic, digital or wet signature)
3. Memorandum of Understanding
4. Budget for applicant and subgrantees is included
5. Affirmative Action Certification Form and corresponding paperwork
6. Financial statement (does not apply to any governmental organization or Tribal Nations)

# Threshold Criteria

Threshold Criteria is defined as:

The first stage of the review process where staff verify that the six documents are complete and have been submitted by the applicant.

If an applicant doesn't meet **all** threshold criteria, their applications will not be reviewed beyond that phase.

# Threshold Criteria

## 1. Application is complete and submitted on time

- Due Wednesday, March 29, 2023, at 4:30 p.m. Central Time
- Upload to the online [Multifamily Secure Upload Tool](#)
- [Upload Tool Instructions](#) link is included in the Application Instructions

# Threshold Criteria

Email recipient for Secure Upload: **mhfa.app@state.mn.us**



The screenshot displays the Minnesota Housing logo at the top left, consisting of a stylized 'm' in blue and green above the text 'MINNESOTA HOUSING'. Below the logo, the heading 'Secure Upload' is visible. A text input field is present with the placeholder text 'Enter the email of the recipient for this transfer'. The email address 'mhfa.app@state.mn.us' is entered into this field and is highlighted with a red rectangular border. At the bottom left of the form, there is a 'Start' button.

# Threshold Criteria

All sections of the application completed:

- Project Design
- Equity
- Capacity
- Budget

## 2. Application signature page is signed

- PDF copy is acceptable with electronic, digital, or wet signature

# Threshold Criteria

## 3. Draft Memorandum of Understanding submitted

- Identification of the collaborative partners
- Roles and responsibilities of each collaborative partner
- Description of how collaboration and communication will take place during the grant term
- Eligibility criteria
- Identification of the entity or entities responsible for Homeless Management Information System (HMIS) data entry
- Identification of the entity responsible for reporting

## 4. Budget is included

- Instructions and Set Up tab
- Projected Households tab
- [2-Year Budget](#)
- [4-Year Budget](#)

# Threshold Criteria

- 5. Affirmative Action Certification Form is included** – If your response to this solicitation is or could be in excess of \$100,000:
- Complete the [Affirmative Action Certification 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

## 6. Financial statement is included

All non-governmental organizations applying for \$25,000 or more must supply the following financial documentation, depending upon their 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

# Timeline

Date	Activity
<b>Monday, February 6, 2023</b>	RFP posted in the State Register, on Minnesota Housing’s website, and via eNews
<b>Monday, February 13, 2023</b>	RFP Information Session 1:30 to 3:00 p.m. Central Time
<b>Friday, March 17, 2023</b>	Final call for questions by 4:30 p.m. Central Time
<b>Wednesday, March 29, 2023</b>	Applications (six components) due by 4:30 Central Time (refer to Slide 42)
<b>Thursday, June 22, 2023</b>	Minnesota Housing staff recommends award selections to Minnesota Housing’s board
<b>Monday, June 26, 2023</b>	Minnesota Housing staff notifies all applicants of selection decisions
<b>Thursday, June 29, 2023</b>	Mandatory due diligence training for all selected administrators
<b>Thursday, August 31, 2023</b>	All due diligence items are submitted
<b>Friday, September 29, 2023</b>	Grant Contract Agreements are fully executed; Sunday, October 1, 2023, is the effective date of the Grant Contract Agreement
<b>Tuesday, September 30, 2025</b>	All HSWH program activities must be completed for administrators with two-year terms.
<b>Thursday, September 30, 2027</b>	All HSWH program activities must be completed for administrators with four-year terms.



# Scoring

# Scoring – 100 Possible Points

- Project Design 25 points
  - Equity 30 points
  - Capacity 30 points
  - Budget 15 points
- 100 points

# Scoring: Project Design – 25 Points

- Applicant identified data sources and provided an analysis that clearly describes a significant need in the Participating School(s)
- Project description will address the needs identified
- Role of the provider and role of the client are clearly described and are reasonable
- Applicant fully describes household transition plans by the end of program participation or contract term end

# Scoring: Equity – 30 Points

- Tribal Nations/group of Tribal Nations will receive automatic points for this section
- Applicant has exceptional plan to include persons with lived expertise in their project
- Applicant demonstrates ability to serve vulnerable households with patience and empathy
- The applicant and its partners reflect the households projected to be served

# Scoring: Capacity – 30 Points

- Applicant describes concrete examples that demonstrate their ability to successfully carry out the project
- Applicant has a robust language translation plan
- Application demonstrates the capacity or experience to provide technical assistance to subgrantees including sensitivity to cultural needs, identifies roles and responsibilities of the administrator and how non-performance will be addressed
- Collaborative roles and responsibilities are clearly defined in memorandum of understanding (MOU)

# Scoring: Budget – 15 points

- The budget appears reasonable and FHPAP administrative costs are reasonable:
  - FHPAP: 10%
  - HTF: \$68 per household per month that rental assistance is administered
- The narrative clearly justifies the applicant's budget and ability to manage the rate of expenditures through the duration of the grant period

# Application Submission

The application and other required documents must be uploaded no later than:

**4:30 p.m. Central Time on  
Wednesday, March 29, 2023.**

Upload all required items to the following:

[Multifamily Secure Upload Tool](#)



# Comments and Q & A

# Thank You!

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