

**Housing Trust Fund Program Rental Assistance Request for Proposals (RFP)**

**Application  
October 1, 2023 – September 30, 2025**

**Application deadline:** Wednesday, May 24, 2023, at noon Central Time.

This application needs to be submitted through[Multifamily Secure Upload Tool](https://mnhousing.leapfile.net/). Refer to the [RFP Application Instructions](https://www.mnhousing.gov/content/published/api/v1.1/assets/CONT870FB25969BA43E6B9D3993C04B445B5/native?cb=_cache_138e&channelToken=294436b7dd6c4570988cae88f0ee7c90&download=false) for more information.

**Applicant Information**

|  |  |
| --- | --- |
| Organization Name |  |
| Legal Organization Name (if different than above) |  |
| Organization Address |  |
| City, State, Zip Code |  |
| Contact Person |  |
| Contact Person Title |  |
| Contact Person Telephone Number |  |
| Contact Person Email Address |  |
| Funding Request Type | Tenant-Based Rental Assistance (TBRA)  Current Administrator  New applicant  Housing Navigation (if applying, TBRA only)  Sponsor-Based Rental Assistance  (SBRA; current administrators only) |
| Amount of Funding Request | $      TBRA  $      Housing Navigation  $      SBRA |
| Proposed Unduplicated Number of Households to be Served |  |
| Geographic Service Area (list by counties and/or Minnesota Tribal reservations) |  |
| Name of the entity administering the rental assistance, if different than the applicant\* |  |
| Name of the entity providing the services, if different than the applicant\* |  |

\*If you are using a Partnering Service Provider for any administrative (e.g., administering rental assistance) and/or household service provision (e.g., case management or housing navigation), a Memorandum of Understanding (MOU) will need to be included in this application (refer to Section B: Capacity: Services, Activities, Evaluation, Data Management, and Reporting). If you are compensating another entity as a Subgrantee for any administrative or service provision, a contract may be required. Subgrantee contracts are not required components of this Application.

## **Local Program Design (30 points)**

Total # of households proposed

Activities

Local Housing Markets, Managing Recertifications, Utilizing Lived Expertise, Household-Centered Transitions

1. In addition to the shortage of affordable and accessible housing in your organization’s community, are there needs or opportunities unique to your region that you intend to focus on? Describe:
   * How long does your program allow for the housing search phase? What strategies do you use when housing searches take longer?
   * How does your organization market your program to rental property owners and property managers? What aspects of your marketing strategy have driven the most positive outcomes?

1. How does your (for new applicants, will your) organization work with households to ensure timely annual (or more frequent, if necessary) recertifications of program eligibility including income review and Housing Quality Standards determinations?

1. How are people with lived expertise involved in the decision-making process and other aspects related to Rental Assistance? If this is an evolving process for your organization, provide an overview. Consider:
   * How were they involved in developing this application?
   * How were they (for new applicants, will they be) involved in monitoring and assessing your grant outcomes?
   * How will they be involved in providing input regarding the utilization of grant funds, the types of services offered, and how those services will be made available to Participants?

4a. **NEW APPLICANTS:** Describe the barriers you anticipate in transitioning Participants from Rental Assistance within 5 years of enrollment and outline specific plans to address those barriers.

4b. **CURRENT ADMINISTRATORS:** Considering your most recent Progress Report (through Dec. 31, 2022), review the number of successful transitions from Rental Assistance within 5 years or less from intake. Describe how your program assisted in the successful transitions. What percentage of Participants have retained Rental Assistance for more than five years? What barriers exist that prohibit others from transitioning and how does your program address those?

## **Capacity (30 points)**

**Services, Activities, Evaluation, Data Management, and Reporting**

1. Provide a list or narrative providing the following:
   * + - A description of services and outreach provided, including frequency of engagement
       - A description of relevant activities that will take place during the grant term, including but not limited to

* Regular meetings that will be scheduled between collaborative partners (for example, regional community action partners and/or CoC meetings)
* Evaluation of outcomes
  + - * Identification of those responsible for Homeless Management Information System (HMIS) data entry and how that HMIS data will be used to inform program design and decisions
      * Identification of those responsible for reporting expenditures, number of households served, and Annual Progress and Final Reports that are to be submitted using the provided Minnesota Housing format.

1. Describe the services your program will provide to work with Participants to locate and access housing. Indicate who provides the services.

1. Describe how your program will assist Participants in creating their transition plan to move from Rental Assistance to a permanent housing option and how it will help ensure transition planning is ongoing. Provide examples of what may be included in a transition plan for Participants in your program.

**Administrative Experience**

8a. **NEW APPLICANTS:** Describe your organization’s administrative experience with similar programs. The response must include, but is not limited to:

* Previous experience with state or federal housing assistance funding
* Previous experience with project management, monitoring, and evaluation including:
* Tracking utilization of grant funds
* Monitoring the number of households served compared with the target number proposed
* Timely invoicing and reporting
* Previous experience with or the ability to conduct Housing Quality Standards (HQS) inspections
* Previous experience using HMIS or the ability to be trained and ready to use HMIS prior to October 1, 2023.

8b. **CURRENT ADMINISTRATORS:** Describe your organization’s experience administering Rental Assistance. The response must include, but is not limited to:

* A brief history of experience implementing your organization’s Rental Assistance including any changes in staff, Subgrantee and Partnering Service Provider roles, participant populations, or strategies.
* Describe any context to better understand your organization’s performance through March 31, 2023. Indicate the target number of households served versus the actual number served and funding utilization rate.

## **Equity (30 points)**

**Cultural Competency, Person-centered Engagement, Addressing Disparities**

1. Are you a Tribal Nation or a group of Tribal Nations? Recognizing sovereignty, Tribal Nations will receive automatic points for the Equity section of this application.

Yes  Skip all questions in this section and move to Section D: Funding Request/Budget. 30 points will automatically be granted.

No  Continue to Question 10.

1. Describe at least two practices or methods your organization and any Subgrantee and Partnering Service Provider will use to provide culturally appropriate services.

1. Provide two practices or methods your organization and any Subgrantee and Partnering Service Provider will use to demonstrate patience and empathy when supporting Participants.

1. Describe two examples of how your organization and any Subgrantee’s and Partnering Service Provider’s staff reflect the demographics of the households intended to be served.

1. Provide at least one example of something your organization and any Subgrantee and Partnering Service Provider did differently this past year to increase equity or become more aware of racial disparities.

1. Indicate how your organization can serve any Participant regardless of their spoken or written language.

## **Funding Request/Budget (10 points)**

Complete your proposed [HTF Program Rental Assistance Budget Form](https://www.mnhousing.gov/content/published/api/v1.1/assets/CONTDA0F5F2A739346EB918DCF9E4FE78501/native?cb=_cache_138e&channelToken=294436b7dd6c4570988cae88f0ee7c90&download=false) and submit it as part of Section F: Required Documents.

For any questions about the HTF Program Rental Assistance Budget form contact Deran Cadotte at 651.297.5230 or [deran.cadotte@state.mn.us](mailto:deran.cadotte@state.mn.us).

1. Provide a substantive narrative justifying your organization’s proposed budget. Include 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.
* **CURRENT ADMINISTRATORS:** Consider your organization’s prior program budget. What was your organization’s experience with the budget’s performance? Were budgeted expenses in line with actual expenses? Was your organization able to remain within its budget parameters for all activities? What has your organization learned to do differently and apply for through this application for the next grant term (October 1, 2023 — September 30, 2025)?

1. Explain how you arrived at the average Housing Related Expenses (Column G of the HTF RFP Budget Form). Provide a narrative and/or use the grid below to estimate the breakdown of Housing Related Expenses by activity. Provide detail of any “Other” expenses.

**Housing Related Expenses**

|  |  |
| --- | --- |
| **Activities** | **Dollar Amount** |
| Property Owner Expense Mitigation Fees |  |
| Security Deposits |  |
| Damage Claims and Vacancy Payments |  |
| Application Fees |  |
| Utility Connection Fees and Past-Due Utilities |  |
| Other |  |

An Administrative Fee will be paid to the Administrator each month in which a Participant resides in an eligible Assisted Unit. Minnesota Housing will approve an Administrative Fee within a range of $62 to $76 per household per month. If you are a new applicant, refer to the [HTF Program Rental Assistance Guide](https://www.mnhousing.gov/content/published/api/v1.1/assets/CONTF986FCF74A454298ACCAA8F213E8D52C/native?cb=_cache_138e&channelToken=294436b7dd6c4570988cae88f0ee7c90&download=false) for further guidance or contact Deran Cadotte at [deran.cadotte@state.mn.us](mailto:deran.cadotte@state.mn.us). The applicant's proposed monthly Administrative Fee may not exceed the fee paid by HUD to administrators of the Section 8 housing assistance program in the same jurisdiction, as described in the [Code of Federal Regulations, title 24, section 982.152](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-IX/part-982/subpart-D/section-982.152). In reviewing the proposed Administrative Fee, Minnesota Housing will consider criteria such as, the target number of households, the amount of the grant, the geography of the Service Area, and the population served.

As outlined in [Minnesota Rules Part 4900.3767, subp. 7](https://www.revisor.mn.gov/rules/4900.3767/#:~:text=Subp.%207.%20Responsibilities%20of%20administrators.%20Administrators%20of%20tenant%2Dbased%20and%20sponsor%2Dbased%20rental%20assistance%20are%20responsible%20for%20the%20following%20activities%3A), administrators of tenant-based and sponsor-based rental assistance are responsible for the following:

* Working with property owners, including
  + Property owner recruitment, including outreach to an organization’s network of existing landlords
  + Attaining ongoing communication with property owners to engage, maintain a positive relationship with, and mitigate any issues that may arise
  + Keeping an active list of subsidized housing wait list openings
  + Reviewing referrals and determining the eligibility of Participants
  + Conduct verification, interim (if/when necessary), and annual recertification of Participant income
* Facilitating complete Housing Quality Standards (HQS) inspections to ensure the quality of assisted units
* Creating, implementing, and assessing Participant transition plans, including
  + Participant communication (e.g., provide sufficient notification in the case of Rental Assistance termination)
  + Ensuring a fair and consistent process is in place for notifying Participants of an opportunity for a meeting
* Payments and accounting, including
  + Paying HTF Program Rental Assistance directly to owners or management agents in a timely manner
  + Monthly invoicing to Minnesota Housing for HTF Program Rental Assistance payment
  + Financial management to include oversight of funding utilization
* Reporting and records, including
  + Meeting reporting requirements
  + Maintaining and retaining records

1. Referring to the administrative responsibilities outlined above, and in [Minnesota Rules Part 4900.3767, subp. 7](https://www.revisor.mn.gov/rules/4900.3767/#:~:text=Subp.%207.%20Responsibilities%20of%20administrators.%20Administrators%20of%20tenant%2Dbased%20and%20sponsor%2Dbased%20rental%20assistance%20are%20responsible%20for%20the%20following%20activities%3A), propose your Administrative Fee. Administrative Fees are per housed household, per leased month.

## **OPTIONAL: Housing Navigation Funds (40 points, separate from the application’s 100)**

**Complete only if requesting Housing Navigation funds from HTF Program Rental Assistance. NOTE that you must be a TBRA applicant in order to apply for Housing Navigation funds.**

1. Provide a brief summary of the need for housing navigation services for the Participants proposed to be served through your program.

1. Describe how housing navigation services will be implemented within your program. Include how you will help ensure that funds are available for these services throughout the grant term.

1. Describe how your organization will monitor and evaluate the effectiveness of the housing navigation services, including how it expands housing opportunities and reduces disparities for those disproportionately impacted by homelessness.

1. Using the table below, indicate the funding amount your organization is requesting, the specific services that will be provided (refer to the Application Instructions eligible activities), and proposed staffing levels (FTE = Full-Time Equivalent where 100% = 40.0 hours/week).

| **Amount of Housing Navigation Funds Requested** | **Proposed Housing Navigation Services (refer to the RFP Application Instructions for eligible activities)** | **Staffing**  **(% FTE)** |
| --- | --- | --- |
| $ |  |  |
| $ |  |  |
| $ |  |  |
| $ |  |  |
| **$** | **TOTAL** |  |

## **Required Documents**

The following information must be uploaded to Minnesota Housing’s online [Multifamily Secure Upload Tool](https://mnhousing.leapfile.net). **Using the online tool**, send items to mhfa.app@state.mn.us. Review the [Upload Tool Instructions](http://www.mnhousing.gov/get/MHFA_1014611) for more information. All required documents must be submitted **no later than Wednesday, May 24, 2023, at noon Central Time.**

Application (this document)

[Application Signature Page](https://www.mnhousing.gov/content/published/api/v1.1/assets/CONTB22F750B26C84C868C454EB767C370B5/native?cb=_cache_138e&channelToken=294436b7dd6c4570988cae88f0ee7c90&download=false)

[HTF Program Rental Assistance Budget form](https://www.mnhousing.gov/content/published/api/v1.1/assets/CONTDA0F5F2A739346EB918DCF9E4FE78501/native?cb=_cache_138e&channelToken=294436b7dd6c4570988cae88f0ee7c90&download=false)

For applicants working with any Partnering Service Providers, draft, unsigned Memoranda of Understanding (MOUs) for all such providers must be submitted. The MOUs are a threshold item but are not scored. The MOUs must clearly identify the roles listed in Section B: Capacity: Services, Activities, Evaluation, Data Management, and Reporting. If awarded funding, Minnesota Housing will review the MOUs and offer feedback on the draft versions. A fully executed MOUs with all Subgrantees and Partnering Service Providers must be submitted to Minnesota Housing during the due diligence phase.

[Affirmative Action Certification Form](https://www.mnhousing.gov/content/published/api/v1.1/assets/CONTF74603C503AC4A38BC9AE973C040A2FF/native?cb=_cache_138e&channelToken=294436b7dd6c4570988cae88f0ee7c90&download=false) (along with the certificate of compliance and additional documentation, if required)

Applicant current financial information (does not apply to any governmental organization or Tribal Nations): Non-governmental organizations applying for $25,000 or more must supply the following financial documentation, depending on the organization’s total gross revenue (refer to the table below):

| **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 |

The linked documents above provide the required template to be completed and uploaded. Documents can be uploaded individually and at different times.

**The naming convention of the items submitted above should be: HTFRA RFP\_Applicant Name\_Name of Document.** Example: “HTFRA\_RFP\_XYZ Services\_Program Budget”