



## Stable Housing Organization Relief Program Request for Proposal Application Form

Before completing and submitting the SHORP Application Form, please review the [SHORP webpage](#) and [SHORP Guide](#) for program details, eligibility requirements, eligible uses, definitions and related program information.

This application form is for references purposes only. The application information and required documentation must be submitted through the online Cvent application tool no later than **4:00 p.m. Central Time on Tuesday, September 19, 2023**, to be eligible for funding.

The online Cvent application tool will be made available on the [SHORP webpage](#) no later than 4 p.m. Central Time on Tuesday, September 5, 2023.

Potential applicants are encouraged to attend a virtual information session on Friday, September 8, 2023, at 9 a.m. Central Time to learn more about the application process. [Register to attend the informational webinar](#).

### A. Applicant Information

1. Name of Organization: \_\_\_\_\_
2. Organization Address (city, state, zip): \_\_\_\_\_
3. Contact Name: \_\_\_\_\_
4. Contact Title: \_\_\_\_\_
5. Contact Phone Number: \_\_\_\_\_
6. Contact Email: \_\_\_\_\_

### B. Eligible Organizations

1. If the applicant is a nonprofit organization that is tax-exempt under section 501(c)(3) of the Internal Revenue Code, please complete the following:
  - a. Date the Organization was Established: \_\_\_\_\_
  - b. If the name of the organization has changed since it was established, list all prior names:  
\_\_\_\_\_

- c. Required Documentation: Copy of the registration or filing of organizational documents with the Minnesota Secretary of State. The documentation must be uploaded with the application or the application will be deemed incomplete and ineligible for funding.
2. If the applicant is a federally recognized Indian Tribe in Minnesota or their associated Tribally Designated Housing Entity, no additional organizational information or supporting documentation is required for this question.

## C. Eligibility Requirements

### 1. Primary Operations

The applicant must have its primary operations located in the state of Minnesota as defined in Section 2.02 of the SHORP Guide.

Address of primary office: \_\_\_\_\_

Total number of units owned or controlled by the organization: \_\_\_\_\_

Total number of units owned or controlled in Minnesota: \_\_\_\_\_

Percent of units owned or controlled in Minnesota: \_\_\_\_\_

Additional documentation is not required for this question.

### 2. Financial Impact

The applicant must be experiencing significant detrimental financial impact due to recent economic and social conditions, including but not limited to decreased operating revenue due to loss of rental income or increased operating expenses due to inflation in utility expenses, insurance, or other expenses. Explain how the organization meets this requirement. Additional documentation is not required for this question.

*Narrative*

### 3. Supportive Services

The applicant must have supportive service options available for the individuals and families residing in a portion of the rental housing it provides to low-income populations. Explain how the organization meets this requirement. Additional documentation is not required for this question.

*Narrative*

### 4. Minimum Unit Count and Types

As of Saturday, December 31, 2022, the applicant must have sufficient housing units that it owns or controls in the state of Minnesota that meets the criteria in at least one of the following categories:

- a. At least 1,000 units of naturally occurring affordable housing.
- b. Rental housing units, not including naturally occurring affordable housing (NOAH), of which 50 percent of the total number of units are rented to individuals or families whose annual incomes, according to the most recent income certification as of December 31, 2022, are at or below 30 percent of the area median income as determined by the United States Department of Housing and Urban Development, adjusted for family size.
- c. At least 250 units of permanent supportive housing.

Category Selection: \_\_\_\_\_

Only choose one category even if your organization meets the requirements of more than one category.

For requirements on what constitutes owning or controlling a rental unit, please refer to Section 2.03 of the SHORP Guide.

The definition of NOAH and permanent supportive housing is in Appendix A of the SHORP Guide.

Only permanent residential rental housing is eligible. Assisted living facilities, nursing homes, shelters and other similar facilities are not eligible for SHORP.

Additional documentation is not required for this question.

## D. Total Units for Grant Amount Calculation

The per-unit amount of the grant award for each organization is based on the total number of units the organization owns or controls in the state of Minnesota and is not limited to the number of units that qualified the organization under Section C.1 of this application form.

For requirements on what constitutes owning or controlling a rental unit, please refer to Section 2.03 of the SHORP Guide. Only permanent residential rental housing is eligible. Assisted living facilities, nursing homes, shelters, and other similar facilities are not eligible for SHORP.

Number of rental units owned or controlled by the applicant in Minnesota as of Saturday, December 31, 2022: \_\_\_\_\_

Additional documentation is not required for this question.

## E. Eligible Uses

In accordance with the statutory requirement, the grant funds must be used to maintain or improve the housing stability of tenants.

Select one or more of the following eligible uses the organization expects to expend funds on:

- a. ☐ Property maintenance, improvement, and security;
- b. ☐ Providing services, including services and programs that promote economic and social mobility;
- c. ☐ Efforts to attract and retain employees that will assist in providing services and support to tenants;
- d. ☐ Forgiveness of all or a portion of rent balances owed by former or current tenants.

At its sole discretion, Minnesota Housing may approve additional uses that would have a beneficial impact on the housing stability of the tenants. If additional uses are requested, please describe the use and the rationale:

*Narrative*

**Except for forgiveness of past due rent balances as further defined in Section 4.02 of the SHORP Guide, only eligible expenses incurred after the Grant Contract Agreement is fully executed are reimbursable to the Grantee.**

If selected for grant funding, the organization will be required to submit a work plan and budget based on the eligible use selections. The work plan and budget will be incorporated into the Grant Contract Agreement.

Additional documentation is not required for this question.

## F. Existing Vendor Relationships

List all vendors that have an existing contractual relationship with the applicant or with a property owned or controlled by the applicant that may provide services or materials for SHORP eligible uses and, if eligible for SHORP funding, may be submitted for reimbursement. Examples of existing vendor relationships include but are not limited to property management services, security, property maintenance, supportive service providers, and recruiters. See Chapter 4 of the SHORP Guide for a full list of eligible uses.

For the purposes of this application, only the name of the vendor is required at this time. Additional supporting documentation may be necessary if the applicant is selected to receive SHORP funds.

**New vendors cannot be added to the list after the SHORP RFP due date. New or additional vendors may be subject to the contracting and bidding requirements included in the Grant Contract Agreement. The RFP Application Instructions include a summary of the contracting and bidding requirements.**

*Vendor List*

## G. Organizational Financial Documentation and Affirmative Action Form

1. Financial Documentation: Minnesota Department of Administration [Office of Grants Management Policy Number 08-06](#) requires nongovernmental organizations receiving grants of more than \$25,000 to submit an internal financial statement, an IRS Form 990, or the most recent certified financial audit based on total gross revenue. See the Application Checklist section of the Request for Proposal Instructions for more details.
2. [Affirmative Action Certification Form](#) (along with a Certificate of Compliance and additional documentation, as described on the Certification Form)

The documentation must be uploaded with the application or the application will be deemed incomplete and ineligible for funding.

## H. Data Privacy Notice

This information is being collected in order to evaluate eligibility for this program and to allocate funds in the manner required by Minnesota law. You are not required to provide the requested information, but we may not be able to process your application if it is not complete. Some or all of the information provided in this application may become public data, which is accessible to the public pursuant to the Minnesota Government Data Practices Act. If you have questions, please contact Minnesota Housing's Data Practices Compliance Official at [MNHousing.Data@state.mn.us](mailto:MNHousing.Data@state.mn.us).

## I. Certification of Accuracy and Signature

I certify and acknowledge, on behalf of the applicant that the information provided, on behalf of the applicant organization, in Sections A, B, C and D is true and correct as of the date this application is submitted, and agree to the following:

1. All information submitted as part of and in support of this application is subject to review by Minnesota Housing and/or an independent auditor.
2. Any funds your organization receives from Minnesota Housing under this program may only be spent on eligible uses as specified in the SHORP Guide and Grant Contract Agreement.
3. Minnesota Housing may, at its sole discretion, deem an organization or use of funds ineligible for this program.
4. All funds received from Minnesota Housing by an organization that is later deemed ineligible are subject to recapture.
5. All funds deemed to have been used for ineligible units or expenses are subject to recapture.
6. Will submit a report and financial audit to Minnesota Housing upon completion of your organization's participation in this program.
7. Will notify Minnesota Housing in writing of a change of any fact or circumstance represented in this application, or in any other document furnished in connection with this application, which is reasonably likely to have a material effect on the information contained in this application.

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_