



Homeownership Capacity Program Manual

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Introduction

Background

The Minnesota Housing Finance Agency (Minnesota Housing) was created in 1971 by the Minnesota Legislature. We believe housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance affordable housing.

Enhanced Financial Capacity Homeownership Initiative (Homeownership Capacity Program)

Minnesota Housing offers funding through a Request for Proposal (RFP) to eligible organizations that deliver intensive Financial Education and Financial Coaching to low-income renters and households of color. The goal is to increase the probability of successful homeownership and household stability through intensive financial empowerment and homeowner training.

This Manual sets forth the terms and conditions under which Minnesota Housing will award Grant Funds to Grantees.

Chapter 1 – Grantee Requirements/Warranties

Grantees will comply with all of the terms, conditions, provisions, covenants, requirements and/or warranties contained in the Grant Contract, the Application for Funds, the Manual, the Act, any rules promulgated pursuant to the Act and all amendments.

1.01 Manual

This Manual, including subsequent changes and additions, is a supplement to the Grant Contract, the Act and all amendments executed between the Grantee and Minnesota Housing.

Minnesota Housing reserves the right to:

- Alter or waive any of the requirements herein;
- Impose other and additional requirements; and
- Rescind or amend any or all materials effective as of the date of issue unless otherwise stated.

Minnesota Housing grants exceptions, alterations or revisions at its sole discretion. Grantees may request, in writing to Minnesota Housing, exceptions, alterations or revisions to this Manual.

In the case of a conflict between the Application for Funds and this Manual or the Grant Contract, this Manual or the Grant Contract control.

1.02 The Grant Contract

If a Grantee submits its Application for Funds to Minnesota Housing and is selected to receive Grant Funds through a Homeownership Capacity Award, Minnesota Housing and the Grantee will execute a Grant Contract outlining the legal relationship and responsibilities between the Grantee and Minnesota Housing.

1.03 Evidence of Misconduct Referred to Attorney General

Minnesota Housing will refer any evidence of fraud, misrepresentation or other misconduct in connection with the operation of the Program to the Minnesota Attorney General’s office for appropriate legal action.

Minnesota Housing may exercise all remedies available to it, both legal and equitable, to recover funds from the Grantee. This includes Grant Funds, together with all applicable administrative costs and other fees or commissions received by the Grantee in connection with the Grant Funds and for all attorney fees, legal expenses, court costs or other expenses incurred by Minnesota Housing in connection with the Grant Funds or recovery of such funds.

1.04 Unauthorized Compensation

The Grantee may receive fees approved in this Manual. However, the Grantee shall not receive or demand from any other party to the transaction:

- Kickbacks
- Commissions
- Other compensation

1.05 Termination of Grantee Participation

Minnesota Housing may terminate the participation of any Grantee under this Manual at any time and may preclude Grantee’s future eligibility for reasons included, but not limited to, nonconformance with:

- This Manual;
- The Grant Contract;
- The procedural manuals and agreements of other Minnesota Housing programs;
- The Application for Funds;
- Applicable state and federal laws, rules and regulations.

Minnesota Housing may impose remedies other than termination of the Grant Contract for Grantee nonperformance.

Grantee may request reinstatement into Minnesota Housing programs. The decision whether or not to reinstate a Grantee is at Minnesota Housing’s sole discretion.

1.06 Representations and Warranties

The Grantee agrees to comply with all applicable federal, state, and local laws, ordinances, regulations and orders.

1.07 Fair Housing

It is the policy of Minnesota Housing to affirmatively further fair housing in all its programs so that individuals of similar income levels have equal access to Minnesota Housing programs, regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, familial status, gender identity or sexual orientation. Minnesota Housing’s fair housing policy incorporates the requirements of the Fair Housing Act, Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendment Act of 1988, as well as the Minnesota Human Rights Act. Housing providers are expected to comply with the applicable statutes, regulations, and related policy guidance.

Chapter 2 – Fraud, Misuse of Funds, Conflict of Interest, Suspension, and Disclosure and Reporting

2.01 Fraud

Fraud is any intentionally deceptive action made for personal gain or to damage another.

Any person or entity (including its employees and affiliates) that enters into an agreement with Minnesota Housing and witnesses, discovers evidence of, receives a report from another source, or has other reasonable basis to suspect that fraud or embezzlement has occurred must immediately make a report through one of the ways described in section 2.05.

2.02 Misuse of Funds

A loan or grant agreement is a legal contract. The borrower or grantee promises to use the funds to engage in certain activities or procure certain goods or services while Minnesota Housing agrees to provide funds to the borrower or grantee to pay for those activities, goods or services. Regardless of the Minnesota Housing program or funding source, the borrower or grantee must use Minnesota Housing funds as agreed and the borrower or grantee must maintain appropriate documentation to prove that funds were used for the intended purpose(s).

A misuse of funds shall be deemed to have occurred when: (1) Minnesota Housing funds are not used as agreed by a borrower or grantee; or (2) A borrower or grantee cannot provide adequate documentation to establish that Minnesota Housing funds were used in accordance with the terms and conditions of the loan or grant agreement.

Any borrower or grantee (including its employees and affiliates) of Minnesota Housing funds that discovers evidence, receives a report from another source, or has other reasonable basis to suspect that a misuse of funds has occurred must immediately make a report through one of the ways described in section 2.05.

Borrowers and grantees referred to in this section are the Minnesota Housing contracting party. If applicable, third party recipients of funds, such as homebuyers, are bound by terms as detailed in the loan documents.

2.03 Conflict of Interest

A conflict of interest, actual, potential, or perceived, occurs when a person has an actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A potential or perceived conflict of interest exists even if no unethical, improper or illegal act results from it.

An individual conflict of interest is any situation in which one's judgment, actions or non-action could be interpreted to be influenced by something that would benefit them directly or through indirect gain to a friend, relative, acquaintance or business or organization with which they are involved.

Organizational conflicts of interest occur when:

- A contracting party is unable or potentially unable to render impartial assistance or advice to Minnesota Housing due to competing duties or loyalties
- A contracting party's objectivity in carrying out their responsibilities is or might be otherwise impaired due to competing duties or loyalties
- A contracting party has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors

Once made aware of a conflict of interest, Minnesota Housing will make a determination before disbursing any further funds or processing an award. Determinations could include:

- Revising the contracting party's responsibilities to mitigate the conflict
- Allowing the contracting party to create firewalls that mitigate the conflict
- Asking the contracting party to submit an organizational conflict of interest mitigation plan
- Terminating the contracting party's participation

Any person or entity (including its employees and affiliates) that enters into an agreement with Minnesota Housing must avoid and immediately disclose to Minnesota Housing any and all actual, perceived, or potential conflicts of interest through one of the ways described in section 2.05.

A contracting party should review its contract agreement and Request for Proposals (RFP) material, if applicable, for further requirements.

2.04 Suspension

By entering into any agreement with Minnesota Housing, a contracting party represents that the contracting party (including its employees or affiliates that will have direct control over the subject of the agreement) has not been suspended from doing business with Minnesota Housing. Please refer to Minnesota Housing's website for a list of [suspended individuals and organizations](#).

2.05 Disclosure and Reporting

Activities required to be reported under this chapter may be made in any of the following ways:

- Minnesota Housing's Chief Risk Officer
- Any member of Minnesota Housing's [Senior Leadership Team](#)
- The Minnesota Housing hotline reporting service vendor, EthicsPoint, by calling toll-free 866.886.1274 to speak with a live operator or by visiting the EthicsPoint reporting [webpage](#)

Chapter 3 – Grantee Requirements

3.01 Grantee and Staff Standards

The Grantee must certify that:

- It is either a nonprofit organization as defined in Minn. Stat. 462A.03 Subd. 22, as such may subsequently be amended, modified or replaced, or a political subdivision.
 - If a non-profit organization:
 - It also has a current 501(c)(3) determination letter from the Internal Revenue Service;
 - It is in good standing and authorized to do business in Minnesota.
- At least one staff person has obtained the Financial Capability Certification provided by NeighborWorks America®. A copy of the certification must be provided to Minnesota Housing no later than the effective date on the Grant Contract.
- It will have Program staff attend all required trainings, Grantee check-in meetings and one-on-one check-ins required by Minnesota Housing. Minnesota Housing will provide the date, time and location information.

3.02 Program Delivery

The Grantee must certify that:

- Homeownership Advisors will have no conflicts of interest due to involvement or other relationships with servicers, real estate agencies, mortgage lenders or other entities that may stand to benefit from Client home purchase decisions.
 - If a conflict exists, it must be fully disclosed to the Client on the Coaching Agreement/Disclosure Form. The Coaching Agreement/Disclosure Form must meet all the requirements outlined in the [Housing Counseling Grantee Disclosure & Privacy Act Notice](#).
- It will maintain a conflict of interest policy.
- It has offices and services that are accessible to people with disabilities, or has a referral list for Clients that need accessibility if Grantee’s building does not provide access.
- It has Homeownership Advisors fluent in the language potential Clients speak or will use translation services to ensure non-English speaking Clients can obtain Program services.
- If it charges fees to Clients for services obtained under the Program, the fees charged will be reasonable and allowable and be used only to pay for expenses that are not covered by Grant Funds.
 - If it charges fees to Clients, its fee policy must be provided to Minnesota Housing.
- It will not engage in exclusivity agreements with Clients seeking Program services or interested parties such as servicers or lenders. It will not engage in practices which exclude other Program Grantees from working with its Clients that willingly seek assistance from another Grantee.
- If it provides loan origination services, staff working in loan origination will not also provide services in any capacity under the Program and vice versa.
- It provides Program services for the duration of the Grant Contract year and beyond for any Clients still actively participating in Program services.

- If changes to the Program service delivery are anticipated, communication must be submitted to Minnesota Housing in writing, and Minnesota Housing reserves the right to accept or deny those changes, at its sole discretion.

3.03 Budget and Grant Funds Tracking

The Grantee must:

- Use generally accepted accounting principles in the maintenance of financial records.
- Track and keep record of Program income and expenses, as well as any Client Fees charged, separately from all other income and expenses. Maintain a separate budget for the Program with all Grant Funds to be used exclusively to fund Program-related expenses.
- Obtain pre-approval for all out-of-state travel. Contact the Authorized Representative referenced in the Grant Contract for further guidance and approval. Grantee must obtain proof of the approval and supporting documentation for expenses paid with the Grant Funds.
- Document and retain in the Grant Contract file any verbal quotes obtained as part of the contracting and bidding requirements outlined in the Grant Contract. Verbal quote documentation may include but is not limited to notes, invoices and emails. All verbal quotes obtained must include: date the quote was received; name and contact of vendor; amount for service(s) requested; service(s) included in the quote; and date range of the service(s), if applicable.

3.04 Data Privacy, Authorization and Disposal

See the Grant Contract for requirements.

3.05 File Documentation and Maintenance

The Grantee must maintain files with proper documentation and the files must be made available to Minnesota Housing upon request.

3.06 Records Retention

The Grantee must establish and follow a records retention policy in accordance with applicable laws that meets the minimum standards established in the Grant Contract.

3.07 Monitoring

Minnesota Housing reserves the right to make site visits, review Grantee's records and Client files and conduct quality control audits. Items requested must be made available to Minnesota Housing at the Grantee's office during regular business hours, or via remote submission, if so requested by Minnesota Housing.

Items that may be collected include but are not limited to:

- The complete Client file;
- Expense documentation (e.g., any and all books, records, invoices and receipts);
- Other Program-related documents and accounting procedures and practices relevant to the Grant Contract and this Manual.

Files are reviewed for:

- Program/policy compliance;
- Fraud or misrepresentation on the part of any party involved in the transaction.

3.08 Additional Requirements

The Grantee must certify that:

- It has the capacity to track, report and furnish Client level and aggregate data. Reporting must be done via the Data Collection System (DCS).
- It has, or will secure at its own expense, all personnel required for the performance of the Grant Contract.
- It remains liable for accounting and full repayment of all unexpended Grant Funds to Minnesota Housing once all Clients that enter the Program during the Grant Contract year have satisfied all reporting requirements.

Chapter 4 – Program Requirements

4.01 Eligible Households

Upon initial Client Intake as described by Grantees in their Application for Funds, a Household is eligible to receive Program services if they:

- Reside or intend to reside in Minnesota at the time of Intake;
- Have expressed an interest in obtaining homeownership or improving their homeownership situation as a primary household goal, have demonstrable barriers to achieving homeownership and a likely path to addressing such barriers. (Generally it is anticipated that households served will address barriers within three years of working with Grantee.);
- Have adequate income needed to support homeownership or will achieve adequate income through the support of Program services;
- Are willing to make a commitment to working with Grantee in a timeframe agreed upon by the Client and provider to increase Household financial empowerment and the probability of successful homeownership through both Financial Education and Coaching;
- Agree to take comprehensive homebuyer education services (i.e., Home Stretch, Framework, Realizing the American Dream) if they decide to pursue homeownership.

4.02 Eligible Activities

There are three categories of eligible activities:

- Financial Education
- Financial Coaching
- Post-Completion

Financial Education

Financial Education builds financial skills and knowledge in Clients. Financial Education may be offered in person, by phone or online.

Financial Coaching

One-on-one Financial Coaching is a requirement for all Clients receiving Program services. Coaching must be available to Clients in person or by phone and focus on behavioral change.

The following topics must be covered in Financial Education, Financial Coaching, or both and include but are not limited to:

- Asset building
- Credit report education
- Development of spending plans, including discussions of financial best practices and pitfalls
- Consumer protection training and education

- Other financial empowerment services could include or be referred for the following, as applicable:
 - Workforce development
 - Technology training
 - Entrepreneurship opportunities
 - Career development
 - Educational opportunities
 - Community responsibility of homeownership

Post-Completion

Post-Completion services must include educational opportunities specific to post home purchase (i.e., home maintenance basics, home insurance coverage, etc.) as well as continued one-on-one Financial Coaching for all Clients regardless of the Outcome. These services must be available to Clients in person or by phone.

Descriptions outlining the Client’s progress through the Program are in Chapter 4 and documentation and reporting requirements are in Chapter 5.

4.03 Eligible Use of Funds

For any Client receiving Program services, all file documentation and reporting requirements must be followed according to the Program requirements.

Grantee may use the Grant Funds to provide administrative support or support for activities specific to the Program. Costs associated with Program services can include:

- Salaries for those providing Program services or in a Program support or oversight role
- Consultant or professional fees
- Credit reports (soft pull reports only)
- Rent for classroom to provide Financial Education
- Marketing materials
- Education materials
- Staff development/training
- Office supplies
- Travel
- Equipment
- Printing/Copying
- Telephone/Fax
- Postage
- Rent and utilities
- Indirect costs (may only be included if not represented elsewhere in the budget and must include an explanation of how indirect costs were calculated)

Grantee may use the Grant Funds to provide administrative support or support for activities specific to the Program.

Grant Funds may only be used to cover the cost to serve the Client. Clients may not be served under the Program if the funds received from all sources to serve the Client exceed the cost to serve the Client.

The Grant Funds received are for Clients that enter into the Program during the Program Year. The Grant Funds must cover costs to serve the Client through their entire participation in the Program including collection and reporting of Outcome data (see Chapter 5 for further details). Grantee must report on Clients for up to one year after Program Completion or until an Outcome is collected and reported, even if this activity occurs after the Program Year that they began receiving Program services. If funding is available in subsequent years, all funding requests must be for new Clients that will enter into the Program with an Intake date within that Program Year.

Grantee may carry over a reasonable amount of Grant Funds to cover Program expenses for Clients that start receiving services during the Program Year, and still require Program services or reporting after the Program Year has ended. Grantee must continue to report on the use of these remaining Grant funds until they have been fully expended, even if that is beyond the current Program Year.

4.04 Ineligible Use of Funds

Grant Funds cannot be used:

- For borrower financial incentives (e.g., down payment assistance, gift cards, loans of any kind);
- To cover all of a Grantee's indirect costs;
- To pay for a Client previously served under the Program that are less than six months from the "Client Stopped Communication" date.
- If the Client was listed as "Client Stopped Communication" (as described in 4.05) under the Program at any time and wishes to start receiving Program services again at least six months after the date listed for "Client Stopped Communication," the Grantee may consider that Client as a new Client and enter them as such in the Data Collection System (DCS).

Chapter 5 – Coaching Activities

The following must be followed by all Grantees. The descriptions below outline the Client’s progress through the Program. The lists of Client file and reporting requirements for each phase are in Chapter 5. There are four phases with the option to enter a Client as “stopped communication” at any point after Intake:

- Intake
- Annual after Intake
- Program Completion
- Outcome

Program services are to be provided until the Client reaches Program Completion and for up to one year after Program Completion. This may go beyond the Program Year identified in the Grant Contract.

5.01 Intake

The Grantee determines that the Client has met all of the requirements outlined in 3.01. The Client completes the Intake process with the Grantee for participation in the Program.

5.02 Annual after Intake

The Grantee conducts follow up with Clients on a more frequent basis, but collects Client progress data annually from the date of Intake.

5.03 Program Completion

Once the Client and Homeownership Advisor determined that all identified barriers to homeownership have been addressed, Clients will either:

- Pursue homeownership
- Not pursue homeownership within the next 9+ months

If the Client is pursuing homeownership, they are referred to pre-purchase homebuyer education and counseling.

Program Completion can occur any time after Intake.

5.04 Outcome

Grantee collects Outcome data within one year from the Program Completion date.

If the Client is pursuing homeownership at Program Completion, the Homeownership Advisor must continue to engage with the Client for up to one year after Program Completion or until one of the following Outcomes occur for the Client:

- Purchases a home
- Decides to no longer pursue homeownership
- Still pursuing homeownership one year after Program Completion

5.05 Client Stopped Communication

At any point after Intake, a Client may be entered as “Client Stopped Communication.” This option should only be selected once the Homeownership Advisor has made at least two documented attempts (which should be noted in the case notes) to reach the Client after no communication with the Client for at least six months. The two attempts must be within 30 days and may be by phone, email or mail. Refer to 3.04 for direction regarding Clients that re-engage more than six months after the “Client Stopped Communication” date. If the Client re-engages less than 6 months after the “Client Stopped Communication” date, the Grantee must contact Minnesota Housing to remove the “Client Stopped Communication” status in the Data Collection System (DCS) so the Grantee can continue to report in the existing Client file.

Chapter 6 – Documentation, Reporting and Standards and Measures

6.01 Client File and Data Collection System (DCS) Requirements

Grantee agrees to:

- Track and report Client progress and Outcomes in the DCS at Intake, a minimum of every year after Intake into the Program (aka Annual), at Program Completion (includes the Client Survey) and the Outcome.
 - All Client data must be reported on an annual basis from the last reported date in the DCS. Subsequent data updates may be Annual, Program Completion, Outcome or Client Stopped Communication and will depend on the Client’s progress.
 - Annual and Program Completion data must be collected within 30 days of the required reporting date. If the data is older than 30 days, new data will need to be collected, retained in the Client file and used for reporting in the DCS.
 - Satisfy all reporting requirements for Clients from any Program Year that have not exited the Program as of the start of the current Program Year. Reporting requirements outlined in this Manual should be followed for all Clients, including those from previous Program Years. Satisfaction of Client reporting includes completion of the Outcome or Client Stopped Communication option in the DCS.
- Support data reported in the DCS with documentation retained in the Client file. Grantees are not required to use the forms provided by Minnesota Housing (referenced below) but must meet the Client file documentation requirements should they choose to use their own forms.
- Follow the requirements identified in the [Homeownership Capacity Data Collection System User Guide](#).
- Submit data in the DCS following the reporting period and due dates outlined in the Reporting Schedule (exhibit to the Grant Contract).

Further information is in the [Client File and DCS Reporting Chart](#) and [DCS Reporting – Intake, Annual, Program Completion](#) documents.

6.02 Required Documentation: What, Where and How to Submit

Coaching Agreement/Disclosure Form and Combined Privacy Act Notice/Tennessee Warning

When: Intake

Where: Client file

How:

- Provide the Client with the Coaching Agreement/Disclosure Form and Combined Privacy Act Notice/Tennessee Warning at Intake;
- Document by signature that the forms were provided;
- Provide copies of the forms to the Client.

A Client cannot be served or reported under the Program until the signature requirements are met and the forms are retained in the Client file.

Resources: Further requirements and sample forms can be found in the [Housing Counseling Grantee Disclosure and Privacy Act Notice](#).

Intake, Annual Reporting and Program Completion Data

When: Intake, Annual, Program Completion

Where: Client file, DCS

How: See the [DCS Reporting – Intake, Annual, Program Completion](#) chart for DCS reporting requirements. Grantees must support what is reported in the DCS at each phase with documentation in the Client file. This may include but is not limited to Intake forms, budgets, bank statements, pay stubs, etc.

Resources: Grantees may use the [Spending Plan](#) available on Minnesota Housing’s website.

Credit Report

When: Intake, Annual, Program Completion

Where: Client file, DCS

How: The credit report must be a soft pull report pulled at Intake, at each Annual check in and at Program Completion. The credit reports must be from Equifax, Transunion and/or Experian. Copies of all credit reports used for DCS reporting must be retained in the Client file.

See the [DCS Reporting – Intake, Annual, Program Completion](#) chart for details specific to reporting Client credit scores.

Action Plan

When: Intake, Program Completion

Where: Client file

How: The Homeownership Advisor will provide the Client with:

- An Action Plan at Intake and at Program Completion. It can be provided on a more frequent basis at the discretion of the Homeownership Advisor.
 - The Action Plan at Intake will include a summary of items the Client will work on during their involvement in the Program.
 - The Action Plan at Program Completion must include the following, at a minimum:
 - Offering one-on-one budget counseling in addition to other services that continue to be available to the Client (e.g., job coaching, Post-Completion classes).
 - If the Client decides to pursue homeownership, the Homeownership Advisor will refer Clients to pre-purchase homebuyer education and counseling as evidenced by the Program Completion Action Plan. This ensures Clients are aware of all available resources to obtain homeownership.
 - All other items included in the both the Intake and Program Completion Action Plans are at the discretion of the Homeownership Advisor.
- A copy of both the Intake and Program Completion Action Plans. A copy must be retained in the Client file.

Resources: Grantees may use the [Action Plan](#) available on Minnesota Housing’s website.

Client Survey

When: Program Completion

Where: Client file, DCS

How: At Program Completion, the Homeownership Advisor will ask the Client complete the questions contained in the Client Survey. A copy of the Client Survey questions and Client responses must be retained in the Client file. Grantees are required to report in the DCS the responses to the statements contained in the Client Survey.

Resources: Grantees may use the [Client Survey](#) available on Minnesota Housing’s website.

Outcome

When: Up to one year following Program Completion date

Where: Client file, DCS

How: The Homeownership Advisor will obtain further information to one of the three following Outcomes for all Clients that reach Program Completion:

- Purchased a Home
- Client Decided not to Purchase
- Still Pursuing Homeownership

A copy of the Outcome questions and Client responses must be retained in the Client file and report in the DCS. There are no additional Client reporting requirements once an Outcome is reported for the Client.

Resources: Grantees may use the [Outcome Data Form](#) available on Minnesota Housing’s website.

Client Stopped Communication

When: Any time after Intake that the Client has not communicated with their Homeownership Advisor for at least six months from their last communication date

Where: Client file, DCS

How: The Homeownership Advisor can close the Client as “Client Stopped Communication” after they have made at least two documented attempts within 30 days to reach the Client. Attempts can be made by phone, email or mail with each attempt documented in the case notes.

The Homeownership Advisor will be asked to verify in the DCS the following:

- If the Client stopped communication;
- If the Homeownership Advisor made at least two documented attempts within one month to reach the Client after no communication with the Client for at least six months.

There are no additional reporting requirements if the Client is entered as “Client Stopped Communication.”

Case Notes

When: Throughout participation in the Program

Where: Client file

How: The Homeownership Advisor will maintain case notes on each Client, including a summary of all interactions with the Client.

Expenditure Report

When: The reporting period and due dates can be found in the Reporting Schedule (exhibit to the Grant Contract).

Where: Determined by Minnesota Housing

How: Applicants are asked to provide a proposed budget for the Grant Funds in their Application for Funds. If an applicant is awarded Grant Funds, they are asked to provide a revised budget based off the Homeownership Capacity Award. Grantees are required to report on income, expenditures and leverage following the reporting format provided by Minnesota Housing.

Resources: See the [Expenditure Report](#).

Narrative Report

When: The reporting period and due dates can be found in the Reporting Schedule (exhibit to the Grant Contract).

Where: Determined by Minnesota Housing

How: Grantees are required to respond to questions related to the Program according to the due dates identified in the Reporting Schedule. Those questions may include but are not limited to the following:

- Describe the Post-Completion services that your organization has provided over the last six months. Please be specific about the topics covered and the way that it was delivered (i.e., classroom, one-on-one, etc.).
 - Indicate the number of Clients that participated in each of the following Post-Completion services:
 - Classroom
 - One-on-one
- Identify what is and is not working under the Program. Items may include Program requirements, reporting, Client engagement, outreach, etc.
- What can Minnesota Housing do to help you improve Program services (i.e., training, technical assistance, etc.)?
- Share a Homeownership Capacity Program success story.
- Report the number of phone calls and appointments from Minnesota Housing referral partner relationships (i.e., CommonBond).

6.03 Standards and Measures

Grantees will be measured against the Program results outlined in the [Standards and Measures](#) .

Chapter 7 – Grant Funds

7.01 Disbursement Schedule

See the Disbursement Schedule (exhibit to the Grant Contract) for details.

7.02 Incentive Funds

The Incentive Fund provides additional funding for Grantees who have met their original households served goals. Grantee may apply for the Incentive Fund if available during the Program Year. Eligibility criteria are outlined in the [Incentive Fund Application Form](#).

Appendix A: Definitions

TERM	DEFINITION
Act	Minnesota State Statutes Section 462A.209.
Annual	Described in 5.02
Application for Funds	The application for funds prepared by a Grantee and submitted in response to the Request for Proposal (RFP) as accepted electronically by Minnesota Housing including conditions, restrictions, or limitations contained in the Grant Contract.
Client	An Individual(s) receiving Program services.
Client Fee(s)	A specified amount of money paid by the Client to the Grantee to receive Program services.
Client Stopped Communication	Described in 5.05
Data Collection System (DCS)	The web-based data reporting tool required for use by Grantees.
Financial Coaching	Described in 4.02
Financial Education	Described in 4.02
Grant Contract	A legal contract executed between Minnesota Housing to a Grantee.
Grant Funds	The funds that Minnesota Housing reserves and makes available to the Grantee for eligible activities under the Grant Contract.
Grantee(s)	A nonprofit or a governmental entity recipient of funds awarded under the Program and with which Minnesota Housing, in its sole discretion, enters into a Grant Contract for local administration of the Program.
Homeownership Advisor	An Individual providing Program services on behalf of the Grantee.
Homeownership Capacity Award	Grant Funds awarded to a Grantee by Minnesota Housing for a specific purpose and governed by a Grant Contract.
Incentive Fund	Grant Funds set aside for Grantees who exceed the original goal stated in the Grant Contract and have additional Clients that could be served in the Program Year.
Intake	Described in 4.01 and 5.01
Manual	The Homeownership Capacity Program Manual.
Minnesota Housing	Grantor of Grant Funds.
Outcome	Described in 5.04
Post-Completion	Described in 4.02
Program	The Homeownership Capacity program.
Program Completion	Described in 5.03
Program Year	A period of time identified in the Grant Contract.
Request for Proposal (RFP)	The process by which the Single Family Division of Minnesota Housing solicits Grantee Applications for Funding under the Program.

Appendix B: Forms List

The forms listed below are available on [Minnesota Housing’s Homeownership Capacity webpage](#).

[Action Plan](#)

[Client File and DCS Reporting Chart](#)

[Client Survey](#)

[Data Collection System \(DCS\) User Guide](#)

[DCS Reporting - Intake, Annual, Program Completion](#)

[Expenditure Report](#)

[Housing Counseling Grantee Disclosure & Privacy Act Notice](#)

[Incentive Fund Application Form](#)

[Outcome](#)

[Spending Plan](#)

[Standards and Measures](#)