



Homework Starts with Home Program Request for Proposals (RFP)

Application Instructions

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

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

Application deadline: Wednesday, March 29, 2023, at 4:30 p.m. Central Time

Overview

Minnesota Housing is now accepting applications for the Homework Starts with Home (HSWH) Program Request for Proposals (RFP). This program operates in accordance to [Minn. Stat. 462A.204](#) and [Minn. Stat. 462A.201](#).

HSWH is a grant program focused on addressing homelessness among students and their families. A study conducted by public and charter schools across Minnesota identified 7,235 students who were experiencing homelessness on October 1, 2021. The students attended 1,077 schools and educational programs statewide, spanning 289 school districts and 77 counties.

Homelessness disproportionately impacts certain populations, such as Black and other students of color; Indigenous students; students with disabilities; and LGBTQ+ young people. Early 2022 Point in Time (PIT) Count data indicates that the number of people in families and unaccompanied youth experiencing homelessness declined by 10% between the 2020 and 2022 counts; however, the HMIS [MN Dashboard](#) indicates the number of families in emergency shelter has been increasing statewide since April 2021.

The HSWH program supports the [Minnesota Interagency Council on Homelessness](#) efforts to **prevent** homelessness whenever possible, and if homelessness does occur, to help ensure that it is **rare, brief, and nonrecurring**. The intended outcomes for the HSWH program are:

1. Reduce the number of students who become homeless for the first time (*Prevent*)
2. Reduce the number of students who experience homelessness (*Rare*)
3. Reduce the length of time that students and their families experience homelessness (*Brief*)
4. Reducing the number of students who return to homelessness (*One-time*)
5. Increase equitable outcomes for households who are disparately impacted by homelessness (*Equity*)

6. Improving school attendance and academic achievement among students who have experienced or who are at imminent risk of homelessness

This program also supports Minnesota Housing’s [Strategic Priority](#) to Support People Needing Services by preventing and ending homelessness.

Available Funding

Grant funds that are available under this RFP include up to \$3.5 million from two funding sources, Housing Trust Fund (HTF) program rental assistance and Family Homeless Prevention and Assistance Program (FHPAP) funds, which can be requested through this single application. Minnesota Housing anticipates selecting between three and five applications for this funding opportunity, depending upon the level of financial support requested. Funding is contingent upon legislative approval or program appropriations and may increase or decrease.

The proposed program will begin on Sunday, October 1, 2023. Applicants will be able to request a contract term of 24 or 48 months, which means the grant term will end on either Tuesday, September 30, 2025, or Thursday, September 30, 2027. All activities must be completed by the end of the contract term chosen, and no costs incurred after this date will be eligible for payment under this RFP. Minnesota Housing anticipates that a subsequent RFP for HSWH will be issued in 2026, and every two years thereafter, contingent on continued funding from the Minnesota Legislature.

Minnesota Housing does not anticipate that a grant award will be sufficient to meet all community needs related to homelessness and housing instability. In addition, Minnesota Housing recognizes that applicants are uniquely positioned to identify the most impactful and strategic uses of these resources to leverage other local funds, resources, and opportunities. Applicants are encouraged but not required to identify additional local resources (including existing programs, capacity, or financial resources) that will be leveraged through their proposed program.

Eligible Grantees

Minnesota Housing believes that effective local responses to student housing instability and homelessness require additional capacity as well as intentional coordination among all available resources. Schools and school districts; local, county, and Tribal governments; housing agencies; philanthropic and community-based organizations; faith-based organizations; associations and trade groups; the business sector; and other partners all have roles to play in ending student homelessness. This RFP specifically requests collaborative responses from multiple organizations or entities operating within the same geographic area, each of which are named as collaborators on a single application. For responses from local, county, or Tribal governments, the expectation for collaborative applications can be satisfied by demonstrating participation of multiple government units (for example, an economic assistance department and a housing agency) with distinct responsibilities involved in supporting students and families facing homelessness, even if the participating units are themselves part of a single government entity. Other than this exception for government entities that involve multiple

units, **responses from individual organizations or entities will not be accepted.** Regardless, a participating school must also be included as a collaborative partner.

Each member of the collaborative response must have a clearly defined role described in the application. There is no limit on the number of collaborative partners identified in an application. Depending on what funding is requested in the application, the application must define at least three and up to six specific roles and include an Applicant.

Roles are defined as follows:

- **Role 1: Applicant.** Every application should identify the applicant who will be the entity responsible for signing and submitting the application, communicating and coordinating with all local collaborators, and serving as the primary point of contact. The applicant must be an eligible applicant under HTF or FHPAP (refer to roles 4 and 5, below).
- **Role 2: Participating School.** Every application must identify one or more Participating Schools. Participating Schools must include one or more public, charter, or Tribal schools. Participating Schools may also include private schools, but only when the application also includes public, charter, or Tribal schools. Because the intent of HSWH is to leverage the ability of schools to identify students facing housing crises earlier than other systems typically can, the role of the Participating School(s) should be defined to support this critical function. All Participating Schools must commit to fully satisfying the requirements for public schools as stated in the McKinney Vento Homeless Assistance Act. In addition, information about the number of homeless students identified and reported under the McKinney-Vento Homeless Assistance Act will be reviewed as the primary basis for estimating the need that the applicant’s proposal can address. Participating Schools may be designated by name of individual schools, by school district (if all schools in a district will participate), or as any combination of schools and districts, as appropriate.
- **Role 3: Participating Local Government Entity.** Every application must identify one or more Participating Local Government Entities responsible for connecting families and students experiencing homelessness with programs and services for which they are eligible. Participating Local Government Entities may include county, Tribal, municipal, or regional governments, or public housing agencies, which are responsible for one or more “mainstream” housing, human services, or economic assistance program that can serve people facing housing crises. Mainstream programs are those not explicitly or exclusively intended for people experiencing homelessness, but which can be critical in helping people facing housing crises to connect with and maintain stable housing. Lists of [county and Tribal human services agencies](#) and [public housing agencies](#) are available online.
- **Role 4: HTF Administrator.** If the application proposes using HTF resources, it must designate one (or in exceptional circumstances, more than one) HTF Administrator responsible for receiving, managing, distributing, and accounting for HTF funds, as part of the local collaboration. The HTF Administrator must be a current HTF Administrator in good standing with Minnesota Housing and must have the demonstrated capacity to deliver rental assistance effectively and efficiently. [A list of all current HTF Administrators is available online from](#)

[Minnesota Housing](#). If you do not have an HTF Administrator in your region, contact Deran Cadotte at Minnesota Housing at 651.297.5230 or deran.cadotte@state.mn.us to explore options. The HTF Administrator bears the responsibility to demonstrate expectations of the Grant Contract Agreement between the HTF Administrator and Minnesota Housing are met.

- **Role 5: FHPAP Grantee.** If the application proposes using FHPAP resources, the application must designate an FHPAP Grantee. The FHPAP Grantee will be responsible for receiving, managing, distributing, and accounting for FHPAP funds, as part of the local collaboration. Within the seven-county Twin Cities metropolitan area, only county governments or collaborations of county governments are eligible to serve as the FHPAP Grantee. In Greater Minnesota, the FHPAP Grantee could be a county, a group of contiguous counties jointly acting together, a Tribe, a group of Tribes, or a community-based nonprofit organization with a sponsoring resolution from each of the county boards of the counties located within its operating jurisdiction, as per [Minn. Stat. §462A.204](#). An FHPAP Grantee may also designate a subgrantee who will carry out program activities. An enforceable agreement (for example, a contract delineating expectations and accountability) between the eligible FHPAP Grantee and their designated subgrantee(s) is required for an FHPAP Grantee to subcontract with another provider. The FHPAP Grantee bears the responsibility to demonstrate that expectations of the Grant Contract Agreement between the FHPAP Grantee and Minnesota Housing are met.
- **Role 6: Landlord or Owner (optional).** If the program is working with specific landlords or owners who are fully participating as a partner in HSWH, they could be included in the memorandum of understanding (MOU) as further described below; however, this is not required.

This list of roles is not intended to be exhaustive. Applicants are encouraged to identify explicit roles for other entities that can play a critical role in identifying and supporting homeless students and their families, including Continuum of Care (CoC) organizations, public housing agencies, or others. The applicant must submit a draft MOU that outlines the roles of each of these parties and must include:

- Identification of the collaborative partners, which, at a minimum, must include an HTF Administrator and/or FHPAP Grantee, participating school and participating local government entity, as well as any FHPAP subgrantees.
- The roles and responsibilities of each collaborative partner
- A description of how collaboration and communication will take place during the grant term, including but not limited to:
 - Regular meetings that will be scheduled between the collaborative partners
 - Identification of governance structure
 - Monitoring and oversight
- The shared eligibility criteria and any additional eligibility criteria required by each partner
- Identification of the entity or entities responsible for Homeless Management Information System (HMIS) data entry

- Identification of the entity responsible for reporting expenditures, households served, and annual narrative reports that are to be submitted in the approved Minnesota Housing format
- A signed version of the MOU should not be submitted as part of the application because modifications may be required during the due diligence phase, if awarded funds.

Definitions and Eligible Uses

Eligible, potential populations under HSWH include two overlapping groups of people who are **homeless or at imminent risk of homelessness**: (a) families with children eligible for a pre-Kindergarten through grade 12 academic program, and (b) youth (with or without children of their own) who are eligible for an academic program through grade 12 and who are without their parent or guardian and who are facing housing instability. It is expected that this program will reach students who are disproportionately impacted by homelessness such as Black students, students of color, Indigenous students, students with disabilities, and LGBTQ+ young people. The program also places special emphasis on serving people experiencing homelessness and who are unsheltered, staying outside, or are in places not meant for habitation.

For the purposes of HSWH, **homeless** is defined as anyone without a fixed, regular, and adequate nighttime residence according to the McKinney-Vento Homeless Assistance Act Subtitle VII-B (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act). For more information about this definition, refer to the U. S. Department of Education’s [National Center on Homeless Education](#).

For the purposes of HSWH, **at imminent risk of homelessness** is defined as household with income at or below 200% of [federal poverty guidelines](#) that is either:

- Living in substandard or overcrowded housing, defined as housing that does not meet the [Emergency Solutions Grant Minimum Habitability Standards](#) established by the U. S. Department of Housing and Urban Development (HUD);
- Living with a person who engages in domestic violence or needs housing to escape domestic violence;
- Severely cost burdened, with 50% or more of household income going to housing; or
- Otherwise faced with a documented situation or set of circumstances that is likely to cause the household to become homeless in the immediate future.

The allowable purposes for each funding source are as follows:

Housing Trust Fund (HTF) resources may be used to pay for rental assistance. While HTF programs typically operate for a fixed duration (a given number of years of rental assistance for all participants in a program) with rental assistance determined on a percentage-of-income basis (for example, participants pay 30% of their income toward rent, with the rental assistance covering the difference up to a defined rent payment standard), the program offers flexibility in how HTF Administrators may deliver rental assistance to participants. This flexibility includes how rental assistance amounts are calculated, the duration of rental assistance offered, and how rental assistance is adjusted throughout

the duration of a participant’s enrollment in the program. Minnesota Housing encourages respondents to think creatively about how this resource can best support the goals of HWSH and the preliminary practice model described below. Administrative fees will be determined based on the applicant’s budget. Read more about [HTF](#).

Family Homeless Prevention and Assistance Program (FHPAP) resources are intended to stabilize families in their existing homes, shorten the amount of time that families stay in emergency shelters, and assist families with securing transitional or permanent affordable housing throughout the FHPAP Grantee’s area of operation. Funds are designed to be temporary and may be used for a broad range of purposes to promote housing stability and prevent or end homelessness, including supportive services, direct financial assistance, and administration. In addition, FHPAP Grantees under HSWH have an exemption from the statutory requirement for an advisory committee normally required under the program, as described in [Minn. Stat. §462A.204](#). No more than 10% of awarded funds can be used for administrative expenses. Travel costs must be clearly identified in a separate line item in the budget. Read more about [FHPAP](#).

Table 1: Eligible Expenses

Housing Trust Fund	Family Homeless Prevention and Assistance
<p><u>Direct Financial Assistance:</u></p> <ul style="list-style-type: none"> • Temporary rental assistance • Security deposits • Damage claims and/or vacancy payments • Rental application fees • Utility connection fees • Utility arrearages 	<p><u>Direct Financial Assistance:</u></p> <ul style="list-style-type: none"> • Rent payment assistance, including the following: <ul style="list-style-type: none"> ○ Unpaid rent owed to a previous landlord is eligible if payment will result in housing attainment. Grantees and subgrantees must receive a written guarantee from the landlord that will accept the household prior to submission of payment to the previous landlord. ○ Households receiving ongoing rental assistance, such as Project-based Section 8, may receive rental assistance; however, only the household rent portion is eligible. If the household need is due to a decrease in income and the household did not contact the landlord/property manager to have their rent portion adjusted, grantee or subgrantee program staff should assist them in doing so. • Late fees are eligible if the tenant and landlord agreed upon this in writing; however, it is important to note that late fees cannot exceed the amount outlined in Minnesota Statute Section 504B.177 • Mortgage payment assistance, including eligible late fees, which are generally 4 – 5% and vary by lender. The authorized percentage is provided on the

Housing Trust Fund	Family Homeless Prevention and Assistance
	<p>homeowner’s Note.</p> <ul style="list-style-type: none"> • Rental deposit assistance, including up to three times the amount of the monthly household rent portion, if doing so will result in a household with rental barriers obtaining housing • Rental application fees • Utility bill payment assistance, including deposits for utilities such as gas and electric, and prepayments for propane and wood • Transportation expense assistance, e.g., bus tokens, gas cards, cash assistance for car repairs, that result in a household achieving permanent housing • Vital documents such as payment for an identification to obtain employment or a social security card to apply for housing • Moving assistance (costs for household to move to new unit without a day of homelessness or to move a household experiencing homelessness into a new unit) • Furniture/household supplies (costs for households moving into a new unit who do not have furniture or household supplies)
<p><u>Administration:</u></p> <ul style="list-style-type: none"> • Fixed administrative fee 	<p><u>Administration:</u></p> <ul style="list-style-type: none"> • Salaries/wages/fringe benefits of staff responsible for program oversight (HMIS data staff can be included in either administration or supportive services, depending upon who is responsible for data entry) • Travel • Supplies, copies, postage • Training • Phone, computer, internet • Office space/utilities • Household stipends, including transportation assistance for persons with lived experience who are involved in planning, design and evaluation of FHPAP activities • Information technology support • Human Resources

Housing Trust Fund	Family Homeless Prevention and Assistance
	<ul style="list-style-type: none"> • Audit, insurance, accounting • Cost to use digital or electronic signatures <p><u>Supportive Services:</u></p> <ul style="list-style-type: none"> • Salary, wages, and fringe benefits of staff working directly with households; this includes management staff who spend part of their time working directly with households (the full-time equivalent [FTE] should be proportional). Time spent conducting supervision may be included but must not exceed the proportion funded by FHPAP. • Mileage • Supplies, copies, postage directly related to the program • Training • Office space/utilities* • Phone, computer, internet • Homeless Management Information System (HMIS) license • Other staffing expenses directly related to the program, which must be approved in writing by Minnesota Housing and approved at its sole discretion

*If these expenses are billed to FHPAP, they must be prorated and cannot exceed the staffing full-time equivalent (FTE). An exception to this requirement is if staff are employed at an agency part-time and 100% of their time is dedicated to FHPAP (they do not work in another program). In such circumstances, FHPAP may be used to pay for the full cost as long as those costs are identified in the approved budget.

Program Expectations

The following program expectations will apply to all grantees:

Collaborations/Partnerships

Due to the cooperative nature of this program, the expectation is that all entities identified as collaborative partners will be engaged in the implementation of the HSWH program throughout the grant term. The roles and responsibilities outlined in MOUs are to be reviewed regularly, with each partner meeting the terms and conditions outlined.

The following administrative requirements will apply to grantees:

Administrative Requirements

- Enter into formal agreements with subgrantees
- Participate in quarterly and annual grantee meetings
- Collect data in HMIS to help ensure progress toward the following 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*)
 - **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
- Submit quarterly expenditure and output reports (FHPAP funds will be disbursed in advance on a quarterly basis)
- Submit monthly HTF reimbursements requests, if applicable (HTF funds will be reimbursed on a monthly basis).
- Submit annual narrative and outcome reports (combined report for both HTF and FHPAP funding sources)
- Monitor and evaluate grantee and subgrantee on at least an annual basis
- Participate in state monitoring and financial reconciliation annually
- Maintain and retain financial and client records for a minimum of six years after the Grant Contract Agreement has ended that document the use of all HSWH program funds
- Rental assistance administration (HTF) responsibilities also include:
 - Recruit landlords
 - Landlord recruitment, including outreach to an organization's network of existing landlords
 - Attaining ongoing communication with landlords to engage, maintain a positive relationship with, and mitigate any issues that may arise
 - Keeping an active list of subsidized housing waiting list openings, including project-based
 - Recruit and determine eligibility of participants

- Conduct verification, interim (if/when necessary) and annual recertification of participant income
- Housing quality standards (HQS) inspection: Ensure quality of the assisted unit
- Create, implement, and assess Participant transition plans
- Payment/accounting
 - Paying rental subsidies directly to owners or management agents in a timely manner
 - Invoicing Minnesota Housing for rental subsidies repayment

Coordinated Entry and Client Assessment

Because funds are limited, it is the expectation that applicants will utilize assessment processes and tools to target funds to households with the greatest need.

Currently, Coordinated Entry (CE) systems vary in their capacity to address all homeless populations; however, at a minimum, households who meet the HUD [definition of homeless](#) are assessed using the homeless assessment tool through CE systems that can be found across the state. For people who are not assessed through CE or who are at imminent risk of homelessness, Minnesota Housing expects the household be assessed using the Minnesota FHPAP Homelessness Prevention Assessment Tool (M-PAT). This may or may not occur in conjunction with an applicant’s local CoC region or CE process.

Equity

This funding opportunity is intended to benefit students experiencing homelessness. As noted earlier, specific groups of students are overrepresented among this population, including Black students, students of color, Indigenous students, students with disabilities, LGBTQ+ young people.

Minnesota Housing will review applications to assess the capacity of the collaboration to identify the students and families disproportionately represented among students and families experiencing housing instability or homelessness within their proposed service areas, and to implement clear, appropriate, and assertive strategies for engaging these students and serving them effectively. For example, collaborations are encouraged to include partnerships with community and/or culturally rooted organizations, associations, and institutions that are connected to students and families disproportionately represented among people experiencing homelessness, and to define clear roles for these entities that promote effective identification and service delivery for overrepresented groups of students and families.

Once awarded funding, grantees will be required to monitor the effectiveness of achieving successful outcomes for households disproportionately represented among those experiencing homelessness. Data for the six measures listed under Administrative Requirements (Program Expectations section) on a previous page of these instructions will be collected using HMIS and will be available as part of the grantee’s core report. Grantees will be expected to report on the six measures identified under Program Expectations, looking for any disparities and identifying specific strategies to address disparities throughout the funding term.

In addition, applicants are strongly encouraged to implement specific strategies that promote staffing and program models representative of and responsive to the populations to be served, particularly students and families overrepresented among people experiencing homelessness.

Review Criteria

This RFP is a competitive application process. Applications will be reviewed and scored by a committee comprised of Minnesota Housing staff, members of other state agencies, including the Minnesota Interagency Council on Homelessness, and community reviewers to determine selections and funding recommendations. Recommendations will be presented to the Minnesota Housing board for approval. The award decisions of Minnesota Housing are final and not subject to appeal.

Proposals will be evaluated based on the following:

The following **threshold criteria** must be satisfied for an application to be considered:

- The application identifies the specific entities that are eligible to serve in their assigned role for all required roles listed above.
- The application includes all required application checklist items and is submitted by the published deadline via the submission method noted below.

The following **competitive criteria** will be used to score applications that satisfy the threshold criteria. The table highlights the points for each application category as well as performance:

Table 2: Application Scoring Criteria

Category	Criteria	Maximum Score
<p>A. Project Design</p>	<p>Applicant identified data sources and provided an analysis that clearly describes a significant need in the Participating School(s)</p> <p>Project description will address the needs identified.</p> <p>Role of the provider and role of the client are clearly described and are reasonable.</p> <p>Applicant fully describes household transition plans by the end of program participation or contract term end.</p>	<p>25 points</p>
<p>B. Equity</p>	<p>Tribal Nations/group of Tribal Nations (will receive automatic points for this section)</p> <p>Applicant has exceptional plan to include persons with lived expertise in their project.</p> <p>Applicant demonstrates ability to serve vulnerable households with</p>	<p>30 points</p>

Category	Criteria	Maximum Score
	<p>patience and empathy.</p> <p>The applicant and its partners reflect the households projected to be served.</p>	
C. Capacity	<p>Applicant describes concrete examples that demonstrate their ability to successfully carry out the project</p> <p>Applicant has a robust language translation plan.</p> <p>Application demonstrates the capacity or experience to provide technical assistance to subgrantees including sensitivity to cultural needs, identifies roles and responsibilities of the grantee and how non-performance will be addressed.</p> <p>Collaborative roles and responsibilities are clearly defined in MOU.</p>	30 points
D. Budget	<p>The budget appears reasonable and FHPAP administrative costs are reasonable.</p> <p>The narrative clearly justifies the Applicant's budget and ability to manage the rate of expenditures through the duration of the grant period.</p>	15 points
TOTAL:		100 Points

After the grant review committee has met and the scores have been finalized, Minnesota Housing staff may incorporate the scores into final funding recommendations that may also be based on geographic distribution, past performance and services to special populations.

Additionally, Minnesota Housing reserves the right to request proposal revisions, at its sole discretion, during the due diligence phase, which is after Minnesota Housing board approval but before the Grant Contract Agreement is executed.

Application Timeline

Table 3: Timeline

Date	Activity
Monday, February 6, 2023	RFP posted in the State Register, on Minnesota Housing website, and via eNews

Date	Activity
Monday, February 13, 2023	RFP Information Session 1:30 to 3:00 p.m. Central Time
Friday, March 17, 2023	Final call for questions by 4:30 p.m. Central Time
Wednesday, March 29, 2023	RFP Applications due by 4:30 Central Time (refer below for details)
Thursday, June 22, 2023	Minnesota Housing staff recommends award selections for HSWH grants to Minnesota Housing's board
Monday, June 26, 2023	Minnesota Housing notifies all applicants of selection decisions
Thursday, June 29, 2023	Mandatory due diligence training for all selected applicants
Thursday, August 31, 2023	All due diligence items described below are submitted
Friday, September 29, 2023	Grant Contract Agreements are fully executed. Sunday, October 1, 2023 is the effective date of the Grant Contract Agreement.
Tuesday, September 30, 2025	All HSWH program activities must be completed for administrators with two-year terms.
Thursday, September 30, 2027	All HSWH program activities must be completed for administrators with four-year terms.

Minnesota Housing will hold an RFP Information Session from 1:30 to 3:00 p.m. Central Time on Monday, February 13, 2023, via GoToWebinar. [Register here](#).

After registering you will receive a confirmation email with information about how to join the webinar.

The information session will provide an overview of RFP content and allow time for questions.

Frequently Asked Questions (FAQs) from the RFP Information Session, along with other questions, will be posted on or around Friday, February 24, 2023. All final questions must be submitted by Friday, March 17, 2023, with the second FAQ posted on or around Friday, March 24, 2023.

Application Checklist

Applicants must submit application materials using the Multifamily Secure Upload Tool (refer below for links and other information) and include all required information. Applicants are encouraged to be clear and concise in the presentation of information. Do not submit other materials that are not requested (letter of support, photos, brochures, etc.). Unrequested materials will not be reviewed.

All checklist items must be completed properly and submitted to be considered for funding:

The following documents must be submitted via Minnesota Housing’s online Multifamily Secure Upload Tool (refer below for links):

- [Application](#)
- [Application Signature Page](#) (with an electronic, digital, or wet signature)
- [Affirmative Action Certification Form](#) (along with certificate of compliance and additional documentation, if required) for both the FHPAP and HTF applicants
- Memorandum of understanding (MOU) with all partners (unsigned, draft version)
- Budget ([2-Year](#) or [4-Year](#))
- Current Financial Information (does not apply to any governmental organization or Tribal Nations): Non-governmental organization applying for \$25,000 or more must supply the following financial documentation, depending on the organization’s total gross revenue (refer to 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 naming convention of the items submitted above should be:
HSWH RFP_Applicant name_Name of document

NOTE: Minnesota Housing will require the following due diligence items **from applicants who are selected** no later than Thursday, August 31, 2023. Applicants who are awarded funds are referred to as grantees.

- **Grant Contract Agreement:** Signed via DocuSign
- **Board Resolution:** A signed original, or signed and certified copy, specific to the Grant Contract Agreement that designates authorized signatories, authority to enter into a funding agreement and that references the awarded amount
- **Certificate of Insurance with Employee Dishonesty/Crime Coverage** in the amount of at least one-eighth of the total amount of the funding award
- **[Electronic Funds Transfer \(EFT\) Authorization Form](#)** for new grantees, or if the current EFT on file needs to be updated
- **Certificate of Good Standing** issued by the [Minnesota Secretary of State Office](#) within 30 days (a screen shot is an acceptable form of evidence)
- **Approved Work Plan:** The applicant will be required to complete and submit a work plan. The purpose of a work plan is to describe changes to the application as a result of the final award amount and requirements.
- **Final, approved Budget:** A final budget reflecting the awarded amount and any allocation or amount changes to the Lead Agency or subgrantees.
- **Memorandum of Understanding (MOU) (final signed version)** including all collaborative members' roles and responsibilities. The MOU must be signed by the authorized representative of each collaborative member.

Applicants awarded funding must have all due diligence submitted and approved and the Grant Contract Agreement fully executed, which includes both the applicant's and Minnesota Housing's signatures, before costs can be incurred and reimbursed and grant funds can be expended. Minnesota Housing will not reimburse costs incurred prior to the execution of the Grant Contract Agreement.

Submission Instructions for All Applications

The application and other required documents must be uploaded to the online [Multifamily Secure Upload Tool](#) **no later than 4:30 p.m. Central Time on Wednesday, March 29, 2023**, to be considered for funding (refer to the application for further instructions). The Secure Upload Tool will direct you to send items to the following email: mhfa.app@state.mn.us. Review the [Upload Tool Instructions](#) for more information but note that required documents must be uploaded in their original format. Do not convert the documents into PDF or other formats.

NOTE: Submitted applications are considered final; late and incomplete applications will not be considered. Minnesota Housing may request additional information for clarification. The applicant will be responsible for all costs incurred related to applying for this RFP.

Per the Minnesota Government Data Practices Act, responses submitted by an applicant are private or nonpublic until the responses are opened. Once the responses are opened, the name and address of the applicant and the amount requested is public. All other data in a response is private or nonpublic data until completion of the evaluation process, which for the purposes of this grant, is when all Grant

Contract Agreements have been fully executed. After a granting agency has completed the evaluation process, all remaining data in the responses is public with the exception of trade secret data as defined and classified in [Section 13.37 of the Minnesota Government Data Practices Act](#). A statement by an applicant that the response is copyrighted or otherwise protected does not prevent public access to the response.

Contractual Requirements

Minnesota Housing will award the HTF and/or FHPAP funding via HSWH to the designated HTF Administrator and/or FHPAP Grantee for selected applications.

Entities awarded funding under this proposal will be required to:

- Execute one or more Grant Contract Agreements with Minnesota Housing outlining the scope of services to be provided under each funding source. The selected applicants may also be responsible for completing proposal revisions, a work plan, and/or other exhibits that will become attachments to the Grant Contract Agreement(s).
- Maintain financial records of all funds under the program for a minimum of six years after the Grant Contract Agreement has ended that document the use of all HSWH program funds. Minnesota Housing, at its sole discretion, may request to review the accounting and documentation of such records at a site visit or at other times.
- Maintain client records for at least six years after the funding term has ended. File documentation for client records must include an application/intake form, a signed [HMIS Data Privacy Notice](#) for all household members over 18, a signed Tennessee Warning that lists Minnesota Housing, signed Releases of Information (ROI) indicating all entities that may be contacted, proof of HSWH program eligibility, and case notes. Minnesota Housing, at its sole discretion, may request to review the accounting and documentation of such records at the site visit or at other times.
- Complete and submit by required due dates, all interim and final program reports using a template provided by Minnesota Housing.
- Maintain a complete and accurate record of the program funds received and expended.
- Use the Homeless Management Information System (HMIS) to collect the required data elements and to complete reports to be submitted to Minnesota Housing.
- Must have a written conflict of interest policy and take necessary steps to prevent individual and organizational conflicts of interest. All suspected, disclosed, or discovered conflicts of interest must be reported to Minnesota Housing in a timely manner.
- Comply with applicable contracting and bidding requirements noted in the Grant Contract Agreement.
- Comply with all affirmative action and non-discrimination requirements noted in the Grant Contract Agreement.

- Comply with [Minn. Stat. §201.162](#) by providing voter registration services for the grantee's employees and for the public serviced by the grantee.

Questions

Questions can be directed to the designated point of contact for this request for proposals:

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No other personnel are authorized to respond to questions from potential applicants. All questions and answers will be posted on Minnesota Housing's [Homework Starts with Home webpage](#).