



Stable Housing Organization Relief Program (SHORP) Application Information Session

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Stable Housing Organization Relief Program Information Session Agenda

1. Program Purpose and Authorizing Statutes
2. Eligible Organizations
3. Grant Program
4. Timing Update
5. Cvent Online Application Tool
6. Next Steps
7. Questions

*For questions not related to the
application process, please send to
SHORP.mhfa@state.mn.us*

Program Purpose and Authorizing Statute

- Program Purpose
 - One-time grant program funded with up to \$50 million of state appropriations
 - Support eligible rental housing owners that have experienced significant detrimental financial impacts due to recent economic and social conditions
- Authorizing Statutes
 - Minnesota Session Laws 2023, Regular Session, chapter 37, article 1, section 2, subdivision 33
 - Minnesota Session Laws 2023, Regular Session, chapter 37, article 2, section 8
 - With an Eligibility Clarification in Minnesota Session Laws 2023, Regular Session, chapter 69, section 4.

Eligible Organizations

To be an Eligible Organization, the applicant must meet **all** the statutory requirements.

Applicants must be one of the following organizational types:

- A **tax-exempt nonprofit organization** under section 501(c)(3) of the Internal Revenue Code that has been **doing business in Minnesota for at least ten years** as demonstrated by registration or filing of organizational documents with the secretary of state;
- or**
- A federally recognized Indian Tribe in Minnesota or their associated Tribally Designated Housing Entity

Grant Program

- This is a grant program.
- Minnesota Department of Administration Office of Grants Management Policies
<https://mn.gov/admin/government/grants/policies-statutes-forms/>
- Competitive Request for Proposals Process
 - For eligible applicants, funding allocated based on a statutory formula
 - Funding selections subject to approval by the Minnesota Housing Board of Directors
- Grant Contract Agreement and Work Plan with Budget
- Grant Funds Disbursed on a Reimbursement Basis for Eligible Expenses

Timeline

- August 3, 2023: Informational Session (webinar available on SHORP webpage)
- August 24, 2023: Minnesota Housing board approved the SHORP Guide
- September 1, 2023: Application Information Released
- September 5, 2023: Cvent Online Application Tool Available
- September 19, 2023: Application Materials Due by 4:00 p.m.
- October 26, 2023: Board reviews funding allocation recommendations
- Contracting and Implementation
- September 30, 2024: Report and Financial Audit to Minnesota Housing
- January 15, 2025: Report and Financial Audit to the chair and ranking minority members of the legislative committees having jurisdiction over housing.

Stable Housing Organization Relief Program (SHORP)

The Stable Housing Organization Relief Program (SHORP) is a one-time grant program funded with up to \$50 million of state appropriations to support eligible rental housing owners that have experienced significant detrimental financial impacts due to recent economic and social conditions. SHORP was established in [Minnesota Session Laws 2023, Regular Session, chapter 37, article 1, section 2, subdivision 33 and article 2, section 8](#) with eligibility provisions further clarified in [Minnesota Session Laws 2023, Regular Session, chapter 69, section 4](#).

[SHORP Guide](#)

Funding Announcement: Request for Proposal Information (RFP) is now available!

Virtual Information Sessions

Potential applicants are encouraged to attend an application information session on **Friday, September 8, 2023, from 9:00 a.m. to 10:00 a.m.** This information session will focus specifically on the application instructions and application form. A separate webinar will be scheduled to review contract requirements, work plan and budget, and reporting.

[Register](#) to attend the information session. The session will be recorded and posted on this webpage for later reference.

Minnesota Housing hosted a virtual information session on August 3, 2023 to share information about for the Stable Housing Organization Relief Program (SHORP) eligibility criteria, eligible expenses, funding allocation, program requirements, application processes and anticipated timing.

[Recording](#) (00:56:43) | [Presentation](#)

Application Materials

Before completing and submitting the SHORP application, review the [SHORP Guide](#) and Application Instructions for program details, eligibility requirements, eligible uses, definitions and application requirements.

- [Application](#) (Cvent application tool)
- [Application Form](#) [PDF] (For reference purposes only)
- [SHORP Application Instructions](#)

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.



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[MF Consolidated RFP & HTC Funding Selections](#)



[Request for Action and Change Notifications](#)



APPLICATION FORM

Before submitting the SHORP Application Form, please review the Minnesota Housing [SHORP webpage](#) and [SHORP Guide](#) for additional detail on eligible organizations, eligible uses, program requirements, and definitions.

The application must be submitted using this online application tool; however, you may view the content of the entire application form in PDF format on the [SHORP webpage](#).

Section A: Applicant Information

* Name of Organization:

Housing Organization

* Contact First Name

Regina

* Contact Last Name

Phalange

* Contact Email

rphalange@housingorganization.org

* Contact Title:

Project Manager

* Contact Phone Number:

218-555-1212

* Organization Address 1

123 Fake Street

Address 2

* Country

USA

* City

Townsville

* State/Province

Minnesota

* ZIP/postal code

55000

* County

Swift County

Next

Application Form

Section A: Applicant Information

- Read the SHORP Guide
- Read the Application Instructions
- Application Form:
 - Sections A through I
 - * Required Information
 - “Next” and “Previous” Buttons

Application Form

Section B: Eligible Organizations



MINNESOTA HOUSING

Stable Housing Organization Relief Program

Section B: Eligible Organizations

* Select your organization type.

 Federally Recognized Indian Tribe in Minnesota or their Tribally Designated Housing Entity

Tax-exempt nonprofit organization under section 501(c)(3) of the Internal Revenue Code that has been doing business in Minnesota for at least ten years



Application Form

Section B: Eligible Organizations

Section B: Eligible Organizations

* Select your organization type.

Federally Recognized Indian Tribe in Minnesota or their Tribally Designated Housing Entity

Tax-exempt nonprofit organization under section 501(c)(3) of the Internal Revenue Code that has been doing business in Minnesota for at least ten years

* Date the Organization was established:

September 28, 1959

If the name of the organization has changed since it was established, list all prior names:

Old name 1, old name 2, old name 3

* Upload a copy of the registration or filing of organizational documents with the Minnesota Secretary of State.
Use Naming convention "501c3_Organization Name" for the upload.

Upload or drop files

Supported file types: ai, bmp, doc, docx, eps, gif, jpg, jpeg, msg, ost, pdf, png, pst, ppt, pptx, tiff, tif, txt, xls, xlsx. Upload 1 file up to 10 MB.

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- Date the Organization was established – use the date when the organizational documents were filed
- List all prior organization names if name has changed over time – make a clear connection back to the original name

Application Form

Section C: Eligibility Requirements

Section C: Eligibility Requirements

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:

123 Fake Street
Springfield, MN 56000

* Total number of units owned or controlled by the organization:
For requirements on what constitutes owning or controlling a rental unit, please refer to Section 2.03 of the SHORP Guide.

2500

* Total number of units owned or controlled in Minnesota:
For requirements on what constitutes owning or controlling a rental unit, please refer to Section 2.03 of the SHORP Guide.

2000

* Percent of units owned or controlled in Minnesota:
The percent of units owned or controlled in Minnesota must be 50% or higher to be eligible for SHORP.

80%

*Needs to be at least 50% in Minnesota.
Form does not automatically calculate.*

- Address of Primary Office
- “Owned or Controlled”: see Chapter 2 of SHORP Guide
- Primary Operations in Minnesota: must be at least 50% in Minnesota to be eligible

Application Form

Section C: Eligibility Requirements

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.

Describe financial impact

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.

describe support services

- Narrative
- No additional documentation is required for this section of the application.
- Supportive Services
 - May be from the applicant or through a separate party

Application Form

Section C: Eligibility Requirements

Minimum Unit Count and Types.

As of 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.

* 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.

At least 1,000 units of Naturally Occurring Affordable Housing (NOAH); or

Rental housing units, not including 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.

At least 250 units of Permanent Supportive Housing.

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- NOAH and Permanent Supportive Housing defined in the statutes and included in SHORP Guide, Appendix B
- 50% of units rented to households with annual incomes at 30% of AMI:
 - Not based on LURA or regulatory agreement
 - Actual occupancy
 - Most recent certification may have occurred before calendar year 2022
 - Units with rent assistance are not deemed to qualify

Application Form

Section D: Total Units for Grant Amount Calculation

Section 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 2.01 of the SHORP Guide.

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 December 31, 2022:

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- Use the exact unit count as of December 31, 2022
- Cannot be increased after the application is submitted
- Funds disbursed based on an inaccurate unit count are subject to recapture
- For atypical ownership/controlling situations, contact SHORP.mhfa@state.mn.us

Section 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:

Property maintenance, improvement, and security;

Providing services, including services and programs that promote economic and social mobility;

Efforts to attract and retain employees that will assist in providing services and support to tenants;

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:

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.

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Application Form

Section E: Eligible Uses

- Select at least one
- Can select all even if you don't use them
- May propose additional uses that would have a beneficial impact on the housing stability of residents
 - Cannot be for expenses that were incurred before the grant contract agreement is fully executed
 - Subject to Minnesota Housing approval
- No budget numbers required at this time.

Application Form

Section F: Existing Vendor Relationships

Section 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.

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- Existing vendor relationships **may** be waived from contracting and bidding requirements
- Includes vendors with contracts in place at the time the application is submitted
- If selected for funding, new vendors are subject to contracting and bidding requirements
- **May include, property management companies, security services, supportive services, recruiters, etc.**

Application Form


Section G: Organizational Financial Documentation and Affirmative Action Form

Section G: Organizational Financial Documentation and Affirmative Action Form

* 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.

Upload the financial document requested.

Use the naming convention "FinancialDocument_Organization Name".

 Upload or drop files

Supported file types: ai, bmp, doc, docx, eps, gif, jpg, jpeg, msg, ost, pdf, png, pst, ppt, pptx, tiff, tif, txt, xls, xlsx. Upload 1 file up to 10 MB.

* Upload the [Affirmative Action Certification Form](#), complete in full, sign and upload.

Use the naming convention "AffirmativeAction_Organization Name".

 Upload or drop files

Supported file types: ai, bmp, doc, docx, eps, gif, jpg, jpeg, msg, ost, pdf, png, pst, ppt, pptx, tiff, tif, txt, xls, xlsx. Upload 1 file up to 10 MB.

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Application Form

Section H: Data Privacy Notice

Section 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.

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Application Form

Section H: Certification of Accuracy and Signature

Section 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.

By checking this box and typing in my signature, I understand and agree that this form of electronic signature has the same legal force and effect as an original signature.

I certify and acknowledge

* Authorized Applicant Name

* Title:

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Finish

- Read
- Check “I certify and acknowledge”
- Type name and title
- Click “Finish”

No other signature page required for the application.

Stable Housing Organization Relief Program



Thank you for completing the application!

[Privacy Policy](#)

Other Application Information

- Uh oh, I made an error!
 - If you haven't submitted the application yet, use the "Previous" button to return to prior sections and make a correction.
 - If you have submitted, corrections can be made after after submission but only before the due date and time. Contact SHORP.mhfa@state.mn.us
- I started the application but didn't finish or the application timed out.
 - Click the Cvent Application Tool on the SHORP page
 - Resubmit the exact same information on the first page and it should ask if want to continue.

Application Review Board Selections

Once applications are submitted and after the due date, Agency staff:

- Review applications for eligibility and completeness
- Calculate the total number of rental units to be used in the allocation formula
- Calculate the amount of funding per eligible organization
- Make recommendations, including funding allocations, to the Minnesota Housing board of directors.

After Board Selections

After the Board of Directors approves the funding selections:

- Grantee receives an approval letter with a funding allocation amount and due diligence requirements
- Webinar on due diligence and work plan with budget requirements
- Grantee prepares work plan with budget based on the funding allocation
- Execute Grant Contract Agreement
- Grantee Submits Reimbursement for Eligible Expenses
- Financial Audit/Reporting

Frequently Asked Questions

- First FAQs Posted on SHORP Webpage
- Application related questions must be submitted no later than September 11, 2023 at 4:00 p.m. to SHORP.mhfa@state.mn.us
- Other questions can still be accepted after September 11, 2023 for future FAQ updates

Thank You

SHORP.mhfa@state.mn.us