



Bridges Rental Assistance Program Request for Proposals Information Session 2024-2025

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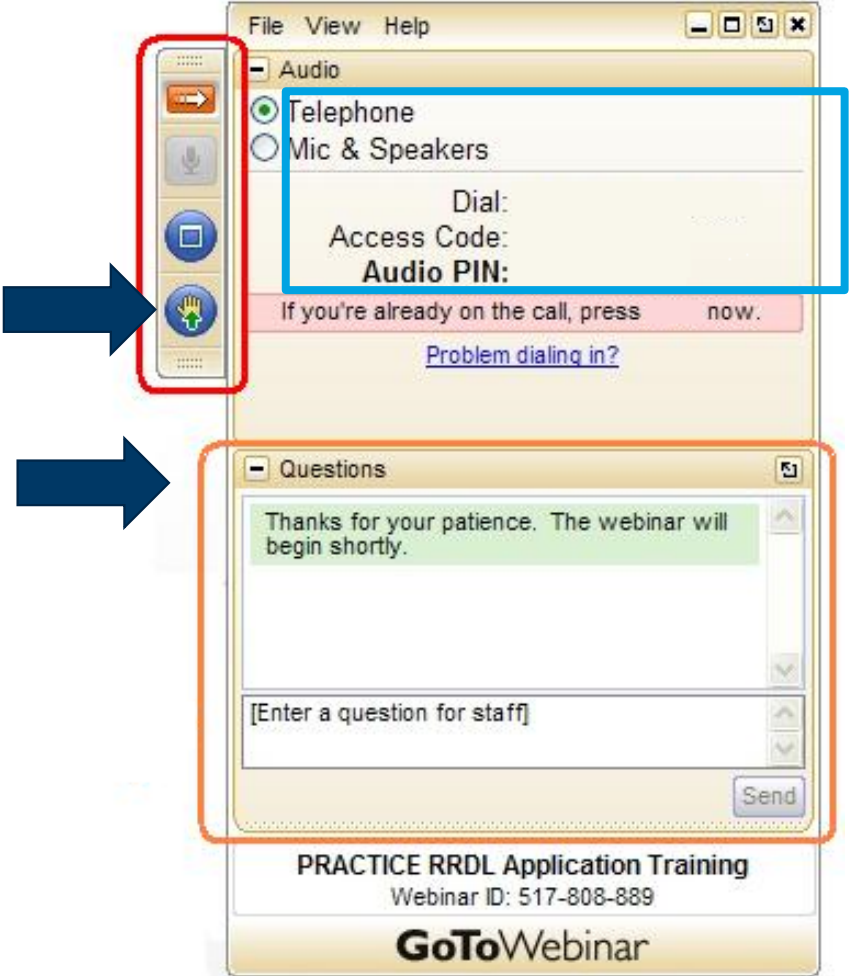
Our Mission: The Core Purpose

Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance housing that is affordable.

Agenda

- Bridges and Bridges Regional Treatment Center (RTC) Overview
- Application
- Submission
- Questions

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Bridges and Bridges RTC Overview

Program Overview

- Funds are awarded through a competitive Request for Proposals (RFP) process.
- Up to \$11,500,000 in grants from two sources.
- The available funding may be adjusted and is contingent on the amount awarded from the Minnesota Legislature and the Minnesota Department of Human Services (DHS).
- The Bridges grants do not include funds to provide supportive housing services.

Applicant Overview

Eligible Applicants:

- Current Bridges and Bridges RTC administrators, and new applicants, are eligible to apply for funding
- Eligible Bridges and Bridges RTC applicants must be a Housing Agency (HA), which is a housing authority, Tribal nation, or nonprofit organization.

Applicant Overview (continued)

Eligible Applicants (continued):

- The application must also include documentation of a partnership with a Local Mental Health Entity (LMH Entity) that will collaborate with the Bridges Housing Agency to implement the program.
- The partnership must also identify behavioral health service partners that can and are committed to serve Bridges Participants in the service area.

Local Mental Health (LMH) Entity

An LMH Entity can be:

- A Local Mental Health Authority (LMHA) operating under the authority of the county
- A Tribal Nation Mental Health Agency operating under the authority of the tribal government
- An Adult Mental Health Initiative, which is a collaboration of county LMHAs and/or a Tribal Nation Mental Health Agency that provides or enhances coordination of the delivery of mental health services required under the Minnesota Adult Mental Health Act

Participant Overview

Eligible Participants:

- The head of household or other household member must be 18 years of age or over and have a diagnosed mental illness as defined in Minn. Stat. 245.462, subd. 20 (a).
- The household is eligible to receive a housing choice voucher (HCV) or other permanent housing option or can become eligible based on successful participation in the Bridges program.
- The gross income of the household at the time of initial eligibility is at or below 50% of the area median income for household size.

Bridges Priority Populations

- People living in an Institution, Segregated Setting, or under Correctional Supervision who will be homeless upon exit
- People experiencing homelessness who are assessed as High Priority Homeless (HPH) through the Coordinated Entry (CE) system – including households of individuals, families with children, or youth (age 18+)
- People who are experiencing Homelessness or at Imminent risk of Homelessness

Regional Treatment Center (RTC) Referral Sources

- Is hospitalized at the Anoka Metro Regional Treatment Center (AMRTC) or St. Peter Regional Treatment Center, now known as Forensic Services, and does not meet hospital level of care; and
- Has significant or complex barriers to accessing and retaining housing; and
- Is homeless or at Imminent Risk of Homelessness upon AMRTC or Forensic Services admission or discharge

Regional Treatment Center (RTC) Referral Sources

- Bridges RTC may be used, for people who are diverted from AMRTC or Forensic Services to community hospitalization.
- AMRTC and Forensic Services patients must have significant or complex barriers to accessing and retaining housing. In addition to Mental Illness, these barriers may include chemical dependency, lack of financial resources, homelessness, criminal history, and other issues that contribute to poor housing histories.

Bridges and Bridges RTC funds can be used for:

- Direct payment to the landlord for the subsidy portion of the rent
- Direct payment to the landlord for the security deposit
- Direct payment to the landlord for the application fee
- Direct payment to the landlord for vacancy payments or damage claims
- Direct payment to the utility company for the utility connection fees
- Direct payment to providers for financial assurance/risk mitigation program fees
- Other direct payments as approved by Minnesota Housing

Administration Fee Limits

- At the time of selection for funding, Minnesota Housing will approve a monthly Administrative Fee for the Housing Agency, and it will be described in the Bridges and Bridges RTC Grant Contract Agreement.
- The Administrative Fee will be paid each month in which a Participant resides in an eligible assisted unit.
- For existing Housing Agencies that reapply and are selected for funding, the current administration fees will going to Minnesota Housing's board requesting that they be adjusted for inflation.
- New applicants will have an Administrative Fee approved based on the criteria outlined in the Bridges Program Guide.

Administration Fee Limits

- The Administrative Fee for the 2023-2025 grant period will be published on Friday, January 27, 2023 on the Minnesota Housings Bridges RFP webpage. The Administrative Fee published on that date will be no less than the current Administrative Fee, which ranges from \$53-\$68 per Participant per month.

Program Expectations

- **Partnership and Cooperative Agreement:** Bridges operates as a partnership between the Housing Agency that provides the rental subsidies and the LMH Entity that provides connections to housing supports and behavioral health services to participants.
- Bridges grantees are required to participate in LMH Entity meetings at least twice a year and must have a collaborative working relationship with the LMH Entity in order to best serve people with Mental Illness who are experiencing Housing Instability.

Program Expectations

- Behavioral health service partners and service partners that provide Housing Stabilization services in the area must be identified. The resources to provide services must also be identified.
- The Bridges grantees are required to communicate regularly with these service partners, whether through LMH meetings or other organized meetings.

Cooperative Agreement Bridges RTC

- Bridges RTC must have the endorsement of the Local Mental Health Initiative and a Cooperative Agreement with a behavioral health service provider. Each organization's roles and responsibilities must be clearly outlined.

Diversity and Inclusion

- The Bridges and Bridges RTC programs are intended to serve people with Mental Illness as defined in Minn. Stat. 245.462, subd. 20(a).
- Applicants should demonstrate program elements that reach underserved populations and create access for the most vulnerable households in the service area.
- The capacity to serve people with Mental Illness and implement foundational service practices creates better access to the program for this population.
- Providers will be required to collect and report data to Minnesota Housing on their progress in this area in an Annual Progress Report.



Application

Application/Scoring Methodology

- Incentivize Housing Agencies to be high performing Housing Agencies that strive to identify and serve the Bridges program priority populations, and improve their program design and procedures to efficiently serve the region
- Develop staffing models and practices that create access for people with Mental Illness and diverse populations with high barriers to housing
- Create collaborative partnerships that promote the best possible service outcomes for Participants
- Track outcomes to show improved practices

Application

Applications that satisfy the minimum threshold criteria will be scored using the following **competitive criteria**:

- Application = 65 percent
- Performance = 35 percent

Scoring Methodology

| Category | Criteria | Maximum Score |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Priority Populations | <p>Applicant demonstrates a thoughtful, well-defined plan to reach and serve people residing in an Institution, other Segregated Settings, or on Supervised Release</p> <p>Applicant has specific and actionable strategies to reach households exiting correctional facilities and who are on Supervised Release</p> <p>Applicant waiting list practices are clearly identified and demonstrate a commitment to promote equity in access for applicants and the priority population</p> <p>Applicant demonstrates that Participants are prioritized for all HCV in the region, which ensures that permanent subsidies are available</p> | 15 |

Scoring Methodology (continued)

| Category | Criteria | Maximum Score |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Program Design and Implementation | <p>Applicant has a thoughtful plan and clearly defined strategies to provide subsidies to the entire geographic area, including ensuring that all counties and Tribal nations have access to the program</p> <p>Applicant has a reasonable plan and dedicated resources to complete inspections and recertifications in the entire region. They have incorporated virtual inspections in the plan to create greater efficiencies</p> <p>Applicant has developed strong partnerships and resources necessary to provide housing search services across the region and has demonstrated effectiveness in assisting Participants locate/maintain housing. A partnership has been formed to provide Housing Stabilization services to Participants completing housing search</p> <p>If subcontracting, applicant has strong compliance and monitoring standards</p> <p>Applicant has a well-established plan to monitor utilization and assess their program model throughout the grant term</p> | 15 |

Scoring Methodology (continued)

| Category | Criteria | Maximum Score |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Diversity and Inclusion | <p>Applicant has a strong understanding of the importance of inclusiveness and has developed a plan that is informed and insightful, and the plan will ensure Participants are reflective of the makeup of the services area and that they will have access to the program</p> <p>If Tribal nations are included in the applicant's geographic region, the applicant has demonstrated that Tribal members have access to the program and have well-established collaborations with the Tribal nations; an outreach plan is in place for Indigenous people living in the region</p> <p>Applicant has specific and actionable strategies to reach and serve underserved or disparately impacted populations</p> | 10 |

Scoring Methodology (continued)

| Category | Criteria | Maximum Score |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Foundational Service Practices | <p>Applicant has described proven and effective strategies to reduce barriers to the program for people with Mental Illness</p> <p>Applicant has described a process improvement plan that will keep policies, staff training, and Housing Agency practices continuously successful at improving access and outcomes for People with Mental Illness</p> | 10 |
| Services | <p>Applicant describes specific and actionable service strategies that have been effective in ensuring housing stability for Participants</p> <p>Applicant has a strong, clearly defined plan on how to work with service providers to create service choice for Participants</p> <p>Applicant has a clear process in place to assist Participants with the transition to a permanent subsidy</p> | 15 |

Scoring Methodology (continued)

| Category | Criteria | Maximum Score |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Bridges RTC only | <p data-bbox="562 491 1483 715">Applicant has a well-established relationship with the Anoka Regional Treatment Center and the St. Peter Regional Treatment Center (Forensic Services), and they have created engagement that leads to RTC openings being filled by qualified Participants</p> <p data-bbox="562 776 1464 905">Applicant has service resources and proven engagement strategies that get applicants into housing and assists them in maintaining housing stability over time</p> | 5 |

Scoring Methodology (continued)

| Category | Criteria | Maximum Score |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Performance OR New Applicant section of the application | <p>Current Housing Agencies will be evaluated by:</p> <ul style="list-style-type: none"> • Grant fund utilization • Outcome – households served compared to proposed • Timely report submission • Communication with Minnesota Housing • Budget Workbook responses <p>New applicants will be evaluated by:</p> <ul style="list-style-type: none"> • Capacity to administer the Bridges program • Relationships with landlords and behavioral health providers • Strong referral process to receive applicants • Staff with experience working with people with Mental Illness • Have policies in place that create access for people with Mental Illness • Budget Workbook responses | 35 |
| TOTAL | | 100/105 |

Bridges Budget Workbook

- Instructions tab
- Contact Information tab
- Bridges Summary tab
- Bridges Utilization tab
- Bridges RTC Summary tab
- Bridges RTC Utilization tab
- Bridges Current Housing Agency tab
- Bridges RTC Current Housing Agency tab



New Program Changes for the 2024-2025 Contract Term

Maximum Rent

- Implement a rental Subsidy limit that allows each Housing Agency to choose between the use of the Fair Market Rent (FMR) or the Local Payment Standard (LPS), whichever is greater. Housing Agencies are then allowed to exceed that limit by 10% for up to 20% of their portfolio.

Maximum Rent

- Allow Housing Agencies to petition in writing to Minnesota Housing to request a maximum rental Subsidy increase greater than 10% and/or have the increase be applicable to more than 20% of their portfolio.
- Such requests must further demonstrate hardship (e.g., Participant inability to secure housing with expanded Subsidy limit within allowable housing search time).

Include Utility Allowances in the Rental Assistance Calculation

- A standard local Utility Allowance will be used.
- Adding the Utility Allowance into the Bridges calculation helps make the Subsidy and Participant amounts more consistent with the permanent subsidy.

Financial Assurance/Risk Mitigation

- Payment to financial assurance/risk mitigation programs to provide housing to a potential Participant is an eligible expense.
- The purpose of this fee is to help support landlord risk mitigation fund programs that are used to pay claims and reduce risk.
- The fee is paid by the Participant or an organization on behalf of the participant.

Application Checklist

- Bridges and Bridges Regional Treatment Center Rental Assistance Programs 2024-2025 Application for Funding
- Application for Funding signature page-signed either digitally, electronically or by wet signature
- Minnesota Housing Bridges and Bridges RTC Budget Workbook (one Budget Workbook should be submitted if applying for both Bridges and Bridges RTC; the Workbook should include funding requests and information for both programs)

Application Checklist

- Current local payment standards (for each part of the service area)
- Affirmative Action Certification Form (along with a Certificate of Compliance and additional documentation, as described on the Certification Form)—if applying for \$100,000 or more

Financial Documentation

Applicant financial information—all nongovernmental organizations applying for \$25,000 or more must supply current versions of the following financial documentation depending on their total gross revenue:

| 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 |

Affirmative Action Certification

If your response to this solicitation is or could be in excess of \$100,000:

- Complete the **Affirmative Action Form** to determine whether you are subject to the Minnesota Human Rights Act (Minn. Stat. 363A.36) certification requirement.
- Provide documentation of compliance, if necessary.

Due Diligence

- **Signed Grant Contract Agreement**
- **Board Resolution:** A signed original, or signed and certified copy, specific to the contract that designates authorized signatories, authority to enter into a contract and that references the requested and/or 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 amount (**NOTE:** Employee theft coverage is not accepted)
- **Certificate of Good Standing** issued by the Minnesota Secretary of State Office within 30 days (a screenshot is also an acceptable form of evidence)

Due Diligence (continued)

- **Cooperative Agreement** (after contract): A final executed copy between the HA and the LMH Entity, after Minnesota Housing approves
- **Bridges Waiting List Selection Plan** (only for Bridges applicants): reviewed and approved by Minnesota Housing
- **Electronic Funds Transfer (EFT) Authorization Form** for a new applicant that has been selected, or if the current EFT on file needs to be updated. A SWIFT vendor number and W-9 will also need to be submitted for a new applicant that has been selected

Timeline

| Application Timeline | |
|-----------------------------------|----------------------------------------------------------------------------------|
| Date | Activity |
| Thursday, January 5, 2023 | RFP posted via the state register, the Minnesota Housing website and eNews |
| Thursday, January 12, 2023 | Minnesota Housing holds an RFP information session |
| Tuesday, February 14, 2023 | Applications due by 12:00 p.m. CT (refer to the submission section that follows) |
| Thursday, April 27, 2023 | Minnesota Housing staff recommends selection(s) to Minnesota Housing's board |
| Friday, April 28, 2023 | Selected grantees notified; due diligence phase begins |
| Thursday, May 4, 2023 | Mandatory due diligence training for all selected grantees |
| Wednesday, June 7, 2023 | All due diligence submitted to Minnesota Housing |
| Saturday, July 1, 2023 | Due diligence approved and contract begins |
| Monday, June 30, 2025 | Contract ends |



Submission

Submission

Due Tuesday, February 14, 2023, at 12:00 p.m. (noon) CT

Submit in original format to Minnesota Housing's Secure Upload Tool:

<https://mnhousing.leapfile.net/fts/drop/custom/Index.jsp>

Threshold Criteria

- Bridges and Bridges Regional Treatment Center Rental Assistance Programs 2024-2025 Application for Funding submitted on time
- Minnesota Housing Bridges and Bridges RTC Budget Workbook Application included with Application
- Application narrative is complete
- Application for Funding signature page-signed either digitally, electronically or by wet signature
- All checklist items complete and submitted on time



Questions

Thank you!

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