



Housing Opportunities for Persons With Aids (HOPWA) Program RFP Information Session

November 6, 2023

Our Mission: The Core Purpose

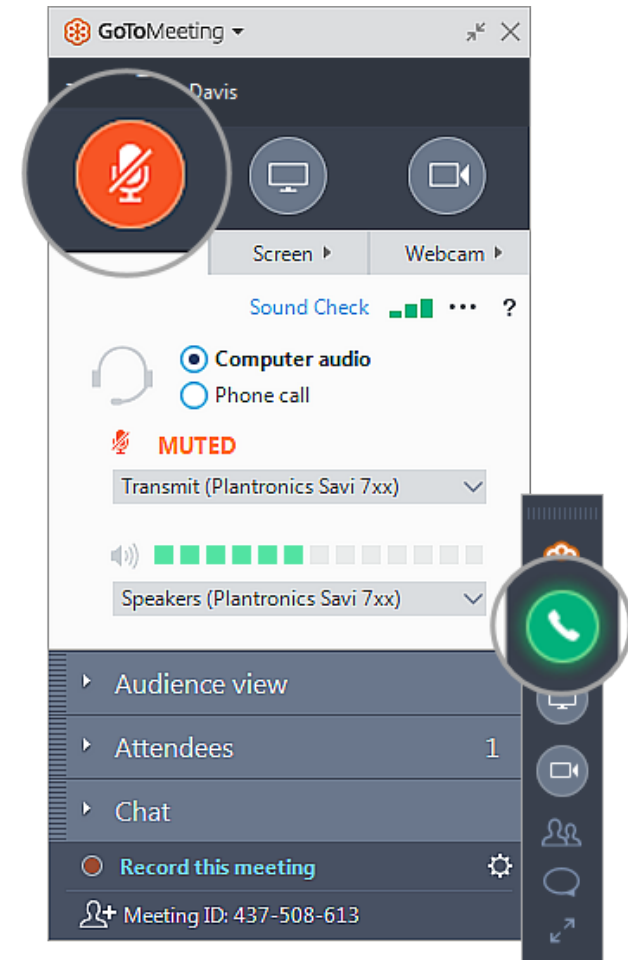
Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance housing that is affordable.

Meeting Logistics

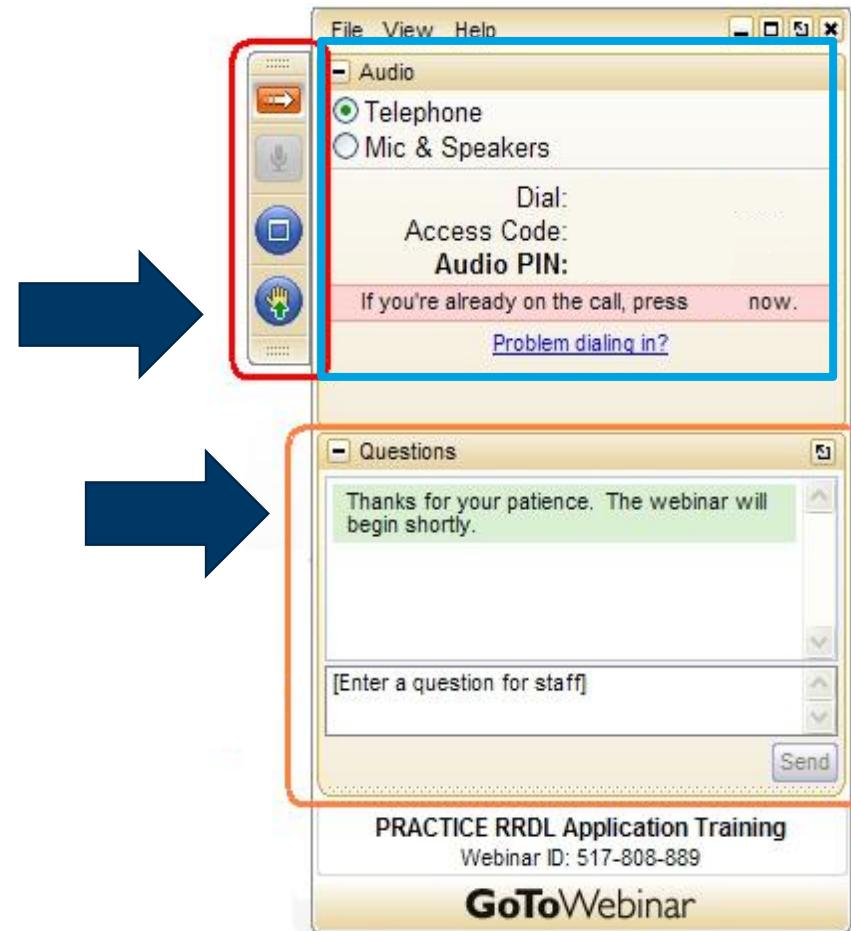
This session is being recorded and may be posted publicly.

We will leave time at the end for questions. Today's answers offered are preliminary. Final answers will be posted on Minnesota Housing's Multifamily Grants Program page.

- Please mute your line unless you are speaking. Webinar audio controls are orange when muted.
- Please do not put your line on hold, as this may trigger hold music.



GoTo Toolbar



- Welcome and Introductions
- Program Overview
- Eligibility and Expectations
- Review Criteria, Scoring and Selections
- Submission, Timeline and Due Diligence
- Questions



Program Overview

Program Overview

Goal: Serve individuals and their families at or below 80% of area median income (AMI) who are living with HIV/AIDS in Greater Minnesota outside of the 15-county Eligible Metropolitan Statistical Area (EMSA)

- Commitment to help eligible households maintain affordable and stable housing and reduce their risk of homelessness in Greater Minnesota
- Funds are made available to eligible households as emergency assistance for Short-Term Rent, Mortgage, and Utility (STRMU) payments

Available Funding

- \$651,000 in one-time funding
- For the period of March 1, 2024, through February 28, 2025



Eligibility and Expectations

Eligible Applicants

Eligible applicants:

- An Indian Tribe or Tribal housing corporation
- A nonprofit organization, as defined in [Minnesota Statutes, section 462A.03, subdivision 22](#)
- A city, as defined in [Minnesota Statutes, section 462A.03, subdivision 21](#)
- A unit of general local government that does not qualify for formula grants, as described in [24 C.F.R. 574.100 \(2023\)](#)
- Subrecipients – Project Sponsor (applicant) may enter into an agreement with another organization (subrecipient) for paid or leveraged services.

Eligible Households

Eligible households:

- Low income
- Greater Minnesota
- HIV/AIDS diagnosis
- Housing status

Eligible Uses

Eligible uses:

- Direct STRMU assistance
 - Rent payments
 - Mortgage payments
 - Utility payments
 - Short term: Available for up to 21 weeks in a 52-week period to prevent the homelessness of the renter or mortgagor
- Service delivery costs: Costs must be necessary, reasonable, allowable, documented, and allocable to STRMU
- Administrative Costs
 - Up to 7%
 - General management, oversight, coordination, evaluation and reporting on eligible activities

Ineligible uses:

- Supportive services are not an eligible expense under the program.
- STRMU assistance cannot be provided to households that are:
 - Homeless
 - Moving into new housing
 - Receiving rental assistance for the same period from another federal, state, or local housing assistance program
- Refer to Section 2.03 of the HOPWA Program Guide for additional ineligible uses

Program expectations:

- Financial and programmatic reporting
- Monitoring
- Program activities
- Equity



Review Criteria, Scoring and Selections

The application:

- Must be from an eligible applicant
- Must be submitted by the submission deadline and submitted to the online [Multifamily Secure Upload Tool](#)
- Must be complete and include all required application checklist items

NOTE: Applications that are submitted after the submission deadline will not be reviewed/considered for funding.

Scoring Criteria:

- Capacity and Project Design (60 points)
- Equity (30 points) – Recognizing and honoring sovereignty, Tribal Nations will receive automatic points for the Equity section.
- Budget (10 points)

Capacity and Project Design (60 points):

- Describe the overall mission and experience in providing STRMU assistance to eligible HOPWA households.
- Demonstrate the knowledge of the eligible population's needs and identify barriers for carrying out the HOPWA assistance in the proposed geographic areas.
- Describe the assistance to be offered (rental, mortgage, or utility).
- Describe the proposed process for collecting and reporting data and the ability to administer housing assistance payments.
- Describe the involvement in HIV/AIDS care and support. This should include any coordination and collaboration with other providers.
- Outline the role of subrecipients (if applicable), in providing STRMU assistance and how their performance will be monitored and evaluated.

Equity (30 points):

- Explain how people living with HIV/AIDS will be included in the program evaluation and improvement process, including governance, data collection, and decision making.
- Identify the organization's intentional outreach strategies to serve particular populations who may be experiencing housing instability at disproportionate levels (such as cultural, racial, and ethnic communities, LGBTQIA2S+ communities, people with disabilities, veterans, and others who are identified by the applicant).

Budget (10 points):

- Budget is clear, reasonable, detailed and well-developed
- Narrative supports and explains budget activities



Submission, Timeline and Due Diligence

Due by 12:00 p.m. (noon) Central Time on Monday, December 4, 2023

- Upload application materials (Application, Application Signature Page, Planning Budget, Current Financial Information, and Project Sponsor Form) to the online [Multifamily Secure Upload Tool](#)

NOTE: Applications that are submitted after the submission deadline will not be reviewed/considered for funding.

RFP Timeline

Date	Activity
Monday, October 30, 2023	RFP posted via the Minnesota Housing website and eNews
Monday, November 6, 2023	Minnesota Housing holds an RFP information session
Monday, December 4, 2023	Applications due by 12 p.m. (noon) Central Time
Thursday, January 25, 2024	Minnesota Housing staff recommends selections to Minnesota Housing’s board
Friday, January 26, 2024	Selected grantees notified; due diligence phase begins
Thursday, February 1, 2024	Mandatory due diligence training for all selected grantees
Friday, February 16, 2024	Due diligence items due date
Friday, March 1, 2024	Upon Grant Contracts Agreements being fully executed; Grant Contract Agreement term begins
Friday, February 28, 2025	Grant Contract Agreement term ends

Due Diligence Expectations

Due diligence due by **Friday, February 16, 2024**

- Signed Grant Contract Agreement
- Board Resolution
- Certificate of Insurance with Employee Dishonesty/Crime Coverage
- Certificate of Good Standing
- Proof of active System for Award Management ([SAM.gov](https://sam.gov)) registration
- Indirect Cost Rate documentation from HUD
- Final approved Work Plan and Budget



Questions?

Thank You!

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