MINNESOTA HOUSING

Bridges and Bridges Regional Treatment Center Rental Assistance Programs

Request for Proposals Application Instructions

Application Deadline: Noon Central Time on Wednesday, January 13, 2027



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An equal opportunity employer.

This information will be made available in alternative format upon request.

October 2026

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Overview

Minnesota Housing, in partnership with the Minnesota Department of Human Services Behavioral Health Administration (DHS-BHA) and Housing, Homeless and Support Services Administration (DHS-HHSSA), is now accepting Bridges and Bridges Regional Treatment Center (RTC) Rental Assistance Programs (collectively referred to as the Bridges Program) Request for Proposals (RFP) applications.

Minnesota Housing is authorized to operate rental assistance programs for People with Mental Illness. The Bridges Program provides temporary rental assistance, security deposits, and access to housing supports and supportive services in accordance with Minnesota Statute 462A.2097 and Minnesota Rule 4900.3767. Awards are subject to all policies established by the Minnesota Department of Administration Office of Grants Management.

Housing agencies awarded Bridges Program funding will establish a rental housing assistance program for low-income people with mental illness. The Bridges Program is intended to assist households with significant or complex barriers to accessing and retaining housing. These additional barriers may include, but are not limited to, chemical dependency, lack of financial resources, homelessness, criminal history, and other issues that contribute to poor housing histories. The Bridges Program strives to serve households disproportionately impacted by homelessness or housing instability and develop outreach efforts to improve the ability of housing agencies to serve these households in their region. Once awarded funding, housing agencies will be required to evaluate the effectiveness of their practices and models. Housing agencies should have a continuous improvement plan to monitor, make needed changes, and reassess throughout the grant term. Housing agencies will report on outcomes during their annual narrative report.

Rental assistance may be in the form of direct rental subsidies, security deposits, damage claims, vacancy payments, application fees, financial assurance/risk mitigation program fees, and utility connection fees for housing. The rental subsidy is temporary and intended to bridge the housing gap between permanent affordable housing and exiting institutions, segregated settings, supervised release, and homelessness. Housing agencies must apply in partnership with behavioral health service agencies so that supportive services are available to help households maintain housing stability.

The Bridges Program supports the state of Minnesota's goals under The Olmstead Plan, Crossroads to Justice Strategic Plan, and the Minnesota Comprehensive Adult Mental Health Act. Additional information, including the Bridges and Bridges RTC Rental Assistance Program Guide for the 2027-2029 contract term (Program Guide), is available on the Bridges Program webpage.

Available Funding

Minnesota Housing anticipates awarding up to $14,000,000 in grant funds to be used during the grant term of July 1, 2027-June 30, 2029. The available funding may be adjusted and is contingent on the amount awarded by the Minnesota Legislature.

Supportive housing services for tenants may be funded through a variety of resources, including grants from the Transition to Community Initiative and the Housing Support for Adults with Serious Mental Illness (HSASMI) Program funded by DHS. The behavioral health service partner(s), in collaboration with the county, Adult Mental Health Initiatives (AMHI), or a Tribal Nation Mental Health Entity should consider applying for this funding directly with DHS. Information regarding these grant opportunities can be requested by contacting Gary Travis at 651.431.2252 or gary.m.travis@state.mn.us.

Contracts may be amended if necessary to carry out the grant. Any amendments must be approved by Minnesota Housing in its sole discretion.

Eligibility

Eligible Applicants

Housing agencies (housing authorities, nonprofit organizations, and Tribal Nations) are eligible to apply for Bridges Program funding in partnership with a local mental health entity (LMH entity) to implement the program. The partnership must identify behavioral health service partners that will serve participants in the Service Area.

Eligible Uses

Bridges Program funds available through this RFP may be used for the following:

- Monthly administrative fees
- Lease-up fees
- Direct payment to property owners for subsidy portions of the rent
- Direct payment to property owners for security deposits
- Direct payment to property owners for application fees
- Direct payment to property owners for vacancy payments and damage claims
- Direct payment to utility companies for utility connection fees
- Direct payment to financial assurance/risk mitigation programs to provide housing to potential participants

Administrative Fee Limits

At the time of selection for funding, Minnesota Housing will approve a monthly administrative fee for the grantee, and the fee amount will be described in the Grant Contract Agreement. The administrative fee will be paid each month in which a participant resides in an eligible assisted unit. Administrative fees begin once the participant has a current and active lease and the rental assistance payments begin.

Starting July 1, 2027, the Bridges Program will be using the 2026 Housing Choice Voucher (HCV) Program administrative fee rates provided by the U.S. Department of Housing and Urban Development (HUD). Administrative fees will be paid based on units leased each month. Two administrative fee rates are provided by HUD for each public housing authority (PHA); Rate A will be used for the Bridges Program. Bridges Program grantees that are not a PHA will use the rate for the PHA nearest to the defined service area.

In some cases, grantees may have participants in more than one PHA administrative fee area. The grantee may request that Minnesota Housing establish a blended fee rate that will consider proportionately all areas in which participants are located. HUD Notice PIH 2023-07 describes how the blended fee is calculated.

For all grantees, the rate(s) for the calendar year in which the contract term starts will be used as the approved administrative fee for the two-year contract period.

Lease-Up Fee Limits

Lease-up fees are a one-time fee paid in addition to the Bridges Program administrative fee allocation. Lease-up fees are permitted throughout the contract period for all necessary expenses associated with leasing-up an eligible Bridges Program Housing Agency and are limited to eligible expenses incurred prior to a participant having a lease in place.

Examples of reasonable lease-up staff activities include, but are not limited to, the following:

- Making payments to property owners for application fees
- Assisting potential Participants with housing search
- Completing required lease and rental assistance paperwork with property owners and participants
- Obtaining releases of information and connecting with service providers regarding housing stability
- Participating in initial meetings with service providers to share participant information relevant to housing stability

Each time a Bridges Program grantee submits a request for payment after placing a household in an assisted unit as a new admission to the program, the first month's administrative fee payment will be the approved administrative fee plus a flat lease-up fee of $300. The following monthly administrative fee payments for the household will continue at the standard, approved rate without the lease-up fee.

Eligible Participants

Under the Bridges Program, an eligible Participant must meet the following requirements:

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

Grantees will work with eligible participants and must give priority to the populations identified below, with highest priority given to those in category 1. The following priorities must also be identified in the grantee's waiting list management and tenant selection plan:

- Category 1: People living in an institution, segregated setting, or under correctional supervision who will be homeless upon exit.
- Category 2: Households experiencing homelessness who are assessed as High Priority Homeless (HPH) through the coordinated entry (CE) system, including individuals, families with children, and youth (age 18+).
- Category 3: Households experiencing homelessness or at imminent risk of homelessness.

Segregated settings often have qualities of an institutional nature and include but are not limited to:

- Congregate settings populated exclusively or primarily with individuals with disabilities
- Congregate settings characterized by regimentation in daily activities, lack of privacy or autonomy, policies limiting visitors, or limits on individuals' ability to engage freely in community activities and to manage their own activities of daily living
- Settings that provide for daytime activities primarily with other individuals with disabilities

Examples of institutions or segregated settings include regional treatment centers, community behavioral health hospitals, nursing homes, adult foster care, or other hospital or residential treatment centers. Behavioral health residential treatment facilities, including mental health and substance use disorder treatment programs, are typically segregated settings. Tribal definitions of segregated settings and institutions, if identified as different than above, will also be considered.

The Bridges Program does not require that households be currently experiencing homelessness to apply for participation in a Housing Agency's program. However, all grantees are required to have a preference for individuals leaving institutions, who are experiencing homelessness, and are at imminent risk of homelessness. If a household is claiming preference points on the waiting list, evidence that the household meets that preference must be verified and kept in the participant file.

Bridges RTC

Under the Bridges RTC Program, to be an eligible Participant a person must meet certain treatment history and housing status requirements.

To be an eligible Participant a person must meet the following treatment history requirements:

- The individual is receiving in-patient care at the Anoka-Metro Regional Treatment Center (AMRTC) or Forensic Mental Health Program and does not meet hospital level of care; or
- The individual was a patient at the AMRTC or Forensic Mental Health Program prior to entering an intensive residential treatment services (IRTS) facility or other treatment facility

In addition to the above treatment history requirement, an eligible Participant must meet the following requirements:

- The individual is an eligible participant under the Bridges Program;

- The individual has significant or complex barriers to accessing and retaining housing; and
- The individual is homeless or at imminent risk of homelessness upon AMRTC or Forensic Mental Health Program discharge.

Verification that a person is at the AMRTC, in the Forensic Mental Health Program, or was prior to entering an IRTS facility, is required for the Bridges RTC Program. Verification may come from the referral source, which is usually the IRTS, RTC, county, or Tribal Nation. Individuals who meet Bridges RTC Program eligibility requirements that are not identified while at the AMRTC or Forensic Mental Health Program may have that evidence confirmed after the fact by the facility allowing them to maintain eligibility after release.

Identified participants may transition to an IRTS facility or other treatment facility prior to applying for the Bridges RTC Program. The time frame that they are diverted to other facilities does not affect the participant's Bridges RTC Program eligibility; they remain eligible if the individual has a legal commitment court document that has been verified and noted in the file.

Program Expectations

Bridges Program grantees will be required to comply with all program requirements outlined in the Program Guide.

Partnership and Cooperative Agreement

The Bridges Program operates as a partnership between the housing agency that provides housing subsidies and an LMH entity, behavioral health service agency/agencies, and partners providing housing stabilization services (partners) to connect participants with housing support services and mental health services. Each housing agency administering the Bridges Program must enter into a Cooperative Agreement with an LMH entity and identify partnerships with a behavioral health service agency/agencies to coordinate the implementation of the program.

The list of activities that must be carried out when implementing the Bridges Program can be found in section 2.07 (Program Obligations – Checklist of Responsibility) of the Program Guide. For each activity, the Housing Agency, LMH entity, behavioral service agency/agencies, partners, or a combination may be responsible. Responsibilities vary for different implementations of the Bridges Program and must be described in the Cooperative Agreement.

Fully signed copies of the Cooperative Agreement will be an exhibit to the Grant Contract Agreement and should be maintained by all parties. An outline of Cooperative Agreement requirements can be found in section 2.04 (Cooperative Agreement) of the Program Guide, and a sample Cooperative Agreement is provided on Minnesota Housing's Bridges Program webpage.

Foundational Service Practices

Foundational service practices are based on four relevant areas of program implementation believed to have the greatest potential to positively impact outcomes for people experiencing Homelessness:

1. Documents required for enrollment
2. Frequency of required in-person appointments
3. Mailing address and phone number requirements
4. Communication methods

Housing Agencies administering Bridges Program funds must implement foundational service practices to more effectively serve individuals and families who experience challenges in accessing and maintaining participation in the Bridges Program. They must also continuously improve practices as they identify where they can increase outcomes. A description of the foundational service practices can be found in section 2.06 (Foundational Service Practices) of the Program Guide.

Criminal History

The Bridges Program does not require a credit, rental history, or criminal background check for eligibility. However, such background checks may help inform housing search plans. Specifically, a criminal history may be considered to:

- Determine whether an applicant is a lifetime registered sex offender or has been convicted of methamphetamine production in public housing
    - This does not disqualify them from the Bridges Program but must be considered as it likely disqualifies them from other federal subsidies, and a plan to transition to other permanent housing options will be necessary.
- Develop ways to support the individual in transition to the HCV Program
- Identify if additional tenancy supports and property owner engagement strategies are needed

Housing agencies, the LHM entity, behavioral health service agency/agencies, and partners should refer Participants to housing navigation resources or assist Participants with finding an eligible rental unit that they can qualify for based on screening criteria.

Applicant/Participant Records

Each Housing Agency will establish files for applicants and Participants. Minnesota Housing requires that these files contain copies of all Participant and property related forms. A list of required file documentation can be found in section 2.08 (Applicant/Participant Records) of the Program Guide, and documents that require a specific format can be found on Minnesota Housing's Bridges Program webpage.

Monitoring and Evaluation

Minnesota Housing will conduct ongoing evaluations of financial reports and Participant files submitted by grantees. If the grant award is over $250,000, annual monitoring will be required. If the grant award is less than that amount, monitoring will be required once during the biennium.

Grantees and subgrantees are responsible for maintaining financial records that document the use of all Bridges Program funds and eligible payments. Grantees will be required to provide Minnesota Housing with a monitoring summary on the annual narrative report, which will include information on subgrantees. More information can be found in section 2.09 (Monitoring and Evaluation) of the Program Guide.

Financial Management

Minnesota Housing's requirements and process for financial management for the Bridges Program can be found in section 2.10 (Financial Management/Records) of the Program Guide.

Application Review

This is a competitive application process. Applications will be reviewed and scored by a grant review committee comprised of Minnesota Housing staff, members of other state agencies, and community members with topic/regional knowledge. Recommendations will be presented to the Minnesota Housing board for approval. Minnesota Housing's award decisions are final and are not subject to appeal.

Threshold Criteria

Threshold criteria are the basic requirements an application must meet to be eligible for funding. Each of the following threshold criteria must be satisfied for an application to be considered:

- The applicant is eligible, as defined in the Eligible Applicants section of this document.
- The application includes all required items.
- The application is properly completed and submitted by the application deadline via the specified submission method as defined in the Submission Instructions section.

Review the Application Checklist and Submission Instructions sections of this document for further details.

All required application items must be provided either before or no later than the application deadline. *Any application that does not include all required items (threshold criteria) will not be eligible for funding consideration.*

Competitive Criteria

The goal of the Bridges Program scoring methodology is to incentivize selected grantees to be high performing agencies that strive to identify and serve the Bridges Program priority populations, improve their program design and procedures to efficiently serve the region identified, 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, and track outcomes to show improved practices.

Only applications that satisfy the threshold criteria will be reviewed and scored using the competitive criteria. The following table outlines the competitive criteria and points available for each application category.

Table 1: Application Scoring Summary

Category	Criteria	Maximum Score
Priority Populations	The applicant demonstrates a thoughtful, well-defined plan to reach and serve people residing in institutions, other segregated settings, or that are on supervised release. The applicant waiting list practices are clearly identified and demonstrate a commitment to promote equity in access for applicants in the priority populations. The applicant demonstrates that participants are prioritized for all HCV in the region, which ensures that permanent subsidies are available.	15 points
Program Design and Implementation	The applicant has taken appropriate actions to increase detection and mitigation of potential fraud activities within the program. The 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. The applicant has a reasonable plan and dedicated resources for inspections and recertifications in the entire region, including ensuring Housing Quality Standards inspections are conducted, and has incorporated virtual inspections in the plan to create greater efficiencies. The applicant has strong partnerships and the resources necessary to provide housing search services across the region, has demonstrated effectiveness in participants locating and maintaining housing, and program modifications are integrated into housing search plans. The applicant has a well-established plan to monitor utilization and assess their program model throughout the grant term.	15 points

Category	Criteria	Maximum Score
Equity	The applicant has a strong understanding of the importance of inclusiveness, has developed a plan that is informed and insightful, and the plan ensures that participants are reflective of the makeup of the service area and that they have access to the program. The applicant has specific and actionable strategies to reach and serve underserved or disparately impacted populations. The applicant has well-established collaborations with the Tribal Nations in the service area, has demonstrated that Tribal members in the service area have access to the program, and has an outreach plan in place for Indigenous people living in the region. Tribal Nations will automatically receive full points under this criterion, recognizing and honoring sovereignty.	10 points
Foundational Service Practices	The applicant has described proven and effective strategies to reduce barriers to the program for people with mental illness. The applicant has described a process improvement plan that keeps policies, staff training, and practices continuously successful at improving access and outcomes for people with mental illness.	10 points
Services	The applicant describes specific and actionable service strategies that have been effective in ensuring housing stability for participants. The applicant has a strong, clearly defined plan on how to work with service providers to create service choice for participants. The applicant has a well-developed process in place to assist participants with the transition to a permanent affordable housing option.	15 points
Bridges RTC Program Applicants Only	The applicant has a well-established relationship with the AMRTC and Forensic Mental Health Program and have created engagement that leads to Bridges RTC Program openings being filled by eligible participants. The applicant has service resources and proven engagement strategies that get applicants into housing and assists them in maintaining housing stability over time.	5 points
Performance	Current grantees will be evaluated based on: • Grant fund utilization • Outcomes – households served compared to proposed • Timely report submission • Communication with Minnesota Housing	35 points

Category	Criteria	Maximum Score
	• Budget Workbook responses New applicants will be evaluated based on: • Capacity to administer the Bridges Program • Relationships with property owners and behavioral health service providers • Previous experience administering RA, program management, monitoring and evaluation • Strong referral process to receive potential Participants • Staff with experience working with people with mental illness • Policies in place that create access for people with mental illness • Budget Workbook responses	
Total	Bridges Program	100 points
Total	Bridges RTC Program	105 points

Funding Decisions

After the grant review committee has met and the scores have been finalized, Minnesota Housing staff will incorporate the scores into final funding recommendations. Final funding amounts will be dependent on the amount requested, number of applicants, application scores, geographic coverage, and amount of funding available to distribute. Applicants with scores below 50 points may not be funded or may be given conditional funding and required to comply with additional requirements, such as technical assistance.

All funding decisions are at Minnesota Housing's sole discretion and are not subject to appeal. Additionally, Minnesota Housing reserves the right to request proposal revisions during the due diligence phase, which is after Minnesota Housing board approval but before the Grant Contract Agreement is executed.

Pre-Award Risk Assessment

Per Minn. Stat. 16B.981, Minnesota Housing is required to conduct a pre-award risk assessment of potential grantees requesting grant awards of $50,000 or more. The information submitted by potential grantees will be used to assess the risk that a potential grantee could not or would not perform the required duties of the grant. Minnesota Housing will review the potential grantee's past performance, tax returns, audits, suspension/debarment status, principals, and standing with the Minnesota Secretary of State.

Minnesota Housing will determine whether:

- The potential grantee would likely be able to perform the duties of the grant without additional conditions,
- The potential grantee would likely be able to perform the duties of the grant with additional technical assistance or conditions placed on the potential grantee, or
- There is a substantial risk that the potential grantee could not or would not perform the required duties of the grant.

The pre-award risk assessment will include the following components:

- A Risk Assessment Form with questions to be completed as part of the application
- Financial information as applicable to the applicant organization and detailed on the Risk Assessment Form
- Evidence of good standing with the Minnesota Secretary of State
- Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified

To complete the assessment, Minnesota Housing may request additional information which must be provided by the potential grantee. Minnesota Housing will notify a potential grantee if it is unable to satisfy its concerns. This notification will include information on the decision and options to contest the decision.

The submission of inaccurate or misleading information may be grounds for disqualification from a grant award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to Minnesota Housing by law.

The results of the pre-award risk assessment will not impact scoring of an organization's competitive application for grant funds.

Tribal governments are not subject to the pre-award risk assessment. Tribal-affiliated organizations with a nonprofit or for-profit business designation with the Minnesota Secretary of State are subject to the pre-award risk assessment requirements.

Application Timeline

The application timeline is outlined in the table below. All dates and times are subject to change at Minnesota Housing's sole discretion.

Table 2: Application Timeline

Date	Activity
Monday, November 9, 2026	Bridges Program RFP announced via State Register and Minnesota Housing eNews and published to the Minnesota Housing website
Thursday, November 12, 2026	Minnesota Housing holds a Bridges Program RFP information session at 10 a.m. Central time
Monday, November 23, 2026	Final questions due by noon Central time
Wednesday, December 2, 2026	Final FAQs posted to the Minnesota Housing website in response to RFP questions submitted
Wednesday, January 13, 2027	Applications due by noon Central time
Thursday, April 22, 2027	Minnesota Housing staff recommends selections to Minnesota Housing's board
Friday, April 23, 2027	Minnesota Housing notifies all applicants of selection decisions.
Wednesday, April 28, 2027	Mandatory due diligence training for all selected applicants
Tuesday, June 1, 2027	Due diligence items due
Wednesday, June 30, 2027	Grant Contract Agreements fully executed
Thursday, July 1, 2027	Upon Grant Contract Agreements being fully executed, Grant Contract Agreement term begins
Saturday, June 30, 2029	Grant Contract Agreement term ends (no activities funded after this date)

Minnesota Housing will hold a virtual Bridges Program RFP information session at 10 a.m. Central time on Thursday, November 12, 2026, via Teams. The information session will provide an overview of the Bridges Program RFP, including RFP content, and allow time for questions. Interested applicants are encouraged to join the session.

Answers to the questions asked during the information session and to subsequent questions received through noon Central time on Wednesday, December 2, 2026, will be posted to Minnesota Housing's Bridges Program webpage on or around Wednesday, January 13, 2027. Following the November 23, 2026 deadline, questions specific to the Bridges Program RFP will no longer be accepted.

To receive email notifications related to this RFP, sign up for Bridges Program eNews updates.

Application Checklist

Applicants must use the templates provided below and include all required information and documentation. Applicants are encouraged to be clear and concise in the presentation of information. Do not submit materials that are not required (letters of support, photos, brochures, etc.). Unrequested materials will not be reviewed.

The naming convention of the items submitted should be:

Bridges RFP_Applicant Name_Name of Document
Example: Bridges RFP_XYZ Agency_Budget Workbook

All the following checklist items must be completed properly and submitted to meet the threshold criteria. Only applications meeting the threshold criteria will be considered for funding:

1. Application
2. Application Signature Page (wet, digital, or electronic signatures will be accepted)
3. Budget Workbook One Budget Workbook should be submitted if applying for both Bridges and Bridges RTC, and should include funding requests and information for both programs
4. Pre-award Risk Assessment Form and accompanying documents detailed in the form
    a. Risk Assessment Form—Nonprofit Organizations
    b. Risk Assessment Form—Political Subdivisions
5. Current local payment standards for each part of the service area-Include a printed copy of the local payment from the housing authority for each service area you intend to serve.

Applicants should understand the application components and what types of submission materials are required to satisfy each required component. Applications that do not contain all required components (completed and submitted properly) will be considered incomplete and will not be eligible for further review, including scoring.

If you have questions regarding checklist items, reach out to the designated point of contact. Allow enough time for staff to respond and help resolve issues so that a complete application can be submitted prior to the application deadline. Also note that technical assistance does not guarantee that a complete application will be submitted.

Submission Instructions

Upload application materials to Minnesota Housing's Secure Upload Tool no later than noon Central time on Wednesday, January 13, 2026, to be considered for funding. Using the online tool, send items to mhfa.app@state.mn.us. Review the Secure Upload Tool Instructions for more information.

Do not convert required documents into other formats. Documents must be uploaded in their original format, with the exception of the Application Signature page which may be submitted as a PDF.

Submitted applications are considered final. Late and incomplete applications will not be considered. Minnesota Housing may request additional information or clarification. Applicants are responsible for all costs associated with applying for this RFP. Award decisions are final and not subject to appeal.

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 are public. All other data in a response is private or nonpublic until completion of the evaluation process which, for the purposes of this grant, is when all Grant Contract Agreements have been fully executed. Selected applicants consent to have their name, location, what program is being utilized, a brief description of the project, and the amount awarded publicized by Minnesota Housing prior to grant agreements being 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 information as defined and classified in section 13.37 of the Minnesota Governmental Data Practices Act. A statement by an applicant that the response is copyrighted or otherwise protected does not prevent public access to the response.

Post-Selection

Due Diligence Requirements

Due diligence refers to the documents that selected applicants must submit or actions that must be completed prior to contracting with Minnesota Housing. If an applicant is selected for funding, Minnesota Housing will require the following due diligence items to be submitted:

- Board Resolution: A signed board resolution specific to the Grant Contract Agreement that designates authorized signers and authority to enter into a Grant Contract Agreement, and that references the requested and/or awarded amount
- Certificate of Insurance reflecting worker's compensation coverage required by statute for all grants
- W-9 and SWIFT vendor number for a new potential grantee that has been selected, or if the current information on file needs to be updated
- Cooperative Agreement: A final, fully signed copy between the housing agency and the LMH entity, after Minnesota Housing approves the document for signature
- Bridges Program Waiting List Selection Plan reviewed and approved by Minnesota Housing (not applicable to potential grantees applying for Bridges RTC Program funds)

Potential grantees that are awarded funding must have all due diligence items submitted and approved and the Grant Contract Agreement fully executed, including both the potential grantee's and Minnesota Housing's signatures, before costs can be incurred and reimbursed or grant funds can be expended. Minnesota Housing will not reimburse costs incurred prior to the execution of the Grant Contract Agreement. Minnesota Housing will initiate the execution of the Grant Contract Agreement.

Contractual Requirements

A potential grantee awarded funding under this proposal will be required to:

- Enter into a Grant Contract Agreement with Minnesota Housing and comply with all requirements listed therein.
- Comply with the Program Guide.
- Agree to clearly post on the grantee's website the contact information for the organization's leadership and the person(s) responsible for managing and overseeing the grant per Minn. Stat. 16B.98.
- Acknowledge that Minnesota Housing will complete a Grantee Performance Evaluation at the end of the grant term, which will be saved to the grantee's file. For all contracts over $25,000, Evaluation information will be submitted to the Office of Grants Management and made available publicly online.

- Maintain financial records for a minimum of six years after the Grant Contract Agreement has ended that document the use of all grant funds. Minnesota Housing, at its sole discretion, may request to review the accounting and documentation of such records at site visits or at other times.
- Maintain client records for a minimum of six years after the Grant Contract Agreement has ended. Minnesota Housing, at its sole discretion, may request to review the documentation of such records at site visits or at other times. File documentation for client records must include:
    - An application/intake form
    - A signed Tennessen Warning that lists Minnesota Housing as a sponsor of the partnership
    - A signed Release of Information (ROI) indicating all entities that may be contacted
    - Proof of program eligibility and case notes
- Complete and submit by required due dates all interim and final program reports in a template provided by Minnesota Housing.
- Collect and submit accurate demographic information on Participants and other required data.
- Comply with all local, state, and federal requirements.
- Comply with monitoring and financial reconciliation requirements, including site visits and submission of evaluation and reporting information.
- Have a Conflict of Interest policy that covers both individual and organizational conflicts of interest and takes necessary steps to prevent individual and organizational conflicts of interest. This includes the selection and oversight of contracts and subgrantees. All suspected, disclosed, or discovered conflicts of interest must be reported to Minnesota Housing in a timely manner.
- Maintain a process for receiving, investigating, and resolving complaints regarding the provision of any services outlined in the grant contract, including complaints about potential fraud or unlawful use of state grant funds administered by the Grantee.
- 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 employees and for the public served by the grantee.
- Comply with MN Paid Leave governed by Minnesota Statutes Chapter 268B, as applicable.
- Have a Cooperative Agreement in place with a LMH entity for the length of the grant period.
- Bridges RTC Rental Assistance Program grantees must have a Cooperative Agreement in place with a county and/or a Tribal Nation mental health agency for the length of the grant period.

This is not an exhaustive list. All contractual requirements will be outlined in the grant contract agreement.

Contact

Questions can be directed to Ellie Miller at 651.539.9689 or at ellie.miller@state.mn.us.

No other staff are authorized to respond to questions from potential applicants related to this RFP. All questions and answers will be posted on Minnesota Housing's Bridges Program webpage.