



**NOTICE OF SPECIAL BOARD MEETING  
VIA CONFERENCE CALL**

**Date:** Tuesday September 29, 2020

**Time:** 4:00 p.m. – 4:30 p.m.

**Dial-in Number:** 1 (888) 742-5095

**Conference Code:** 5561712598#

Please identify yourself when joining the call.

**AGENDA**

1. Call to Order
2. Recommendations for additional Grant Administrator Selections for the COVID-19 Housing Assistance Program
3. Other Business
4. Adjournment

**NOTE:** The information and requests for approval contained in this packet of materials are being presented by Minnesota Housing staff to the Minnesota Housing Board of Directors for its consideration on Tuesday, September 29, 2020.

**Items requiring approval are neither effective nor final until voted on and approved by the Minnesota Housing Board.**

*The Agency may conduct a meeting by telephone or other electronic means, provided the conditions of Minn. Stat. §462A.041 or Minn. Stat. 13D.021 are met. The Agency shall, to the extent practical, allow a person to monitor the meeting electronically and may require the person making a connection to pay for documented marginal costs that the Agency incurs as a result of the additional connection.*

**Item:** Recommendations for additional Grant Administrator Selections for the COVID-19 Housing Assistance Program

**Staff Contact(s):**

James Lehnhoff, 651.296.3028, james.lehnhoff@state.mn.us

**Request Type:**

- |                                                |                                           |
|------------------------------------------------|-------------------------------------------|
| <input checked="" type="checkbox"/> Approval   | <input type="checkbox"/> No Action Needed |
| <input type="checkbox"/> Motion                | <input type="checkbox"/> Discussion       |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Information      |

**Summary of Request:**

Staff recommends adoption of the attached resolution authorizing the selection of eight additional grant administrators to operate the COVID-19 Housing Assistance Program that was implemented to help prevent evictions, prevent homelessness, and maintain housing stability of individuals and families impacted by COVID-19. This program launched on August 24, 2020 and was funded with up to \$100 million from the federal Coronavirus Relief Fund.

**Fiscal Impact:**

The program is funded by federal Coronavirus Relief Funds that were allocated to the State of Minnesota through the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. Individual awards will be structured as grants, which do not earn interest for the Agency.

**Meeting Agency Priorities:**

- Improve the Housing System
- Preserve and Create Housing Opportunities
- Make Homeownership More Accessible
- Support People Needing Services
- Strengthen Communities

**Attachment(s):**

- Background
- Resolution

## Background

On July 9, 2020, the Minnesota Housing Board approved establishing the COVID-19 Housing Assistance Program (“Program”) to help prevent evictions, prevent homelessness, and maintain housing stability for renters and homeowners. Governor Walz’s announced on July 14 that \$100 million of funding from the Coronavirus Relief Funds would be made available for the Program, and staff subsequently issued a Request for Proposals (“RFP”) to establish a state-wide network of grant administrators to operate the Program. Entities eligible to apply to serve as grant administrators included:

- Family Homeless Prevention and Assistance Program (FHPAP) grantees or subgrantees
- Federally recognized tribes in Minnesota
- Local units of government (cities, counties, public housing authorities, and housing & redevelopment authorities)
- Nonprofit/community based organizations with the ability to administer rental or mortgage assistance

The agency received 115 proposals requesting more than \$151 million of funding. Of the 115 proposals, 90 initially passed the minimum eligibility requirements to be considered for selection. The evaluation process included several factors, including achieving state-wide coverage; the applicant’s ability to address equity and community needs; addressing overlapping service regions; and the applicant’s financial condition. On August 7, 2020, the Minnesota Housing Board approved selecting 44 grant administrators to operate the Program with an initial selection amount of \$63,214,101.

The Program launched on August 24, 2020 and received nearly 22,000 applications requesting approximately \$29.1 million of assistance as of September 25, 2020. The total dollar amount of requests is fairly consistent with early projections. However, the actual number of applications is significantly higher.

To enhance Program capacity, staff recommends selecting eight additional grant administrators that submitted requests in the original RFP. The additional grant administrators meet the Program eligibility requirements and were held to the same evaluation process as the previously selected grantees. These eight applicants were not initially selected in August due to overlapping geographic coverage; however, Program demand has since demonstrated a need for additional capacity in the regions these eight grantees will serve. The initial selection amounts for the eight new grantees is \$5,983,000. The initial selection amounts for the 44 previously selected grant administrators will be unchanged by this action. Including the previously selected grant administrators, the revised total Program initial selection amount is \$69,197,101.

Consistent with the original selection, a percentage of the initial selection amount will be made available up-front to the eight new grant administrators to help stand up Program operations, after which disbursements will be based on the demand experienced by each grant administrator. As a result, the total amount disbursed to each grant administrator by the conclusion of the Program will vary from the initial selection amount.

Adding additional grant administrators will better serve households seeking assistance and help to reduce processing time for applications. In addition to the proposed expansion of capacity, staff continue to work to identify and remove barriers in the Program administration process to facilitate prompt processing of applications.

**MINNESOTA HOUSING FINANCE AGENCY  
400 Wabasha Street North, Suite 400  
St. Paul, MN 55102**

**RESOLUTION NO. MHFA 20-XXXX**

**RESOLUTION APPROVING SELECTION OF  
GRANT ADMINISTRATORS FOR THE  
COVID-19 HOUSING ASSISTANCE PROGRAM**

WHEREAS, the Minnesota Housing Finance Agency (“Agency”) received applications from entities to administer the COVID-19 Housing Assistance Program (“Program”) that will provide housing assistance across the state to help prevent evictions, prevent homelessness, and maintain housing stability of individuals and families impacted by COVID-19.

WHEREAS, the Minnesota Housing Board of Directors selected 44 grant administrators at their special meeting on August 7, 2020, to operate the Program.

WHEREAS, the Agency has identified a need to add grant administrators to enhance Program capacity and process requests for housing assistance.

WHEREAS, Agency staff has reviewed applications, determined that they are in compliance with the requirements of the Program and will allow the Agency to provide this assistance across the state, and recommended adding the following as administrators for the Program.

**NOW THEREFORE, BE IT RESOLVED:**

THAT, the Board hereby authorizes Agency staff to enter into grant agreements with the following applicants, using resources available pursuant to the Program, subject to the terms and conditions herein and in the respective grant agreements:

<b>Grant Administrators</b>	<b>Initial Selection Amount</b>
<b>Community Action Partnership of Ramsey and Washington Counties</b>	\$761,000
<b>Community Action Partnership of Hennepin County</b>	\$392,000
<b>Pillsbury United Communities</b>	\$862,000
<b>Opportunity Neighborhood</b>	\$1,705,000
<b>Ours to Serve House of Hospitality, Inc.</b>	\$138,000
<b>Amherst H. Wilder Foundation</b>	\$1,005,000
<b>Otter Tail County Health, Human &amp; Veterans Services</b>	\$920,000

<b>Grant Administrators</b>	<b>Initial Selection Amount</b>
<b>Cass County Health Veteran and Human Services</b>	\$200,000
<b>Total</b>	<b>\$5,983,000</b>

1. Grant agreements shall require compliance with the requirements of the Program as well as the applicable provisions of the federal Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), as it may be amended;
2. The Initial Selection Amount is subject to modification based on amount of available resources in the Program, to comply with the parameters of the Program, to facilitate statewide access to these housing stability resources, and based on demonstrated need;
3. The issuance of grant agreements in form and substance acceptable to Agency staff and the execution of the individual grant agreements shall occur no later than one month from the adoption date of this Resolution; and
4. The applicants and such other parties shall execute all such documents relating to said grants and subject to such terms and conditions as the Agency, in its sole discretion, deems necessary.

Adopted this 29<sup>th</sup> day of September 2020

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CHAIRMAN