



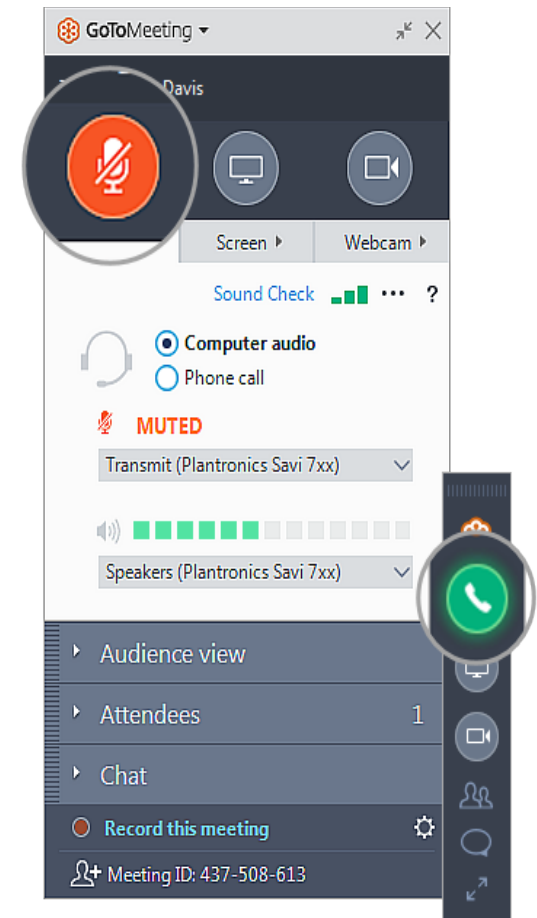
Homework Starts with Home

Erin Menne, Diane Elias, and Nancy Urbanski

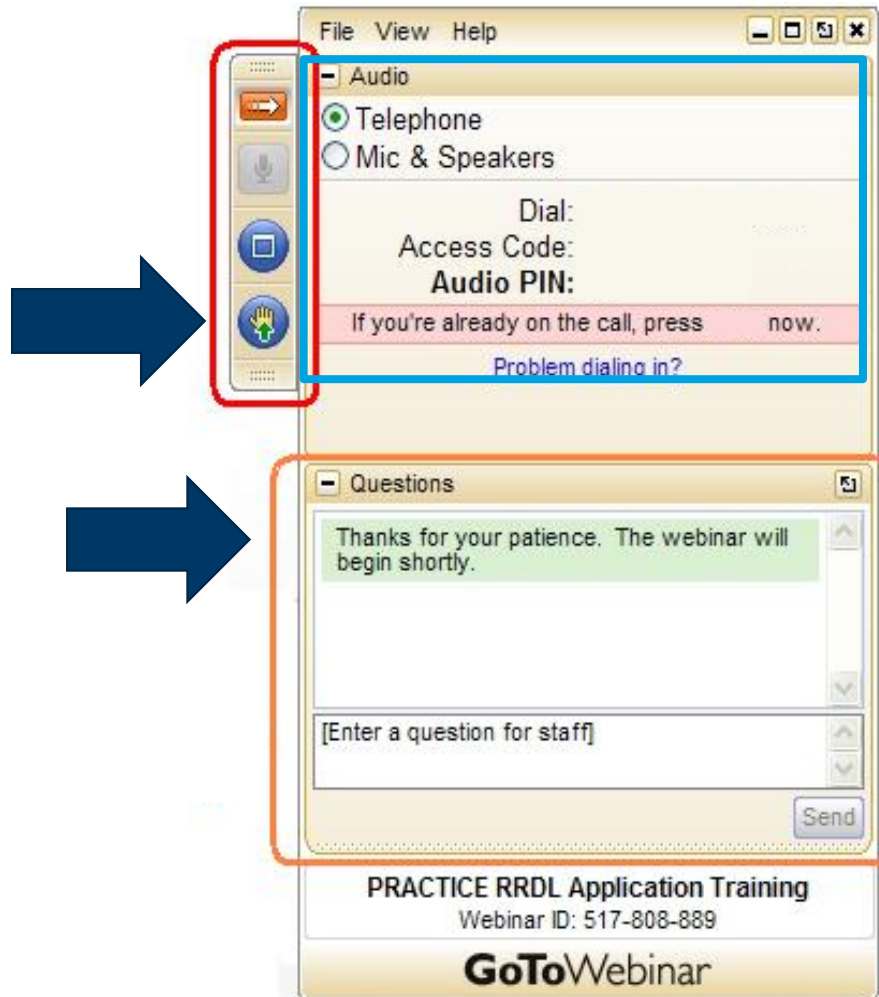
June 9, 2021

Meeting Logistics

- This session is being recorded and may be posted publicly.
- We will leave time at the end for questions. The answers offered today 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.



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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

Topic

Welcome and Introductions

Grant Overview

Key Roles and Preliminary Practice Model

Eligible Applicants, Recipients, and Expenses

Review Criteria and Scoring

Application Submission and Timeline

Questions



Grant Overview

Timeline

Rental Assistance Pilot for Homeless and Highly Mobile Families with School-Age Children (HHM pilot)

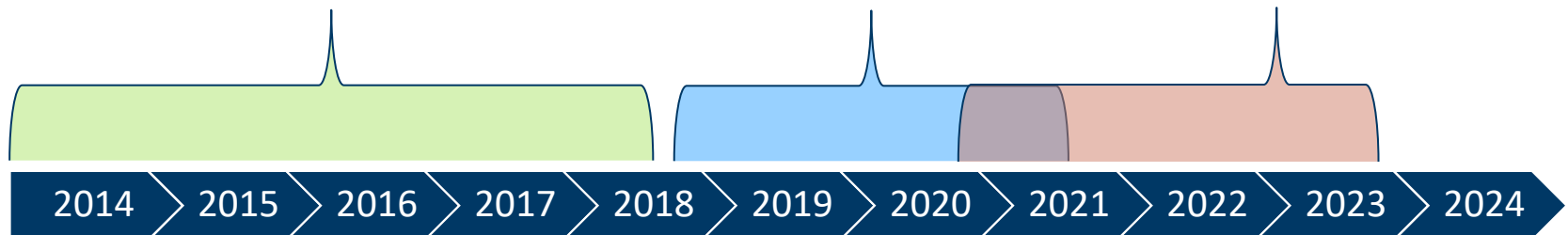
- Three grantees
- \$4 million over three appropriations
- 277 families

Homework Starts with Home, Round 1

- Five grantees
- \$4.15 million; three sources
- At least 239 families

Homework Starts with Home, Round 2

- Three grantees
- \$3.95 million; two sources
- At least 324 families



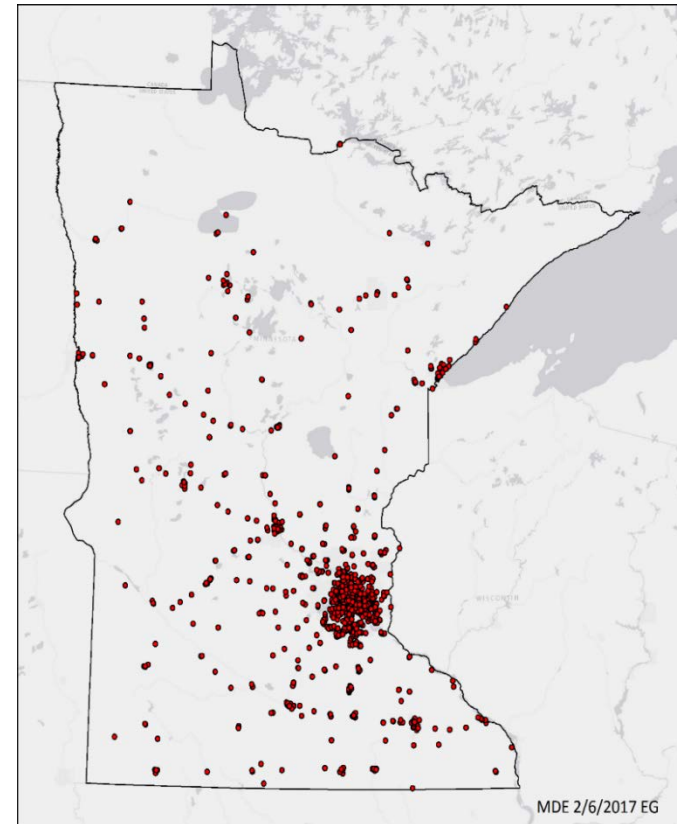
Homework Starts with Home planning grants

- Three grantees
- \$100,885

Homework Starts with Home, Round 3

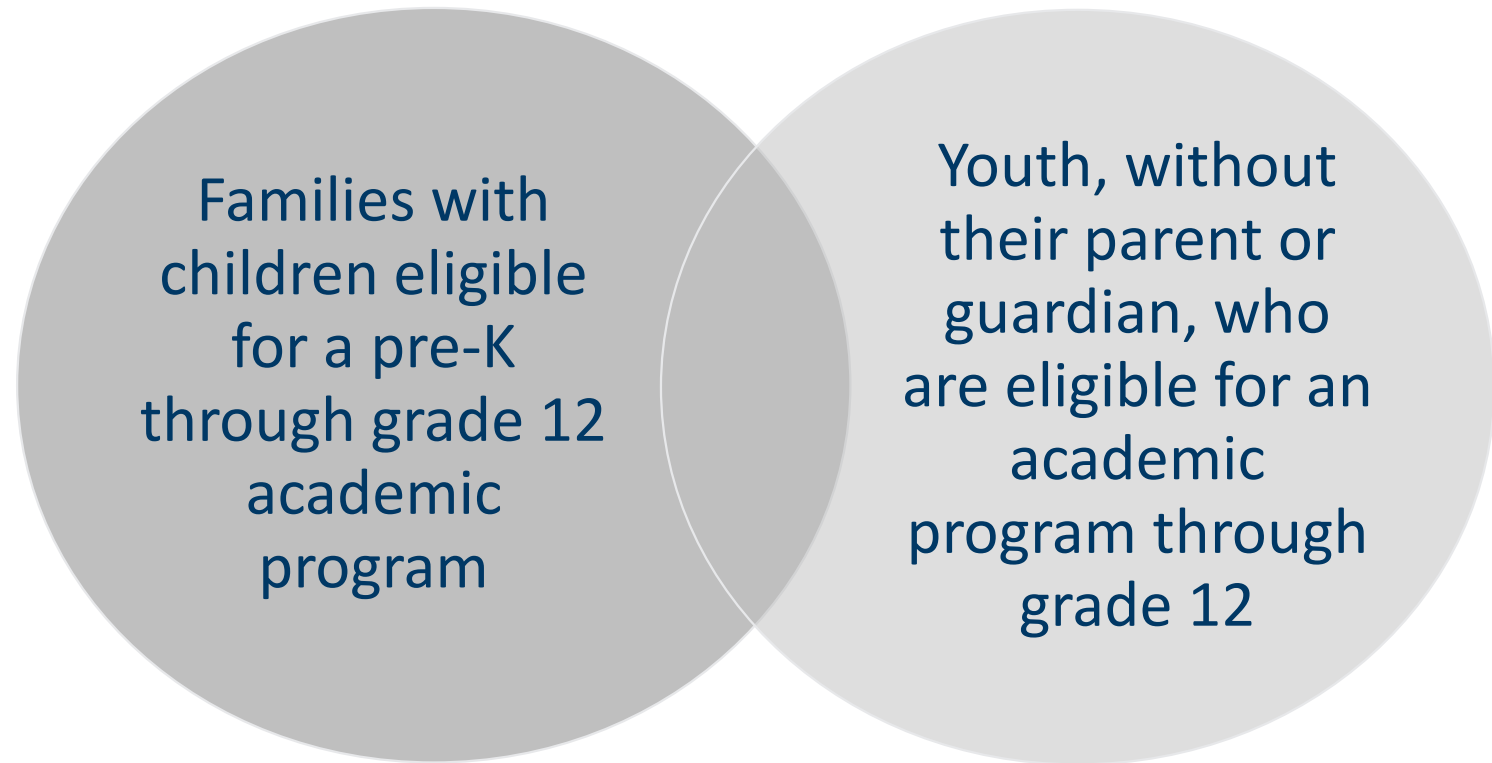
Purpose of This Funding Opportunity

- 6,207 students experiencing homelessness were enrolled in Minnesota schools on October 1, 2020
- Over 1,015 schools and 296 school districts
- 76 of Minnesota's 87 counties
- Student homelessness disproportionately impacts African American students, American Indian students, LGBTQ students, and students with disabilities



Populations Served

People who are *homeless* or *at imminent risk of homelessness* and who are in one or both of these groups:

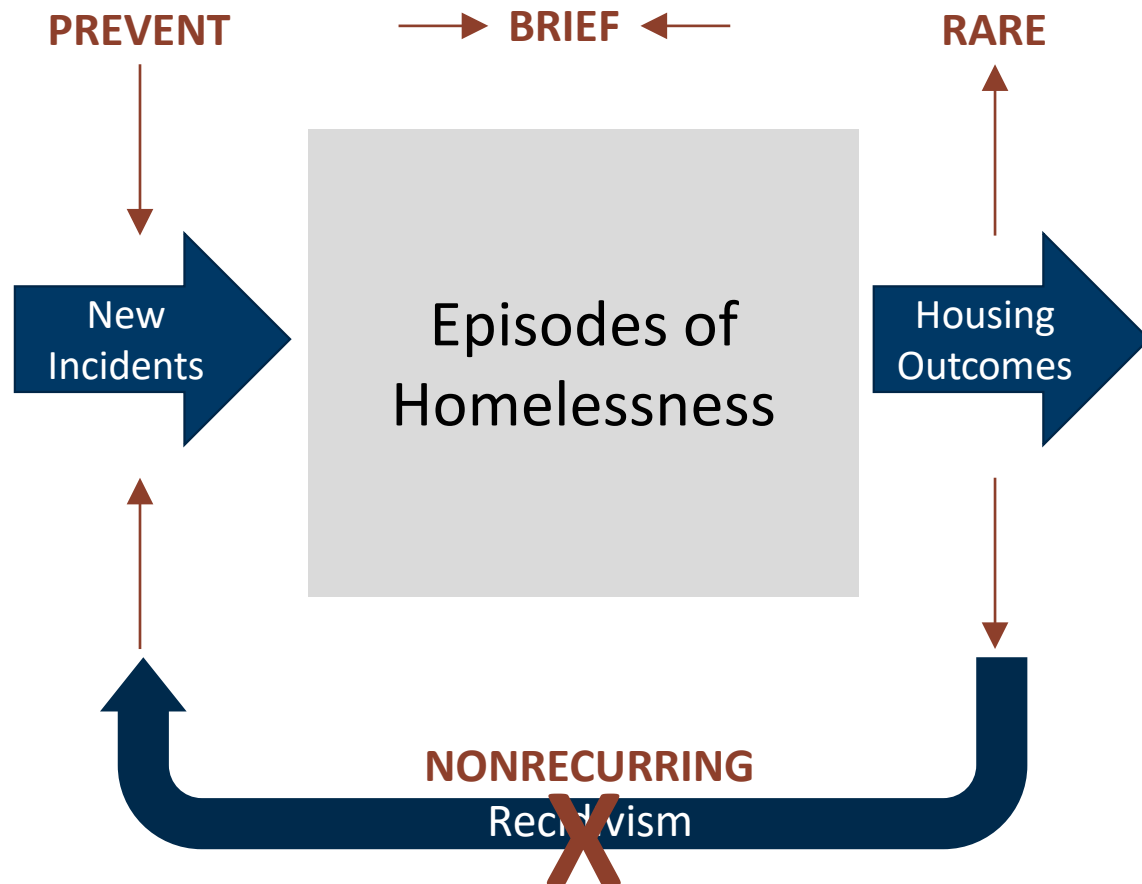


Definitions

- *Homelessness* is defined according to Subtitle VII-B of the McKinney-Vento Act: without a fixed, regular, and adequate nighttime residence
- *Imminent risk of homelessness* is defined as having income at or below 200% of the federal poverty level and either:
 - Living in substandard or overcrowded housing;
 - Living with a person who engages in domestic violence or needing housing to escape domestic violence;
 - Paying 50% or more of household income to housing; or
 - Otherwise faced with a documented situation likely to cause homelessness in the immediate future

Intended Outcomes

- Reducing the number of students who become homeless for the first time (“**prevent**”)
- Reducing the total number of students experiencing homelessness (“**rare**”)
- Reducing the amount of time that students and their families remain homeless (“**brief**”)
- Reducing the number of students who return to homelessness (“**nonrecurring**”)
- Improving school attendance and academic achievement among students who have experienced or who are at risk of homelessness



Available Funding

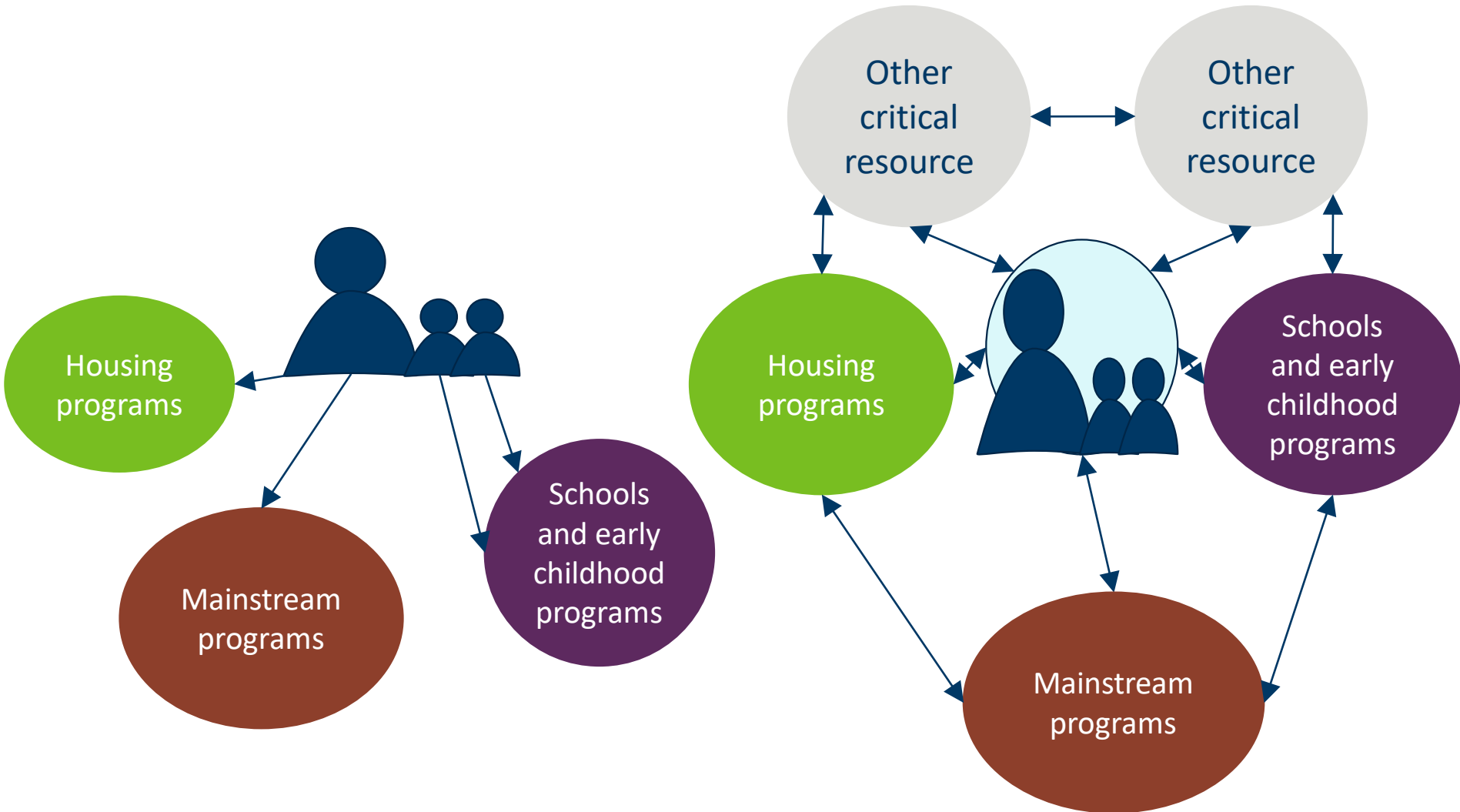
Up to \$3.5 million available for Homework Starts with Home

- HSWH is comprised of blended funding from two sources:
 - Family Homeless Prevention and Assistance Program (FHPAP)
 - Housing Trust Fund (HTF)
- A separate Grant Contract Agreement will be required for each funding source
- You can request funding from one or both sources based upon your household needs and program design
- Awards cannot exceed the amount of funding requested
- Geographic consideration of funding between the seven-county metropolitan (metro) area and Greater Minnesota



Key Roles and Preliminary Practice Model

Collaboration as a Key Ingredient



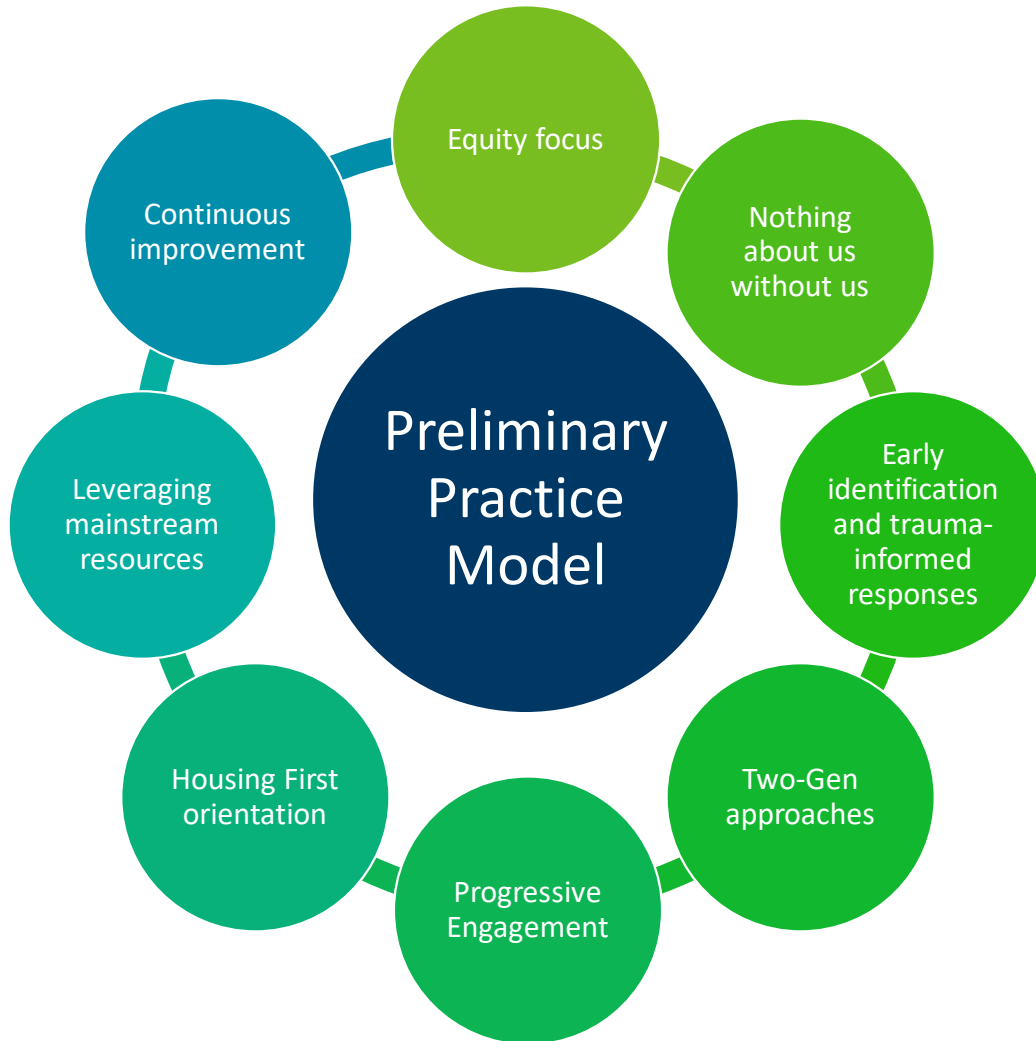
Key Roles

Role	Eligible Entities
Lead applicant	Nonprofit organization, unit of government, or quasi-governmental agency; must be a current FHPAP or HTF administrator
Participating school(s)	School(s) that commit to satisfying public school requirements of the McKinney-Vento Act
Participating local government entity	County, tribal, municipal, or regional governments, or public housing agencies responsible for “mainstream” housing, human services, or economic assistance programs for people facing a housing crisis
HTF administrator <i>(optional)</i>	Current HTF administrator in good standing with Minnesota Housing with demonstrated capacity to deliver rental assistance
FHPAP grantee <i>(Optional)</i>	In the seven-county Twin Cities metropolitan area, one or more county government(s); in Greater Minnesota, a county, a group of contiguous counties, a tribe, a group of tribes, or a nonprofit organization with a sponsoring resolution from each county board in the service area
Landlord or owner <i>(optional)</i>	Landlords or owners willing to partner with the program

Important Points about Roles

- Typically, fulfilling these roles may require multiple organizations or agencies
- A government entity may play multiple roles by involving multiple units with distinct responsibilities (e.g., an economic assistance department and a housing agency)
- If they are eligible to do so, a single entity can play multiple roles
- **This list of roles is not intended to be exhaustive;** other partners are welcome and encouraged to play important roles and should be listed in your application, as applicable

Preliminary Practice Model as a Best Practice



- Common ingredients that unify the program while honoring local differences in context, needs, or implementation detail
- Shared values and principles that are relevant to multiple levels of implementation and roles
- Practical guidance about how to pursue or achieve intended outcomes

Preliminary Practice Model as a Best Practice

Webinars available:

- Two-Generational Approaches to Supporting Families
- Leveraging Mainstream Resources
- Progressive Engagement
- Trauma-informed Care in Schools
- Lessons from the Hamilton Family Services/San Francisco Unified School District Pilot



Eligible Applicants, Recipients, and Expenses

Eligible Applicants for FHPAP Funding:

- Seven-County Metropolitan (Metro) Area
 - Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties
- Greater Minnesota
 - Tribal nation or group of tribal nations
 - County
 - Group of neighboring counties acting together
 - Community-based nonprofit organization with a sponsoring board resolution from each county located within the service area

Eligible Recipients

- Household income must be at or below 200% of federal poverty guidelines (FPG)
- Minnesota resident or a household otherwise approved by Minnesota Housing
- Be homeless or at imminent risk of homelessness and in need of services and/or financial assistance due to a housing crisis

FHPAP Eligible Expenses – Direct Assistance

- Temporary rental assistance or rapid rehousing rental assistance
- Security deposits
- Rental application fees
- Utility connection fees
- Utility arrearages
- Transportation assistance
- Housing inspection costs
- Other undesignated, such as vital documents, moving costs

FHPAP Eligible Expenses – Supportive Services

- Case managers, housing navigators, or school staff designed to work with the HSWH program
- Participant advisors or peer counselors who are working directly with HSWH families
- Management or leadership (outside of administration)
- Travel expenses associated with service delivery
- Supplies, copies, postage
- Training
- Equipment: e.g., phone, internet, computers (costs must be pro-rated and cannot exceed the staffing full-time equivalent [FTE] assigned to the grant)

FHPAP Eligible Expenses – Administration

- Administrative staff, i.e., direct supervision
- Training and technical assistance
- Supplies, materials, or equipment
- Communications or marketing
- Participant stipends for governance roles
- Software, license, or technology

FHPAP Ineligible Expenses

Ineligible Expenses:

- Acquisition, rehabilitation, or construction of emergency shelter, transitional or permanent housing
- Payment for operating costs of emergency housing, including hotel/motel expenses or vouchers
- Payment for operating and supportive services related to permanent supportive housing

Housing Trust Fund Funding

Eligible Applicants

- A current Housing Trust Fund (HTF) administrator in good standing with Minnesota Housing
- A current list of HTF administrators can be found on [Minnesota Housing's website](#)
- If you do not have an HTF administrator in your geographic area, contact Erin Menne at erin.menne@state.mn.us

Housing Trust Fund Recipients

Eligible Recipients

- Individuals or families whose incomes at the time of initial occupancy do not exceed program limits established by the HTF administrator and who are also approved by Minnesota Housing
- A household's income cannot exceed 60% of area median income

Housing Trust Fund Eligible Expenses

Direct Assistance

- Temporary rental assistance
- Rapid rehousing rental assistance
- Security deposits
- Rental application fees
- Utility connection fees

Administration

- Fixed administrative fee (\$68/participant/month)



Review Criteria and Scoring

HSWH Application – 100 Possible Points

- Project Design 25 points
 - Equity 30 points
 - Capacity 30 points
 - Budget 15 points
- 100 points

Scoring: Project Design – 25 Points

- The application identifies the number of school-age youth to be served in each participating school and clearly describes how the HSWH program will meet their needs
- The proposed intervention could significantly reduce student homelessness within participating schools
- The applicant has engaged households with lived experience in planning and other roles for the project
- The applicant fully describes experience of the project from a client's perspective, including any screening or assessment
- Strategies and populations served reflect the needs described in the application and will support attainment of the five intended outcomes of the HSWH program

Scoring: Equity – 30 Points

- The applicant describes two methods that will significantly increase access for people who face barriers due to racism and/or other factors
- The applicant demonstrates ability to serve vulnerable households with patience and empathy
- The applicant describes two ways the HSWH collaborative reflects the demographics of the households it is intending to serve
- The applicant has a robust language translation plan

Scoring: Capacity – 30 Points

- A draft memorandum of understanding (MOU), including all collaborative members' roles and responsibilities, is submitted
- Experience and qualifications of lead applicant are outlined
- Administrative experience:
 - **New Applicants:** Experience with state/federal funding, project management, monitoring and evaluation, and ability to be set up in the Homeless Management Information System (HMIS) before January 1, 2022
 - **Existing Grantees:** History of implementation of HSWH collaborative and summary of performance as of March 31, 2021

Scoring: Budget – 15 points

- The budget appears reasonable and FHPAP and HTF administrative costs do not exceed the maximum allowed
 - FHPAP: 10%
 - HTF: \$68 per household per month that rental assistance is administered
- The narrative clearly justifies the applicant's budget and ability to manage the rate of expenditures through the duration of the grant period
 - Provide as much detail as possible



Application Submission and Timeline

Threshold Criteria

1. Application submitted on time
2. Application is complete
3. Application Signature Page
4. Budget is submitted
5. Affirmative Action Certification
6. Draft, unexecuted MOU between collaborators
7. Financial information

Threshold Criteria

1. Application submitted on time

Due Tuesday, August 10 at 12:00 p.m. (noon) CT using [Minnesota Housing's Multifamily Secure Upload Tool](#)

2. Application is complete

- Project Design
- Equity
- Capacity
- Budget

Threshold Criteria

3. Application is signed

- PDF copy acceptable
- Application must be signed to meet threshold criteria

4. Budget is included

- Instruction's tab
- Projected Households tab
- Year 1, 2, and 3 tabs
- Budget Total tab

Threshold Criteria

Link to the Budget Form on the Homework Starts with Home page on Minnesota Housing's website:

<https://www.mnhousing.gov/sites/multifamily/homeworkstartswithhome>

Threshold Criteria

- 5. Affirmative Action** – 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 (Minnesota Statutes 363A.36) certification requirement
 - Submit the form even if you are exempt
 - Provide documentation of compliance, if necessary

Threshold Criteria

- 6. Memorandum of understanding (MOU) between all partners (unsigned, draft version)**

Threshold Criteria

7. Financial statement

All non-governmental organizations applying for \$25,000 or more must supply the following financial documentation, depending upon the organization's 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

Application Submission

All applications and supporting documentation are due:
Tuesday, August 10, 2021, at 12:00 p.m. (noon) CT

Upload application materials to:

[Minnesota Housing's](#)

[Multifamily Secure Upload Tool](#)

Review Process

- Threshold criteria
- Scoring by staff and community reviewers
- Review meeting
- Final award determination and geographic consideration
- Leadership approval
- Minnesota Housing board approval
- Awards and non-select letters

Timeline

Date	Activity
Monday, June 7, 2021	Notice about upcoming RFP announced via the state register, Minnesota Housing website, and eNews
Wednesday, June 9, 2021	Minnesota Housing holds an RFP information session
Tuesday, August 10, 2021	Applications due by 12:00 p.m. (noon) CT
Thursday, October 28, 2021	Minnesota Housing staff recommends selections to Minnesota Housing's board
Monday, November 1, 2021	Selected grantees notified; due diligence phase begins
Wednesday, November 3, 2021	Mandatory due diligence training for all selected grantees
Tuesday, November 30, 2021	Due diligence items submitted
Saturday, January 1, 2022	Due diligence items approved; contract begins
Monday, September 30, 2024	Contract ends



Questions?

Thank You!

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