Q: Will we need to use the Homeless Management Information System (HMIS) for collecting data on households with this program?

A. No, HMIS will not be used for the Housing Stability Services Program.

Q: How does the program differ from other current programs, specifically NeighborWork's HSCP (Housing Stability Counseling Program) that caters to at risk renters and homeowners; both have no direct support?

A. The Housing Stability Services (HSS) Program is a federally funded program under CERA (Covid Emergency Rental Assistance Program). HSS is meant to provide housing stability services to those impacted by the pandemic to achieve housing stability. Since there are other housing service programs, agencies will need to ensure that eligible households are not receiving services through similar programs to avoid duplication in services.

Q: Can you discuss in more detail the reporting that is required during the contract?

A. Monthly invoices will be due on the 10th of each month and will detail expenses along with documentation substantiating expenses. This report will also include the number of households served. Quarterly reports will include demographics, outcomes, and narratives, such as successes and challenges. In June 2022, Minnesota Housing will provide more details about the contents of these reports.

Q: Is there any flexibility in the due date for monthly invoices?

A. Monthly invoices will be due on the 10th of each month, however we recognize that there is a significant amount of documentation required for submission of invoices therefore we will consider invoices as being submitted timely as long as they are submitted by the end of each month.

Q: If we were not funded to the amount we requested, how are we to decide when to deny services to clients?

A. As part of the due diligence items, you will submit a revised Work Plan and Budget to reflect the awarded amount. Using the awarded funding amount, you can set the program capacity that is appropriate for your agency, which includes adjusting the number of projected households to be served. Agencies are also able to create and manage their own waitlists and establish criteria for how households are prioritized for services on that waitlist.

Q: Is there a specific subgrantee contract template we should use?

A. We encourage grantees to use their contract with Minnesota Housing as a baseline document, adding and removing items as needed. Your contract with Minnesota Housing requires that certain provisions be included in the agreement with your subgrantee(s), including all federal requirements. The Housing Stability Services Program Guide covers these provisions in Section 4.02.

Q: What timeframe is "recent" for unemployment, or how recent must the decrease in income/increase in expenses be?

A. The decrease in income, receiving unemployment or increase in expenses or financial hardship is anytime during the pandemic.

Q: Has the list of selected recipients of Housing Stability Services (HSS) been posted? We are thinking about how we should plan for outreach, hiring, etc. if there are recipients who may be serving the same geographic area.

A. No, the selected HSS recipients have not been posted. This information is not public until the contracts begin on June 15, 2022.

Q: Will the Housing Stability Services contract trigger a single audit for 2022 and 2023, or just a regular audit?

A. A single audit is triggered by the amount of federal funding an agency receives, so grantees should discuss their specific situation with their auditors. You can also refer to Uniform Grants Guidance, 2 CFR, part 200. This provides more detailed information regarding audit requirements.

Q: For intake and eligibility requirement reporting, can we receive a verbal recognition of signature since our work is often remote?

A. Written attestation is required and could include electronic methods.

Q: For the eligibility list, do households need to meet all or just one or any combination thereof?

A. Households need to meet **all** eligibility requirements. These requirements are also listed in Section 2.02 of the Housing Stability Services Program Guide.

- Household income is at or no more than 80% area median income (AMI)

- Household member(s) has(have) experienced a financial hardship, which can be demonstrated by a household member(s) qualifying for unemployment or the household member(s) had a decrease in income or increase in expenses, either directly or indirectly, due to the pandemic

- Household member(s) is(are) at risk of housing instability or homelessness

Q: Would any eviction filing for non-payment of rent be auto eligible under "household is at risk of housing instability or homelessness," or do they also need to be eligible by AMI?

A. To be eligible for Housing Stability Services, a household needs to meet **all** eligibility requirements, including being at or below 80% AMI. Eligibility requirements are listed above and can also be found in Section 2.02 of the Housing Stability Services Program Guide.

Q: Will Minnesota Housing provide templates for invoices as well as reporting?

A. Yes, templates for invoices and for quarterly reports will be provided to all grantees.

Q: After approval, how many months do funds from this program cover?

A. Households are eligible for Housing Stability Services as long as your agency determines they are necessary, but services cannot exceed the end of the contract period, which is on June 30, 2023.

Q: What is the priority – serving the number of households or racial breakdown?

A. Grantees can determine the number of projected households to be served. The table that indicates the outcome by race is used by grantees to indicate the percent of households expected to achieve stable housing as a result of services provided.

Q: How should grantees work with Coordinated Entry, especially with eviction prevention, as those households may not be able to access Coordinated Entry?

A. Coordinated Entry is intended to serve households experiencing homelessness. There is currently no single point of entry for households who are experiencing a housing crisis but are not yet homeless. While grantees may receive referrals from Coordinated Entry, grantees are also able to receive referrals directly through outreach, 211, self-referral, or another source. This information is also mentioned in Chapter 3 of the [Housing Stability Services Program Guide](#).

Q: If we have no changes to our Work Plan or Budget, do we still need to submit them, or can we indicate "no change"?

A. You are required to submit your Work Plan and Budget even if there are no changes. If there are no changes to your Work Plan or Budget, you can indicate this on the Work Plan and submit both accordingly.

Q: If we reach our capacity with clients, and one of the clients decides they do not want services, do we add households?

A. Agencies can set their capacity limits. If fewer households are being served at any one time than capacity allows for, you are encouraged to add eligible households for services.

Q: Who can make referrals to our organizations?

A. There will not be a centralized referral system. Referrals may come from partner agencies and organizations, self-referral, or other.

Q: Is there a system in place for us to verify the information that households provide as far as income change or housing stability?

A. Minnesota Housing will provide an intake form to verify eligibility for Housing Stability Services. The form will allow for written attestation by the household of eligibility criteria.

Q: Will the PowerPoint for the Due Diligence webinar be available to us?

A. Yes, we will post the webinar training, including the PowerPoint slides on the [HSS website](#).

Q: Do we track where the referrals come from?

A. For the purposes of the Housing Stability Services, you are not required to track from the source of referrals.

Q: Can we use Housing Stability Services funding in combination with other programs?

A. Other programs may be leveraged as a complement to the Housing Stability Services, however, no duplicate housing services can be provided.