



Bridges and Bridges Regional Treatment Center Rental Assistance Program

Request for Proposals Application Instructions

Grant Period: July 1, 2025 – June 30, 2027

Application Deadline: Wednesday, December 4, 2024, at 12:00 p.m. (noon) Central Time

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Overview

The Minnesota Housing Finance Agency (Minnesota Housing) in partnership with the Minnesota Department of Human Services Behavioral Health Division (DHS-BHD), is now accepting applications for funding for the Bridges and Bridges Regional Treatment Center (RTC) Rental Assistance Programs. These programs are collectively referred to as the “Bridges Program” unless the context indicates otherwise.

Minnesota Housing has been authorized to operate rental assistance programs for People with Mental Illness. The Bridges Program provide temporary rental assistance, security deposits, and access to housing supports and supportive services in accordance with [Minnesota Statute 462A.2097](#).

Housing Agencies selected to be awarded Bridges funding will establish a rental housing assistance program for low-income People with Mental Illness. 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 a permanent affordable housing option and exiting Institutions, Segregated Settings, Supervised Release, and Homelessness. Local partnerships with Behavioral Health Service Agencies provide access to supportive services to help households maintain housing stability.

The Bridges Program support 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 Regional Treatment Center Rental Assistance Programs Guide (Program Guide), is available on the [Bridges Program](#) webpage.

See Appendix A attached to these instructions for the definitions of the capitalized terms. In the event of a conflict between the definitions set forth in Appendix A and the definitions in another document relevant to this RFP, the definitions in Appendix A shall control. Any capitalized terms that are not otherwise defined in Appendix A shall be defined as set forth in the [Program Guide](#).

The application deadline is 12:00 p.m. (noon) Central Time on Wednesday, December 4, 2024.

Available Funding

Minnesota Housing anticipates awarding up to \$15,000,000 in grant funds for the biennium period of July 1, 2025 – June 30, 2027. The available funding may be adjusted and is contingent on the amount awarded from 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 at DHS-BHD, Homelessness, Housing and Support Services Administration. Contracts may be amended if necessary to carry out the grant. Any amendments must be approved by Minnesota Housing in its sole discretion.

Eligible Applicants

Current Bridges Program Agencies, and new Housing Agencies, are eligible to apply for funding if they meet the requirements listed below.

Eligible Bridges Program applicants must be a Housing Agency (Housing Authority, nonprofit organization, or a Tribal Nation). In order to be eligible, the application must include documentation of a partnership with a Local Mental Health Entity (LMH Entity) that will collaborate with the Bridges Program Housing Agency to implement the program and the partnership must also identify behavioral health service partners that can and are committed to serve Participants in the Service Area. An LMH Entity is a Local Mental Health Authority (LMHA) operating under the authority of the county, Tribal Nation Mental Health Agency operating under the authority of the Tribal government, or an Adult Mental Health Initiative, which is a collaboration of county LMHAs and/or a Tribal Nation mental health agency that provides or enhances coordination of the delivery of mental health services required under the Minnesota Adult Mental Health Act.

Successful responses must clearly indicate the expertise of both the Bridges Program Housing Agency and the LMH Entity.

Eligible Uses

Bridges funds can be used for:

- Direct payment to the property owner for the subsidy portion of the rent
- Direct payment to the property owner for the security deposit
- Direct payment to the property owner for the application fee
- Direct payment to the property owner for vacancy payments or damage claims
- Direct payment to the utility company for the utility connection fees
- Direct payment to financial assurance/risk mitigation programs to provide housing to a potential Participant

Administrative Fee Limits

At the time of selection for funding, Minnesota Housing will approve a monthly administrative fee for the Housing Agency, 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, 2025, Bridges will be using the calendar year (CY) 2024 United States Department of Housing and Urban Development (HUD) [Housing Choice Voucher \(HCV\) Program administrative fee rates](#) for each Public Housing Authority (PHA). Administrative fees will be paid based on units leased each month. The first rate, Rate A, will be the rate used for Bridges Program. Bridges Program Housing Agencies that are not a PHA will use the rate for the PHA nearest to the defined Service Area.

In some cases, a Housing Agency may have Participants in more than one PHA administrative fee area. The Housing Agency may request that Minnesota Housing establish a blended fee rate schedule that will consider proportionately all areas in which Participants are located. [HUD Notice PIH 2023-07](#) describes how the blended fee is calculated. PHAs serving multiple administrative fee areas may, in lieu of the fee determined for their agency, request a blended rate based on the actual location of their assisted units by requesting the blended rate. Once a blended rate schedule is calculated, it will be used to determine the Bridges Program Housing Agency administrative fee for all months of the contract term.

For all Housing Agencies, 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 Fees

Lease-up fees are a one-time fee 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 applicant. These expenses are limited to 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 applicants 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 for applicants
- Other agency expenses to assist applicants in leasing-up

Each time a Bridges Program Housing Agency submits a request for payment after placing a household in housing 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 month the monthly administrative fee payment for the household will continue at the standard, approved rate without the lease-up fee.

Eligibility Criteria for Participants

Housing Agencies will work with eligible Participants and must give priority to the following populations, with highest priority given to people in category 1. The following priorities must also be identified in the Housing Agency'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: People experiencing Homelessness who are assessed as High Priority Homeless (HPH) through the Coordinated Entry (CE) system. Including households of individuals, families with children, or youth (age 18+).
- Category 3: People who are experiencing Homelessness or at Imminent Risk of Homelessness.

To evaluate if a setting is potentially segregated, use the three criteria listed in the Segregated Settings definition. 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.

Bridges RTC

Under the Bridges RTC program, a household must be an eligible Bridges Participant and an eligible Bridges RTC Participant.

Verification that a person is a patient at Anoka Metro Regional Treatment Center (AMRTC), St. Peter Regional Treatment Center, or was a patient prior to entering Intensive Residential Treatment Services (IRTS), is required for Bridges RTC. Verification may come from the referral source, which is usually the IRTS, RTC, county, or a Tribal Nation. People who are eligible but not identified while at AMRTC may have that evidence confirmed after the fact by the facility. Identified Participants may transition to IRTS or other treatment prior to community housing and retain their eligibility for Bridges RTC. The time frame that they are diverted to other facilities does not affect the Participant's eligibility; they remain

eligible if the individual has a legal commitment court document that has been verified and noted in the file.

Program Expectations

All selected Housing Agencies will be required to comply with all program expectations and requirements outlined in the Program Guide located on Minnesota Housing's [Bridges Program](#) webpage.

Partnership and Cooperative Agreement

The Bridges Program operates as a partnership between the Housing Agency that provides housing subsidies and LMH Entity, Behavioral Health Service Agency/Agencies, and partners providing Housing Stabilization Services that provide connections to housing supports and mental health services to Participants. 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 Housing Agency, LMH Entity, Behavioral Health Service Agency/Agencies, and partners providing Housing Stabilization Services will perform the duties indicated in the Cooperative Agreement. Any changes in the Cooperative Agreement must be approved by the county or Tribal Nation. Minnesota Housing must receive a written notification of the change, provide approval of any change, and complete an amendment to the Grant Contract Agreement in order for the change to go into effect. The LMH Entity must notify DHS-BHD of these changes.

The goal of the Cooperative Agreement is to assist People with Mental Illness in obtaining and retaining stable, affordable housing within their community. Other aspects of the Cooperative Agreement should contain:

- Designation of the Parties (LMH Entity, Housing Agency, Behavioral Health Service Agency/Agencies, and partners providing Housing Stabilization Services) entering into the Cooperative Agreement and unique features of the parties
- Terms of the Cooperative Agreement, including the duration
- Purpose, such as:
 - To foster cooperation between parties
 - To assist People with Mental Illness in accessing appropriate housing, treatment, supportive services, and income supports
 - To assist People with Mental Illness to live in the community
- Guiding principles:

- People with Mental Illness are full members of the community with all rights, privileges, opportunities, and responsibilities accorded to all people
- People with Mental Illness are not required to accept services
- Support services are:
 - Based on need, preferences, and desires
 - Offered to the individual in the least restrictive manner
 - Flexible in location, intensity, and schedule
- Roles and responsibilities of the Housing Agency, the LMH Entity, Behavioral Health Service Agency/Agencies, and partners providing Housing Stabilization Services including:
 - Who the referral sources will be and the process of referral; how are the resources identified for Participants
 - Who will provide housing placement and housing stability services
 - Who will assist with transition planning and applying for permanent housing
 - Participants to be served
 - Services available to Participants
 - Site of services, times available, and the manner in which these services can be obtained
- Participant rights and responsibilities
- Implementation and evaluation:
 - The process for modification, amendment, or termination of the Cooperative Agreement
 - Resolution of problems
 - Interagency meetings, including frequency, attendees (if known), and dates
 - Involvement of Participants
 - Designation of liaisons to oversee, facilitate, monitor, and evaluate the Cooperative Agreement

Each Housing Agency must provide Minnesota Housing with a copy of the Cooperative Agreement as well as any subsequent modifications, amendments, or terminations. Minnesota Housing and DHS-BHD will review the Cooperative Agreement and make suggestions for modification. Executed copies of the Cooperative Agreement will be an exhibit to the Grant Contract Agreement and should be maintained by all parties to the Cooperative Agreement. A sample [Cooperative Agreement](#) is provided on Minnesota Housing's [Bridges Program](#) webpage.

The Housing Agency, LMH Entity, Behavioral Health Service Agency/Agencies, and partners providing Housing Stabilization Services will gather input from Participants in order to review the program and identify areas of strength and improvement.

Housing Agencies are required to participate in LMH Entity meetings at least twice a year and must have a collaborative working relationship with the LMH Entity in order to best serve People with

Mental Illness who are experiencing housing instability. In addition, Behavioral Health Service Agency/Agencies and service partners that provide Housing Stabilization Services in the area must be identified. The resources to provide services must also be identified. Housing Agencies are required to communicate regularly with these service partners, whether through the meetings with the LMH Entity or other organized meetings.

A Cooperative Agreement between the Housing Agency and the LMH Entity that demonstrates how all parties will coordinate the implementation of the Bridges Program is required for the grant term. Bridges RTC must have the endorsement of the Local Mental Health Initiative and a Cooperative Agreement with a Behavioral Health Service Agency. The Cooperative Agreement for both Bridges and Bridges RTC must contain:

- Documentation that outlines each organization's roles and responsibilities
- A schedule of meetings
- A demonstrated plan to help ensure access to housing, services, and choice for Participants
- A plan for housing and behavioral health crisis responses to support Participants
- A plan to reach out to and engage with people currently in Institutions who are eligible for the Bridges Program
- A plan to receive referrals from Coordinated Entry (CE) for households experiencing homelessness
- Signatures from authorized signatories for each organization participating in the Cooperative Agreement

Foundational Service Practices

Foundational service practices identify four relevant areas of program implementation (document requirements, in person appointment requirements, mailing address and phone requirements, and communication methods) believed to have the greatest potential to positively impact outcomes for people experiencing Homelessness. Bridges Program Housing Agencies must establish these standards 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.

Documents Required for Enrollment

- Instead of requiring original documents, accept copies or other confirmation such as a Social Security number rather than the original card. Avoid requiring documents that are costly to obtain.
- Assist or refer the applicant to available resources that can help in gathering needed identification materials.

- Notify secondary contact of documentation requirements.
- Offer Certificate of Participation – Statement of Participant Obligations (Bridges Form 6) if verified efforts are underway to obtain required documentation.

Frequency of Required In-Person Appointments

- An in-person appointment for the initial Briefing Session may be optional. Allow flexibility for the applicant.
- Annual recertification may be completed by fax, mail, or telephone.
- For in-person appointments, assist or refer the applicant to available resources that can help with transportation, or offer a home visit option if needed.
- Provide second and third chances; implement a lenient policy for missed appointments for people with disabling factors.
- Encourage participation of secondary contact.
- Prior to termination from the Bridges Program due to Participant not responding to communication or appointments, attempt to reach all known contacts in an efficient manner.

Mailing Address and Phone Number Requirements

- If the applicant is unable to provide an address, encourage them to provide the address of a family member, a friend, a social service provider, or a secondary contact. Update secondary contact information annually.
- Refer applicant to services that provide a free or low-cost cell phone, voicemail, or P.O. box.

Communication Methods

- Provide multiple methods of communication, recognizing the barriers that mental illness can present in communication. Use mail, phone, fax, email. Text from a work phone if able and requested.
- Release of Information (ROI) for service provider, representative payee, or other secondary contact assisting the person is recommended. If an ROI is obtained, include the secondary contact on receipt of mailed and emailed documents.
- Clearly state open office hours.
- Provide opportunities for face-to-face communication. Clearly inform clients of the process and expectations.
- Clearly state in writing what changes or notices are required for continued participation.

Criminal History

Bridges intake does not require a credit or rental history background check and is often more flexible than the HCV Program regarding criminal histories. Housing Agencies, the LHM Entity, Behavioral Health Service Agency/Agencies, and partners providing Housing Stabilization Services 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. Criminal history is evaluated 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 does disqualify 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 tenancy supports and property owner engagement strategies are needed.

Documenting Housing Status

- The Bridges Program does not require that an individual or family be experiencing Homelessness to apply; however, all Housing Agencies are required to have a preference for individuals leaving Institutions or who are experiencing Homelessness.
- If a household is claiming preference points, evidence that the household meets that preference must be verified and kept in the Participant file.

Program Obligations – Checklist of Responsibility

The following is a list of activities that are carried out in implementing the Bridges Program. For each activity, either the Housing Agency, LMH Entity, Behavioral Service Agency/Agencies (BHSA), or partners providing Housing Stabilization Services (partners) or a combination, may be responsible. Responsibilities vary for different implementations of the Bridges Program and must be described in the Cooperative Agreement. Only the Housing Agency and LMH Entity will be required to sign the Cooperative Agreement, but at least one Behavioral Service Agency, and one partner providing Housing Stabilization Services with appropriate resources to provide services, must identify activities. Organizations should use the following list as a tool for program development and as a resource for the creation of the Cooperative Agreement.

Table 1: Bridges Program Activities and Responsible Parties

Activity	Housing Agency	LMH Entity	BHSA or Partners
Publish information on the availability and nature of the program.	X	X	X

Activity	Housing Agency	LMH Entity	BHSA or Partners
Explain the program to the property owner, RTCs, community-based residential treatment facilities, counties, shelters, social service staff, applicants, and Participants.	X	X	X
Develop a variety of housing options and strengthen relationships with property owners and managers to make units available for Bridges Program Participants who may have barriers to housing.	X		
Develop an ROI form for use between the Housing Agency, Behavioral Health Service Agency/Agencies, or partners providing Housing Stabilization Services and the LMH Entity.	X	X	X
Inform Participants of housing options outside areas of economic and racial concentration.	X	X	X
Outreach to potential applicants meeting Bridges Program priorities: <ul style="list-style-type: none"> Category 1: People residing in an Institution or other Segregated Setting to include people on Correctional Supervision who will be Homeless upon exit. Category 2: People who are experiencing Homelessness and are in need of Permanent Supportive Housing. Category 3: People who are experiencing Homelessness or who are at Imminent Risk of Homelessness. 	X	X	X
Verify diagnosis of People with Mental Illness.		X	X
For Bridges RTC, verify that the applicant meets the additional eligibility criteria.	X	X	X
Verify income and assets.	X	X	X
Maintain an applicant waiting list.	X	X	X
Communicate with the Continuum of Care (CoC) regarding referrals from Coordinated Entry (CE).	X		
Conduct Briefing Sessions explaining Participants' rights and responsibilities, including payment responsibilities.	X		
Verify applicant's HCV Program eligibility and waiting list status.	X		
Calculate subsidy and Participant rent.	X		
Assist Participant with housing appeals for denial of eligibility.		X	
Assist Participant in locating appropriate housing.	X	X	X
Negotiate lease and conditions with property owner	X	X	X
Determine eligibility of selected units based on rent, unit size, and lease provisions.	X		

Activity	Housing Agency	LMH Entity	BHSA or Partners
Conduct Housing Quality Standards (HQS) inspection of selected units.	X		
Enter into, administer, and enforce Bridges Program Contracts with property owners.	X		
Make payments to property owners.	X		
Conduct annual and interim recertification of Participant eligibility.	X		
Terminate Bridges subsidy for Participants who violate program regulations, become ineligible for the HCV Program, or refuse an HCV subsidy when offered.	X		
Maintain financial management records.	X		
Maintain Participant demographic information.	X	X	
Report required information to Minnesota Housing to include requests for data and the annual report.	X		
Provide after-hours emergency response to property owners, Participants, and the Housing Agency.		X	X
Assist Participants who choose to be served with the following: <ul style="list-style-type: none"> • Case Management services • Diagnosis and treatment of mental illness • Rehabilitation, vocational training, and employment assistance • Income support and benefits • General health care and dental services • Alcohol and/or other drug abuse treatment • Consumer and family involvement • Legal protection, including protection provided under civil rights laws such as the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 		X	X
Notify Housing Agency of absences by Participants during medical behavioral health treatment or psychiatric crisis.		X	X
Recalculate subsidy payment and utilities for Participants during medical or psychiatric crisis.	X		
Partner to increase the supply and options of housing available to People with Mental Illness; for example, location, style, rent levels, flexible services, and integration.	X	X	
Participate in biannual Housing Agency meetings.	X		

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 listed below. Many of the following forms are available on Minnesota Housing's [Bridges Program](#) webpage. Some of the following required documents do not have a specific form, as noted below, and Housing Agencies are expected to provide documentation in a format that contains the required elements. Required Bridges Program forms are updated regularly, and Housing Agencies are responsible for using the most current version of the required forms.

Table 2: Required File Documentation

Form	Specific Format	Various Formats Accepted	Required Annually
Application for Bridges Program (Bridges Program Form 2)	X		
Preliminary screening forms developed locally for intake		X	
Minnesota Government Data Practices Act Disclosure Statement and Acknowledgement (signed by all adults 18 or older on lease)	X		
Verification of Mental Illness (Bridges Program Form 4); specific records and documents detailing the nature of applicant's illness should be retained by the LMH Entity	X		
Certificate of Participation – Statement of Participant Obligations (Bridges Program Form 6)	X		
Participant Agreement for Requirements of Continued Eligibility (Bridges Program Form 7)	X		X
Income and Asset Verification		X	X
Computing Gross Income, Participant Rent, and Subsidy (Bridges Program Form 8)		X	X
Lead-Based Paint Certification (if applicable)	X		
Housing Quality Standards (HQS) inspections	X		X
Executed lease agreement (no specific form; must be a one-to 12-month term)		X	
Addendum to Lease (Bridges Program Form 12)	X		
Lease Amendment/Extension (Bridges Program Form 13), if applicable	X		
Bridges Program Contract (Bridges Program Form 14)	X		
Certification and Authorization for Payment of Rent and Deposits During Crisis (Bridges Program Form 24)	X		

Form	Specific Format	Various Formats Accepted	Required Annually
Evidence of Homeless status or release from Institution required for Participants claiming waiting list priority points and all Bridges RTC Participants		X	
Eligibility/ineligibility notices sent to applicants/Participants by Housing Agency or LMH Entity		X	
Letters and notifications of outcome from informal hearings		X	
Documents and correspondence concerning the Participant's application and participation in Bridges		X	
Initialed and dated notations regarding conversations about the Participant		X	
Notice of termination		X	

The main file for each applicant and Participant is kept by the Housing Agency. The Housing Agency may share any documentation that may be needed by the LMH Entity in carrying out its responsibilities to provide supportive services, provided an ROI has been completed. Both the Housing Agency and the LMH Entity need to retain a copy of the ROI in its permanent records. The sharing of information and documents should be outlined in the Cooperative Agreement.

Monitoring and Evaluation

Minnesota Housing will conduct ongoing evaluations of the financial reports and Participant files submitted by the Housing Agency. 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.

Minnesota Housing will review Participant files kept on site at the Housing Agency during site visits or through an audit of requested files. Review of the Housing Agency and LMH Entity partnership will also be conducted on a regular basis by both DHS-BHD and Minnesota Housing. The review may contain the following components:

- Participant files:
 - Verification of income and eligibility
 - Calculation of Participant Rent
 - Fair Market Rent (FMR) limits/Local Payment Standard (LPS)
 - Review of units that have rents that exceed FMR and LPS
 - Lease agreements and contracts

- Housing Quality Standards (HQS)
- Additional information as required
- Financial records detailing:
 - Expenditures for subsidy payments to property owner
 - Security deposits
 - Payments during medical and psychiatric crises
 - Balance sheet and check register
- Cooperative Agreement:
 - Partnership and communication
 - Management of capacity and funds
 - LMH Entity adherence to the Program Guide
 - Behavioral Health Service Agency/Agencies and partners providing Housing Stabilization Services adherence to the Program Guide
 - Housing Agency adherence to the Program Guide
- Interviews of case managers, community support staff, and Participants

State Monitoring of Housing Agencies

Housing Agencies and Subgrantees are responsible for maintaining financial records that document the use of all Bridges Program funds and include all eligible payments. Housing Agencies will be required to provide Minnesota Housing with a monitoring summary on the annual narrative report, which will include information on Subgrantees. After completion of the grant term, Housing Agencies and Subgrantees are expected to maintain all records for a minimum of six years after the grant period has ended. In addition to program financial records, client records must also be maintained for a minimum of six years after the grant period has ended. In addition, Minnesota Housing reserves the right to review financial and client records during this period, and records must be made available upon request.

Housing Agency Monitoring of Subgrantees

Housing Agencies are expected to monitor Subgrantee activities. Subgrantees should not receive advanced payment; rather, they should be required to submit an invoice with supporting documentation for services and assistance prior to receiving reimbursement from the Housing Agency. Housing Agencies must determine that the Participants meet all the eligibility requirements prior to the Subgrantee providing assistance. Subgrantees must also provide rental assistance calculations, verification of income, and HQS inspection results to Housing Agencies before Housing Agencies can request from Minnesota Housing a rental payment for the Participant. Any payments made in error to an unqualified Participant, or incorrectly calculated, will be the responsibility of the grantee.

Minnesota Housing is not responsible for reimbursement of erroneous or incorrectly calculated payments made to Subgrantees.

In addition, if Subgrantees are responsible for maintaining client files, Housing Agencies must, at a minimum, monitor them annually to help ensure proper procedures are followed and documentation is collected. Refer to participant file requirements for details.

Housing Agencies must consult with Minnesota Housing staff in a timely manner any concerns that arise regarding the performance of a Subgrantee, through monitoring or any other means, in areas such as client files or financial management. Minnesota Housing may recommend Housing Agencies take further action such as providing additional monitoring or developing a performance improvement plan with Subgrantees.

Financial Management

The Housing Agency must establish one or more separate bank accounts (checking or savings) for Bridges Program payments from Minnesota Housing. The Housing Agency may combine these funds with other funds in a consolidated account, provided that the Housing Agency's banking system can adequately segregate the various restricted funds within one account. Any interest earned on these funds may be retained locally and may be used in paying administrative expenses. Minnesota Housing will request financial information once during the biennium due to financial reconciliation requirements. The Housing Agency must maintain and make available records of payments to property owners.

Funding Reimbursement

Housing Agencies will prepare and submit to Minnesota Housing monthly payment requests that detail actual expenditures and Participant information for the previous month. The required [Bridges Program Draw Request Form](#) is available on Minnesota Housing's website. The information collected on the Bridges Program Draw Request Form includes:

- Actual expenses incurred in the payment of rent and eligible housing related expenses for the previous month.
- A monthly Participant log for the previous month, which consists of information such as Participant name, unit address, move-in date, move-out date, Contract Rent, Participant rent, subsidy amount, and security deposit amount, if paid from Bridges Program funds.

Minnesota Housing will use the monthly Bridges Draw Request Form data to determine the reimbursement amount to be sent to the Housing Agency. The Housing Agency should submit the request for funds to Minnesota Housing no later than the 15th of each month, unless other

arrangements have been approved by Minnesota Housing. At the end of the term of the Grant Contract Agreement, the Housing Agency must refund any excess subsidy funds or administrative fees.

Equity

The Bridges Program is intended to serve People with Mental Illness as defined in [Minn. Stat. 245.462, subdivision 20\(a\)](#). The program is also intended to assist households with significant or complex barriers to accessing and retaining housing. In addition to mental illness, these barriers may include chemical dependency, lack of financial resources, homelessness, criminal history, and other issues that contribute to poor housing histories. The program should also strive to serve households disproportionately impacted by homelessness or housing instability and develop outreach efforts to improve their ability to serve these households in their region.

Applicants should demonstrate their capacity to serve People with Mental Illness and have implemented foundational service practices in their organization to create better access to the Bridges Program for this population. Applicants should demonstrate program elements that reach underserved populations and create access for the most vulnerable households in the Service Area. The applicant should also partner with organizations that are working to create culturally appropriate practices that help ensure effective identification and service delivery for Participants. In addition, applicants should provide training and implement staffing, housing, and service models that are proven to provide results for People with Mental Illness and households with high barriers to housing.

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 be expected to report on these outcomes during their annual narrative report.

Review Criteria

This is a competitive application process. Applications will be reviewed and scored by a committee comprised of Minnesota Housing staff, members of other state agencies, and community reviewers with topic/regional knowledge to determine selections and funding recommendations.

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 in order to be considered for funding. The following **threshold criteria** must be satisfied for an application to be considered:

- The applicant must be eligible as defined in the Eligible Applicants section of this document.
- The application must include all required application checklist items, be properly completed and submitted by the published deadline via the specified submission method (refer to the Submission Instructions section of this document). 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 goals of the competitive criteria are to incentivize Housing Agencies 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.

The following **competitive criteria** will be used to score only those applications that satisfy the minimum threshold criteria as stated in the Application Checklist section of this document.

Table 3: Scoring Criteria

Category	Criteria	Maximum Score
Priority Populations	<ul style="list-style-type: none"> • Applicant demonstrates a thoughtful, well-defined plan to reach and serve people residing in an Institution, other Segregated Settings, or on Supervised Release • Applicant has specific and actionable strategies to reach households exiting correctional facilities and who are on Supervised Release • Applicant waiting list practices are clearly identified and demonstrate a commitment to promote equity in access for applicants in the priority populations • Applicant demonstrates that Participants are prioritized for all HCV in the region, which ensures that permanent subsidies are available 	15 points

Category	Criteria	Maximum Score
Program Design and Implementation	<ul style="list-style-type: none"> • 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 • Applicant has a reasonable plan and dedicated resources for inspections and recertifications in the entire region, including ensuring Housing Quality Standards inspections are conducted; applicant has incorporated virtual inspections in the plan to create greater efficiencies • Applicant has developed strong partnerships and resources necessary to provide housing search services across the region and has demonstrated effectiveness in Participants locating and maintaining housing; a partnership has been formed to provide Housing Stabilization Services to Participants completing a housing search; program modifications are integrated into housing search plans. • If subcontracting, applicant has strong compliance and monitoring standards • Applicant has a well-established plan to monitor utilization and assesses their program model throughout the grant term 	15 points
Equity	<ul style="list-style-type: none"> • 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 services area and that they have access to the program • If Tribal Nations are included in the applicant's geographic region, the applicant has demonstrated that Tribal members have access to the program and have well-established collaborations with the Tribal Nations; applicant has an outreach plan in place for Indigenous people living in the region • Applicant has specific and actionable strategies to reach and serve underserved or disparately impacted populations 	10 points
Foundational Service Practices	<ul style="list-style-type: none"> • Applicant has described proven and effective strategies to reduce barriers to the program for People with Mental Illness • Applicant has described a process improvement plan that keeps policies, staff training, and Housing Agency practices continuously successful at improving access and outcomes for People with Mental Illness 	10 points

Category	Criteria	Maximum Score
Services	<ul style="list-style-type: none"> • Applicant describes specific and actionable service strategies that have been effective in ensuring housing stability for Participants • Applicant has a strong, clearly defined plan on how to work with service providers to create service choice for Participants • Applicant has a well-developed process in place to assist Participants with the transition to a permanent housing option 	15 points
Bridges RTC Only	<ul style="list-style-type: none"> • Applicant has a well-established relationship with the Anoka Regional Treatment Center and the St. Peter Regional Treatment Center and they have created engagement that leads to RTC openings being filled by qualified Participants • 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	<p>Current Housing Agencies will be evaluated by:</p> <ul style="list-style-type: none"> • Grant fund utilization • Outcomes – households served compared to proposed • Timely report submission • Communication with Minnesota Housing • Budget Workbook responses <p>New applicants will be evaluated by:</p> <ul style="list-style-type: none"> • Capacity to administer the Bridges Program • Relationships with property owners and behavioral health service providers • Strong referral process to receive applicants • Staff with experience working with People with Mental Illness • Policies in place that create access for People with Mental Illness • Budget Workbook responses 	35 points
Total		Bridges: 100 Bridges RTC: 105

After the grant review committee has met and scores have been finalized, Minnesota Housing staff may incorporate the scores into final funding recommendations that may also be based on ability to serve the priority populations, the program design and implementation with an emphasis on resources, practices, and partners to serve the intended region, the ability to be inclusive of diverse populations, and the collaborative partnerships and access to mental health services provided to participants. Funding recommendations will also incorporate the results of the pre-award risk

assessment. Final funding amounts will be dependent on the amount requested, the number of applicants, and the funding amount available to distribute. Applicants with scores below 50 points may not be funded or may be given conditional funding and be required to receive technical assistance.

All funding decisions are at Minnesota Housing's sole discretion and are not subject to appeal unless allowed under [Minn. Stat. 16B.981](#). 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 cannot or would not perform the required duties of the grant. Minnesota Housing will review the potential grantee's past performance, tax returns, audits, principals, and standing with the Secretary of State.

Minnesota Housing will determine whether:

1. The potential grantee would likely be able to perform the duties of the grant without additional conditions,
2. 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
3. There is a substantial risk that the potential grantee cannot 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 by working with the potential grantee. This notification will include information on the decision and options to request reconsideration of 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 requirements.

Application Timeline

Table 4: Application Timeline

Date	Activity
Monday, October 21, 2024	RFP posted to the Minnesota Housing website and announced via eNews and State Register
Tuesday, October 29, 2024	Minnesota Housing holds an RFP Information Session/Technical Assistance Session
Monday, November 25, 2024	Final call for questions by 12:00 p.m. (noon) Central Time
Friday, November 29, 2024	Final FAQs posted to the Minnesota Housing website in response to RFP questions submitted
Wednesday, December 4, 2024	Applications due by 12:00 p.m. (noon) Central Time
Thursday, May 22, 2025*	Minnesota Housing staff recommends selections to Minnesota Housing's board
Friday, May 23, 2025	Minnesota Housing notifies all applicants of selection decisions, due diligence begins
Wednesday, May 28, 2025	Mandatory due diligence training for all selected applicants
Monday, June 16, 2025	All due diligence items due
Tuesday, July 1, 2025	Upon Grant Contract Agreements being fully executed, Grant Contract Agreement term begins
Monday, June 30, 2027	Grant Contract Agreement term ends (no activities funded after this date)

*At its sole discretion, Minnesota Housing may recommend selections to Minnesota Housing's board at an earlier date. All dates and times are subject to change at the sole discretion of Minnesota Housing.

Minnesota Housing will hold an RFP Information/Technical Assistance Session at 12:30 p.m. Central Time on Tuesday, October 29, 2024, via Go-To Meeting. Please [register in advance](#).

The information session will provide an overview of RFP content and allow time for questions.

Frequently Asked Questions (FAQs) from the RFP Information/Technical Assistance Session, along with other questions, will be posted on or around Friday, November 8, 2024. All final questions must be submitted by 12:00 p.m. on Monday, November 25, 2024, with the final FAQ posted on or around Friday, November 29, 2024.

To receive email updates related to the RFP, [sign up to receive Bridges Program eNews updates](#).

Application Checklist

Applicants must use the required application form and include all of the required information/documentation. Applicants are encouraged to be clear and concise in the presentation of information. Do not submit materials that are not requested (letter of support, photos, brochures, etc.). Unrequested materials will not be reviewed.

All of 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](#)
 - c. Accompanying Documentation:
 - i. Financial documents related to the applicant organization and detailed on the Risk Assessment Form (nonprofits and for-profits only)
 - 1. Internal Controls Certification—Nonprofit Organizations, if applicable
 - 2. Internal Controls Certification—For-Profit Business Entities, if applicable
 - ii. Evidence of good standing with the Minnesota Secretary of State (nonprofits and for-profits only)
 - iii. Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified (all applicants)
- ☐ 5. Current local payment standards (for each part of the Service Area)

Applicants must understand the required application components and what types of submission materials are required to satisfy them. Applications that do not contain all required components

(completed and submitted properly) will be noted as incomplete and will not be eligible for further review, including scoring. Minnesota Housing is unable to provide notice if an application is incomplete.

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

Submission Instructions

Submit application materials via the [Multifamily Secure Upload Tool](#) **no later than 12:00 p.m. (noon) Central Time on Wednesday, December 4, 2024**, in order to be considered for funding.

The Secure Upload Tool will direct you to send items to the following email: mhfa.app@state.mn.us. Review the [Upload Tool Instructions](#) for more information. Required documents must be uploaded in their original format. Do not convert the documents into other formats.

Submitted applications are considered final; late and incomplete applications will not be considered. Minnesota Housing may request additional information or clarification. The applicant will be responsible for all costs incurred 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 is public. All other data in a response is private or nonpublic data until completion of the evaluation process, which for the purposes of this grant, is when all grant agreements have been 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 data 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.

Due Diligence Requirements

Due Diligence refers to the documents that organizations 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 be submitted **no later Monday, June 16, 2025**:

- **Signed Grant Contract Agreement** (provided by Minnesota Housing).
- **Board Resolution:** A signed original, or signed and certified, copy specific to the Grant Contract Agreement that designates authorized signatories, authority to enter into a Grant Contract Agreement, and that references the requested and/or awarded amount.
- **Certificate of Insurance with Employee Dishonesty/Crime Coverage:** in the amount of at least one-eighth of the total funding amount. Worker's Compensation is required by statute for all grants.
- **W-9 and SWIFT vendor number** for a new grantee that has been selected, or if the current information on file needs to be updated.
- **Cooperative Agreement:** A final executed copy between the Housing Agency and the LMH Entity, after Minnesota Housing approves the document for signature.
- **Bridges Waiting List Selection Plan** reviewed and approved by Minnesota Housing (only for Bridges applicants).

Potential grantees that are awarded funding must have all due diligence items submitted and approved and the Grant Contract Agreement fully executed, which includes 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, including required signatures.

Contractual Requirements

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

- Complete a Grant Contract Agreement with Minnesota Housing and comply with all requirements listed therein.
- Comply with the [Program Guide](#) (or other applicable documents).
- 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 Tennessee 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 all interim and final program reports in a template provided by Minnesota Housing by required due dates.
- 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 audits including site visits, providing required documents and participating in evaluation and reporting by Minnesota Housing.
- Have a Conflict of Interest policy and take necessary steps to prevent individual and organizational conflicts of interests. All suspected, disclosed, or discovered conflicts of interests must be [reported to Minnesota Housing](#) in a timely manner.
- 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 its employees and for the public served by the grantee.
- Bridges Program applicants must have a Cooperative Agreement in place with a Local Mental Health Entity (LMH Entity) for the length of the grant period.
- Bridges RTC Program applicants 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 Obligations will be outlined in the Grant Contract Agreement, sent to selected potential grantees.

Questions

Questions can be directed to Ellie Miller, Program Manager, the designated point of contact for this RFP. They can be reached by phone at 651.215.6236 or by email 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.

Appendix A: Definitions

Adult Mental Health Initiative (AMHI): A collaboration of county LMHAs and/or a Tribal Nation Mental Health Agency that provide or enhance coordination of the delivery of mental health services required under the Minnesota Comprehensive Adult Mental Health Act.

Anoka Metro Regional Treatment Center (AMRTC): A state psychiatric hospital that serves people who have a mental illness.

Assisted Unit: An eligible unit that is occupied by a Participant, who has executed an approved lease with the property owner, is receiving a Bridges subsidy, and whose property owner has executed a Bridges Contract with a Housing Agency.

Behavioral Health Service Agency: An agency that promotes mental health, resilience, and wellbeing; the treatment of mental and substance use disorders; and the support of those who experience and/or are in recovery from these conditions, along with their families and communities.

Bridges: The Bridges Rental Assistance Program. A state rental assistance program for People with Mental Illness who are waiting for a permanent housing subsidy.

Bridges Contract: An agreement executed by a Housing Agency and a property owner describing the terms that must be met for the property owner to receive subsidy payments on behalf of a Participant residing in an eligible unit.

Bridges RTC: Bridges Regional Treatment Center. A state rental assistance program for People with Mental Illness who are leaving AMRTC or Forensic Services and are waiting for a permanent housing subsidy.

Bridges RTC Participant: A person with mental illness that is eligible Participant for Bridges (see Participant definition below) and:

- Is hospitalized at the Anoka Metro Regional Treatment Center (AMRTC) or St. Peter Regional Treatment Center, now known as Forensic Services, and does not meet hospital level of care;
- Has significant or complex barriers to accessing and retaining housing; and
- Is Homeless or at Imminent Risk of Homelessness upon AMRTC or Forensic Services admission or discharge.

Case Management: Activities that are designed to help People with Mental Illness gain access to services that meet mental health needs. Case Management services include developing an individual community support plan, referring and assisting the person in obtaining needed mental health and other services, ensuring coordination of services, and monitoring the delivery of services.

Competency Restoration Program: A program that provides comprehensive treatment and evaluation of individuals who have been committed for competency restoration pursuant to Minnesota Rule of Criminal Procedure Rule 20.01 Sub. 7.

Contract Rent: Contract Rent means the total amount of rent specified as payable by Minnesota Housing and the tenant to the property owner for an Assisted Unit.

Cooperative Agreement: An outline of the respective roles and responsibilities of a Housing Agency and an LMH Entity.

Coordinated Entry (CE): A centralized or coordinated process designed to coordinate program Participant intake, assessment, and provision of referrals.

Correctional Supervision: A community -based sentence which is served by the offender in the community under the control and supervision of correctional officials, subject to conditions which have been set by the court or the Commissioner of Correctional Services.

Minnesota Department of Human Services Behavioral Health Division (DHS-BHD): The Behavioral Health Division at DHS includes adult mental health, children’s mental health and alcohol and drug abuse services. The division works to integrate substance use disorder and mental health with physical health care, to promote successful treatments, and to serve people close to their communities, families and other supports.

Fair Market Rent (FMR): HUD established rent limits for geographical areas.

Forensic Services: Formerly known as St. Peter Regional Treatment Center and is the location of the Minnesota Security Hospital, Competency Restoration Program and Transition Services.

Grant Contract Agreement: A document Minnesota Housing executes with a Housing Agency outlining respective responsibilities in administering Bridges.

High Priority Homeless (HPH): Households prioritized for permanent supportive housing by the Coordinated Entry system.

Homeless/Homelessness: As defined in the Stuart B. McKinney Homeless Assistance Act of 1987, a Homeless person is an individual who lacks a fixed and adequate nighttime residence. As interpreted by the Minnesota Interagency Task Force on Homelessness and the Behavioral Health Division of the Department of Human Services, this may include, but is not restricted to:

1. An individual or family that lacks a fixed, regular and adequate nighttime residence; or
2. An individual or family whose primary nighttime residence is:

- a. A supervised, publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill),
- b. An institution that provides a temporary residence for individuals intended to be institutionalized, or
- c. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The term does not include any individual imprisoned or otherwise detained under an act of Congress or a state law.

Housing Agency: A Housing Authority, nonprofit organization, or a Tribal Nation.

Housing Authority: The powers of a Housing Authority typically include the power to acquire, construct and operate property and expend and repay funds. A Housing Authority can also lease, rehabilitate and sell property.

Housing Stabilization Services: Housing Stabilization Services is a new Minnesota Medical Assistance benefit to help people with disabilities, including mental illness and substance use disorder, and seniors find and keep housing. Housing Stabilization is a Home and Community Based Service (HCBS), and providers of Housing Stabilization Services must abide by the HCBS requirements. Information about being a HCBS provider.

Housing Support for Adults with Serious Mental Illness (HSASMI): The Housing with Supports grants provide supportive services for adults with serious mental illness who are Homeless or who are exiting Institutions, and who have complex needs and face high barriers to obtaining and maintaining housing.

Housing Quality Standards (HQS): A federal housing inspection standard used for inspection of market rate housing to determine that a unit is decent, safe, and sanitary.

HUD: The United States Department of Housing and Urban Development.

Imminent Risk of Homelessness: People who are:

- Being evicted from a private dwelling unit, or
- Being discharged from a hospital, correctional facility, or other Institution, or
- Living in housing that has been condemned by housing officials that is no longer considered meant for human habitation and who have no subsequent housing options identified, and are lacking the resources or support networks needed to retain current housing or obtain temporary or permanent housing

Institutions: Institutions include facilities such as regional treatment centers, community behavioral health hospitals, nursing homes, adult foster care settings, or other hospital or residential treatment centers, jails, and prisons. If you have questions about a particular facility and whether it meets the definition of an Institution, please contact DHS-BHD or Minnesota Housing.

Intensive Residential Treatment Services (IRTS): Time-limited mental health services provided in a residential setting.

LMHA: Local Mental Health Authority. A county operating under the Minnesota Comprehensive Adult Mental Health Act.

LMH Entity:

- A Local Mental Health Authority (LMHA) operating under the authority of the county
- A Tribal Nation Mental Health Agency operating under the authority of the Tribal government
- An Adult Mental Health Initiative, which is a collaboration of county LMHAs and/or a Tribal Nation mental health agency that provides or enhances coordination of the delivery of mental health services required under the Minnesota Adult Mental Health Act

Local Payment Standard (LPS): The maximum subsidy a PHA can pay on behalf of a family, and a PHA establishes payment standards based on the HUD-established Fair Market Rents (FMR) for the area.

Mental Health Professional: A person providing clinical services in the treatment of mental illness who is qualified in at least one of the following ways:

1. In psychiatric nursing: a registered nurse who is licensed under Sections 148.171 to 148.285; and: (i) who is certified as a clinical specialist or as a nurse practitioner in adult or family psychiatric and mental health nursing by a national nurse certification organization; or (ii) who has a master's degree in nursing or one of the behavioral sciences or related fields from an accredited college or university or its equivalent, with at least 4,000 hours of post-master's supervised experience in the delivery of clinical services in the treatment of mental illness
2. In clinical social work: a person licensed as an independent clinical social worker under Chapter 148D, or a person with a master's degree in social work from an accredited college or university, with at least 4,000 hours of post-master's supervised experience in the delivery of clinical services in the treatment of mental illness
3. In psychology: an individual licensed by the Board of Psychology under Sections 148.88 to 148.98 who has stated to the Board of Psychology competencies in the diagnosis and treatment of mental illness
4. In psychiatry: a physician licensed under Chapter 147 and certified by the American Board of Psychiatry and Neurology or eligible for board certification in psychiatry, or an osteopathic

physician licensed under Chapter 147 and certified by the American Osteopathic Board of Neurology and Psychiatry or eligible for board certification in psychiatry

5. In marriage and family therapy: the Mental Health Professional must be a marriage and family therapist licensed under Sections 148B.29 to 148B.39 with at least two years of post-master's supervised experience in the delivery of clinical services in the treatment of mental illness
6. In licensed professional clinical counseling, the Mental Health Professional shall be a licensed professional clinical counselor under Section 148B.5301 with at least 4,000 hours of post-master's supervised experience in the delivery of clinical services in the treatment of mental illness

Mental Health Service Agency: A mental health provider agency eligible to provide Minnesota Health Care Programs services.

Minnesota Comprehensive Adult Mental Health Act: An act that describes the fundamental mental health system in Minnesota and is found at Minnesota Statutes Sections 245.461 – 245.4863.

Minnesota Legislature: A bicameral legislature of the U.S. state of Minnesota consisting of two houses: the Senate and the House of Representatives. Senators are elected from 67 single-member districts. In order to account for decennial redistricting, members run for one two-year term and two four-year terms each decade. They are elected for four-year terms in years ending in 2 and 6, and for two-year terms in years ending in 0. Representatives are elected for two-year terms from 134 single-member districts formed by dividing the 67 senate districts in half.

Minnesota Housing Finance Agency: Also known as Minnesota Housing, is the state's housing finance agency.

Minnesota Health Care Programs: Adults with low incomes who meet eligibility rules may qualify for Minnesota Health Care Programs. Programs include Medical Assistance (MA), MinnesotaCare, Minnesota Family Planning Program and others.

Participant: Under the Bridges program, an eligible Participant is defined as all of the following:

- The head of household or other household member must be 18 years of age or over and have a diagnosed mental illness as defined in [Minn. Stat. 245.462, subd. 20 \(a\)](#); a Mental Health Professional must verify the mental illness;
- The household is eligible to receive a Housing Choice Voucher (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.

Participant Rent: A portion of the rent payable by the Participant to the property owner.

Permanent Supportive Housing: Permanent rental housing affordable to the population served where support services are available to residents. Permanent Supportive Housing is available to individuals and families with multiple barriers to obtaining and maintaining housing, including those who are formally Homeless or at risk of Homelessness and those with mental illness, substance abuse disorders, and/or HIV/AIDS.: People with an organic disorder of the brain or a clinically significant disorder of thought, mood, perception, orientation, memory, or behavior that meets both of the following:

- Is detailed in a diagnostic code list published by the commissioner of Minnesota Department of Human Services and verified by a qualified Mental Health Professional
- Seriously limits a person's capacity to function in primary aspects of daily living such as personal relations, living arrangements, work, and recreation

Program Guide: A document developed to implement Bridges and Bridges RTC under statutory requirements.

Public Housing Authority (PHA): Public Housing Authorities (PHAs) provide decent, safe, and affordable quality rental housing for eligible low-income families, the elderly, and persons with disabilities.

Regional Treatment Center (RTC): Regional Treatment Center. A facility where the state provides active inpatient treatment for People with Mental Illness, developmental disabilities, chemical dependency and/or elderly who have complex medical conditions and challenging behaviors.

Release of Information (ROI): Release of Information. A signed and dated authorization by the Participant allowing the Housing Agency and relevant LMH Entity to share information about the Participant.

Segregated Settings: As defined by the Minnesota Olmstead Plan, "often have qualities of an institutional nature. Segregated settings include, but are not limited to: (1) congregate settings populated exclusively or primarily with individuals with disabilities; (2) 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; or (3) settings that provide for daytime activities primarily with other individuals with disabilities." Examples of Institutions or Segregated Settings include a Regional Treatment Center (RTC), a community behavioral health hospital, nursing homes, adult foster care, or other hospital or residential treatment center.

To evaluate if a setting is potentially segregated, use the three criteria listed in the Segregated Settings definition. 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.

Service Area: A geographic area in which a Housing Agency and a Mental Health Service Agency operate Bridges.

Subgrantee: Subgrantee means the government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.

St. Peter Regional Treatment Center: Now known as Forensic Services. Minnesota's earliest psychiatric treatment facility.

Supervised Release: A court ordered sentence issued as an alternative to jail or prison. Individuals under supervision (probation or Supervised Release) are assigned to a probation officer who is responsible for monitoring offenders and ensuring they comply with the conditions ordered by the court and obey laws.

Tribal Nation: An American Indian or Alaska Native Tribe, Band, Nation, Pueblo, Village, or Community that the Secretary of the Interior acknowledges as a federally recognized Tribe pursuant to the Federally Recognized Indian Tribe List Act of 1994, 25 U.S.C. 5130, 5131.

Tribal Nation Mental Health Agency: The agency primarily responsible for Tribal Nation mental health services.

Utility Allowance: The amount that a Housing Authority determines is necessary to cover the resident's reasonable utility costs is the Utility Allowance. Such allowances are estimates of the expenses associated with different types of utilities and their uses.