

**Project/Grantee Name: Suburban Homework Starts with Home – Lutheran Social Service of MN**

**Instructions:** The purpose of the Homework Starts with Home (HSWH) Work Plan is to describe the budget, outputs (households served), or activities that may have been adjusted due to the final HSWH award amount. The Work Plan also requests verification of the Housing Trust Fund (HTF) subsidy option Grantee will be using in its Program (if applicable), and requests HMIS contact information. The Work Plan outlines Program expectations regarding eligibility and selection, the role of participants in enhancing Program design, monitoring, reporting, and HMIS. The HSWH Work Plan must be submitted and approved by Minnesota Housing prior to the execution of the Grant Contract Agreement.

**1. Eligibility and Selection**

**Expectation: Consistent eligibility criteria and established referral processes.**

Eligible populations under the Homework Starts with Home initiative include two overlapping groups of people who are homeless or at imminent risk of homelessness: (a) families with children eligible for a pre-Kindergarten through grade 12 academic program and (b) youth (with or without children of their own) who are eligible for an academic program through grade 12 and who are facing housing instability due to their parent or guardian not actively involved in their upbringing.

Because funds are limited, it is the expectation that applicants will utilize assessment processes and tools (below) to target funds to households with the greatest need.

All homeless households served by the Program will be identified through the local Coordinated Entry (CE) system organized through the local Continuum of Care (CoC).

For people at imminent risk of homelessness, MHFA expects the household be assessed using the Minnesota Prevention Assessment Tool (M-PAT). This may or may not occur in conjunction with an applicant’s local CoC region or CE process.

The Program structure for all households, whether assessed through CE or via the M-PAT, must account for the fact that interventions may vary (e.g. may include temporary financial assistance, rapid rehousing, supportive housing) and households will be assessed through a Progressive Engagement approach (i.e., typically starting with a light-touch intervention and increasing in intensity and duration, if necessary, based on the family’s needs).

Eligible participants for Housing Trust Fund (HTF) resources are limited to families whose gross incomes at the time of initial occupancy do not exceed 60% of the median income for the metropolitan area for the given family size, as determined by the U.S. Housing and Urban Development (HUD). In addition, before providing HTF assistance for any housing unit, the unit must pass a Housing Quality Standards (HQS) inspection by a qualified HQS inspector. The Grantee may not provide HTF assistance on behalf of the household until the unit fully complies with the HQS inspection. HQS inspections must be conducted annually.

Eligible participants for the Family Homeless Prevention and Assistance Program (FHPAP) are limited to households at or below 200% of the federal poverty level.

**2. Budget and Projected Households**

**Expectation: The Grantee must adjust its budget and projected number of households to be served to match the award provided by MHFA. The final budget document, including the projected number of households to be served, must reflect the spirit and intent of the initial application.**

1. Submit copies of the updated budget spreadsheets for the master budget, Grantee budget and subgrantee budgets (Exhibit E).
2. If the budget and outputs have been adjusted proportionately but no change has been made to the anticipated services or activities, the Grantee does not need to respond in the section that follows. If, however, adjustments have been made that differ from the initial application, describe:
  - Details of any revisions to the proposed activities based on the award amount
  - Details of any revisions to the proposed households served based on the award amount
  - Rationale for any budget items that have significantly higher or significantly lower costs per household than in the initial application

**Response: The number of households to be served has been adjusted based on the grant awarded, which was 63% of our request. The original proposal was to serve 80 households (10 carryover + 70 new), and we now propose to serve 62 households (10 carryover + 52 new), or 77% of original.**

### **3. Role of Participants in Enhancing Program Design**

**Expectation: Persons with lived expertise will be included in Program planning and implementation.**

Students and their families with lived experience of homelessness or housing instability will be engaged in guiding the implementation and refinement of the Program as outlined in the Grantee's application.

### **4. Housing Trust Fund (HTF) Subsidy Structure**

**Expectation: Established subsidy structure.**

For participants receiving HTF rental assistance, one of two options can be used to determine subsidy amounts.

**Check the box that corresponds to the subsidy option utilized:**

**30% of Income Subsidy-** *Rental subsidy will pay the difference between 30% of gross household income and the lesser of the gross rent or the area payment standard for the applicable sized unit.*

**OR**

**CAP Subsidy-** *The participant payment will be determined as follows: 1) Grantee will determine 30% of the household's gross monthly income. 2) Grantee will determine the difference between the gross rent or payment standard (whichever is lower) and 30% of the household's gross income. 3) Grantee will compare the difference found in step #2 to the subsidy cap, based on the appropriate unit size, and the subsidy portion will be the lesser of the comparison done in step 3. An example of a CAP subsidy structure is: 1 bedroom \$350 subsidy; 2 bedroom \$500 subsidy; 3 bedroom \$650 subsidy; and 4 or more bedrooms is a \$750 subsidy.*

**If CAP Subsidy is checked, describe the Program's CAP subsidy structure:**

**5. Monitoring**

**Expectation: Regular and ongoing monitoring of participant records and financial files.**

At least annually, the Grantee and collaborative partners will monitor each organization that provides funded activities. Monitoring must include review of participant records that document eligibility and service provision. It should also include the review of financial files for eligible expenses, invoicing, and supporting documentation.

**6. Reporting and HMIS**

**Expectation: Timely, accurate reporting and analysis of data.**

Data for all households served will be entered into the Homeless Management Information System (HMIS). In order to comply with quarterly and annual reporting requirements, timely data entry is expected. Participant data must be entered into HMIS within 30 days of Program enrollment. Grantees are required to regularly review and analyze their Program's HMIS data for accuracy and Program evaluation.

The Grantee will also submit to MHFA quarterly expenditure reports, along with annual narrative reports that include actual Program results compared to Program objectives.

**Complete the table below for each agency that will be entering household data into HMIS:**

Agency	HMIS Staff Contact	Email Address
Solid Ground	Sandy Deutsch	slddeutsch@solidgroundmn.org
Solid Ground	Levi Schultz	lschultz@solidgroundmn.org

**\*Note: Solid Ground will be completing all HMIS data entry on behalf of Suburban HSWH partners.**