

Exhibit B.1

Family Homeless Prevention and Assistance Program (FHPAP) Work Plan

The purpose of the FHPAP Work Plan is to describe changes to the budget, outputs, or activities due to the final FHPAP award amount. The FHPAP Work Plan must be submitted and approved by MHFA prior to the execution of the Grant Contract Agreement by October 1st.

BUDGET AND PROJECTED HOUSEHOLDS
Expectation: The Grantee must adjust its budget and proposed households to match the award provided by MHFA. The final budget document, including the projected number of households to be served, must reflect spirit and intent of the initial application.
1. Submit copies of updated budget spreadsheets for the master budget, Grantee budget and subgrantee budgets. 2. If the budget and outputs have been adjusted proportionately but no change has been made to the anticipated services or activities, you may skip this question. If adjustments have been made that differ from the initial application, please describe here: • 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 cost per household than the initial application
Response: Ramsey County's sub-grantees' budgets and outputs have been adjusted proportionately to match the award amount, but no changes have been made to the anticipated services or activities.

ACKNOWLEDGMENT OF PROGRAM EXPECTATIONS
Eligibility Criteria: Programs should remove any eligibility criteria that may be a barrier to receiving assistance. If your Program has any of the following criteria, please describe how you will remove these criteria during this biennium. ☐ A cap on the amount of assistance provided to a household. ☐ A requirement that households be employed to receive assistance. ☐ A denial from county emergency assistance before being able to apply for FHPAP. ☐ A requirement for tribal members to seek assistance from a tribal government before being able to apply for the Program.
Response: The Ramsey County CoC/FHPAP Governing Board has previously asked providers to remove additional requirements from households seeking assistance. Sub-grantees (providers) will

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attempt to stay within a specific dollar amount, but it is not a policy or requirement that they only spend a specific amount per household.

Monitoring: Regular and ongoing monitoring of client records and financial files. At least annually, the Grantee and its advisory committee will be responsible to monitor each organization providing Program funded activities. Monitoring must include review of client records documenting eligibility and service provision. It should also include review of financial files for eligible expenses, invoicing and supporting documentation. Results should be shared with the Grantee's advisory committee.

Performance: The Grantee will use the following information to evaluate the performance of the Program and share the results with the Grantee's advisory committee for additional discussion:

- **Outputs**
The numbers of households served by race, ethnicity and household type
- **Outcome #1:**
The percentage of households receiving assistance who are not yet homeless and who do not become homeless (*Prevent*)
- **Outcome #2:**
The percentage of households, indicated by race, ethnicity and household type, who exit to permanent, stable housing (*Rare*)
- **Outcome #3:**
The length of time from enrollment to housing placement (*Brief*)
- **Outcome #4:**
The percentage of households served, indicated by race, ethnicity and household type, who do not return to homelessness (*One-time*)
- **Outcome #5:**
Intake demographics of the households served compared to exit demographics by destination (e.g. If the program serves 60 percent of African American clients, are 60 percent of the Program's positive housing outcomes achieved by African Americans?) (*Equity*)

Please note that MHFA will provide guidance and support to assist Grantees with compiling and analyzing data during this biennium.

MHFA may also add strong recommendations or conditions into a Grantee's FHPAP Work Plan as a part of the award process which would be outlined in writing below. If no Strong Recommendations or Conditions are listed, no response is required.

Strong Recommendations

Provide a detailed justification for the expense line item “Sanitation Services”; including the proposed budget amount, the reason this service is needed, services available to households to mitigate this need, the number of proposed households to be served and the average cost per household.

Response:**Provide a detailed justification for the expense line item “Sanitation Services”:**

HouseCalls’ FHPAP Sanitation Services is a singularly unique strategy to prevent homelessness in Ramsey County. HouseCalls receives referrals from Code Enforcement Officers who have issued orders and a timeline to remediate unsanitary and unsafe housing conditions. Once the referral is received, one of the HouseCalls Social Workers meets the Officer at the home. The Social Worker engages the householder to appreciate the urgency of the need to resolve the cited issues. Building trust under such circumstances takes a specific set of skills as the householder may have significant challenges in agreeing that their home needs to be cleaned and cleared of their collections, pets or trash. Once the householder agrees to the plan, HouseCalls calls upon Ramsey County Environmental Health Department to provide 10, 20, or 30 yard dumpsters as needed. The Social Workers coordinate directly with Environmental Health and Waste Management to request the dumpster, its placement, and pickup/drop-off dates. Environmental Health additionally recycles items such as mattresses, tires, discarded appliances, and household chemical waste for each household. If needed, HouseCalls arranges for a professional cleaning crew to present a service plan. The Social Worker keeps in communication with the householder to ensure their cooperation and that the crew has access to the dwelling. If work modifications are needed, the Social Worker can work with Code Enforcement and the crew to keep the plan on track. Once the work is completed, the property orders have been lifted and the housing is stabilized, then the case is closed.

including the proposed budget amount: The average cost for cleaning a property is \$1,750. HouseCalls follows the eligibility FHPAP guidance of household income at or below 200% of the Federal Poverty Guideline and documentation that the resident is at imminent risk of losing their home. Households with income over 200% of FPG must contribute their own resources to cover the service costs. For those FHPAP eligible households, HouseCalls provides up to \$1,000 through FHPAP and the remainder is secured through St Paul Foundation’s Community Sharing Fund. With the budget of \$95,000, HouseCalls will assist 95 households in stabilizing their housing through Sanitation Services.

the reason this service is needed: When one sees a person experiencing homelessness pushing an overflowing cart of belongings, that is someone who might have benefited from Sanitation Services. The #1 demographic at HouseCalls receiving Sanitation Services is the elderly, living in single-family homes, but housing programs, property managers, social workers, and advocates refer to HouseCalls as well. They are all at a loss for how to manage the issue which is a safety, sanitation and good neighbor problem. HouseCalls helps this vulnerable population rethink their options, when they are committed to holding onto their stuff over their housing.

services available to households to mitigate this need: As mentioned above, HouseCalls helps provide dumpsters through the support of Ramsey County Environmental Health. The Social Workers visit the house and engage the householder in a plan to resolve the housing crisis.

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Once the household is onboard, the Social Worker arranges for the cleaning crew and manages the project through completion and resolution of the Code Enforcement orders.

the number of proposed households to be served: HouseCalls proposes to serve 95 households through Sanitation Services.

the average cost per household: The average cost per household using FHPAP funding is \$1,000.

Amendment #1 for Family Homelessness Prevention & Assistance Program Grant Contract Agreement

Contract Start Date:	<u>October 1, 2021</u>	Total Contract Amount:	<u>\$3,224,000.00</u>
Original Contract Expiration Date:	<u>December 30, 2023</u>	Original Contract:	<u>\$3,087,500.00</u>
Current Contract Expiration Date:	<u>December 30, 2023</u>	Previous Amendment(s) Total:	<u>\$0.00</u>
Requested Contract Expiration Date:	<u>December 30, 2023</u>	This Amendment:	<u>\$136,500.00</u>

This Amendment is by and between the Minnesota Housing Finance Agency ("MHFA") and Ramsey County, 160 E Kellogg Boulevard, Suite 9500, St Paul, MN 55101 ("GRANTEE").

Recitals

1. MHFA has a Grant Contract Agreement with the Grantee identified as Family Homelessness Prevention & Assistance Program, with an effective date of October 1, 2021 ("Original Grant Contract") to prevent homelessness, reduce the length of time households are homeless and eliminate future episodes of homelessness.
2. MHFA is amending the Original Grant Contract to modify the Grantee's Project Plan, increase the Grant Proceeds and modify the payment terms to meet the needs of the Grantee during the Grant Period.
3. MHFA and the Grantee are willing to amend the Original Grant Contract as stated below.

Grant Contract Amendment

REVISION 1. **Exhibit B** (the "Work Plan") is deleted and replaced in its entirety with **Exhibit B.1** which is attached to this Amendment.

REVISION 2. Clause 4.1 "**Consideration**" is amended as follows:

4.1 *Consideration.*

MHFA will pay for all services performed by the Grantee under this Grant Contract Agreement as follows:

(a) Compensation

The Grantee will be paid up to a maximum of ~~\$3,069,103.00~~ \$3,205,603.00 per the breakdown of costs contained in the approved budget specified in the Grantee's Project Plan.

(b) Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this Grant Contract Agreement will not exceed ~~\$18,397.00~~ \$18,397.00 provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the MHFA's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) Total Obligation.

The total obligation of MHFA for all compensation and reimbursements to the Grantee under this Grant Contract Agreement will not exceed ~~\$3,087,500.00~~ \$3,224,000.00. (the “Grant Proceeds”). The award of the total amount of the Grant Proceeds is contingent upon the receipt of funding by MHFA of anticipated appropriations for the Program for Fiscal Years 2024-2025. The Grantee is only entitled to the Grant Proceeds as specifically limited by Section 14.3 of this Grant Contract Agreement.

REVISION 3. Clause 4.2 “**Payment**” is amended as follows:

4.2 Payment

(a) Disbursements

The disbursement of the Grant Proceeds is as follows:

- (i) One-eighth of the total amount of the Grant Proceeds will be disbursed upon execution of the Grant Contract Agreement.
- (ii) One-eighth of the total amount of the Grant Proceeds, at MHFA’s sole discretion and subject to funding availability, until the Grant Proceeds are fully disbursed, at the beginning of each quarter MHFA’s fiscal year during the Grant Period of this Grant Contract Agreement.
- (iii) An additional payment in the amount of \$136,500.00 will be disbursed upon execution of Amendment #1 to this Grant Contract Agreement.

This Amendment #1 is duly executed on the last date written in the signature page.

The Original Grant Contract is incorporated into this Amendment #1 by reference. Except as modified herein, the terms of the Original Grant Contract will remain in full force and effect.

1. GRANTEE

The Grantee certifies that the appropriate person(s) have executed this Amendment on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

So Yeon Woo-Bockman

By: [So Yeon Woo-Bockman \(Feb 14, 2023 16:06 CST\)](#)

Title: Assistant Ramsey County Attorney

Date: 02/14/2023

Kim Cleminson

By: [Kim Cleminson \(Feb 16, 2023 10:40 CST\)](#)

Title: Deputy Director Housing Stability

Date: 02/16/2023

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

2. STATE AGENCY

By: _____

Title: _____

Date: _____

Distribution:
Agency
Grantee