Bring It Home Rental Assistance (BIH) Option 3 Alternative Work Plan and Program Guidelines [Exhibit A]

The purpose of the BIH Work Plan is to outline the guidelines and activities that will be used to administer Option 3. The BIH Work Plan must be submitted and approved by Minnesota Housing Finance Agency (MHFA) prior to the execution of the Grant Contract Agreement.

Program Guidelines can be in a format of your choosing, but must contain the following elements as applicable:

Program Overview

- Populations Served
  - Target population
  - Additional priority populations identified (in addition to requirements in statute)
- Overview of Program Basics
  - Payment standard being used (identified by zip code if service area spans multiple counties)
  - Utility allowance
  - Eligibility criteria
    - Factors outside of what is required in statute
    - Definition of family and/or household

Applications, Waiting List, and Tenant Selection

- Application process
- Waiting list management
  - Procedure for opening and closing waiting list
- How will priority populations be ranked (preference points)?
  - How do interested households apply?
  - How are households selected off the waitlist?
- Application review, approval, and/or denial process
  - Eligibility verification guidelines (such as residency, cost burdened, etc.)
- Timeline from Request for Tenancy Approval to Housing Assistance Payment Contract

Voucher Issuance Meeting

- Voucher Issuance meeting procedure (meeting with an eligible household and providing them with their voucher)
- Determining family unit size
- Voucher search time and procedure to request an extension

Income Determinations

- Annual income determination
  - Counted vs. not-counted income
  - Adjustments for identified deductions
- Verification of income
- Calculation of income and subsidy determination

Inspection and Rent Reasonableness Determinations

- Inspection process
  - Physical standards
  - Who performs inspections
  - Frequency of inspections
  - Inspection failure enforcement
- How rents will be determined to be reasonable (unit comparison, other method)
- Landlord eligibility or disqualifications
- Length of lease requirements

Recertifications

- Annual recertification procedures and timeline
  - Recertifying annual eligibility
- Interim recertifications

Termination of Rental Assistance

- Grounds for termination of rental assistance
- Termination procedure
  - Informal review/appeals procedure

Partnerships

- Landlord responsibilities
- Community partnerships identified
  - Partner named and responsibilities listed
- Tenant outreach
- Property owner outreach and retention plan
- Marketing plan

Program Integrity

- Preventing fraud and program abuse

Program Administration

- Tenant file procedures
  - Electronic or physical
  - List of documents within file
- Applicant tracking procedure
- Tenant tracking procedure