STEELE COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA

Administration Center - 630 Florence Avenue – Owatonna, MN 55060

Steele County's Mission:
Driven to deliver quality services in a respectful and fiscally responsible way.

TUESDAY, MARCH 11, 2025 at 3:00 PM
County Boardroom, Steele County Administration Center

Agenda

1. Call to Order
2. Four Seasons Roof
3. Four Season Side Glass
4. AMC Legislative Conference Report – Commissioner Krueger
5. Affordable Housing Aid Policies
6. Homeless Aid Policies
7. Other Business

Adjourn

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Steele County Board of Commissioners. This document does not claim to be complete and is subject to change.

Steele County
Agenda Item

Request for Board Action

Subject: Four Seasons Centre Roof

Department: Park & Recreation

Committee:

Committee Meeting Date: Enter a date.

Work Session Date: March 11, 2025

Board Meeting Date: Enter a date.

Consent Agenda: ☐ Yes ☒ No **Resolution:** ☐ Yes ☒ No

Policy Committee Recommendation:

.

Recommendation:

To approve the Facilities and Fleet Director to enter into an Agreement with Schwickert's Tecta America, LLC under the Omnia Partners Cooperative Purchasing Contract for the Four Seasons Centre Roof Replacement and Wall Panels. The Roof will be Replaced with a 90 Mill Fully Adhered EPDM Roof, with a Budget of $2,200,000.00.

Background *(Including Budget Impact)*:

This recommendation is based on the following:

- Previously the County Board heard a presentation about the Four Seasons Roof being replaced with a Garland Built Up Roof System. After discussion, the board directed staff to look into other roof options. Schwickert's Tecta America, LLC, an Omnia Partners Contract holder, was contacted to look at different roof options. Schwickert's presented 3 options, one being a BUR comparable to Garland's, another one being a 90 mil fully adhered, and lastly a 90-mill ballasted. All 3 roofs have a 30-year warranty with the BUR and the fully adhered having an option to extend the warranty for 10 years after 30 years. See attached sheet with the budget numbers for each option along with the metal panel budgets.
- Both roofs at the Four Seasons Centre are past life expectancy (East Arena replaced in 1994 / West Arena built in 2001).
- Currently, the Four Seasons Centre makes yearly repairs on these roofs costing $10k to $15k per year.

- The recommendation is to move forward with a roof design that offers a warranty of 30 years vs the standard 20 year.
- Approved budget number for this project is $2.2M
- Timeline for this project is to begin work approximately September 1st when the vast majority of events on the Fairgrounds / Four Seasons Centre will be complete. This roofing project should have no effect on the fall ice season.

HVAC rooftop units are a separate project in the approved CIP for the Four Seasons Centre. It has been discussed that whoever obtains the work for the HVAC units can work with Schwickert's to make sure the support footprints on the roof would be accurate for the new HVAC units and the replacement of these units be done at the same time as the roof replacement.

Attachments:

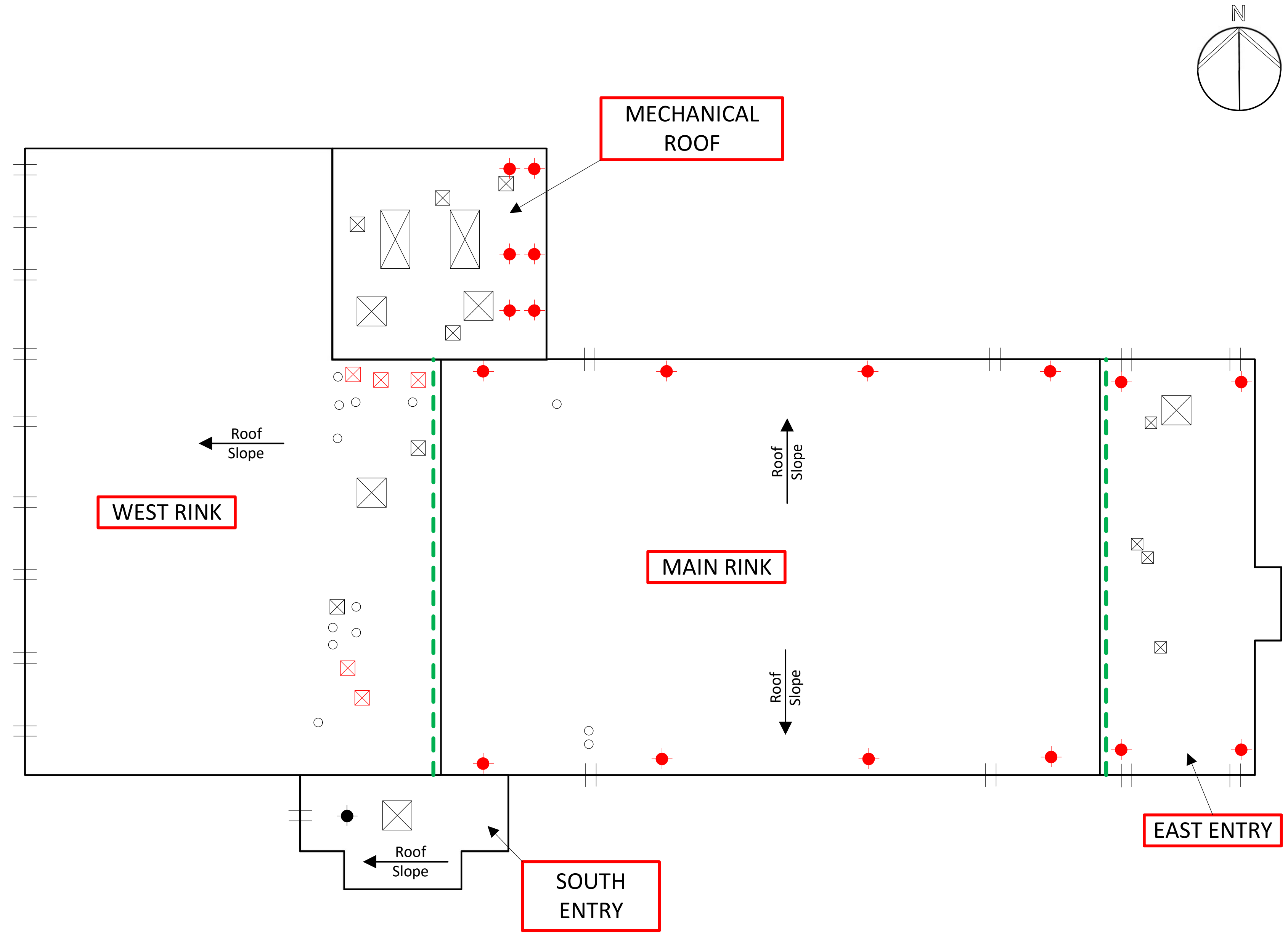
Schwickert's Information Package

Garland Information Package

Roof System - Performance Comparison

Steele County - Four Seasons Centre

	90 Mill Adhered EPDM	90 Mil Ballasted EPDM	BUR	Metal Panels at Condensing Unit Roof high walls and at East Entrance High wall	New Wood blocking at East Rink	New metal associated with the new wood blocking on the East Rink
Layers of Redundancy	No	No	yes			
System Thickness	90 mils	90 mils	280 mils or more			
Field Seams	yes, every 16'	yes, every 16'	no			
Green/Recyclable	membrane and ISO can be	Membrane and ISO can be	certain parts, pending scope			
Foot Traffic/Hail Exposure	walkway pads to protect	Concrete pavers to protect	walk way pads to protect			
Tapered Insulation	yes	Yes	yes			
Increase Perimeter Height	yes	yes	yes			
	Cost Comparison		Cost Comparison		Cost Comparison	
Initial Cost (Budget)	$1,700,000	$1,310,000	$1,900,000	$195,300	$105,000	$75,000
Consultant Design Fee	$0	$0	$0			
Life Expectancy	30 + years	30+ years	30+ years			
Expected Repairs Over Life	$20,000	20000	$20,000			
2055 Restoration *(Extends Warranty 10 Years)*	Could install a coating to extend warranty 10+ years	NA	Could install a coating to extend warranty 10+ years			
2055 Reroof Cost	2000000 pending material price	1600000 pending material price	$2,500,000			
Expected Repairs (2nd Roof)	$20,000	20000	$20,000			
Total Cost						
Standard Warranty	30 years	30 years	30 years			
40-Year Annual Cost of Ownership						



INSTALL NEW WALL PANELS
"Roofing Contractor" to remove existing wall panels. Install new ice and water shield over substrate. Install new 24 gauge metal wall panels over high-low wall.

REPLACE EXISTING DRAIN BOWLS
Roof drains to be replaced by "roofing contractor"

INCREASE PENETRATION HEIGHT
"Roofing Contractor" to raise existing roof curb to meet manufacturer's minimum flashing heights.

Steele County - Four Seasons Centre - Reroof Budget

Sections	Reroof Year	System	Budget	Warranty
West Rink, Mechanical Roof, Main Rink, South Entry, & East Entry	2025	Multi-Ply Modified BUR in Hot Asphalt with Flood & Gravel Surfacing. Include Wall Panels per Scope of Work.	\$2.1M - \$2.2M	30+10 No-Dollar Limit Edge-to-Edge Warranty.

The Garland Company
3800 E. 91st Street
Cleveland, OH 44105

STEELE COUNTY FOUR SEASONS CENTRE
1525 South Elm Ave., Owatonna, MN 55060

SHEET TITLE:
REROOF BUDGET

DATE
JAN. 13th, 2025

Steele County
Agenda Item

Request for Board Action

Subject: East Rink Side Glass

Department: Park & Recreation

Committee: **Committee Meeting Date:** Enter a date.

Work Session Date: March 11, 2025 **Board Meeting Date:**

Consent Agenda: ☐ Yes ☒ No **Resolution:** ☐ Yes ☒ No

Policy Committee Recommendation:

.

Recommendation:

Staff recommends moving forward with the replacement of the East Arena Side Glass. The current side glass will be replaced by higher side glass

Background *(Including Budget Impact)*:

This recommendation is based on the following:

- Over the last 3 – 5 years, the Four Seasons Centre has seen an increase in the number of pucks that have left the ice and have deflected off into the bleachers. Unfortunately, there have been spectators who have been struck by these flying pucks.
- Currently, the height of the side glass is 57 3/4". Height of new side glass would increase to 96".
- New glass will be Acryllic vs tempered glass which is currently installed. This new Acryllic will be lighter for staff to install, and if a piece breaks, it will be in big pieces vs tempered glass shattering into a large amount of small pieces.
- Budget number for this project was 60k. However, with the increase in product, the budget number is now at 83,200k. There is money available from the approved 2025 budget due to other projects coming back at lower budget numbers.
- There may be additional costs to the purchasing or retrofitting current glass carts if the new glass does fit on the current carts. This additional cost should also be covered by an overall budget that was approved for 2025.

Attachments:

Glass Replacement Budget

Athletica SPORT SYSTEMS
Safety through **innovation**

QUOTE

Athletica Sport Systems Inc. (USA)
720 Innovation Drive
Shakopee MN 55379
United States of America

Phone: 1-800-809-7465

Quote Date: Feb 18, 2025

4013040

Sourcewell ID:

Quote To:
200746
Steve Schroht
Four Seasons Center
P.O. Box 57
Owatonna MN 55060 United States of America

Email: steve.schroht@steelecountymn.gov
Phone: 507-451-1093
Fax: 507-451-5078

Expires: Mar 4, 2025
Reference:

Quoted By: Caroline Bronston
CBronston@athletica.com
763-249-7410

Sales Person: Caroline Bronston
763-249-7410
CBronston@athletica.com

Terms: Net 30 Days

Line	Part	Description
1	Acrylic	Four Seasons - Acrylic Retrofit - Spectator Side Only

Quote Includes:
Replace Existing Tempered Glass with Wide View Acrylic
Replace Gaskets to accept acrylic
Modify panels for Wide View
Clear Lexan posts
Athletica to Supply and provide supervisor

Not included:
Removal and disposal of existing tempered glass

Qty	Unit Price	Discount %	Net Price	
1.00 EA	41,600.00	0.00	41,600.00	*USD*

Line	Part	Description
2	Acrylic	Four Seasons - Acrylic Retrofit - Players Side of Rink

Replace Tempered Glass on player side with Wide View behind boxes
Athletica to Supply and provide Supervision

Not included:
Removal and Disposal of existing tempered glass

Qty	Unit Price	Discount %	Net Price	
1.00 EA	41,600.00	0.00	41,600.00	*USD*

Lines Total	83,200.00
Line Miscellaneous Charges	0.00

Athletica Sport Systems Inc. (USA)
720 Innovation Drive
Shakopee MN 55379
United States of America

QUOTE

Phone: 1-800-809-7465

Quote Date: Feb 18, 2025

4013040

Sourcewell ID:

Please note: Any applicable taxes, duties and customs charges are not included in your quote and will be added at the time of invoice.

Quote Miscellaneous Charges	0.00
Quote Total	**83,200.00** $

Customer acceptance signature and Date:

___________________________________ ___/___/____

ATHLETICA SPORT SYSTEMS INC. STANDARD TERMS AND CONDITIONS OF SALE - EFFECTIVE JANUARY 2021

1. Definitions. In these terms -"Seller" means the seller of the Goods as defined herein; "Buyer" means the entity purchasing the Goods, including any successors thereof; "Goods" means the goods, products and materials manufactured, imported, supplied and/or delivered for or by Seller to Buyer, as such were approved by Seller in reply to Buyer's order and accordingly listed in the Approval of Order; "Approval of Order", in respect of any Buyer's order, means the instrument issued by Seller, bearing the same reference number of such order and specifying, *among any other terms*, the items of Goods, including their respective price and quantity, which shall be supplied to Buyer upon such order; "Contract" means the contract for the supply of Goods which have been ordered by Buyer and specified in Seller's Approval of Order, which contract is concluded based on these Terms and Conditions of Sale unless otherwise specified in the Approval of Order.

2. Payment. Payment for Goods shall be due on or prior to the delivery date of Goods and no discount may be taken. Payments received after the due date thereof shall bear a service charge from their due date, at the maximum lawful interest rate applicable, and if none– at the annual rate of 5% above the base rate from time to time of the central bank of the place of Buyer's incorporation. All payments shall be made to Seller's designated bank account in the same currency and for the same amounts as specified in the Approval of Order.

3. Prices, Duties and Taxes. Prices specified in the Approval of Order are net, excluding packaging, and shall be deemed Ex-works (Incoterms 2000 as amended). Prices are based, inter alia, on production costs for supplies, labor, deliveries, duties, and services current on the order date. In the event of material increase in any such costs, Seller reserves the right either to adjust the prices for Goods accordingly, or to cancel any certain part of the sales relating to undelivered Goods. Duties, taxes, fees, levies and other compulsory payments applicable to the sale of Goods any time, as well as freight, express, insurance and delivery charges, shall all be borne and paid in full by Buyer, unless otherwise expressly stipulated.

4. Delivery. Delivery dates noted on the Approval of Order are estimates only, and are not guaranteed, and are all subject to adjustment as determined by the Seller acting reasonably. The acceptance of shipment by a common carrier or by any licensed public truckman shall constitute proper delivery. Risk associated with the Goods shall pass to Buyer on delivery or with the passing of title in the Goods, whichever occurs first; provided however, that where delivery is delayed due to circumstances caused by or within the responsibility of Buyer, risk of loss shall pass to Buyer upon Seller's notification that Goods are ready for dispatch.

5. Retention of Title. Title shall pass to Buyer only upon full payment by Buyer for the Goods and following payment of any other outstanding debt by Buyer to Seller. Buyer shall, at Seller's request, take any measures necessary under applicable law to protect Seller's title in the Goods, and lawfully notify Buyer's present or potential creditors of Seller's title on and interest in the Goods. Buyer acknowledges that so long as title has not been transferred in the Goods, it holds the Goods as bailee and fiduciary agent for the Seller and shall safely and securely store and keep the Goods separate and in good condition, clearly showing the Seller's ownership of the Goods and shall respectively record the Seller's ownership of the Goods in its books. Notwithstanding the above, Buyer may use Goods for its own use, or sell Goods, as fiduciary agent for the Seller, to a third party in the normal course of business by bona fide sale at market value, whereby proceeds of such usage or sale of Goods, as the case may be, shall, to the extent of the amount being owed by Buyer to Seller at the time of receipt of such proceeds, be held by Buyer on trust for Seller and specifically ascertained, until payment in full for all payable debts by Buyer to Seller.

6. Warranty.

a) If applicable, Seller warrants that Goods as set out in the warranty applicable thereto given by Seller to Buyer, subject always to the terms and conditions thereof, and subject to use, storage and application thereof in accordance with and based on Seller's standard tolerances, instructions of use and recommendations.

b) Unless otherwise restricted by mandatory applicable law, THE WARRANTY SET FORTH HEREIN IS EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY QUALITY AND FITNESS FOR USE AND FOR PURPOSE, ANY ADVICE AND RECOMMENDATION AND ANY OBLIGATIONS OR LIABILITIES WHICH MAY BE IMPUTED TO SELLER, ANY AND ALL OF WHICH ARE HEREBY EXPRESSLY DISCLAIMED, DENIED AND EXCLUDED. BUYER EXPRESSLY AGREES THAT NO WARRANTY THAT IS NOT SPECIFICALLY STATED IN THIS AGREEMENT WILL BE CLAIMED OR OTHERWISE ADHERED TO BY BUYER AND/OR BY ANYONE ACTING ON BUYER'S BEHALF AND/OR BY ANYONE DERIVING THE LEGALITY OF ITS CLAIM FROM BUYER, NOR THAT WILL ANY SUCH WARRANTY BE VALID. SELLER NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT, ANY OTHER LIABILITY IN CONNECTION WITH THE SALE, USE OR HANDLING OF ANY AND ALL GOODS SPECIFIED OR CONTEMPLATED BY THIS CONTRACT. NO WARRANTY IS MADE WITH RESPECT TO ANY OF THESE GOODS WHICH HAVE BEEN SUBJECT TO ACCIDENT, NEGLIGENCE, ALTERATION, IMPROPER CARE, IMPROPER STORAGE, IMPROPER MAINTENANCE, ABUSE OR MISUSE.

7. Claims and Liability.

a) Unless Seller shall within 30 days after delivery of the Goods, receive from Buyer written notice of any matter or thing by reason whereof it is alleged that Goods are not in accordance with the Contract, Goods delivered shall be deemed to have been supplied, delivered and accepted in all respects in full conformity with the Contract and Buyer shall be entitled neither to reject the same nor to raise any claim for damages or for other remedy in respect of any alleged negligence and/or breach of warranty and/or any condition.

b) In any claim, brought subject to the conditions above, Buyer must prove to the satisfaction of Seller that it followed Seller's instructions for use, care, storage, maintenance, handling and application of the Goods.

c) Unless otherwise specifically restricted by mandatory applicable law, Seller's liability under any claim and in connection with any possible allegation, whether based on negligence, contract, or any other cause of action, shall, if the Seller shall be liable hereunder, be limited to either (i) the replacement of the Goods or the supply of equivalent goods; (ii) the repair, or payment of the cost of repair, of the Goods; or (iii) credit in an amount equal to the purchase price specified in Seller's pertinent invoice, or in an amount of equivalent goods, all at Seller's sole option. Buyer acknowledges that the remedy available to him as specified herein, is in lieu of any remedies that may be otherwise available to him, now or in the future, whether in law or in equity, relating to any loss or damage, whether directly or indirectly, arising from the purchase and/or the use of Goods, including without limitation, any actual or contingent damages, loss of production, loss of profit, loss of use, loss of contracts or any other consequential or indirect loss whatsoever, whether pecuniary or non-pecuniary, and it is acknowledged and agreed by Buyer that in no circumstances shall Seller be liable for any such damages. Should any limitation on Seller's liability hereunder be held ineffective under applicable law, than Seller's liability shall in any event be limited to the minimum amount of damages to which Seller may limit its liability, where such is greater than the purchase price as specified in Seller's pertinent invoice. Additionally, any action against Seller must be commenced within one year after the cause of action accrues.

d) Buyer, for himself and for any other party which may claim either under or through Buyer, or independently of Buyer, including Buyer' employees, directors, officers, representatives and personnel, shall indemnify and hold Seller harmless, from and against any claim or liability for damages in any way relating to the supply or use of the Goods, including claims for negligence and including but not limited to, any claim in connection with the design, manufacture, use, care, storage, delivery, application or maintenance of any Goods sold hereunder, whether alleged to have been committed by Seller or by any other person whatsoever. Buyer's undertaking as specified in this subsection shall extend and inure to the benefit of Seller and of Seller's successors at any time, as well as to Seller's personnel, representatives, managers, directors and officers. Nothing contained herein shall take effect to exclude or limit liability where liability may not be excluded or limited under applicable law, including, without limitation, for death, personal injury and fraudulent misrepresentations.

e) Any and all warranties, undertakings, guarantees, or assurances provided herein by Seller, are specifically limited to Buyer herein, and not imputed by Seller, whether directly or indirectly, expressly or impliedly, to any other person or entity, including any subsequent buyer or user, bailee, licensee, assignee, employee and agent of Buyer.

8. Default. Upon failure of Buyer to pay any amounts due to Seller, or in the event of any breach or anticipated breach by Buyer of any Contract with Seller, or if Buyer shall either (i) become insolvent, (ii) call a meeting of its creditors, or (iii) make any assignment for the benefit of creditors, or if (iv) a bankruptcy, insolvency, reorganization, receivership or reorganization proceeding shall be commenced by o against Buyer, then, in each such occasion, Seller may, at its sole discretion, opt to (1) cancel this and any other Contract with Buyer (without waiving any of Seller's rights to pursue any remedy against Buyer); (2) claim return of any Goods in the possession of Buyer, the title of which has not passed to Buyer, and enter Buyer's premises (or the premises of any associated company or agent where such Goods are located), without liability for trespass or any alleged damage, to retake possession of such Goods; (3) defer any shipment hereunder; (4) declare forthwith due and payable all outstanding bills of Buyer under this or any Contract; and/or (5) sell all or part of the undelivered Goods, without notice at public and/or on private sale, while Buyer shall be responsible for all costs and expenses of such sale and be liable to Seller for any shortfall in the discharge of the amounts due to Seller.

9. Independent Delivery. Each delivery of Goods shall (without prejudice to Seller's rights under clause 8 hereinabove) be considered a separate contract and the failure of any delivery shall not vitiate any contract as to deliveries of other Goods and payment therefor.

10. Cancellation. Orders manufactured in whole or in part, pursuant to Buyer's specifications, may not be cancelled except with Seller's prior written consent, on terms which will compensate Seller for any resulting losses.

11. No-Assignment. No rights or obligations of Buyer arising out of this Contract may be assigned without the express prior written consent of Seller.

12. Force Majeure. Should Seller be prevented from effecting deliveries of the Goods or any of them by reason of either an act of god, insurrection, riot, war hostilities, terror attacks, warlike operations, piracy, arrests, restraints or detainments by any competent authority, strikes or combinations or lock-out of workmen, fire, floods, droughts, earthquakes, permanent or temporary delay or inability to obtain labor, material or services through Seller's usual and regular sources, or any other circumstances (whether of a nature similar to those specified, or not) beyond the absolute control of the Seller, then, in each such cases, the obligation of the Seller to effect deliveries hereunder shall be suspended until after such prevention shall cease to continue. Should any deliveries under this Contract be suspended under this clause for more than 90 days – either party may withdraw from this Contract and be relieved from any liability; provided however, that Buyer shall nevertheless accept delivery and pay for such Goods once the Seller is able to deliver in accordance with the period(s) of shipment named in this Contract. Seller shall not be liable for, and be relieved from, any loss or damages of any kind resulting from the causes mentioned hereinabove.

13. Advice. Any provisions specified or implied by herein or elsewhere notwithstanding, any advice, recommendation, information, assistance or service provided by Seller in relation to the Goods or in respect of their use or application is given in good faith, shall be deemed accepted by Buyer without imputation of any liability to Seller, and it shall be the responsibility of Buyer to confirm the accuracy and reliability of the same in light of the use of which Buyer makes or intends to make of the Goods.

14. Entire Agreement. This Contract merges the entire terms and conditions for sale of the Goods. In the event of any conflict between the terms herein and any provisions included in the Approval of Order, the latter shall govern and prevail. Subject to the foregoing, nothing specified in, or referred to by, any other document, record or instrument whatsoever, which relates to and/or which otherwise subsists in connection with the sale of Goods herein, whether expressly or impliedly, including any written order, request or other standard or specific terms of any entity, shall or may be interpreted to attribute to Seller and/or to Seller's affiliates or representatives (i) any liability, obligation, commitment and/or undertaking, and/or (ii) any waiver in connection with or of any right, whether contractual, proprietary, in-personam and/or equitable, including but not limited to, any and all intellectual property rights in connection with the Goods, which are and shall always remain in the Seller's exclusive and complete ownership under all circumstances whatsoever, notwithstanding any sale of Goods hereunder and whether the Goods shall be standard Goods or manufactured to a specific order. No modification or waiver of any provision hereof shall become valid and effective except upon a written instrument duly signed beforehand by Seller. No waiver by either party of any default of the other party shall be deemed a waiver of any subsequent or other default. If any provision of this Contract becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, the balance of this Contract shall continue in full force and effectwithout the provision.

15. Law and Arbitration. This Contract shall be governed by and construed in accordance with the laws of the state of Seller's incorporation. Any dispute arising out of or in connection with this Contract shall, if so determined by the Seller, be finally settled by arbitration in accordance with the Rules of Conciliation and Arbitration of the International Chamber of Commerce ("ICC"), as shall be in effect from time to time, and if so determined, the balance of this Section shall apply. The arbitration shall be held at such location in the state of Seller's incorporation as shall be determined by Seller, in its sole discretion. The arbitrator shall be mutually appointed by Seller and Buyer within 21 (twenty-one) days following a written demand for arbitration by either of the parties. Failing to reach an agreement regarding the nomination of an arbitrator, the head of the relevant ICC national committee (located in the Seller's country of incorporation; and absent such local committee in that specific country – the ICC UK Committee (www.iccuk.net)) shall appoint an arbitrator at the request of any of the parties, a copy of which request for the appointment of an arbitrator shall be provided by the requesting party to the other party. Awards may be enforced in accordance with the 1958 New York Convention and judgment may be entered upon any award in any court having jurisdiction over the parties and/or their assets. The arbitrator's fees shall be paid by both parties in equal parts unless otherwise determined by the arbitrator. This provision shall survive any termination of any of the terms and conditions herein and shall be deemed to constitute an independent arbitration agreement between Buyer and Seller for all purposes and intents.

Steele County Agenda Item

Information Item

Subject: Affordable Housing Aid Policies

Department: Administration Office

Committee: Choose an item. **Committee Meeting Date:** Enter a date.

Work Session Date: March 11, 2025 **Board Meeting Date:** Enter a date.

Consent Agenda: ☐ Yes ☒ No **Resolution:** ☐ Yes ☒ No

Policy Committee Recommendation:

n/a

Recommendation:

Adopt policies and/or funding priorities for the use of the Local Affordable Housing Aid ("LAHA").

Background *(Including Budget Impact)*:

The Board Adopted Ordinance #40 in June of 2023 which created a Local Housing Trust Fund. Housing trust funds exist in a number of communities and can be used for a variety of purposes depending on their funding sources. Funding sources can include state and federal grants, HRA levy dollars, private grants, and aids, etc. It is my understanding the Steele County set up the HTF to manage the LAHA funds to meet a deadline and also to manage the LHPA funds. The Steele County Ordinance set forth the make-up of the HTF advisory committee and delegated management of the funds that were to be received by the County under the LAHA and LHPA to MNPrairie, but there is no express reference to the stipulations under which the funds could be used as determined by the State of Minnesota in making these aid payments. MNPrairie adopted a policy and procedure statement as of October 17, 2023, which defined procedures for administering the HTF program for Waseca, Dodge and Steele Counties. Similar to the comment about the Steele County ordinance, the MNPrairie Policy and Procedure did not include the requirements related to the use of the funds.

LAHA could be used for the following purposes:

- Emergency rental assistance for households earning less than 80 percent of area median income as determined by the United States Department of Housing and Urban Development
- Financial support to nonprofit affordable housing providers in their mission to provide safe, dignified, affordable and supportive housing; and
- Projects designed for the purpose of construction, acquisition, rehabilitation, demolition or removal of structures, construction financing, permanent financing, interest rate reduction, refinancing, and gap financing of housing to provide affordable housing to households that have incomes which do not exceed:
    - For homeownership projects, 115% of the greater of state or area median income as determined by the United States Department of Housing and Urban Development
    - For rental housing projects, 80% of the greater of state or area median income as determined by the United States Department of Housing and Urban Development
- Housing developed or rehabilitated with funds under this section must be affordable to the local work force

Projects are prioritized that provide affordable housing to households that have incomes that:

- For homeownership projects, do not exceed 80 percent of the greater of state or area median income as determined by the United States Department of Housing and Urban Development
- For rental housing projects, do not exceed 50 percent of the greater of state or area median income as determined by the United States Department of Housing and Urban Development.

Priority may be given to projects that:

- Reduce disparities in home ownership
- Reduce housing cost burden, housing instability, or homelessness
- Improve the habitability of homes
- Create accessible housing
- Create more energy- or water-efficient homes

Gap financing is the difference between the costs of the property and either:

- The market value of the property upon sale; or

- The amount the targeted household can afford for housing, based on industry standards and practices.

If aid received under this program is used for demolition or removal of existing structures, the cleared land must be used for the construction of housing to be owned or rented by persons who meet the income limits described above.

If an aid recipient uses the aid on new construction or substantial rehabilitation of a building containing more than four units, the loan recipient must construct, convert, or otherwise adapt the building to include:

- The greater of:
    - At least one unit
    - At least 5% of units that are accessible units, as defined by section 1002 of the current State Building Code Accessibility Provisions for Dwellings Units in Minnesota, and include at least one roll-in shower
- The greater of
    - At least one unit
    - At least 5% of units that are sensory-accessible units that include:
        - Soundproofing between shared walls for first and second floor units
        - No florescent lighting in units and common areas
        - Low-fume paint
        - Low-chemical carpet
        - Low-chemical carpet glue in units and common areas

These guidelines do not relieve a project funded by this aid program from meeting other applicable accessibility requirements.

In addition, LAHA funds need to be spent by the stated deadline which is the date 4 years after receipt of each installment. The funds however could be transferred to HTF to meet the deadline. The funds, however, still were subject to the use requirements.

This matter is before the Board to begin conversations about the Board's goals and priorities with regard to the use of the funds from LAHA and to determine how it wants to proceed going forward, which may require amendments to Ordinance #40 and/or revisions to how the Board wants MNPrairie to support the Board's goals.

<u>This memo is related to LAHA only.</u>

At the February 25 Work Session, the Board expressed interest in using an RFP process to solicit block grant requests from the four Steele County cities. Attached is a possible RFP brochure for board discussion and consideration.

Steele County Statewide Affordable Housing Aid

Request for Proposals
2026-27 Projects

Proposal Deadline: September 1, 2025

Available through the Minnesota Department of Revenue's Statewide Affordable Housing Aid

Thank you for all you do to support access to affordable housing in our community!

I. Statewide Affordable Housing Aid Program Overview

Statewide Affordable Housing Aid (SAHA) was authorized in 2023 by the Minnesota Legislature to help counties, Tribal nations, and greater Minnesota local governments develop and preserve affordable housing to keep families from losing housing and to help those experiencing homelessness find housing. Pursuant to Minn. Stat. 477A.36, funds from this aid must be spent on qualifying projects, which include:

(1) emergency rental assistance for households earning less than 80% of area median income (AMI) as determined by the United States Department of Housing and Urban Development (HUD);

(2) financial support to nonprofit affordable housing providers in their mission to provide safe, dignified, affordable, and supportive housing;

(3) the development of market rate residential rental properties, as defined in section 462A.39, subdivision 2, paragraph (d), if the relevant unit of government submits with the report required under subdivision 6 a resolution and supporting documentation showing that the area meets the requirements of to Minnesota Housing a resolution and supporting documentation showing that the area meets the requirements of section 462A.39, subdivision 4, paragraph (a);

(4) projects designed for the purpose of construction, acquisition, rehabilitation, demolition or removal of existing structures, construction financing, permanent financing, interest rate reduction, refinancing, and gap financing of housing to provide affordable housing to households with incomes which do not exceed, for homeownership projects, 115% of the greater of state or AMI as determined by HUD and, for rental housing projects, 80% of the greater of state or AMI as determined by HUD, except that the housing developed or rehabilitated with funds under this section must be affordable to the local work force;

(5) financing the operations and management of financially distressed residential properties;

(6) funding of supportive services or staff of supportive services providers for supportive housing as defined in section 462A.37, subdivision 1. Financial support to nonprofit housing providers to finance supportive housing operations may be awarded as a capitalized reserve or as an award of ongoing funding; and

(7) costs of operating emergency shelter facilities, including the costs of providing services.

Pursuant to Minn. Stat. 477A.36, recipients of this aid must prioritize projects that provide affordable housing to households with incomes that do not exceed, for homeownership projects, 80% of the greater of state or AMI as determined by HUD and, for rental housing projects, 50% of the greater of state or AMI as determined by HUD. Priority may be given to projects that:

- Reduce disparities in home ownership;
- Reduce housing cost burden, housing instability, or homelessness;
- Improve the habitability of homes;
- Create accessible housing; or
- Create more energy- or water-efficient homes.

Additional accessibility requirements are required for projects involving a building with more than four units. More information about qualifying projects and affordability requirements can be accessed here:

- Minnesota Housing Finance Agency, https://www.mnhousing.gov/local-government.html
- Minnesota Department of Revenue, https://www.revenue.state.mn.us/statewide-affordable-housing-aid

II. Applicant Eligibility and Selection Criteria

This RFP serves as a solicitation for project proposals to distribute Steele County's SAHA funding. The County encourages proposals for qualifying projects that align with affordability requirements of the program and create lasting positive impacts on affordable housing accessibility in the County. The four cities of Blooming Prairie, Ellendale, Owatonna, and Medford are eligible to apply.

Preference will be given to proposals that show promise in fulfilling the following selection priorities:

- **Capacity:** resources, experience, and ability to successfully implement the project.
- **Feasibility:** realistic project timeline, budget, and implementation plan for successful execution.
- **Collaboration:** partnerships with community organizations addressing local housing priorities.
- **Support:** backing from residents and stakeholders directly impacted by the project.
- **Equity**: commitment to addressing housing disparities and inequities in homeownership.
- **Impact:** directly delivering benefits to residents with measurable outcomes.
- **Cost-Effectiveness:** efficient use of resources to maximize overall impact of the funding.
- **Sustainability:** lasting impacts on affordable housing that are financially viable long-term.

III. Available Funding

The Minnesota Department of Revenue certifies SAHA amounts for eligible Tribal nations, counties, and cities by August 1 each year. Certification is based on current laws, including any changes from the most recent legislative session. Steele County's certified aid amounts are as follows:

- 2023: **$119,261** (paid as one installment on December 26, 2023)
- 2024: **$119,261** (paid as two equal installments, on July 20, 2024 and December 26, 2024)
- *2025: **$50,532** (to be paid as two equal installments, on July 20, 2025 and December 26, 2025)*
- *2026: unknown (to be announced on August 1, 2025)*

Applicants should carefully consider these funding amounts and distribution timelines when preparing their proposals. While SAHA is intended to continue indefinitely, funding amounts may fluctuate from year to year based on legislative decisions.

Additionally, SAHA funds must be spent by December 31 in the third year after the aid was received. However, funds will be considered spent if they are committed to a qualifying project by this deadline and expended by December 31 of the fourth year. Any unspent funds must be returned to the State.

The primary objective of this funding cycle is to identify projects that will be implemented in 2026 and/or 2027 that will effectively utilize Steele County's 2023 SAHA before the deadline. These funds must be *committed* to qualifying projects by December 31, 2026, and fully expended by December 31, 2027. Proposals may request a portion or the full amount of the 2023 funds and may also outline plans for incorporating SAHA funding received in other years into a long-term project plan.

Funding is not guaranteed for all eligible applicants, and awards may be adjusted at the discretion of the Steele County Board of Commissioners.

IV. Application Review and Awarding of Funds

Applications will be reviewed by the Steele County Board of Commissioners during a Board Work Session. The information provided on this application will be used to determine the allocation of taxpayer dollars. Incomplete or inaccurate information may result in the County being unable or unwilling to grant the funding request. Final funding decisions will be made during a regularly scheduled Board Meeting. All applicants will be notified within one week of the Board's decision.

Award letters and agreements will be sent to awardees following the Board's decision. Funding will be distributed a lump sum payment, based on documentation submitted in the proposal.

V. Reporting

Awardees must report on the utilization and outcomes of the award to the Steele County Board of Commissioners annually by the last regularly scheduled Board Meeting in November. Award recipients may be contacted by Steele County staff to provide additional progress updates during the project.

Starting in 2025, the County must submit a report to the Minnesota Housing Finance Agency every year by December 1. The report must include documentation of the following:

- Certification that the aid recipient will use the aid funds to supplement and not supplant its existing locally-funded housing expenditures
- Qualifying projects completed or planned with the funds
- Location of unspent funds
- Inability to spend on a qualifying project prior to the deadline (if funds deposited into a local housing trust fund)
- Accessibility requirements (for projects of four or more units)
- Relevant resolution and certifications for market rate developments in non-metropolitan communities
- Relevant documentation of locally-funded housing expenditures in prior years, including public notice requirements

Award recipients are required to collaborate with the County to provide relevant information and documentation about project expenditures to ensuring accuracy and completeness of this report.

VI. Timeline

- **June 15, 2025:** Application opens for 2026-27 project proposals, with the intent of committing and/or utilizing at least Steele County's 2023 SAHA funds for project implemented in 2026 and/or 2027. Materials can be found on the Steele County website.
- **July 2025:** Information/Q&A session.
- **September 1, 2025:** Deadline for 2026-27 project proposals.
- **September – November 2025:** An internal committee of Steele County staff will review proposals and discuss funding recommendations with the Steele County Board of Commissioners during Work Sessions. Applicants may be requested to present additional information about their proposal during Board Work Sessions and/or Board Meetings.
- **November 2025:** Award announcement. All applicants will be notified of the Board's decision.
- **January 1, 2026:** Lump sum payment disbursed to award recipients.
- **January 1, 2026 – December 31, 2027:** Project implementation period.

This timeline is preliminary. If no viable projects meeting SAHA affordability and statutory requirements are identified, the RFP may be reopened to solicit additional or revised proposals.

A. Applicant Information

____

Legal Name of Applicant | Primary Contact

____

Address | City, State, Zip

____

Email | Phone

1. Please provide an overview of your city government and departments/committees involved in this project (e.g., Economic Development Authority, Planning & Zoning). Include the city's mission, history, relevant demographic information, key staff, and experience in affordable housing projects, and any other key details regarding affordable housing in Steele County.

B. Project Narrative

1. Please indicate which qualifying project(s) this funding would support (select all that apply):

- ☐ Emergency rental assistance for households earning less than 80% of area median income (AMI) as determined by the United States Department of Housing and Urban Development (HUD)
- ☐ Financial support to nonprofit affordable housing providers in their mission to provide safe, dignified, affordable, and supportive housing
- ☐ Development of market rate residential rental properties in eligible areas.
- ☐ Construction, acquisition, rehabilitation, demolition or removal of existing structures, construction financing, permanent financing, interest rate reduction, refinancing, or gap financing of housing for **homeownership projects** (≤ 115% AMI as determined by HUD)
- ☐ Construction, acquisition, rehabilitation, demolition or removal of existing structures, construction financing, permanent financing, interest rate reduction, refinancing, or gap financing of housing for **rental housing projects** (≤ 80% AMI as determined by HUD)
- ☐ Financing the operations and management of financially distressed residential properties.
- ☐ Supportive services funding for supportive services providers for supportive housing
- ☐ Costs of operating emergency shelter facilities and providing services.

2. Please provide an overview of the project that would be supported by this aid, including project goals and objectives; planning and implementation timeline; population(s) served according to SAHA eligibility criteria; and key staff, consultants, or contractors involved. **Please attach a comprehensive Project Implementation Plan with your application submission.**

3. Please describe how this project meets the affordability and statutory requirements outlined in the SAHA guidelines. Specifically explain how this aid would *supplement* rather than *supplant* existing locally-funded housing expenditures.

4. Please describe key partners and their roles in supporting this project (e.g., nonprofit organizations, housing authorities, social service agencies). Explain how this project complements existing affordable housing efforts in Steele County. **Please attach at least three (3) letters of support from community partners or residents with your application submission.**

5. Please describe how you will engage and involve residents, included those directly impacted by the project. What strategies for outreach, public communication, and gathering community input will you leverage to garner support and align the project with local housing needs and priorities.

6. How will this project address housing disparities and promote equity in homeownership and/or rental housing? What measures will be taken to ensure inclusive and accessible housing for all households within the income thresholds of this aid?

7. What are the intended impacts of this project? Identify measurable outcomes (e.g., reducing housing instability or homelessness, reducing housing disparities or cost burden, increasing access to affordable housing, improve habitability of homes). What baseline data have you gathered to measure progress? Consider how you will track and report project outcomes. **Please attach an Evaluation & Impact Measurement Plan with your application submission.**

C. Funding Request

1. What is your funding request? **$________________________**

2. Provide an overview of total project costs, including how the requested funds will be allocated and additional funding sources that will supplement the aid for this project. **Please attach a comprehensive Budget & Funding Plan with your application submission.**

3. What measures have been taken to ensure cost-effectiveness of this project, (e.g., needs assessments, market analyses). How does this project maximize the impact of available funding?

4. How will this project be maintained beyond this aid? Please describe the financial or operational strategies that will ensure sustainability with reliance on ongoing County funding.

Please attach the following documents to this narrative:

☐ **Project Implementation Plan**
☐ **Evaluation & Impact Measurement Plan**
☐ **Budget and Funding Plan**
☐ ☐ **Two (2) Letters of Support**

Authorized Signature Printed Name Date Signed

Thank you for all you do to support access to affordable housing in our community!

Steele County Statewide Affordable Housing Aid Awards – Scoring Matrix

Applicant: ____**Funding Request (C.1):** _______________

Does the project qualify for SAHA and meet affordability requirements? (B.1, B.3) ☐ Fully ☐ Partially ☐ Not at all

Criteria	Description	Application Question(s)	**Very poorly**	**Poorly**	**Average**	**Well**	**Very Well**	**Comments**
Capacity	Resources, experience, and ability to successfully implement the project.	A.1, B.2	1	2	3	4	5	
Feasibility	Realistic project timeline, budget, and implementation plan for successful execution.	B.2, C.2	1	2	3	4	5	
Collaboration	Partnerships with community organizations addressing local housing priorities.	B.4	1	2	3	4	5	
Support	Backing from residents and stakeholders directly impacted by the project.	B.5	1	2	3	4	5	
Equity	Commitment to addressing housing disparities and inequities in homeownership.	B.6	1	2	3	4	5	
Impact	Directly delivering benefits to residents with measurable outcomes.	B.7	1	2	3	4	5	
Cost Effectiveness	Efficient use of resources to maximize overall impact of the funding.	C.2, C.3	1	2	3	4	5	
Sustainability	Lasting impacts on affordable housing that are financially viable long-term	C.4	1	2	3	4	5	

Do you recommend this applicant for funding?	Yes	Yes, but a reduced award: $___________	No
If "Yes, but a reduced award" or "No," please provide the primary reason(s) for your decision:			

Total Score: __________ / 40 **Reviewer Code:** _________________ **Date:** __________

Steele County
Agenda Item

Information Item

Subject: Homeless Aid Policies

Department: Administration Office

Committee: Choose an item. **Committee Meeting Date:** Enter a date.

Work Session Date: March 11, 2025 **Board Meeting Date:** Enter a date.

Consent Agenda: ☐ Yes ☒ No **Resolution:** ☐ Yes ☒ No

Policy Committee Recommendation:

n/a

Recommendation:

Adopt policies and/or funding priorities for the use of the Local Homeless Prevention Aid ("LHPA").

Background *(Including Budget Impact)*:

The Board Adopted Ordinance #40 in June of 2023 which created a Local Housing Trust Fund. Housing trust funds exist in a number of communities and can be used for a variety of purposes depending on their funding sources. Funding sources can include state and federal grants, HRA levy dollars, private grants, and aids, etc. It is my understanding the Steele County set up the HTF to manage the LAHA funds to meet a deadline and also to manage the LHPA funds. The Steele County Ordinance set forth the make-up of the HTF advisory committee and delegated management of the funds that were to be received by the County under the LAHA and LHPA to MNPrairie, but there is no express reference to the stipulations under which the funds could be used as determined by the State of Minnesota in making these aid payments. MNPrairie adopted a policy and procedure statement as of October 17, 2023, which defined procedures for administering the HTF program for Waseca, Dodge and Steele Counties. Similar to the comment about the Steele County ordinance, the MNPrairie Policy and Procedure did not include the requirements related to the use of the funds.

<u>This memo relates solely to the LHPA program.</u>

The funds received under the LHPA could be used for the following:

Each project or program must include plans for:

- Targeting families with children who are eligible for a prekindergarten through grade 12 academic program and are one of the following:
    - Living in overcrowded conditions in their current housing
    - Paying more than 50 percent of their income for rent
    - Lacking a fixed, regular, and adequate nighttime residence
- Targeting unaccompanied youth in need of an alternative residential setting
- Connecting families with the social services necessary to maintain the families' stability in their homes, such as housing navigation, legal representation, and family outreach
- One or both of the following:
    - Providing rental assistance for a specified period which may exceed 24 months
    - Providing support and case management services to improve housing stability, such as housing navigation and family outreach

Counties and Tribes may choose not to spend all or a portion of the distribution under this section. Any unspent funds must be returned to the Department of Revenue by December 31 of the year following the year that the aid was received. As indicated above, the timeline to use the funds is much shorter under this program.

It does not appear that the Board discussed its priorities with regard to these two programs. When faced with the possible loss of the 2023 LHPA funds, the board solicited proposals from two organizations and granted $60,000 to each to be used as required under the terms of the LHPA guidance.

This matter is before the Board to continue conversations about the Board's goals and priorities with regard to the use of the funds from LHPA and to determine how it wants to proceed going forward, which may require amendments to Ordinance #40 and/or revisions to how the Board wants MNPrairie to support the Board's goals.

At the February 25 work session, the board re-confirmed interest in deploying an RFP process similar to what was used in December 2024 but on a better timeline. The Board requested that staff amend the 2024 RFP form for use in 2025 and bring it back for discussion and consideration by the Board. Attached is the RFP form revised for use in 2025.

List each of the attachments to be included with the agenda item. If no attachments, list "N/A"

Steele County Local Homeless Prevention Aid Awards

Request for Proposals
2025 Award Year

Application Deadline: Sunday, May 18th, 2025, at 11:59 PM

. . . .

Available through the Minnesota Department of Revenue's Local Homeless Prevention Aid

Managed by Steele County Public Health
635 Florence Avenue
Owatonna, MN 55060
(507) 444-7650
SCPHN@SteeleCountyMN.gov

https://www.steelecountymn.gov/public_health/funding_opportunities.php

I. Local Homeless Prevention Aid Program Overview

Local Homeless Prevention Aid (LHPA) was created by the 2021 Minnesota Legislature to help local governments ensure no child is homeless within a local jurisdiction by keeping families from losing housing and helping those experiencing homelessness find housing. Pursuant to Minn. Stat. § 477A.30, counties and Tribal governments must use this aid to fund new or existing family homeless prevention and assistance projects or programs. These projects or programs may be administered by a:

- County or group of contiguous counties jointly acting together
- City or group of contiguous cities jointly acting together
- Tribal government or group of Tribal governments
- Community-based nonprofiSt organization

Each project or program must include plans for:

(1) targeting families with children who are eligible for a prekindergarten through grade 12 academic program and are:
  (i) living in overcrowded conditions in their current housing;
  (ii) paying more than 50 percent of their income for rent; or
  (iii) lacking a fixed, regular, and adequate nighttime residence;

(2) targeting unaccompanied youth in need of an alternative residential setting;

(3) connecting families with the social services necessary to maintain the families' stability in their homes, including but not limited to housing navigation, legal representation, and family outreach; **and**

(4) one or more of the following:
  (i) providing rental assistance for a specified period which may exceed 24 months; or
  (ii) providing support and case management services to improve housing stability, including but not limited to housing navigation and family outreach.

The Department of Revenue certifies amounts for counties and tribal governments by August 1 each year. Funds must be spent by December 31 of the year following the year that aid was received. Unspent funds must be returned to the Department of Revenue. The program will expire after aid is paid in 2028.

II. Applicant Eligibility and Selection Criteria

Community-based nonprofit organizations that serve Steele County residents are encouraged to apply. Individuals are not eligible for funding. Projects or programs supported by this funding must focus on preventing homelessness and align with the LHPA program requirements outlined above.

Preference will be given to proposals that show promise in fulfilling the following selection priorities:

- **Detail:** providing clear information about the organization and its project/program proposal
- **Need:** addressing unmet community needs supported by relevant data and evidence.
- **Impact**: directly delivering benefits to residents.
- **Reach**: impacting a significant number of Steele County residents.
- **Partnership**: collaborating effectively with community organizations to avoid service duplication.
- **Equity**: serving diverse populations, addressing disparities, and promoting inclusivity.
- **Cost-Effectiveness:** ensuring efficient use of resources to maximize outcomes.
- **Sustainability:** demonstrating the ability to maintain and grow beyond this funding.

III. Available Funding

The total 2024 aid available to be awarded in Steele County in 2025 is $127,697. To maximize effectiveness and reach of this aid, applicants may request awards between **$10,000 and $50,000**. Funding is not guaranteed for all eligible applicants, and award amounts may be adjusted at the discretion of the Steele County Board of Commissioners.

IV. Application Submission and Awarding of Funds

To be considered for funding, organizations must submit their Steele County LHPA Award application, IRS Form 990, and Form W-9 to SCPHN@SteeleCountyMN.gov by **Sunday, May 18th, 2025, 11:59pm**. The information provided in this application will be used to determine the allocation of taxpayer dollars. Incomplete or inaccurate information may result in the County being unable or unwilling to grant the funding request.

Applications will be reviewed by an internal team of Steele County staff and discussed with the Steele County Board of Commissioners during a regularly scheduled Board Work Session. Final funding decisions will be made during a regularly scheduled Board Meeting. All applicants will be notified within one week of the Board's decision.

V. Reporting and Reimbursement

Awardees must submit a report on the utilization and outcomes of the award to the Steele County Board of Commissioners before reimbursement is issued. The report should include the total amount of the award spent, a summary of how the funding supported programs for people experiencing homelessness or at risk of experiencing homelessness, and the total number of people directly served by the award.

A template for this report will be shared with awardees by Steele County staff. The deadline to submit this report to SCPHN@SteeleCountyMN.gov is **Wednesday, December 10, 2025, 5:00pm**. Programs that satisfy the requirements of this aid will be reimbursed for actual costs incurred by December 31, 2025.

VI. Timeline

- **April 1:** Application opens! Materials can be found on the Steele County Public Health (SCPH) website under "Funding Opportunities" or by contacting SCPH at SCPHN@SteeleCountyMN.gov
- **April 14, at 12:00pm:** Information/Q&A session. Click here to register.
- **May 18, at 11:59pm:** Application deadline. Applicants must submit their completed application, as well as their most recent IRS Form 990 (or other proof of nonprofit status), Form W-9, and profit & loss statement to SCPHN@SteeleCountyMN.gov.
- **May – June:** An internal committee of Steele County staff will review all applications and discuss funding recommendations with Steele County Board of Commissioners during Work Sessions.
- **End of June:** Award announcement. All applicants will be notified of the Board's decision.
- **July – December:** Project/program implementation period.
- **December 10, at 5:00pm:** Project/program report due.
- **December:** Reimbursement for actual costs incurred (no later than December 31, 2025)

A. Organization Information

____

Legal Name of Organization

____

Address City, State, Zip

____

Primary Contact Email Phone

1. Please provide an overview of your organization, including its mission, programs, staffing structure, populations served, and any other key details that highlight its impact in Steele County.

B. Project/Program Description

1. Please provide an overview of the project/program that would be supported by this aid, including the specific services it provides to people experiencing or at risk of experiencing homelessness.

2. What unmet need does your project/program address? Please provide relevant data to justify the need for this funding.

3. Please describe how this project/program will satisfy each of the four statutory requirements of this aid, as outlined in Section I. of this RFP. If your project/program does not currently meet a requirement, how will this funding enable you to expand your services or partnerships to do so?
    a. Targeting families with children are: living in overcrowded conditions; paying over 50% of their income for rent; or lacking a fixed, regular, and adequate nighttime residence:

b. Targeting unaccompanied youth in need of an alternative residential setting:

c. Connecting families with the social services necessary to maintain the families' stability in their homes, including but not limited to housing navigation, legal representation, and family outreach:

d. Providing rental assistance for a specified period which may exceed 24 months; or providing support and case management services to improve housing stability, including but not limited to housing navigation and family outreach:

4. What are the intended impacts and measurable outcomes of this funding? How many individuals will be served directly by this funding? Please describe how you will track these measures.

5. Please describe your partnerships with other organizations addressing homelessness in Steele County. How does your project/program complement them to avoid duplication of services?

6. How will this project/program address disparities, promote equity, ensure inclusivity, and improve the lives of diverse and underserved populations in Steele County?

C. Funding Request

1. What is your funding request? $___________ *(must be between $10,000 and $50,000)*

2. How will the requested funds be allocated? Provide a budget breakdown using the table below:

Line Item	Amount	Description
Salaries and Benefits		
Operating Supplies & Equipment		
General Supplies & Outreach		
Mileage		
Other		
Total		

3. Please estimate the cost per individual served. Provide a breakdown of this calculation, including cost per service/individual or hourly staff wages and the number of people served per hour.

4. What other funding supports this project/program? Please list any current and anticipated future funding sources, such as grants you plan to apply for, anticipated donations, or fundraisers.

5. How will this project/program be supported and maintained beyond this award? Please describe how you will sustain it long-term, without relying on recurring funding from the County.

Please attach a copy of your organization's most recent:

☐ **IRS Form 990 (or other proof of nonprofit status)** ☐ **Form W-9** ☐ **Profit and Loss statement**

____

Authorized Signature Printed Name Date Signed

Thank you for what your organization does to prevent homelessness in our community!

2025 Steele County Local Homeless Prevention Aid Awards – Scoring Matrix

Applicant: ____**Funding Request (C.1):** ______________

Does the proposal satisfy all four statutory requirements of this aid? (B.3) ☒ Fully ☐ Partially ☐ Not at all

Criteria	Description	Application Question(s)	**Very poorly**	**Poorly**	**Average**	**Well**	**Very Well**	**Comments**
Detail	Providing clear information about the organization and its project/program proposal.	A.1, B.1	1	2	3	4	5	
Need	Addressing unmet community needs supported by relevant data and evidence.	B.2, C.4	1	2	3	4	5	
Impact	Directly delivering benefits to residents.	B.4	1	2	3	4	5	
Reach	Impacting a significant number of Steele County residents.	B.4	1	2	3	4	5	
Partnership	Collaborating effectively with community organizations to avoid service duplication.	B.5	1	2	3	4	5	
Equity	Serving diverse populations, addressing disparities, and promoting inclusivity.	B.6	1	2	3	4	5	
Cost Effectiveness	Ensuring efficient use of resources to maximize outcomes.	C.2, C.3	1	2	3	4	5	
Sustainability	Demonstrating the ability to maintain and grow beyond this funding.	C.5	1	2	3	4	5	

Do you recommend this applicant for funding?	Yes	Yes, but a reduced award: $__________	No
If "Yes, but a reduced award" or "No," please provide the primary reason(s) for your decision:			

Total Score: __________ / 40 **Reviewer Code:** ________________ **Date:** __________