

GUIDELINES FOR GREATER MINNESOTA HOUSING ASSISTANCE

The Minnesota AIDS Project (MAP), through its Every Penny Counts Emergency Assistance program, provides emergency assistance for housing to HIV-positive persons/households in Greater Minnesota. This program is funded through a Housing Opportunity for Persons with AIDS (HOPWA) grant administered by the Minnesota Housing Finance Agency (MHFA). This assistance is designated for HIV-positive persons living in Greater Minnesota (residing **outside** the following 11 metro counties: Hennepin, Ramsey, Washington, Scott, Dakota, Carver, Anoka, Chisago, Isanti, Wright and Sherburne). The household must be facing a housing crisis due to HIV and related issues and meet all other eligibility criteria.

All applicants will be referred to MAP's Every Penny Counts Emergency Assistance (EPCEA) coordinator for assessment of housing related financial emergency and need.

Program Guidelines:

1. Submission of verification of household income such as a letter from Social Security or Public Assistance or a pay stub is required of all household members – i.e.: self, spouse, domestic partner, dependent children
2. First time applicants need to present written verification of HIV status; this may be a statement from a physician, case manager, social worker or HIV service provider.
3. Participants must be at or below 80% of the Minnesota County statistical median income guideline as defined by HUD.
4. Applicant must reside in a Minnesota county outside of the 11 metro counties listed above.
5. Applicant must complete the application form and sign it. The MHFA requires that some personal information be collected and reported for the following purposes:
 - * to identify the services persons with HIV disease need and use
 - * to identify barriers to those services
 - * to evaluate future funding needsApplicants have the right to refuse to sign the application, which allows the release of information to the MHFA, however it will prevent their participation in the program.
6. Funding for this program is determined by the state of Minnesota and may not be renewed at the end of the grant period. During the grant period program guidelines may change based on needs and/or availability of funds.
7. Monthly Allotment: Funds from HOPWA/MHFA for financial assistance will be divided evenly by month so that the same total amount of funding is available each month. Once the lottery of allotted monthly funding has been spent on individual requests, no further assistance will be available until the following month.

PLEASE NOTE - All requests that include all of the required paperwork will be placed in a lottery. On the 1st business day of the month, a lottery will be conducted until all available funds are exhausted for that month. Requests for assistance need to be submitted prior to the first of the month. If you are not chosen in the lottery you will be notified by mail. You may resubmit your request for the following month's lottery.

There are three types of assistance available through this program: Emergency Rental Assistance, Emergency Mortgage Assistance, and Utility Assistance. Below is a list of information needed to receive assistance for each program.

Emergency Rental Assistance

1. Provide a copy of the rent/lease agreement. (Cannot pay security deposits or 1st month's rent). If you are living with and paying rent to a family member, income verification of all household members is required.
2. Assistance will be for up to \$800 for **one** month's rent within a 12 month period.
3. Assistance for the same amount can be provided for a second month if the need is clearly demonstrated.
4. Rent assistance will be paid directly to the landlord.

Mortgage Assistance

1. Provide mortgage information/payment stub.
2. Assistance will be for up to \$ 800.00 for **one** month's mortgage within a 12 month period.
3. Assistance for the same amount can be provided for a second month if the need is clearly demonstrated.
4. Payment will go directly to the mortgage company

Utility Assistance

1. Applicant's may be able to access up to a maximum of \$250 for utility bills within a 12 month period.
2. Submit the utility bill or copy of the bill (accepted utility bills are: electric, heating fuel, natural gas, propane, or water bills). **No assistance for phone, cable, internet or garbage bills.**
3. Client must have utility bill account in their name or proof of responsibility to make utility payments (copy of money order, cancelled check, receipt or letter from named person on the utility bill).
4. Payment will be made directly to the utility company

Application process

1. Complete and sign the application form
2. Provide medical verification of HIV status (1st time applicants only)
3. Provide household income verification
4. Provide the required paperwork for funding assistance requested (lease, mortgage coupon, utility bill) and submit to Every Penny Counts Emergency Assistance.
5. All eligible applicants for whom complete applications have been received will be placed in a lottery on the first working day of the month.
6. Funds for all approved requests will be mailed directly to the vendor.
7. Allow 5 working days to process request once all required information is received/lottery conducted.

Every Penny Counts Emergency Assistance
P. O. Box 582943
Minneapolis, MN 55458
(800) 565-9028 or (612) 331-7733
(612) 341-3804 – fax