

State of Minnesota
County of Watonwan

RESOLUTION NO. 10.26.06

**RESOLUTION AUTHORIZING THE ST. JAMES MAYOR AND CITY
MANAGER TO ENTER INTO THE GREATER MINNESOTA SMALL CITIES
(TIER II CITIES) HOUSING AID GRANT PROGRAM AGREEMENT WITH
THE MINNESOTA HOUSING FINANCE AGENCY**

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF ST. JAMES, MINNESOTA, as follows:**

Section 1: The St. James Mayor and City Manager are hereby authorized and directed to sign the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program Agreement with the Minnesota Housing Finance Agency.

Adopted by the City Council this 6th day of October 2026.

Christopher Whitehead, Mayor

ATTEST:

Kristin Hurley, City Clerk-Treasurer

**MINNESOTA HOUSING FINANCE AGENCY
GRANT CONTRACT AGREEMENT
GREATER MINNESOTA SMALL CITIES (TIER II CITIES) HOUSING AID GRANT
PROGRAM**

This Grant Contract Agreement is between the Minnesota Housing Finance Agency ("MHFA") and City of St. James, 1205 6th Ave S, PO Box 70, St. James, MN 56081 ("GRANTEE").

Recitals

1. Under [Minnesota Statute 477A.36, subdivision 3](#), MHFA is empowered to enter into this Grant Contract Agreement.
2. MHFA is in need of tier II cities as defined in [Minn. Stat. 477A.36, subd. 1\(i\)](#), to fund qualifying projects as defined in the Program Guide (as defined in Section 2.2 of this Grant Contract Agreement) and in [Minn. Stat. 477A.36, subd. 4](#).
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Contract Agreement to the satisfaction of MHFA.

Grant Contract Agreement

1. Term of Grant Contract Agreement

1.1 *Effective date:*

October 6, 2026, or the date all required signatures are obtained, whichever is later. Per [Minn. Stat. 16B.98, Subd. 5](#), the Grantee must not begin work until this Grant Contract Agreement is fully executed and MHFA's Authorized Representative has notified the Grantee that work may commence. Per [Minn. Stat. 16B.98, Subd. 7](#), no payments will be made to the Grantee until this Grant Contract Agreement is fully executed.

1.2 *Grant period:*

The Grant Contract Agreement period for the Program begins with the Effective Date of this Grant Contract Agreement and continues through October 6, 2030 (the "Grant Period"). All funds provided through this Grant Contract Agreement must be fully expended in compliance with this Grant Contract Agreement by the end of the Grant Period.

1.3 *Expiration date:*

January 6, 2031, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.4 *Survival of Terms.*

The following clauses survive the expiration or cancellation of this Grant Contract Agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

1.5 *Award Identification Number.*

This Grant Contract Agreement is assigned Award Identification Number 2025-Tier2-018.

2. Grantee's Duties

The Grantee, who is not a state employee, will:

Comply with required grants management policies and procedures set forth through [Minn. Stat. 16B.97](#).

[Subd. 4 \(a\) \(1\)](#), and review the State of Minnesota Department of Administration’s Office of Grants Management [Policy 08-01](#) (Conflict of Interest for State Grant-Making). The Grantee is required to have a documented Conflict of Interest policy and must utilize this policy when performing the Grantee duties under the Grant Contract Agreement. If the Grantee has knowledge or becomes aware of any actual, potential, perceived, or organizational conflicts of interest with respect to the Grant Contract Agreement, the Grantee shall immediately disclose the conflict of interest directly to MHFA.

2.1 ***Work Plan and Budget***

The Grantee shall perform the duties specified in **Exhibit A** (the “Work Plan”) and **Exhibit B** (the “Budget Summary”), which are attached and incorporated into this Grant Contract Agreement.

2.2 ***Program Guide***

The Grantee will comply with the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant [Program Guide](#) (the “Program Guide”) located on MHFA’s [website](#), which is incorporated into this Grant Contract Agreement and may be amended as needed. MHFA will provide notice of any such amendments to the Grantee’s Authorized Representative (defined herein) by email. Unless otherwise indicated in the Program Guide, any such amendments are binding to the Grantee as of the date indicated in the notice, which shall not be earlier than the date that MHFA sends the notice.

2.3 ***Authorized Expenditures***

The Grantee acknowledges that grant funds disbursed by MHFA are provided for qualifying projects as defined in the Program Guide and [Minn. Stat. 477A.36, subd. 4](#). All grant funds must be used by the Grantee to fund the activities described in the Work Plan and Budget Summary in accordance with the terms of this Grant Contract Agreement.

2.4 ***Reporting***

The Grantee must submit annual reports to MHFA until all grant funds have been expended or the expiration date of the Grant Contract Agreement, whichever occurs first. Required annual report information may include: program or project progress reporting, grant expenditures and any other information MHFA requests regarding the use of grant funds.

Reporting forms and instructions will be available on the Local Government Housing Programs [webpage](#) or provided by MHFA to the Grantee’s authorized representative.

3. Time

The Grantee must comply with all the time requirements described in this Grant Contract Agreement. In the performance of this Grant Contract Agreement, time is of the essence.

4. Consideration and Payment

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 \$120,000.00, according to the breakdown of grant funds committed to qualifying projects in **Exhibit B** (the “Budget Summary”), which is attached and incorporated into this Grant Contract Agreement.

(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 \$0.00 (Zero Dollars);

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 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 \$120,000.00 (the "Grant Proceeds").

4.2 ***Payment***

(a) ***Invoices***

MHFA will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and MHFA's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

- The Grantee may submit invoices for reimbursement as it incurs costs of qualifying projects. MHFA reserves the right to accept invoices only for amounts of \$5,000 or more and/or no more frequently than once every 90 days; and,
- The Grantee must submit a "full and final" invoice after it has performed all services under this Grant Contract Agreement.

Each invoice must include supporting documentation for MHFA's review and approval. Supporting documentation may include, but is not limited to: ledgers; bank statements; accounting reports; receipts; additional invoices; contractor pay applications/draw requests; photographs of work in progress and completed; and other relevant financial records and documents as MHFA reasonably requests.

MHFA may retain a portion of the amount(s) approved subject to completion of monitoring and financial reconciliation,. The total amount retained in connection with all approved invoices is not to exceed 10% (ten percent) of the Total Obligation.

(b) ***Unexpended Funds***

The Grantee must promptly return to MHFA any unexpended funds that have not been accounted for annually in a financial report to MHFA due at grant closeout.

4.3 ***Contracting and Bidding Requirements***

- (a) Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- (b) Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- (c) Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- (d) The Grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
 - Metropolitan Council Underutilized Business Program: MCUB: [Metropolitan Council Underutilized Business Program](#)
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Directory](#)
- (e) The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- (f) The Grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- (g) Notwithstanding (a) - (d) above, MHFA may waive bidding process requirements when:
- Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant.
 - It is determined there is only one legitimate or practical source for such materials or services and that the Grantee has established a fair and reasonable price.
- (h) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. 177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
- (i) The Grantee must not contract with vendors who are suspended or debarred in MN: <https://mn.gov/admin/osp/government/suspended-debarred>.

5. Conditions of Payment

All services provided by the Grantee under this Grant Contract Agreement must be performed to MHFA's satisfaction, as determined at the sole discretion of the MHFA's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by MHFA to be unsatisfactory or performed in violation of federal, state, or local law.

6. Authorized Representative

MHFA's Authorized Representative is Jennifer Bergman, Director of Local Government Housing Programs, 400 Wabasha Street N. Suite 400, St. Paul, MN 55102, 651-539-9724, jennifer.bergman@state.mn.us, or her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this Grant Contract Agreement. If the services are satisfactory, the MHFA's Authorized Representative will certify acceptance on each invoice submitted for payment. The Authorized Representative may delegate certain responsibilities to any Local Government Housing Programs staff member.

Local Government Housing Programs staff may be reached by email at tier2cities.mhfa@state.mn.us.

The Grantee's Authorized Representative is [Brianna Sanders, Economic Development Director, 1205 6th Ave S, PO Box 70, St. James, MN 56081, 507-375-3241, brianna.sanders@ci.stjames.mn.us, Amanda Knoll, City Manager, 1205 6th Ave S, PO Box 70, St. James, MN 56081, 507-375-3241,

amanda.knoll@ci.stjames.mn.us. If the Grantee's Authorized Representative changes at any time during this Grant Contract Agreement, the Grantee must immediately notify MHFA.

7. Assignment Amendments, Waiver, and Grant Contract Agreement Complete

7.1 *Assignment*

The Grantee shall neither assign nor transfer any rights or obligations under this Grant Contract Agreement without the prior written consent of MHFA, approved by the same parties who executed and approved this Grant Contract Agreement, or their successors in office.

7.2 *Amendments*

Any amendments to this Grant Contract Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Contract Agreement, or their successors in office.

7.3 *Waiver*

If MHFA fails to enforce any provision of this Grant Contract Agreement, that failure does not waive the provision or MHFA's right to enforce it.

7.4 *Grant Contract Agreement Complete*

This Grant Contract Agreement contains all negotiations and agreements between MHFA and the Grantee. No other understanding regarding this Grant Contract Agreement, whether written or oral, may be used to bind either party.

8. Liability

The Grantee must indemnify, save, and hold MHFA, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by MHFA, arising from the performance of this Grant Contract Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the MHFA's failure to fulfill its obligations under this Grant Contract Agreement.

9. State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Contract Agreement or transaction are subject to examination by the Commissioner of Administration, MHFA and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Contract Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10. Government Data Practices and Intellectual Property Rights

10.1 *Government Data Practices*

The Grantee and MHFA must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by MHFA under this Grant Contract Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Contract Agreement. The civil remedies of [Minn. Stat. 13.08](#) apply to the release of the data referred to in this clause by either the Grantee or MHFA. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify MHFA. MHFA will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.2 *Intellectual Property Rights*

- (a) MHFA owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents created and paid for under this Grant Contract Agreement. The “works” means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Grant Contract Agreement. “Works” includes documents. The “documents” are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this Grant Contract Agreement. The documents will be the exclusive property of MHFA and all such documents must be immediately returned to MHFA by the Grantee upon completion or cancellation of this Grant Contract Agreement. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be “works made for hire.” The Grantee assigns all right, title, and interest it may have in the works and the documents to MHFA. The Grantee must, at the request of MHFA, execute all papers and perform all other acts necessary to transfer or record MHFA’s ownership interest in the works and documents.
- (b) *Obligations*
 - (1) Notification. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this Grant Contract Agreement, the Grantee will immediately give MHFA’s Authorized Representative written notice thereof, and must promptly furnish MHFA’s Authorized Representative with complete information and/or disclosure thereon.
 - (1) Representation. The Grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of MHFA, and that neither the Grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities. The Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless MHFA, at Grantee’s expense, from any action or claim brought against MHFA to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee’s or MHFA’s opinion is likely to arise, the Grantee must, at the MHFA’s discretion, either procure for MHFA the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of MHFA will be in addition to and not exclusive of other remedies provided by law.

11. Workers Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. 176.181, Subd. 2](#), pertaining to workers’ compensation insurance coverage. The Grantee’s employees and agents will not be considered MHFA

employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way MHFA's obligation or responsibility.

12. Publicity and Endorsement

12.1 *Publicity*

Any publicity regarding the subject matter of this Grant Contract Agreement must identify MHFA as the sponsoring agency and must not be released without prior written approval from MHFA's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Grant Contract Agreement. All projects primarily funded by state grant appropriations must publicly credit MHFA, including on the Grantee's website when practicable.

12.2 *Endorsement*

The Grantee must not claim that MHFA endorses its products or services.

13. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Contract Agreement. Venue for all legal proceedings out of this Grant Contract Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination

14.1 *Termination by MHFA*

(a) *Without Cause*

MHFA may terminate this Grant Contract Agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

(b) *With Cause*

MHFA may immediately terminate this Grant Contract Agreement if MHFA finds that there has been a failure to comply with the provisions of this Grant Contract Agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. MHFA may take action to protect the interests of MHFA, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.2 *Termination by The Commissioner of Administration*

The Commissioner of Administration may immediately and unilaterally cancel this Grant Contract Agreement if further performance under the Agreement would not serve agency purposes or is not in the best interest of State.

14.3 *Termination for Insufficient Funding*

MHFA may immediately terminate this Grant Contract Agreement if:

- (a)** It does not obtain funding from the Minnesota Legislature or the Minnesota Department of Revenue; or

- (b) Funding cannot be continued at a level sufficient to allow for the payment of the services covered here.

Termination must be by written notice to the Grantee. MHFA is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. MHFA will not be assessed any penalty if this Grant Contract Agreement is terminated because of the decision of the Minnesota Legislature, the Minnesota Department of Revenue, or other funding source, not to appropriate or transfer funds to MHFA, or to request the return of funds from MHFA. MHFA must provide the Grantee notice of the lack of funding within a reasonable time of MHFA's receiving that notice.

15. Data Disclosure

Under [Minn. Stat. 270C.65, Subd. 3](#), and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to MHFA, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16. Fraud Disclosure

Fraud is any intentionally deceptive action made for personal gain or to damage another. Any person or entity (including its employees and affiliates) that enters into an agreement with MHFA and witnesses, discovers evidence of, receives a report from another source, or has other reasonable basis to suspect that fraud or embezzlement has occurred must immediately make a report to:

- MHFA's Chief Risk Officer at 651.296.7608 or 800.657.3769 or by email at MHFA.ReportWrongdoing@state.mn.us;
- Any member of MHFA's [Servant Leadership Team](#) as denoted on MHFA's current organizational chart (Go to mnhousing.gov, scroll to the bottom of the screen and select About Us, select Servant Leadership Team); or
- [Report Wrongdoing or Concerns \(mnhousing.gov\)](#) (Go to mnhousing.gov, scroll to the bottom of the screen and select Report Wrongdoing).

17. Suspension

By entering into any agreement with MHFA, a contracting party represents that the contracting party (including its employees or affiliates that will have direct control over the subject of the agreement) has not been suspended from doing business with MHFA. Please refer to MHFA's website for a list of [suspended individuals and organizations](#).

18. Conflicts

In the event of a conflict between the terms of this Grant Contract Agreement, its exhibits, and the Program Guide, or between exhibits, the order of precedence is first the Grant Contract Agreement, and then in the following order:

- [Program Guide](#)
- Exhibit A: Work Plan
- Exhibit B: Budget Summary

1. GRANTEE

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

2. MINNESOTA HOUSING FINANCE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Distribution:
MHFA
Grantee
MHFA's Authorized Representative

Exhibit A: Work Plan: Financial Support to Nonprofit Affordable Housing Providers

Qualifying Project Type covered by this Work Plan:
Financial support to nonprofit Affordable Housing providers in their mission to provide safe, dignified, affordable and supportive housing in Minnesota.

Project Description:
Grant funds will be used to financially support the Southwest Minnesota Housing Partnership (SWMHP) in its mission to provide safe, dignified, affordable and supportive housing. As a condition of providing this financial support, the Grantee will require that SWMHP prioritize projects that provide affordable housing to homeowner or homebuyer households.

Budget for this Qualifying Project Type				
Financial Support to Nonprofit Affordable Housing Providers	Grantee	[Subgrantee 1 (if any)]	[Subgrantee 2 (if any)]	Proposed Budget
Support to Southwest Minnesota Housing Partnership	\$ 120,000.00	\$ -	\$ -	\$ 120,000.00
[Enter Expense 2, if any, here]	\$ -	\$ -	\$ -	\$ -
[Enter Expense 3, if any, here]	\$ -	\$ -	\$ -	\$ -
[Enter Expense 4, if any, here]	\$ -	\$ -	\$ -	\$ -
[Enter Expense 5, if any, here]	\$ -	\$ -	\$ -	\$ -
[Enter Expense 6, if any, here]	\$ -	\$ -	\$ -	\$ -
[Enter Expense 7, if any, here]	\$ -	\$ -	\$ -	\$ -
[Enter Expense 8, if any, here]	\$ -	\$ -	\$ -	\$ -
[Enter Expense 9, if any, here]	\$ -	\$ -	\$ -	\$ -
[Enter Expense 10, if any, here]	\$ -	\$ -	\$ -	\$ -
Financial Support Expenses Subtotal	\$ 120,000	\$ -	\$ -	\$ 120,000

Nonprofit Affordable Housing Provider Information				
Enter below information for each nonprofit affordable housing provider the Grantee will financially support with grant funds.				
Name	Address	City	Zip Code	Email Address
Southwest Minnesota Housing Partnership	2401 Broadway Ave #1	Slayton	56172	swmhp@swmhp.org
[Enter Nonprofit 2 information here, if any]				
[Enter Nonprofit 3 information here, if any]				

Subgrantee and Other Vendor Information				
Enter below information for any subgrantees or other vendors named in the Grantee's application for funds.				
Name	Address	City	Zip Code	Email Address
[Enter Subgrantee/Other Vendor 1, if any, here]				
[Enter Subgrantee/Other Vendor 2, if any, here]				
[Enter Subgrantee/Other Vendor 3, if any, here]				

Anticipated Outcomes, Timeline and Performance Measures for this Qualifying Project Type		
Identify specific and targeted results expected from the activities outlined in the Project Description. Also describe the intended beneficiaries of the proposed activities.	Identify important events that must occur at specified points throughout the term of the agreement to effectively achieve outcomes. Include timelines, dates or other milestones as appropriate.	Identify data points, how you will collect reporting information, specific outcome measures that represent the ultimate impact of the project and output measures that reflect grant activities.
Anticipated Outcome #1:	Anticipated Milestones and Timeline	Performance Measures:
The City of St. James will enter into an agreement with and provide Grant Funds to Southwest Minnesota Housing Partnership Grant Funds in its mission to provide safe, dignified, affordable and supportive housing in Minnesota.	The City will enter into an agreement with and provide financial support to SWMHP in at least two payments as they incur expenses. The project will be complete once the City provides all financial support to SWMHP and requests reimbursement from Grant Funds. We anticipate all grant funds will be disbursed by the end of the Grant Period.	Each year following contract execution by Decemeber 1st, we will report on the status of the project. The project will provide financing that will allow the City of St. James to increase the supply of affordable housing. The city will collect and retain documentation from SWMHP detailing the expenses for which they are requesting reimbursement and will report annually on the status of the grant funds.
		Estimated number of households or housing units to be assisted: 1
Anticipated Outcome #2:	Anticipated Timeline	Performance Measures:
[Enter Anticipated Outcome #2, if any, here]	[Enter Milestones and Timeline for Outcome #2 here; Required only if there is an Outcome #2]	[Enter Performance Measures for Outcome #2 here; Required only if there is an Outcome #2]
		Estimated number of households or housing units to be assisted: [Enter number here; required only if there is an Outcome #2]
Anticipated Outcome #3:	Anticipated Timeline	Performance Measures:
[Enter Anticipated Outcome #3, if any, here]	[Enter Milestones and Timeline for Outcome #3 here; required only if there is an Outcome #3]	[Enter Performance Measures for Outcome #3 here]
		Estimated number of households or housing units to be assisted: [Enter number here; required only if there is an Outcome #3]

GREATER MINNESOTA SMALL CITIES (TIER II CITIES) HOUSING AID GRANT PROGRAM	
Exhibit B: Budget Summary	
Grantee:	City of St. James
Total Award Amount:	\$ 120,000.00
Total Program Expenses (totals from Exhibit A)	Proposed Budget
1. Emergency Rental Assistance	\$ -
2. Financial support to Nonprofit Affordable Housing providers	\$ 120,000.00
3. Development of Market Rate Residential Rental Properties	\$ -
4. Affordable Housing Development and Financing	\$ -
5. Operations and management of financially distressed residential properties	\$ -
6. Supportive services or staff of supportive services providers for supportive housing	\$ -
7. Operating emergency shelter facilities	\$ -
8. Other Projects	\$ -
Total Program Expenses	\$ 120,000.00