



## **Family Homeless Prevention and Assistance Program**

Request for Proposals Application Instructions

Grant Period: October 1, 2025 – September 30, 2027

**Application Deadline: 4:30 p.m. Central Time on Friday, January 17, 2025**

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## Overview

Minnesota Housing is now accepting applications for the Family Homeless Prevention and Assistance Program (FHPAP) Request for Proposals (RFP). This program operates in accordance with [Minnesota Statute 462A.204](#).

The FHPAP is designed to provide supportive services and/or financial assistance to families, youth, and singles who are homeless or at imminent risk of becoming homeless. Funds assist households to retain or obtain housing. The FHPAP outcomes are to:

- Reduce the number of people who become homeless for the first time (*Prevent*)
- Reduce the number of people who experience homelessness (*Rare*)
- Reduce the length of time people experience homelessness (*Brief*)
- Reduce the number of people who return to homelessness (*One-Time*)
- Increase equitable outcomes for households who are disparately impacted by homelessness (*Equity*)

This program also supports one of Minnesota Housing's strategic objectives: to support people needing services by preventing and ending homelessness. All of Minnesota Housing's strategic objectives are outlined in our [Strategic Plan](#).

**The application deadline is 4:30 p.m. Central Time on Friday, January 17, 2025.**

## Available Funding

Minnesota Housing anticipates awarding up to \$20.5 million in grant funds for the biennium period of October 1, 2025, through September 30, 2027. Funding is contingent upon legislative approval or program appropriations and may increase or decrease.

Minnesota Housing does not anticipate that a grant award will be sufficient to meet all community needs related to homelessness and housing instability. Minnesota Housing will prioritize funding for efforts towards improving housing stability for communities disproportionately impacted by homelessness. Applicants are strongly encouraged to plan efforts to serve those populations most disparately impacted, as identified by the [Wilder Homeless Study](#) or other cited data sources specific to your local community and/or organization and to help ensure services are culturally specific to better reflect the needs of those being served.

In addition, Minnesota Housing recognizes that applicants are uniquely positioned to identify the most impactful and strategic uses of these resources to leverage other local funds, resources, and opportunities. Applicants are encouraged, but not required, to identify additional local resources (including existing programs, capacity, or financial resources) that will be leveraged through their proposed program.

## Eligible Applicants

Eligible applicants include:

- Tribal Nations
- Twin Cities metropolitan counties, which include Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties
- Non-metropolitan areas, which include a county, a group of contiguous counties jointly acting together, or a community-based nonprofit organization.

Multi-organization collaboration is welcome provided the lead applicant is one of the eligible grantees listed above.

## Eligible Uses

### Eligible Recipients

To qualify for FHPAP assistance, eligible households must:

- Have an income at or below 200% of [federal poverty guidelines](#)
- Be Minnesota residents, or a household otherwise approved in writing by Minnesota Housing, approval of which is at Minnesota Housing's sole discretion
- Be homeless or at imminent risk of homelessness and in need of services and/or financial assistance due to a housing crisis

### Eligible Activities

FHPAP intends to fund the following activities to assist households:

- Coordinated Entry
- Street outreach
- Prevention
- Rapid rehousing

For more information, refer to the [FHPAP Program Guide](#) which can be found on Minnesota Housing's [Family Homeless Prevention and Assistance Program \(FHPAP\)](#) webpage.

### Eligible Expenses

There are three eligible FHPAP expense categories: 1) Direct Financial Assistance, 2) Administration, and 3) Supportive Services.

## Eligible Expenses: Direct Financial Assistance

Direct financial assistance is funding used to stabilize a household and prevent a homeless episode or to rehouse a household into permanent, stable housing. Direct financial assistance includes:

- Rent payment assistance, including:
  - Unpaid rent owed to a previous property owner/manager is eligible if payment will result in housing attainment. Grantees and Subgrantees must receive a written guarantee from the property owner/manager that will accept the household prior to submission of payment to the previous property owner/manager.
  - Households receiving ongoing rental assistance, such as Project-Based Section 8, may receive rent payment assistance; however, only the household rent portion is eligible.
  - Households experiencing short term hospitalization, in-patient treatment, or incarceration with a plan to return to their housing unit within 90 days, or longer with Minnesota Housing approval.
  - Late fees are eligible if the tenant and property owner/manager agreed upon this in writing; however, it is important to note that late fees cannot exceed the amount outlined in [Minn. Stat. 504B.177](#).
  - Assistance for persons needing to break a lease due to experiencing domestic violence or needing a long-term care facility even if the household will not immediately achieve permanent housing as a result.
- Mortgage payment assistance, including eligible late fees, which are generally 4-5% and vary by lender. Homeownership Association (HOA) Fees/Dues are eligible. The authorized percentage is provided on the Homeowner's Note.
- Rental deposit assistance, including up to three times the amount of monthly household rent portion, if doing so will result in a household with rental barriers obtaining housing.
- Rental application fees.
- Utility bill payment assistance, including:
  - Gas or electric, including deposits or fees to restore the shut off utility.
  - Propane and wood, including full prepayment for a fill or load and related transit fee.
  - Water, sewer, garbage.
- Transportation expense assistance, for example, bus tokens, gas card, cash assistance for car repairs that results in a household achieving permanent housing.
- Condemnation mitigation services, if housing conditions are creating a risk of losing housing due to potential unit condemnation, such as sanitation as approved by Minnesota Housing.
- Vital documents such as payment for an identification to obtain employment or a social security card to apply for housing.
- Moving assistance (costs for household to move to new unit without a day of homelessness or to move a household experiencing homelessness into a new unit).

- Furniture/household supplies (costs for households moving into a new unit who do not have furniture or household supplies).
- Basic Needs (food, clothing, work boots, phone minutes, safety items, etc.).

Direct financial assistance costs are an eligible expense only if the assistance is needed due to a housing crisis and correlates with a housing stability outcome. This should be well documented in the household file.

### **Eligible Expenses: Administration**

Grantees must ensure that administrative costs do not exceed the percentage defined in their Grant Contract Agreement or 15%, whichever is less. Eligible administrative expenses include:

- Salaries/wages/fringe benefits of staff responsible for program oversight
  - HMIS data staff can be included in either administration or supportive services, depending upon who is responsible for data entry.
  - Hiring or staff retention bonuses may be eligible only if requested at the time of application and included on the approved budget which is an exhibit to the Grant Contract Agreement.
- Travel
- Office space/utilities, equipment, phone, computer, internet.
  - Includes tablets, data storage/security and other software.
- Supplies, copies, postage, culturally specific items, meeting costs, refreshments.
- Training.
- HMIS fees.
- Participant stipends/financial compensation for persons with lived experience who are involved in planning, design, and evaluation of FHPAP activities including transportation assistance, childcare assistance, companion support.
  - We encourage direct compensation for people with lived experience; stipends and gift cards are also acceptable. In the design of your compensation package, consider the preferences of the participant and tax implications: frequency of payments, payroll taxes, etc.
- Audit, insurance, accounting.
- Human resources, information technology, communications.
  - Communications includes translation services for language line, written materials, marketing materials, cost to use Digital or Electronic Signatures (eSignatures).
- Other expenses directly related to the program, which must be approved in writing by Minnesota Housing.

Agencies that utilize cost allocation plans for administrative expenses will be required to provide a description in the work plan that is submitted as part of due diligence.

## Eligible Expenses: Supportive Services

Supportive services include staffing and related expenses, as outlined below, for providing case management, housing navigation, HMIS support, and management staff.

Eligible supportive services expenses include:

- Salary, wages, and fringe benefits of staff working directly with households; this includes management staff who spend part of their time working directly with households (the full-time equivalent [FTE] should be proportional). Time spent conducting supervision may be included but must not exceed the proportion funded by FHPAP.
  - HMIS data staff can be included in either administration or supportive services, depending upon who is responsible for data entry.
  - Hiring or staff retention bonuses may be eligible only if requested at the time of application and included in the approved budget.
- Travel.
- Office space<sup>1</sup>, utilities.
- Phone, computer, internet.
  - Technology specific for household or program participant use onsite or remotely to assist with the application process such as tablets, hotspots, etc.
- Supplies, copies, postage directly related to service delivery
- Training.
- HMIS fees.
- Other staffing expenses directly related to the program, which must be approved in writing by Minnesota Housing.
- Supportive services costs cannot exceed 50% of the total budget unless this was requested in the application, approved by Minnesota Housing, and is reflected in the budget exhibit of the Grant Contract Agreement.

## Ineligible Expenses

Acquiring, rehabilitating, or constructing Emergency Shelters, Transitional or Permanent housing.

Payment for more than 24 months of rental assistance or supportive services, except if utilizing FHPAP funds allocated under [Minnesota Laws 2023, chapter 20, section 1](#) or being served by Homework Starts with Home.

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<sup>1</sup> If these expenses are billed to FHPAP, they must be pro-rated and cannot exceed the staffing FTE. An exception to this requirement is if staff are employed at an agency part-time and 100% of their time is dedicated to FHPAP (they do not work in another program). In such circumstances, FHPAP may be used to pay for the full cost if it is identified in the approved budget.

Payment for operating costs of Transitional Housing or Emergency Shelter, including hotel/motel expenses; note that payment for staff to provide housing search assistance or housing navigation services to secure permanent housing is allowable.

Payment for operating [Permanent Supportive Housing](#) and supportive services expenses related to that housing.

## Program Expectations

### Advisory Committee

Each applicant is required to have an established advisory committee made up of housing providers, homeless advocates, formerly homeless or homeless households, a member of the state interagency task force on homelessness, local representatives, if any, of public and private providers of emergency shelter, transitional housing, and permanent affordable housing, and other members of the public not representative of those specifically described in this sentence.

The advisory committee may be the Continuum of Care (CoC) or a subgroup of the CoC membership (refer to the [FHPAP Program Guide](#) Chapter 9: Advisory Committee, section 9.03: Roles and Responsibilities). The grantee and its advisory committee are responsible for the recruitment of members who will be best suited to improve their homeless response system. The grantee is required to solicit their local Housing Trust Fund program administrators to participate on the FHPAP advisory committee. The advisory committee should also assist the applicant in the planning and design of the project as well as the selection of local providers. The advisory committee will also assist the grantee in monitoring and evaluating the effectiveness of FHPAP.

### Community Needs Assessment

Each community is expected to utilize a new or existing community needs assessment to determine what strategies and activities will most likely help homeless households attain housing. The needs assessment should include data or information for those disparately impacted by homelessness. Data sources that could be utilized include, but are not limited to, the [Homeless Management Information System \(HMIS\) Dashboard](#), Point in Time Count through the local Continuum of Care, and [Wilder Foundation data](#). Focus groups and surveys may also be utilized.

### Project Design

The project design should clearly reflect the community needs assessment. Each project must be designed to stabilize households in their existing homes, shorten the amount of time that households stay in emergency shelters, and assist households with securing transitional or permanent affordable housing throughout the applicant's service area.

## Solicitation of Local Providers

Minnesota Housing typically expects applicants to have developed a fair and transparent process for soliciting or including providers to meet the needs identified in their community. The process should help ensure that providers who are able to address the needs of those most disparately impacted by homelessness have access to apply for funding. Particular emphasis should be placed on selecting providers that can help the organization achieve equitable results for populations that have been traditionally underserved by housing and homeless resources. However, for this funding round only, Minnesota Housing is waiving the expectation for applicants to conduct a local solicitation process due to the unexpected timing of the RFP being issued at the end of 2024 instead of early 2025. If awarded funding, selected grantees would be required to follow the contracting and bidding requirements in the Grant Contract Agreement.

## Coordinated Entry and Client Assessment

Because funds are limited, it is the expectation that applicants will utilize assessment processes and tools to target funds to households with the greatest need.

Currently, Coordinated Entry (CE) systems vary in their capacity to address all homeless populations; however, at a minimum, households across the state who meet the U.S. Department of Housing and Urban Development (HUD) [definition of homelessness](#) are assessed using a homeless assessment tool via CE. For all other households who are experiencing a housing crisis, including households who are doubled up or at imminent risk of homelessness, Minnesota Housing recommends the household be assessed through the community's existing CE process by using the Minnesota [FHPAP Homelessness Prevention Assessment Tool](#) (M-PAT), or through a comparable tool.

## Administrative Requirements

- Enter into formal agreements with subgrantees
- Participate in quarterly and annual grantee meetings (either in person or virtually)
- Collect data in the Homeless Management and Information System (HMIS) to help ensure progress toward the following measures:
  - **Measure #1:** The percentage of households receiving assistance who are not yet homeless who do not become homeless (*Prevent*)
  - **Measure #2:** The percentage of households who exit to permanent, stable housing, by race, ethnicity, and household type (*Rare*)
  - **Measure #3:** The length of time from enrollment to housing placement (*Brief*)
  - **Measure #4:** The percentage of households served, indicated by race, ethnicity, and household type, who do not return to homelessness (*One-time*)
  - **Measure #5:** Intake demographics of the households served compared to exit demographics by destination (for example, if the program serves 60% of people of color)

clients, are 60% of FHPAP's positive housing outcomes going to people of color?)  
(Equity)

- Submit quarterly expenditure and outputs reports (funds will be disbursed in advance on a quarterly basis or more frequently if determined necessary by Minnesota Housing)
- Submit annual narrative reports
- Monitor and evaluate grantees and subgrantees on at least an annual basis
- Participate in state monitoring including submission of the FHPAP Administrative and Program Review form, client files and financial documentation as requested

## Equity

Applicants must include in their narrative their capacity to identify the households who, due to racism, discrimination, and other factors, are overrepresented among those experiencing housing instability or homelessness. Some of these populations include:

- Racial and ethnic communities, including Indigenous people
- LGBTQIA+ communities
- Disability status
- Veterans
- Geographic diversity within and across Minnesota, including Greater Minnesota and metro areas

Applicants should be prepared to address the disproportionate needs identified and evaluate the effectiveness of their model or services. Applicants should also demonstrate their capacity to implement clear, appropriate, and assertive strategies for engaging these households and serving them effectively. For example, applicants are encouraged to include partnerships with community and/or culturally rooted organizations, associations, and institutions that are connected to households disproportionately represented among people experiencing homelessness, and to define clear roles for these entities that promote effective identification and service delivery for overrepresented households. In addition, applicants are strongly encouraged to implement specific strategies that promote staffing and program models representative of and responsive to the populations to be served, particularly households overrepresented among people experiencing homelessness.

Once awarded funding, grantees will be required to monitor the effectiveness of achieving successful outcomes for households disproportionately represented among those experiencing homelessness. Data for the five outcomes, listed under Administrative Requirements in the Program Expectations section of this document, will be collected using the HMIS and will be available as part of the grantee's Core Report. Grantees will be expected to report on the five measures, looking for any disparities and identifying specific strategies to address disparities throughout the grant period.

## Review Criteria

This is a competitive application process. Applications will be reviewed and scored by a committee comprised of Minnesota Housing staff, members of other state agencies, including the Minnesota Interagency Council on Homelessness, and community reviewers to determine selections and funding recommendations. Recommendations will be presented to the Minnesota Housing board for approval. Minnesota Housing's award decisions are final and are not subject to appeal.

## Threshold Criteria

Threshold criteria are the basic requirements an application must meet to be considered for funding. The following **threshold criteria** must be satisfied for an application to be considered:

- The applicant must be eligible as defined in the Eligible Applicants section of this document.
- The application must include all required application checklist items, be properly completed, and submitted by the published deadline via the specified submission method (refer to the Submission Instructions section of this document). All required application items must be provided either before or no later than the application deadline.

Any application that does not include all required items (threshold criteria) will not be eligible for funding consideration.

## Competitive Criteria

The goals of the FHPAP scoring methodology are to incentivize grantees to be high performing entities and for FHPAP funds to be distributed in a way that reflects community needs. The following **competitive criteria** will be used to score only those applications that satisfy the minimum threshold criteria as stated in the Application Checklist section of this document.

The applicants will be assigned to one of three competitive pools:

- Tribal Nations
- Greater Minnesota
- Twin Cities metro area

The total possible score equals 100 points. The following table highlights the points for each application category.

Table 1: Scoring Criteria

Category	Criteria	Maximum Score
Project Summary	<p>Applicant provides clear description of services and assistance linked to the community need identified.</p> <p>Evident that feedback from people with lived expertise, traditionally underserved households, stakeholders, advisory committee members and/or partners have informed the project design. Applicant identified data sources and provided an analysis that clearly describes a significant need in geographic area.</p>	25 points
Equity	<p>Tribal Nation/group of Tribal Nations will automatically receive points for this section.</p> <p>Applicant has specific strategies to reach the populations identified as experiencing housing instability at disproportionate levels (such as cultural, racial, and ethnic communities, LGBTQIA2S+<sup>2</sup> communities, people experiencing domestic violence, people with disabilities, veterans, and others who are identified by the applicant).</p> <p>Applicant has plan to include people with lived expertise.</p> <p>Applicant demonstrates ability to serve households with patience and empathy.</p>	35 points
Capacity and Performance	<p>Applicant describes concrete examples that demonstrate their ability to successfully perform project duties.</p> <p>Applicant demonstrates a commitment to create a culture of learning, sharing, and growing for individual staff members, within teams and as an organization.</p> <p>Applicant actively uses Homeless Management Information System (HMIS) or has a defined plan for timely implementation.</p> <p>Applicant provides clear plan to address barriers to communication that are culturally and linguistically appropriate.</p>	30 points
Budget	<p>The budget appears reasonable and administrative costs are reasonable.</p> <p>The narrative clearly justifies the applicant's budget including rationale and calculations.</p>	10 points

## Share of Relative Need

Minnesota Housing distributes funds based on a region’s Share of Relative Need which is determined by assessing the number of:

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<sup>2</sup> LGBTQIA2S+ means lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual, and two-spirit. The plus sign (+) recognizes that there are many ways to describe gender identities and sexual orientations.

- People in poverty
- Renter households
- Workers who are unemployed
- Low-income renter households that spend 50% or more of their income on housing
- Severely overcrowded renter households
- Black, Indigenous and people of color populations
- Renter households whose income does not exceed 30% of the area median income
- Households receiving public assistance
- People born outside of the U.S.

This method is an adaptation of an index developed by the Urban Institute to prioritize the distribution of COVID-19 emergency rental assistance<sup>3</sup>. The index includes the number of Indigenous, Black or people of color as they are disproportionately represented among people experiencing homelessness<sup>4</sup>.

## Funding Decisions

After the grant review committee has met and scores have been finalized, Minnesota Housing staff utilizes the Share of Relative Need to determine how and whether to fund each applicant. Final funding amounts will be dependent on the amount requested, the number of applicants, and the amount available to distribute within Tribal Nations, Greater Minnesota and the Twin Cities metropolitan area. Final funding recommendations that may also be based on geographic distribution and services to special populations as well as performance with any current grant. Funding recommendations will also incorporate the results of the pre-award risk assessment (noted below).

Applicants with scores below 50 points may not be funded or may be given conditional funding and be required to receive technical assistance. Staff will utilize factors such as organizational and advisory committee capacity and prior scores on applications to make this determination.

All funding decisions are at Minnesota Housing's sole discretion and are not subject to appeal. Additionally, Minnesota Housing reserves the right to request proposal revisions during the due diligence phase, which is after Minnesota Housing board approval but before the Grant Contract Agreement is executed. Funding modifications and extension agreements may be approved at Minnesota Housing's sole discretion. Any funding modifications would be dependent on, among other

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<sup>3</sup> The Urban Institute, [Where to Prioritize Emergency Rental Assistance to Keep Renters in Their Homes \(2021\)](#).

<sup>4</sup> It is estimated that Indigenous Minnesotans are 28 times more likely to be homeless than white, non-Latino Minnesotans. Black Minnesotans are an estimated 13 times more likely. Latino Minnesotans are five times more likely to be homeless. This information is derived from Minnesota Housing's analysis of the [American Community Survey 2021 five-year sample](#) and the [2023 Point-in-Time count](#).

factors, additional funding becoming available. Minnesota Housing will notify existing grantees if additional funding becomes available.

## **Pre-Award Risk Assessment**

Per [Minn. Stat. 16B.981](#), Minnesota Housing is required to conduct a pre-award risk assessment of potential grantees requesting grant awards of \$50,000 or more. The information submitted by potential grantees will be used to assess the risk that a potential grantee cannot or would not perform the required duties of the grant. Minnesota Housing will review the potential grantee's past performance, tax returns, audits, principals, and standing with the Secretary of State.

Minnesota Housing will determine whether:

1. The potential grantee would likely be able to perform the duties of the grant without additional conditions,
2. The potential grantee would likely be able to perform the duties of the grant with additional technical assistance or conditions placed on the potential grantee, or
3. There is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant.

The pre-award risk assessment will include the following components:

- A Risk Assessment Form with questions to be completed as part of the application
- Financial information as applicable to the applicant organization and detailed on the Risk Assessment Form
- Evidence of good standing with the Minnesota Secretary of State
- Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified

To complete the assessment, Minnesota Housing may request additional information which must be provided by the potential grantee. Minnesota Housing will notify a potential grantee if it is unable to satisfy its concerns by working with the potential grantee. This notification will include information on the decision and options to request reconsideration of the decision.

The submission of inaccurate or misleading information may be grounds for disqualification from a grant award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to Minnesota Housing, by law.

The results of the pre-award risk assessment will not impact scoring of an organization's competitive application for grant funds.

Tribal governments are not subject to the pre-award risk assessment. Tribal-affiliated organizations with a nonprofit or for-profit business designation with the Minnesota Secretary of State are subject to the requirements.

## Application Timeline

Table 2: Application Timeline

Date	Activity
Monday, November 4, 2024	RFP posted to the Minnesota Housing website and announced via eNews and State Register
Tuesday, November 12, 2024	Minnesota Housing holds an RFP Information Session/Technical Assistance Session at 10 a.m. Central Time. <a href="#">Please register here.</a>
Monday, January 6, 2025	Final call for questions by 4:30 p.m. Central Time
Monday, January 13, 2025	Final FAQs posted to the Minnesota Housing website in response to RFP questions submitted
Friday, January 17, 2025	Applications due by 4:30 p.m. Central Time
Thursday, July 24, 2025	Minnesota Housing staff recommends selections to Minnesota Housing's board
Monday, July 28, 2025	Minnesota Housing notifies all applicants of selection decisions
Monday, August 4, 2025	Mandatory due diligence training for all selected applicants
September 9, 2025	All due diligence items due
Wednesday, October 1, 2025	Upon Grant Contract Agreements being fully executed, Grant Contract Agreement term begins
Thursday, September 30, 2027	Grant Contract Agreement term ends (no activities funded after this date)

All dates and times are subject to change at the sole discretion of Minnesota Housing.

Minnesota Housing will hold an RFP Information/Technical Assistance Session at 10 a.m. Central Time on Tuesday, November 12, 2025, via GoToWebinar. [Please register in advance.](#)

The information session will provide an overview of RFP content and allow time for questions.

Frequently Asked Questions (FAQs) from the RFP Information/Technical Assistance Session, along with other questions, will be posted on or around November 22, 2024. All final questions must be submitted by 4:30 p.m. Central Time on January 6, 2025, with the final FAQ posted on or around January 13, 2025.

To receive email notifications related to the RFP, [sign up to receive FHPAP eNews updates.](#)

## Application Checklist

Applicants must use the required application form and include all the required information and documentation. Applicants are encouraged to be clear and concise in the presentation of information. Do not submit materials that are not requested (letter of support, photos, brochures, etc.). Unrequested materials will not be reviewed.

The naming convention of the items submitted should be:

Program Name RFP\_Applicant name\_Name of Document

Example: "FHPAP Name\_RFP\_EXY Services\_Application"]

All of the following checklist items must be completed properly and submitted to meet the threshold criteria. Only applications meeting the threshold criteria will be considered for funding:

- 1. [Application](#)
- 2. [Application Signature Page](#) (wet, digital, or electronic signatures will be accepted)
- 3. [Budget Workbook](#)
- 4. Pre-award Risk Assessment Form and accompanying documents detailed in the form
  - a. [Risk Assessment Form—Nonprofit Organizations](#)
  - b. [Risk Assessment Form—For-Profit Business Entities](#)
  - c. [Risk Assessment Form—Political Subdivisions](#)
  - d. Accompanying Documentation:
    - i. Financial documents related to the applicant organization and detailed on the Risk Assessment Form (nonprofits and for-profits only)
      - 1. Internal Controls Certification—Nonprofit Organizations, if applicable
      - 2. Internal Controls Certification—For-Profit Business Entities, if applicable
    - ii. Evidence of good standing with the Minnesota Secretary of State (nonprofits and for-profits only)
    - iii. Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified (all applicants)

Applicants must understand the application components and what types of submission materials are required to satisfy each required component. Applications that do not contain all required components (completed and submitted properly) will be noted as incomplete and will not be eligible for further review, including scoring. Minnesota Housing is unable to provide notice if an application is incomplete.

If you have questions regarding checklist items, contact the designated point of contact. Allow enough time for staff to respond and help resolve issues so that a complete application can be submitted prior

to the application submission deadline. Also note that technical assistance does not guarantee that a complete application will be submitted.

## Submission Instructions

Submit application materials via the [Multifamily Secure Upload Tool](#) **no later than 4:30 p.m. Central Time on Friday, January 17, 2025**, to be considered for funding.

The Secure Upload Tool will direct you to send items to the following email: [mhfa.app@state.mn.us](mailto:mhfa.app@state.mn.us). Review the [Upload Tool Instructions](#) for more information. Required documents must be uploaded in their original format. Do not convert the documents into other formats except the signature page document which can be submitted as a PDF.

If you have questions regarding the checklist items, please contact the designated point of contact listed in the Contact Information section below.

Submitted applications are considered final; late and incomplete applications will not be considered. Minnesota Housing may request additional information or clarification. The applicant will be responsible for all costs incurred with applying for this RFP. Award decisions are final and not subject to appeal.

Per the [Minnesota Government Data Practices Act](#), responses submitted by an applicant are private or nonpublic until the responses are opened. Once the responses are opened, the name and address of the applicant and the amount requested is public. All other data in a response is private or nonpublic data until completion of the evaluation process, which for the purposes of this grant, is when all grant agreements have been fully executed. After a granting agency has completed the evaluation process, all remaining data in the responses is public with the exception of trade secret data as defined and classified in [section 13.37 of the Minnesota Governmental Data Practices Act](#). A statement by an applicant that the response is copyrighted or otherwise protected does not prevent public access to the response.

## Due Diligence Requirements

Due Diligence refers to the documents that organizations must submit or actions that must be completed prior to contracting with Minnesota Housing. If an applicant is selected for funding, Minnesota Housing will require the following due diligence items be submitted:

- **Signed Grant Contract Agreement** (provided by Minnesota Housing)
- **Board Resolution:** A signed original, or signed and certified, copy specific to the Grant Contract Agreement that designates authorized signatories, authority to enter into a Grant Contract Agreement, and that references the requested and/or awarded amount.

- **Organizational Documents** (such as bylaws) specifying authorized signatories if the authorized signer is not named on the Board Resolution.
- **Certificate of Insurance:** note the type and amounts needed. Worker’s Compensation is required by statute for all grants.
- **[W-9](#) and [SWIFT vendor number](#)** for a new potential grantee that has been selected, or if the current information on file needs to be updated.
- **Approved Work Plan:** The selected potential grantee will be required to complete and submit a work plan on a template provided by Minnesota Housing. The purpose of the work plan is to describe changes since application submittal and as a result of the final award amount and requirements.
- **Approved Final Budget:** A final budget reflecting the awarded amount and any allocation or amount changes to Grantee.

Potential grantees that are awarded funding must have all due diligence submitted and approved and the Grant Contract Agreement fully executed, which includes both the potential grantee’s and Minnesota Housing’s signatures, before costs can be incurred and reimbursed, or grant funds can be expended. Minnesota Housing will not reimburse costs incurred prior to the execution of the Grant Contract Agreement. Minnesota Housing will initiate the execution of the Grant Contract Agreement, including required signatures.

## Contractual Requirements

A potential grantee awarded funding under this proposal will be required to:

- Complete a Grant Contract Agreement with Minnesota Housing and comply with all requirements listed therein.
- Comply with [Program Guide](#).
- Maintain financial records for a minimum of six years after the Grant Contract Agreement has ended that document the use of all grant funds. Minnesota Housing, at its sole discretion, may request to review the accounting and documentation of such records at site visits or at other times.
- Complete and submit by required due dates all interim and final program reports in a template provided by Minnesota Housing.
- Comply with all local, state, and federal requirements.
- Comply with monitoring and financial reconciliation audits including site visits and participating in evaluation and reporting by Minnesota Housing.
- Have a Conflict of Interest policy and take necessary steps to prevent individual and organizational conflicts of interests. All suspected, disclosed or discovered conflicts of interests must be [reported to Minnesota Housing](#) in a timely manner.

- Comply with applicable contracting and bidding requirements noted in the Grant Contract Agreement.
- Comply with all affirmative action and non-discrimination requirements noted in the Grant Contract Agreement.
- Comply with [Minn. Stat. 201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

This is not an exhaustive list. All Contractual Obligations will be outlined in the Grant Contract Agreement, sent to selected potential grantees.

## Questions

Questions can be directed to Diane Elias or Nancy Urbanski, the designated points of contact for this RFP. Diane can be reached by email at [diane.elias@state.mn.us](mailto:diane.elias@state.mn.us), and Nancy can be reached by email at [nancy.urbanski@state.mn.us](mailto:nancy.urbanski@state.mn.us).

No other staff are authorized to respond to questions from potential applicants related to this RFP. All questions and answers will be posted on Minnesota Housing's [Family Homeless Prevention and Assistance Program \(FHPAP\)](#) webpage.