



Homework Starts with Home

Request for Proposals Application Instructions

2-Year Grant Period: October 1, 2025 – September 30, 2027

4-Year Grant Period: October 1, 2025 – September 30, 2029

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

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Overview

Minnesota Housing is now accepting applications for the Homework Starts with Home (HSWH) Program Request for Proposals (RFP). This program operates in accordance to [Minnesota Statute 462A.204, subdivision 8](#) and [Minn. Stat. 462A.201](#).

HSWH is a grant program focused on addressing homelessness and housing instability among students and their families. The program serves families with children eligible for a pre-Kindergarten through grade 12 academic program and youth (with or without children of their own) who are eligible for an academic program through grade 12 and who are without their parent or guardian (unaccompanied youth) and who are facing housing instability.

A study conducted by the Minnesota Department of Education, using data from public and charter schools across Minnesota identified 18,110 students who experienced homelessness during the 2022 academic school year. The students attended 1,814 schools and educational programs statewide, spanning 393 school districts and 83 counties.

Homelessness disproportionately impacts certain populations, such as Black and other students of color; Indigenous students; students with disabilities; and LGBTQ+ young people. Early 2024 Point in Time (PIT) Count data indicates that people in families represent a growing portion of the population experiencing homelessness and has increased by 41% in the last two years, and this trend is concentrated in the Metro Twin Cities. The number of unaccompanied youth under 18 and experiencing homelessness increased by 24%, with this overall increase occurring in Greater Minnesota.

HSWH is designed to provide supportive services and/or financial assistance to assist eligible households in obtaining or retaining housing. The HSWH outcomes are to:

- Reduce the number of students who become homeless for the first time (*Prevent*)
- Reduce the number of students who experience homelessness (*Rare*)
- Reduce the length of time that students and their families experience homelessness (*Brief*)
- Reduce the number of students who return to homelessness (*One-Time*)
- Increase equitable outcomes for households who are disparately impacted by homelessness (*Equity*)
- Improve school attendance and academic achievement among students who have experienced or who are at imminent risk of homelessness

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 \$5.5 million from two funding sources, Housing Trust Fund (HTF) Program Rental Assistance and Family Homeless Prevention and Assistance Program (FHPAP) funds, which can be requested through this single application. Minnesota Housing anticipates selecting between three and five applications for this funding opportunity, depending upon the level of financial support requested.

Funding is contingent upon legislative approval and program appropriations and may increase or decrease.

The proposed program will begin on Wednesday, October 1, 2025. Applicants will be able to request a contract term of 24 or 48 months, which means the grant period will end on either Thursday, September 30, 2027, or Sunday, September 30, 2029.

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 their 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 and Roles

Minnesota Housing believes that effective local responses to student housing instability and homelessness require additional capacity as well as intentional coordination among all available resources. Schools and school districts; local, county, and Tribal governments; housing agencies; philanthropic and community-based organizations; faith-based organizations; associations and trade groups; the business sector; and other partners all have roles to play in ending student homelessness. This RFP specifically requests collaborative responses from multiple organizations or entities operating within the same geographic area, each of which are named as collaborators on a single application. For responses from local, county, or Tribal governments, the expectation for collaborative applications can be satisfied by demonstrating participation of multiple government units (for example, an economic assistance department and a housing agency) with distinct responsibilities involved in supporting students and families facing homelessness, even if the participating units are themselves part of a

single government entity. Other than this exception for government entities that involve multiple units, **responses from individual organizations or entities will not be accepted.** Regardless, a participating school must also be included as a collaborative partner.

Each member of the collaborative response must have a clearly defined role described in the application. There is no limit on the number of collaborative partners identified in an application. Depending on what funding is requested in the application, the application must define at least three specific roles and include an Applicant.

Eligible Applicants and Roles are defined as follows:

- **Role 1: Applicant.** Every application must identify the Applicant who will be the entity responsible for signing and submitting the application, communicating and coordinating with all local collaborators, and serving as the primary point of contact. The Applicant must be an eligible applicant under HTF or FHPAP (refer to roles 4 and 5, below).
- **Role 2: Participating School.** Every application must identify one or more Participating Schools. Participating Schools must include one or more public, charter, or Tribal school. Participating Schools may also include private schools, but only when the application also includes public, charter, or Tribal schools. Because the intent of HSWH is to leverage the ability of schools to identify students facing housing crises earlier than other systems typically can, the role of the Participating School(s) should be defined to support this critical function. All Participating Schools must commit to fully satisfying the requirements for public schools as stated in the McKinney Vento Homeless Assistance Act. In addition, information about the number of homeless students identified and reported under the McKinney-Vento Homeless Assistance Act will be reviewed as the primary basis for estimating the need that the applicant’s proposal can address. Participating Schools may be designated by name of individual schools, by school district (if all schools in a district will participate), or as any combination of schools and districts, as appropriate.
- **Role 3: Participating Local Government Entity.** Every application must identify one or more Participating Local Government Entities responsible for connecting families and students experiencing homelessness with programs and services for which they are eligible. Participating Local Government Entities may include county, Tribal, municipal, or regional governments, or public housing agencies, which are responsible for one or more “mainstream” housing, human services, or economic assistance programs that can serve people facing housing crises. Mainstream programs are those not explicitly or exclusively intended for people experiencing homelessness, but which can be critical in helping people facing housing crises to connect with and maintain stable housing. Lists of [county and Tribal human services agencies](#) and [public housing agencies](#) are available online.
- **Role 4: HTF Administrator.** If the application proposes using HTF resources, it must designate one (or in exceptional circumstances, more than one) HTF Administrator responsible for receiving, managing, distributing, and accounting for HTF funds, as part of the local

collaboration. The HTF Administrator must be a current HTF Administrator in good standing with Minnesota Housing and must have the demonstrated capacity to deliver rental assistance effectively and efficiently. [A list of all current HTF Administrators is available online from Minnesota Housing](#). If you do not have an HTF Administrator in your region, contact Deran Cadotte at Minnesota Housing at 651.297.5230 or deran.cadotte@state.mn.us to explore options. The HTF Administrator bears the responsibility to demonstrate that expectations of the Grant Contract Agreement between the HTF Administrator and Minnesota Housing have been met.

- **Role 5: FHPAP Grantee.** If the application proposes using FHPAP resources, the application must designate an FHPAP Grantee. The FHPAP Grantee will be responsible for receiving, managing, distributing, and accounting for FHPAP funds, as part of the local collaboration. An FHPAP Grantee may also designate a subgrantee who will carry out program activities. Eligible FHPAP 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.

This list of roles is not intended to be exhaustive. Applicants are encouraged to identify explicit roles for other entities that can play a critical role in identifying and supporting homeless students and their families, including Continuum of Care (CoC) organizations, public housing agencies, or others.

Memorandum of Understanding

The applicant must submit a draft Memorandum of Understanding (MOU) that outlines the roles of each of these parties and must include:

- Identification of the collaborative partners, which, at a minimum, must include an HTF Administrator and/or FHPAP Grantee, participating school, and participating local government entity. FHPAP subgrantees should be included on the MOU, if applicable.
- The roles and responsibilities of each collaborative partner
- A description of how collaboration and communication will take place during the grant period, including but not limited to:
 - Regular meetings that will be scheduled between the collaborative partners
 - Identification of governance structure
 - Monitoring and oversight
- The shared eligibility criteria and any additional eligibility criteria required by each partner
- Identification of the entity or entities responsible for Homeless Management Information System (HMIS) data entry

- Identification of the entity responsible for reporting expenditures, households served, and annual narrative reports that are to be submitted in the approved Minnesota Housing format

A signed version of the MOU should not be submitted as part of the application because modifications may be required during the due diligence phase, if awarded funds.

Eligible Recipients

Eligible, potential populations under HSWH include two overlapping groups of people who are **homeless or at imminent risk of homelessness**: (a) families with children eligible for a pre-Kindergarten through grade 12 academic program, and (b) youth (with or without children of their own) who are eligible for an academic program through grade 12 and who are without their parent or guardian (unaccompanied youth) and who are facing housing instability. It is expected that this program will reach students who are disproportionately impacted by homelessness such as Black students, students of color, Indigenous students, students with disabilities, and LGBTQ+ young people. The program also places special emphasis on serving people experiencing homelessness and who are unsheltered, staying outside, or are in places not meant for habitation. In addition:

- 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 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
- To qualify for HTF assistance, eligible households must:
 - Meet High Priority Homeless eligibility criteria as established by the local CoC. People verified as meeting Long-Term Homeless (LTH) eligibility criteria are considered to meet HPH criteria
 - Have a Gross Annual Household Income, at the time of initial eligibility, up to 60% AMI adjusted for household size with priority to serve those at 30% AMI

Housing Trust Fund Eligible Expenses

Housing Trust Fund (HTF) resources may be used to pay for rental assistance. In addition, an Administrative Fee is an eligible use and may be paid to the administrator each month in which a household resides in an eligible Assisted Unit. Minnesota Housing will approve an Administrative Fee within a range of \$62 to \$76 per household per month. Applicants should refer to the [HTF Program Rental Assistance Program Guide](#) for further guidance on proposing an Administrative Fee.

While HTF programs typically operate for a fixed duration (a given number of years of rental assistance for all participants in a program), with rental assistance determined on a percentage-of-income basis

(for example, participants pay 30% of their income toward rent, with the rental assistance covering the difference up to a defined rent payment standard), the program offers flexibility in how HTF Administrators may deliver rental assistance to participants. This flexibility includes how rental assistance amounts are calculated, the duration of rental assistance offered, and how rental assistance is adjusted throughout the duration of a participant's enrollment in the program. Minnesota Housing encourages respondents to think creatively about how this resource can best support the goals of HWSH and the preliminary practice model described below. Administrative fees will be determined based on the applicant's budget. Read more about [HTF](#).

Direct Financial Assistance

- Rent payment assistance
- Security deposits
- Damage claims and/or vacancy payments
- Rental application fees
- Utility connection fees
- Utility arrearages
- Other fees, as approved by Minnesota Housing, necessary to obtain property owner participation or prevent repeat episodes of homelessness

Administration

Fixed administrative fee (between \$62 and \$76 per household per month).

Family Homeless Prevention and Assistance Program Eligible Expenses

Family Homeless Prevention and Assistance Program (FHPAP) resources are intended to stabilize families in their existing homes, shorten the amount of time that families stay in emergency shelters, and assist families with securing transitional or permanent affordable housing throughout the FHPAP Grantee's area of operation. Funds are designed to be temporary and may be used for a broad range of purposes to promote housing stability and prevent or end homelessness, including supportive services, direct financial assistance, and administration. In addition, FHPAP Grantees under HSWH have an exemption from the statutory requirement for an advisory committee normally required under the program, as described in [Minn. Stat. 462A.204](#). No more than 15% of awarded funds can be used for administrative expenses. Travel costs must be clearly identified in a separate line item in the budget. Read more about [FHPAP](#).

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. If the household need is due to a decrease in income and they did not contact the property owner/manager to have their rent portion adjusted, program staff should assist them in doing so.
 - Households experiencing short term hospitalization, in-patient treatment, or incarceration with 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 result 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.

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.

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 space¹, 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.

¹ 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

Collaborations/Partnerships

Due to the cooperative nature of this program, the expectation is that all entities identified as collaborative partners will be engaged in the implementation of the HSWH program throughout the grant term. The roles and responsibilities outlined in MOUs are to be reviewed regularly, with each partner meeting the terms and conditions outlined.

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, 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 who meet the HUD [definition of homeless](#) are assessed using the homeless assessment tool through CE systems that can be found across the state. For people who are not assessed through CE or who are at imminent risk of homelessness, Minnesota Housing expects the household be assessed using the [FHPAP Homelessness Prevention Assessment Tool](#) (M-PAT), or through a comparable tool. This may or may not occur in conjunction with an applicant's local CoC region or CE process.

Administrative Requirements

- Enter into formal agreements with subgrantees
- Participate in grantee meetings
- Collect data in 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% Black or people of color clients, are 60% of the program's positive housing outcomes going to Black or people of color?) (*Equity*)
 - **Measure #6:** Improving school attendance and academic achievement among students who have experienced or who are at risk of homelessness
- Submit quarterly expenditure and output reports, if applicable (FHPAP funds will be disbursed in advance on a quarterly basis)
- Submit monthly HTF reimbursements requests, if applicable (HTF funds will be reimbursed on a monthly basis)
- Submit annual narrative and outcome reports (combined report for both HTF and FHPAP funding sources)
- Monitor and evaluate grantee and subgrantee(s) on at least an annual basis
- Participate in state monitoring and financial reconciliation annually
- Maintain and retain financial and client records for a minimum of six years after the Grant Contract Agreement has ended that document the use of all HSWH program funds

Rental assistance administration (HTF) responsibilities also include:

- Recruit and partner with rental property owners
 - Conduct outreach to an organization's network of existing rental property owners
 - Maintain ongoing communication with rental property owners to engage, maintain a positive relationship with, and mitigate any issues that may arise
 - Keep an active list of subsidized housing waiting list openings
- Recruit and determine eligibility of participants
 - Conduct verification, interim (if/when necessary) and annual recertification of participant income
- Complete Housing Quality Standards (HQS) inspections prior to initial occupancy, and at least annually thereafter to ensure quality of the assisted unit

- Create, implement, and assess Participant transition plans
- Payment and Accounting
 - Paying rental subsidies directly to owners or management agents in a timely manner
 - Monthly invoicing to Minnesota Housing for rental subsidies repayment

Equity

This funding opportunity is intended to benefit students experiencing homelessness. As noted earlier, specific groups of students are overrepresented among this population, including Black students, students of color, Indigenous students, students with disabilities, LGBTQ+ young people.

Minnesota Housing will review applications to assess the capacity of the collaboration to identify the students and families disproportionately represented among students and families experiencing housing instability or homelessness within their proposed service areas, and to implement clear, appropriate, and assertive strategies for engaging these students and serving them effectively. For example, collaborations are encouraged to include partnerships with community and/or culturally rooted organizations, associations, and institutions that are connected to students and families disproportionately represented among people experiencing homelessness, and to define clear roles for these entities that promote effective identification and service delivery for overrepresented groups of students and families.

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 six measures 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 six measures, looking for any disparities and identifying specific strategies to address disparities throughout the grant period.

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 students and families overrepresented among people experiencing homelessness.

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 in order 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 HSWH scoring methodology are to incentivize grantees to be high performing entities and for HSWH 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 total possible score equals 100 points. The following table highlights the points for each application category.

Table 1: Application Scoring Criteria

Category	Criteria	Maximum Score
Project Design	Applicant identified recent data sources and provided an analysis that clearly describes a significant need in the Participating School(s). Project description is detailed, will address the needs identified and could significantly reduce student homelessness within Participating Schools. Role of the provider and role of the household are clearly described and do not add unnecessary barriers upon the household. Applicant describes how they will assist households in creating a transition plan to move to a permanent housing option and how they will ensure transition planning is ongoing. Examples of what may be included in a transition plan are provided.	30 points

Category	Criteria	Maximum Score
Equity	<p>Recognizing and honoring sovereignty, Tribal Nations will receive automatic points for the Equity section.</p> <p>Applicant has description of plan to include persons with lived expertise in their project.</p> <p>Applicant demonstrates ability to serve vulnerable households with patience and empathy.</p> <p>Applicant described strategies that have the potential to significantly increase access for populations disparately impacted by homelessness or housing instability.</p>	30 points
Capacity	<p>Applicant describes concrete examples that demonstrate their ability to successfully carry out the project.</p> <p>Applicant provides clear plan to address barriers to communication that are culturally and linguistically appropriate.</p> <p>Application demonstrates the capacity or experience to provide technical assistance to subgrantees, especially new or emerging partners, including sensitivity to cultural needs, identifies roles and responsibilities of the grantee and how non-performance will be addressed.</p> <p>Collaborative roles and responsibilities are clearly defined in the MOU.</p>	30 points
Budget	<p>The budget appears reasonable, aligns with the project design and FHPAP administrative costs are reasonable.</p> <p>The narrative clearly justifies the Applicant's budget and ability to manage the rate of expenditures through the duration of the grant period.</p>	10 points

Funding Decisions

After the grant review committee has met and scores have been finalized, Minnesota Housing staff will incorporate the scores into final funding recommendations that may also be based on geographic distribution, past performance and services to special populations.

Funding recommendations will also incorporate the results of the pre-award risk assessment (noted below). Final funding amounts will be dependent on the amount requested, the number of applicants, and the funding amount available to distribute.

All funding decisions are at Minnesota Housing's sole discretion and are not subject to appeal unless allowed for under Minn. Sta §16B.981. 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 as appropriate and at Minnesota Housing's sole discretion.

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 non-profit or for-profit business designation with the Minnesota Secretary of State are subject to the requirements.

Application Timeline

Table 2: 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. Please register here.
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 the RFP questions submitted
Friday, January 17, 2025	Applications due by 4:30 Central Time
Thursday, July 24, 2025	Minnesota Housing staff recommends award 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
Tuesday, 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 ends for administrators with two-year terms.
Sunday, September 30, 2029	Grant Contract Agreement ends for administrators with four-year terms.

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

Minnesota Housing will hold an RFP Information at 2:00 p.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 Session, along with other questions, will be posted on or around Friday, November 22, 2024. All final questions must be submitted by 4:30 p.m. Central Time on Monday, January 6, 2025, with the final FAQ posted on or around Monday, January 13, 2025.

To receive email updates related to the RFP, [sign up to receive HSWH 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: "HSWH 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 ([2-Year](#) or [4-Year](#))
- 4. MOU (unsigned)
- 5. 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 (non-profits 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 (non-profits 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 to the online [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. Review the [Upload Tool Instructions](#) for more information but note that required documents must be uploaded in their original format. Do not convert the documents into other formats.

If you have questions regarding the checklist items, please contact the designated point of contact listed in the Questions 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:

- **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.
- **Memorandum of Understanding (MOU) (final signed version)** including all collaborative members' roles and responsibilities. The MOU must be signed by the authorized representative of each collaborative member.
- **Organizational Documents** (such as bylaws) specifying authorized signatories if the authorized signer is not named on the Board Resolution.

- Certificate of Insurance with Employee Dishonesty/Crime Coverage in the amount of at least one-eighth of the total amount of the funding award. *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 amounts allocated to subgrantees.

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

Minnesota Housing will award the HTF and/or FHPAP funding via HSWH to the designated HTF Administrator and/or FHPAP Grantee for selected applications.

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. The selected applicants may also be responsible for completing proposal revisions, a work plan, and/or other exhibits that will become attachments to the Grant Contract Agreement(s).
- Comply with the [FHPAP](#) and [HTF](#) Program Guides or other applicable documents.
- Use the Homeless Management Information System (HMIS) to collect the required data elements and to complete reports to be submitted to Minnesota Housing.
- 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, and Nancy can be reached by email at Nancy.Urbanski@state.mn.us.

No other staff are authorized to respond to questions from potential applicants to this RFP. All questions and answers will be posted on Minnesota Housing's [Homework Starts with Home](#) webpage.