Grant Request for Proposal Cover Sheet

Purpose

This cover sheet is required for all executive branch granting agencies issuing competitive grant RFPs. It provides a high-level overview of the grant program and funding opportunity to help potential applicants determine whether to pursue a grant opportunity.

Applicants should review the full RFP before submitting an application.

Name of Granting Agency: Minnesota Housing Finance Agency

Title of Grant Program: Family Homeless Prevention and Assistance Program

Table 1: RFP Summary

Topic	Description	RFP Page Number
Overview, Grant Description and Purpose	The Family Homeless Prevention and Assistance Program (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.	4
Eligible Applicants	Per Minn Stat. 462A.204 , eligible applicants include tribal nations, including those recognized by the federal government, Twin Cities metropolitan counties, and non-metropolitan areas which include a county, a group of contiguous counties jointly acting together, or a community-based non-profit organization.	5
Eligible Uses	There are three eligible FHPAP expense categories: • **Direct Financial Assistance –** Funding used to stabilize a household and prevent a homeless episode or to rehouse a household into permanent, stable housing. • **Support Services –** This includes staffing and related expenses for providing case management and other related activities. • **Administration –** Administrative costs cannot exceed 15%.	5-8

Topic	Description	RFP Page Number
Amount available, award amounts and key funding items	Minnesota Housing anticipates awarding up to $21,438,000 in FHPAP funds. • A pre-award risk assessment is required for grants of $50,000 or more. • Grant funds may not be spent before the grant contract agreement is signed by both parties.	4, 15, 19
Application Timelines	• RFP opens Monday, November 16, 2026. • Submit questions to Diane Elias (diane.elias@state.mn.us) or Nancy Urbanski (nancy.urbanski@state.mn.us) by 4:30 p.m. Central time on Friday, January 15, 2027. • All application materials are due by 4:30 p.m. Central time on Friday, January 29, 2027.	16
Application Format	The RFP can be viewed on Minnesota Housing's Family Homeless Prevention Assistance Program webpage. Submit application materials via the Multifamily Secure Upload Tool. 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. Documents must be uploaded in their original format, except for the Application Signature page which may be submitted as a PDF.	18
Questions, Information Session, Contact Information	• Applicants should also review the FHPAP Program Guide. • An RFP Information session will be held via GoToWebinar, at 10:00 a.m. Central time on Tuesday, November 24, 2026. • Questions are accepted until 4:30 p.m. Central time on Friday, January 15, 2027. • Answers to questions will be posted on Minnesota Housing's Family Homeless Prevention Assistance Program webpage on or around Friday, January 22, 2027. • Questions can be directed to Diane Elias (diane.elias@state.mn.us) or Nancy Urbanski (nancy.urbanski@state.mn.us).	16-17
Grant Implementation Requirements	• Grantees are subject to the Office of Grants Management Policies. **Prior to Award:** • A pre-award risk assessment is required for grants of $50,000 or more.	15, 18-20

Topic	Description	RFP Page Number
	• Organizations selected for funding must submit all required due diligence documents. **During the Grant Period:** • Grantees must comply with all contractual requirements. • Grantees are required to participate in monitoring visits and financial reconciliation of grantee expenditures. • Reporting requirements are outlined in the FHPAP Program Guide. **Post-award:** • Minnesota Housing will complete a Grantee Performance Evaluation at the end of the grant term. For all contracts over $25,000, Evaluation information will be submitted to the Office of Grants Management and made available publicly online. • Grantees are required to maintain all grant records for a minimum of six years after the Grant Contract Agreement has ended.	