



# **Family Homelessness Prevention and Assistance Program Metro Supplemental Round**

## **Request for Proposal Guide**

*Application Deadline: February 10, 2014  
12:00 p.m.*



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## Introduction

The Minnesota Housing announces the availability of up to \$330,000 in grant funds through the Family Homeless Prevention and Assistance Program (FHPAP) for the term April 1, 2014 to June 30, 2015 for services in the Twin Cities seven-county metropolitan area.

Distribution of grant funds will be at the discretion of Minnesota Housing.

As established by the 1993 Minnesota Legislature, the FHPAP assists **families with or without children, single adults, and unaccompanied youth who are homeless or are at imminent risk of homelessness**. The purpose of the program is to support continuing innovation and development of a comprehensive system to prevent homelessness and to assist people experiencing homelessness. With the primary emphasis on prevention, the goals of the FHPAP are to:

1. Prevent homelessness.
2. Minimize the number of days homeless.
3. Eliminate repeated episodes of homelessness.

Each project designs its own service delivery system to achieve these goals, using approaches that make sense at the local community level.

The purpose of the supplemental funding round is to allocate uncommitted funds from the SFY 14-15 FHPAP funding cycle. The priority will be to address some of the need in communities not covered by FHPAP.

RFP IMPORTANT DATES	
January 6, 2014	RFP Announcement
January 10, 2014	RFP Information Session teleconference
February 10, 2014	RFP Proposal due to Minnesota Housing by noon.
March 27, 2014	Funding Award Announcement
April 1, 2014- June 30, 2015	Grant term

Please contact Erin Schwarzbauer at 651.284.3176 or [erin.schwarzbauer@state.mn.us](mailto:erin.schwarzbauer@state.mn.us) for any questions.

**Minnesota Housing may negotiate with applicants concerning proposed goals, objectives, activities, and budget for finalizing the contract terms.**

## **Chapter 1 – Eligibility Criteria**

### **1.01 Eligible Applicants**

Open to current metro FHPAP grantees (Carver-Scott, Dakota, Hennepin, Ramsey, and Washington) or more than one current grantee applying jointly.

### **1.02 Eligible Activities**

The program provides applicants with the flexibility to use the funds in the manner best determined to achieve the funding goals. 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.

#### **Supportive services**

- Supportive services generally include services such as housing search and information, case/care management, and landlord/tenant assistance.
- Cost of providing supportive services for program participants (i.e., staff costs for screening/assessment, mileage, housing search, case management, Program Manager/Director, Outreach Worker, Counselor, Legal Staff, etc.).
- The amount dedicated to Supportive Services shall not exceed 50% of the total budget unless the applicant provides rationale, to the satisfaction of Minnesota Housing, that Direct Assistance funds are available through another source.

#### **Direct financial assistance**

- Direct financial assistance expenses generally include expenses such as rent payment assistance, rental deposit assistance, mortgage payment assistance, and undesignated temporary aid.
- A complete list of eligible direct financial assistance expenses can be found here: <http://www.hmismn.org/postings/pdfs/FHPAP-ServiceTransactionsInstructions.pdf>

#### **Administration**

- Cost associated with administering the program (i.e., financial audit/accounting, program management, data/reporting, personnel, training, supplies, etc.). Examples: Office supplies, HMIS fees, accounting
- No more than 10% of funding can be used for administration costs.

### **1.03 Ineligible Activities**

To acquire, rehabilitate, or construct emergency shelters, transitional or permanent housing.

To pay more than 24 months of direct assistance and support services.

To pay the operating costs of emergency housing.

To pay the operating and supportive service costs of permanent supportive housing.

**1.04 Eligible FHPAP Recipients**

The recipients of FHPAP assistance must be low-income (no more than 200% of federal poverty guidelines) Minnesotans experiencing a housing crisis that are able to maintain housing after short-term FHPAP assistance and services. Grantees may create additional eligibility criteria in order to target their funding to best meet identified community needs and to ensure that funding is sustained throughout the biennium.

## Chapter 2 – Statutory Requirements and Funding Expectations

### 2.01 Statutory Requirements

The legislation (Minnesota Statute § 462A.204, subd 4&6) for the FHPAP states the following:

**Subdivision 4: Project Requirements.** Each project must be designed 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 grantee's area of operation. Each project must include plans for the following:

1. Use of existing housing stock, including the maintenance of current housing for those at risk;
2. Leveraging of private and public money to maximize the project impact;
3. Coordination and use of existing public and private providers of rental assistance, emergency shelters, transitional housing, and affordable permanent housing;
4. Targeting of direct financial assistance including assistance for rent, utility payments or other housing costs, and support services, where appropriate, to prevent homelessness and repeated episodes of homelessness;
5. Efforts to address the needs of specific homeless populations;
6. Identification of outcomes expected from the use of the grant award; and
7. Description of how the organization will use other resources to address the needs of homeless individuals.

**Subdivision 6: Advisory Committee.** Each grantee shall establish an advisory committee consisting of a homeless advocate, a homeless person or formerly homeless person, 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 representatives of those specifically described in this sentence. The grantee shall consult on a regular basis with the advisory committee in preparing the project proposal and in the design, implementation, and evaluation of the project.

The advisory committee shall assist the grantee as follows:

1. Designing or refocusing the grantee's emergency response system;
2. Developing project outcome measurements; and
3. Assessing the short- and long-term effectiveness of the project in meeting the needs of families who are homeless, preventing homelessness, identifying and developing innovative solutions to the problem of homeless families, and identifying problems and barriers to providing services to homeless families.



## 2.02 Funding Expectations

The FHPAP serves **all populations (families with or without children, single adults, and unaccompanied youth)** who are homeless or are at imminent risk of homelessness. If the project does not fulfill this requirement, Applicants may provide proof that there are other resources for similar activities for certain populations that may reduce or eliminate the need to target FHPAP funds to that population. **Applicants have to demonstrate the current needs and specific ways to serve all populations.**

In this supplemental RFP, priority will be given to applicants who show ability to serve communities not covered by FHPAP in the Twin Cities metro.

In addition to the statutory requirements outlined above, the project must:

1. Assess the local homeless response system, including the need in the community for services and assistance to target population.
2. Assess each FHPAP household at initial entry to determine appropriate resources and services to solve housing crisis, then quarterly if the household remains in the program longer than 6 months.
3. Establish reasonable additional program eligibility criteria to target funds.
4. Develop a prevention targeting strategy.
5. Evaluate the prevention targeting strategy throughout the biennium in order to measure effectiveness and impact on community.
6. Implement strategies to ensure collaboration with local education authorities to provide services and/or direct assistance to individuals and families with school-age children that become homeless or precariously housed. Collaborate with other FHPAP service providers to ensure that households in all regions have access to services.
7. Connect households to appropriate community and mainstream resources that fit their needs.
8. Participate in ongoing planning and coordination with Continuum of Care, Heading Home, and related planning groups in the service area.
9. Include tribal governments (if in the service area) in your planning and project design. (Note: The state of Minnesota and the United States recognize the existence of the following reservations: Bois Forte Band of Chippewa, Fond du Lac Band of Lake Superior Chippewa, Grand Portage Band of Chippewa, Leech Lake Band of Ojibwe, Lower Sioux Community, Mille Lacs band of Ojibwe, Prairie Island Mdewakanton Dakota Community, Red Lake Nation, Shakopee Mdewakanton Sioux Community, Upper Sioux Community and the White Earth Nation).
10. Work towards alignment with applicable HEARTH Act requirements (including Coordinated Assessment and performance measurements)

11. Have well-developed partnerships with other service and housing providers, agencies, and local governments.
12. Strategize and coordinate local FHPAP activities with various funding sources to maximize usage of available resources, including Emergency Solutions Grant recipients (the Office for Economic Opportunity (OEO), St. Louis County, City of St. Paul, City of Minneapolis, Hennepin County).
13. Develop and implement a transparent process and criteria for selecting service providers (both grantees and subgrantees) best suited to address the community-identified needs and trends.
14. Demonstrate understanding of the local housing market.
15. Work with each FHPAP household in a culturally appropriate way.
16. Document household eligibility, services and assistance.
17. Align outcomes and budgets to reflect identified needs.
18. Have a funding distribution plan to maintain a balance between supportive services case load and direct assistance. Do not exceed quarterly funding allotment.
19. Collect data through Minnesota's Homeless Management Information System (HMIS) data.
20. Monitor and evaluate overall project performance including individual service providers.

## Chapter 3 – Funding Outcomes and Outcome Indicators

Grantees need to include projections for outcome indicators in proposals. All outcomes will be measured through Minnesota's Homeless Management Information System (HMIS). Outputs and outcome projections to be submitted must represent this proposal only and should not be combined with current 14-15 FHPAP goals.

1. Outcome for Prevention Goal: Families with or without children, single adults, and unaccompanied youth who are at imminent risk of homelessness do not become homeless.

Outcome Indicators:

- a. The number of households to be served with FHPAP prevention goal (output)\*
  - b. The percentage of households to remain in current housing or re-housed without a day of homelessness at exit of service
  - c. The percentage of households served under FHPAP prevention goal who will not enter shelter within 6 month of program exit\*\*
2. Outcome for Homeless Assistance Goal: Families with or without children, single adults, and unaccompanied youth who are homeless secure and maintain housing.

Outcome Indicators:

- a. The number of households to be served with FHPAP homeless assistance goal (output)\*
- b. The percentage of households to obtain housing at exit of service
- c. The percentage of households served under FHPAP homeless assistance goal who will not enter shelter within 6 month of program exit\*\*

\* NOTE: Revision to projected outputs will no longer be a program practice. All program measurements are captured through HMIS; opportunity for explanation of your project's progress will be part of the Annual Report submission.

\*\*Data on 'The number of households served under Prevention and Homeless Assistance Goals who will not return to shelter' will be captured through the HMIS Return to Shelter Report and reviewed during the Annual Report.

## Chapter 4 – Grantee Reporting

All grantees will be required to use Minnesota's Homeless Management Information System (HMIS) to collect household data and to complete reports to be submitted to Minnesota Housing. Information about the HMIS is available at <http://www.hmismn.org/>.

Reports include:

1. Quarterly Expenditure Report.
2. Semi-Annual Output Report (this report is a portion of the Expenditure Report, but only completed on even quarters).
3. Annual Report to the FHPAP-MICH subcommittee. The annual report must include the actual program results compared to program projections as well as report any services to households not captured through HMIS.

Outputs and budgets, as much as possible, will be blended with the grantee's original award in order to simplify reporting of supplemental award. However, increased FHPAP funding awarded through this supplemental round is not intended to increase the grantee's base funding level for the 16-17 funding competition.

All grantees are expected to comply with the grant agreements including performance, data practices, and reporting. It is crucial to submit correct and valid data within the expected timeline. Grantee is responsible for the performance of the grant and any sub-grantee contracted to fulfill the terms of the grant. The grant coordinator is responsible to ensure compliance with program requirements and to regularly communicate progress to the advisory committee. Any concerns with the grants performance or use of funds should be promptly communicated to FHPAP staff at Minnesota Housing. **Minnesota Housing reserves the right to hold or discontinue funding disbursements if grantee fails to accomplish its projected plan or to comply with grant agreements.**

Project activities that do not meet the threshold for HMIS reporting must still be tracked and accounted for; these numbers will be reported to Minnesota Housing through the Annual Report. These activities must show a clear link to housing stability and be approved by Minnesota Housing.

**Grantee Record Keeping.** Grantees are responsible to maintain financial records that document the use of all FHPAP funds including those used for supportive services, direct assistance, and administrative costs. Minnesota Housing may request to review the accounting and documentation of such records at the site visit or other times throughout the grant term, as needed. After grant term completion, the grantee is expected to maintain all records for at least six years.

## Chapter 5 – Funding Criteria

Applicant scores will be divided as follows:

Funding Decision Process:	Criteria	Points
	<b>Application</b> Application completeness and reasonableness (5pts) Alignment with priority (10 pts) Project Design (5pts) Eligibility and Monitoring (5pts) Proposed Outputs/Outcomes and Budget (5pts)	30
	<b>Program Capacity and Performance</b> Step One: Initial Review of Proposals Points captured through the 14-15 performance score If collaborative applicant, scores will be averaged	20

Minnesota Housing staff will review all proposals. Late submissions will not be considered.

### Step Two: Program Review & Selection Meeting

Reviewers will rate proposals and will have a selection meeting to determine funding recommendations.

### Step Three: Funding Recommendation Approvals

Funding recommendations will be presented to the Minnesota Housing board of directors at the March board meeting (March 27) for approval.

Step Four: Award or denial notification letter sent via email on March 27.

**Minnesota Housing may negotiate with applicants concerning proposed goals, objectives, activities, and budget for finalizing the contract terms.**

## Chapter 6 – Proposal Preparation Information

Minnesota Housing staff is available to answer questions concerning the RFP process. Please make use of the following opportunities that best meet your needs.

### 6.01 RFP Information Session

The RFP Information session will be offered to clarify questions and information required in FHPAP application via conference call.

Date: January 10, 2014

Time: Immediately following the Continuum of Care meeting, no later than 4pm

Location: DHS - 444 Lafayette

Call-in option: 1-888-742-5095/ Code: 6106770549

### 6.02 Assistance from FHPAP Staff

Applicants are encouraged to seek assistance from FHPAP staff. Staff is available to answer any RFP process related questions during the RFP process.

Erin Schwarzbauer	651.284.3176	erin.schwarzbauer@state.mn.us
Kim Bailey	651.296.9833	kim.bailey@state.mn.us

### 6.03 Submission Information

Application packages are available on the Minnesota Housing website at:  
<http://www.mnhousing.gov/initiatives/housing-assistance/prevention/index.aspx>

The application must be received by email by **12:00 p.m. on Monday, February 10, 2014**. Submitted applications are considered final, but Minnesota Housing may request additional information or clarification.

Applicants are required to e-mail application materials (i.e. application and budget) to [erin.schwarzbauer@state.mn.us](mailto:erin.schwarzbauer@state.mn.us). Please email applications in word format, not pdf (with the exception of the signature page). County letter(s) of acknowledgement may be scanned and emailed during the contract process.

## Chapter 7 – Glossary of Terms

**Advisory Committee:** The statutorily required committee with whom the grantee will consult on a regular basis regarding the design, implementation, and ongoing evaluation and redesign of the project.

**Coordinated Assessment:** Coordinated assessment is defined to mean a centralized or coordinated process designed to coordinate program participant intake, assessment, and provision of referrals. Coordinated assessment covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

**Emergency Housing:** Any program providing homeless persons with basic shelter and/or essential supportive services including shelters, overflow motels, and motel vouchers.

**Evaluation Methods:** Process in which information is collected, including: case studies, record review, focus groups, interviews, observations, questionnaires, tests and mechanical measurement. FHPAP values both quantitative and qualitative evaluation methods.

**Family:** Households that are comprised of two or more individuals which may or may not include children.

**Homeless Assistance:** All services to assist homeless families, single adults, and unaccompanied youth including support service and direct assistance.

**Homeless Management Information System (HMIS):** A database that allows organizations that provide services to people experiencing homelessness to collect client information electronically and easily produce required reports. More information is available at <http://www.hmismn.org>.

**Homelessness Response System:** Set of services/system to serve people experiencing homelessness or at risk including emergency shelters, emergency services, transitional housing, and permanent supportive housing within the service area.

**Minnesota Interagency Council on Homelessness (MICH):** A committee established by the Minnesota State Legislature to coordinate services and activities of all state agencies relating to homelessness. The goal of the MICH is to maximize state resources to prevent and end homelessness. The MICH is the key advisor to the Family Homelessness Prevention and Assistance Program.

**Low-income:** 200% of federal poverty (<http://aspe.hhs.gov/poverty/12poverty.shtml>)

\*Applicants must use the most up to date version of the guidelines available when calculating the poverty rate.

## MINNESOTA HOUSING - FHPAP METRO SUPPLEMENTAL ROUND

**Prevention:** Assist a household to retain their current housing or to obtain replacement housing without experiencing a day of homelessness (i.e., a day on the street, in a shelter or motel, in transitional housing, or inappropriately doubled-up).

**Youth:** Persons under the age of 22.