

Application Deadline: Wednesday, May 12, 2021 at 4:30 p.m. CT

Overview

Minnesota Housing is now accepting applications for the Family Homeless Prevention and Assistance Program (FHPAP) Request for Proposals (RFP) in accordance with [Minnesota Statute 462A.204](#). The FHPAP is designed to provide support services and/or financial assistance to families, youth and singles that 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*)

Available Funding

Minnesota Housing anticipates awarding up to \$20,538,000 in grant funds for the biennium period of October 1, 2021 – September 30, 2023. If additional funding becomes available, the amount may be adjusted. Funds are also contingent on the amount awarded from the Minnesota Legislature.

Eligible Applicants

Eligible applicants include:

- Tribal nations
- Twin Cities metropolitan area: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties
- Non-metropolitan areas: A county, a group of contiguous counties jointly acting together, or a community-based nonprofit organization with a sponsoring resolution from each of the county boards located within its operating jurisdiction.

Eligible Uses

Eligible recipients:

To qualify for FHPAP assistance:

- Household income must be at or below [200% of federal poverty guidelines](#)

- Minnesota resident or a household otherwise approved by Minnesota Housing
- Household must be homeless or at imminent risk of homelessness and in need of services and/or financial assistance due to a housing crisis

Eligible Interventions and Activities:

FHPAP intends to fund activities to assist households using one of the following four interventions:

- Coordinated Entry
- Street outreach
- Prevention
- Rapid rehousing

For more information, refer to the FHPAP Program Guide on Minnesota Housing's [FHPAP webpage](#).

Activities

Funds can be used for the following activities:

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 FHPAP participants (e.g., staff costs for screening/assessment, mileage, housing search, case management, program manager/director, outreach worker, counselor).
- The amount dedicated to supportive services must not exceed 50% of the total budget unless the applicant provides rationale, to the satisfaction and at the sole discretion of Minnesota Housing, that additional supportive services funds are needed.

Direct Financial Assistance

- Direct financial assistance expenses generally include expenses such as rent payment assistance, rental deposit assistance, mortgage payment assistance, utility assistance, and undesignated temporary financial assistance (provided the undesignated assistance can be shown to contribute to the household being stably housed at exit).
- Direct assistance costs are an eligible expense **only** if the assistance is needed due to a housing crisis and correlates with a housing stability outcome.

Administration

- Costs associated with administering the FHPAP (e.g., financial audit/accounting, program management, data/reporting, HMIS costs, personnel, training, supplies)
- Administration costs cannot exceed 10% of funding

Ineligible Activities

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

- Payment for more than 24 months of direct assistance and supportive services
- Payment for operating costs of emergency shelter including hotel/motel expenses.
NOTE: Payment for emergency shelter staff specifically working with FHPAP households for housing search assistance is allowable.
- Payment for operating and supportive service costs of permanent supportive housing

Program Expectations

The following program expectations will apply to grantees:

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 grantee and its advisory committee are responsible for the recruitment of members who will be best suited to improve their homeless response system. For the 2022-23 biennium, the grantee is required to solicit their local Housing Trust Fund 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 conduct a 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. Applicants can utilize the [Minnesota Needs Funding Activity Coordination Tool](#) (MNFACT tool) as part of this process.

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 grantee's service area.

Solicitation of Local Providers

The applicant should conduct a local solicitation process to select providers that can best address the needs identified in the community needs assessment in order to assist households to achieve stable housing. The solicitation 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.

Coordinated Entry and Client Assessment

Because funds are limited, it is the expectation that applicants will utilize assessment processes and tools in order 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 systems. For all other households who are experiencing a housing crisis, including households who are doubled up or at imminent risk of homelessness, Minnesota Housing expects the household be assessed either through the community's existing CE process OR assessed using the Minnesota FHPAP Homelessness Prevention Assessment Tool (M-PAT).

Preliminary Practice Model

The preliminary practice model is currently considered best practice for programs serving homeless or at risk of homeless households. Throughout the grant period, grantees should work on actions that will increase the practices of equity focus, nothing about us without us, early identification and trauma-informed responses, whole generation approach, progressive engagement, housing first orientation, leveraging mainstream resources, and continuous improvement.

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 (e.g. if the program serves 60% of People of Color, are 60% of FHPAP's positive housing outcomes People of Color?) (*Equity*)
- Submit quarterly expenditure and outputs reports (funds will be disbursed in advance on a quarterly basis)
- Submit annual narrative and outcome reports
- Monitor and evaluate grantees and subgrantees on at least an annual basis
- Participate in state monitoring and financial reconciliation annually

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
- LGBTQ communities
- Disability status
- Veterans
- Geographic diversity within and across Minnesota, including Greater Minnesota/urban/metro.

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 (Program Expectations section) noted previously in these instructions will be collected using HMIS and will be available as part of on the grantee's core report. In accordance with Measure #5 (above), grantees will be expected to monitor and report on these outcomes, looking for any disparities and identifying specific strategies to close any disparities throughout the funding term.

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 representatives of the community who have experience with homelessness or homeless households to determine selections and funding recommendations. Recommendations will be presented to the Minnesota Housing board for approval. The award decisions of Minnesota Housing are final and not subject to appeal.

Proposals will be evaluated based on the following:

Threshold criteria

Minimum threshold criteria for an application to be considered:

- The application must be complete and include all required items listed in the Application Checklist section that follows.
- The application must be submitted by the deadline. Refer to the submission instructions that follow.

Scoring methodology

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.

1. Regional Split

Minnesota Housing's board requires funding be divided, with 55% assigned to the metro area and 45% assigned to Greater Minnesota. This split is based on the historical need for homeless prevention and assistance resources in each region. Metro area grant applicants will compete against each other for funding and Greater Minnesota applicants will compete against each other for funding.

2. Initial Scoring

The initial scoring for the RFP is based on:

- a. Application = 65%
- b. Performance = 35%

The total possible score equals 100 points. Because new applicants will not have a score for prior performance, they are asked to provide answers to three additional questions in the application. The answers will be scored to provide a performance score for the new applicant. The following table highlights the points for each application category as well as performance.

Category	Criteria	Maximum Score
Project Design	Applicant provides a clear picture of the homeless and at risk of homeless need in the community Applicant has engaged households with lived experience in planning and other roles for the project Applicant fully describes experience of the project from a client's perspective, including any screening or assessment Strategies and populations served reflect the needs described in the application and also are likely to positively impact anticipated outcomes	25 points
Equity	Applicant describes two methods that will significantly increase access for people who face barriers due to	30 points

Category	Criteria	Maximum Score
	racism and/or other factors Applicant demonstrates ability to serve vulnerable households with patience and empathy Advisory committee reflects the households served Applicant has robust language translation plan	
Budget	The budget appears reasonable and administrative costs are reasonable and do not exceed 10% Narrative clearly justifies the applicant's budget and ability to manage the rate of expenditures through the duration of the grant period.	10 points
Performance OR New Applicant Section of the application	Current grantees will be evaluated by: <ul style="list-style-type: none"> • Grant fund utilization • Outcome – Number of households actually served compared to number of households originally proposed • State monitoring visit results • Timely report submission • Communication with Minnesota Housing • Grant administrator meeting participation New applicants will be evaluated by: <ul style="list-style-type: none"> • Summary of progress toward establishing new project • Capacity to administer the project • Ability to administer HMIS 	35 points
TOTAL:		100 Points

3. Funding awards are also based on an applicant’s share of need. [Read more about the scoring methodology.](#)

After the grant review committee has met and the scores have been finalized, Minnesota Housing staff may incorporate the scores into final funding recommendations that may also be based on geographic distribution, services to special populations, and the applicant’s history as a state grantee and capacity to perform the work. Final funding amounts will be dependent on the amount requested, the number of applicants, and the amount available to distribute within the Twin Cities metropolitan area and Non-

metropolitan areas. 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, prior scores on applications, and discussions with the applicant to make this determination. Decisions are at Minnesota Housing’s sole discretion.

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.

Application Timeline

Date	Activity
Monday, March 22, 2021	Notice about upcoming RFP posted via the state register,
Thursday, March 25, 2021	RFP published on Minnesota Housing website and eNews
Tuesday, March 30, 2021	Minnesota Housing holds an RFP information session
Wednesday, May 12, 2021	Applications due by 4:30 p.m. CST (refer to Submission Instructions below)
Thursday, July 22, 2021	Minnesota Housing staff recommends selection to Minnesota Housing’s board
Monday, July 26, 2021	Selected grantees notified; due diligence phase begins
Monday, August 9, 2021	Mandatory due diligence training for all selected grantees
Friday, October 1, 2021	Due diligence approved and contract starts
Saturday, September 30, 2023	Contract ends

Minnesota Housing will hold an RFP information session from 9:00-11:00 a.m. CT Tuesday, March 30, 2021 via GoToWebinar at <https://attendee.gotowebinar.com/register/3132875178426389004>.

After registering, a confirmation email will be sent with information about how to join the webinar.

The information session will provide an overview of RFP content and allow time for questions. Frequently Asked Questions from the session along with other questions will be posted on or around April 2, 2021 and April 30, 2021, with a deadline for the submission to Minnesota Housing of final questions on April 26, 2021 at 4:30 p.m. CT.

Application Checklist

Applicants must submit application materials using both the Cvent upload button and Minnesota Housing's Secure Upload Tool (refer below) and include all of the required information. Applicants are encouraged to be clear and concise in the presentation of information. Do not submit other materials that are not requested (letter of support, photos, brochures, etc.). Unrequested materials will not be reviewed.

To complete the application and receive additional submission directions for all required documents, visit <http://www.cvent.com/d/kjqxrg/3B> and review the information that follows.

All checklist items must be submitted to be considered for funding:

The following three documents must be submitted via the Cvent upload button:

- Application with [signature page](#) (add link)
- [Affirmative Action Certification Form](#) (certificate of compliance and additional documentation if required)
- [Program budget](#)

The naming convention of the items submitted above should be:

FHPAP RFP_Applicant name_Name of document

The following financial information **is not** uploaded via the Cvent upload button. Instead, it must be uploaded to Minnesota Housing's online [Multifamily Secure Upload Tool](#). Using the online tool, send items to mhfa.app@state.mn.us. Review the [Upload Tool Instructions](#) for more information.

- Applicant Current Financial Information: Non-governmental organization applying for \$25,000 or more of funding must supply the following financial documentation depending on the organization's total gross revenue (refer to table below):

Documentation	Total Gross Revenue
Board-review Financial Statements	Under \$50,000 (or not in existence long enough to have completed IRS Form 990 or an audit)
IRS Form 990 and Aging Schedule	\$50,000-\$750,000
Certified Financial Audit	Over \$750,000

If you have questions regarding checklist items, contact the designated point of contact listed below.

NOTE: Minnesota Housing will require applicants who are awarded funding to submit the following due diligence items no later than August 31, 2021.

- **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
- **Certificate of Insurance with Employee Dishonesty/Crime Coverage** in the amount of at least one-eighth of the total amount of the funding amount
- **Electronic Funds Transfer (EFT) Authorization Form** for a new applicant that has been selected, or if the current EFT on file needs to be updated
- **Certificate of Good Standing** issued by the [Minnesota Secretary of State Office](#) within 30 days (a screenshot is also an acceptable form of evidence)
- **Work Plan:** The selected applicant will be required to complete and submit a work plan. The purpose of a work plan is to describe changes to the application as a result of the final award amount and requirements.
- **Final Budget:** A modified version of the original budget reflecting the awarded amount and any allocation or amount changes to the lead agency or subgrantees

Applicants awarded funding must have all due diligence items submitted and approved, and the Grant Contract Agreement fully executed, which includes both the applicant's and Minnesota Housing's signatures, before costs can be incurred and reimbursed or grant funds can be expended.

Submission Instructions

The application along with its signature page, the Affirmative Action Certification form, and the program budget must be submitted via the <http://www.cvent.com/d/kjqxrg/3B> and the Applicant Current Financial Documentation must be uploaded to the [Multifamily Secure Upload Tool](#) **no later than 4:30 p.m. CT on Wednesday, May 12, 2021** in order to be considered for funding. Upload required documents in the original format; do not convert the documents into PDF or other formats except for the signature page of the application. Current financial materials as noted above must also be submitted via Minnesota Housing's Secure Upload Tool no later than 4:30 p.m. CT on Wednesday, May 12, 2021.

NOTE: 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.

Per the Minnesota Government Data Practices Act, responses submitted by a grantee are private or nonpublic until the responses are opened. Once the responses are opened, the name and address of the grantee 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 Government Data Practices Act](#). A statement by a grantee that the response is copyrighted or otherwise protected does not prevent public access to the response.

Contractual Requirements

An applicant awarded funding under this proposal will be required to:

- Sign a Grant Contract Agreement with Minnesota Housing outlining the scope of services to be provided. The selected applicants may also be responsible for completing proposal revisions, a work plan, and/or other exhibits that will become an attachment(s) to the Grant Contract Agreement.
- Maintain financial records for a minimum of six years after the Grant Contract Agreement has ended that document the use of all FHPAP 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.
- Maintain client records for at least six years after the contract term has ended. File documentation for client records must include an application/intake form, a signed [HMIS Data Privacy Notice](#) for all household members over 18, a signed Tennessee warning that lists Minnesota Housing, a signed release of information (ROI) form indicating all entities that may be contacted, proof of FHPAP eligibility, and case notes. 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 FHPAP reports in a template provided by Minnesota Housing.
- Use the Homeless Management Information System (HMIS) to collect the required data elements and to complete reports to be submitted to Minnesota Housing.
- Must 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.

Questions

Questions can be directed to the designated point of contact for this request for proposals:

Diane Elias
651.284.3176
diane.elias@state.mn.us

Nancy Urbanski
651.296.3683
nancy.urbanski@state.mn.us

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