



## Family Homeless Prevention and Assistance Program (FHPAP) Request for Proposals (RFP) Application Instructions

October 1, 2023 – September 30, 2025

**Application Deadline: Wednesday, March 29, 2023, at 4:30 p.m. Central Time**

### Overview

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

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

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

This program also supports Minnesota Housing's [Strategic Priority](#) to Support People Needing Services by preventing and ending homelessness.

### Available Funding

Minnesota Housing anticipates awarding up to \$20.5 million in grant funds for the biennium period of October 1, 2023, through September 30, 2025. Funding is contingent upon legislative approval or program appropriations and may increase or decrease.

Minnesota Housing does not anticipate that a grant award will be sufficient to meet all community needs related to homelessness and housing instability. 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 Grantees**

#### **Eligible grantees include:**

- Tribal nations
- Twin Cities metropolitan area: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties
- Non-metropolitan area (Greater Minnesota): 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 the operating jurisdiction

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

### **Eligible Uses**

#### **Eligible recipients:**

To qualify for FHPAP assistance:

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

#### **Eligible Activities:**

FHPAP intends to fund the following activities to assist households:

- Coordinated Entry
- Street outreach
- Prevention
- Rapid rehousing

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

#### **Eligible Expenses:**

#### Supportive Services

- 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.
- Mileage
- Supplies, copies, postage directly related to the program
- Training
- Office space/utilities. 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 as long as it is identified in the approved budget.
- Phone, computer, internet. If these expenses are billed to FHPAP, they must be prorated 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 as long as it is identified in the approved budget.
- Homeless Management Information System (HMIS) license
- Other staffing expenses directly related to the program, which must be approved in writing by Minnesota Housing and approved at its sole discretion

Supportive services costs cannot exceed 50% of the total budget unless requested in the application and subsequently approved by Minnesota Housing (refer to the Program Guide, Chapter 10: Preparing the Application, Section 10.01: Planning).

#### Direct Financial Assistance

- Rent payment assistance, including the following:
  - Unpaid rent owed to a previous landlord is eligible if payment will result in housing attainment.
  - Households receiving ongoing rental assistance, such as Project-based Section 8, may receive rental assistance; however, only the household rent portion is eligible. If the household need is due to a decrease in income and the household did not contact the landlord/property manager to have their rent portion adjusted, grantee or subgrantee program staff should assist them in doing so.
- Late fees are eligible if the tenant and landlord agreed upon this in writing; however, it is important to note that late fees cannot exceed the amount outlined in Minnesota Statute Section [504B.177](#)

- Mortgage payment assistance, including eligible late fees, which are generally 4 – 5% and vary by lender. The authorized percentage is provided on the homeowner’s Note.
- Rental deposit assistance, including up to three times the amount of the 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 deposits for utilities such as gas and electric, and prepayments for propane and wood
- Transportation expense assistance, e.g., bus tokens, gas cards, cash assistance for car repairs, that result in a household achieving permanent 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)

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

Applicants may utilize up to 10% of the FHPAP grant for administrative expenses. 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)
- Travel
- Supplies, copies, postage
- Training
- Phone, computer, internet
- Office space/utilities
- Household stipends, including transportation assistance for persons with lived experience who are involved in planning, design and evaluation of FHPAP activities
- Information technology support
- Human Resources

- Audit, insurance, accounting
- Cost to use digital or electronic signatures

### **Ineligible Activities**

- To acquire, rehabilitate, or construct emergency shelters, transitional or permanent housing
- Payment for more than 24 months of rental assistance or supportive services
- Payment for operating costs of emergency shelter, including hotel/motel expenses; note that payment for staff working at an emergency shelter who provide housing search assistance or housing navigation services is allowable
- Payment for operating [permanent supportive housing](#) and supportive services expenses related to that housing

<b>Program Expectations</b>
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**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. The grantee is required to solicit their local Housing Trust Fund program administrators to participate on the FHPAP advisory committee. The advisory committee should also assist the applicant in the planning and design of the project as well as the selection of local providers. The advisory committee will also assist the grantee in monitoring and evaluating the effectiveness of FHPAP.

#### **Community Needs Assessment**

Each community is expected to 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. Data sources that could be utilized include, but are not limited to, the [Homeless Management Information System \(HMIS\) Dashboard](#), Point in Time Count through the local Continuum of Care, and [Wilder Foundation data](#). Focus groups and surveys may also be utilized.

#### **Project Design**

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

### **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. 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) OR through a comparable tool that has been approved by Minnesota Housing.

### **Administrative Requirements**

- Enter into formal agreements with subgrantees
- Participate in quarterly and annual grantee meetings (either in person or virtually)
- Collect data in the Homeless Management and Information System (HMIS) to help ensure progress toward the following measures:
  - **Measure #1:** The percentage of households receiving assistance who are not yet homeless who do not become homeless (*Prevent*)
  - **Measure #2:** The percentage of households who exit to permanent, stable housing, by race, ethnicity, and household type (*Rare*)
  - **Measure #3:** The length of time from enrollment to housing placement (*Brief*)
  - **Measure #4:** The percentage of households served, indicated by race, ethnicity, and household type, who do not return to homelessness (*One-time*)
  - **Measure #5:** Intake demographics of the households served compared to exit demographics by destination (for example, if the program serves 60% of people of color clients, are 60% of FHPAP's positive housing outcomes going to people of color?) (*Equity*)
- Submit quarterly expenditure and outputs reports (funds will be disbursed in advance on a quarterly basis)
- 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 and metro areas.

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

Once awarded funding, grantees will be required to monitor the effectiveness of achieving successful outcomes for households disproportionately represented among those experiencing homelessness. Data for the five outcomes listed under Administrative Requirements (Program Expectations section) noted previously in these instructions will be collected using HMIS and will be available as part of the grantee's core report. Grantees will be expected to report on the five measures identified under Program Expectations, looking for any disparities and identifying specific strategies to address disparities throughout the funding term.

## Review Criteria

This RFP 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. 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.
- The applicant must be an eligible grantee as defined in the Eligible Grantees section.

## 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 has historically split funds between the metro area and Greater Minnesota based on each region's share of the statewide need, which is determined by assessing the number of people in poverty, workers who are unemployed, and renter households that spend 50% or more of their income on housing. 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
<b>Project Design</b>	Applicant identified data sources and provided an analysis that clearly describes a significant need in geographic area.  Project description will address the needs identified.  Role of the provider and role of the client are clearly described and are reasonable.  Applicant fully describes household transition plans by	<b>20 points</b>

Category	Criteria	Maximum Score
	the end of program participation or contract term end.	
<b>Equity</b>	<p>Tribal nation/group of Tribal nations (will receive automatic points for this section).</p> <p>Applicant has exceptional plan to include people with lived expertise .</p> <p>Applicant demonstrates ability to serve vulnerable households with patience and empathy.</p> <p>Applicant and its partners reflect the households that are projected to be served.</p>	<b>30 points</b>
<b>Capacity</b>	<p>Applicant describes concrete examples that demonstrate their ability to successfully carry out the project</p> <p>Applicant has a robust language translation plan.</p> <p>Application demonstrates the capacity or experience to provide technical assistance to subgrantees, including sensitivity to cultural needs, identifies roles and responsibilities of the grantee and how non-performance will be addressed.</p>	<b>10 points</b>
<b>Budget</b>	<p>The budget appears reasonable and 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>	<b>5 points</b>
<b>Performance OR New Applicant Questions in the Application</b>	<p>Current grantees will be evaluated by past performance on their:</p> <ul style="list-style-type: none"> <li>• Ability to fully utilize grant funds</li> <li>• Ability to utilize HMIS reports to measure outcomes</li> <li>• Ability to meet reporting timelines</li> <li>• Ability to sustain communication with Minnesota Housing staff</li> <li>• Evidence of fraud or misuse of funds</li> </ul>	<b>35 points</b>

Category	Criteria	Maximum Score
	<p>New applicants will be evaluated using the narrative questions in the application:</p> <ul style="list-style-type: none"> <li>• Ability to fully utilize grant or program funds</li> <li>• Ability to administer HMIS</li> <li>• Ability to meet reporting timelines</li> <li>• Ability to communicate with funders</li> <li>• History of fraud or misuse of funds</li> </ul>	
<b>TOTAL:</b>		<b>100 Points</b>

3. Funding awards are also based on the share of the statewide need in each applicant’s service area, which is determined by assessing the number of people in poverty, workers who are unemployed and renter households that spend 50% or more of their income on housing.

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 and services to special populations.

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 Greater Minnesota. 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 and are not subject to appeal.

Additionally, Minnesota Housing reserves the right to request proposal revisions during the due diligence phase, which is after Minnesota Housing board approval but before the Grant Contract Agreement is executed.

**Application Timeline**

Date	Activity
Monday, February 6, 2023	RFP posted in the State Register, on Minnesota Housing website, and via eNews
Monday, February 13, 2023	<b>RFP Information Session</b> 10:00 to 11:30 a.m. Central Time

Friday, March 17, 2023	Final call for questions by 4:30 p.m. Central Time
Wednesday, March 29, 2023	<b>RFP Applications due by 4:30 Central Time (refer below for details)</b>
Thursday, June 22, 2023	Minnesota Housing staff recommends award selections for FHPAP grants to Minnesota Housing's board
Monday, June 26, 2023	Minnesota Housing notifies all applicants of selection decisions
Thursday, June 29, 2023	Mandatory due diligence training for all selected applicants
Thursday, August 31, 2023	All due diligence items described below are submitted
Friday, September 29, 2023	Grant Contract Agreements are fully executed. Sunday, October 1, 2023 is the effective date of the Grant Contract Agreement
Tuesday, September 30, 2025	All FHPAP activities must be completed

Minnesota Housing will hold an RFP Information Session from 10:00 to 11:30 a.m. Central Time on Monday, February 13, 2023, via GoToWebinar. Register at the following link: <https://attendee.gotowebinar.com/register/3642879263148268378>.

After registering you will receive a confirmation email 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 (FAQs) from the RFP Information Session, along with other questions, will be posted on or around February 24, 2023. All final questions must be submitted by Friday, March 17, 2023, with the second FAQ posted on or around March 24, 2023.

### **Application Checklist**

Applicants must submit application materials using the Multifamily Secure Upload Tool (refer below for links and other information) and include all 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.

All checklist items must be completed properly and submitted to be considered for funding:

**The following documents must be submitted via Minnesota Housing’s online Multifamily Secure Upload Tool:**

- [Application](#)
- [Application Signature Page](#) (with an electronic, digital, or wet signature)
- [Budget](#)
- [Affirmative Action Certification Form](#) (along with certificate of compliance and additional documentation, if required)
- Current Financial Information (does not apply to any governmental organization or Tribal nations): Non-governmental organization applying for \$25,000 or more 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

**The naming convention of the items submitted above should be:  
FHPAP\_RFP\_Applicant name\_Name of document**

**NOTE:** Minnesota Housing will require the following due diligence items **from applicants who are selected** for funding no later than Thursday, August 31, 2023. Applicants who are awarded funds are referred to as grantees.

- **Grant Contract Agreement:** Signed via DocuSign
- **County Board Resolution for all counties included in the service area** (Does not apply to metro counties or Tribal nations)
- **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 funding agreement and that references the 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 award
- **[Electronic Funds Transfer \(EFT\) Authorization Form](#)** for new grantees, 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 an acceptable form of evidence)
- **Approved Work Plan:** The 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, approved Budget:** A more detailed budget reflecting the awarded amount and any allocation or budget changes for the grantee or subgrantees will need to be submitted. Grantees that utilize cost allocation plans for administrative expenses will be asked to provide a description of that plan as part of the work plan.

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. Minnesota Housing will not reimburse costs incurred prior to the execution of the Grant Contract Agreement.

### Submission Instructions

The application and other required documents must be uploaded to the online [Multifamily Secure Upload Tool](#) no later than **4:30 p.m. Central Time on Wednesday, March 29, 2023**, to be considered for funding (refer to the application for further instructions). The Secure Upload Tool will direct you to send items to the following email: [mhfa.app@state.mn.us](mailto:mhfa.app@state.mn.us). Review the [Upload Tool Instructions](#) for more information but note that required documents must be uploaded in their original format. Do not convert the documents into PDF or other formats.

**NOTE:** Submitted applications are considered final; late and incomplete applications will not be considered. Minnesota Housing may request additional information for clarification. The applicant will be responsible for all costs incurred related to 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 of all funds under the program 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 using a template provided by Minnesota Housing.
- Maintain a complete and accurate record of the program funds received and expended.
- 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 the grantee's 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 (RFP):

Diane Elias  
[diane.elias@state.mn.us](mailto:diane.elias@state.mn.us)

Nancy Urbanski  
[nancy.urbanski@state.mn.us](mailto: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](#).