



2018 Homework Starts with Home Request for Proposals Application Instructions

Application deadline: Monday, June 4, 2018 at 4:30 p.m.

Homelessness among children in early learning programs and students from pre-kindergarten through grade 12 occurs on an alarming scale in Minnesota, with nearly 8,700 young people enrolled on October 1, 2017 experiencing homelessness. These children and youth attend 1,239 schools and education programs, spanning 312 school districts and 76 of Minnesota's 87 counties. Homelessness disproportionately impacts students of color, American Indian students, students with disabilities, and lesbian, gay, bisexual, transgender, questioning, or intersex (LGBTQI) youth. Over the past decade, student homelessness has increased an average of 13 percent per year.

To promote early identification and more effective responses to the needs of these students, the Minnesota Housing Finance Agency (Minnesota Housing), the Minnesota Department of Education, the Minnesota Department of Human Services, the Minnesota Interagency Council on Homelessness, and the Heading Home Minnesota Funders Collaborative (collectively, "the Partners") have developed an initiative called Homework Starts with Home. This initiative and its preliminary practice model described below build on the successful [Rental Assistance Pilot for Homeless or Highly Mobile Families with School-Age Children](#) and feedback from respondents to a Request for Information issued by the Partners in late 2017.

Minnesota Housing and the Heading Home Minnesota Funders Collaborative are now accepting Applications for Funding (Applications) for the Homework Starts with Home initiative on behalf of the Partners. The initiative supports [Heading Home Together: Minnesota's 2018 – 2020 Action Plan to Prevent and End Homelessness](#) and its efforts to *prevent* homelessness whenever possible, and if homelessness does occur, to ensure that it is *rare, brief, and nonrecurring*. The intended outcomes for the initiative are:

- Reducing the number of students who become homeless for the first time ("prevent")
- Reducing the total number of students experiencing homelessness ("rare")
- Reducing the amount of time that students and their families remain homeless ("brief")
- Reducing the number of students who return to homelessness ("nonrecurring")
- Improving school attendance and academic achievement among students who have experienced or who are at risk of homelessness

This initiative also supports Minnesota Housing's [Strategic Priority](#) to prevent and end homelessness.

Available Funding

Funds available under this Request for Proposals (RFP) include up to \$4.15 million from three funding sources, which can be requested through a single Application: Minnesota Housing will grant up to \$3.5 million in Housing Trust Fund (HTF) rental assistance and up to \$400,000 in Family Homeless Prevention and Assistance Program

(FHPAP) resources. The Heading Home Minnesota Funders Collaborative (HHMFC) will award up to \$250,000 in philanthropic funds.

The following table summarizes uses for each funding source included in this RFP, distinguishing three categories:

- **Typical** uses, which correspond to ways the funding source is often used and/or can easily be used, designated with a “✓” symbol.
- **Possible** uses, which correspond to ways that applicants can propose to use funds but may not represent their most common use, designated by a “●” symbol.
- **Prohibited** uses, which correspond to uses that are outside of the authorized purposes and uses for the funding source, designated with an “✗” symbol.

	HTF	FHPAP	Philanthropic
Total available (all grantees)	\$3.5 million	\$400,000	\$250,000
Typical award amounts per grantee (assuming all funds are divided between three to eight selected applicants)	\$437,500 - \$1,166,667	\$50,000 - \$133,333	\$31,250 - \$83,333
Participant support costs			
Temporary rental assistance	✓	●	●
Rapid re-housing rental assistance (up to 24 months)	●	✓	●
Security deposits	✓	✓	●
Rental application fees	✓	✓	●
Utility connection fees	✓	●	●
Utility arrearages	✗	●	●
Transportation assistance	✗	●	●
Other undesignated financial support	✗	●	●
Personnel			
Case managers or housing navigators	✗	✓	●
School social workers or school-family liaisons	✗	●	●
Participant advisors or peer counselors	✗	●	●
Participant stipends for governance roles	✗	●	●
Management and leadership support (beyond admin)	✗	●	●
Other personnel costs	✗	●	●
Program operations			
Administrative costs	●	✓	●
Housing inspection costs	✗	●	●
Training and technical assistance	✗	●	●
Supplies, materials or equipment	✗	●	●
Communications and marketing	✗	●	●
Software licenses or other technology	✗	●	●
Other organizational capacity building	✗	●	●

This table is not intended to be an exhaustive list of all possible uses of the available funding. Innovative ways to use these funds to build local capacity to support students and families experiencing homelessness are encouraged. For any questions about potential allowable uses, please contact the designated staff person for this RFP, Diane Elias at 651.284.3176 or diane.elias@state.mn.us.

The proposed program must begin by October 1, 2018 and be operational through September 30, 2021. All activities must be completed by September 30, 2021 and no costs incurred after this date will be eligible for payment under this RFP; however, the anticipated funding term is August 1, 2018 – December 31, 2021 to provide sufficient time to complete a final report as described below. The final report is due to the Partners by November 30, 2021.

To provide continuity in programming beyond the initial funding term, Minnesota Housing anticipates that applicants selected through this RFP for HTF rental assistance will be eligible to apply for continuing HTF funding during the 2021 biennial application for that program. Any funds awarded to such applicants in that RFP are anticipated to be available on October 1, 2021. Please note that while selected Homework Starts with Home applicants are expected to be eligible to apply for continuing HTF funding, Minnesota Housing makes no commitment that these applicants would be selected or awarded continuing funding at that time. In addition, the Partners cannot offer any assurance about sustaining funding for the other sources (FHPAP and philanthropic funds) that will be awarded through this RFP.

After proposals are submitted and reviewed, the Partners intend to finalize joint funding recommendations as follows: the Heading Home Funders Collaborative anticipates presenting funding recommendations for the philanthropic resources dedicated to Homework Starts with Home to its membership on July 25, 2018. In parallel, Minnesota Housing staff intends to present selection and funding recommendations for HTF and FHPAP resources to Minnesota Housing's board of directors at its meeting on July 26, 2018. All applicants will be notified after those recommendations are considered and selection and funding decisions are resolved. The Partners anticipate selecting between three and eight Applications for this funding opportunity, depending upon the level of financial support requested.

Eligible Applicants

The Partners believe 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 (e.g., 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.**

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 or what roles they might play. Depending on what funding is requested in the Application, the Application *must* define at least three and up to

six specific roles, as follows: (A single entity may perform multiple roles if they meet the eligibility requirements to do so.)

- **Role 1: Lead Applicant.** Every Application should identify the Lead Applicant, responsible for submitting the Application, communicating and coordinating with all local collaborators, and serving as the primary point of contact for the Partners. The Lead Applicant must be a nonprofit organization, unit of government, or quasi-governmental agency. The Lead Applicant will receive and distribute philanthropic funds and enter into appropriate funding agreements with the Partners.
- **Role 2: Participating School.** Every Application must identify one or more Participating Schools. Because the intent of Homework Starts with Home 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 of the McKinney-Vento Act. In addition, the Partners will review information about the number of homeless students identified and reported under the McKinney-Vento Act 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, regional governments, or public housing agencies, which are responsible for one or more "mainstream" housing, human services, or economic assistance program 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 (Optional).** If the Application proposes using Housing Trust Fund resources, it must designate one (or in exceptional circumstances, more than one) HTF Administrator responsible for receiving, managing, distributing, and accounting for Housing Trust Fund resources. The HTF Administrator must be a current HTF Administrator in good standing with Minnesota Housing and must have the demonstrated capacity to effectively and efficiently deliver rental assistance. [A list of all current HTF Administrators is available online from Minnesota Housing](#). If you do not have an HTF Administrator in your region, please contact Elaine Vollbrecht at Minnesota Housing at 651.296.9953 or elaine.vollbrecht@state.mn.us to explore options.
- **Role 5: FHPAP Grantee (Optional).** If the Application proposes using Family Homeless Prevention and Assistance Program 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. Within the seven-county Twin Cities metropolitan area, only county governments or collaborations of county governments are eligible to serve as the FHPAP Grantee. In Greater Minnesota, the FHPAP Grantee could be a county, a group of contiguous counties jointly acting together, a tribe, a group of tribes, or a community-based nonprofit organization with a sponsoring resolution from each of the county boards of the counties located within its operating jurisdiction, as per Minnesota Statutes §462A.204. An FHPAP Grantee may also designate a sub-grantee who will bear responsibilities delegated by the FHPAP Grantee. An enforceable agreement (e.g., a contract delineating expectations and

accountability) between the eligible FHPAP Grantee and their designated sub-grantee(s) is required for an eligible FHPAP Grantee to delegate these responsibilities.

- **Role 6: Philanthropic Grantee (Optional).** If the Application proposes to direct philanthropic resources to any entities other than the Lead Applicant, the Application must designate one or more Philanthropic Grantees. Philanthropic Grantees must be a nonprofit organization, unit of government, or quasi-governmental agency. Philanthropic Grantees will be responsible for receiving philanthropic funds from the Lead Applicant, accounting for those funds, and satisfy associated reporting requirements on outcomes achieved and how funds were expended.

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, faith-based community partners, or others.

Definitions and Eligible Uses

Eligible, potential populations under Homework Starts with Home 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 facing housing instability without their parent or guardian.

For the purposes of Homework Starts with Home, *homeless* is defined as anyone without a fixed, regular, and adequate nighttime residence according to Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act). For more information about this definition, refer to the U. S. Department of Education's [National Center on Homeless Education](#).

For the purposes of Homework Starts with Home, a household *at imminent risk of homelessness* is defined as one with an income at or below 200 percent of the federal poverty level that is either:

- Living in substandard or overcrowded housing, defined as housing which does not meet the [Emergency Solutions Grant Minimum Habitability Standards](#) established by the U. S. Department of Housing and Urban Development (HUD);
- Living with a person who engages in domestic violence or needing housing to escape domestic violence;
- Severely cost burdened, with 50 percent or more of household income going to housing; or
- Otherwise faced with a documented situation or set of circumstances that is likely to cause the household to become homeless in the immediate future.

For the purposes of this RFP, *people with lived experience* include students and families with direct, first-hand experience of homelessness or housing instability in their own lives. People with lived experience can offer organizations invaluable expertise and perspectives on program design, implementation, and operations. This expertise and perspective is in addition to and complementary of other forms of expertise or perspective.

Priority will be given for serving the following populations:

- a. Students or families who are currently homeless
- b. Students who are themselves custodial parents

- c. Students with significant educational deficits
- d. Families with children in grade 5 or younger
- e. Students experiencing homelessness without their parents or guardians

The allowable purposes for each funding source is as follows:

- **Housing Trust Fund (HTF)** resources (up to \$3.5 million total) may be used to pay for rental assistance. While HTF programs typically operate for a fixed duration (e.g., a given number of years of rental assistance for all participants in a program) with rental assistance determined on a percentage-of-income basis (e.g., participants pay 30 percent 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 rental assistance 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. The Partners encourage respondents to think creatively about how this resource can best support the goals of the Homework Starts with Home initiative and the preliminary practice model described below. Read more information about the [Housing Trust Fund](#).
- **Family Homeless Prevention and Assistance Program** resources (up to \$400,000 total) 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 Homework Starts with Home have an exemption from the statutory requirement for an advisory committee normally required under the program, as described in Minnesota Statutes §462A.204. Read more information about [FHPAP](#).
- **Philanthropic resources** (up to \$250,000) from the Heading Home Minnesota Funders Collaborative (HHMFC) are intended to build local capacity to end student homelessness, and in particular, to be used where HTF and FHPAP resources allocated to Homework Starts with Home either cannot be used or would not alone be sufficient. These philanthropic resources represent the most flexible funds available for the initiative, and this flexibility is intended to promote innovative responses from applicants about their use. In addition to flexibility in their proposed uses, the HHMFC also intends to maximize flexibility for selected Philanthropic Grantees to repurpose these funds as needs evolve or new opportunities develop during the funding term.

The Partners do not anticipate that these three sources will be sufficient to meet all of a community’s needs related to student homelessness. In addition, the Partners recognize that applicants are uniquely positioned to identify the most impactful and strategic uses of these resources to leverage other local funds, resources and opportunities. The Partners will prioritize Applications that identify additional local resources (including existing programs, capacity or financial resources) that will be leveraged through their proposed program.

Preliminary Practice Model

The Partners recognize that effective responses to student homelessness may vary significantly from one community to the next. Informed by community responses to a Request for Information in late 2017, the Partners have identified key elements of a *preliminary practice model* for the initiative. The Partners seek to

have these key elements applied across each selected applicant’s specific implementation in a way that also honors differences and variations at a local level. While the exact ways these elements are implemented and the entities involved in doing so will vary across applicants and communities, this request seeks applicants interested in implementing the following key elements:

- **Equity focus.** Because homelessness impacts specific groups of students at disproportionate rates (e.g., American Indian students, students of color, LGBTQI students), effective responses to student homelessness must be attuned to the populations at greatest risk for homelessness. While these populations vary across communities, identifying specific strategies to ensure that interventions for student homelessness are *representative* of the populations being served and *responsive* to the specific needs of those populations is critical. *For example, applicants may explicitly monitor the impact of interventions for populations disproportionately impacted by homelessness and define essential roles for stakeholders representing those populations in the design and implementation of programs.*
- **“Nothing about us without us.”** Students and families experiencing housing crises or homelessness have lived experience of how and where support systems are most effective and where they fail. Ensuring that this expertise informs and guides community responses to homelessness can increase the likelihood of deploying resources effectively, create shared ownership of solutions and leverage the resilience of people who have experienced homelessness. For this to occur, students and families with lived experience of homelessness must have meaningful ways to participate in shaping and implementing a community’s response to student homelessness. *For example, applicants may create paid leadership and advisory positions for people with lived experience to help shape, implement, and monitor programs serving families and students experiencing homelessness.*
- **Early identification and trauma-informed responses.** Given the critical developmental needs of young people and the devastating impacts of homelessness and housing instability, the earliest identification of housing instability coupled with an affirmative response to those housing challenges can mitigate trauma that could otherwise occur. Often, implementing an effective response will require partnerships among entities that allow data sharing and deploy crisis-oriented resources to respond quickly to the specific circumstances of each student or family. Given the traumatic nature of homelessness itself and the trauma that often precedes homelessness, these responses themselves must be trauma-informed and help support students and families in their recovery from trauma. *For example, applicants may propose to conduct training for staff and community partners about the relationship between homelessness and trauma, and adapt programs to enhance their use of trauma-informed approaches.*
- **Two-generational approaches.** Two-generational (“2-Gen”) or whole-family approaches recognize that impacting outcomes for young people require supporting their parents, and vice versa. While many specific programs or funding streams focus on children or adults, 2-Gen approaches encourage looking at families holistically, focusing on outcomes that impact whole families, and whenever possible, combining programs and resources so that effective whole-family solutions are possible. 2-Gen approaches may include a mindset (e.g., considering parents and their children, not just one or the other), specific strategies (e.g., programs designed to support parents and children together), or systems-level organization (e.g., organizing services so that parents and children receive support simultaneously). *For example, applicants may establish whole-family assessments of needs and strengths as part of routine intake processes for local social service and economic assistance programs, with connections made simultaneously for parents and their children to appropriate programs for which they are eligible.*

- **Progressive Engagement.** A Progressive Engagement approach provides a structured way for services to be tailored dynamically to the specific and changing needs of each student or family experiencing homelessness so that people receive the support that they need. At a systems level, this approach also ensures that resources are available to help support the greatest number of people possible. A Progressive Engagement approach involves assessing initial needs and providing modest support responsive to those needs. If that is sufficient to help the family stabilize, those supports can be continued or weaned as ongoing needs dictate. If initial supports are not sufficient, a Progressive Engagement approach identifies paths for increasing or diversifying the supports available. This process continues iteratively as long as needed until the family achieves stability. *For example, applicants can structure most initial interventions as short-term responses and establish clear protocols for how services can be escalated, maintained or discontinued as family needs dictate, including referral processes and data sharing agreements among services providers as needed.*
- **Housing First orientation.** Access to permanent housing is the fundamental solution to homelessness. A Housing First approach honors this fact by reducing barriers to accessing housing so that housing itself can serve as a platform for addressing any other challenges that someone experiencing homelessness may face. This approach is contrasted with a “housing readiness” approach that defines preconditions (e.g., sobriety, income, compliance with services) prior to receiving support to access permanent housing. *For example, applicants can regularly review and wherever possible revise eligibility requirements for housing and homelessness programs that may preclude people experiencing homelessness from gaining access to housing resources or supports.*
- **Leveraging mainstream resources.** Resources specifically intended to serve people experiencing homelessness provide important tools in effective community responses to student homelessness, but they are small compared to mainstream programs serving low-income or vulnerable populations. Mainstream programs may include health programs, housing voucher or public housing programs, economic assistance, employment and training programs, or other social services designed to help people obtain stability or improve well-being. While these programs are typically not focused specifically on people experiencing homelessness, their impact for people experiencing homelessness can be significant, particularly if they implement strategies to make these programs accessible and responsive to people experiencing homelessness. Given the way that funding streams, outcomes and lines of accountability are structured, linking mainstream programs to responses to homelessness often does not occur “naturally,” but instead requires deliberate action. *For example, applicants can organize their responses to homelessness jointly with intake processes for mainstream economic assistance, public housing or other resources, so that each family can be connected with whatever resource is most responsive to the family’s needs.*
- **Continuous improvement.** Adapting and implementing effective solutions to student homelessness requires ongoing refinement and attention to evolving needs and opportunities. Rather than expecting that a proposed intervention is complete or optimal as it was initially designed, a continuous improvement approach recognizes that ongoing participation from all stakeholders to identify successes, areas for improvement, and unanticipated needs will result in a stronger and more resilient long-term implementation. *For example, applicants can describe oversight and governance approaches that encourage routine reflection and engagement of leadership and all stakeholders in improving the impact of existing services, and to do so iteratively and continuously.*

The Partners do not expect nor require that applicants will already have all of these elements in place in their Application. Rather, the elements of the preliminary practice model will be part of the competitive review

process for selecting Applications. Each Application will be reviewed to determine the applicant's current implementation of the preliminary practice model, the applicant's ability to increase or improve implementation, and the applicant's philosophical alignment with the preliminary practice model.

The practice model is described as *preliminary* because it will be developed and refined in partnership with selected applicants during implementation, through the experience of students and families being served, and with additional evidence as it becomes available.

An information session about the RFP and application process will be held on **Friday, April 27, 2018 at 1:00 p.m. Central** at Minnesota Housing, located at [400 Wabasha Street, Suite 400, Treasure Island Center Building, Saint Paul, MN 55102](#). The session will also be available over web- and tele-conference. To register for this session and for details about participating remotely, please send an email to hsw.h.mde@state.mn.us or call 651.582.8511 by Thursday, April 26, 2018.

To assist applicants in considering how the preliminary practice model could be implemented, the Partners have arranged a series of additional information sessions for interested parties. These sessions are optional. Participation will not factor into the review of an applicant's proposal, but attendance is highly encouraged to assist applicants in submitting the most competitive Application possible. Anticipated sessions include:

- Two-Generational Approaches to Supporting Families
- Leveraging Mainstream Resources
- Trauma-informed Care in Schools
- Progressive Engagement
- Lessons from the Hamilton Family Services / San Francisco Unified School District Pilot

All sessions will be broadcast online. All presentation materials and recordings of these sessions will be available on the [Homework Starts with Home webpage](#). To participate in these sessions, please send an email to hsw.h.mde@state.mn.us or call 651.582.8511 to register.

Equity

This funding opportunity is intended to benefit students experiencing homelessness. As noted earlier, specific groups of students are overrepresented among this population, including lesbian, gay, bisexual, transgender, questioning and intersex (LGBTQI) youth, American Indian youth, youth of color, and students with disabilities.

The Partners 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.

Applicants will also be required to monitor the effectiveness in engaging and achieving successful outcomes for students and families overrepresented among those experiencing homelessness. Data on the five key outcomes listed on the first page of these Application Instructions will be collected and reported using demographic variables that distinguish groups of students and families overrepresented among those experiencing

homelessness. Grantees will be expected to monitor these outcomes for any disparities and identify specific strategies to close any disparities in these outcomes throughout the funding term.

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

Proposals will be evaluated based on the following:

The following threshold criteria must be satisfied for an Application to be considered:

- The Application identifies the specific entities who are eligible to serve in their assigned role for all required roles listed above.
- The total number of students enrolled in an academic program on October 1, 2017 and flagged by the Participating School(s) as homeless according to [student enrollment data published by the Minnesota Department of Education](#) is at least 25 students. (Applicants are encouraged to include a sufficient number of Participating Schools to satisfy this requirement. The total number of homeless students enrolled in the identified Participating School will also serve as a competitive factor, below, in the review of Applications.)
- The proposed budget includes sufficient detail about the proposed expenditures and the rationale for those expenditures for reviewers to determine whether the proposed budget is feasible and appropriate. For example, if an applicant proposes funding to hire a housing navigator, the Application and budget must clearly describe the role of that housing navigator in the intervention and the services that position will deliver. Failure to provide sufficiently clear detail in the budget may disqualify an Application. The Partners reserve the right to request any additional details from Lead Applicants to clarify budgets.
- The Application includes all required components, including a budget with sufficient detail to be evaluated and scored by reviewers, and is submitted by the published deadline.

The following competitive criteria will be used to score Applications that satisfy the threshold criteria:

Community Need (10 points possible)

- Participating Schools have identified a significant number of students experiencing homelessness in the most recent submission of data required under the McKinney-Vento Act.
- Participating Schools have high rates of student homelessness relative to other schools in the same region.
- The Application provides other data sources that substantiate a significant community need.
- The proposed intervention could significantly reduce student homelessness within Participating Schools.

Collaboration (25 points possible)

- The Application defines clear and appropriate roles and responsibilities among all designated collaborators.
- Identified collaborators represent a range of organizations, systems, services and resources that can support students and families experiencing homelessness.
- Collaborators identify leadership-level staff who commit to the success of the program.

- The collaboration includes innovative partnerships or specific linkages between existing organizations or resources that will help improve access to or delivery of housing and services.
- The Application identifies students and families with lived experience of homelessness as critical collaborators in implementing and refining the program model and defines meaningful and appropriate roles for their participation.
- Commitments of collaborators will leverage existing programs, services, staffing or financial resources, such as direct contributions to program operations, commitments to prioritize participating students and families for other programs or resources, combining state, philanthropic, and local resources, or in-kind contributions to staff or to implement the program.

Program design (25 points possible)

- The proposed outreach, engagement, and selection criteria for enrolling students and families in the proposed intervention will meet the initiative’s objectives for serving priority populations and achieving equity in program outcomes.
- The proposed program design aligns with the preliminary practice model described above, including specific evidence demonstrating current practice that includes one or more elements of the preliminary practice model, demonstrated interest in and capacity to improve or expand implementation, and demonstration of philosophical alignment with the preliminary practice model, such as existing policies, approaches or programs aligned with the preliminary practice model.
- The Application describes how the proposed intervention will support attainment of the five intended outcomes of the Homework Starts with Home initiative.
- The Application will contribute to ensuring geographic distribution and fostering diversity among the selected Applications.

Equity (20 points possible)

- The Application describes the overrepresentation of specific groups of students experiencing homelessness within the Participating Schools.
- The Application describes specific strategies for effectively reaching and serving students and families who are members of groups that are disproportionately represented among students and families experiencing homelessness or housing instability.
- The organizations and leadership staff participating in the collaboration reflect the diversity of students and families experiencing homelessness or housing instability and in particular the groups of students and families overrepresented among those experiencing homelessness or housing instability.
- The Application describes how staffing and program models will be representative of and responsive to the populations to be served, particularly students and families from groups overrepresented among people experiencing homelessness.

Budget (10 points possible)

- The budget clearly defines the proposed allocation of funding, including which organization will receive each type of funding, the proposed use of that funding, the amount, and the rationale for the proposed allocation. (The description of the rationale for each expenditure may be included in the budget itself or as a budget narrative.)
- The budget is clearly organized so that proposed expenditures can be simultaneously separated by funding type (HTF, FHPAP and philanthropic funds), recipient organization and program year.
- The proposed investments are reasonable and appropriate to achieve the proposed purposes.

Administrative capacity (10 points possible)

- The Lead Applicant demonstrates sufficient administrative capacity to manage the proposed program and achieve its proposed results.
- Collaborators with designated roles listed above demonstrate administrative capacity needed to perform their designated role.
- For collaborators who would receive state or private funding, two related factors: for collaborators that have received funding previously from one or more of the Partners, their past performance and successful implementation as a recipient; for collaborators that have not received funding previously, the contribution of that collaborator toward reaching the Partners’ objectives for equity and inclusion.

Contractual, Reporting, and Evaluation Requirements

In coordination with the Partners, Minnesota Housing will award the HTF and FHPAP funding to the designated HTF Administrator and FHPAP Grantee for selected Applications, and the Heading Home Minnesota Funders Collaborative will award philanthropic funds to the Lead Applicant and/or Philanthropic Grantee(s) for selected Applications. The Partners anticipate that this will result in at least two separate funding agreements (one with Minnesota Housing; another with the HHMFC) and several funding agreements if the Lead Applicant, proposed HTF Administrator, and proposed FHPAP Grantee are different entities.

Entities awarded funding under this proposal will be required to:

- Execute one or more funding agreements with Minnesota Housing and/or the Heading Home Minnesota Funders Collaborative, outlining the scope of services to be provided under each. The selected applicants may also be responsible for completing proposal revisions, a Work Plan and/or other exhibits that will become attachments to the funding agreement.
- Maintain financial records that document the use of all funds under the initiative. Minnesota Housing and the HHMFC, at each agency’s sole discretion, may request to review the accounting and documentation of such records at a site visit or at other times.
- Maintain client records for at least six years after the funding 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 Tennessen Warning that lists all entities identified as Partners, a signed Releases of Information (ROI) indicating all entities that may be contacted, proof of program eligibility and case notes.
- Complete and submit interim and final program reports in a template provided by the Partners.
- Maintain a complete and accurate record of the initiative funds received and expended.
- Use HMIS to collect the required data elements and to complete reports to be submitted to Minnesota Housing.
- Participate in a qualitative and quantitative evaluation being developed and implemented by the Partners and the University of Minnesota through a multidisciplinary faculty team led by Dr. Ann Masten at the Institute of Child Development and two University Centers: Minnesota Linking Information for Kids (Minn-LInK) and the Center for Applied Research and Educational Improvement (CAREI). Selected applicants will provide input for and participate in the evaluation activities and will assist evaluators with gathering necessary data, securing data sharing agreements, and engaging participating families about their experiences. This evaluation is intended to assess the impact of the initiative to inform refinement, replication, and expansion, and to provide valuable information to applicants as determined through a collaborative design and implementation process.

Application Timeline

Date	Activity
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Monday, April 16, 2018	This RFP is released in the State Register
Friday, April 27, 2018	RFP information session: 1:00 – 2:30 pm, Minnesota Housing, 400 Wabasha Street, Suite 400, Treasure Island Center Building, Saint Paul, MN 55102 . The session will also be available over web- and tele-conference. To register, send an email to hsw.h.mde@state.mn.us or call 651.582.8511 by Thursday, April 26, 2018.
Monday, June 4, 2018	RFP Applications due by 4:30 p.m. Central (see below for details)
Wednesday, July 25, 2018	Heading Home Minnesota Funders Collaborative considers recommendations on award selections for philanthropic funds
Thursday, July 26, 2018	Minnesota Housing staff recommends award selections for HTF and FHPAP to Minnesota Housing’s board of directors
Friday, July 27, 2018	Minnesota Housing and Heading Home Minnesota Funders Collaborative notify all applicants of selection decisions.
Wednesday, August 1, 2018	Contracting process starts
Thursday, August 9, 2018	Due diligence training for all selected applicants
Friday, August 31, 2018	All due diligence items, described below, are completed
Monday, October 1, 2018	Contracts are fully executed
Thursday, September 30, 2021	All program activities must be completed
Tuesday, November 30, 2021	Final report due to Partners
Friday, December 31, 2021	All contracts end

Application Checklist

- Application for Funding
- Applicant Financial Information--nongovernmental organization applying for \$25,000 or more must supply the following financial documentation depending on their total gross revenue:

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

- Affirmative Action Certification (certificate and additional documentation if required)
- Signed Letters of Support from each collaborator affirming their intent to play the role(s) described in the Application

If HTF is being requested:

- Local Payment Standards and Utilities for each proposed coverage area
- [216A Qualification Form for Rental Assistance Administrator](#)

Due Diligence for Selected Applicants

Minnesota Housing will require the following due diligence items from selected applicants no later than Friday, August 31, 2018:

- **Board Resolution:** A signed original, or signed and certified copy, specific to the funding 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)** for new grantees, or if the current EFT on file needs updates
- **Certificate of Good Standing** issued by the Minnesota Secretary of State Office within 30 days prior to Friday, August 31, 2018 (a screen shot is an acceptable form of evidence)
- **Work Plan:** The applicant will be required to complete and submit the Work Plan. The purpose of the Work Plan is to describe changes to the Application as a result of the final award amount and requirements.
- **Final Budget:** A final budget reflecting the awarded amount and any allocation or amount changes to the Lead Agency or sub-grantees.
- **Memorandum of Understanding (MOU)** including all collaborative member's roles and responsibilities. This MOU must be signed by the authorized representative of each collaborative member.

The selected applicant must be able to submit all due diligence items and have the funding agreement fully executed, including all signatures, by Monday, October 1, 2018.

Submission Instructions

Upload Application materials to the online [Multifamily Secure Upload Tool](#) no later than Monday, June 4, 2018 at 4:30 p.m. The Secure Upload Tool will direct you to send items to 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. A signature is not required on electronic document(s).

NOTE: Submitted Applications are considered final; late and incomplete Applications will not be considered. Minnesota Housing may request additional information or clarification.

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. After an awarding 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. A statement by an applicant that the response is copyrighted or otherwise protected does not prevent public access to the response.

Questions?

The designated point of contact for this Request for Proposals is:

Diane Elias

Program Manager, Multifamily Division
 Minnesota Housing
 651.284.3176, diane.elias@state.mn.us

No other personnel are authorized to respond to questions from potential applicants.