



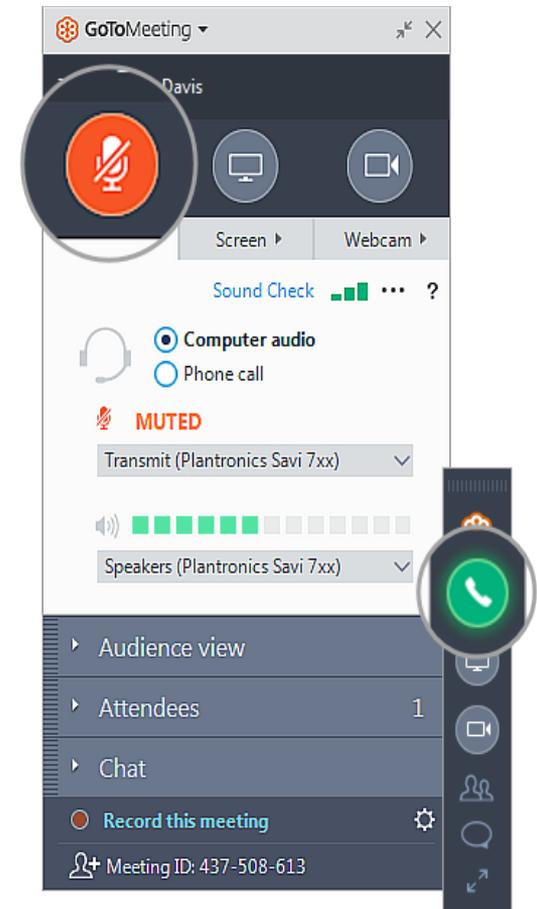
Family Homeless Prevention and Assistance Program

Diane Elias and Nancy Urbanski

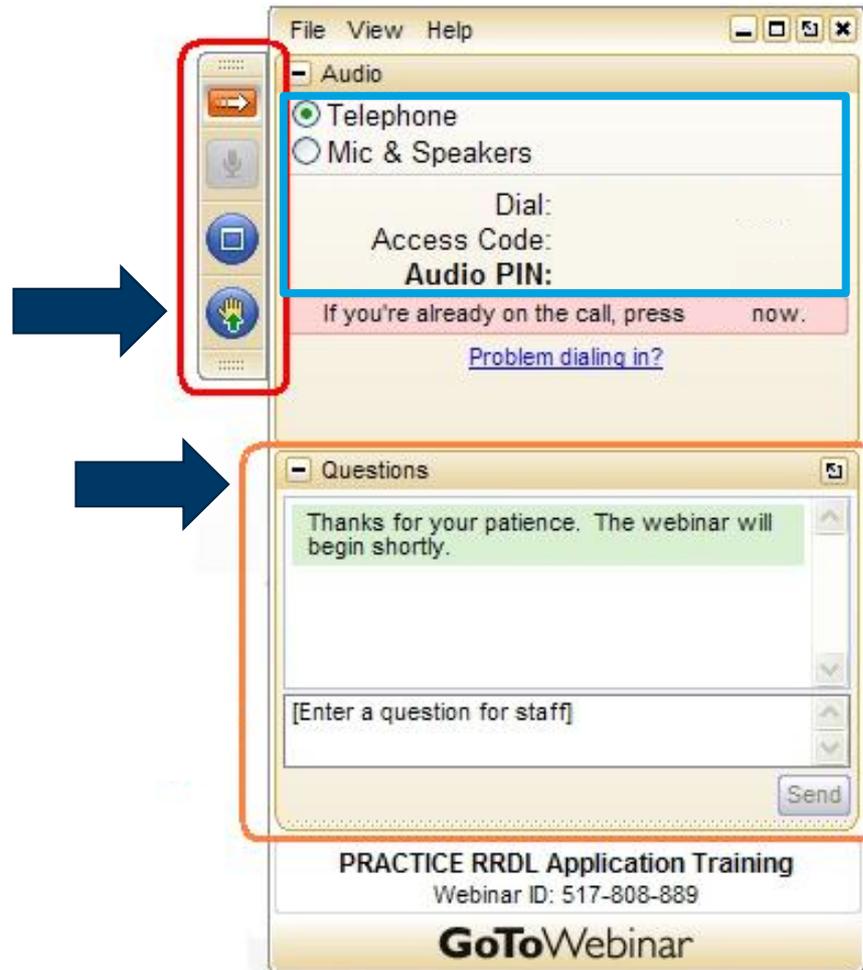
February 13, 2023

Webinar Logistics

- This session is being recorded and may be posted publicly.
- We will leave time at the end for questions. The answers offered today are preliminary. Final answers will be posted on Minnesota Housing's website.
- Please mute your line unless you are speaking. Webinar audio controls are **orange** when muted.
- Please do not put your line on hold, as this may trigger hold music.



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Our Mission: The Core Purpose

Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance housing that is affordable.

Agenda

Topic

- Family Homeless Prevention and Assistance Program (FHPAP) Overview
- Application and Timeline
- Scoring



FHPAP Overview

FHPAP Overview

- What is the FHPAP program?
- What is the advisory committee?
- Who are eligible grant administrators?
- Who is eligible to receive assistance?
- What does assistance look like?

<https://www.mnhousing.gov/sites/multifamily/fhpap>

What is the FHPAP Program?

- Established in 1993 by the Minnesota Legislature
<https://www.revisor.mn.gov/statutes/cite/462a.204>
- Prevent and end homelessness with services and direct assistance
- Statewide program with 20 current grantees
- Funds awarded biennially: 10/1/23 – 9/30/25

What is the FHPAP Program?

Up to \$20.5M

- Available funding may be adjusted and is contingent on the amount awarded from the Minnesota Legislature
- Awards cannot exceed the amount of funding requested
- 55% Metro
- 45% Greater Minnesota

What is the FHPAP Program?

Outcomes

- 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 that are disparately impacted by homelessness (*equity*)

What is the FHPAP Program?

- Serves all households
 - Families
 - Singles
 - Youth/unaccompanied youth (under age 25)
- Funds can be used for supportive services, direct financial assistance and administration
- Funds cannot be used for more than 24 months of assistance

What is the Advisory Committee?

“Each grantee shall establish an advisory committee consisting of a homeless advocate, a homeless person or formerly homeless person, a member of the state interagency task force on homelessness, local representatives, if any, of public and private providers of emergency shelter, transitional housing, and permanent affordable housing, and other members of the public not representatives of those specifically described in this sentence.”

- Designing or refocusing the grantee's emergency response system
- Developing project outcome measurements
- Assessing the short- and long-term effectiveness of the project

Who are Eligible Grant Administrators?

- Tribal Nations
- Twin Cities metropolitan area
 - Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties
- Greater Minnesota
 - County
 - Group of neighboring counties acting together
 - Community-based nonprofit organization **with a sponsoring board resolution from each county located within the service area**

Who are Eligible Recipients?

Eligible Recipients

- Household income must be at or below 200% of federal poverty guidelines
- Minnesota resident or a household otherwise approved by Minnesota Housing
- Be homeless or at imminent risk of homelessness and in need of services and/or financial assistance due to a housing crisis

Expense Categories

- Supportive Services
- Direct Assistance
- Administration

Eligible Expenses

Supportive Services

- Case management
- Housing navigation
- Assessment
- Other services to assist the recipient in obtaining and maintaining housing

Refer to Chapter 6.02, “Supportive Services Activities” in the FHPAP Program Guide for a detailed description of supportive services activities.

Supportive Services Expenses

- Salary and benefits
 - Can include the time management staff spend working with households (full-time equivalent [FTE] should be proportional) and time spent conducting supervision; must not exceed the proportion funded by FHPAP
- Phone, computer, internet*
- Office space/utilities*
 - *costs allocated must be prorated and cannot exceed the staffing FTE assigned to the grant
 - Exception (New):** 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 funds may be used to pay for the full cost as long as those costs are identified in the approved budget.

Refer to Chapter 6.01, “Eligible Expenses” of the FHPAP Program Guide for a complete list of eligible supportive services expenses.

Supportive Services Expenses

- No more than 50% of total budget
- **Exception:** Applicants can request to exceed this cap on the application
 - Justification in exceeding the 50% cap must be clearly described in the application
 - **Example:** An applicant requests to increase supportive services and decrease direct assistance, such as rental assistance, due to leveraged funding for rental assistance

Requesting to Exceed the 50% Supportive Services Cap on the Application

- Consult with and receive approval from the grantee's local advisory committee
- If awarded funds, Minnesota Housing staff will inform applicants whether this request is approved or denied
- This is the only time that applicants can request to exceed the 50% cap on supportive services

Eligible Expenses

Direct Financial Assistance

- Rental and mortgage payment assistance, including eligible late fees
- Rental deposit (up to three times the amount of the monthly rent portion)
- Rental application fees
- Utilities (includes prepayments for propane and wood)

Refer to Chapter 6.01, “Eligible Expenses” of the FHPAP Program Guide for a complete list of eligible direct financial assistance expenses

Eligible Expenses

Administration

- Cannot exceed 10% of total request
- Salaries/wages/fringe benefits of staff responsible for program oversight
- Travel
- Supplies, copies, postage
- Household stipends, including transportation assistance for persons with lived experience who are involved in planning, design, and evaluation of FHPAP activities

Refer to Chapter 6.01, “Eligible Expenses” of the FHPAP Program Guide for a complete list of eligible direct financial assistance expenses

Ineligible Expenses

Ineligible Expenses

- To acquire, rehabilitate, or construct emergency shelters, transitional or permanent housing
- Payment for more than 24 months of direct financial 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



Application and Timeline

Application Components

1. Application
2. Application signature page (with an electronic, digital or wet signature)
3. Budget for applicant and all subgrantees
4. Affirmative Action Certification Form
5. Financial statement (does not apply to any governmental organization or Tribal Nations)

Threshold Criteria

1. Application complete and submitted on time
2. Application signature page is included and signed
3. Budget is included
4. Affirmative action and corresponding paperwork
5. Financial statement

Threshold Criteria

1. Application complete and submitted on time

- Due Wednesday, March 29, 2023, at 4:30 p.m. Central Time
- Upload to the online [Multifamily Secure Upload Tool](#)
- [Upload Tool Instructions](#) link is included in the Application Instructions

Threshold Criteria

Email recipient for Secure Upload: **mhfa.app@state.mn.us**



The screenshot displays the Minnesota Housing logo at the top left, consisting of a stylized 'm' in blue and green above the text 'MINNESOTA HOUSING'. Below the logo, the heading 'Secure Upload' is visible. A text input field is present with the placeholder text 'Enter the email of the recipient for this transfer'. The email address 'mhfa.app@state.mn.us' is entered into this field and is highlighted with a red rectangular border. At the bottom left of the form, there is a 'Start' button.

Threshold Criteria

All sections of the application completed:

- Project Design
- Equity
- Capacity
- Budget
- Performance or New Applicants

2. Application signature page is signed

- PDF copy is acceptable with electronic, digital, or wet signature

3. Budget is included

- Instructions tab
- Grantee and Subgrantee Information tab
- Complete a separate budget for each grantee and subgrantee
- TOTAL FHPAP Budget tab

Threshold Criteria

4. Affirmative Action is included – If your response to this solicitation is or could be in excess of \$100,000:

- Complete the **Affirmative Action Form** to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement
- Submit the form even if you are exempt
- Provide documentation of compliance, if necessary

Threshold Criteria

5. Financial statement is included

All non-governmental organizations applying for \$25,000 or more must supply the following financial documentation, depending upon 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

Timeline

Date	Activity
Monday, February 6, 2023	RFP posted in the State Register, on Minnesota Housing’s website, and via eNews
Monday, February 13, 2023	RFP Information Session 10:00 to 11:30 a.m. Central Time
Friday, March 17, 2023	Final call for questions 4:30 p.m. Central Time
Wednesday, March 29, 2023	Applications and other required documents due by 4:30 p.m. Central Time (refer to slide 43)
Thursday, June 22, 2023	Minnesota Housing staff recommends selection to Minnesota Housing’s board
Monday, June 26, 2023	Minnesota Housing staff notifies all applicants of selection decisions
Thursday, June 29, 2023	Mandatory due diligence training for all selected grantees
Thursday, August 31, 2023	All due diligence items 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



Scoring

Funds are split:

- 55% of funds in Metro
- 45% of funds in Greater Minnesota

Score = Application and Performance

- 65 points application
- 35 points performance

Award = Score and Need (for more information, refer to scoring methodology)

Scoring – 100 Possible Points

• Project Design	20 points
• Equity	30 points
• Capacity	10 points
• Budget	5 points
• Performance or New Applicants	<u>35 points</u>
	100 points

Scoring – Project Design 20 points

- 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 the end of program participation or contract term end

Scoring – Equity 30 points

- Tribal Nation/group of Tribal Nations will receive automatic points for this section
- Applicant has exceptional plan to include people with lived expertise
- Applicant demonstrates ability to serve vulnerable households with patience and empathy
- Applicant and its partners reflect the households that are projected to be served

Scoring – Capacity 10 points

- Applicant describes concrete examples that demonstrate their ability to successfully carry out the project
- Applicant has a robust language translation plan
- Application demonstrates the capacity or experience to provide technical assistance to subgrantees, including sensitivity to cultural needs, identifying roles and responsibilities of the grantee, and outlining how non-performance will be addressed

Scoring – Budget 5 points

- The budget appears reasonable and administrative costs are reasonable and do not exceed 10%
- The narrative clearly justifies the applicant's budget and ability to manage the rate of expenditures through the duration of the grant period

Scoring – Performance 35 points

Current grantees will be evaluated by:

- Ability to fully utilize grant funds
- Ability to utilize HMIS reports to measure outcomes
- Ability to meet reporting timelines
- Ability to sustain communication with Minnesota Housing staff
- Evidence of fraud or misuse of funds

Scoring – Performance 35 points

New applicants will be evaluated by:

- Ability to fully utilize grant or program funds
- Ability to administer HMIS
- Ability to meet reporting timelines
- Ability to communicate with funders
- History of fraud or misuse of funds

Application Submission

The application and other required documents must be uploaded no later than:

**4:30 p.m. Central Time on
Wednesday, March 29, 2023.**

Upload all required items to the following:

[Multifamily Secure Upload Tool](#)



Comments and Q & A

Thank You!

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