



## Family Homeless Prevention and Assistance Program Request for Proposals Frequently Asked Questions

Grant Period: October 1, 2025 – September 30, 2027

Application Deadline: Friday, January 17, 2025, at 4:30 p.m. Central Time

Published: November 27, 2024

Updated: January 13, 2025

The information in this Frequently Asked Questions (FAQ) document addresses questions regarding the Family Homeless Prevention and Assistance Program (FHPAP) Request for Proposals (RFP) that were received through January 6, 2025,

Updates to this FAQ are identified and dated accordingly.

### Pre-Award Risk Assessment

**Q1. On the Risk Assessment Form for counties, what is required for the list of state grant funds administered during the past three years?**

- A. Include a list of state grants received over the past three years for the county unit/department that is applying for funds.

**Q2. Which staff are required to be listed as principals?**

- A. Any staff (paid or volunteer) who have the authority to access funds or determine how funds are used should be included. Please also include public officials that meet either or both of those criteria and a list of your board members.

**Q3. If there is a change occurring with board members shortly after the RFP submission date, should the new board member's information be included?**

- A. If the new board member is confirmed, please include him or her on the list of principals for whom you are attesting and certifying. If not confirmed, list only existing board members for the attestation and certification.

**Q4. For the political subdivisions, do principals include elected officials that serve as the board for the county? Or only paid staff that work for the organization?**

A. Both are principals. Please see the response to Question 2.

**Q5. For pre-award risk assessments, do we also have subgrantees (all nonprofits) fill out the Risk Assessment Form for their individual organizations?**

A. The pre-award risk assessment is a state requirement only for potential grantees. Applicants should follow the processes and procedures of their own organization to assess the risk of contracting with subgrantees.

**Q6. Please clarify what departments that counties would need to provide to be compliant with Mandatory Organizational Review for Political Subdivisions, “1) List any state grants from the past three years that your organization has administered, including name of awarding agency, program, and dates of the grant.”**

A. Include a list of state grants received over the past three years for the county unit/department that is applying for funds.

**Q7. NEW: (Our agency) completed a risk assessment to turn in with the Bridges grant and the Housing Trust Fund grant. The document is exactly the same so I submitted the same document. The FHPAP grant does use the same risk assessment document so I am wondering if I can submit the same risk assessment or if we should do a new one for the FHPAP grant since the due date is in a new month – January? (added January 6, 2025)**

A. Submit all of the required pre-award risk assessment documents with your application materials. A separate and complete Risk Assessment is required for each program you are applying for.

**Q8. NEW: On our Risk Assessment it asks for the list of our state grants from the last 3 years. We have a lot to say. Am I able to attach a separate document or do I need to get them all transferred over from the document we run in our system? (Added January 6, 2025)**

A. Please make a note in the risk assessment form to “refer to the enclosed document listing our agency’s funding information.” That way it is captured in the official form that the required information was submitted.

## **Program Planning**

**Q9. Is there guidance on 'ask for what you need' and scaling models given the funding cliff and going back to base? It can be difficult to figure out staffing after cuts if we ask for what we need; it is easier to scale rent assistance.**

A. Minnesota Housing anticipates receiving base funding of \$20.5M from the legislature for the 2026-2027 biennium. Applicants should structure their application based on their organization’s need for, and capacity to utilize, grant proceeds.

**Q10. NEW: We are aware that the legislature may (and often does) add funds mid biennium, and that funds could be added to our award as a result. This may mean that we need additional subgrantees to help spend funds, but that who we may have insufficient funds to award initially. We need guidance on maximizing our ability to add subgrantees during the biennium and so that we avoid having to do additional procurements or otherwise being told that we can't add them.**

**What specific steps need to be done and when so that we are able to add providers who are procured prior to contracting with Minnesota Housing, but who we may not be able to fund initially due to initial funds?**

**Please address whether, prior to submitting an RFP and/or executing a contract, possible providers need to**

- a) Be procured.**
- b) Be included in our workplan as a possible future addition.**
- c) Have a budget worksheet included for the initial contract, even if for a nominal amount.**
- d) Any other steps needed so that we can add providers as active partners during the grant period" (added January 6, 2025)**

- A.** All intended subgrantees and associated grant activities must be clearly identified in the application and budget documents. The award amount may not fully fund the application activities proposed. In that circumstance, the applicant will have an opportunity to define which subgrantees will be included as part of the grant contract agreement. Non-funded subgrantees from the original application may be included in the contract agreement work plan as potential subgrantees if additional FHPAP funds are secured for existing administrators during the same biennium. The applicant should make every effort to be transparent with non-funded subgrantees that funding is not guaranteed even though they are included in the work plan.

**Q11. NEW: Are staff hiring/retention bonuses eligible? (added January 6, 2025)**

- A.** Yes, Chapter 6.02 of the Program Guide notes that staff/hiring bonuses are an eligible Administration expense as long as this is included in the application.

**Q12. NEW: I am also a Housing Stability provider. Will that be a conflict of interest? (added January 6, 2025)**

- A.** No. An organization could operate both a Housing Stability Service program and a Family Homeless Prevention and Assistance Program.

**Q13. NEW: I want to know how do you become an administrator? (added January 6, 2025)**

- A.** Eligible administrators include:
- Tribal Nations

- Twin Cities metropolitan counties, which include Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties
- Non-metropolitan areas, which include a county, a group of contiguous counties jointly acting together, or a community-based nonprofit organization.

**Q14. NEW: I was under the impression that, for this next round, we would have to be a subgrantee of a metro area County in order to get funding—but does this mean we can apply directly again like we did for the current funding period?**

**If yes, does it make sense for us to both apply directly and be a part of the metro area County's application? (added January 6, 2025)**

- A. In the metro area, only counties are eligible to apply for funding. In the prior biennium nonprofits were eligible to apply for a special round of FHPAP funds called Round 2. Nonprofits who would like to operate a program in the metro area need to be included or selected as subgrantees of the metro county applicant. Each metro county will self-determine how they will structure or conduct their application to Minnesota Housing, including the use of subgrantees.

**Q15. NEW: I am writing on behalf of (my agency), a housing stabilization services provider based in the Twin Cities. We are interested in applying for the upcoming FHPAP grant cycle and would like to confirm our eligibility.**

**Could you please clarify if this grant is open to organizations like ours, or if it is restricted to counties only? (added January 6, 2025)**

- A. Please refer to the response to Q.14.

## Budget

**Q16. Can staff bonuses be used for the lived experience group?**

- A. No. However, people with lived expertise can be compensated per section 6.02 (Eligible Expenses: Administration) of the [FHPAP Program Guide](#):
- Participant stipends/financial compensation for persons with lived experience who are involved in planning, design, and evaluation of FHPAP activities including transportation assistance, childcare assistance, companion support.
  - Hiring or staff retention bonuses may be eligible only if requested at the time of application and included on the approved budget which is an exhibit to the Grant Contract Agreement.

**Q17. For the budget, what should be included in the travel line item? Should staff mileage for providing case management be part of travel, or is it part of supportive services?**

- A. Yes, the travel line item in the budget for supportive services includes mileage and the other travel related expenses mentioned above such as car rental, air fare, and hotel. Mileage should be included in the travel line item of the budget template. As a reminder, any out of state travel must be approved in advance by Minnesota Housing.

**Q18. In past years, there have been separate columns for Rapid Rehousing and Prevention and within each tab – for example, Applicant Rapid Rehousing and Applicant Prevention would be separate columns in the same budget tab. Is the expectation that for subgrantees with multiple eligible activities, we roll their budgets into a larger budget for the subgrantee (rather than having program level budgets for each subgrantee)?**

- A. There are no longer separate categories for Prevention, Coordinated Entry, Street Outreach, or Rapid Rehousing in the [Budget Template](#), which can be found under the Application Materials section of Minnesota Housing’s [Family Homeless Prevention and Assistance Program \(FHPAP\)](#) webpage.

The Expenditure Report will reflect the budget template but have more detailed line items for reporting. However, it will not utilize the separate categories of Prevention, Rapid Rehousing, Street Outreach, and Coordinated Entry. See example below.

Figure 1: Example 2026-2027 FHPAP Expenditure Report<sup>1</sup>

SUPPORTIVE SERVICES	Budget	Expended this Quarter
Salaries/wages/fringe benefits	\$ -	\$ -
Travel	\$ -	\$ -
Other (includes total of items below)	\$ -	enter below
Office space/utilities		\$ -
Phone, computer, internet		\$ -
Supplies, copies, postage		\$ -
Training		\$ -
HMIS license		\$ -
Subtotal Supportive Services	\$ -	\$ -
DIRECT ASSISTANCE	Budget	Expended this Quarter
Rent payment assistance, late fees and rental application fees	\$ -	\$ -
Mortgage payment assistance	\$ -	\$ -
Rental deposit assistance	\$ -	\$ -
Utility payment assistance	\$ -	\$ -
Transportation assistance, vital documents, moving assistance, furniture, household supplies, condemnation mitigation services	\$ -	\$ -
Subtotal Direct Assistance	\$ -	\$ -
ADMINISTRATION	Budget	Expended this Quarter
Salaries/wages/fringe benefits	\$ -	\$ -
Travel	\$ -	\$ -
Other (includes the line items below)	\$ -	enter below
Office space/utilities, phone, computer, internet		\$ -
Supplies, copies, postage, culturally specific items, meeting costs, refreshments		\$ -
Training		\$ -
HMIS fees		\$ -
Participant Stipends		\$ -
Audit, insurance, accounting, HR, IT, Communications		\$ -
Subtotal Administration	\$ -	\$ -
<b>TOTAL BUDGET AND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>

<sup>1</sup> The Expenditure Report will also include outputs (households served). Report template subject to change.

## Other

**Q19. Is a board resolution required to be submitted with our application?**

- A. A board resolution is not required to be submitted with applications. Board resolutions are requested as part of our Due Diligence process, which begins after awardees have been determined and approved by the Minnesota Housing board.

**Q20. For the current 2024-2025 biennium, nonprofit organizations were eligible to apply in the seven-county metro area. Are nonprofit organizations eligible to apply for the 2026-2027 biennium?**

- A. The legislature provided an opportunity for Minnesota Housing to expand the eligible applicants for the 2024-2025 biennium only. For the 2026-2027 biennium, counties are the only organizations that are eligible to apply in the seven-county metro area.

**Q21. NEW: Are you planning any virtual webinars before the deadline or are you only taking questions now? (Added January 6, 2025)**

- A. Minnesota Housing hosted an RFP Information Session on November 12, 2024, which can be found on the [FHPAP web page](#), and there will be no additional webinars related to this RFP. The deadline for questions was January 6, 2025, at 4:30pm.

**Q22. NEW: Can you please describe the changes made on the application and confirm whether there were changes that would require us to use the new form?**

**Moving to the new form will be a lot of cut and paste work, and that leads to errors. We found that last biennium when we missed part of a question during our own editing and related cut and paste. And I'm very cautious about having to cut and paste here as a result. (Added January 6, 2025)**

- A. The following improvements were made to the FHPAP 2026-27 application, all of which relate to the applicant narrative, i.e., responses to questions:
- Removed the automatic underlining in the applicant's responses.
  - Added the ability to begin a new paragraph.
  - Eliminated required double spacing.
  - Added the ability to insert a table, for example one that includes data.

Applicants will not be penalized if they utilize the previous version of the application though may find the updated version more user friendly.

**Q23. NEW: If an agency wants to have a sub-sub arrangement, would we include that as part of our proposal? Would we also have to submit paperwork with the proposal for the request? (Added January 6, 2025)**

- A. Yes, sub-subgrantees should be included in your application proposal.

- Q24. NEW: Can I submit the application to Diane or Nancy via email or do I need to use the secure portal mentioned in the application instructions? (added January 6, 2025)**
- A. The applicant must submit materials according to the submission instructions in the RFP. Submissions that do not follow the requirements will not be considered. Please do not send your RFP Submissions to Minnesota Housing staff directly.
- Q25. NEW: (From a transitional housing program provider): If we provide transition funds to mothers who leave our program early and those who graduate (from the program) on schedule, could we apply for this assistance, or it is only for local govt/counties? (added January 6, 2025)**
- A. Applicants need to include the geography where they will administer FHPAP, such as a county. If an applicant is selected for funding and becomes an FHPAP Administrator, they will need to have the capacity to accept referrals from all eligible households within that geographic area. If an eligible applicant currently operates a shelter or transitional housing, it is possible to develop a program and hire staff that will assist the households to move from shelter or transitional housing to permanent housing.
- Q26. NEW: I am writing with a question about the Budget Template and the Application Form for the current FHPAP RFP. The Budget Template does not ask us to divide our budget by service category. The FAQ also indicates the Expenditure Report will not include separate service categories. However, the “Amount of Funding Request” section on page 1 of the Application Form *does* ask for separate request amounts for the different categories of service (Prevention, Rapid Rehousing, etc.). It’s challenging to divide a holistic budget into service categories, so we wanted to clarify the intent of this section. Is the “Amount of Funding Request” section asking us to divide our full request amount (including Admin/overall expenses) between the different service categories? (added January 6, 2025)**
- A. The first page of the application, Application Information section, will not be scored but will help Minnesota Housing understand how you plan to structure your FHPAP project. It will also help you determine the number of households projected to be served and how you will structure staffing for each type of activity. The Total for all Request Types and Total Proposed Number of Households to be Served (see below) should match the total amount on the Total FHPAP Budget tab of the FHPAP RFP Application Budget document as well. If selected for funding, applicants will submit a final FHPAP Budget document as part of the due diligence process and some adjustment may be allowed or negotiated as a result. The budget narrative, Section D, Question 1 of the application, provides an additional opportunity to describe the utilization of funds and may include information on households served for each type of activity. However, describing the detail for each type of activity (Coordinated Entry, Street Outreach, Prevention, Rapid Rehousing) is optional, not required.



Example from Application Information section:

Amount of Funding Request:

\$10 Coordinated Entry

\$10 Street Outreach

\$10 Prevention

\$10 Rapid Rehousing

\$40 Total for all Request Types

Proposed Total Number of Households to be Served: 5

Example from FHPAP RFP Application Budget document:

<b>TOTAL BUDGET</b>	<b>\$ 40</b>
	<b>-</b>

<b>HOUSEHOLDS TO BE SERVED (OUTPUT)/Activity</b>	
<b>COORDINATED ENTRY</b>	<b>1</b>
<b>STREET OUTREACH</b>	<b>0</b>
<b>PREVENTION (Includes Doubled Up)</b>	<b>2</b>
<b>RAPID REHOUSING</b>	<b>2</b>
<b>TOTAL</b>	<b>5</b>

**Q27. NEW: On the application where it requests the breakouts of Prevention, RRH, CE, and Street Outreach funding requests, does this include Admin or just Supportive Services and Direct Assistance categories? (Added January 6, 2025)**

A. Yes, it would include all those categories. Please refer to Question 26 for more detail.

**Q28. NEW: The budget sheet does not separate out funding between Prevention and Rapid Rehousing, but the application does have a question asking how much we will be spending in Prevention and how much in Rapid Rehousing. Would we give a detailed explanation in the budget narrative to show how those amounts were determined? (Added January 6, 2025)**

A. Please see Question 26.

**Q29. NEW: We are an agency that conducts RESIDENT FESTIVALS as trade shows for residents of section 42 and section 8 housing. In collaboration with our sponsors, we offer resources (plus dinner!) during a 2-hour festival. We do not provide actual rent assistance, but we do work to avoid homelessness. A grant would help us expand our staff, outreach and frequency of events. Would our agency be eligible for a grant? (Added January 6, 2025)**

- A. General outreach to households regarding housing resources is not an eligible activity. FHPAP will only pay for Street Outreach to households experiencing homelessness as described in section 4.02 on page 7 of the [FHPAP Program Guide](#).