

Family Homeless Prevention and Assistance Program (FHPAP) Request for Proposals (RFP) Frequently Asked Questions

Updated March 9, 2023

Q1: Should we assume additional funds (appropriated by the Legislature) will be available when applying for this RFP? Or will there be another RFP?

- A. Depending on when the legislature approves the FHPAP appropriations, we may allocate additional funding in this current RFP through future contract amendments or through a second RFP to ensure that all funding is allocated.

Applicants should consider applying for the full amount needed to resolve the needs of all households who need assistance to keep or secure housing. Applicants should also consider the capacity to utilize additional resources. If we do receive additional funding, we are unable to award more funding than is requested by an applicant.

Q2: Are there things an applicant needs to do prior to submitting an application? Such as a community needs assessment or establishing an advisory committee?

- A. Yes. The applicant should refer to Chapter 10, Preparing the Application, page 25 of the 2024-2025 Family Homeless Prevention and Assistance Program (FHPAP) Program Guide, which is on our [Family Homeless Prevention and Assistance Program \(FHPAP\) webpage](#) under Application Materials.

Q3: Are Tribes eligible to apply individually?

- A. An individual Tribe or group of Tribes is eligible to apply. Eligible grantees (applicants) 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 with a sponsoring resolution from each of the county boards located within the operating jurisdiction

Refer to Chapter 3.01 of the FHPAP Program Guide for more information.

Q4: Is the new RFP that is due on March 29 only for counties and Tribal Nations to apply for?

- A. Eligible grantees (applicants) 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

Refer to Chapter 3.01 of the FHPAP Program Guide for more information.

Q5: (REVISED-changed sentence structure of answer) For reporting purposes, will we have to report expenditures for administration by line item or will the reporting be overall or a summary?

A. Expenditures will still be required to be reported by line item.

Q6: Are grantees allowed to have a cost allocation plan for administration?

A. Agencies that utilize cost allocation plans for administrative expenses will be required to provide a description in the work plan that is submitted as part of due diligence. This plan will be reviewed by Minnesota Housing staff and is subject to approval from our Agency leadership. Refer to Chapter 6.01 of the FHPAP Program Guide.

Q7: Will there be access to the recording of the FHPAP Request for Proposals webinar?

A. Yes. It will be available on our [Family Homeless Prevention and Assistance Program \(FHPAP\) webpage](#).

Q8: Is converting our Emergency Application for Assistance form to another language an eligible expense?

A. Yes. Translating materials would be considered an eligible expense under the Administration category of the budget.

Q9: What is the definition of a youth family?

A. A youth family includes a family with children where the Head of Household is between 18 and 24 years of age.

Q10: What data sources could be utilized to demonstrate the housing need for question one in the Program Design section of the application?

A. The application, Section A: Program Design, Question 1, asks the following:
 “Provide a summary of the prevention and homeless needs for households in your organization’s service area. Cite data sources such as the [Homeless Management Information System \(HMIS\) Dashboard](#), Point in Time Count through the local Continuum of Care (CoC), and [Wilder Foundation data](#). Include any discussion about the needs you have had with people with lived expertise, stakeholders, advisory committee members and/or partners”

In addition to an applicant’s internal data, other data sources that can be utilized include:

- [Minnesota Homeless Study — Wilder Foundation \(wilder.org\)](https://wilder.org/)
- [Minnesota Dashboards — Minnesota's HMIS \(hmismn.org\)](https://hmismn.org/)
- [Community Profiles Overview — Minnesota Housing \(mnhousing.gov\)](https://mnhousing.gov/)

Additionally, applicants should consider conducting surveys or focus groups with constituents and community partners.

Q11: Can a Community Action Partnership (CAP) agency use their needs assessment as a resource to demonstrate housing need for the question in the Program Design section of the application?

- A. Yes. Applicants can utilize a variety of data sources to describe the housing and homeless needs in their community.

Q12: How do we access scores from our past application in 2021?

- A. Contact Diane Elias at diane.elias@state.mn.us or Nancy Urbanski at nancy.urbanski@state.mn.us to request information about your prior application score.

Q13: In 2020, we submitted a letter in lieu of the Affirmative Action Form. Can we submit the same document this time?

- A. The Minnesota Human Rights Act encourages municipalities that receive state money for any reason to prepare and implement an affirmative action plan but does not require it ([Minnesota Statutes 363A.36](#)). If you believe that you meet the definition of a municipality per the statute and are not required to comply, submit documentation to the [Multifamily Secure Upload Tool](#) explaining why you are exempt from the affirmative action requirements. All other entities must submit the Affirmative Action Certificate, along with a Certificate of Compliance and additional documentation as needed.

Q14: How do singles apply for this program?

- A. The Family Homeless Prevention and Assistance Program Request for Proposals is seeking eligible organizations to operate programs that assist households experiencing a housing crisis.

If you are an individual household looking for assistance to pay rent or other housing related expenses, you may access information on our [Need Help Finding or Paying for Rental Housing?](#) webpage. Homeowners looking for mortgage assistance or other housing related expenses can find information on our [Trouble Making Mortgage Payments?](#) webpage.

Q15: Can you repeat the financial portion (budget) of this webinar presentation?

- A. The applicant must submit a budget for the project. Due to survey feedback provided by partners and stakeholders, Minnesota Housing created a simplified application budget compared to budgets we have asked for in past RFPs.

If awarded funds, applicants will submit a more detailed budget that will provide expanded line items and a deeper description of each budget area. Applicants will also need a separate more detailed budget for each subgrantee at the time of award.

Q16: (REVISED-changed sentence structure of answer) We are a current administrator and issued a local solicitation for proposals to secure subgrantees for our FHPAP project. We used the budget template from the prior biennium. The FHPAP RFP released by Minnesota Housing has a new, more simplified budget template. Do you suggest providing the more simplified budget template for our local RFP? Or, once proposals are submitted, do we have our applicants adapt the budget to the simplified version?

A. Minnesota Housing does not require specific templates be utilized for applicants who issue local request for proposals; however, applicants will need to compile what is collected in the local RFP and submit the budget within the parameters outlined in Minnesota Housing's new and simplified budget template.

Q17: Is there a requirement to use Coordinated Entry (CE) for our referrals?

A. Coordinated Entry is a centralized process to coordinate household intake assessment and provision of referrals and is an eligible category to carry out necessary FHPAP homeless assessments. A centralized or coordinated assessment system covers the geographic area such as a CoC region or a Tribe/group of Tribes, is easily accessed by individuals and families seeking housing or services, is well advertised and includes a comprehensive and standardized assessment tool.

Grantees must consult with their local [CoC](#) and Tribe and follow the local coordinated entry policies in their service area. Also refer to Chapter 11.04 of the FHPAP Program Guide for more information.

Q18: (REVISED-added "to help meet those needs.") As a grantee, can we cap the amount of funding for our households or is there a maximum from Minnesota Housing?

A. Minnesota Housing discourages caps on the amount of assistance and encourage grantees to fully resolve the household's housing emergency. Leveraging funds from other sources is also allowed to help meet those needs.

Q19: If we are planning to serve within Hennepin County, do we apply to Hennepin County or Minnesota Housing?

A. In the metro area, only counties are eligible to apply. Each county in the metro area conducts a local request for proposals process. If you need contact information for a metro area county, contact [Diane Elias](#) or [Nancy Urbanski](#).

Q20: (REVISED-reworded language about screenshot to provide clarity) If we submit application documents to the [Multifamily Secure Upload Tool](#), will we receive an email back?

A. To receive a notification that your documents have been successfully delivered to and downloaded by Minnesota Housing, you must request to receive notifications; refer to the screenshot below. Under "Select Delivery Options" check the box that states, "Notify me when

the files have been downloaded.” This is the third screen you will encounter during the secure upload process. For full instructions on uploading your application materials, refer to the [Upload Tool Instructions](#).

MINNESOTA HOUSING
Secure Upload
Deliver To: MHFA.APP

Please enter your contact information

* Please note: All fields are required!

*Your Name

*Your Email Address

*Confirm Your Email Address

Please create a message for the recipient

It's a good idea to describe exactly what you are sending and include any additional contact info.

*Subject

*Message/Description/Instructions

Select delivery options

☒ Notify me when the files have been downloaded.

Select files to send (Regular Upload)
+Select a single file at a time, 2GB max size limit

Select files and folders to send (Enhanced upload - HTML5)
+Select multiple files at once or Drag & Drop, 4GB max size limit

Q21: Ramsey County has an early March deadline for their RFP. Do we use that one or Minnesota Housing's?

A. If you are an organization that wants to be awarded funds to serve households in Ramsey County, you would need to apply to the request for proposals in Ramsey County; therefore, you would follow the county's RFP deadline. In the seven-county metropolitan area, only counties are eligible applicants (Minn. Stat. 462a.204 Subd. 3).

Q22: Regarding eligibility, if a person is waiting for their Minnesota driver's license, can they be eligible?

A. Having a valid ID such as a driver's license is not required to access assistance from the FHPAP program.

Q23: Is the two-year time limit for a lifetime or can it be repeated at intervals?

A. In accordance with the authorizing statutes, 24 months is considered a lifetime limit.

Q24: Will applicants develop their own criteria?

A. Grantees may add additional criteria in some circumstances such as:

1. Choosing to further restrict household income below 200% of federal poverty guidelines in order to target households with the greatest need.
2. Choosing to further target their Rapid Rehousing resources toward households prioritized by their CoC, such as chronically homeless or literally homeless.
3. Targeting a specific population that grantees or subgrantees specialize in serving, such as youth or families. However, grantees are obligated to describe in their application how they intend to serve all populations (families, youth, singles). This can be accomplished by describing complementary funding sources or programs that are being used to meet the needs of some of these populations.
4. Dually assessing a household for FHPAP eligibility at the same time as assessing the household for Emergency Assistance/Emergency General Assistance (EA/EGA) if the assessment process does not provide an additional burden to the household; this also includes subgrantees. For example, if a household is applying for assistance on a common application, such as FHPAP, EA, EGA, etc., and the county and/or grantee makes the determination regarding the funding source to be used, the process for the particular funding source should not be an additional burden on the household to complete.

Outside of the four exceptions noted above, grantees and subgrantees should not add additional eligibility criteria without the prior written approval of Minnesota Housing, as additional criteria could act as a barrier to households who are trying to access FHPAP. Also refer to Chapter 3.02 of the FHPAP Program Guide.

Q25: If households that are doubled up get referred from Coordinated Entry (CE), do they go under Rapid Rehousing or Prevention programs?

- A. A doubled-up household referred from Coordinated Entry can be entered in Doubled Up Rapid Rehousing or Prevention in the Homeless Management Information System (HMIS).

Q26: Will the FHPAP due date change?

- A. No. We lengthened the application timeframe in response to suggestions from stakeholders to include at least eight weeks to complete the application. We also included more time to submit required documents if awarded funding.

Q27: Will the reporting be monthly or quarterly and where do we submit?

- A. Applicants will be required to submit quarterly expenditure reports, annual narrative reports, and participate in the Homeless Management Information System (HMIS). More information on reporting can be found in Chapter 11.07 of the FHPAP Program Guide.

Q28: When considering our performance score, what are you looking for?

- A. Applicants should submit examples of prior performance with similar programs to prevent or end homelessness and include administrative experience related to federal, state, local, or philanthropic funding.

Q29: What is the current ability to add tabs to the budget?

- A. If an applicant needs additional tabs for subgrantees added to the budget document, contact Nancy Urbanski at nancy.urbanski@state.mn.us.

Q30: Is there a link to HMIS for applicants?

- A. Applicants are required to participate with the Homeless Management Information System (HMIS). The website for HMIS is [Minnesota's HMIS](#). Also refer to Chapter 11.09 of the FHPAP Program Guide.

Q31: (REVISED-reworded language about screenshot to provide clarity) Is there a document that lists specific changes to the new FHPAP Program Guide?

- A. You are able to view the 2024-2025 FHPAP Program Guide in “track changes” by going to our Minnesota Housing [Board Meetings and Materials](#) webpage. On this page, open the link to the January 26 board meeting; refer to the screenshot below. The 2024-2025 FHPAP Program Guide, which was approved by the Minnesota Housing board at the January 26 meeting, begins on page 46 of the board packet.

[Home](#) > [About Us](#) > [Board Meetings](#)

Board Meetings and Materials

[+ How to contact board members](#)

2023 Schedule of Minnesota Housing Board Meetings

All meetings are at 1:00 p.m. and available to attend in person or virtual unless otherwise noted.

Click the meeting date to download materials. For page numbers to print, you must use the Adobe print dialog box.

[January 26](#) - UPDATED 1/26/23

Q32: Is there a process we should follow to notify the community that an RFP is available and to ask if they want to be a subgrantee?

- A. Applicants should actively engage with a broad range of potential subgrantees, including those that target and whose staff represent culturally specific populations and those disproportionately represented in the homeless population. Engage potential applicants using multiple avenues such as email, websites, social media, newspapers, mailings, radio, local cable programs, etc. Refer to Chapter 10.01 of the FHPAP Program Guide for more information.
Entered into HMIs

Newly Added Questions:

Q33: We have been approached by counties to administer [Local Homeless Prevention Aid](#) and want to pair this program with FHPAP. Local Homeless Prevention Aid would be used primarily towards rental assistance and not administration/salaries. When we are entering the proposed number of households served, do we indicate on the application that direct assistance will come from Local Homeless Prevention Aid? In that respect, would households have to be eligible under FHPAP guidelines? Lastly, if households are receiving supportive services only, would they still need to be entered into HMIS?

A. Applicants are able to leverage additional funds, including Local Homeless Prevention Aid, for their proposed FHPAP project. This should be clearly described on the application, including how those leveraged funds will be utilized (for example, rental assistance, supportive services, etc.). In addition, applicants should complete the table in “Section E. Budget, Question #4” on the application. Question 4 states, “Leveraged funds are not required; however, describe any proposed leveraged funds, listing in the table below the source, amount, and purpose.” If leveraged funds are utilized, all households served in the FHPAP project must still meet FHPAP eligibility criteria. Applicants should not add additional eligibility criteria outside of those identified in Question 24, above, without prior written approval from Minnesota Housing. Households receiving supportive services only will need to be entered into HMIS.

Q34: My agency is currently not an FHPAP administrator; however we are eligible to be one. If we submit an FHPAP application, do we also need to obtain a sponsoring county board resolution?

A. Applicants that are not currently FHPAP administrators, but are eligible to be one, are not required to submit a sponsoring county board resolution with their FHPAP application. However, if the application is selected for funding, submission of a sponsoring board resolution from each county in the service area will be a due diligence requirement in order to execute the Grant Contract Agreement. The registration link for a webinar regarding due diligence requirements will be provided after funding recommendations have been approved by Minnesota Housing’s board.

Q35: If staff who work in a shelter provide housing search assistance to FHPAP households, is this an eligible FHPAP expense?

A. While payment for operating costs of emergency shelter (including hotel/motel expenses) is not an eligible expense, payment for emergency shelter staff time spent providing housing search assistance to FHPAP households is an eligible activity. Staff time spent conducting FHPAP housing search assistance would need to be clearly documented and be distinct from activities paid for through other funding.

Q36: Would a Tribe be able to submit two applications, one through the Minnesota Tribal Collaborative and one separately?

A. Yes, since an individual Tribe/Tribal Nation or a group of Tribal Nations are both eligible applicants, a Tribe could technically submit two applications; however, they would be competing against themselves in the application review and scoring process.

Q37: If a Tribe applied separately and was awarded funding, would the share of need for that Tribe be pulled from the total Tribal share of need in the formula?

A. Yes

Q38: Will Minnesota Housing allow for more than one FHPAP administrator in a geographic area?

A. An answer to this question will be provided when we issue the next FAQ.

Q39: Do FHPAP administrators set a maximum grant amount for subgrantees?

A. Minnesota Housing does not require a maximum grant amount for subgrantees; however, FHPAP administrators may choose to establish their own limits.

Q40: We are a nonprofit agency that operates in the metro area and applied to a county to be an FHPAP subgrantee. We are hoping to expand our rapid rehousing services. Are we eligible to also apply under this RFP for a new Rapid Rehousing program?

A. No. Currently, per [Minnesota Statute 462A.204, Subdivision 2](#), in the metropolitan area only counties are eligible to apply. Those counties include Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington.

Q41: Question 23 above states there is a 2-year lifetime limit for households to receive FHPAP assistance. Would that be waived if the household has school-aged children?

A. No. There is a 2-year lifetime limit regardless of the age of children in the household.

Q42: Can my organization still apply for FHPAP if it is not a current grantee receiving FHPAP funding?

A. Eligible applicants do not need to be currently receiving FHPAP funding. Eligible grantees (applicants) include the following:

- 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 with a sponsoring resolution from each of the county boards located within the operating jurisdiction

Refer to Chapter 10, “Preparing the Application,” of the FHPAP Program Guide, which describes expectations for FHPAP administrators, including but not limited to: conducting a needs assessment and developing strategies that meet the needs identified in the needs assessment, engaging people with lived experience the planning, implementation and evaluation of the program, and issuing a local Request for Information (RFI) or RFP to regional providers. The FHPAP Program Guide is located under Application Materials on the [Family Homeless Prevention and Assistance Program \(FHPAP\) webpage](#)

Q43: We are working to plan for situations where the legislature may pass the governor’s budget of \$100 M for FHPAP next year, while also planning for it being reduced or remaining the same as current (\$20.5M). Is it acceptable to propose a subgrantee, but have that proposal be contingent on receiving a certain amount of funds? Is it acceptable to have them complete

the subgrantee budget and submit as a formal subgrantee within our application and just note in the application to Minnesota Housing that the project would only be funded if we received a certain amount of funding?

- A. Yes. The subgrantee should be included on the application and budget, and the circumstances of their funding should be contingent upon whether there is additional FHPAP funding available. The circumstances should be described in the application.