



# Family Homeless Prevention and Assistance Program (FHPAP) Request For Proposal (RFP) 2024-2025 Round 2

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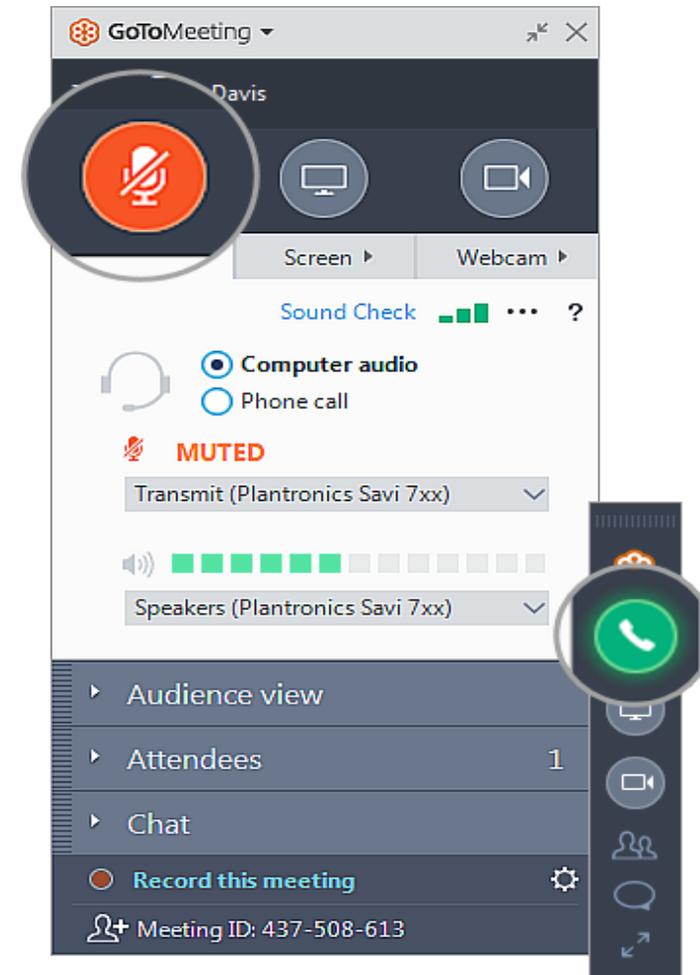
January 16, 2024

# Before We Begin

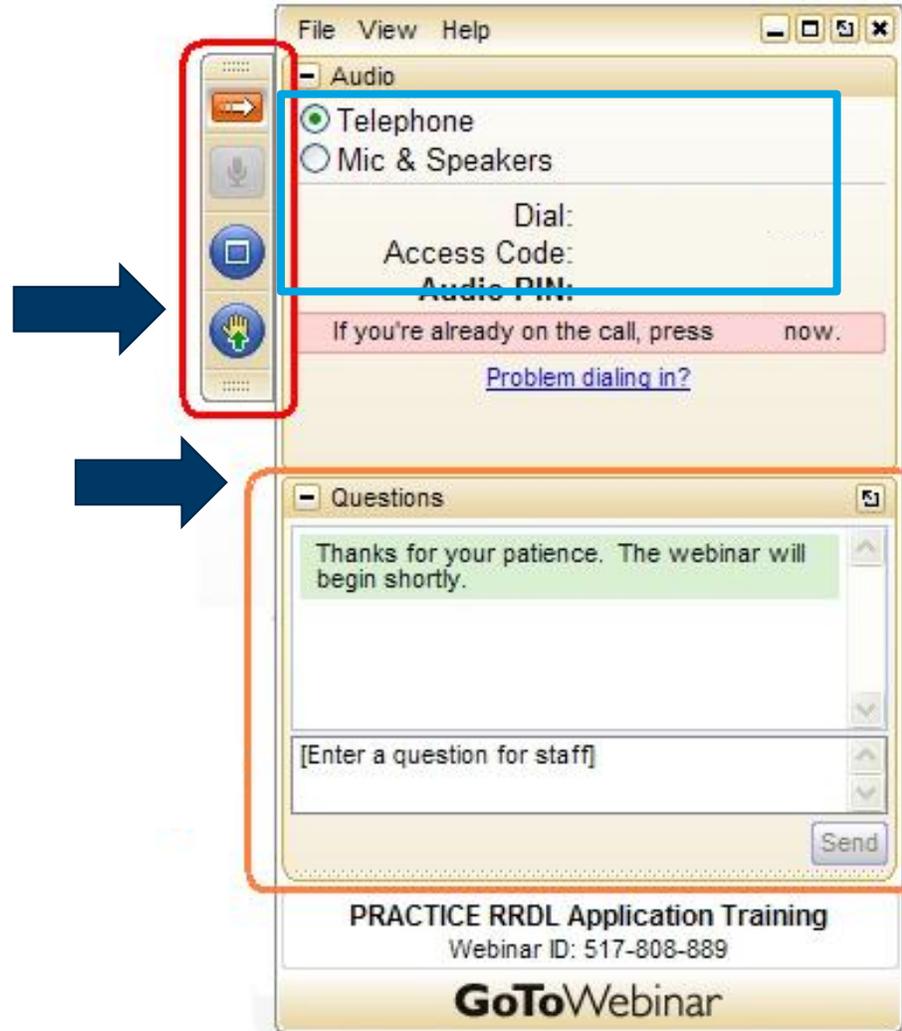
- If you are in search of resources for your housing needs:
    - [Find Housing Help](#)
    - [FHPAP providers statewide](#) (organized by county)
  - Basic eligibility to become a FHPAP administrator:
    - Established non-profit or governmental entity
    - Able to demonstrate performance of similar duties
    - Provide specific financial documentation
    - If no to any of the above, see [Minnesota Housing's Capacity Building Program](#)
- [FHPAP General Overview Recording 12.8.23](#)

# Webinar Logistics

- Session is being recorded and may be posted publicly.
- There will be time at the end for questions.
- Mute your line unless speaking.
- Do not put your line on hold.



# GoTo Toolbar



# Agenda

- Minnesota Housing Overview
- Family Homeless Prevention and Assistance Program (FHPAP) Overview
- Eligible activities and households
- Application and Timeline
- Scoring
- Submission Tips
- Q&A

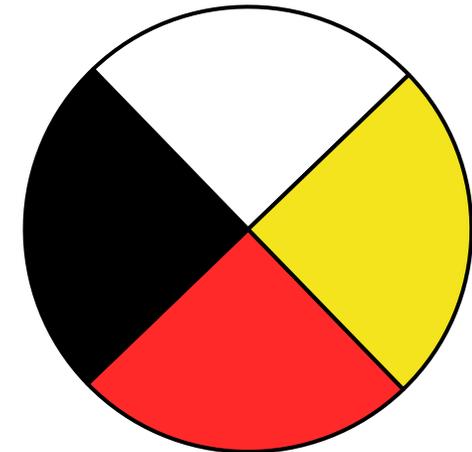
# Land and Labor Acknowledgment

Mni Sota Makoce, the Land where the Water is so Clear it Reflects the Clouds

What we call Minnesota today was built on the backs of African people who were enslaved and on top of the graves of the Dakota and Anishinaabe people. Remember this as we work together toward housing justice and equity for all.

## Resources to Support Local Indigenous Communities:

- [We Are Still Here Minnesota](#)
- [Indigenous Peoples Task Force](#)
- [Five Ways to Learn about Native American Culture in Minnesota](#)
- [What is an Indigenous Medicine Wheel](#)



# Our Mission and Why We're Here

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

Housing is a basic human right. – [Minnesota Interagency Council on Homelessness](#)

- Housing impacts Minnesotans of all backgrounds in all corners of the state
- Housing intersects all areas of life – education, health, jobs and more



# Housing Stability Grant Program

We provide rental assistance and services. We aim to prevent homelessness before it begins.

- Housing Trust Fund Rental Assistance
- Bridges
- Homework Starts with Home
- Family Homeless Prevention





## FHPAP Overview

State grant program to prevent and end homelessness

- To stabilize households and prevent homelessness whenever possible
- If homelessness occurs, ensuring it is rare, brief and nonrecurring
  - by providing services and direct financial assistance
- Supporting all household types
  - Families, Singles, Youth/unaccompanied youth (under age 25)
  - Those experiencing and at-risk of homelessness



# FHPAP Overview: Advisory Committee

## Options:

1. Establish your own committee
2. Request to join existing FHPAP Advisory Committee
3. Request Continuum of Care act to agree to act as the advisory committee

## Members can include:

- Homeless or formerly homeless persons
- Community-based social service agencies
- County staff (emergency assistance and public health)
- Representatives of the Minnesota Interagency Council on Homelessness
- Emergency shelter, transitional housing, permanent affordable housing, schools, property owners and faith-based organizations

# FHPAP Overview: Eligible Recipients

- Household income must be at or below 200% of federal poverty guidelines
- Minnesota resident or a household, unless 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

# Eligible Activities

- Coordinated Entry
- Street Outreach
- Prevention
- Rapid Rehousing

Refer to Chapter 4 of the FHPAP 2023-25 [Program Guide](#) for a detailed description of eligible activities

# FHPAP Overview: Expense Categories

Funds can be used for:

- Supportive services (up to 50%)
  - Requests to exceed 50% with justification in the application
- Direct financial assistance
- Grant administration (up to 15%)

# FHPAP Overview: Supportive Services Expenses

- Salary and benefits
  - Can include the time 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

# FHPAP Overview: 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

# FHPAP Overview: Administration

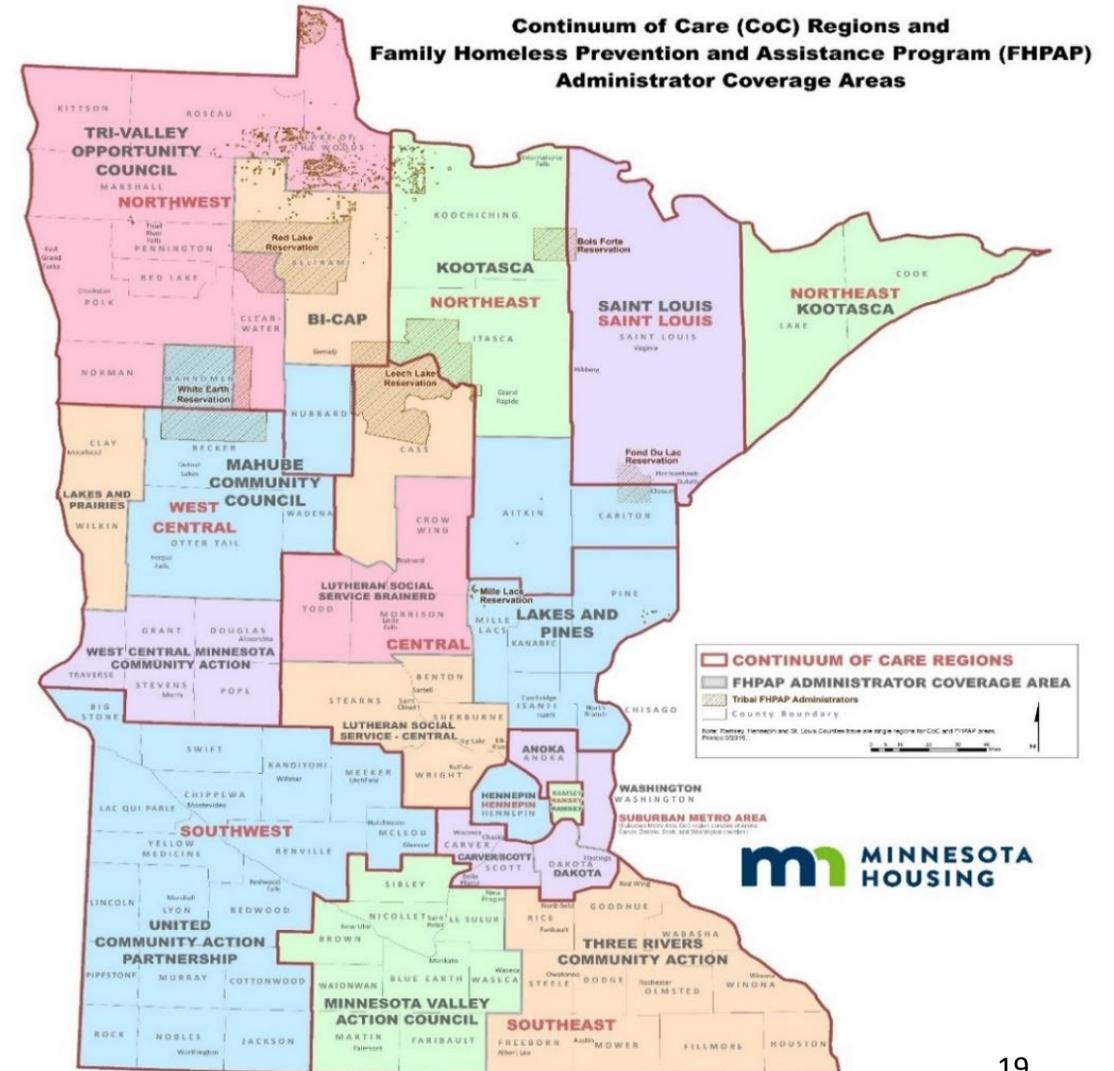
- Salaries/wages/fringe benefits of staff responsible for program oversight
- Travel
- Supplies, copies, postage
- Household stipends, including transportation assistance for persons with lived experience who are involved in planning, design and evaluation of FHPAP activities
- Refer to Chapter 6.01, Eligible Expenses of the FHPAP Program Guide for a complete list of eligible administration expenses

# FHPAP Overview: 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:** 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

# FHPAP Overview: Eligible Grant Administrators

- Tribal Nations
- Twin Cities metropolitan area
  - Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties, other non-profit entities
- Greater Minnesota
  - County, group of neighboring counties acting together, community-based nonprofit organization
- Minimum coverage: county
- Maximum coverage: statewide



# FHPAP Overview: Eligible Grant Administrators

## Eligible entities must:

- Demonstrate ability to administer services and direct funding to households
- Provide financial documentation

## Grant Expectations:

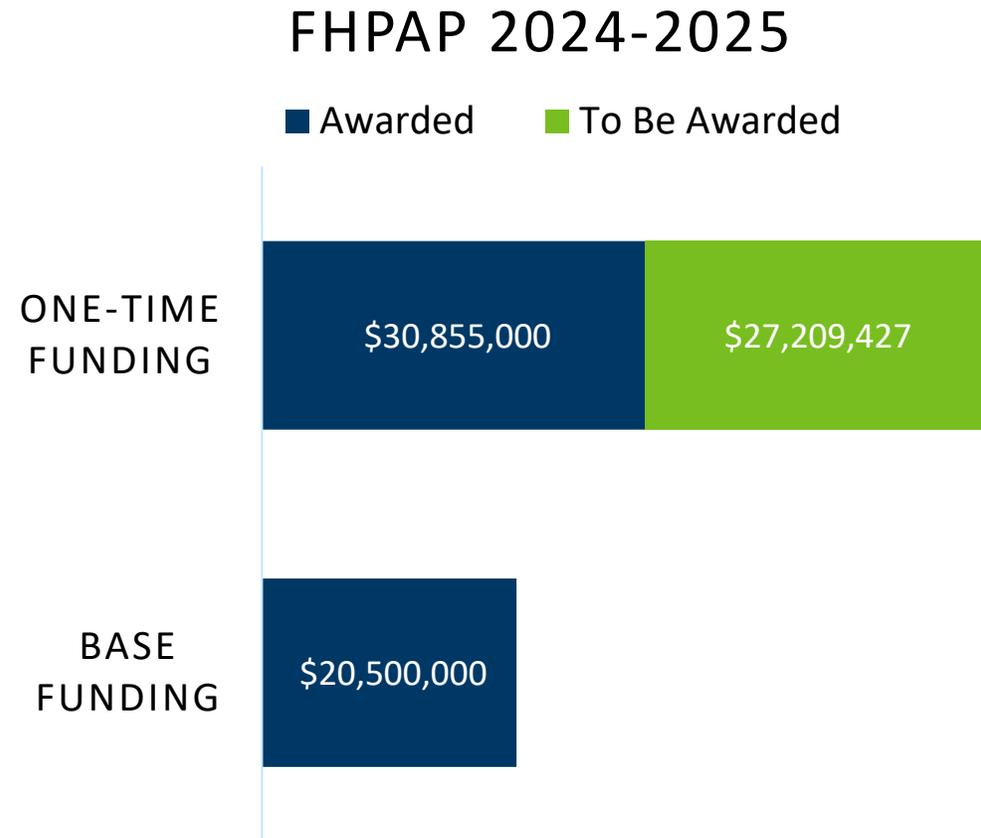
- Responsive to community need based on direction from local advisory committee
- Use Homeless Management Information System (HMIS)
- Reports: Quarterly expenditure and outcomes, Annual narrative
- Follow FHPAP Program Guide & grant contract agreement



# Request for Proposal (RFP)

# Current 2024-2025 Funding

- Administered through a competitive RFP every two years
- Current grant term
  - 10/1/2023 – 9/30/2025
- Funding level includes
  - Base funding \$20.5M/biennium
  - One-time funding



# 2024-2025 RFP - Round 2

- 2<sup>nd</sup> round of competitive Request for Proposals funding: \$27M
  - Available funding may be adjusted and is contingent on amount awarded from Minnesota Legislature
  - Awards cannot exceed amount of funding requested
  - Distribution based on region's share of statewide need
  - Returned FHPAP Fast Track Funds available to current recipients
- Grant term
  - Start: 6/1/2024 – 7/1/2024, depending on due diligence/contracting process
  - End: 9/30/2025

# Threshold Criteria

## 1. Application submitted on time

- Due February 22 at 11:59 p.m. Central time
- Use Multifamily Secure Upload Tool
  - Send to [mhfa.app@state.mn.us](mailto:mhfa.app@state.mn.us)

## 2. Application is signed

- PDF copy is acceptable with electronic, digital or wet signature
- Application and budget cannot be submitted in PDF format

A screenshot of the Minnesota Housing Secure Upload tool interface. The header shows the Minnesota Housing logo (a stylized 'm' with a green dot) and the text 'MINNESOTA HOUSING'. Below the header, the title 'Secure Upload' is displayed. Underneath, there is a text input field with the placeholder text 'Enter the email of the recipient for this transfer'. Below this field, the label 'Recipient Email' is shown, followed by a text input field containing the email address 'mhfa.app@state.mn.us'. The entire screenshot is framed with a black border.

# Threshold Criteria

## 3. Budget is included

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

## 4. Financial statement is included

- Non-governmental organizations applying for \$25,000 or more must supply financial documentation

Documentation	Total Gross Revenue
Board-Review Financial Statement	Under \$50,000 (or not in existence long enough to have completed IRS Form 990 or audit)
IRS Form 990 and Aging Schedule	\$50,000 – \$750,000
Certified Financial Audit	Over \$750,000

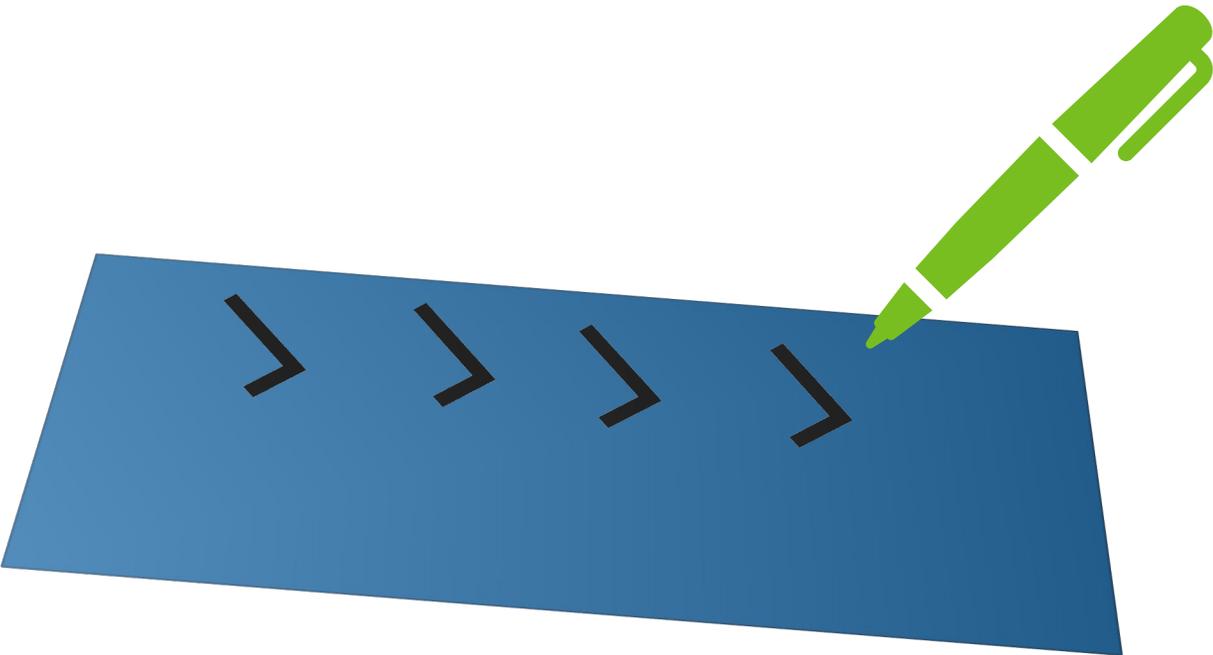
# RFP: Application Components and Criteria

1. Application - Completed and submitted on time
2. Application signature page included and signed - Electronic, digital or wet signature
3. Budget - Applicant and all subgrantees
4. Financial statement - Does not apply to any governmental organization or Tribal Nations



# Timeline

<b>Date</b>	<b>Activity</b>
<b>Monday, January 8, 2024</b>	RFP posted
<b>Tuesday, January 16, 2024</b>	RFP Information Session 10 to 11:30 a.m. Central time
<b>Friday, February 9, 2024</b>	Final call for questions by 4:30 p.m. Central time
<b>Thursday, February 22, 2024</b>	RFP Applications due by 11:59 p.m. Central time
<b>Thursday, April 25, 2024</b>	FHPAP grant recommendations to Minnesota Housing's board
<b>Friday, April 26, 2024</b>	Applicants notified of selection decisions
<b>Tuesday, April 30, 2024</b>	Mandatory due diligence training for all selected applicants
<b>Tuesday, May 28, 2024</b>	All due diligence items are submitted
<b>Beginning Friday, May 31, 2024</b>	Grant Contract Agreements fully executed and effective June 1, 2024, or later, depending on date Grant Contract Agreement is fully executed
<b>Tuesday, September 30, 2025</b>	All FHPAP activities must be completed



# Scoring

Funds split based on regional share of statewide need

Score = 100-point scale

- Project Summary 25 points
- Equity 35 points
- Capacity 30 points
- Budget 10 points
- **Total** **100 points**

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

# Scoring: Project Design 25 points

- Clear description of services and assistance linked to community need identified
- Evident feedback from people with lived expertise, traditionally underserved households, stakeholders, advisory committee members and/or partners have informed project design
- Identified data sources and provided analysis that clearly describes a significant need in geographic area

# Scoring: Equity 35 points

- Tribal Nations receive automatic points for Equity section
- Specific strategies to reach populations identified as experiencing housing instability at disproportionate levels
- Exceptional plan to include people with lived expertise
- Ability to serve vulnerable households with patience and empathy

# Scoring: Capacity 30 points

- Describes concrete examples that demonstrate ability to successfully carry out project
- Demonstrates capacity or experience to provide services, including sensitivity to cultural needs, identifies roles and responsibilities of the grantee
- Demonstrates commitment to create culture of learning, sharing and growing for individual staff members, within teams and as an organization
- Actively uses Homeless Management Information System (HMIS) or has a defined plan for timely implementation
- Provides clear plan to address barriers to communication that are culturally and linguistically appropriate

# Scoring: Budget 10 points

- Budget appears reasonable
- Administrative costs reasonable and do not exceed 15%
- Narrative clearly justifies applicant's budget, including rationale and calculations

# Application Submission

Application and other required documents  
uploaded no later than:

**11:59 p.m. Central time**

**Thursday, February 22, 2024**

Upload all required items to the following:

[Multifamily Secure Upload Tool](#)

# Open Discussion and Questions





# General Tips and Recommendations

Adapted from DHS's Office of Economic Opportunity

# Before Applying

Before writing, **thoughtfully** decide if you should even apply! Thoroughly read and analyze the Request for Proposals (RFP). Ask these four questions:

## 1: Eligibility

- Are we eligible for funding?

## 2: Mission

- Does funding fit our mission, vision, strategic plan?

## 3: Capacity

- Are we in a position to deliver if funded? (capacity, resources, org health, etc.)

## 4: Meet Needs

- Does funding address the needs and problems we are focused on?

Give yourself time to read the RFP and write proposal

- Seek answers to questions: FAQs, reach out to program staff and those who have been successfully funded in the past
- Do not work in isolation: Have others read the RFP and review proposal (including people who do not work in field)
- Consider section point value
- Submit by or before due date
- Submit all required documents

# Make a Case for Need

- Convince reviewers there is a need
- Never assume reviewers know about area, population, etc.
- Provide data and evidence of described need
- All doom and gloom creates doubt need can be addressed
  - Match need with ability of providers to meet unique needs
  - Valuable to have your mission, values and philosophies apparent in responses
  - Make sure to also talk about resiliency of population

# Pay Attention to the Budget Forms

- Align your budget and project narrative
- Make sure math is correct
- Be explicit and detailed
  - Examples: Hiring 1.0 employment specialist, staying open longer, expanding service area, replacing lost funds, matching HUD funds, increasing salaries to reduce turnover, etc.)
- Ask for what is needed

## Continuums of Care (CoCs)

- Regional strategic planning body to plan and implement housing and services to reduce the incidence of homelessness by assisting individuals, youth and families experiencing homelessness to access services and stable housing
- Applicant for U.S. Department of Housing and Urban Development (HUD) funding to address homelessness

## Local FHPAP Advisory Committees

- Minnesota Housing staff can connect you

# Speak Truthfully About Partners

- Funders want to know you are connected
- Highlight only formal or most relevant partnerships
- Include data to support narrative about partnerships
  - Example: In 2016, 50 youth served in our drop-in center were connected with XYZ job center and obtained employment
- Minnesota Housing does not accept letters of support through RFP process
- Avoid “we are the only ones who...” unless it can be proven



# Use Plain Language

## To Help Reviewer:

- Find what they need
- Understand what they find
- Use what they find to meet their needs

## Techniques:

- Active versus passive voice
- Concise, short sentences
- Common, everyday words
- Consistent terms
- Use bullets, underlines, section headings, etc.
- See what you can delete without losing meaning
- Say it once; no need to paraphrase or restate

## The Reviewers

- People with lived experience, other state/county/city staff (from different areas), experts from the field, community members, etc.
- Some have never:
  - Heard of your organization
  - Been to your city or town
  - Met your staff or know the provider community

## Current grantees

- Do not assume the reviewer knows you're a current grantee or have been funded before
- Do not assume funds will be received
- Recycle content thoughtfully

# Review, Review, Review

Proofread thoroughly

Have others review including those:

- Deeply involved in programming
- Within your organization who involved in programming
- Outside of the field with



[FHPAP webpage](#)

[FHPAP Statute](#)

[FHPAP Administrator Coverage Map](#)

[FHPAP Program Guide](#)

[FHPAP General Overview Recording  
12.8.23](#)

[Minnesota Housing Open RFPs](#)

[Continuum of Care contacts](#)

[Homeless Management Information  
System \(HMIS\)](#)

[Minnesota Housing's Capacity Building  
Program](#)

# Open Discussion and Questions



# Thank You!

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