



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

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## Background

Minnesota Housing announced on January 8, 2024, that we are now accepting applications for the Family Homeless Prevention and Assistance Program (FHPAP) Request for Proposals (RFP), in accordance with [Minnesota Statute 462A.204](#). The FHPAP provides supportive services and financial assistance, such as rent deposits, rent payments or utility payments, to eligible households that are homeless or at imminent risk of homeless.

The information in this Frequently Asked Questions (FAQ) document is supplementary to the [FHPAP Guide](#). In the event of any conflicts between the information in this document and the FHPAP Guide, the information in the FHPAP Guide will govern and control.

Updates to this FAQ will be identified and dated accordingly.

Please review the [Grant Opportunities](#) webpage and [FHPAP Guide](#) for additional details, including program eligibility requirements, eligible uses and related information.

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## Eligible Grantees

[FHPAP Guide](#), Chapter 3.01 Eligible Grantees

**1. UPDATED. Are for-profit companies eligible to be an FHPAP administrator/Grantee? (Updated 2/15/2024)**

No, for-profit companies are not eligible to be an FHPAP administrator. Please see also Chapter 3.01 of the [FHPAP Guide](#) and [FHPAP Statute](#).

**2. Are current FHPAP administrators eligible to apply? Can existing FHPAP administrators with active funding be able to apply for this new grant because in our case, our available funding is not enough to meet the needs of the people seeking help?**

Yes, current FHPAP administrators who are operating funds for Fiscal Year 2024-25 are eligible to apply.

**3. Are Tribes who received the FHPAP set aside and/or receive FHPAP through the Tribal Collaborative eligible?**

Yes, Tribal Nations are eligible for this funding. Tribal Nations are eligible even if they currently administer FHPAP funds or received a direct allocation of FHPAP funds. Please see also Chapter 3.01 of the [FHPAP Guide](#).

**4. UPDATED. If an organization is receiving other state-funded housing resources, does that forfeit any funding they can get from the FHPAP funds? (Updated 2/15/2024)**

It is possible for an applicant to administer more than one state program. Applicants will want to be cognizant of ensuring there is no duplication of the use of the funding. For example, an applicant could administer two programs with one full time staff with the staff billing 50% of their time to one grant and 50% of their time to the other grant. Timecards could be used as documentation to substantiate the time worked on each grant. Additionally, FHPAP funds should only be billed to allowable FHPAP activities. Refer to Chapter 6 (Eligible Expenses and Supportive Services Activities) of the [FHPAP Guide](#) for more information.

## Applicant Strategy

### New Applicants

**1. Is it best to have each organization apply separately, or is it advantageous to put together a plan that includes several organizations contributing within their specialty to leverage their individual capacities?**

Either option could work for an application. If the organization applies separately, they will act as the administrator. If applying with another organization, one would need to be the grant administrator under contract with Minnesota Housing and the other organization(s) would be a subgrantee(s). When making this assessment, applicants should consider the intent of the RFP

(review the [FHPAP Application Instructions](#)). Review the application questions, scoring and program requirements, particularly the role of the advisory committee, to design or refocus the community's homeless response system. Consider whether the application and proposed program design would be stronger as part of a collaborative or as an individual project.

**2. How likely is it for a newer nonprofit to achieve this grant? Should the newer nonprofit partner up with a more mature organization?**

If the organization has experience with similar state or federal grants or has administered a similar program to emergency rental assistance, they may be able to demonstrate the capacity to administer the program. If the organization lacks this experience, they should consider partnering with another organization that does not have prior or similar experience.

**3. NEW. If an organization is in the process of putting together an advisory committee with plans to fully implement prior to award notification, is the organization eligible to apply or is the expectation that the advisory committee is already in place when the application is submitted? (Added 2/15/2024)**

The advisory committee is required by [Minnesota Statutes Section 462A.204, subdivision 6](#). and should be established by the time the program launches. One of the primary roles of the advisory committee is to design the grantee's emergency response system. Refer to Chapter 9 Section 9.03 (Roles and Responsibilities) of the [FHPAP Guide](#) for additional information. It is recommended that new applicants reach out to the local [Continuum of Care](#) (CoC) group or the established local FHPAP advisory committee.

**4. NEW. Our organization provides home adaptations (such as adapt steps, decks, porches, railings and grab bars, doors, approaches, bathrooms, etc.) to improve safety and accessibility to low-income families. Are we grant eligible? (Added 2/15/2024)**

The home adaptation costs referenced in this question are not eligible FHPAP costs.

## **Current Administrator Applicants**

**1. I am a current FHPAP administrator looking for clarification regarding application for additional funds for our current subgrantees. Are the subgrantees expected to apply on their own, separate from the current grant administrator? Or is it better if we apply as a collaborative as usual?**

While continued collaboration and coordination between existing FHPAP providers is strongly encouraged, current administrators and their subgrantees are eligible to apply together or separately. When making this assessment applicants should consider the intent of the RFP (review the [FHPAP Application Instructions](#)). Review the application questions, scoring and program requirements, particularly the role of the advisory committee, to design or refocus the community's homeless response system. Consider whether the application and proposed program design would be stronger as part of a collaborative or as an individual project.

**2. Are current grant administrators required to seek new subgrantees, or can we move forward with the subgrantees we already have agreements with?**

Chapter 10 Section 10.01 (Planning) of the [FHPAP Guide](#) states that applicants are expected to issue a local Request for Information (RFI) or RFP to regional providers of homeless and prevention services to solicit proposals. Part of the intent of this expectation is to solicit partners that will complement the applicant's services especially in their ability to reach populations who are overrepresented in homelessness. This is not a requirement but strongly encouraged in this competitive application process.

**3. Can we open up our local RFP just to current subgrantees?**

See response above.

**4. If we have three current subgrantees and one is not interested in this funding, can two agencies move forward?**

Yes.

**5. If a current grant administrator is awarded funds through this RFP, will they be permitted to spend through remaining standard FHPAP funds prior to the close of the biennium?**

Chapter 11 Section 11.02 (Financial) of the [FHPAP Guide](#) requires grant administrators to monitor the rate of expenditures to last the duration of the grant period. Therefore, expending funds prior to the end of the biennium would not be allowable.

**6. UPDATED. Our agency currently has an FHPAP Rapid Rehousing grant; could these funds be used to support households with direct financial assistance? (Updated 2/15/2024)**

Our initial guidance is to keep the programs separate and we anticipate and there will be separate contracts because this application is distinct from the current FHPAP program. A primary intent of these funds is to serve households who are overrepresented in homelessness and housing instability. Refer to the [FHPAP Instructions](#).

~~A primary intent of these funds is to serve households who are overrepresented in homelessness and housing instability. If your program is addressing these populations' needs using existing funds for Rapid Rehousing but has identified that additional direct assistance funds are needed, you may be able to apply for additional funding to address this need. However, without the ability to serve households in addition to the households you are already serving, the application may not score well during the review process.~~

**7. The RFP Instructions state a county is the minimum geographic area that can be served. If considering targeting funds to concentrations of poverty within our county or other disparately impacted groups identified, how would the administrator who is applying for funds demonstrate county wide coverage? Would county wide coverage be demonstrated via the existing FHPAP grant that meets this expectation?**

Applicants must demonstrate the ability to serve the entire county since that is the minimum service area. However, a grant administrator can prioritize funds to households living in concentrations of poverty, for example specific ZIP codes. For current FHPAP administrators, leveraging existing FHPAP or other funds to support this program design (for example, to serve households living outside of the targeted ZIP codes) would be allowable.

**8. Can we apply to fill the gaps with our current subgrantees and request enhanced Coordinated Entry program funds?**

A primary intent of these funds is to serve households who are overrepresented in homelessness and housing instability. Refer to the [FHPAP Application Instructions](#) and Chapter 4 (Eligible Activities) of the [FHPAP Guide](#) for eligible activities which include Coordinated Entry.

**9. Can we target our request to fill gaps with current subgrantees that have already been added to expand access and not open local RFP County-wide?**

A primary intent of these funds is to serve households who are overrepresented in homelessness and housing instability. Applicants are encouraged to solicit partners that will complement the applicant's services, especially in their ability to reach populations who are overrepresented in homelessness. Current administrators can design and apply with a new model if desired. Refer to Chapter 10 Section 10.01 (Planning) of the [FHPAP Guide](#) for more information.

**10. Will this application submission/approval/denial have any bearing on future FHPAP funding applications?**

We do not take an applicant's previous denial into consideration with new RFPs.

**11. Will applying or not applying for this RFP affect future FHPAP applications?**

No, it will not impact future applications.

**12. NEW. As a current administrator we were not planning to seek subgrantees for this RFP. We have been approached by 2 agencies in the community that are interested in applying. Since we did not seek them out, do we need to allow them to apply? Can we only accept applications from these agencies, or do we need to cast a wide net and see if any other agencies are interested in applying? (Added 2/15/2024)**

Chapter 10 Section 10.01 (Planning) of the [FHPAP Guide](#) states that applicants are expected to issue a local Request for Information (RFI) or RFP to regional providers of homeless and prevention services to solicit proposals. Part of the intent of this expectation is to solicit partners that will complement the applicant's services especially in their ability to reach populations who are overrepresented in homelessness. This is not a requirement but strongly encouraged in this competitive application process. Current administrators can design and apply with a new model if desired.

To strive for a fair and transparent process, we recommended that you consult with your advisory committee and perhaps others, such as your CoC, in addition to following solicitation requirements of the primary applicant agency.

**13. NEW. Is it possible to build in an option for the grantee to take over or assist with spending for a subgrantee if they have capacity issues or need assistance in meeting spending goals? (Added 2/15/2024)**

Yes. We recommend describing this model in the Project Summary section of the application.

**14. NEW. For our RFP response, we are considering embedding a part-time county financial worker into our proposal and whether we should assign direct assistance dollars to this position to help in two specific ways: 1) as an alternative to continue providing some access to prevention assistance when our nonprofit providers are closed to referrals due to capacity; and 2) as a way to provide direct assistance to eligible applicants that we are working with in eviction court. Is this something we are free to do if supported by the FHPAP advisory committee? (Added 2/15/2024)**

A grantee can provide administrative oversight only or provide administrative oversight along with supportive services and financial assistance to eligible households within the community if the local advisory committee determines it is a need and it is within the established solicitation process. The grantee's budget should reflect the best estimate of cost and include projected households to be served within the scope of the proposed services. The budgeted direct assistance should align with the projected households in each distinct budget and service scope (grantee and subgrantees). There is greater flexibility to do funding modifications; direct assistance funds should not be budgeted for potential capacity issues.

## Eligible FHPAP Recipients

**1. How do we establish if the client is a Minnesota resident if they are currently experiencing homelessness and don't have documents? What about undocumented immigrants in our community who are experiencing homelessness; can we offer them financial assistance?**

FHPAP does not require documentation of residency for households living in Minnesota. FHPAP does not require documentation of legal status for households applying for assistance. Refer to Chapter 11 Section 11.06 (Monitoring and Evaluation) of the [FHPAP Guide](#) for more information on household files and household documentation requirements.

**2. Is there a certain required time that those recipients have been residents of Minnesota?**

FHPAP does not have a minimum number of days to be considered a resident if they are currently residing in Minnesota.

**3. UPDATED. So imminent risk of homelessness is no longer required? Prevention funds can be used to better a living situation? (Updated 2/15/2024)**

A household must be at imminent risk of homelessness to receive prevention assistance (excluding doubled up). Refer to Chapter 3 Section 3.02 (Eligible Households) of the [FHPAP Guide](#) for more information. There are some situations where prevention may include rehousing a household without a day of homelessness. The following are examples of situations where a provider may utilize Prevention funds to rehouse a household without a day of homelessness: if a household is living in an unsafe housing situation and this is impacting the mental health, sense of safety or security of a household member(s), or if a household member now has a physical disability and can no longer navigate the stairs to their third-floor unit, etc. provided that the household meets the eligibility criteria in Chapter 3 Section 3.02. Please see Chapter 4.03 of the [FHPAP Guide](#) for additional information on prevention services.

**4. Will the income limit be changed soon, as the state minimum wage now places a single household over the 200% of the federal poverty level?**

The income limit remains at 200% of federal poverty level. We are continuing to discuss the current income limit of 200% and will update our program guide if this changes.

**5. NEW. What are the eligibility requirements to receive mortgage assistance? (Added 2/15/2024)**

Grantees have historically used the mortgage assistance sparingly for varying reasons including the community's identified need, typical higher costs to resolve housing crisis, other tools or resources to support households with mortgages, etc. Refer to Chapter 3 Section 3.02 (Eligible Households) of the [FHPAP Guide](#) for additional information.

## Eligible Activities

**1. Is it allowable if the customer has a monthly agreement with a motel to provide that payment?**

A motel residence is sometimes eligible if there is an ongoing lease. Email us directly at [diane.elias@state.mn.us](mailto:diane.elias@state.mn.us) and we can talk further.

**2. UPDATED. Can transitional housing be funded through FHPAP? (Updated 2/15/2024)**

Acquisition, rehabilitation, construction and operation of emergency shelters or transitional housing are not eligible activities under FHPAP. Housing search assistance or housing navigation services to move households to permanent housing is allowable. Refer to Chapter 5 (Ineligible Activities and Expenses) of the [FHPAP Guide](#) for additional information.

Here is information about other state grants that may support transitional housing:

The [Office of Economic Opportunity](#) (OEO) at the MN Department of Human Services (DHS), awards Transitional Housing Program (THP) funding through a competitive RFP process to nonprofits, local units of government and Tribal governments. For state fiscal year 2024-2025, THP was funded at \$12,368,000. THP funding can pay for administration (up to 10% of a grant),

operations (rental assistance, utilities, etc.) and support services (case management, etc.) to households who are experiencing homelessness to obtain and maintain stable housing. Participants are required to pay at minimum 25% of their income towards housing expenses and the program stay is limited to 36 months. If you had additional questions, please reach out to Ann McCabe at [ann.e.mccabe@state.mn.us](mailto:ann.e.mccabe@state.mn.us).

## Budget

- 1. The budget form totals "all other admin expenses" and "all other service expenses", is that the extent of the detail required for those areas other than staffing and travel (because more detail was required in prior RFPs)?**  
On the budget document itself, yes. However, there is an opportunity to provide substantiation of those expenses in Section D (Budget) question 2 of the application, and we encourage you to utilize this section to provide additional details.
- 2. Should Budget Narratives be included as part of the excel sheet, or in a separate word file?**  
The narrative regarding the budget should be provided on the application under Section D (Budget) question 2.
- 3. NEW. Is there an anticipated award floor or ceiling? (Added 2/15/2024)**  
Selected applicants will be awarded an amount that is reflective of the share of need for the identified service area based on the [Urban Institute Model for FHPAP Needs Assessment](#). Final funding amounts will be dependent on the amount requested, the number of applicants, need within service area and the amount available to distribute within the Twin Cities metropolitan area or Greater Minnesota. Minnesota Housing may determine a minimum amount for award funding if share of need is insufficient to administer basic functions of FHPAP. Refer to the [FHPAP Scoring Methodology](#) for more information.
- 4. NEW. How do you distinguish between staffing (such as a financial worker) under Administration and Support Services? (Added 2/15/2024)**  
If the staff person's role is to work directly with households, then the personnel costs associated should be budgeted under Support Services. Refer to Chapter 6 Section 6.01 (Eligible Expenses) of the [FHPAP Guide](#) for additional information.

## Reporting

### Quarterly Expenditure and Outcome Reports

- 1. Will the financial reporting template look like the budget from the application?**  
We anticipate the reporting template will mirror the budget.

- 2. UPDATED. Current grant administrators have separate budgets and reports for Fast Track and Standard FHPAP funding. If a current grantee is awarded funds through this RFP, will there be a third budget and report to manage? (Updated 2/15/2024)**

Yes, this is a separate RFP and therefore will be a separate grant contract agreement with a budget, work plan and reporting requirements. A few current grantees may also be awarded additional Fast Track funds which would necessitate a 4th budget, work plan, and separate tracking and reporting for a short timeframe.

## Homeless Management Information System (HMIS)

- 1. Can FHPAP grant funds help cover the training for HMIS?**

Staff time spent receiving training is an eligible expense under the Supportive Services category of the budget, if the training occurs after the contract has been executed. Activities that occur before the contract execution date are not eligible.

- 2. Could you discuss further what this will look like in HMIS? Do current administrators now have 2 programs, Standard and Fast Track? What will this be called, or will it go under Fast Track? Will there be separate reporting for this?**

If current administrators awarded through the first 2024-2025 FHPAP RFP are also awarded through this FHPAP RFP, they will need to report expenditures separate from those reported through their original award. We are still in the process of determining how HMIS will be set up for existing administrators who are awarded funding through this FHPAP RFP.

## Presentations and Resources

- 1. Will the RFP webinar presentation be available to everyone?**

Yes. The recording and presentation slides are posted on Minnesota Housing's [Grant Opportunities](#) webpage and emailed to all registrants.

- 2. The links shown in the presentation are not clickable, will we be able to get the actual links?**

Links are available within the [presentation slides](#).

- 3. Is there a written summary of the general FHPAP overview that you provided a few weeks ago?**

Minnesota Housing hosted an FHPAP Information Session on December 8, 2023, which provided a general overview of the program. Watch the recorded [video](#) (1:34:41) and view the [presentation slides](#). The FHPAP Information Session video and presentation slides can also be found on our [Family Homeless Prevention and Assistance \(FHPAP\)](#) webpage.

- 4. Where do I find information about the Continuums of Care in Minnesota?**

Information on the Continuums of Care can be found on Minnesota Housing's [Continuums of Care](#) webpage. Additionally, Minnesota Tribal Collaborative (MTC) is recognized in Minnesota as a Continuum of Care and has a very active FHPAP advisory committee.

- 5. For the advisory committee, are there more details on what is required or are we to run it as we see fit? For example, number of members, how often they meet.**

You can find more information about the advisory committee, including any minimum expectations in Chapter 9 (Advisory Committee) of the [FHPAP Guide](#).

## General Minnesota Housing Questions

- 1. Can you list the four housing stability programs again?**

Four grant programs operated by the Housing Stability Division at Minnesota Housing include Bridges, Housing Trust Fund, Homework Starts with Home and the Family Homeless Prevention and Assistance Program.

- 2. Could you repeat the agency or agencies for funding actual housing itself?**

There are many agencies who provide funding to develop housing. Minnesota Housing is one of those agencies, and you can find out more information about Multifamily funding here on our [Housing Development and Capital Funding Programs](#) webpage.