



Family Homelessness Prevention and Assistance Program

FY 2010 – 2011

Request for Proposal (RFP)

Guidelines and Proposal Information

Minnesota Housing finances
and advances affordable housing
opportunities for low and moderate
income Minnesotans to
enhance quality of life and foster
strong communities.

TABLE OF CONTENTS

INTRODUCTION	3
MISSION STATEMENT	3
PROGRAM INFORMATION	3
RFP IMPORTANT DATES	3
FUNDING ELIGIBILITY	4
ELIGIBLE APPLICANTS	4
ELIGIBLE USES OF GRANT.....	4
FUNDING REQUIREMENTS	5
PROPOSAL PREPARATION INFORMATION.....	7
FHPAP STAFF.....	7
BIENNIUM PRIORITIES	8
FUNDING EXPECTATIONS & OUTCOMES.....	9
CORE EXPECTATIONS	9
OUTCOMES AND OUTCOME INDICATORS.....	9
FUNDING OVERSIGHT & REPORTING	10
OVERSIGHT	10
REPORTING REQUIREMENTS.....	10
FUNDING CRITERIA.....	11
NEED (25 POINTS)	11
PLANNING & PROJECT DESIGN (30 POINTS)	11
PROJECT EFFECTIVENESS (30 POINTS).....	11
PROGRAM CAPACITY (15 POINTS)	11
APPLICATION SUBMISSION INFORMATION.....	12
GLOSSARY OF TERMS.....	13

Introduction

Mission Statement

Minnesota Housing finances and advances affordable housing opportunities for low and moderate income Minnesotans to enhance quality of life and foster strong communities.

Program Information

Minnesota Housing announces the anticipated availability of grant funds through the Family Homelessness Prevention and Assistance Program (FHPAP). As established by the 1993 Minnesota Legislature, the FHPAP assists families with children, single adults, and youth who are homeless or are at imminent risk of homelessness. The purpose of the program is to support continuing innovation and development of a comprehensive system to prevent homelessness and to assist people experiencing homelessness. With the primary emphasis on prevention, the goals of the program are to:

- 1. Prevent homelessness.
- 2. Minimize the number of days homeless.
- 3. Eliminate repeated episodes of homelessness.

Each project designs its own service delivery system to achieve these goals, using approaches that make sense at the local community level.

Funds will be awarded in the form of a grant for the state biennium period of July 1, 2009 - June 30, 2011. Distribution of grant funds will be at the discretion of Minnesota Housing. Grant funds in the amount of \$14,600,000 are anticipated for the biennium period of July 1, 2009 - June 30, 2011. The actual availability and amount of funds is contingent upon approval by the 2009 Minnesota Legislature.

RFP IMPORTANT DATES

RFP Information Session	February 27, 2009
RFP Proposal due to MN Housing by 5:00 pm	April 13, 2009
Proposal Reviews	May/June 2009
Funding recommendations presented to Board for approval	June 18, 2009
Funding Begins	July 1, 2009

FUNDING ELIGIBILITY

Eligible Applicants

In the Twin Cities seven-county (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington) metropolitan area, a county is an eligible applicant. In non-metropolitan areas, eligible applicants 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 of the counties located within its operating jurisdiction.

The service area must have a significant number or significant growth in the number of people experiencing homelessness, including families with children, youth/ unaccompanied youth, and single adults. The applicant must focus the emergency response system on homelessness prevention and securing transitional or permanent housing for people who are homeless.

Eligible Uses of Grant

The program provides applicants with the flexibility to use the funds in the manner best determined to achieve the program goals. The funds may be used for a broad range of purposes including up to 24 months of rental assistance, transportation, housing placement, mitigation, and mortgage assistance.

Note: Grants may not be used

- 1. To acquire, rehabilitate, or construct emergency shelters, transitional or permanent housing.*
- 2. To pay more than 24 months of rental assistance.*
- 3. To pay the operating costs of emergency shelter.*
- 4. To pay the supportive service or operating costs of permanent supportive housing.*

FUNDING REQUIREMENTS

The legislation (Minnesota Statute § 462A.29) for the FHPAP requires that each project must be designed to stabilize people in their homes, minimize the number of days that people stay in emergency shelters or other emergency housing, and assist people with securing transitional or permanent affordable housing throughout the grantee's area of operation.

Each project must include plans for the following:

1. An assessment of the homelessness response system.
2. Coordination with other public and private providers of rental assistance, emergency shelter, transitional housing, and permanent affordable housing.
3. The use of direct financial assistance and supportive services for program participants.
4. Efforts to address the supportive services needs of specific homeless populations such as victims of domestic violence, persons with mental disabilities or chemical dependency.
5. Leverage and coordination of other private and public funds to maximize the project impact.
6. Coordination with the Continuum of Care and related planning groups in the service area.
7. Identification of measurable outcomes expected from the grant award.
8. The establishment of an advisory committee.

The legislation requires that each grantee have an advisory committee with which the grantee will consult on a regular basis regarding the design, implementation, and ongoing evaluation and redesign of the project. Two or more grantees may join together to establish a single advisory committee.

The advisory committee shall consist of a homelessness advocate, a homeless person or formerly homeless person, a member of the Minnesota Interagency Council on Homelessness (MICH) who is assigned by the MICH, as well as local representatives, if any, of public and private providers of emergency shelter, rent assistance, transitional housing, and permanent affordable housing, and other members of the public. The advisory committees may also include county economic assistance and human service staff, local work force center representatives, local landlords, members of the faith community, legal aid staff, County Veterans Service Officers, youth service providers, school homelessness

liaisons, and other community members as deemed appropriate by the committee.

*NOTE: No more than **20%** of voting members of the advisory committee may be representatives of organizations that receive FHPAP funding. Advisory committees must have clear conflict of interest policies for voting members.*

The advisory committee will assist the grantee as follows:

- Designing or refocusing the grantee's homelessness response system
- Developing project outcome measurements, including timelines
- Assessing the short- and long-term effectiveness of the project in
 - Meeting the needs of people who are homeless
 - Preventing homelessness
 - Identifying and developing innovative solutions to the problem of homelessness
 - Identifying problems and barriers to providing services to people experiencing homelessness

PROPOSAL PREPARATION INFORMATION

This is your opportunity to ask questions about information contained in the RFP and receive training in data reporting. The information session will include RFP overview, answering questions about the RFP, and evaluation training.

DATE	TIME
February 27, 2009	9:00 a.m. – 11:30 a.m.

Please indicate your intention to attend the session by emailing your RSVP to erin.schwarzbauer@state.mn.us. RSVP (please indicate which location you will be at) at least 2 days before the session. This session is available though Video Conference on following locations.

VIDEO SITE	CITY	LOCATION
Aitkin Co	Aitkin	Courthouse, 209 - 2 nd St. NW
Becker Co	Detroit Lakes	Human Services, 712 Minnesota Ave
Blue Earth Co	Mankato	Human Services , 410 S. 5th St. Lower Lvl
Cass Leech Lk	Cass Lake	Tribal Court, 16126 John Moose Dr
Douglas Co	Alexandria	Social Services, 809 Elm St. Suite 1186
Kanabec	Mora	Courthouse, 18 N. Vine St.
Kandiyohi Co	Willmar	Human Services, 2200 - 23rd St. NE
Lyon Co	Marshall	Government Center, 607 W. Main St. lower
Olmsted Co	Rochester	Social Services, 2116 Campus Dr. SE
Polk Co	Crookston	Government Center, 612 N. Broadway
Sherburne Co	Elk River	Courthouse, Pine room, 13880 Hwy 10
St. Louis Co	Duluth	Government Center, 320 W. 2nd St.
DHS Central Office 2	St. Paul	444 Lafayette Rd N., 5th floor room 5137

FHPAP Staff

Grantees are encouraged to seek assistance from FHPAP staff. Staff is available to answer any RFP process related questions during the RFP process.

Ji-Young Choi, Manager 651-296-9839 Ji-young.choi@state.mn.us	Erin Schwarzbauer 651-296-3656 Erin.schwarzbauer@state.mn.us
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BIENNIUM PRIORITIES

Minnesota Housing and the FHPAP Committee, a sub-committee of the Minnesota Interagency Council on Homelessness (MICH), are prioritizing applications that are seeking new and innovative systems approaches to preventing and ending homelessness. As established by the legislature, the FHPAP serves **all populations** (families with children, single adults, and youth) who are homeless or are at imminent risk of homelessness.

All applicants have to demonstrate the current needs of all populations (families with children, single adults, and youth) and specific ways to serve all populations with FHPAP grants and/or other resources.

Priority will be given to applicants that:

1. Address current documented need in ways that are innovative and systemic.
2. Demonstrate community planning efforts geared toward a proactive and preventive approach to homelessness.
3. Develop specific plans of how each specific population will be addressed.

Applicants will be asked to demonstrate in their plans how they will designate funds to serve each population (families with children, single adults, and youth) including any underserved populations (i.e. homeless and precariously housed youth). Applicants will be evaluated and scored based on demonstrated plans to ensure all populations are served in their project designs.

Grantees will be asked to report on progress of their projects in a Semi-Annual Report and Annual Report to the FHPAP Committee. Minnesota Housing will be evaluating grantees' performance over the biennium in relation to trends in all populations (families with children, single adults, and youth) served, as well as outcomes, using HMIS.

FUNDING EXPECTATIONS & OUTCOMES

Programs are expected to serve families with children, single adults, and youth who are homeless or are at imminent risk of homelessness.

Core Expectations

- Assess each client to determine appropriate resources and services to eliminate housing related barriers.
- Provide prevention and/or housing placement assistance.
- Refer clients with housing barriers to appropriate resources.
- Have well-developed partnerships with other service and housing providers, agencies, and local governments.
- Demonstrate understanding of the local housing market.
- Work with each client in a culturally appropriate way.

Outcomes and Outcome Indicators

Through the planning process, the FHPAP Advisory Committee is expected to develop outcome indicators that contribute to measuring improved housing stability. Grantees need to include projections for outcome indicators in proposals.

- Outcome for Prevention Goal: Families with children, single adults, and youth who are at imminent risk of homelessness do not become homeless.
 - a) The number of households served with FHPAP fund Prevention Goal
 - b) The number of households remained in current housing or re-housed without a day of homelessness at exit of service
 - c) The number of households served under Prevention Goal who retain housing for 6 months after program exit
- Outcome for Homeless Assistance Goal: Families with children, single adults, and youth who are homeless secure housing.
 - a) The number of households served with FHPAP fund under Homeless Assistance Goal
 - b) The number of households obtained housing at exit of service
 - c) The number of households served under Homeless Assistance Goal who retain housing for 6 months after program exit
- Outcome for System Goal: The emergency housing system (i.e. shelter, overflow motels) is organized to minimize the days people are homeless. Reduce barriers to access housing.

NOTE: Data on 'The number of households served under Prevention and Homeless Assistance Goals who retain housing for 6 months after program exit' will be captured through the HMIS Return to Shelter Report. No grantee needs to submit this data separately. Measureable outcome indicators for Prevention Goal and Homeless Assistance Goal have been set for all projects. For the System Goal, projects set their own outcome indicators.

FUNDING OVERSIGHT & REPORTING

Oversight

The Minnesota Interagency Council on Homelessness (MICH) was established by the State Legislature to coordinate services and activities of all state agencies relating to homelessness (Minnesota Statute § 462A.29). The goal of the MICH is to maximize and coordinate state resources to prevent and address homelessness. The FHPAP Committee, a sub-committee of MICH, is the key advisor to the Family Homelessness Prevention and Assistance Program. The FHPAP Committee performs the following tasks:

1. Reviews project proposals and makes funding recommendations to the Minnesota Housing board of directors.
2. Oversees program operations with members serving as advisors to each project, conducting site visits, and reviewing report information.
3. Advises Minnesota Housing in the program development and oversight.

Reporting Requirements

1. Semi-Annual Report
2. Quarterly Expenditure Report
3. Annual Report to the FHPAP Committee. The annual report must include the actual program results compared to program objectives.

NOTE: All applicants will be required to use Minnesota's Homeless Management Information System (HMIS) to collect household data and to complete reports to be submitted to Minnesota Housing. Information about the HMIS is available at <http://www.hmismn.org/>.

All grantees are expected to comply with the funding agreements including performance, data practices, and reporting. It is very crucial to submit correct and valid data within the expected timeline. Minnesota Housing reserves the right to hold or discontinue funding disbursements if grantee fails to accomplish its projected plan or to comply with funding agreements.

FUNDING CRITERIA

All proposals submitted will be reviewed by the FHPAP Committee and final selections will be made by the Minnesota Housing board of directors at the June board meeting (June 18, 2009), with grant funds awarded July 1, 2009. All applicants will be notified of the selections. Minnesota Housing may request and consider information from an applicant in addition to that requested in the application. Minnesota Housing may negotiate with applicants concerning proposed goals, objectives, and activities.

Minnesota Housing will consider the following criteria when determining whether a proposal will be selected to receive an award of grant funds under the FHPAP. The criteria are not listed in order of priority.

Need (25 points)

- Demonstrates the current need of all populations (families with children, single adults, and unaccompanied youth) served by the FHPAP (based on housing burden, poverty, unemployment, and rate of reliance on public assistance)
- Addresses systemic needs and local trends of homelessness with homelessness - a significant number, or a significant growth in the number of people who are homeless in service area

Planning & Project Design (30 points)

- Demonstrates ongoing plan for assessment of the community's homelessness response system and barriers
- Presents short- and long-term strategies to meet the changing needs of the community
- Demonstrates collaborative efforts with other planning groups to address local homelessness (i.e., Continuum of Care (CoC), Heading Home 10 Year Plan)
- Explains strategies to serve single adults, families with children, unaccompanied youth

Project Effectiveness (30 points)

- Demonstrates the ability to deliver and measure outcomes and meet the targets
- Demonstrates continuous improvement in service delivery
- Coordinates with other services (particularly mainstream resources such as County Emergency Assistance) in the community to maximize resources and provide integrated services to project participants

Program Capacity (15 points)

- Presents good performance history of previous/current grant period (for new applicants: readiness of the advisory committee, planning process, experience of service providers, administrative experience with similar projects)
- Submits reasonable and consistent budget plan with project design (funds will not supplant other resources)
- Demonstrates quality data collection/reporting system, particularly HMIS

APPLICATION SUBMISSION INFORMATION

Application packages are available on the Minnesota Housing website at:
<http://www.mnhousing.gov/initiatives/housing-assistance/prevention/index.aspx>

The application must be received at the Minnesota Housing offices by **5:00 p.m. on Monday, April 13, 2009**. Submitted applications are considered final, but Minnesota Housing may request additional information or clarification.

Applications are required to e-mail Application Materials (i.e., application and budget) to ji-young.choi@state.mn.us. Additional materials and signature page of application can be mailed or hand-delivered to

Minnesota Housing
Attn.: Ji-Young Choi
400 Sibley Street, Suite 300
St. Paul, MN 55101

Proposals must be submitted by April 13, 2009

No late submissions will be accepted.

GLOSSARY OF TERMS

Advisory Committee: The statutorily required committee with whom the grantee will consult on a regular basis regarding the design, implementation, and ongoing evaluation and redesign of the project.

Direct (Financial) Assistance: Any cash assistance to prevent or end homelessness (e.g., rent/mortgage assistance, security deposit, utility assistance, transportation assistance, etc.).

Evaluation Methods: The ways information is collected, including: case studies, record review, focus groups, interviews, observations, questionnaires, tests and mechanical measurement. FHPAP values both quantitative and qualitative evaluation methods.

Homeless Assistance: All services to assist homeless families, single adults, and youth including support service and direct assistance.

Homeless Management Information System (HMIS): A database that allows organizations that provide services to people experiencing homelessness to collect client information electronically and easily produce required reports. More information is available at <http://www.hmismn.org>.

Homelessness Response System: Set of services/system to serve people experiencing homelessness or at risk including emergency shelters, other emergency services, transitional housing, and permanent supportive housing.

Minnesota Interagency Council on Homelessness (MICH): A committee established by the Minnesota State Legislature to coordinate services and activities of all state agencies relating to homelessness (Minnesota Statute § 462A.29). The goal of the MICH is to maximize state resources to prevent and address homelessness. The MICH is the key advisor to the Family Homelessness Prevention and Assistance Program.

Prevention: Assist a household to retain their current housing or to obtain replacement housing without experiencing a day of homelessness (i.e., a day on the street, in a shelter or motel, in transitional housing, or inappropriately doubled-up).

Supportive Services: The type of services provided by each project to stabilize clients' housing (i.e., find housing for people, provide clothing/transportation, counsel people, teach financial literacy classes, etc.).

Youth: Persons under the age of 22.

FAMILY HOMELESSNESS PREVENTION AND ASSISTANCE PROGRAM APPLICATION FORM

July 1, 2009 – June 30, 2011

Applicant Name:

Address:

City:

Zip Code:

Telephone:

Fax:

Federal ID Number:

State Tax ID:

Type of Applicant:

- County
- Group of Contiguous Counties
- Community Based Non-profit Organization

Counties included in service area:

Continuum of Care Region(s):

Contact Information

Chief Executive: (Name)

Title:

Telephone:

E-mail:

Program Contact 1: (Name)

Title:

Telephone:

E-mail:

Program Contact 2: (Name)

Title:

Telephone:

E-mail:

Total Amount of Funds Requested:

\$

This application is submitted by the undersigned with the full knowledge and consent of the governing body of this organization or unit of local government and is, to the undersigned's best knowledge, accurate in all details.

Signature _____

Date

Name and Title:

NARRATIVE PROGRAM DESCRIPTION

Proposals for funding under the Family Homelessness Prevention and Assistance Program (FHPAP) will be evaluated on the basis of the information contained in this application, community need, and previous project performance (if applicable).

Applicants must follow the outline presented below and should include all of the required information. Applicants are encouraged to be clear and concise in the presentation of information. Limit the number of narrative pages to 12. Please do not submit letters of support or other materials that are not requested.

I. PROJECT SUMMARY

Provide a brief overview of the proposed project. Include populations to be served, types and amounts of assistance, and services provided.

II. NEED

- A. Describe the most current needs of all populations (homeless families with children, single adults, and unaccompanied youth) in the proposed area of operation. (Please keep in mind that we already have information from the most recent Wilder Survey (2006) and Census data (2006) in your service area. Don't repeat any data from these sources in this application). Please describe local specific information /unique circumstances in your service area that are affecting homelessness with relevant data (i.e., turn away #, Point-In-Time #).

- B. What are the three most frequently occurring barriers to housing stability facing people in need of assistance in your community?
 - 1.
 - 2.
 - 3.

- C. What are the three most significant systemic barriers that inhibit people from keeping their housing in your community?
 - 1.
 - 2.
 - 3.

III. PLANNING

- A. Describe what activities (use terms and descriptions from http://www.hmismn.org/postings/pdfs/FHPAPServiceTransactionsInHMISUpdate_6-23-06.pdf) you are planning in order to address the needs and barriers listed in II.

- B. Describe the system strategies you plan to use to address the systemic barriers listed in II. Please include the role of your advisory committee in this planning. In addition, identify mainstream program (public assistance, employment, mental health, and substance abuse programs, etc.) efforts to assist people with their housing needs and local efforts to improve the homeless response system.

- C. Attach a list of current advisory committee members. Indicate the name and type of organization each member represents and indicate which members are current FHPAP service providers (committee should not consist of more than 50 percent (voting members for 20 percent) FHPAP providers). Also indicate the chairperson of the advisory committee, as well as meeting frequency, and location[s] of meetings.
- D. Describe the role of your advisory committee in the development of this proposal and how they will be involved in the implementation and operation of this project.
- E. Describe how the planning for the FHPAP project has been coordinated with the current 'Continuum of Care' and 'Plans to End Homelessness' planning process in your region. Also, discuss coordination with other related planning groups in your area such as shelter boards, housing councils, homelessness response networks, etc.
- F. Identify housing placement efforts for people being released from public institutions (jails, prisons, hospitals, foster care, etc.) and local efforts to improve response.
- G. Describe your plans for outreach, services, and housing for any underserved populations (i.e. homeless and precariously housed youth).

IV. PROGRAM DESIGN

- A. Prevention Goal

OBJECTIVE: AN EMERGENCY HOMELESSNESS PREVENTION SYSTEM EXISTS THAT INCLUDES AN ARRAY OF ASSISTANCE AND SERVICES TO HELP PEOPLE KEEP THEIR HOUSING OR FIND MORE APPROPRIATE HOUSING.

Describe:

- 1. Target populations: Prevention services will be provided to (check all that apply):

Families Youth/Unaccompanied Youth Single Adults

If a box is *not* selected, above, describe how this need is being and/or will be addressed in your community.

- 2. Outreach efforts (how the project reaches potential clients, as well as how it reaches and educates the public) for all populations.
- 3. How people access services (locations, program connections, program contacts).

4. Program eligibility requirements, including residency requirements.
5. List types of financial assistance provided (amounts, limits, length of assistance, etc.), and indicate which agencies provide them.
6. List and describe types of support services provided (case management, counseling, training, etc.), and indicate which agencies provide them.
7. **OUTCOMES:** Complete the Measurable Outcomes Table for Prevention Goal. Outcomes will be tracked by HMIS.

B. Homeless Assistance Goal

OBJECTIVE: HOUSEHOLDS HAVE RAPID ACCESS AND CONNECTION TO SERVICES TO ACCESS AND MAINTAIN HOUSING.

Describe:

1. Target populations: Services will be provided to (check all that apply):

Families
 Unaccompanied Youth
 Single Adults

If a box is *not* selected, above, describe how this need is being and/or will be addressed in your community.
2. Outreach efforts (how the project reaches potential clients, as well as how it reaches and educates the public) for all populations.
3. How people access services (locations, program connections, program contacts, after hours assistance).
4. List types of assistance provided (amounts, limits, length of assistance, etc.), and indicate which agencies provide them.
5. List and describe types of support services provided (types of case management, counseling, training, etc.), and indicate which agencies provide them.

6. **OUTCOMES:** Complete the Measurable Outcomes Table for Homeless Assistance Goal. Outcomes will be tracked by HMIS.

C. System Goal

OBJECTIVE: THE SHELTER SYSTEM IS ORGANIZED TO MINIMIZE THE NUMBER OF DAYS PEOPLE ARE HOMELESS. YOU HAVE SKILLED HOUSING SEARCH AND PLACEMENT SERVICES AVAILABLE TO RAPIDLY HOUSE PERSONS EXPERIENCING HOMELESSNESS.

Describe:

1. Plans/systemic approaches to minimize the days of people are homeless and use of shelters.
2. Who isn't being served and what is the plan for those people.
3. Activities to implement plans.
4. Expected outcomes.
5. How to measure your success?

V. QUESTIONS FOR NEW APPLICANTS ONLY [CURRENTLY FUNDED FHPAP PROJECTS: SKIP TO SECTION VI.]

1. Describe the planning process for this FHPAP project including when the advisory committee began meeting and how often the committee has met.
2. Describe experience of service providers in delivering similar services and assistance.
3. Describe your administrative experience with similar projects including previous experience incorporating program outcomes data into program design and modification.
4. Are you currently funding the activities you propose to do under your FHPAP project? If so, provide budget information to show how FHPAP funds will enhance the project budget.

5. Are you currently using HMIS? If not, will your project be trained and ready to use HMIS by July 1, 2009? Explain.

VI. ADDITIONAL INFORMATION

Describe unique, innovative, or exceptional aspects of the project.

VII. PROGRAM BUDGET INFORMATION

- A. Describe other sources of funding or assistance that will be used in conjunction with your FHPAP project (indicate source, amount, and type of assistance). Show the total budget and the amount of FHPAP funds.
- B. **The FHPAP Budget instructions:** Use the Excel spreadsheet, available on the Minnesota Housing website (see: <http://www.mnhousing.gov/initiatives/housing-assistance/prevention/index.aspx>, to complete the program budget for the FHPAP funds requested. The budget is divided into two main program areas: Prevention and Homelessness Assistance (these are separate columns on the spreadsheet). For each program area, follow the two general budget categories provided: support service costs and direct financial assistance. Create your own budget line items under these categories to show specific project costs.

For the Administrative costs of the project, create budget line items specific to your project and show the totals in the total budget column. Follow the general guidelines below for completing the budget:

1. **Program Administration** includes the costs of a financial audit, accounting, program management, reporting, technical, clerical, etc.
2. **Prevention:** All costs related to the prevention activities described under Prevention Goal should be included in the Prevention Assistance column on the spreadsheet using the following two budget categories:
 - (i) **Support Service Costs:** the cost of providing supportive services for program participants (i.e., staff costs for assessment, case management, referral, coordination, advocacy, placement services, staff space costs, travel, etc.).
 - (ii) **Direct Assistance:** financial assistance provided to program participants (i.e., rental assistance, security deposits, transportation assistance, etc.).
3. **Homelessness Assistance:** All costs related to services described under Homeless Assistance Goal and Systemic Goal should be included in the Homelessness Assistance column on the spreadsheet using the following two budget categories:
 - (i) **Support Service Costs:** the cost of providing supportive services for program participants (i.e., staff costs for assessment, case management, referral, coordination, advocacy, placement services, staff space costs, travel, etc.).
 - (ii) **Direct Assistance:** financial assistance provided to program participants (i.e., rental assistance, security deposits, transportation assistance, etc.).

VIII. CONTINUUM OF CARE CERTIFICATION (ATTACHMENT) – ONLY FOR NEW APPLICANTS

Attach completed "Certification of Consistency with Continuum of Care Plan" form[s] from the applicable Continuum of Care Planning Committee[s].

IX. COUNTY BOARD APPROVAL

Attach sponsoring resolution[s] from each of the county boards of the counties located within the operating jurisdiction of the proposed project.

Measurable Outcomes Table

Instructions for Completing Outcomes Table

The three goals of FHPAP are:

1. Prevention
2. Homeless Assistance
3. System Approaches

Measurable Objectives have been set for the Prevention Goal and Homeless Assistance Goal. The project must set at least one measurable objective for the Systemic Goal.

Indicate measurable objectives (including target success percentages), target populations, projected number of households served, the three most prevalent household barriers that you are prepared to address, and the three most prevalent types of services and assistance that you are prepared to offer.

Note: Data of 6 months follow-ups for Measurable Objectives under Prevention Goal and Homeless Assistance Goal will be in HMIS data tracking system (a) Return to Shelter and (b) Return to FHPAP projects. This information will be shared with the FHPAP grantees.

EXAMPLE: OUTCOMES TABLE

Program Goal	Measurable Objective	Target Population	Number of Households to Be Served	Household Barrier	Planned Activity/ Intervention
Prevention Goal	a. 100 families will be served under Prevention Goal b. 90 families will remain in current housing or re-housed without a day of homelessness at program exit c. 70 families remain/re-housed under Prevention Goal will retain housing for 6 months after program exit	Families <input checked="" type="checkbox"/>	100	1. Needs temporary assistance to keep housing.	1. Rent payment assistance .
	a. 50 youth will be served under Prevention Goal b. 40 youth will remain in current housing or re-housed without a day of homelessness at program exit c. 30 youth remain/re-housed under Prevention Goal will retain housing for 6 months after program exit	Youth/ Unaccompanied Youth <input checked="" type="checkbox"/>	50	2. Paying more than 35% of income for housing.	2. Housing search assistance .
	a. 50 single adults will be served under Prevention Goal b. 40 single adults will remain in current housing or re-housed without a day of homelessness at program exit c. 30 single adults remain/re-housed under Prevention Goal will retain housing for 6 months after program exit	Single Adults <input checked="" type="checkbox"/>	50	3. Mental health currently affects housing.	3. Individual and family support services.
Note: Measurable Objective C will be tracked by Return to Shelter Report system.			Total for Goal:	200	

OUTCOMES TABLE

Program Goal	Measurable Objective	Target Population	Number of Households to Be Served	Household Barrier	Planned Activity/ Intervention
Prevention Goal	a. families will be served under Prevention Goal b. families will remain in current housing or re-housed without a day of homelessness at program exit c. families remain/re-housed under Prevention Goal will retain housing for 6 months after program exit	Families <input type="checkbox"/>		1. 2. 3.	1. 2. 3.
	a. youth will be served under Prevention Goal b. youth will remain in current housing or re-housed without a day of homelessness at program exit c. youth remain/re-housed under Prevention Goal will retain housing for 6 months after program exit	Youth/ Unaccompanied Youth <input type="checkbox"/>			
	a. single adults will be served under Prevention Goal b. single adults will remain in current housing or re-housed without a day of homelessness at program exit c. single adults remain/re-housed under Prevention Goal will retain housing for 6 months after program exit	Single Adults <input type="checkbox"/>			
Note: Measurable Objective C will be tracked by Return to Shelter Report system.			Total for Goal:		

OUTCOMES TABLE (continued)

Program Goal	Measurable Objective	Target Population	Number of Households to Be Served	Household Barrier	Planned Activity/ Intervention
Homeless Assistance Goal	a. families will be served under Homeless Assistance Goal b. families will get housed at program exit c. families housed under Homeless Assistance Goal will retain housing for 6 months after program exit	Families <input type="checkbox"/>		1. 2. 3.	1. 2. 3.
	a. youth will be served under Homeless Assistance Goal b. youth will get housed at program exit c. youth housed under Homeless Assistance Goal will retain housing for 6 months after program exit	Youth/ Unaccompanied Youth <input type="checkbox"/>			
	a. single adults will be served under Homeless Assistance Goal b. single adults will get housed at program exit c. single adults housed under Homeless Assistance Goal will retain housing for 6 months after program exit	Single Adults <input type="checkbox"/>			
Note: Measurable Objective C will be tracked by Return to Shelter Report system.			Total for Goal:		

OUTCOMES TABLE (continued)

Program Goal	Measurable Objective	Target Population	Number of Households to Be Served	Household Barrier	Planned Activity/ Intervention
System Goal		Families <input type="checkbox"/>		1. 2. 3.	1. 2. 3.
		Youth/ Unaccompanied Youth <input type="checkbox"/>			
		Single Adults <input type="checkbox"/>			
		Total for Goal:			

APPLICATION SUBMISSION CHECKLIST

All forms may be filled out electronically. For narrative sections and tables, begin typing in the space following the question. To check a box, click on it or hit the space bar. If you have problems using this document, please contact Ji-Young Choi at 651.296.9839.

Application materials (please arrange in this order):

- Application Form and Narrative Program Description (no more than 12 pages)
- Outcomes Table
- Budget Page (use the Excel Form provided)

ATTACHMENTS:

- Advisory Committee List
- Certificate(s) of Consistency with the Continuum of Care Plan (only for NEW applicants)
- County Board(s) Approval

Application Submission:

The application must be received at the Minnesota Housing offices by **Monday, April 13, 2009**. Submitted applications are considered final, but Minnesota Housing may request additional information or clarification. Applicants are required to e-mail Application Materials (i.e., Application and budget) to ji-young.choi@state.mn.us.

Additional materials and signature page of application could be mailed or hand-delivered to

Minnesota Housing
Attn.: Ji-Young Choi
400 Sibley Street, Suite 300
St. Paul, MN 55101

The deadline for all applicants is Monday, April 13, 2009.

Attachment # (Only for NEW applicants)

**Certification of Consistency
With The Continuum of Care Plan**

I certify that the _____ area or region) Continuum of Care planning group supports the activities of the proposed FHPAP project and that the project is consistent with the needs and priorities identified in the Continuum of Care Plan, which covers the _____ area or region. Representatives of the proposed project participate regularly in the continuum of care planning process.

Name of Applicant:

Name of Proposed Project: Family Homelessness Prevention and Assistance Program

Location of Project and Service Area:

Date:

Authorized Signature:

Name, Title and Organization: