

2021-2023 FHPAP Biennium Letter of Interest

FHPAP is the Family Homeless Prevention and Assistance Program. It currently funds 19 grantees that serve all 87 counties in Minnesota. Funds are used for a broad range of activities aimed at homelessness prevention, minimizing episodes of homelessness, and eliminating repeat episodes of homelessness. In this upcoming biennium, the definitions of prevention and homeless services have changed. Prevention services are available to those who are screened using the Prevention Screening Tool. Homeless services are available to those who are active on Coordinated Entry or eligible for CE assessment.

Currently, West Central MN Communities Action is preparing for the 2021-2023 Biennium. WCMCA currently receives these state funds through the dollars to the CAP Agency who in turn, delivers services to families, single adults, and youth (18-24) in the community. The state application from MN Housing was just released in March of 2021. Services are to be provided from October 1, 2021 through September of 2023. Any agency able to provide homeless prevention services or services that minimize/eliminate repeat episodes of homelessness are encouraged to apply. Interested agencies must submit a Letter of Interest by 4:00 pm on April 19, 2021. Late or incomplete letters will not be accepted.

The letters will be reviewed by the FHPAP Executive Committee. If multiple agencies submit letters, they may be asked to provide further information by the end of the review period to further outline their plans for the use of FHPAP funds. Selected FHPAP subgrantees will be expected to participate in a vigorous grant writing process as we work towards completion of the RFP due May 12, 2021.

Organizations interested in this funding opportunity must:

- Be familiar West Central MN Communities Action's housing resources.
- Have clear access point(s) in Douglas, Grant, Pope, Stevens, and Traverse Counties for clients seeking services.
- Be experienced with FHPAP provider expectations or have a clear, credible plan for developing the capacity to meet these expectations.
- Have experience and/or be willing to use HMIS (Homeless Management Information System) as required by MN Housing.
- Be adequately prepared to participate in Grantee and Funder site visits and file reviews.
- Be willing to participate in Coordinated Entry for referrals and participate in system development.
- Be able to provide both case management and the financial services necessary to meet the requirements of the service models.
- Participate in WCMCA's More than Shelter meetings, which serve as the FHPAP Advisory Committee meetings.

Descriptions of the FHPAP Models (as outlined by MESH and detailed further locally) are attached to this letter. Please see the models for priority populations, client eligibility criteria, program strategies with service set descriptions, and performance standards. Ideally, West Central MN Communities Action FHPAP subgrantees will implement one or more of the following direct assistance programs:



Light Touch Assistance, Model #1: Services geared towards providing stabilization support to households that demonstrate the likelihood to stabilize with limited assistance. These services are primarily in the form of referrals and resources furnished by the FHPAP provider to the client, and do not come with a guarantee of provision of financial assistance but do allot for minimal financial assistance (not to exceed \$100). This model is available to any household prioritized using the Prevention Screening Tool.

Short-Term Homeless Prevention and/or Assistance, Model #2: Provides the services outlined to eligible recipients of the Light Touch Assistance, but also includes short-term rent or deposit assistance to maintain current housing or re-house households from homelessness as defined by the state of MN (includes households who are doubled up). This model is available to any household prioritized using the Prevention Screening Tool.

Intermediate-Term Assistance, Model #3: Provides the services outlined to eligible recipients of the Light Touch Assistance & Short-Term Assistance; but may also include actively assisting in rehousing the household, and time-limited rental assistance up to, but not to exceed six (6) months. FHPAP providers will re-assess the need for assistance throughout program enrollment.

RRH, Model #4: Provides the services outlined to eligible recipients of the Intermediate-Term Assistance model but is designed to work with households with time-limited rental assistance up to, but not to exceed twenty-four (24) months. Designed to help quickly re-house households from homelessness and provide more opportunities for sustained engagement. This assistance is for households who have been referred through Coordinated Entry. FHPAP providers will re-assess the need for assistance throughout program enrollment.

Organizations applying to provide prevention services will be required to screen households using the Prevention Targeting Tool; provide *Light-Touch Assistance* (Model 1), *Short-Term Assistance* (Model 2), AND *Intermediate-Term Assistance* (Model 3). Those applying to provide homeless services will need to provide *Rapid Re-housing* (Model 4) as determined by referrals provided through Coordinated Entry.

Letters of interest must include the following:

- Agency type, name & address
- Contact person's name and contact information
- Describe your agency's capacity to administer the FHPAP program including your ability to meet administration and reporting expectations
- List which populations you plan to serve (youth, families, adults without children); which model(s) your agency is proposing to administer (from the four (4) models described above); and tell specifically how you would administer them
- Describe how your agency plans to offer all the services listed on the models document (direct services or through collaborations with other agencies)
- Letters should not exceed five (5) pages

Budget information:

- Complete the attached MN Housing Budget worksheet to reflect the cost of your program for subgrantees.



- Please note that the support service budget must not exceed 50% of the total funding request for West Central MN Communities Action as a whole. Likewise, the admin budget cannot exceed 10% of the total budget. Letters will be reviewed with this in mind.
- Please provide a brief budget narrative (not to exceed one page – in addition to the five (5)-page limit) explaining how these figures were derived: differentiating between admin, support services and direct assistance. Also, include information about funding or additional resources that will be leveraged by FHPAP Funds.

During the 2021-2023 biennium, West Central MN Communities Action received \$279,824.00. This biennium included a one-time extension of an additional three (3) months from typical years. It is expected that in the next biennium an amount ranging between \$200,000 and \$400,000 will be requested, but the actual grant amount will not be known until MN Housing awards grants in July of 2021.

Letters of Interest must be submitted to Amber Holmstrom at amberh@wcmca.org no later than 4:00 pm on Monday April 19, 2021. Subgrantees will be selected on or by April 21, 2021.

Thank you,

Amber Holmstrom
WCMCA Family and Community Services
Housing Coordinator

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