



Anoka County

MINNESOTA

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Anoka County Human Services Division
Community Social Services and
Behavioral Health Department
2100 3rd Ave, Suite 500
Anoka, MN 55303

REQUEST FOR PROPOSALS

Family Homeless Prevention and Assistance Program (FHPAP)

July 24, 2018

**Proposal Due Date:
12:00 PM on August 31, 2018**

Anoka County Human Services, Community Social Services and Behavioral Health Department

FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM

July 24, 2018

Request for Proposal

I. INTRODUCTION AND PURPOSE:

The issuance of this Request for Proposal (“RFP”) constitutes only an invitation to submit proposals to the County. It is not to be construed as an official and customary request for bids, but as a means by which the County can gain information related to the purchase of services. Any proposal submitted as provided herein constitutes a suggestion to negotiate and **NOT A BID**.

The County reserves the right to determine, in its sole and absolute discretion, whether any aspect of the proposal satisfactorily meets the criteria established in this RFP, the right to seek clarification from any Proposer, the right to negotiate with any Proposer whether or not they submitted a proposal, the right to reject any or all proposals with or without cause, and the right to cancel and/or amend, in part or entirely, the RFP.

The RFP does not commit the County either to award a contract or pay for any costs incurred in the preparation of a proposal. Submission of a proposal as provided herein shall neither obligate nor entitle a prospective Proposer to enter into an Agreement with the County.

It is understood that any proposal received and evaluated by the County can be used as a basis for direct negotiation of the cost and terms of a contract between the County and the particular agency submitting such a proposal. The County reserves the right to negotiate pertinent contract terms concurrently with any number of agencies as it deems in its best interest, whether or not such agency has submitted a proposal. In submitting this proposal, it is understood by the Proposer that the County reserves the right to accept any proposal, to reject any and all proposals and to waive any irregularities or informalities that the County deems is in its best interest.

The evaluations of proposals by staff, technical advisory committees, or by any other group are advisory only. The County Board may consider or reject such evaluation(s) for any or all proposals. Evaluations are for the sole benefit of the County Board and as such, they are not binding upon the County.

In the event that this RFP is withdrawn by the County for any reason, including but not limited to, the failure of any of those things or events set forth herein to occur, the County shall have no liability to Proposer for any costs or expenses incurred in connection with this RFP or otherwise. Accordingly, each proposal should be submitted in the most favorable terms of costs and programmatic considerations and in a complete and understandable form. The County reserves the right to request additional data, oral discussion, or a presentation in support of the written proposal. The County is not obligated to respond to any proposal submitted nor is it legally bound in any manner whatsoever by the submission of a proposal. It is the intention of the County to enter into a contract with the agency with which the County can make the most satisfactory arrangements for its needs.

The County has broad rights with respect to the procurement and contracting processes as detailed in the proposal. The County may decide to contract with more than one entity to develop the services contemplated herein.

Through this RFP, Anoka County Community Social Services and Behavioral Health Department is soliciting proposals to identify persons who are homeless or at imminent risk of homelessness in Anoka County and through the provision of supportive services and/or direct assistance, resolve the homelessness, or threat of homelessness, and promote stability and health.

This RFP is seeking proposals designed to provide **housing solutions** for families with dependent children, single adults, and unaccompanied or parenting youth 24 years of age and younger, who are:

1. Currently in their own housing and **can** demonstrate an imminent risk of homelessness;
2. Currently without housing and staying in a homeless shelter, including domestic violence shelter, or in a place not intended for human habitation;
3. Frequently moving to live with other households in housing to which they have no legal claim and from which they have been notified they will have to move within 30 days; or
4. Lacking the resources and support networks needed to either obtain immediate housing or remain in existing housing.

II. DATE RFP ISSUED:

July 24, 2018

III. SOLICITATION:

Please **email** your proposal to:

Michele Reid, Housing Program Coordinator
Anoka County
Michele.reid@co.anoka.mn.us

Proposals for Family Homeless Prevention and Assistance Program must be received by Anoka County no later than **Friday, August 31st, 2018 at 12:00 PM**

IV. PROPOSED TIME TABLE:

July 31 st , 2018	Bidder's Conference 9am – 11am Anoka County Government Center 2100 3 rd Avenue, Room 510 Anoka, MN 55303
August 31, 2018 at 12:00 P.M.	Deadline for FHPAP Applications
September 2018	Rank Request for Proposals
October 2018	Request approval of Sub-Grantee Agreements Work plan development
Late 2018	MN Housing to release state-wide FHPAP RFP
Early 2019	Prepare application for submittal to MN Housing
First Quarter 2019	Application due to MN Housing
May 2019	MN Housing Board approves results of RFP
June 2019	Agreements executed with sub-grantees and grant agreement entered into with MN Housing

V. PROJECT DESCRIPTION

In June 1993, the Minnesota Legislature passed the Family Homeless Prevention and Assistance Act, allocating funding to meet the following goals:

1. Prevent homelessness
2. Reduce the duration of homelessness
3. Eliminate repeat episodes of homelessness

The Family Homeless Prevention and Assistance Program (FHPAP) is designed to serve families with dependent children, single adults, and unaccompanied, or minor parenting youth (24 years of age or younger) who are either homeless or at imminent risk of homelessness. The Minnesota Housing Finance Agency (Minnesota Housing) is administering the program under the guidance of the Minnesota Interagency Council on 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 by preventing homelessness, minimizing the number of days homeless and eliminating repeated episodes of homelessness.

One of the strengths of the FHPAP has been its flexibility for local grantees to respond to the local needs and conditions giving rise to homelessness or the threat of homelessness. However, by statute or program directive:

- FHPAP funds **may not** to be used to acquire, rehabilitate, or construct emergency shelters, transitional or permanent supportive housing.

- FHPAP funds **may not** be used for operating costs of emergency shelter or permanent supportive housing.
- FHPAP funds **may not** be used to pay more than 24 months of assistance.
- FHPAP funds **may not** be used for supportive services for residents of permanent supportive housing.
- Unless it can clearly be demonstrated that direct client assistance funding is available from other sources, it is the expectation that Support Services (generally the cost of staff to provide services) will not exceed 50% of the total budget. This provision applies, in total, across all sub-grantees of Anoka County and is not intended to be strictly applied to each individual sub-grantee. **However**, agencies developing proposals in response to this RFP are **strongly** advised to keep this target in mind in developing the program budget.
- Administrative expenses, generally defined as the cost of agency support not directly related to the provision of services or assistance (i.e., data collection, mandatory reporting, agency overhead, etc.), should not exceed 10% of the total budget request.

VI. PROGRAM REPORTING (HMIS)

The State of Minnesota, from which the funding originates, requires the entry of client level data and the submission of program reports through the Homeless Management Information System (HMIS). Successful proposals will indicate their willingness and capacity to comply with this requirement.

Additionally, FHPAP providers are required to submit monthly expense claim vouchers to the county and will be expected to comply with other reporting requirements including tracking program expenses and performance outcomes.

VII. FUNDING

Anoka County is currently developing its application to Minnesota Housing for FHPAP funding. It is anticipated that Minnesota Housing will release the notice of funding in December 2018 or January 2019 with applications due sometime in March 2019. Grant award notifications go out in May of 2019.

Anoka County anticipates submitting a funding request of up to \$850,000. This request is based on an analysis of the FHPAP resources in the current biennium, the needs assessment conducted by Heading Home Anoka Housing Collaborative (Anoka County's FHPAP Advisory Committee), and the Community Need Determination as established by Minnesota Housing. Responses to this RFP should include budgets that reasonably fit within the projected funding request.

Upon receipt of proposals from the community, Anoka County will convene a selection committee to review the proposals and make contingent funding recommendations. Funding is contingent on the level of appropriation determined in the current legislative session and funding distribution decisions made by the Minnesota Housing Board of Directors. When the county has been informed of an award amount from the Minnesota Housing, funding recommendations

based on that award will be presented to the Anoka County Board of Commissioners for final approval.

This RFP is for funding through the Family Homeless Prevention and Assistance Program for the biennium that runs from July 1, 2019 to June 30, 2021. Anoka County intends to **purchase services to create housing solutions** for people who are either homeless, at imminent risk of homelessness, or doubled- up.

VIII. CULTURAL COMPETENCY

This Request for Proposal welcomes and encourages proposals from organizations that can provide linguistically and culturally competent prevention and homeless assistance to residents of Anoka County who have limited English language proficiency and are experiencing homelessness or are at imminent risk of homelessness. It is the preference of the Anoka County Community Social Service and Behavioral Department to select providers that have the staff and expertise to provide culturally sensitive and effective service to the wide range of diverse populations that are represented in Anoka County. These populations include, but are not limited to: African American, African born, Somali, Hispanic, Native American, Russian, and Southeast Asian.

IX. HOUSEHOLD ELIGIBILITY AND FUNDING PRIORITIES

Anoka County is seeking proposals to create a network of program interventions for preventing an episode of homelessness and assisting those who may become homeless. Proposals will be selected that show the greatest potential to successfully prevent households from becoming homeless, to rapidly rehouse households experiencing homelessness, and/or assist those doubled up households to provide services designed to promote housing stability. Additionally, proposals are expected to demonstrate collaboration with other resources, programs and providers in the community to maximize the capacity to create lasting housing solutions for eligible households.

Eligible households:

- Families with dependent children
- Single adults (or childless couples) and
- Unaccompanied, or parenting, youth 24 years of age or younger.

Homeless Status/Imminent risk of homelessness

- Households who are homeless, at imminent risk of homelessness, or doubled – up, and for the sake of this RFP are defined as:
 - *Homeless (one or more)*
 - Currently without housing and staying in an emergency shelter, domestic violence shelter, or in a place not intended for human habitation;
 - *Doubled - up* is:

- Lacking a permanent place to live and who live with another household, and the duration is less than one year, as a temporary way to avoid living on the streets or in an emergency shelter.
 - Lacking the resources and support networks needed to either obtain immediate housing or remain in existing housing.
 - Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - Has no other residence and lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing
- *At imminent risk of becoming homeless due to:*
- Non-renewal of lease or an eviction within 2 weeks from a private dwelling, including notice to vacate if doubled-up.
 - Discharge from an institution in which the person has been a resident for less than 90 days (including prisons, mental health institutions, and hospitals);
 - Residency in housing that has been or is scheduled to be condemned by housing officials and is no longer safe for human habitation;

Financial Eligibility Requirements

Households with income at or below 200% of federal poverty guidelines based on household size; and

- Households most likely to become or remain homeless, or doubled up, but for this assistance
- Households who are likely to stabilize with less than 24 months of limited financial and supportive services assistance.

Funding Priorities

Through the community engagement and needs assessment process, the FHPAP Advisory Committee has provided the following guidance for budgetary consideration:

Household Type	Funding Guidance
Families	50%
Singles	24%
Youth	26%

X. PROGRAM STRATEGIES

One of the great strengths of the FHPAP program is the degree of flexibility provided to communities to create a response to homelessness that best meets local needs. The Anoka County FHPAP Advisory Committee has identified the following models and services for all populations as determined through analyzing relevant data points. **Applicants are expected to adhere to Housing First and Low Barrier Housing principles. Prioritized services are bolded.**

Anoka FHPAP Model — Light Touch Assistance

<i>Description of Model</i>	Light Touch services accompanied at times with very minimal financial assistance (no more than \$100) to help resolve housing crisis.	
<i>Priority Populations</i>	All household types	
<i>Client Eligibility</i>	<ul style="list-style-type: none"> • At imminent risk of homelessness or doubled-up • Low income (less than 200% poverty level) or no income • Scoring low (0-12) on MN Prevention Targeting Tool • Likely to stabilize with limited support services and no more than \$100 of financial assistance, though not expected. 	
<i>Program Strategies Offered</i>	Service Set (1-3 months)	Financial Assistance- no more than \$100
	Case Management may include: <ul style="list-style-type: none"> • Information and Referral – wrap around services for: <ul style="list-style-type: none"> ○ Financial management, budgeting ○ Employment training & support ○ MH/CD services ○ Tenant education ○ Legal assistance—escrow, habitability, UD prevention, expungement, outstanding warrants ○ Established services/partnerships for immigrant populations ○ Connections to mainstream resources—SNAP, SSI, SOAR, etc. • Landlord mediation, education, & engagement 	Financial assistance <i>is not expected</i> and may include: <ul style="list-style-type: none"> • Housing application fees • Utility assistance (including past due) • Transportation assistance (when directly connected to housing stability services/assistance) • Paying for State IDs and Birth Certificates • Other material and financial assistance <ul style="list-style-type: none"> ○ Employment related costs (work boots, interview prep/clothes) (only upon approval of Grantee)
<i>Performance Standards</i>	<ul style="list-style-type: none"> • 87% of households will be housed at exit. • 80% of households will not return to homelessness (either via shelter or FHPAP) after 6 months of program exit. • 90% of households will maintain or increase income at program exit. 	

Anoka FHPAP Model — One-time Assistance

<i>Description of Model</i>	Basic, one-time services and/or financial assistance (not to exceed \$1000) to help quickly rehouse households from homelessness or to prevent an episode of homelessness.	
<i>Priority Populations</i>	<ul style="list-style-type: none"> Families and Singles who are doubled – up or homeless households 	
<i>Client Eligibility</i>	<ul style="list-style-type: none"> Currently homeless and must have been assessed through Coordinated Entry Doubled – up or at imminent risk of becoming homeless Having proof of eviction, notice to vacate, or writ order Proof that other community resources were used first (EA denial letter) – barring 24-hour window in order to avoid a crisis Has housing/solution identified to end or avoid an episode of homelessness and likely to stabilize with one-time financial assistance Scoring 13 – 15 on Prevention Targeting Tool Low income (less than 200% poverty level) Employed or connected to other income (SSI, etc.) sufficient to sustain housing after assistance 	
<i>Program Strategies Offered</i>	Service Set (1-3 months)	Financial Assistance (one-time)
	Case Management may include: <ul style="list-style-type: none"> Information and Referral – wrap around services for: <ul style="list-style-type: none"> Financial management, budgeting Employment training & support MH/CD services Tenant education Legal assistance—escrow, habitability, UD prevention, expungement, outstanding warrants Established services/partnerships for immigrant populations Connections to mainstream resources—SNAP, SSI, SOAR, etc. Landlord mediation, education, & engagement 	One-time financial assistance may include: <ul style="list-style-type: none"> Rental Assistance <ul style="list-style-type: none"> 1st/Last month’s rent Deposit Housing application/holding fees (no more than 2 per household) Utility assistance (including past due) Furniture, Household items Transportation assistance (when directly connected to housing stability services/assistance) Other material and financial assistance <ul style="list-style-type: none"> Employment related costs (work boots, interview prep/clothes) (only upon approval of Grantee)
<i>Performance Standards</i>	<ul style="list-style-type: none"> 92% of households will be housed at exit. 80% of households will not return to homelessness (either via shelter or FHPAP) after 6 months of program exit. 87% of households will maintain or increase income at program exit. 	

Anoka FHPAP Model —SHORT TERM (Up to 6 months)

<i>Description of Model</i>	Services and/or financial assistance (for up to 6 months) to help resolve homelessness and/or housing crisis.	
<i>Priority Populations</i>	<ul style="list-style-type: none"> Families and Youth 	
<i>Client Eligibility</i>	<ul style="list-style-type: none"> At imminent risk of homelessness or homeless or doubled-up Low income (less than 200% poverty level) Scoring 16-20 on Prevention Targeting Tool OR scoring 2-8 on VISPDAT, or discretion of program manager No other means to resolve crisis, likely to become homeless but for this assistance 	
<i>Program Strategies Offered</i>	Service Set (1-6 months)	Financial Assistance Set (1-6 months)
	<ul style="list-style-type: none"> Case Management may include: <ul style="list-style-type: none"> Financial management, financial literacy, and budgeting Tenant education—client engagement and follow through, household cleaning, cooking, landlord relationships, etc. <u>Employment training and support</u> MH/CD services <u>Connections to mainstream resources—SNAP, SSI, SOAR, etc.</u> Tenant education Proactive follow up visits to ensure stability and progression toward self-sufficiency <u>Housing search and placement (if moving)</u> Landlord mediation, education, & engagement Family Reunification Legal assistance—escrow, habitability, UD prevention, expungement, outstanding warrants Established services/partnerships for immigrant populations 	Financial assistance may include: <ul style="list-style-type: none"> Rental Assistance <ul style="list-style-type: none"> 1st/Last month’s rent Deposit (including holding fees) Housing application fees Utility assistance (including past due) Transportation assistance (when directly connected to housing stability services/assistance) Other material and financial assistance (examples) <ul style="list-style-type: none"> Bridging/moving costs Employment related costs (work boots, interview prep/clothes) Gap check
<i>Performance Standards</i>	<ul style="list-style-type: none"> 75% of households will be housed at exit. 65% of households will not return to homelessness (either via shelter or FHPAP) after 6 months of program exit. 75% of households will maintain or increase income at program exit. 	

Anoka FHPAP Model —MEDIUM TERM (Up to 24 months)

<i>Description of Model</i>	Services and/or financial assistance (for up to 24 months) to help resolve homelessness and/or housing crisis.	
<i>Priority Populations</i>	<ul style="list-style-type: none"> • Doubled up/Homeless Families and Singles • Homeless Youth 	
<i>Client Eligibility</i>	<ul style="list-style-type: none"> • At imminent risk of homelessness or homeless or double up • Zero or low income (less than 150% poverty level) • Scoring 21 or more on Prevention Targeting Tool OR scoring 4-8 on VISPDAT, or discretion of program manager • No other means to resolve crisis, likely to become homeless but for this assistance • Households served by the “short-term” model who are assessed, have housing plan, need further help at the end of 6 months with possible monthly extensions 	
<i>Program Strategies Offered</i>	Service Set (up to 24 months)	Financial Assistance Set (up to 24 months)
	<ul style="list-style-type: none"> • Case Management including: <ul style="list-style-type: none"> ○ Financial management, financial literacy, and budgeting ○ Tenant education—client engagement and follow through, household cleaning, cooking, landlord relationships, etc. ○ <u>Employment training and support</u> ○ MH/CD services ○ <u>Connections to mainstream resources—SNAP, SSI, SOAR, etc.</u> ○ Tenant education ○ Proactive follow up visits to ensure stability and progression toward self-sufficiency • <u>Housing search and placement (if moving)</u> • Landlord mediation, education, & engagement • Family Reunification • Legal assistance—escrow, habitability, UD prevention, expungement, outstanding warrants • Established services/partnerships for immigrant populations 	Financial assistance may include: <ul style="list-style-type: none"> • Rental Assistance <ul style="list-style-type: none"> ○ 1st/Last month’s rent ○ Deposit (including holding fees) ○ Housing application fees • Utility assistance (including past due) • Transportation assistance (when directly connected to housing stability services/assistance) • Other material and financial assistance (examples) <ul style="list-style-type: none"> ○ Bridging/moving costs ○ Employment related costs (work boots, interview prep/clothes) ○ Gap check
<i>Performance Standards</i>	<ul style="list-style-type: none"> • 75% of households will be housed at exit. • 65% of households will not return to homelessness (either via shelter or FHPAP) after 6 months of program exit. • 75% of households will maintain or increase income at program exit. 	

XI. PARTICIPATION IN COORDINATED ENTRY

Federal requirements mandate Continuums of Care (CoC) to utilize a coordinated response system to those at-risk of becoming homeless or who are already homeless. The State of Minnesota is establishing minimum statewide requirements for Coordinated Entry participation for all state funded homeless projects. Coordinated Entry is mandatory for those applicants who are chosen to receive FHPAP funding.

Anoka FHPAP defines “participation” in Coordinated Entry as:

- Must align with and agree to all Coordinated Entry policies and procedures. (See Attached)
- Projects must publish written standards for client eligibility and enrollment determination.
- Projects must communicate project vacancies (bed and/or unit) to the Coordinated Entry staff.
- Projects must enroll only those households referred to their agency in accordance with the Coordinated Entry’s designated referral strategy.

XII. ADDITIONAL EXPECTATIONS OF SELECTED APPLICANTS

The following are additional expectations as identified by the FHPAP Advisory Committee for selected applicants:

- Will use MN Prevention Targeting Tool to determine household eligibility.
- Adhere to budget and outcome projections.
 - Spending and number of households served each quarter should generally be within designated variance of prorated budget/outcomes.
- Provide timely reporting of financials and outcomes to Grantee and Advisory Committee.
- Ensure accurate data entry into HMIS.
- Maintain required documentation for households served.
- Be adequately prepared to participate in Grantee and Funder site visits and file reviews annually.
- Participate in Anoka County housing meetings including Heading Home Anoka Housing Collaborative (HHAHC) and Prevention and Outreach.
 - Active attendance required to vote: having attended at least 50% of meetings over the past 12 months. Organizations that meet the 50% attendance threshold may assign an alternate to vote in their place.
- Participate in regional housing meetings (encouraged).

XIII. PROPOSAL FORMAT

Proposers are instructed to use the following format in preparing all proposals. Failure to do so may result in a reduced rating by the Selection Committee.

RESPONSES MAY NOT EXCEED:

- Twelve (12) pages in length and should be prepared using no less than an 11-point standard font.
- Standard 1- inch margins.
- Please do not include unrequested attachments such as program brochures, audit reports, letters of recommendation, full job descriptions, etc.

Note that applicants are limited to one proposal under this RFP. Submit your original application electronically to Michele.reid@co.anoka.mn.us.

XIV. BIDDER'S CONFERENCE

This bidder's conference is not mandatory for prospective applicants. However, it is strongly recommended as information may be disseminated at the bidder's conference that will be useful in the preparation of your proposal. Anoka County Community Social Service and Behavioral Health Department in partnership with Minnesota Housing will answer questions related to the request for proposal.

Tuesday, July 31, 2018
9:00am – 11:00am
2100 3rd Avenue
Room 510
Anoka, MN 55303

XV. WITHDRAWAL OF PROPOSAL/CHANGES

A proposal may be withdrawn upon written request of the proposer, prior to the proposal due date. For proposals submitted before the due date, changes may be made up to the deadline, provided the changes are initialed by the proposer or the proposer's agent. Once submitted, a proposal becomes public property and will not be returned.

XVI. CONFIDENTIALITY

Information supplied by the Proposer to the County is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Such information shall become public unless it falls within one of the exceptions in the Act, such as security information, trade secret information, or labor relations' information pursuant to Minnesota Statutes Section 13.37. If the Proposer believes any non-public information will be supplied in response to the RFP, the Proposer shall take reasonable steps to identify and provide reasonable justification to the County regarding which data, if any, falls within the Minnesota Government Data Practices Act exceptions. However, the Proposer agrees as a condition of submitting a proposal that the County will not be held liable or accountable for any loss or damage which may result from a breach of confidentiality as may be related to the responses submitted.

The County will not consider any cost information and references submitted by the Proposer to be non-public, confidential or trade secret material. Simply stating that the document is confidential or making a blanket claim of confidentiality without proper supporting justification is also not a valid reason to declare the document confidential. On August 31, 2018 at 12:00 PM when the proposals are opened, the names of the Proposers will become public. No other information submitted by Proposers will be released until after a contract for the stated service has been executed. (Minnesota Statute Section 13.591.) Information submitted by Proposers as part of this RFP will only be released in response to a written data request that is received by Anoka County.

**FAMILY HOMELESSNESS PREVENTION AND ASSISTANCE PROGRAM
 ANOKA COUNTY APPLICATION FORM**

July 1, 2019 – June 30, 2021

Applicant Name:

Address:

City:

Zip Code:

Telephone:

Fax:

Federal ID Number:

State Tax ID:

Type of Applicant:

Non-profit (registered)
 Faith Based Organization
 Other

Service area:

All of Anoka County
 A portion of Anoka County (please describe)

Contact Information

Chief Executive:

Title:

Telephone:

E-mail:

Program Contact 1:

Title:

Telephone:

E-mail:

Program Contact 2:

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: _____

I. AGENCY CAPACITY AND FINANCIAL STABILITY

- A) Provide a brief description of the organization including:
- The date of incorporation and legally incorporated name.
 - A list of current services offered by your agency.
 - A list of Board of Directors, their titles, the business affiliations.
 - An organizational chart that clearly depicts the different lines of authority in your agency and identifies where staff related to this program are located on the chart.
- B) Describe whether your proposed service(s) will be integrated with existing program(s) and the relationship of this program to others within your organization.
- C) Attach or include a description of all funding sources, including in-kind, that will be used for this project. The FHPAP Advisory Committee would like to see leverage of FHPAP dollars.
- D) Coordinated Entry and Prevention Targeting: All FHPAP sub-grantees are required to participate in the Coordinated Entry process and expected to use the Prevention Targeting Tool created by MN Housing. Please see page 12 for the definitions of “participation” in Coordinated Entry and “additional expectations” of Prevention Targeting.
- Our organization agrees, and is able to, participate in Coordinated Entry and Prevention Targeting.
- Our organization is not able to participate in Coordinated Entry and Prevention Targeting
- Please explain:
- E) HMIS Capacity: Minnesota Housing and Anoka County Community Social Services and Behavioral Health are requiring that FHPAP reporting be done utilizing the statewide web-based Homeless Management Information System (HMIS). All applicants are required to go through training, obtain a user license, and enter data on HMIS. Costs for HMIS training and user license are permissible FHPAP expenses. Please check all that apply:

- Our organization is currently entering reliable data in HMIS.
- Staff at our organization have been trained to use HMIS but we have not yet started entering reliable data in the system.
- Our organization agrees to obtain HMIS training for the relevant staff member(s), purchase the required user license(s), and enter reliable data in HMIS.
- Our organization has an agreement with a 3rd party for compliance with HMIS reporting requirements (please enclose a copy of the agreement).

F) HMIS Data Sharing: Anoka FHPAP is participating in data sharing within HMIS to enhance our ability to meet client needs. Please indicate your agency's willingness to participate in data sharing.

- Our organization agrees, and is able, to participate in data sharing in HMIS.
- Our organization would not be able to participate in data sharing in HMIS.

Please explain:

II. ORGANIZATION AND STAFF EXPERIENCE

- A) Describe your agency's previous experience working with your target population and service model.
- B) Identify staff that will carry out the project activities including their qualifications, **brief** job descriptions, and staff retention plan for sustainability of the project. Provide narrative that demonstrates staff expertise and knowledge regarding the best practice service model.
- C) Describe your agency's capacity to be involved with all local homeless planning meetings and to complete quarterly reports using HMIS with reliable data.
- D) Describe the partnerships you currently have and new collaborative relationships you will pursue. Including how your agency will coordinate with other providers of rent payment assistance, emergency shelters, transitional housing and permanent affordable housing providers.
- E) Please describe how your organization provides culturally competent and inclusive services to any household seeking assistance.

III. PROPOSED PROGRAM MODEL SECTION

A) Population to be served:

- Single Adults
- Families
- Youth

B) Project Strategies. Please indicate which Anoka FHPAP strategies your agency is proposing to provide:

- Light Touch Assistance
- One-time Assistance
- Short-Term Assistance
- Medium-Term assistance

C) Eligibility

- Our organization agrees to adhere to Anoka FHPAP eligibility criteria defined on pages 6-7 of the RFP instructions for the populations we will serve. Any additional criteria will only occur through the approval of the Grantee.
- Our organization does not agree to adhere to Anoka FHPAP eligibility criteria defined on pages 6-7 of the RFP instructions for the populations we will serve.
Please explain:

D) Describe your project making sure to address the following:

- General project description.
- How households will access services (locations, program connections, program contacts).
- Types of direct financial assistance provided.
- Types of support services provided, including ability to provide prioritized services, as stated in Section X. Program Strategies.
- Outreach strategies to potential clients.
- How diversion strategies are leveraged.

- G) Describe how your service delivery model meets the priorities of Anoka County FHPAP.

- H) If serving school-age children, please describe how your program will coordinate with schools, homeless liaisons and other youth related programs.

IV. OUTCOMES/OBJECTIVES

- A) Describe how your program will address specific needs of the populations you intend to serve.

- B) Indicate the proposed number to be served under the following goal areas of prevention and homeless:

Households Served (output)	Prevention				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
# proposed to be served by program					
Households Served (output)	Homeless				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
# proposed to be served by program					

- C) What creative approaches or innovative services would you implement during the biennium?
 What makes your agency stand out as an innovative partner with FHPAP?
 How would you include other resources, partners, or funding streams regarding your creative approach?
 How would you measure outcomes and success?

V. PROPOSED PROJECT BUDGET

The FHPAP Advisory Committee has established the following *target* funding distribution by population and service model based upon the community needs assessment. Please consider the following target percentages carefully when determining your agency’s budget for proposed activities and services. Please note that these are *targets* not final determinations on funding distribution.

Percentages listed for each population are guidelines for budget consideration. If programming based on your service model is significantly less than/greater than proposed guidance, please provide rationale for your budget.

Target distribution of FHPAP funding across populations and service models				
	% per Population	Prevention	Homeless Assistance	
Families	50%			\$ 425,000
<i>Light Touch</i>				
<i>One Time</i>				
<i>Short-Term</i>				
<i>Medium-Term</i>				
Youth	26%			\$ 221,000
<i>Light Touch</i>				
<i>One Time</i>				
<i>Short-Term</i>				
<i>Medium-Term</i>				
Singles	24%			\$ 204,000
<i>Light Touch</i>				
<i>One Time</i>				
<i>Short-Term</i>				
<i>Medium-Term</i>				
Total request				\$850,000

FHPAP Budget for 7/01/19 - 6/30/21

Cost Category	Prevention	Homeless Assistance	Combined Totals
Support Services (FTE)	0.00	0.00	0.00
Cost of Support Service	\$0.00	\$0.00	\$0.00
Direct Assistance			
Rental Payment Assistance	\$0.00	\$0.00	\$0.00
Mortgage Payment Assistance	\$0.00		\$0.00
Rental Deposit Assistance	\$0.00	\$0.00	\$0.00
Utility Bill Payment Assistance	\$0.00	\$0.00	\$0.00
Transportation Expense Assistance	\$0.00	\$0.00	\$0.00
Undesignated Temporary Financial Aid	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00
Administrative Allocation	\$0.00	\$0.00	\$0.00
TOTAL COSTS	\$0.00	\$0.00	\$ -