

### *What is Family Homeless Prevention and Assistance Program (FHPAP)?*

The FHPAP provides grants to encourage and support innovation at the county or regional multi-county level in both establishing a comprehensive service system and in redesigning the existing homeless support system. Funds are used for a broad range of activities aimed at preventing homelessness, shortening the length of stay in emergency shelters, and eliminating repeat episodes of homelessness. Each project designs its own service delivery system.

Prevention services may include assistance in finding housing and other support services, as well as direct assistance with rent, security deposits, mortgage, and other assistance.

The FHPAP funds are awarded from the Minnesota Housing Finance Agency (MHFA) through a competitive grant process. The grant terms are for a period of 2-years (referred to as the biennium). The purpose of the grant is to prevent homelessness from occurring and to assist those who are homeless to secure permanent, affordable housing.

Anoka County serves as the grantee, and works in collaboration with various community agencies or sub-grantees. Services are targeted for families, single adults, and youth who are homeless or at risk of becoming homeless. Grants may be used to prevent or decrease the period of homelessness, and to stabilize participants in housing. Grants may not be used to pay for more than 24 months of rental housing assistance.

### *What is the FHPAP Advisory Committee?*

The legislation that authorizes the Family Homeless Prevention and Assistance Program (FHPAP) requires that each grantee have an advisory committee:

462A.204, Minnesota Statutes 2007, Subd. 6. **Advisory committee.**

Each grantee shall establish an advisory committee consisting of a homeless advocate, a homeless person or formerly homeless person, a member of the state interagency task force on homelessness, local representatives, if any, of public and private providers of emergency shelter, transitional housing, and permanent affordable housing, and other members of the public not representatives of those specifically described in this sentence. The grantee shall consult on a regular basis with the advisory committee in preparing the project proposal and in the design, implementation, and evaluation of the project. The advisory committee shall assist the grantee as follows:

- 1) designing or refocusing the grantee's emergency response system;
- 2) developing project outcome measurements; and
- 3) assessing the short- and long-term effectiveness of the project in meeting the needs of families who are homeless, preventing homelessness, identifying and developing innovative solutions to the problem of homeless families, and identifying problems and barriers to providing services to homeless families.

### *Advisory Committee Membership*

The advisory committee members are recommended to the Anoka County Intergovernmental Relations Committee (a sub-committee of the Anoka County Board of Commissioners) for appointment to the committee and appointment is confirmed by the County Board to the serve for the biennium.

If during the biennium a member is no longer able to fulfill his/her duties or attendance becomes a concern, a reappointment will be made following the process outlined above.

### *Roles and responsibilities*

The county is responsible for:

- Coordination with the FHPAP sub-grantees
- Administration of the grant funds through contractual agreements with sub-grantee agencies that describe the services provided with the grant funds
- Statistical and financial reporting to the Minnesota Housing Finance Agency (MHFA)
- Entry of client into the Homeless Management Information System (HMIS)
- Submit annual written report on the project per MHFA specifications
- Provide clerical support and coordination of information and data to the advisory committee

Expectations for the advisory committee:

- During monthly meetings, give feedback and make decisions on issues for the collaborative
- Assure the collaborative is on track in reaching goals the county has contracted with Minnesota Housing to meet in serving homeless or imminently homeless persons of Anoka County

### *Meeting Protocol*

- Meeting will begin promptly at 1:00 p.m., and will end at 2:00 p.m. when the Continuum of Care committee meets.
- Advisory committee members will observe professional courtesy and respect for one another at all times.
- Open discussion will be expected; opinions, questions or criticisms are anticipated within a respectful environment.
- The committee will try to reach a consensus on issues. On issues where a vote is deemed necessary, a simple majority of those eligible to vote is required. Only appointed members may vote. If a member has a conflict concerning the vote, they will be excused during the discussion and the vote.
- Sub-grantee agencies have an open invitation to participate in the Advisory Committee meetings, but will be excluded from voting and excused from the meeting for Advisory Committee voting. Sub-grantee agencies are requested to send only one representative to the meetings.
- Meeting protocols are subject to modification at the discretion of the Advisory Committee.