

**LAKES AND PINES COMMUNITY ACTION COUNCIL, INC.**

*Our Mission is to build prosperous communities by serving local families and individuals in their pursuit*

*of self-reliance*.

Lakes and Pines Community Action Council, Inc.

Community Services Department

1700 Maple Avenue East

Mora, MN 55051

*REQUEST FOR PROPOSALS*

Family Homeless Prevention

and Assistance Program (FHPAP)

February 16, 2023

**Proposal Due Date:**

**12:00 PM on March 16, 2023**

**Lakes and Pines C.A.C., Inc.,**

**Community Services Department**

**FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM**

**Request for Proposal**

**February 16, 2023**

**I. INTRODUCTION AND PURPOSE:**

The issuance of this Request for Proposal (“RFP”) to be a sub-grantee of Lakes and Pines C.A.C., Inc. proposal to Minnesota Housing Finance Agency (MHFA) for Family Homeless Prevention and Assistance Program funding October 1, 2023 through September 30, 2025 constitutes only an invitation to submit proposals to Lakes and Pines C.A.C., Inc. It is not to be construed as an official and customary request for bids, but as a means by which Lakes and Pines C.A.C., Inc. can gain information related to the delivery and cost of services. Any proposal submitted as provided herein constitutes a suggestion to negotiate and **NOT A BID**.

Lakes and Pines C.A.C., Inc. reserves the right to determine, in its sole and absolute discretion, whether any aspect of the proposal(s) satisfactorily meet 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 entirety, the RFP.

The RFP does not commit Lakes and Pines C.A.C., Inc. 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 Lakes and Pines C.A.C., Inc.

It is understood that any proposal received and evaluated by Lakes and Pines C.A.C., Inc. can be used as a basis for direct negotiation of the cost and terms of a contract between Lakes and Pines C.A.C., Inc. and the particular agency submitting such a proposal. Lakes and Pines C.A.C., Inc. 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 Lakes and Pines C.A.C., Inc. reserves the right to accept any proposal, to reject any and all proposals and to waive any irregularities or informalities that Lakes and Pines C.A.C., Inc. deems is in its best interest.

The evaluations of proposals by staff, Lakes and Pines FHPAP Advisory Committee, or by any other group are advisory only. Lakes and Pines C.A.C., Inc. Board of Directors may consider or reject such evaluation(s) for any or all proposals. Evaluations are for the sole benefit of Lakes and Pines C.A.C., Inc. Board of Directors and as such, they are not binding upon Lakes and Pines C.A.C., Inc.

Whether this RFP is awarded or withdrawn by Lakes and Pines C.A.C., Inc. for any reason shall have no liability to proposer for any costs or expenses incurred in connection with preparing this RFP. Accordingly, each proposal should be submitted in the most favorable terms of costs and programmatic considerations and in a complete and understandable form. Lakes and Pines C.A.C., Inc. reserves the right to request additional data, oral discussion, or a presentation in support of the written proposal. Lakes and Pines C.A.C., Inc. 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 Lakes and Pines C.A.C., Inc. to enter into a contract with the agency with which Lakes and Pines C.A.C., Inc. can make the most satisfactory arrangements for its needs.

Lakes and Pines C.A.C., Inc. has broad rights with respect to the procurement and contracting processes as detailed in the proposal. Lakes and Pines C.A.C., Inc. may decide to contract with more than one entity to develop the services contemplated herein.

Through this RFP, Lakes and Pines C.A.C., Inc. is soliciting proposals to identify persons in Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs, and Pine Counties who are homeless or at imminent risk of homelessness 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:**

Thursday, February 16, 2023

**III. SOLICITATION:**

Please **email** your proposal to:

**Jennifer Erdmann, Emergency Services Program Manager**

**Lakes and Pines Community Action Council, Inc.**

[**jennye@lakesandpines.org**](mailto:jennye@lakesandpines.org)

Proposals for Family Homeless Prevention and Assistance Program must be received by Lakes and Pines C.A.C., Inc. no later than **Wednesday, March 16th, 2023 at 12:00 PM**

**IV. PROPOSED TIME TABLE (Dependent upon MN Housing releasing RFP):**

|  |  |
| --- | --- |
| March 16, 2023 at 12:00 P.M. | Deadline for FHPAP Sub-Grantee Applications |
| March 17, 2023 | Selection & Ranking Committee Review |
| March 21, 2023 | Recommendation to FHPAP Advisory Committee & Vote of Approval |
| February 6, 2023 | Minnesota Housing Finance Agency (MHFA) to release state-wide FHPAP RFP |
| February/March 2023 | Prepare application for submittal to MN Housing |
| March 29, 2023 | Application due to MHFA |
| August/September 2023 | MHFA Board approves results of RFP |
| Conduct amendments to sub-grantee awards to adjust to MHFA award (as needed) |
| August/September 2023 | Agreements executed with sub-grantees and grant agreement entered into with MHFA |

**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 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 Lakes and Pines C.A.C., Inc. 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 Lakes and Pines C.A.C., Inc. and will be expected to comply with other reporting requirements including tracking program expenses and performance outcomes.

**VII. FUNDING**

Lakes and Pines C.A.C., Inc. is currently developing its application to Minnesota Housing for FHPAP funding. It is anticipated that Minnesota Housing will release the notice of funding in February 2023 with applications due March 29, 2023. MHFA grant award notifications are anticipated to be released in September 2023, depending on legislature’s schedule and approval of state budget.

Lakes and Pines C.A.C., Inc. anticipates submitting a funding request of up to $3,000,000.00. This request is based on an analysis of the FHPAP resources in the current biennium, the needs assessment conducted by Lakes and Pines 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 and plan to scale back if we are not awarded the full amount.

Upon receipt of proposals from the community, Lakes and Pines C.A.C., Inc. 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 Lakes and Pines C.A.C., Inc. has been informed of an award amount from Minnesota Housing, funding recommendations based on that award will be presented to the Lakes and Pines C.A.C., Inc. Board of Directors for final approval.

This RFP is for funding through the Family Homeless Prevention and Assistance Program for the biennium that runs from October 1, 2023 to September 30, 2025. Lakes and Pines C.A.C., Inc. intends to **purchase services to create housing solutions** for people who are either homeless, at imminent risk of homelessness, or doubled- up.

**VIII. CULTURAL COMPENTENCY**

This Request for Proposal is seeking proposals from organizations that can provide linguistically and culturally competent prevention and homeless assistance to residents of Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs, or Pine counties who have limited English language proficiency and are experiencing homelessness or are at imminent risk of homelessness. It is the preference of Lakes and Pines C.A.C., Inc. 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 Lakes and Pines C.A.C., Inc. service area. These populations include, but are not limited to: African American, Hispanic, and Native American.

**IX. EQUITY**

This Request for Proposal is seeking proposals from organizations that can provide equitable programming in prevention and homeless assistance to residents of Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs, or Pine counties who may be underserved due to racism, discrimination, and other factors, are overrepresented among those experiencing housing instability or homelessness. Some of these populations include: Racial and ethnic communities, including Indigenous people, LGBTQ communities, Disability status, Veterans and Geographic diversity within and across Minnesota, including Greater Minnesota.

**X. HOUSEHOLD ELIGIBILITY AND FUNDING PRIORITIES**

Lakes and Pines C.A.C., Inc. 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, for 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 but not limited to prisons, mental health institutions, and hospitals);
    - Residency in housing that has been or is scheduled to be condemned by housing officials and/or 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.
* Resident of Minnesota for one day and also residing in/moving into Lakes and Pines service area (Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs, and Pine counties).

**X1. 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 Lakes and Pines C.A.C., Inc. 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.**

**Lakes and Pines FHPAP Model — Light Touch Assistance**

|  |  |  |
| --- | --- | --- |
| *Description of Model* | Light Touch services accompanied at times with very minimal financial assistance to help resolve housing crisis. | |
|  |  | |
| *Client Eligibility* | * Experiencing a housing crisis that has resulted in or may imminently lead to homelessness. * Low income (less than 200% poverty level). * Employed or starting a job within the current month, or connected to other income (SSI, etc.) that will likely be sustainable. * Likely to stabilize with minimal assistance (one-time guidance/assistance). * Homeless Prevention Targeting Tool score of 0-11. | |
| *Program Strategies*  *Offered* | **Service Set (very short term-less than one month)** | **Assistance Set (one-time)** |
| * Light Case Management primarily in the form of “problem solving” including (but not limited to):   + Basic financial management and budgeting guidance   + Landlord and family conflict resolution   + Tenant education * Referrals * Financial assistance * Housing lists, applications * Legal Aid, HomeLine * Employment Services * MH/CD (ARMHS) * Access to mainstream resources * Family reunification * Immigrant resources | One-time financial assistance as needed (no more than $100) may include:   * Housing application fees * Transportation assistance (when directly connected to housing stability services/assistance)   Other material and financial assistance (only upon approval of program director and must be reported at next scheduled FHPAP Advisory meeting) |
| *Performance Standards* | * 80% of households will not return to homeless prevention programs within the next 3 months (immediate crisis resolved). | |

**Lakes and Pines FHPAP Model — One-time Assistance**

|  |  |  |
| --- | --- | --- |
| *Description of Model* | One-time financial assistance accompanied with light touch services to help resolve housing crisis. | |
| *Client Eligibility* | * Experiencing a housing crisis that has resulted in or may imminently lead to homelessness * Low income (less than 200% poverty level) * Employed or starting a job or connected to other income (SSI, etc.) that will likely be sustainable within one month. * Likely to stabilize with minimal assistance (one-time financial assistance) * No other means to resolve crisis, likely to become/remain homeless but for this assistance. * Homeless Prevention Targeting Tool score of 12-15 * Homeless Assistance (Rapid Rehousing) – One-time financial assistance as household would need to be able to pay ongoing housing costs. | |
| *Program Strategies*  *Offered* | **Service Set (1-3 months)** | **Assistance Set (one-time)** |
| * Light Case Management including:   + Basic financial management and budgeting guidance   + Problem solving   + Tenant education * Referrals   + Financial assistance   + Housing list, applications   + Legal Aid, HomeLine   + Employment services   + MH/CD (ARMHS)   + Access to mainstream resources   + Immigrant resources * Light advocacy on behalf of client, including landlord and family conflict resolution * Check processing | One-time financial assistance may include (target <$1,000.00 single, <$2,000 family):   * Rental Assistance   + 1st/Last rent   + Deposit   + Housing application fees (no more than 2 per household) * Mortgage Assistance * Utility assistance (including past due) * Transportation assistance (when directly connected to housing stability services/assistance) * Other material and financial assistance (only upon approval of program director and must be reported at next scheduled FHPAP Advisory meeting) |
| *Performance Standards* | * 90% of households will be housed at program exit * 85% of households will not become homeless. * 75% of households will not return to homeless prevention programs within the next year. | |

**Lakes and Pines FHPAP Model —SHORT TERM Assistance**

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| --- | --- | --- |
| *Description of Model* | Short-term financial assistance (including a portion or all of rent or mortgage) with case management services provided on a short-term basis (less than 6 months) | |
| *Priority populations* | * Returning to FHPAP * Less than 100% poverty level * Extreme high cost burden for rent (60%+ of income) | |
| *Client Eligibility* | * Experiencing a housing crisis that has resulted in or may imminently lead to homelessness * Low income (less than 150% poverty level) * Employed or starting a job or connected to other income (SSI, etc.) that will likely be sustainable within 3 months. * Homeless Prevention Targeting Tool score of 16-20 or VISPDAT score of 4-8 | |
| *Program Strategies*  *Offered[[1]](#footnote-1)* | **Service Set (1-6 months)** | **Assistance Set (1-6 months)** |
| * Case Management and referrals that include:   + Financial management, budgeting—rent wise   + Employment training and support   + Transportation assistance   + Tenant education   + Connections to MH/CD services, diagnostics/assessments   + Connections to mainstream resources—SNAP, SSI, SOAR, etc. * Housing search and placement (if moving) * Landlord mediation, education & engagement * Connections to legal assistance—escrow, habitability, UD prevention, expungement, outstanding warrants | One-time financial assistance may include (target <$1,000 single, <$2,000 family):   * Rental Assistance   + 1st/Last rent   + Deposit   + Housing application fees (no more than 2 per household) * Mortgage Assistance * Utility assistance (including past due) * Transportation assistance (when directly connected to housing stability services/assistance) * Other material and financial assistance (only upon approval of program director and must be reported at next scheduled FHPAP Advisory meeting) |
| *Performance Standards* | * 85% of households will be housed at program exit * 80% of households will not become homeless. * 75% of households will not return to homeless prevention programs within the next year. | |

**Lakes and Pines FHPAP Model —MEDIUM TERM Assistance (Up to 24 months)**

|  |  |  |
| --- | --- | --- |
| *Description of Model* | Medium-term financial assistance (including a portion or all of rent) with support services provided on a medium-term basis (up to 24 months) | |
| *Priority populations* | * Households returning to FHPAP * Households with No to Extremely Low income * HHs served by short-term that reveal higher barriers (thru reassessment), need ongoing support * HHs including persons with disabilities | |
| *Client Eligibility* | * Experiencing a housing crisis that has resulted in or may imminently lead to homelessness * Low income (less than 150% poverty level) * Employed or starting a job or connected to other income (SSI, etc.) that will likely be sustainable within 3 months. * Homeless Prevention Targeting Tool score of 21 or more or a VISPDAT score of more than 8 | |
| *Program Strategies*  *Offered* | **Service Set (up to 24 months)** | **Assistance Set (up to 24 months)** |
| * Case Management and referrals that include:   + Financial management, budgeting—rent wise   + Employment training and support   + Transportation assistance   + Tenant education   + Connections to MH/CD services, diagnostics/assessments   + Connections to mainstream resources—SNAP, SSI, SOAR, etc. * Housing search and placement (if moving) * Landlord mediation, education & engagement * Connections to legal assistance—escrow, habitability, UD prevention, expungement, outstanding warrants | One-time financial assistance may include (target <$1,000 single, <$2,000 family):   * Rental Assistance   + 1st/Last rent   + Deposit   + Housing application fees (no more than 2 per household) * Mortgage Assistance * Utility assistance (including past due) * Transportation assistance (when directly connected to housing stability services/assistance) * Other material and financial assistance (only upon approval of program director and must be reported at next scheduled FHPAP Advisory meeting) |
| *Performance Standards* | * 85% of households will be housed at program exit * 80% of households will not become homeless. * 75% of households will not return to homeless prevention programs within the next year. | |

**XII. FUNDING PRIORITIES**

The FHPAP Advisory Committee has established the following *targets* for funding distribution by population/service model/geography based upon the community needs assessment. Please consider these 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 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.

**Targets by Population**

|  |  |
| --- | --- |
| **Household Type** | **Target Distribution** |
| Singles | 45% |
| Families | 45% |
| Youth | 10% |

**Targets by Models**

|  |  |
| --- | --- |
| **Model** | **Target Distribution** |
| Light Touch | 10% |
| One-time | 25% |
| Short-term | 40% |
| Medium-term | 25% |

**Targets by Geography**

|  |  |
| --- | --- |
| **County** | **Target Distribution** |
| Aitkin | 10% |
| Carlton | 10% |
| Chisago | 10% |
| Isanti | 10% |
| Kanabec | 20% |
| Mille Lacs | 20% |
| Pine | 20% |

**XIII. PARTICIPATION IN COORDINATED ENTRY**

HUD and VA have recently established guidance that instructs all Continuum of Care (COC) projects to participate in their COC’s Coordinated Entry system. A COC project includes any homeless prevention or homeless assistance program regardless of funding source. The State of Minnesota has established minimum statewide requirements for Coordinated Entry System participation for all state funded homeless projects, including those funded by Emergency Services Program (ESP), Family Homeless Prevention and Assistance Program (FHPAP), and Transitional Housing Program.  Coordinated Entry is mandatory for those applicants who are chosen to receive FHPAP funding.

Lakes and Pines C.A.C., Inc. 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.

**XIIII. ADDITIONAL EXPECTATIONS OF SELECTED APPLICANTS**

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

* Will use the MN Prevention Targeting Tool to determine household eligibility.
* Will use Coordinated Entry Assessments to assess homeless households. 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 regional housing meetings.
* Attend the following meetings:

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Name** | **Meeting Frequency** | **Minimum attendance** | **Who should attend** |
| **Lakes & Pines FHPAP Advisory Committee**  This Committee is comprised of grantees and non-grantees who are interested in issues related to homelessness in the Lakes & Pines region. This committee serves as the official FHPAP Advisory Committee and makes all formal decisions for FHPAP. | Monthly  3rd Tuesday of month | 70% | At least one agency representative |
| **Central Minnesota Continuum of Care**  The Central Minnesota Continuum of Care (https://www.cmhp.net/continuum-of-care) is a planning body that covers two counties in the Lakes & Pines region (Carlton and Aitkin). It is a comprehensive planning body that is required by HUD in order to receive and compete for HUD-COC resources. It strives to be the comprehensive planning body for the full continuum of models needed to prevent and end homelessness. | Monthly  1st Tuesday of month | 50% | At least one agency representative |
| **Northeast Minnesota Continuum of Care**  The Northeast Minnesota Continuum of Care (<http://www.neminnesotacontinuumofcare.org/>) is a planning body that covers the all counties in the Lakes & Pines region except for Carlton and Aitkin counties. It is a comprehensive planning body that is required by HUD in order to receive and compete for HUD-COC resources. It strives to be the comprehensive planning body for the full continuum of models needed to prevent and end homelessness. | Monthly  (date varies; an email is sent out notifying agencies of meeting date) | 50% | At least one agency representative |

**XV. 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 a 12-point standard font.
* Standard 1- inch margins; single spaced.
* 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 [jennye@lakesandpines.org](mailto:jennye@lakesandpines.org) by 12PM on March 16, 2023.

**XVI.** **WITHDRAWAL OF PROPOSAL/CHANGES**

A proposal may be withdrawn upon an email request of the proposer to [jennye@lakesandpines.org](mailto:jennye@lakesandpines.org), 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 Lakes and Pines C.A.C., Inc. property and will not be returned.

**XVII. CONFIDENTIALITY**

Information supplied by the Proposer to Lakes and Pines C.A.C., Inc. 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 Lakes and Pines C.A.C., Inc. 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 Lakes and Pines C.A.C., Inc. 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.

Lakes and Pines C.A.C., Inc. 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 February 16, 2023 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 except to Minnesota Housing as part of Lakes and Pines C.A.C., Inc. proposal. (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 Lakes and Pines C.A.C., Inc.

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| --- | --- | --- | --- |
| FAMILY HOMELESSNESS PREVENTION AND ASSISTANCE PROGRAM  LAKES AND PINES C.A.C., INC. SUB-GRANTEE APPLICATION FORM | | | |
| **October 1, 2023 – September 30, 2025** | | | |
|  | | | |
| **Applicant Name:** | | | |
| **Address:** | **City:** | | **Zip Code:** |
| **Telephone:** | **Fax:** | | |
| **Federal ID Number:** | **State Tax ID:** | | |
| **Type of Applicant:**  Non-profit (registered)  Faith Based Organization  Other (please describe): | **Service area:**  All of Lakes and Pines C.A.C., Inc.  Aitkin Carlton Chisago  Isanti  Kanabec  Mille Lacs Pine  If serving less than the full Lakes and Pines C.A.C., Inc. region, please indicate which counties above and 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 and 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 within existing program(s) or if it will be a new, stand-alone program; 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

If selecting “not able”, please explain:

E) HMIS Capacity: Minnesota Housing and Lakes and Pines C.A.C., Inc. 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).

**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 or mortgage payment assistance, emergency shelters, transitional housing and permanent affordable housing providers.

E) Describe any actions your organization has taken to respond to unique needs of cultural and ethnic groups in order to offer culturally responsive and accessible programs and services. (Be specific in the steps you have taken and why).

**III. PROPOSED PROGRAM MODEL SECTION**

A) Population to be served:

Single Adults

Families

Youth

B) Project Strategies.  Please indicate which Lakes and Pines C.A.C., Inc. 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 Lakes and Pines C.A.C., Inc. 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 Lakes and Pines C.A.C., Inc. 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.

Describe how you will serve your clients using progressive engagement. [**Progressive engagement**](https://endhomelessness.org/resource/progressive-engagement-stability-conversation-guide/) as defined by the National Alliance to End Homelessness 7/31/2015, refers to a strategy of providing a small amount of assistance to everyone entering the homelessness system. For most households, a small amount of assistance is enough to stabilize, but for those who need more, more assistance is provided. The flexibility this individualized approach provides maximizes resources by only providing the most assistance to the households who truly need it. This approach is supported by research that household characteristics such as income, employment, substance use, etc., cannot predict what level of assistance a household will need.

1. Please check the appropriate boxes to indicate how your program will ensure eligible households are offered all services identified in the FHPAP model you will provide.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Services Offered** | **Our program will provide this service directly** | **Our program will refer households to other programs for this service** | **Our program is not able to provide referral for this service** | **Not applicable to the model we propose to provide** |
| Financial management, financial literacy, budgeting |  |  |  |  |
| Tenant Education--client engagement and follow through, household cleaning, cooking, landlord relationships, etc. |  |  |  |  |
| Employment training and support |  |  |  |  |
| MH/CD services |  |  |  |  |
| Connections to mainstream resources—SNAP, SSI, SOAR, etc. |  |  |  |  |
| Tenant education |  |  |  |  |
| Housing search and placement |  |  |  |  |
| Landlord mediation, education, & engagement |  |  |  |  |
| Family Reunification |  |  |  |  |
| Legal assistance—escrow, habitability, UD prevention, expungement, outstanding warrants |  |  |  |  |
| Services for immigrant populations |  |  |  |  |

1. Please complete the table below for all services noted earlier that will be provided by referral/partner agencies.

|  |  |
| --- | --- |
| **Services provided through referrals/partnership agencies** | **Please list the partner agencies who will provide these services** |
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1. Describe how your service delivery model meets the priorities of Lakes and Pines C.A.C., Inc. FHPAP.

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

**IV. OBJECTIVES**

1. Describe how your program will address specific needs of the populations you intend to serve.
2. 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 will you measure outcomes and success?

**V. PROPOSED PROJECT BUDGET AND OUTPUTS**

Please complete the attached “Lakes and Pines FHPAP project budget outputs 2023-2025” excel document for your project. Please pay special attention to the FUNDING PRIORITIES section on page 12. If your project outputs/spending are significantly less than/greater than proposed guidance, please provide rationale for your budget here. Any additional narrative about your budget may also be provided here.

1. [↑](#footnote-ref-1)