

St. Louis County Public Health & Human Services

Government Services Center  
320 West Second St.  
Duluth, MN 55802-1495

St. Louis County  
Family Homeless Prevention and Assistance Program  
(FHPAP)

REQUEST FOR PROPOSAL

February 2009

## I. Project Information

In 1993 the Minnesota Legislature passed the Family Homelessness Prevention and Assistance Act, allocating funding to prevent homelessness and to reduce the duration of homelessness. Families, single adults, and unaccompanied youth are the target population that this program is designed to serve.

The purpose of the Family Homelessness Prevention and Assistance Program is to support continuing innovation and development of a comprehensive system to prevent homelessness and to assist people experiencing homelessness. The primary emphasis of this funding opportunity is homelessness prevention with three goals as the focus of programming. Each project designs its own service delivery system through an exploration of the needs of the local community. FHPAP projects must address the following goals:

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

The funds may be used for a broad range of purposes including up to 24 months of rental assistance, transportation, housing placement, mitigation, and mortgage assistance. Grants may not be used:

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

One of the strengths of the FHPAP has been its flexibility for local grantees to respond to the local need and conditions that give rise to homelessness. St. Louis County is in the process of using a continual quality assurance assessment of the county's homeless response system through the planning and implementation of the Ten Year Plan to End Homelessness – Heading Home St. Louis County. The plan outlines the need for a uniform, community based, comprehensive system to respond to the prevention and stabilization needs of community members who are experiencing a housing crisis. The current system, although strong in many facets, promotes the existing "silo" effect of service delivery. The community has various service providers performing various forms of case management, advocacy, legal and financial assistance. Heading Home St. Louis County calls for a unification of these services to develop a comprehensive, coordinated, community response to the issue of homelessness and prevention.

This is a continuing demonstration project. The organization and services funded will be part of an evaluation, planning, and redesign process to determine future directions in coping with homelessness and the threat of homelessness.

## II. Program Description

St. Louis County is seeking applications from the community to provide intensive homelessness prevention and rapid homeless assistance services. Through time limited case management, housing coordination, and financial assistance the Family Homelessness Prevention and Assistance Program (FHPAP) will increase the housing stability for program participants.

Through the implementation of the Ten Year Plan to End Homelessness a comprehensive, county wide service delivery system has been developed. Families, individuals, and unaccompanied youth who are experiencing a housing/homeless crisis will be able to access a network of community resources. Services to be included in this funding opportunity include case management, housing specialist, legal assistance, and flex funding. Services to be included in FHPAP will include case management, housing specialist, legal assistance, and flex funding. FHPAP applicants should refer to the following program guidelines for information on required service components. Applicants may apply for more than one of these program components. A separate application is required for each component.

- Case Management: Program elements would include: Prevention Case Management, Homeless Case Management and Adult Discharge Planner. Required aspects of the service delivery will include, but are not limited to:
  - Conduct intake assessments using common assessment tool, identify/reduce housing barriers, and develop action plan.
  - 6 months case management for all FHPAP participants.
  - Effectively engage clients with community service providers.
  - Address homeless prevention and stabilization needs to include: life skills, budgeting, ready to rent classes, and enhancing problem solving.
  - Value diversity and be culturally competent.
  - Use common documentation tools.
  - Make regular home visits.
  - Gain awareness of housing opportunities and tenant/landlord match.
  - Utilize negotiation, creative problem solving, outreach, and advocating.
  - Develop comprehensive exit planning for all participants.
  - Post housing follow up on all homeless/shelter FHPAP clients required.
  - Attend monthly best practices meetings.
  - Complete monthly and semi annual monitoring responsibilities for productivity and grant purposes.
  - Actively participate in the Ten Year Planning Committee.
  - Schedule ongoing continuing education, to include diversity and cultural awareness.
  - Utilize a team/community approach.
  - Regularly enter data using the Homeless Management and Information System (HMIS).
  
- Housing Specialist: Required aspects of the service delivery will include, but are not limited to:
  - Remain available to FHPAP case managers.
  - Maintain and update list of vacancies.
  - Gain knowledge of landlord/tenant match.
  - Value diversity and be culturally competent.
  - Utilize negotiation, consultation, creative problem solving, and knowledge of community resources.
  - Utilize referral and consultation with legal assistance representatives.
  - Develop knowledge of housing laws, housing acceptance criteria, tenants/landlord rights and responsibilities.
  - Travel and meet with landlords, property managers, housing authority.
  - Develop and maintain relationship with landlords, property management firms, and public housing authorities.
  - Complete monthly monitoring and outcome documentation responsibilities for productivity and grant purposes.
  - Actively participate in the Ten Year Planning Committee and local housing coalition meetings.
  - Attend monthly best practice meetings.
  - Assist in the organization and presentation of community housing forms.
  - Schedule ongoing continuing education to include diversity and cultural awareness.
  - Provide services only to FHPAP clients/participants.
  
- Legal Assistance: Required aspects of the service delivery will include, but are not limited to:
  - Provide consultation to Case Managers and Housing Specialists.
  - Refer potential prevention clients to FHPAP Case Managers.

- Obtain knowledge of housing laws.
  - Value diversity and be culturally competent.
  - Secure litigation services for qualifying program participants.
  - Represent qualifying program participants in housing matters.
  - Assist in the organization and presentation of community housing forums.
  - Complete monthly monitoring and outcome documentation responsibilities for productivity and grant purposes.
  - Attend monthly best practice meetings.
  - Actively participate in the Ten Year Planning Committee and local housing coalition meetings.
  - Provide services only to FHPAP clients/participants.
- Flex Funding: Required aspects of the service delivery will include, but are not limited to:
- Disperse assistance funding to qualified program participants.
  - Set funding guidelines with St. Louis County FHPAP Grant Administrator after funding decision has been announced.
  - Use Flex Funds as last resort after all other avenues have been explored.
  - Administer Flex Funds in a consistent manner county wide.
  - Utilize Flex Funds for rent, utilities, security deposits, moving expenses and other prevention costs.
  - Attend monthly best practice meetings.
  - Actively participate in the Ten Year Planning Committee and local housing coalition meetings.
  - Provide services only to FHPAP clients/participants.
  - Complete monthly monitoring and outcome documentation responsibilities for productivity and grant purposes.
  - Value diversity and be culturally competent.
  - Schedule ongoing continuing education-to include diversity and cultural awareness.

### III. Application Directions and Deadline

Directions: An informational meeting will be held March 2, 2009 from 10-12 at the Cotton Town Hall in Cotton, MN. All interested parties should plan on attending this meeting. Due to the competitive nature of this application process, St. Louis County will only accept written or electronic questions submitted by applicants. The submitted questions will then be addressed to all applicants. Questions must be sent to Sheri Simmons at [simmonss@co.st-louis.mn.us](mailto:simmonss@co.st-louis.mn.us) or by mail.

- All applicants need to complete the General Section questions.
- All applicants need to submit one application for each program component they are applying for.
- All Case Manager and Adult Discharge Planner applicants need to complete the Outcome Tables for each of the goals.
- All Legal Assistance, Housing Specialist, and Flex Fund Applicants need to complete the Projected Referral Form.
- It is preferred that all applications be sent electronically to [simmonss@co.st-louis.mn.us](mailto:simmonss@co.st-louis.mn.us).
- Responses to questions must be complete and clearly address the information requested.
- Any questions and requests for additional information must be submitted in writing or by email.
- No applications will be accepted after March 17, 2009 at 4 pm.
- Any incomplete applications will be returned to applicant and not considered in this funding competition.

#### IV. Reporting Requirements:

Each Case Manager and Adult Discharge sub-grantees shall submit reports obtained from data entered into HMIS as required by the Minnesota Housing Finance Agency (MHFA) and St. Louis County Public Health and Human Services Department (SLCPHHS). All sub-grantees will be required to submit monthly monitoring reports as determined by SLCPHHS. MHFA will conduct annual site visits in which sub-grantees are welcome to attend. SLCPHHS will also conduct sub-grantee site visits annually or as needed. Funding disbursements are contingent on prompt and accurate reporting compliance by sub-grantees.

#### V. Budget:

All applicants must complete the attached budget for each of the program components they are applying for (Excel format). The budget is divided into three main program areas: Administration, Support Services, and Direct Assistance. Create your own budget line items under these categories to show specific project costs.

#### VI. Timeline:

February 17, 2009 – MHFA releases RFP  
February 25, 2009 – St. Louis County releases RFP  
February 28, 2009 – MHFA hold Information Session  
March 2, 2009 – St. Louis County hold Information Session  
March 17, 2009 – Applications due to St. Louis County  
March 18-28, 2009 – Committee to End Homeless reviews applications  
April 13, 2009 - Due date for proposals to MHFA  
June 2009 – Funding decisions made  
July 1, 2009 – Funding cycle begins

#### VII. Application check list:

- Application Form and Narrative
- Outcomes Table or Project Referral Form- using form provided
- Budget -using form provided
- Submit applications by March 17, 2009 at 4 pm.

#### VIII. Department Contacts:

The St. Louis County Public Health & Human Services contact for this Request for Proposals is:

Sheri Simmons  
St. Louis County Public Health & Human Services  
Government Service Center, Room 605  
320 West Second Street  
Duluth, MN 55802  
Phone: (218) 726-5236  
Fax: (218) 733-2979  
Email: [simmonss@co.st-louis.mn.us](mailto:simmonss@co.st-louis.mn.us)

**St. Louis County**  
**Family Homeless Prevention and Assistance Program**  
**Funding Proposal**  
**(Cover Page)**

Select the Service Category to which you are applying:

- |       |                          |
|-------|--------------------------|
| _____ | Flex Fund Administration |
| _____ | Homeless Case Manager    |
| _____ | Prevention Case Manager  |
| _____ | Adult Discharge Planner  |
| _____ | Housing Specialist       |
| _____ | Legal Assistance         |

Amount Requested:

Organization:

Contact Person:

Address:

Telephone Number:

Date:

Tax ID Number:

Geographic Area:

- |       |   |
|-------|---|
| _____ | All of St. Louis County   |
| _____ | South St Louis County (Duluth, Proctor, Hermantown)               |
| _____ | North St. Louis County<br>(Excluding Duluth, Proctor, Hermantown) |

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Directions: Your completed application will consist of the following elements:

1. A completed cover page.
2. Completed General Questions for each application.
3. Completed questions for each program component for which you are applying.
4. Attached budget for each application.
5. Attached Outcomes Table for each Case Manager and Adult Discharge application.
6. Attached Projected Referral Form for Legal Assistance, Flex Funding, and Housing Specialist position.

Your application should be submitted in normal print size on single sided pages. Please provide all information as requested. A separate application is required for each program component in which you are applying (flex funds, homeless case management, prevention case management, housing specialist, adult discharge planner, and legal assistance). Incomplete applications will be returned to applicant and not considered in this funding competition.

## General Questions (All Applicants):

1. What are the three most frequently occurring barriers to housing stability facing people in need of assistance in the community?
2. What are the three most significant systemic barriers that inhibit people from keeping their housing in your community?
3. Specifically describe how your agency will deliver services in accordance with the program description requirements for which you are applying.
4. Describe how your program/agency will integrate this program and other agency programs into the ten year planning process.
5. Indicate your agency budget on the form attached. Describe other sources of funding or assistance that will be used in conjunction with your FHPAP proposal.
6. Indicate your agency's method and performance for each of the goals and outcome indicators on the Outcomes Table. Please note this information will be used in the monitoring of program productivity and will be submitted to Minnesota Housing Finance Agency as an outcomes measure.
7. Discuss in detail your agency's current performance in regards to FHPAP and/or other homeless funding sources. Specifically discuss your number of estimated and actual number of households served during the first 18 months of the current FHPAP funding cycle. Was the goal met? What barriers impacted the goal achievement? (New applicants please submit documentation of past grant performance).

## Flexible Funds (Applicants for the administration of Flex Funds ONLY-please answer the following questions in no more than three pages):

1. Explain how you will incorporate the Flex Funding guidelines into your existing programs.
2. Describe your agency's fiscal management/accounting system to be used to administer the flexible funds.
3. Describe how your agency will use your current management system to administer flex funding using the program guidelines.
4. Discuss your agency's ability and past history of collaboration and networking with other community service providers.
5. Discuss how your program will address systemic and cultural barriers associated with the client's need for housing stability.

## Housing Specialist (Applicants for the housing specialist component ONLY- please answer the following questions in no more than three pages):

1. Describe the resources, services, and housing expertise that your agency currently utilizes in its program delivery.
2. Discuss your agency's ability and past history of collaboration and networking with other community service providers. Please be specific and include discussion on previous work with legal assistance agencies.
3. Describe your agency's vision for the Housing Specialist position during the next two years.
4. Explain how prepared your agency is to meet the Housing Specialist program guidelines.
5. Discuss your program's current outcomes for client driven housing stability goals.

## Prevention Case Manager, Homeless Case Manager, and Adult Discharge Planner

### (Applicants for the case manager and discharge planner components ONLY -please answer the following questions in no more than three pages):

1. Explain how you will incorporate the Case Manager guidelines into your existing programs.
2. Discuss how your program will address systemic and cultural barriers associated with the client's need for housing stability.
3. Address your agency's ability to unite with the community to address the housing and homeless dilemma.

4. Describe the target population and the number of households your agency will serve.
5. Discuss the outreach methods, services, and resources your program would be able to provide households in efforts to rapidly access housing.
6. Describe your programs ability to utilize systemic approaches to minimize the days people are homeless.

**Legal Assistance** (Applicants for the legal assistance components ONLY- please answer the following questions in no more than three pages):

1. Explain how you will incorporate the Legal Assistance guidelines into your existing programs.
2. Address your agency's ability to unite with the community to address the housing and homeless dilemma.
3. Discuss your agency's ability and past history of collaboration and networking with other community service providers.
4. Discuss how your program will address systemic and cultural barriers associated with the client's need for housing stability.
5. Describe your agency's vision for the Legal Assistance position during the next two years as it pertains to FHPAP.

## Funding Criteria

All submitted proposals will be reviewed by the Committee to End Homelessness and St. Louis County Public Health and Human Services. Awards will be announced to all applicants in June 2009, with grant funds awarded July 1, 2009. St. Louis County may request and consider additional information from applicants. St. Louis County and the Committee to End Homelessness may negotiate with applicants concerning proposed target populations, number of households served, service delivery, barriers, and proposed program expectations.

The Committee to End Homelessness and St. Louis County Health and Human Services will consider the following criteria when reviewing applications for the Family Homelessness Prevention and Assistance Program.

### Performance (25 points):

- Presents good performance history during current FHPAP funding cycle (new applicants will be measured on demonstration of past performance working with other funding systems).
- Submits reasonable projection of target case loads, staffing patterns, and budget.
- Demonstrates proficient reporting and the ability to meet grant requirements.
- Exhibits a team approach to addressing community concerns.

### Community Collaboration (30 points):

- Demonstrates the ability to collaborate in service delivery with other community resources.
- Addresses flexibility and the ability to meet the changing needs of the community.
- Institutes a community approach to service delivery.
- Exhibits commitment to community education regarding homelessness and poverty issues.

### Cultural Competency (30 points):

- Demonstrates knowledge and competence of working with diverse groups.
- Exhibits comprehension of socioeconomic needs of the identified populations.
- Displays the ability to creatively problem solve the issues of the targeted populations.

### Application Clarity (15 points):

- Completeness of all application components.
- Effectively explained applicant's proposed role within FHPAP.

**APPLICATIONS DUE BY 4 PM ON March 17, 2009.**

## Proposed Referral Form

Directions: All Legal Assistance, Housing Specialist, and Flex Funding Administration applicants please complete the following chart. Indicate the target population, projected number of households served, the three most prevalent household barriers that you are prepared to address, and the three most prevalent types of service you are prepared to offer. This chart will assist in projecting the estimated number of referrals that FHPAP case managers will be receiving from your agency.

### Projected Referrals

Type of Service (legal assistance, housing specialist, flex funding)	Target Population	Number of anticipated referrals	Household Barrier	Planned Activity/ Intervention
	Families <input style="width: 30px; height: 20px;" type="text"/>		1. 2. 3.	1. 2. 3.
	Youth/ Unaccompanied Youth <input style="width: 30px; height: 20px;" type="text"/>			
	Single Adults <input style="width: 30px; height: 20px;" type="text"/>			
Total for Projection:				

To be used by Prevention Case Manager, Homeless Case Manager, and Adult Discharge Planner applicants only.  
**EXAMPLE: OUTCOMES TABLE**

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

**OUTCOMES TABLE**

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

OUTCOMES TABLE (continued)

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

## FHPAP Budget for 7/01/09 - 6/30/11

Cost Category	Prevention	Homeless Assistance	Total
<b>A. Administration</b>			
<b>A. Administration Subtotal</b>	\$ -	\$ -	\$ -
<b>B. Support Service Costs</b>			
<b>B. Support Service Subtotal</b>	\$ -	\$ -	\$ -
<b>C. Direct Assistance:</b>			
<b>C. Direct Assistance Subtotal</b>	\$ -	\$ -	\$ -
<b>D. TOTAL BUDGET (A+B+C= D)</b>	\$ -	\$ -	\$ -