

Family Homeless Prevention & Assistance Program By-Laws

EXECUTIVE SUMMARY

Background

The Family Homeless Prevention and Assistance Program (FHPAP) was established in 1993 by the Minnesota Legislature to assist families with children, single adults and youth who are homeless or at imminent risk of homelessness. Minnesota Housing is the agency administrator of FHPAP funds, and funding is contingent upon approval by the Minnesota Legislature. Funds are awarded each biennium through a competitive Request for Proposals (RFP) process and are available statewide.

FHPAP Project Types

FHPAP provides supportive services and direct assistance to eligible Minnesota residents through the following projects: Prevention, Coordinated Entry, Street Outreach, and Rapid Rehousing.

FHPAP Advisory Committee

Minnesota § [462A.204 Subdivision 6](#) outlines the requirement for FHPAP grantees to establish an advisory committee. The statute outlines the diverse membership requirements as well as the responsibilities of the Advisory Committee.

Responsibilities and Tasks

- Designing or refocusing the County's emergency response system with a focus on prevention.
- Reviewing data on the homeless continuum and FHPAP performance.
- Developing county-wide project outcome requirements.
- Assessing the short- and long-term effectiveness of Ramsey County's FHPAP projects
- Monitoring of performance and expenditures.
- Developing innovative solutions and policies.
- Maintaining a commitment to equity by providing culturally and racially responsive services to those populations disproportionately impacted by homelessness.

Position within Heading Home Ramsey

The Heading Home Ramsey Governing Board delegated authority to the Steering Committee's Prevention and Tenant Stabilization (PTS) Work Group to additionally function as the FHPAP Advisory Committee. This better equips Ramsey County's prevention strategy by ensuring those closest to the work can shape the direction of Ramsey County's FHPAP projects. The Advisory Committee meets every 3rd meeting of the PTS Work Group and is currently led by Ramsey County's FHPAP Coordinator as of April 2023. A chairperson is actively being sought.

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BACKGROUND

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Statute 462A.204

To access the full statute, click [here](#).

Commitment to Equity

One of Minnesota Housing's values is to be inclusive, equitable and just in its actions. To further address the racial disparities that exist among Minnesotans experiencing homelessness, Minnesota Housing prioritizes working with grant administrators who will be successful at improving housing stability for communities disproportionately impacted by homelessness, including those who can provide culturally specific services.

Outcomes

- Reduce the number of people who become homeless for the first time (**Prevent**)
- Reduce the number of people who experience homelessness (**Rare**)
- Reduce the length of time people experience homelessness (**Brief**)
- Reduce the number of people who return to homelessness (**One-time**)
- Increase equitable outcomes for households who are disparately impacted by homelessness (**Equity**)

Scope of Services

FHPAP resources are intended to complement the existing network of services in the community's Continuum of Care (CoC) region or within Tribal Nations and provides funding for four interventions designed to address or prevent homelessness.

FHPAP Interventions

1. Coordinated Entry
2. Street Outreach
3. Prevention
4. Rapid Rehousing

Eligibility

- Funds can only be used for eligible activities which are defined in [Chapter 6.01 of the FHPAP Program Guide](#) and include **direct financial assistance** (i.e. rent assistance, deposit assistance, transportation, utility assistance) or **supportive services** (i.e. case

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management, housing navigation, housing assessment). Funds may also be used for administrative expenses, not to exceed 10%.

- FHPAP serves families with children, single adults, and youth under 25 (families/singles) who are homeless or at imminent risk of homelessness.
- Household income must be at or below **200 % of federal poverty guidelines**.

Household Size	Monthly Income Limits	Annual Income Limits
1	\$2,340	\$29,160
2	\$3,287	\$39,440
3	\$4,143	\$49,720
4	\$5,000	\$60,000
5	\$5,857	\$70,280
6	\$6,713	\$80,560
7	\$7,570	\$90,840
8	\$8,427	\$101,120
9	\$9,283	\$111,400
10	\$10,140	\$121,680

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- Eligible households are Minnesota residents, or a household otherwise approved in writing by Minnesota Housing, approval of which is at Minnesota Housing's sole discretion
- Eligible households must be homeless or at imminent risk of homelessness and in need of services and/or financial assistance due to a housing crisis

ADVISORY COMMITTEE

Minnesota § [462A.204 Subdivision 6](#) outlines the requirement for FHPAP grantees to establish an 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

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(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.

RAMSEY COUNTY FHPAP ADVISORY COMMITTEE

A. Position within Heading Home Ramsey

The Heading Home Ramsey Governing Board delegated authority to the Steering Committee's Prevention and Tenant Stabilization Work Group to additionally function as the FHPAP Advisory Committee. This better equips Ramsey County's prevention strategy by ensuring those closest to the work can shape the direction of Ramsey County's FHPAP projects. Membership requirements outlined in statute apply.

B. Committee Responsibilities

The Advisory Committee sets the direction of FHPAP and exists within the Prevention and Tenant Stabilization Workgroup of the Heading Home Ramsey (HHR) Steering Committee. As a Workgroup of HHR, the Advisory Committee is subject to the [HHR Charter](#) as well as membership requirements outlined in [statute](#).

The FHPAP Advisory Committee takes on projects, responds to the dynamic needs of the community, and does its best to organize around initiatives that address FHPAP Outcomes. The **primary responsibilities and tasks** of the FHPAP Advisory Committee include:

- Designing or refocusing the County's emergency response system or protocol with a strong focus on developing Ramsey County's homeless prevention strategy.
- Reviewing data on the homeless continuum and FHPAP performance.
- Developing county-wide project outcome requirements.
- Assessing the short- and long-term effectiveness of Ramsey County's FHPAP interventions that address the needs of families, singles and youth who are homeless or at imminent risk of homelessness.
- Monitoring of grantees and subgrantees, at a minimum, annually.
- Developing innovative solutions and policies to address the barriers households experiencing homelessness or imminent risk of homelessness face and to provide services to address these barriers.
- Helping to ensure providers are offering culturally responsive services to those populations disproportionately impacted by homelessness.
- Monitoring expenditures to ensure alignment with the approved budget.
 - Reviewing and approving budget amendment requests or enforcing any amendments to agency budgets under existing policies.
 - Managing the rate of expenditures to last the duration of the biennium
 - Ensuring the timeliness of monthly invoice reporting per policy.

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C. Advisory Committee Membership

As outlined in statute and further addressed in the FHPAP Program Guide, there are minimum expectations and recommended persons for membership on the Advisory Committee:

MINIMUM
● A person with lived experience, i.e., homeless or formerly homeless individual
● A homeless advocate
● A representative from the Tribal Nation, if applicable
● A member of the Minnesota Interagency Council on Homelessness
● Local representative, if any, of public and private providers of emergency shelters, transitional housing, and permanent affordable housing
● Housing Trust Fund administrator (explicitly identified in the program guide)
RECOMMENDED
● Local Law Enforcement
● Landlords
● School liaison staff
● Legal Aid
● County/Tribal staff
● Employment Organizations
● Coordinated Entry staff

D. Advisory Committee Voting Members

Members of the Advisory Committee are a mix of elected and appointed Heading Home Ramsey Steering Committee members as well as subject matter experts from the community. The HHR calendar typically runs from March - March with the election and appointment of new Governing Board and Steering Committee seats. Members that attend at least half of the Advisory Committee meetings are considered voting members. Voting may take place online (via email or google form) or during meetings.

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E. Advisory Committee Executive Team

The executive team includes the Chair(s) and FHPAP Coordinator. The CoC Coordinator appoints Ramsey County Housing Stability staff to support administrative tasks such as taking notes and attendance.

Executive Team Responsibilities:

- Agenda setting and meeting facilitation
- Attend more than 75% of the Advisory Committee meetings
- Participate in any other work that needs to be done to help facilitate FHPAP

F. Advisory Committee Meeting Protocol

- The Advisory Committee is scheduled to meet every third meeting of the Prevention and Tenant Stabilization Work Group. If necessary, FHPAP matters may be taken up during other Work Group meetings. If additional FHPAP Advisory Committee meetings are needed, the FHPAP Coordinator will provide advance notice.
- Advisory Committee members will always observe professional courtesy and respect for one another.
- Open discussion is expected; opinions, questions or criticisms are anticipated within a respectful environment.
- A quorum is required for voting as defined in the Heading Home Ramsey Governance Charter. A quorum shall consist of no fewer than one half (51%) of the active members available either in person, by phone, or by email. In the absence of a quorum, meetings and discussion can continue but no motions or votes may be taken.
- Voting committee members must attend meetings at least 50% of the time in the last 6 months to be considered active. Sub-grantees have an open invitation to participate in the Advisory Committee meetings but are excluded from voting on budget matters.

G. Conflict of Interest

- The FHPAP Advisory Committee is held to the Conflict of Interest (COI) policy found in the Heading Home Ramsey Governance Charter, Article V. Each year, members of the Governing Board, Steering Committee and Work Groups must sign a Conflict of Interest form that state compliance with the COI policy.
- Advisory Committee members funded by FHPAP may not participate in or vote on a decision that has budgetary impacts or implications.