

Family Homeless Prevention and Assistance Program (FHPAP) Work Plan 2024-25 Biennium, Round 2

The purpose of the FHPAP Work Plan is to describe changes to the budget, outputs, or activities due to the final FHPAP award amount. The FHPAP Work Plan must be submitted and approved by MHFA prior to the execution of the Grant Contract Agreement.

BUDGET AND PROJECTED HOUSEHOLDS
<p>Expectation: The Grantee must adjust its budget and proposed households to match the award provided by MHFA. The final budget document, including the projected number of households to be served, must reflect spirit and intent of the initial application.</p>
<ol style="list-style-type: none">1. Submit copies of updated budget spreadsheets for the total budget, Grantee budget and subgrantee budgets.2. If the budget and outputs have been adjusted proportionately but no change has been made to the anticipated services or activities, you may skip this question. If adjustments have been made that differ from the initial application, please describe here, and include rationale and guidance from advisory committee:<ul style="list-style-type: none">• Details of any revisions to the proposed activities based on the award amount• Details of any revisions to the proposed households served based on the award amount• Details of any budget items that have significantly higher cost per household than the initial application
<p>Response:</p>

ACKNOWLEDGMENT OF PROGRAM EXPECTATIONS
<p>Eligibility Criteria: Grantees must follow the state eligibility criteria allowable by the program (see page 6 of the Program Guide). If your program will be utilizing one of the following exceptions, please check the box below and, if not described in the application, provide a response as well.</p>
<p><input type="checkbox"/> The grantee will further restrict household income below 200% of federal poverty guidelines to target households with the greatest need</p>
<p><input type="checkbox"/> The grantee will further target their Rapid Rehousing resources toward households prioritized by their Continuum of Care, such as chronically homeless or literally homeless.</p>
<p><input type="checkbox"/> Grantee or subgrantees are specializing in serving a specific population, such as youth or families, and are targeting those households. Regardless, the grantee has demonstrated in the application narrative how all households will be served with assistance.</p>

The grantee will assess households for FHPAP eligibility at the same time as assessing the household for Emergency Assistance/Emergency General Assistance (EA/EGA) with a process that does not add undue burden to the household.

Response:

Monitoring: Regular and ongoing monitoring of client records and financial files. At least annually, the Grantee and its advisory committee will be responsible to monitor each organization providing Program funded activities. Monitoring must include review of client records documenting eligibility and service provision. It should also include review of financial files for eligible expenses, invoicing and supporting documentation. Results should be shared with the Grantee’s advisory committee.

Performance: The Grantee will utilize the HMIS FHPAP Supplemental (SHP-50-SAG-296) report to evaluate the performance of the Program and share the results with the Grantee’s advisory committee for additional discussion:

- **Measure #1:** The percentage of households receiving assistance who are not yet homeless who do not become homeless (*Prevent*)
- **Measure #2:** The percentage of households who exit to permanent, stable housing, by race, ethnicity, and household type (*Rare*)
- **Measure #3:** The length of time from enrollment to housing placement (*Brief*)
- **Measure #4:** The percentage of households served, indicated by race, ethnicity, and household type, who do not return to homelessness (*One-time*)
- **Measure #5:** Intake demographics of the households served compared to exit demographics by destination (for example, if the program serves 60% of people of color clients, are 60% of FHPAP’s positive housing outcomes going to people of color?) (*Equity*)

MHFA may also add strong recommendations or conditions into a Grantee’s FHPAP Work Plan as a part of the award process which would be outlined in writing below. If no Strong Recommendations or Conditions are listed, no response is required.

Strong Recommendations or Conditions

Response: