



# Family Homeless Prevention and Assistance Program Request for Proposals Application Review Criteria

Grant Period: October 1, 2025 – September 30, 2027

This is a competitive application process. Applications will be reviewed and scored by a committee comprised of Minnesota Housing staff, members of other state agencies, including the Minnesota Interagency Council on Homelessness, and community reviewers to determine selections and funding recommendations. Recommendations will be presented to the Minnesota Housing board for approval. Minnesota Housing's award decisions are final and are not subject to appeal.

## Threshold Criteria

Threshold criteria are the basic requirements an application must meet to be considered for funding. The following **threshold criteria** must be satisfied for an application to be considered:

- The applicant must be eligible as defined in the Eligible Applicants section of this document.
- The application must include all required application checklist items, be properly completed, and submitted by the published deadline via the specified submission method (refer to the Submission Instructions section of this document). All required application items must be provided either before or no later than the application deadline.

Any application that does not include all required items (threshold criteria) will not be eligible for funding consideration.

## Competitive Criteria

The goals of the FHPAP scoring methodology are to incentivize grantees to be high performing entities and for FHPAP funds to be distributed in a way that reflects community needs. The following **competitive criteria** will be used to score only those applications that satisfy the minimum threshold criteria as stated in the Application Checklist section of this document.

The applicants will be assigned to one of three competitive pools:

- Tribal Nations
- Greater Minnesota
- Twin Cities metro area

The total possible score equals 100 points. The following table highlights the points for each application category.

Table 1: Scoring Criteria

Category	Criteria	Maximum Score
Project Summary	<p>Applicant provides clear description of services and assistance linked to the community need identified.</p> <p>Evident that feedback from people with lived expertise, traditionally underserved households, stakeholders, advisory committee members and/or partners have informed the project design. Applicant identified data sources and provided an analysis that clearly describes a significant need in geographic area.</p>	25 points
Equity	<p>Tribal Nation/group of Tribal Nations will automatically receive points for this section.</p> <p>Applicant has specific strategies to reach the populations identified as experiencing housing instability at disproportionate levels (such as cultural, racial, and ethnic communities, LGBTQIA2S+1 communities, people experiencing domestic violence, people with disabilities, veterans, and others who are identified by the applicant).</p> <p>Applicant has plan to include people with lived expertise.</p> <p>Applicant demonstrates ability to serve households with patience and empathy.</p>	35 points
Capacity and Performance	<p>Applicant describes concrete examples that demonstrate their ability to successfully perform project duties.</p> <p>Applicant demonstrates a commitment to create a culture of learning, sharing, and growing for individual staff members, within teams and as an organization.</p> <p>Applicant actively uses Homeless Management Information System (HMIS) or has a defined plan for timely implementation.</p> <p>Applicant provides clear plan to address barriers to communication that are culturally and linguistically appropriate.</p>	30 points
Budget	<p>The budget appears reasonable and administrative costs are reasonable.</p> <p>The narrative clearly justifies the applicant's budget including rationale and calculations.</p>	10 points

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<sup>1</sup> LGBTQIA2S+ means lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual, and two-spirit. The plus sign (+) recognizes that there are many ways to describe gender identities and sexual orientations.

## Share of Relative Need

Minnesota Housing distributes funds based on a region's Share of Relative Need which is determined by assessing the number of:

- People in poverty
- Renter households
- Workers who are unemployed
- Low-income renter households that spend 50% or more of their income on housing
- Severely overcrowded renter households
- Black, Indigenous and people of color populations
- Renter households whose income does not exceed 30% of the area median income
- Households receiving public assistance
- People born outside of the U.S.

This method is an adaptation of an index developed by the Urban Institute to prioritize the distribution of COVID-19 emergency rental assistance<sup>2</sup>. The index includes the number of Indigenous, Black or people of color as they are disproportionately represented among people experiencing homelessness<sup>3</sup>.

## Funding Decisions

After the grant review committee has met and scores have been finalized, Minnesota Housing staff utilizes the Share of Relative Need to determine how and whether to fund each applicant. Final funding amounts will be dependent on the amount requested, the number of applicants, relative share of need within service area, and the amount available to distribute within Tribal Nations, Greater Minnesota, and the Twin Cities metropolitan area. Final funding amounts will be dependent on the amount requested, the number of applicants, and the funding amount available to distribute. Final funding recommendations that may also be based on geographic distribution and services to special populations as well as performance with any current grant. Funding recommendations will also incorporate the results of the pre-award risk assessment (noted below).

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<sup>2</sup> The Urban Institute, [Where to Prioritize Emergency Rental Assistance to Keep Renters in Their Homes \(2021\)](#).

<sup>3</sup> It is estimated that Indigenous Minnesotans are 28 times more likely to be homeless than white, non-Latino Minnesotans. Black Minnesotans are an estimated 13 times more likely. Latino Minnesotans are five times more likely to be homeless. This information is derived from Minnesota Housing's analysis of the [American Community Survey 2021 five-year sample](#) and the [2023 Point-in-Time count](#).

Applicants with scores below 50 points may not be funded or may be given conditional funding contingent on receiving technical assistance. Staff will utilize factors such as organizational and advisory committee capacity and prior scores on applications to make this determination.

All funding decisions are at Minnesota Housing's sole discretion and are not subject to appeal. Additionally, Minnesota Housing reserves the right to request proposal revisions during the due diligence phase, which is after Minnesota Housing board approval but before the Grant Contract Agreement is executed. Funding modifications and extension agreements may be approved at Minnesota Housing's sole discretion. Any funding modifications would be dependent on, among other factors, additional funding becoming available. Minnesota Housing will notify existing grantees if additional funding becomes available.