



Family Homeless Prevention and Assistance Program Request for Proposals Selection Framework and Final Scores

2023-2025 Rental Assistance

Overview of the Family Homeless Prevention and Assistance Program Request for Proposals

In 1993, the Minnesota Legislature established the Family Homeless Prevention and Assistance Program (FHPAP) to assist families who were experiencing homelessness or imminent risk of homelessness.

In the metro area, counties are eligible to apply for funding. In Greater Minnesota, eligible applicants include Tribal Nations, counties, a group of contiguous counties and nonprofit organizations. FHPAP funds are used for supportive services and direct financial assistance to prevent homelessness or re-house homeless households as quickly as possible. Services include housing navigation and case management to find and keep housing. Direct financial assistance includes payments for rental assistance, security deposits, mortgage assistance and utility assistance.

The FHPAP has demonstrated consistent outcomes including 94% of households receiving assistance to prevent housing loss exiting with stable housing as well as 84% of households experiencing homelessness exiting to stable housing.

On May 16, 2023, the governor signed the Housing bill, which allocated \$20,538,000 in base funding for the FY2024-2025 and an additional \$45 million in one-time funding. Of the \$45 million, \$13.4 million was directed by the legislature to go towards 11 Minnesota Tribal Nations (\$10 million), Neighborhood House in Ramsey County (\$2.4 million) and Landlord Risk Mitigation (up to \$1 million). This leaves \$52,138,000 available for commitment; in addition, there were remaining one-time funds, referred to as Fast Track, from the prior biennium. In total, \$78,574,427 was available for commitment, including the balance of Fast Track funds. The table below summarizes the 2024-2025 FHPAP funding available for commitment.

Table 1: FHPAP 2024-2025 Funding Summary

| Item | Amount |
|---|---------------------|
| Fast Track Remaining Balance* | \$26,426,427 |
| One-Time Funding | \$45,000,000 |
| FHPAP Appropriation | \$20,538,000 |
| Subtotal | \$91,964,427 |
| Set Aside Funds | (\$13,400,000) |
| <ul style="list-style-type: none">• Neighborhood House - \$2.4M• Landlord Risk Mitigation Programs - \$1M• Federally recognized Tribal Nations located in Minnesota - \$10M | |
| Total 2024-2025 FHPAP Funds Available for Commitment | \$78,564,427 |

A Request for Proposals (RFP) was issued on February 6, 2023, with a due date of March 29, 2023. The contract period began October 1, 2023, and ends September 30, 2025. Staff encouraged potential applicants to submit applications based on community need. Some applicants requested funding within the context of the historical award amounts, not imagining level of additional one-time funding that would be a result of this session.

This document provides general information regarding Minnesota Housing’s process of selecting program administrators under this RFP.

Selection Framework and Awards

The selection process for the program involved a multi-phased evaluation. Applications not passing the requirements of a particular phase would not proceed to the next stage in the review process.

Twenty-two eligible applications were submitted, including all 20 current grantees in addition to Center for African Immigrants and Refugees ([CAIRO](#)) located in St. Cloud and [Family Rise Together](#) in Duluth. A total of \$83,786,796 was requested.

* \$50M in original Fast Track funds less \$23,573,573 issued via contract amendments to existing FHPAP grantees.

Threshold and Financial Review

Initially, all submitted applications were assessed for completeness. Incomplete applications were not considered. The next phase evaluated applications to make sure applicants were eligible, as detailed in the RFP. Per the Department of Administration Office of Grants Management Policy 08-06, Minnesota Housing staff also completed a financial review of nongovernmental organizations to make sure that organizations were financially stable enough to carry out the purpose of the grant. All 22 grantees met the threshold for review and satisfied the financial review process.

Application Scoring

A total of 18 reviewers participated in the review process, including two community reviewers and 16 state staff. FHPAP utilizes a formal scoring methodology for its review process. The applications were scored based on:

- Project Design (20%)
 - Applicant identifies data sources and provides an analysis that clearly describes a significant need in geographic area.
 - Project description addresses the needs identified.
 - Role of the provider and role of the client are clearly described and are reasonable.
 - Applicant fully describes household transition plans by the end of program participation or contract term end.
- Equity (30%)
 - Applicant represents a Tribal Nation or group of Tribal Nations (receives automatic points for this section).
 - Applicant has exceptional plan to include people with lived expertise.
 - Applicant demonstrates ability to serve vulnerable households with patience and empathy.
 - Applicant staff and its partners reflect the households that are projected to be served.
- Capacity (10%)
 - Applicant describes concrete examples that demonstrate their ability to successfully carry out the project.
 - Applicant has a robust language translation plan.
 - Applicant demonstrates the capacity or experience to provide technical assistance to subgrantees, including sensitivity to cultural needs, identifies roles and responsibilities of the grantee and how non-performance will be addressed.
- Budget (5%)
 - Budget appears reasonable and administrative costs are reasonable.
 - Narrative clearly justifies the applicant's budget and ability to manage the rate of expenditures through the duration of the grant period.
- Performance/New Applicant Questions (35%)

- New applicants are evaluated using the narrative questions in the application:
 - Ability to fully utilize grant or program funds.
 - Ability to administer Homeless Management Information Systems (HMIS).
 - Ability to meet reporting timelines.
 - Ability to communicate with funders.
 - History of fraud or misuse of funds.
- Current grantees are evaluated by past performance on their:
 - Ability to fully utilize grant funds.
 - Ability to utilize HMIS reports to measure outcomes.
 - Ability to meet reporting timelines.
 - Ability to sustain communication with Minnesota Housing staff.
 - Evidence of fraud or misuse of funds.

For current grantee applicants, the Performance Score is computed by agency staff. For new applicants, the Performance Score is based on answers in the application itself.

The applications and performance were scored to determine the final score out of 100. The application review separated metro applicants from greater Minnesota applicants, essentially creating two pools of funding. After receiving the score, applicants were then categorized into four buckets (high scoring and above need, high scoring and below need, low scoring and above need and low scoring and below need) based on the scores.

An applicant’s share of the current statewide need is a formula based on the proportion of Minnesotans who are (1) in poverty, (2) unemployed or (3) severely cost burdened renters (paying 50% or more of their income for rent), with each factor equally weighted. To calculate the need on Tribal Nations, Wilder homeless data is also part of the analysis; see Jackie Aman et al., 2018 [Study – Minnesota Homelessness on American Indian Reservations](#) (Wilder Research, April 2020)).

The tables below reflect how each applicant fared.

Table 2: Metro Area

| High Scoring Above Need | High Scoring Below Need | Low Scoring Above Need | Low Scoring Below Need |
|------------------------------------|-------------------------|------------------------|--------------------------------|
| Scott/Carver and Hennepin Counties | Anoka County | Ramsey County | Dakota and Washington Counties |

Table 3: Greater Minnesota

| High Scoring Above Need | High Scoring Below Need | Low Scoring Above Need | Low Scoring Below Need |
|---|--|---|---|
| Kootasca Community Action, Inc., Lakes and Prairies Community | White Earth Band of Ojibwe, Lutheran Social Services of Minnesota, | Bi-County Community Action Programs, Inc., Lutheran Social Services | Lakes and Pines Community Action Council, Inc., Minnesota |

| High Scoring Above Need | High Scoring Below Need | Low Scoring Above Need | Low Scoring Below Need |
|--|--|--|--|
| Action Partnership, Inc., Mahube-Otwa Community Action Partnership, Inc., United Community Action Partnership, and West Central Minnesota Communities Action | Inc.– Central, Three Rivers Community Action, Inc. | of Minnesota, Inc – Brainerd, St. Louis County, Tri-Valley Opportunity Council, Inc., Family Rise Together | Valley Action Council, Inc., Center for African Immigrants and Refugees Organization |

Additional Application Considerations

In addition to scoring, staff considered the following:

All Eligible Minnesotans Should Have Access to This Funding

Twenty current grantees and two additional organizations applied for funding under this RFP. Knowing there are many other organizations, including culturally specific organizations, than may be able to reach populations unserved by current FHPAP grantees, a reasonable amount of funds must be retained to issue a future RFP.

Furthering Equity

In the past, there was only one primary grant administrator serving a geographic area. However, CAIRO and Family Rise Together will provide an opportunity to reach culturally specific populations and will overlap service areas served by St. Louis County and Lutheran Social Service. Awarding funds to these two new applicants will help us address issues of equity in our program.

Commit Funds as Soon as Possible/No Gap in Service

Current grantees have approval to spend their original award amount and their additional “Fast Track” amount, which should sustain the FHPAP activities through the end of the current grant term. We want grantees to have enough future funding so they may continue serving people and meeting the demand on and after October 1, 2023. We do not want to be holding uncommitted funds for future uses and have people turned away from existing grantees for lack of funding.

A Balance of Metro and Greater Minnesota Commitments

Funds are provided statewide with 55% being awarded to the metro and 45% to greater Minnesota, which is based on the proportion of households experiencing poverty, unemployment or severe cost burden.

Parity Among Grantees

To achieve greater parity, target each grantee award to be within 105% to 110% of its proportion of the share of need formula. This action allows the resources deployed to be proportionate to the share of need and should not impact the grantee’s base funding due to the additional funding available. Four applicants did fall out of that range due to being capped at their request.

Capping Applicants at the Requested Amount

Consistent with state grant rules, grantees could not be awarded more than their requested amount. The requested amount for some grantees effectively capped the amount of funding they received.

Prevent Loss of Housing

To continue to prevent households from losing their housing, 63% of the funding will be disbursed in the first two quarters of the grant period.

Technical Assistance for Applicants

Due to their lower score, we are recommending Minnesota Valley Action Council, Inc. utilize some of their own administrative funds to purchase technical assistance from a contracted vendor this biennium. The second year of funding is contingent upon successful completion of a work plan that will include identified tasks such as: improve the structure and operations of the advisory committee and better prepare for the next application cycle including issuing a local request for proposals to solicit subgrantees.

Final Selections

Staff awarded \$51,355,000 in FHPAP resources under this RFP according to the tables below. The remaining funds will be issued in a subsequent Request for Proposals in 2024.

Table 4: Metro Area Selections

| Metro Applicant | Counties or Tribal Nations in Applicant’s Service Area | Score | Total Request | 2024-2025 Selection |
|---|--|-------|---------------|---------------------|
| Anoka County | Anoka County | 87.00 | \$ 2,500,000 | \$ 2,500,000* |
| Carver County Health and Human Services | Carver, Scott counties | 93.67 | \$ 2,001,300 | \$ 1,409,334 |

* Amount is capped at the total request.

| Metro Applicant | Counties or Tribal Nations in Applicant's Service Area | Score | Total Request | 2024-2025 Selection |
|----------------------------------|--|-------|---------------------|---------------------|
| Dakota County Community Services | Dakota County | 78.73 | \$ 5,200,000 | \$ 3,070,000 |
| Hennepin County | Hennepin County | 91.00 | \$20,481,133 | \$13,550,000 |
| Ramsey County | Ramsey County | 77.33 | \$13,633,364 | \$ 6,590,000 |
| Washington County | Washington County | 81.33 | \$ 4,298,351 | \$ 1,500,000 |
| Total for Metro | | | \$48,114,148 | \$28,619,334 |

Table 5: Greater Minnesota Selections

| Greater Minnesota Applicant | Counties or Tribal Nations in Applicant Service Area | Score | Total Request | 2024-2025 Selection |
|---|---|-------|---------------|---------------------|
| Bi-County Community Action Programs, Inc. | Beltrami and Cass | 84.67 | \$ 773,723 | \$ 773,723' |
| Center for African Immigrants and Refugees Organization | Stearns | 69.33 | \$ 400,000 | \$ 400,000 |
| Family Rise Together | St. Louis | 69.33 | \$ 170,500 | \$ 110,000 |
| Kootasca Community Action, Inc. | Cook, Itasca, Koochiching and Lake | 89.33 | \$ 987,716 | \$ 743,622 |
| Lakes and Pines Community Action Council, Inc | Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs and Pine | 72.67 | \$ 3,000,000 | \$ 1,709,000 |
| Lakes and Prairies Community Action Partnership, Inc. | Clay and Wilkin | 89.33 | \$ 3,325,019 | \$ 811,224 |
| Lutheran Social Service of Minnesota - Brainerd | Todd, Crow Wing and Morrison | 84.67 | \$ 1,896,219 | \$ 1,020,000 |
| Lutheran Social Service of Minnesota -Central | Benton, Sherburne, Stearns, and Wright | 87.67 | \$ 1,378,748 | \$ 1,378,748' |
| Mahube-Otwa Community Action Partnership, Inc. | Becker, Mahnomon, Hubbard, Otter Tail and Wadena | 95.67 | \$ 3,964,078 | \$ 1,137,278 |
| Minnesota Valley Action Council, Inc. | Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca and Watonwan | 34.33 | \$ 1,133,000 | \$ 1,133,000' |
| St. Louis County | St. Louis | 78.33 | \$ 2,446,015 | \$ 2,198,728 |
| Three Rivers Community Action, Inc. | Dodge, Freeborn, Fillmore, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha and Winona | 87.33 | \$ 7,578,458 | \$ 4,343,566 |
| Tri-Valley Opportunity Council, Inc. | Polk, Marshall, Norman, Pennington, Red Lake, | 84.67 | \$ 1,144,986 | \$ 826,595 |

| Greater Minnesota Applicant | Counties or Tribal Nations in Applicant Service Area | Score | Total Request | 2024-2025 Selection |
|---|---|--------------|----------------------|----------------------------|
| | Clearwater, Kittson, Roseau and Lake of the Woods | | | |
| United Community Action Partnership | Lincoln, Lyon, Jackson, Cottonwood, Redwood, Pipestone, Murray, Rock, Nobles, Kandiyohi, McLeod, Meeker, Renville, Yellow Medicine, Swift, Chippewa, Lac Qui Park and Big Stone | 92.00 | \$ 3,330,004 | \$ 2,365,000 |
| West Central Minnesota Communities Action | Grant, Pope, Stevens, Traverse, and Douglas | 89.67 | \$ 900,000 | \$ 541,000 |
| White Earth Band of Ojibwe | Red Lake Nation, Mille Lacs Band, Leech Lake Band, White Earth Nation, Fond Du Lac Band of Lake Superior Chippewa and Bois Forte Band | 91.67 | \$ 3,244,182 | \$ 3,244,182 |
| Total for Greater Minnesota | | | \$35,672,648 | \$22,735,666 |