



Family Homeless Prevention and Assistance Program Round 2 Request for Proposals Selection Framework and Final Scores

Fiscal Year 2024-2025 Emergency Rental Assistance

Overview

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. The legislature also allowed for nonprofits in the metro area to apply for the Fiscal Year (FY) 2024-2025 funds, provided there was a need for additional capacity.

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 left \$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 FY2024-2025 FHPAP funding available for commitment.

Table 1: FY2024-2025 FHPAP Funding Summary

Item	Amount
Fast Track Remaining Balance ¹	\$ 26,426,427
One-Time Funding	\$ 45,000,000
FHPAP Appropriation	\$ 20,538,000
Subtotal	\$ 91,964,427
Set Aside Funds	\$ (13,400,000)
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

Staff awarded \$51,355,000 in FHPAP resources to 22 request for proposals (RFP) applicants in Round 1 in 2023 and issued a second RFP on January 8, 2024 with a due date of February 22, 2024. Therefore, \$27,209,427 remained available for the FHPAP Round 2 RFP. In addition, \$2,184,417 was returned from the FY2022-2023 biennium which was added to the amount available for a total of \$29,393,844. The grant contract period is June 1, 2024, through September 30, 2025.

This document provides general information regarding Minnesota Housing's process of selecting program administrators under this RFP for FHPAP Round 2 funds of \$29,393,844.

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.

Forty applications were submitted, including 21 of 22 current grantees. Of those, 35 were eligible to be scored and ranked. A total of \$64,326,628 was requested.

Threshold and Financial Review

Initially, all submitted applications were assessed for completeness. Incomplete applications were not considered. The next phase evaluated applications to ensure applicants were eligible, as detailed in the RFP materials. Per the Department of Administration Office of Grants Management Policy 08-06, Minnesota Housing staff also completed a financial review of nongovernmental organizations to

¹ \$50 million in original Fast Track funds less \$23,573,573 issued via contract amendments to existing FHPAP grantees.

ensure that organizations were financially stable enough to carry out the purpose of the grant. Thirty-five applicants met the threshold for review and satisfied the financial review process.

Application Scoring

A total of 42 reviewers participated in the review process, including three community reviewers, 27 staff from Minnesota Housing and 12 staff from other state agencies including the Minnesota Department of Human Services (DHS), Corrections (DOC), Education (MDE) and Public Safety (DPS). The FHPAP utilizes a formal scoring methodology for its review process. The applications were scored to determine the final score out of 100 and ranked accordingly. The scoring criteria is outlined in the table below.

Table 2: 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 receive automatic points for this section).</p> <p>Applicant has specific strategies to reach the populations identified as experiencing housing instability at disproportionate levels.</p> <p>Applicant has exceptional plan to include people with lived expertise.</p> <p>Applicant demonstrates ability to serve households with patience and empathy.</p>	35 points
Capacity	<p>Applicant describes concrete examples that demonstrate their ability to successfully perform project duties.</p> <p>Applicant demonstrates the capacity or experience to provide services with sensitivity to cultural needs and identifies roles and responsibilities of the grantee.</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>	30 points

Category	Criteria	Maximum Score
	Applicant provides clear plan to address barriers to communication that are culturally and linguistically appropriate.	
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

Other Considerations

The amount of the award was based the final score and rank as well as the applicant’s share of the statewide need based on the region they are serving and the project’s equity, geography and viability.

Share of Need

Share of need 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 and expands the previous statewide need formula to better target households disparately impacted by homelessness.

Equity

Furthering equity was a primary goal of the FHPAP Round 2 funds. Our intent was to expand access and resources to populations disparately impacted by homelessness or under-utilizing the FHPAP. We opened eligibility more broadly in the metro area and solicited for new applicants statewide.

Applications from new applicants described being able to serve New Americans (including East African and Somalian), African Americans, Native Americans, Latino households, and households experiencing domestic violence. There was also a significant number of bi-lingual or multi-lingual staff noted in these applications. We did not receive applications that notably served households with disabilities or LGBTQI2S+ households. We will highlight these gaps with our current administrators to work toward increasing access for these populations.

Geography

Statewide coverage is important for the FHPAP. Round 1 and Round 2 funds allow for statewide coverage with all 87 counties and 11 Tribal Nations included in the coverage area.

Viability

Viability of projects was also a consideration, especially as the funding available would not meet the amount requested. Applicants with scores of 73.5 and above were selected to preserve enough funding to keep projects viable as described in the application. Staff recommended funding seven new applicants and 17 existing grant administrator applicants, all of which help achieve the goals of the program and advance our commitment to equity. Metro and Greater Minnesota funds are provided in alignment with the Urban Institute need methodology with 58% of funds awarded to the metro and 42% to Greater Minnesota including Tribal Nations.

In addition to the award of Standard FHPAP funds, top scoring applications in the metro area and Greater Minnesota received the remaining “Fast Track” funds, provided the award did not exceed their request.

Final Selections

Staff awarded a total of \$29,393,844 in FHPAP resources under the FY2024-2025 FHPAP Round 2 RFP, as outlined in the table below.

Table 3: FY2024-2025 FHPAP Round 2 RFP Final Selections

Applicant	Service Area	Score	Standard Funds Award	Fast Track Funds Award
Anoka County	Anoka County	87.00	\$ 1,277,162	\$ 278,368
Bi-County Community Action Programs, Inc.	Beltrami and Cass Counties	81.50	\$ 172,500	\$ 0
Community Action Partnership of Ramsey and Washington Counties	Ramsey and Washington Counties	80.50	\$ 239,277	\$ 0
Center for African Immigrants and Refugees Organization	Stearns County	74.25	\$ 1,206,000	\$ 0
Dakota County	Dakota County	91.25	\$ 1,473,753	\$ 282,384
Greater Minneapolis Council of Churches	Hennepin County	77.75	\$ 478,804	\$ 0
Hennepin County	Hennepin County	81.00	\$ 4,289,556	\$ 0

Applicant	Service Area	Score	Standard Funds Award	Fast Track Funds Award
Kootasca Community Action, Inc.	Cook, Itasca, Koochiching, and Lake Counties	84.50	\$ 537,777	\$ 0
Lakes & Prairies Community Action Partnership, Inc.	Clay and Wilkin Counties	79.00	\$ 887,465	\$ 0
Lutheran Social Service of Minnesota	Todd, Crow Wing, and Morrison Counties	87.00	\$ 646,440	\$ 0
Lutheran Social Service of Minnesota	Benton, Sherburne, Stearns, and Wright Counties	78.75	\$ 1,028,817	\$ 0
MAHUBE-OTWA Community Action Partnership	Becker, Mahnomen, Hubbard, Otter Tail, and Wadena Counties	85.25	\$ 1,360,173	\$ 278,368
Minnesota One-Stop for Communities	Ramsey County	81.50	\$ 810,970	\$ 0
New American Development Center	Carver, Dakota, Hennepin, and Scott Counties	84.75	\$ 1,565,853	\$ 0
NorthPoint Health and Wellness Center, Inc.	Hennepin County	73.50	\$ 1,493,805	\$ 0
Ramsey County	Ramsey County	92.50	\$ 3,005,633	\$ 282,385
Sabathani Community Center	Hennepin County	78.75	\$ 412,301	\$ 0
St. Louis County	St. Louis Counties	82.75	\$ 416,208	\$ 0
Tri-Valley Opportunity Council, Inc.	Polk, Marshall, Norman, Pennington, Red Lake, Clearwater, Kittson, Roseau, and Lake of the Woods Counties	80.50	\$ 270,000	\$ 0
United Community Action Partnership, Inc.	Lincoln, Lyon, Jackson, Cottonwood, Redwood, Pipestone, Murray, Rock, Nobles, Kandiyohi, McLeod, Meeker, Renville, Yellow Medicine, Swift, Chippewa, Lac Qui Parle, and Big Stone Counties	85.25	\$ 2,672,423	\$ 37,955
Washington County	Washington County	78.75	\$ 715,016	\$ 0
West Central Minnesota Communities Action, Inc.	Grant, Pope, Stevens, Traverse, and Douglas Counties	76.50	\$ 250,000	\$ 0
White Earth Reservation Business Committee	Bois Forte Band of Chippewa, Fond du Lac Band of Lake	90.50	\$ 2,354,287	\$ 282,384

Applicant	Service Area	Score	Standard Funds Award	Fast Track Funds Award
	Superior Chippewa, Grand Portage Band of Lake Superior Chippewa, Leech Lake Band of Ojibwe, Lower Sioux Indian Community, Mille Lacs Band of Ojibwe, Red Lake Nation, Upper Sioux Community, White Earth Nation			
Women's Advocates, Inc.	Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington Counties	81.25	\$ 387,780	\$ 0
Subtotal		N/A	\$ 27,952,000	\$ 1,441,844