



Family Homeless Prevention and Assistance Program Request for Proposals Scoring Methodology

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.

Share of Statewide Need

Minnesota Housing distributes funds based on a region's share of the statewide 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 to prioritize the distribution of COVID-19 emergency rental assistance.¹ The index includes the number of Indigenous, Black or people of color as they are disproportionately represented among people experiencing homelessness.²

[Urban Institute Model for FHPAP Needs Assessment](#) – organized by county.

¹ The Urban Institute, [Where to Prioritize Emergency Rental Assistance to Keep Renters in Their Homes \(2021\)](#).

² 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](#).

Initial Scoring

The initial scoring for the RFP is based solely on the application.

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.</p> <p>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

After the grant review committee has met and the scores have been finalized, Minnesota Housing staff may incorporate the scores into final funding recommendations that may also be based on geographic distribution, services to special populations and past performance.

Final funding amounts will be dependent on the amount requested, the number of applicants, need within service area, and the amount available to distribute within the Twin Cities metropolitan area or Greater Minnesota. Applicants with a score of 50 or less might not receive funding or might receive conditional funding based on a requirement to receive technical assistance. 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.