1A. Continuum of Care (CoC) Identification

Instructions:
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number:  MN-502 - Rochester/Southeast Minnesota CoC

1A-2. Collaborative Applicant Name:  Three Rivers Community Action, Inc.

1A-3. CoC Designation:  CA

1A-4. HMIS Lead:  Institute for Community Alliances
### 1B. Continuum of Care (CoC) Engagement

**Instructions:**
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organization(s) and/or person(s) that participate in CoC meetings. Using the drop-down boxes, indicate if the organization(s) and/or person(s): (1) participate in CoC meetings; and (2) vote, including selection of CoC Board members. Responses should be for the period from 5/1/16 to 4/30/17.

<table>
<thead>
<tr>
<th>Organization/Person Categories</th>
<th>Participates in CoC Meetings</th>
<th>Votes, including electing CoC Board Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Staff/Officials</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CDBG/HOME/ESG Entitlement Jurisdiction</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Local Jail(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Hospital(s)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>EMT/Crisis Response Team(s)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Mental Health Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Substance Abuse Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Affordable Housing Developer(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Disability Service Organizations</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Disability Advocates</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Public Housing Authorities</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Youth Advocates</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>School Administrators/Homeless Liaisons</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Domestic Violence Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Street Outreach Team(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>LGBT Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Agencies that serve survivors of human trafficking</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other homeless subpopulation advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Homeless or Formerly Homeless Persons</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other:(limit 50 characters)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Applicant must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.

1B-1a. Describe the specific strategy(s) the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 1000 characters)

The CoC intentionally seeks knowledge and opinions on homelessness from a broad range of persons. Over 40 organizations/interests actively participate in CoC committees and workgroups. The CoC regularly reviews participation to identify and reach out to underrepresented groups. In the past year, outreach focused on youth, senior, and education partners. Every two years, the CoC facilitates a formal needs assessment process including a widely-shared survey of providers, community members, and homeless/formerly homeless persons, as well as data from Coordinated Entry and the PIT Count. The CoC then conducts public meetings advertised via website, listserv, and via other public meetings to 1) discuss survey results and data, and 2) set priorities for CoC action and funding. The most recent needs/prioritization process was in fall 2016.

1B-2. Describe the CoC's open invitation process for soliciting new members, including any special outreach. (limit 1000 characters)

The CoC formally invites new membership each October via announcement at its monthly public meeting and postings at CoC member organizations, website, and listserv. CoC members also do presentations and direct outreach about CoC involvement, activities, and funding to other groups at least quarterly to engage new members. Outreach in the past year includes presentations to and meetings with the Southeast Area Agency on Aging, South Central Housing Coalition, Region 10 Human Services Directors, Zumbro Education District, Winona Emergency Shelter Coalition, and Northfield Union of Youth. Providers in the CoC are regularly encouraged via listserv and meeting announcement to identify and invite homeless/formerly homeless persons to participate in CoC activities. Persons who have experienced homelessness are offered stipends, transportation, etc. to address barriers to participation in CoC planning.

1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to proposals. (limit 1000 characters)
The CoC encouraged proposals from agencies that have not received CoC Program funding by formally announcing at public meetings on 2/16/17 & 3/16/17 and via listserv the impending opening of the online intent to apply form for 2017 funding from new and renewal projects. A public presentation on CoC program funding and local CoC priorities & processes was held 3/16/17. The intent to apply online form was shared via listserv and the CoC website on 3/23/17. The CoC requires notification of intent to apply to ensure projects propose eligible applicants, activities, and target populations. All projects met those criteria and were invited to submit a full application. The CoC required a completed e-snaps application by 8/21/17 plus threshold qualifying documents (and performance data for renewals) submitted via free Dropbox account. TA resources, full submission requirements, ranking process, scoring, & reallocation policy were described in an Applicant Guide posted on the CoC website.
1C. Continuum of Care (CoC) Coordination

Instructions:
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Using the chart below, identify the Federal, State, Local, Private and Other organizations that serve homeless individuals, families, unaccompanied youth, persons who are fleeing domestic violence, or those at risk of homelessness that are included in the CoC's coordination; planning and operation of projects. Only select "Not Applicable" if the funding source(s) do not exist in the CoC's geographic area.

<table>
<thead>
<tr>
<th>Entities or Organizations the CoC coordinates planning and operation of projects</th>
<th>Coordinates with Planning and Operation of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Opportunities for Persons with AIDS (HOPWA)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF)</td>
<td>Yes</td>
</tr>
<tr>
<td>Runaway and Homeless Youth (RHY)</td>
<td>Yes</td>
</tr>
<tr>
<td>Head Start Program</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through Department of Justice (DOJ) resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through Health and Human Services (HHS) resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through other Federal resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through state government resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through local government resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through private entities, including foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>Other:(limit 50 characters)</td>
<td></td>
</tr>
</tbody>
</table>

1C-2. Describe how the CoC actively consults with Emergency Solutions Grant (ESG) recipient's in the planning and allocation of ESG funds. Include in the response: (1) the interactions that occur between the CoC and the ESG Recipients in the planning and allocation of funds; (2) the CoC's participation in the local Consolidated Plan jurisdiction(s) process by providing Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions; and (3) how the CoC ensures local homelessness information is clearly communicated and addressed in Consolidated Plan updates. (limit 1000 characters)

The CoC consults with the one ESG recipient (the State) in planning and allocating ESG funds through monthly Heading Home Alliance meetings and through direct CoC input on biennial ESG subrecipient applications. The CoC
provides the ESG recipient PIT count data (1/26/17) and CoC funding priorities (fall 2016). State ESG performance standards were developed with the CoC to reflect the goals of the program: keep people sheltered, re-house homeless persons, and ensure persons are stably housed. To ensure use of CoC data in consolidated plans, the CoC provided 1/26/17 PIT & HIC data, fall 2016 CoC needs/priorities, FY2016 CoC funding awards, and an offer to share needs/priorities survey data with Con Plan jurisdictions Mankato, North Mankato, Rochester, and State of Minnesota. CoC members provide written and verbal comment on Con Plan updates when public comment periods are open. Representatives of Mankato, Rochester, and the State also regularly participate in CoC planning.

1C-3. CoCs must demonstrate the local efforts to address the unique needs of persons, and their families, fleeing domestic violence that includes access to housing and services that prioritizes safety and confidentiality of program participants. (limit 1000 characters)

The CoC conducts training & planning with victim service providers (VSPs) & homeless service providers (HSPs) to ensure survivors have choices, security, & support to obtain safe housing/services, no matter where they present or their unique circumstance. Victim-centered practices are included in CE policy & will be updated by 1/2018. CE intake ensures that persons with unique needs (safety, lack of money, etc.) are prioritized, not excluded. To ensure choice, survivors presenting at VSPs with OJP, HHS, RHY, or State funds are prioritized for housing at VSPs; they may also choose to be on the CE list for prioritization with HSPs. In those cases, VSPs refer to the CE list with a code instead of PII & connect directly to HSPs selected by the survivor when housing is available. Survivors presenting to HSPs with CoC, ESG, or other funds are screened for homeless prevention/diversion & referred to the available HSP/VSP they choose. All shelters are expected to do safety planning.

1C-3a. CoCs must describe the following: (1) how regular training is provided to CoC providers and operators of coordinated entry processes that addresses best practices in serving survivors of domestic violence; (2) how the CoC uses statistics and other available data about domestic violence, including aggregate data from comparable databases, as appropriate, to assess the scope of community needs related to domestic violence and homelessness; and (3) the CoC safety and planning protocols and how they are included in the coordinated assessment. (limit 1,000 characters)

The CoC trains on best practices in serving survivors of DV/SA annually. Training 12/16 focused on youth victims, addressing trauma-informed care, safety, confidentiality, & LGBTQ-specific needs. The next training is planned for 11/17 on trauma-informed care and safety planning, with additional training 1/18 specific to Coordinated Entry (CE) protocols. The CoC uses 1) independent longitudinal data from Wilder Research to understand overall needs/trends in domestic violence and homelessness as well as client-level indicators that help to better match survivors with housing resources; and 2) client surveys from MN Coalition of Battered Women shelters to understand how homeless definitions used in the CoC fit the DV/SA experience (where survivors stay, rates of
recurrence, etc.). CE protocols currently require confidentiality for survivors, safety planning, and use of anonymous non-HMIS-based prioritization. Additional protocols are in development for January 2018.

1C-4. Using the chart provided, for each of the Public Housing Agency’s (PHA) in the CoC’s geographic area: (1) identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA’s that were homeless at the time of admission; and (2) indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV program.

Attachment Required: If the CoC selected, "Yes--Public Housing," "Yes--HCV," or "Yes--Both", attach an excerpt from the PHA(s) written policies or a letter from the PHA(s) that addresses homeless preference.

<table>
<thead>
<tr>
<th>Public Housing Agency Name</th>
<th>% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry</th>
<th>PHA has General or Limited Homeless Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Olmsted County HRA</td>
<td>0.00%</td>
<td>No</td>
</tr>
<tr>
<td>Winona HRA</td>
<td>6.12%</td>
<td>No</td>
</tr>
<tr>
<td>Mankato EDA</td>
<td>18.52%</td>
<td>Yes--Public Housing</td>
</tr>
<tr>
<td>Housing &amp; Redevelopment Authority of Austin</td>
<td>18.84%</td>
<td>No</td>
</tr>
<tr>
<td>Southeast MN Multi County HRA</td>
<td>3.79%</td>
<td>Yes--HCV</td>
</tr>
</tbody>
</table>

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

1C-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy.

(limit 1000 characters)

The CoC has provided data and comment during PHA plan updates to identify needs and opportunities for homeless preferences to be implemented and comment during PHA plan updates to identify needs and opportunities for homeless preferences to the 5 largest PHAs plus 4 additional mid-size PHAs the CoC has a working relationship with – Red Wing, Rice County, Blue Earth County, and Owatonna. The CoC also provided to these PHAs the link to HUD Exchange resources on implementing a homeless preference. However, the largest PHAs in the geographic area have very long wait lists and open them very rarely. The CoC has supported PHAs to secure other funds to target rental assistance to homeless households, including VASH and Bridges, a state-funded program for homeless persons with serious mental illness.

1C-5. Describe the actions the CoC has taken to: (1) address the needs of Lesbian, Gay, Bisexual, Transgender (LGBT) individuals and their families experiencing homelessness, (2) conduct regular CoC-wide training with providers on how to effectively implement the Equal Access to Housing
in HUD Programs Regardless of Sexual Orientation or Gender Identity, including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy.

The CoC recognizes the unique needs of LGBTQ individual and their families in the homeless response system and is working to improve its capacity and effectiveness in serving this population. Individuals assessed in Coordinated Entry (CE) may indicate need or preference for LGBTQ programs (as well as culturally-specific, sober, etc. programs) that meet their needs. More LGBTQ-specific resources and programs are needed in the region to meet this demand. The CoC has advised all HUD-CPD grantees of the Equal Access Rules applicability to their programs and shared the HUD training and implementation resources widely. The CoC provides annual training on best practices in serving LGBTQ households and compliance with the 2012 Equal Access Rule and 2016 Equal Access in Accordance with Gender Identity Rule. The most recent training was held 8/17/17 to cover the Rules in detail. A CoC-wide anti-discrimination policy was implemented on 9/21/17.

1C-6. Criminalization: Select the specific strategies implemented by the CoC to prevent the criminalization of homelessness in the CoC’s geographic area. Select all that apply.

| Engaged/educated local policymakers: | X |
| Engaged/educated law enforcement: | X |
| Engaged/educated local business leaders | |
| Implemented communitywide plans: | |
| No strategies have been implemented | |
| Other:(limit 50 characters) | |
| Criminal record expungement assistance | X |
| Joining landlord associations | X |
1D. Continuum of Care (CoC) Discharge Planning

Instructions:
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning-State and Local: Select from the list provided, the systems of care the CoC coordinates with and assists in state and local discharge planning efforts to ensure those who are discharged from that system of care are not released directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

<table>
<thead>
<tr>
<th>System of Care</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Care</td>
<td>X</td>
</tr>
<tr>
<td>Health Care</td>
<td>X</td>
</tr>
<tr>
<td>Mental Health Care</td>
<td></td>
</tr>
<tr>
<td>Correctional Facilities</td>
<td>X</td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

1D-1a. If the applicant did not check all the boxes in 1D-1, provide: (1) an explanation of the reason(s) the CoC does not have a discharge policy in place for the system of care; and (2) provide the actions the CoC is taking or plans to take to coordinate with or assist the State and local discharge planning efforts to ensure persons are not discharged to the street, emergency shelters, or other homeless assistance programs. (limit 1000 characters)

Not Applicable.

1D-2. Discharge Planning: Select the system(s) of care within the CoC’s geographic area the CoC actively coordinates with to ensure persons who have resided in any of the institutions listed below longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

<table>
<thead>
<tr>
<th>System of Care</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Care</td>
<td>X</td>
</tr>
<tr>
<td>Health Care</td>
<td>X</td>
</tr>
<tr>
<td>Service Type</td>
<td>X</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---</td>
</tr>
<tr>
<td>Mental Health Care:</td>
<td></td>
</tr>
<tr>
<td>Correctional Facilities:</td>
<td>X</td>
</tr>
<tr>
<td>None:</td>
<td></td>
</tr>
</tbody>
</table>
1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Using the drop-down menu, select the appropriate response(s) that demonstrate the process the CoC used to rank and select project applications in the FY 2017 CoC Program Competition which included (1) the use of objective criteria; (2) at least one factor related to achieving positive housing outcomes; and (3) included a specific method for evaluating projects submitted by victim service providers.

Attachment Required: Public posting of documentation that supports the process the CoC used to rank and select project application.

<table>
<thead>
<tr>
<th>Used Objective Criteria for Review, Rating, Ranking and Section</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Included at least one factor related to achieving positive housing outcomes</td>
<td>Yes</td>
</tr>
<tr>
<td>Included a specific method for evaluating projects submitted by victim service providers</td>
<td>Yes</td>
</tr>
</tbody>
</table>

1E-2. Severity of Needs and Vulnerabilities
CoCs must provide the extent the CoC considered the severity of needs and vulnerabilities experienced by program participants in their project ranking and selection process. Describe: (1) the specific vulnerabilities the CoC considered; and (2) how the CoC takes these vulnerabilities into account during the ranking and selection process. (See the CoC Application Detailed Instructions for examples of severity of needs and vulnerabilities.)

(limit 1000 characters)

The CoC considered the needs and vulnerabilities of participants by prioritizing projects that practice low barrier/Housing First principles, and those that target populations with unique needs. On the CoC’s project evaluation tool, projects reserving beds for chronically homeless (CH) households or serving CH households (whether or not beds are designated), receive points for reducing barriers. Projects also receive points for targeted outreach to persons identifying as youth, LGBTQ, or DV/SA survivors, and for providing evidence from participant selection plans and termination/appeals policies that participants are not 1) denied entry because of low/no income, current or past substance abuse, criminal history, or fleeing domestic violence, or 2) terminated for failure to participate in or make process on a service plan, loss of income or failure to improve income, being a victim of domestic violence, or any other activity not covered in a typical lease agreement.
1E-3. Using the following checklist, select: (1) how the CoC made publicly available to potential project applicants an objective ranking and selection process that was used for all project (new and renewal) at least 2 days before the application submission deadline; and (2) all parts of the CoC Consolidated Application, the CoC Application attachments, Priority Listing that includes the reallocation forms and Project Listings that show all project applications submitted to the CoC were either accepted and ranked, or rejected and were made publicly available to project applicants, community members and key stakeholders.

Attachment Required: Documentation demonstrating the objective ranking and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available. Attachments must clearly show the date the documents were publicly posted.

<table>
<thead>
<tr>
<th>Public Posting</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC or other Website</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Mail</td>
</tr>
<tr>
<td>Advertising in Local Newspaper(s)</td>
</tr>
<tr>
<td>Advertising on Radio or Television</td>
</tr>
<tr>
<td>Social Media (Twitter, Facebook, etc.)</td>
</tr>
</tbody>
</table>

1E-4. Reallocation: Applicants must demonstrate the ability to reallocate lower performing projects to create new, higher performing projects. CoC’s may choose from one of the following two options below to answer this question. You do not need to provide an answer for both.

Option 1: The CoC actively encourages new and existing providers to apply for new projects through reallocation.
Attachment Required - Option 1: Documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC’s ARD between FY 2013 and FY 2017 CoC Program Competitions.
No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

Reallocation: Option 1
Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps.

Attachment Required: Copies of the written notification to project applicant(s) that their project application(s) were rejected. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction.

09/07/2017

1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps.

Attachment Required: Copies of the written notification to project applicant(s) their project application(s) were accepted and ranked on the Priority listing.

09/07/2017
Reallocation Supporting Documentation

Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reallocation Supporting Documentation</td>
<td>No</td>
<td>MN-502 Documentat...</td>
<td>09/16/2017</td>
</tr>
</tbody>
</table>
Attachment Details

Document Description: MN-502 Documentation of encouraging new projects via reallocation
2A. Homeless Management Information System (HMIS) Implementation

Instructions:
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead?

Attachment Required: If “Yes” is selected, a copy of the sections of the Governance Charter, or MOU/MOA addressing the roles and responsibilities of the CoC and HMIS Lead.

2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA.


2A-3. What is the name of the HMIS software vendor?

2A-4. Using the drop-down boxes, select the HMIS implementation Coverage area.

2A-5. Per the 2017 HIC use the following chart to indicate the number of beds in the 2017 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells.
in that project type.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2017 HIC</th>
<th>Total Beds in HIC Dedicated for DV</th>
<th>Total Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ESG) beds</td>
<td>182</td>
<td>55</td>
<td>94</td>
<td>74.02%</td>
</tr>
<tr>
<td>Safe Haven (SH) beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing (TH) beds</td>
<td>320</td>
<td>35</td>
<td>269</td>
<td>94.39%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) beds</td>
<td>62</td>
<td>0</td>
<td>62</td>
<td>100.00%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) beds</td>
<td>533</td>
<td>0</td>
<td>499</td>
<td>93.62%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) beds</td>
<td>206</td>
<td>0</td>
<td>206</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

2A-5a. To receive partial credit, if the bed coverage rate is below 85 percent for any of the project types, the CoC must provide clear steps on how it intends to increase this percentage for each project type over the next 12 months. (limit 1000 characters)

Increasing HMS coverage for emergency shelters (ES) serving single persons requires participation from a private shelter. The CoC will again try to engage the shelter in identifying the advantages of voluntary HMIS participation for the non-required shelter, including more rapid referrals for housing. A number of other new shelter units are being planned in the CoC region, all with private funds. The CoC is engaged in the planning to encourage HMIS use, which would also increase the HMIS bed coverage rate. Compared to other program types, ES providers are much less likely to receive state or federal funds that require participation in HMIS or Coordinated Entry, so the CoC is evaluating ways to incentivize HMIS use for non-required programs.

2A-6. Annual Housing Assessment Report (AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR? 12

2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 05/01/2017
2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Indicate the date of the CoC's 2017 PIT count (mm/dd/yyyy). If the PIT count was conducted outside the last 10 days of January 2017, HUD will verify the CoC received a HUD-approved exception.
01/26/2017

2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy)
05/01/2017
2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specifically, how those changes impacted the CoC’s sheltered PIT count results. (limit 1000 characters)

No methodology changes were made to the sheltered count. However, changes in provider participation may have affected the data quality of the CoC’s sheltered PIT results. A youth shelter provider, family shelter provider, and seasonal shelter provider were added, while a women’s shelter provider was inactive due to lack of funding. A men’s seasonal shelter participation was also affected by staff changeover which resulted in arranging for non-HMIS based participation and lesser data quality. In addition, a separate survey effort conducted during the PIT (without consultation with CoC count leads) led to confusion for some victim services emergency shelters and reduced the amount and quality of date collected from DV shelters and transitional housing in the 2017 PIT Count.

2C-2. Did your CoC change its provider coverage in the 2017 sheltered count? Yes

2C-2a. If “Yes” was selected in 2C-2, enter the change in provider coverage in the 2017 sheltered PIT count, including the number of beds added or removed due to the change.

| Beds Added: | 95 |
| Beds Removed: | 36 |
| Total: | 59 |

2C-3. Did your CoC add or remove emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially declared disaster resulting in a change to the CoC’s 2017 sheltered PIT count? No
2C-3a. If "Yes" was selected in 2C-3, enter the number of beds that were added or removed in 2017 because of a Presidentially declared disaster.

<table>
<thead>
<tr>
<th>Beds Added:</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beds Removed:</td>
<td>0</td>
</tr>
<tr>
<td>Total:</td>
<td>0</td>
</tr>
</tbody>
</table>

2C-4. Did the CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017? Yes

CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.

2C-4a. Describe any change in the CoC’s unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specify how those changes impacted the CoC’s unsheltered PIT count results. See Detailed Instructions for more information. (limit 1000 characters)

The CoC used the by-name Coordinated Entry list for the first time in 2017. PIT Count representatives contacted persons who were identified as unsheltered when assessed and who hadn’t already been counted at another site. Without the follow-up, these individuals would not have been counted in 2017. The CoC also increased number of school liaisons contributing data for the count and provided additional training resources for school staff via the State Education Authority. Most households identified via schools were reported doubled up and could not be included in the PIT Count, but some unsheltered individuals were counted. Both of these practices increased the number of unsheltered households counted in 2017 as compared to previous years.

2C-5. Did the CoC implement specific measures to identify youth in their PIT count? Yes

2C-5a. If "Yes" was selected in 2C-5, describe the specific measures the CoC; (1) took to identify homeless youth in the PIT count; (2) during the planning process, how stakeholders that serve homeless youth were engaged; (3) how homeless youth were engaged/involved; and (4) how the CoC worked with stakeholders to select locations where homeless youth are most likely to be identified. (limit 1000 characters)

The CoC sought to identify youth via both schools and out-of-school youth programs. The CoC convened a Youth Leadership Committee via the region’s largest homeless youth service provider, Lutheran Social Service, to guide some count strategies. The five-member youth-led YLC identified new count outreach locations and secured incentives (food/gift cards) to better identify,
connect with, and count youth. Via the Youth Subcommittee of the CoC, a youth/student-focused resource fair was planned as a count event at the Rochester Alternative Learning Center. Youth volunteered as guides for the event, while school staff/counselors, youth agency volunteers, and others conducted PIT surveys. Youth also recommended items for the household goods “store” at the resource fair, from which youth could “purchase” with proof of visiting the fair.

2C-6. Describe any actions the CoC implemented in its 2017 PIT count to better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness. (limit 1000 characters)

To improve the capacity of the CoC to count chronically homeless households in a service-based PIT count, the CoC used (for the first time) the Coordinated Entry by-name list to proactively contact all known homeless persons who had not already appeared at a shelter or other count location. This increased the number of chronically homeless persons counted. To improve the count of families with children, including chronically homeless families, the CoC engaged McKinney-Vento liaisons and other school staff in county-level Homeless Response Team PIT planning meetings. The CoC also coordinated with the SEA to encourage local school participation, more than doubling the number of surveys received via school personnel. Veterans services outreach workers from MN Assistance Council for Veterans and the VA conducted physical on-the-ground outreach to ensure coverage, but it is unclear whether this actually improved the 2017 PIT Count.
3A. Continuum of Care (CoC) System Performance

Instructions
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. Performance Measure: Reduction in the Number of First-Time Homeless. Describe: (1) the numerical change the CoC experienced; (2) the process the CoC used to identify risk factors of becoming homeless for the first time; (3) the strategies in place to address individuals and families at risk of becoming homeless; and (4) the organization or position that is responsible for overseeing the CoC’s strategy to reduce or end the number of individuals and families experiencing homelessness for the first time. (limit 1000 characters)

Between FY2015 and FY2016, first time homelessness reported in HMIS entries for ES, SH, TH, and PH dropped by 100 persons (7.9%). Excluding PH, first time homelessness decreased by 52 persons (6.3%). The CoC uses a common assessment process to prioritize and customize assistance to households at greatest risk of becoming homeless. Risk factors assessed include current housing status, income, barriers to housing, history of homelessness, client motivation, and ongoing affordability of housing selected. The prevention targeting tool -- plus submitting funding requests to create housing navigators who use the tool and divert households from shelter with mainstream resources -- is the CoC’s primary strategy for reducing the number of persons homeless for the first time. The CoC Executive Committee is responsible for strategies for reducing first-time homelessness. The CoC Data & Technical Assistance Committee is responsible to review outcomes and facilitate training/TA for providers.

3A-2. Performance Measure: Length-of-Time Homeless. CoC’s must demonstrate how they reduce the length-of-time for individuals and families remaining homeless. Describe (1) the numerical change the CoC experienced; (2) the actions the CoC has implemented to reduce the length-of-time individuals and families remain homeless; (3) how the CoC identifies and houses individuals and families with the longest length-of-time homeless; and (4) identify the organization or position that is responsible for overseeing the CoC’s strategy to reduce the length-of-time individuals and families remain homeless. (limit 1000 characters)

For persons in ES or SH, the average length of time (LOT) homeless remained at 37 days between FY2015 and FY2016, but the median bed nights decreased from 20 to 17 days. When TH is considered, the average LOT homeless was 117 days in FY2015, increasing to 126 in FY2016. To reduce LOT homeless,
the CoC 1) implemented HUD’s Order of Priority to prioritize those with long periods of homelessness for assistance, 2) identified ES or TH programs where people stay longest to prioritize program changes, and 3) sought landlord mitigation funds to reduce barriers to rehousing. Households with the longest LOT homeless are identified via Coordinated Entry assessment. Depending on need and barriers, households are connected to PH with short-term or long-term assistance. The CoC Executive Committee is responsible for strategies for reducing time homeless. The CoC Data & Technical Assistance Committee is responsible to review outcomes and facilitate training/TA for providers.

3A-3. Performance Measures: Successful Permanent Housing Placement and Retention
Describe: (1) the numerical change the CoC experienced; (2) the CoCs strategy to increase the rate of which individuals and families move to permanent housing destination or retain permanent housing; and (3) the organization or position responsible for overseeing the CoC’s strategy for retention of, or placement in permanent housing.

Between FY2015 and FY2016, successful exits from street outreach remained at 100% while they increased from 90% to 93% for PH (except PH-RRH) PSH and from 55% to 57% for ES, SH, TH, and PH-RRH. Review by household type shows that most improvement can be made for singles in ES and youth across program types. In response, the CoC provided training on Housing First/harm reduction and standardized referrals for housing using HMIS-based coordinated entry. The CoC seeks to improve housing placements in the next year by 1) providing training/TA to increase participant income/employment, and 2) expanding state-funded Housing Support program with transition and tenancy support services for adults with disabilities. The CoC Executive Committee is responsible for strategy for retention and placement outcomes. The CoC Data & Technical Assistance Committee is responsible to review outcomes and facilitate training/TA for providers.

Describe: (1) the numerical change the CoC experienced, (2) what strategies the CoC implemented to identify individuals and families who return to homelessness, (3) the strategies the CoC will use to reduce additional returns to homelessness, and (4) the organization or position responsible for overseeing the CoC’s efforts to reduce the rate of individuals and families’ returns to homelessness.

In 2016, the percentage of persons who exited to PH but returned to homelessness within 2 years was 8%, a slight increase over 6% reported for 2015. Most returns occur over 12 months post-exit from TH or ES. To reduce recurrences, the CoC sought additional resources for flexible permanent housing and homeless prevention programs, and also provided training on Housing First/harm reduction. In the coming year, the CoC’s key strategies will be to examine data on returners to 1) develop a more responsive and predictive tool for CoC and ESG providers to prevent returns, and 2) learn whether more targeted support plans for singles in ES and TH environments can extend the viability of PH housing placement. The CoC Executive Committee is responsible
for strategy for returns to homelessness outcomes. The CoC Data & Technical Assistance Committee is responsible to review outcomes and facilitate training/TA for providers.

3A-5. Performance Measures: Job and Income Growth
Describe: (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC’s strategy to increase job and income growth from employment, non-employment including mainstream benefits.
(limit 1000 characters)

The CoC requires all CoC Program-funded projects to screen participants for mainstream benefits & assist them to increase employment income. To increase income, CoC Program-funded projects have developed supported work programs, sought job-skills training from Workforce Development Centers/Adult Basic Education, screened for benefits, & connected to SOAR advocates & veteran services when applicable. The CoC supports funded projects to implement strategies by 1) setting and reviewing income performance measures, 2) arranging training/TA on Workforce Centers, SOAR, SNAP Employment & Training, and veteran services, & 3) developing relationships with Workforce Centers, Southeast Area Agency on Aging, and others to inform programs to better serve homeless persons. The CoC Executive Committee is responsible for strategy for job/ income outcomes. The CoC Data & Technical Assistance Committee is responsible to review outcomes and facilitate training and TA for providers.

3A-6. Did the CoC completely exclude a geographic area from the most recent PIT count (i.e. no one counted there, and for communities using samples in the area that was excluded from both the sample and extrapolation) where the CoC determined there were no unsheltered homeless people, including areas that are uninhabitable (deserts, forests).

No

3A.6a. If the response to 3A-6 was “Yes”, what was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoCs unsheltered PIT count?
(limit 1000 characters)

Not applicable.

3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY

06/05/2017
2016.

(mm/dd/yyyy)
3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Instructions
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. Compare the total number of PSH beds, CoC program and non CoC-program funded, that were identified as dedicated for yes by chronically homeless persons in the 2017 HIC, as compared to those identified in the 2016 HIC.

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.</td>
<td>255</td>
<td>218</td>
<td>-37</td>
</tr>
</tbody>
</table>

3B-1.1. In the box below: (1) "total number of Dedicated PLUS Beds" provide the total number of beds in the Project Allocation(s) that are designated as Dedicated PLUS beds; and (2) in the box below "total number of beds dedicated to the chronically homeless:" provide the total number of beds in the Project Application(s) that are designated for the chronically homeless. This does not include those that were identified in (1) above as Dedicated PLUS Beds.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of beds dedicated as Dedicated Plus</td>
<td>191</td>
</tr>
<tr>
<td>Total number of beds dedicated to individuals and families experiencing chronic homelessness</td>
<td>69</td>
</tr>
<tr>
<td>Total</td>
<td>260</td>
</tr>
</tbody>
</table>

3B-1.2. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing. Yes

3B-2.1. Using the following chart, check each box to indicate the factor(s) the CoC currently uses to prioritize households with children based on need during the FY 2017 Fiscal Year.

<table>
<thead>
<tr>
<th>Factor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>History of or Vulnerability to Victimization</td>
<td>X</td>
</tr>
<tr>
<td>Number of previous homeless episodes</td>
<td>X</td>
</tr>
</tbody>
</table>
3B-2.2. Describe: (1) the CoCs current strategy and timeframe for rapidly rehousing every household of families with children within 30 days of becoming homeless; and (2) the organization or position responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of becoming homeless. (limit 1000 characters)

The CoC’s primary strategies to rapidly rehouse households with children are to a) increase RRH units for families and b) add navigators to shorten Coordinated Entry (CE) referral timelines. Funding for navigators is sought in this CoC round. The CoC has ESG, CoC, and State-funded RRH, and since 2015 has increased units for families from 10 to 28. Six new CoC units for families open in September 2017 and an additional 15 units were requested via ESG and State programs in spring 2017. The effectiveness of the strategies will be measured by the change in length of time homeless for households with children, reviewed quarterly via CE database report. Barring natural disaster or economic upheaval, if funds requested are awarded, the CoC expects to meet the 30 day rehousing goal by December 2019. The CoC Executive Committee is responsible for strategy for family housing outcomes. The Data & Technical Assistance Committee is responsible to review outcomes and facilitate training/TA.

3B-2.3. Compare the number of RRH units available to serve families from the 2016 and 2017 HIC.

<table>
<thead>
<tr>
<th>Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homeless persons identified on the HIC.</th>
<th>2016</th>
<th>2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>28</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

3B-2.4. Describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or Housing. (limit 1000 characters)

The CoC enacted an anti-discrimination policy in 2017 to guide providers not to deny admission or separate family members/caregivers based on any protected class (including additional state protected classes) when entering shelter or housing. Beyond policy, the CoC conducted training and program reviews to
ensure adherence to anti-discrimination policies. The CoC reviewed compliance with Equal Access Rule requirements for CoC Program funding applicants in August 2017. ESG-funded shelter policy reviews were conducted in 2017, and shelter providers received training on operating low-barrier shelter to affirmatively promote inclusiveness. Training on 12/15/16 educated ES, TH, RRH, and PSH providers on ensuring access regardless of age, gender, LGBT status, or marital status. Equal Access Rule training on 8/17/17 and an ES development training on 7/20/17 addressed standards for serving family members together and in accordance with each person’s self-reported gender.

3B-2.5. From the list below, select each of the following the CoC has strategies to address the unique needs of unaccompanied homeless youth.

| Human trafficking and other forms of exploitation? | Yes |
| LGBT youth homelessness? | Yes |
| Exits from foster care into homelessness? | Yes |
| Family reunification and community engagement? | Yes |
| Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs? | Yes |

3B-2.6. From the list below, select each of the following the CoC has a strategy for prioritization of unaccompanied youth based on need.

| History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse) | X |
| Number of Previous Homeless Episodes | X |
| Unsheltered Homelessness | X |
| Criminal History | X |
| Bad Credit or Rental History | X |

3B-2.7. Describe: (1) the strategies used by the CoC, including securing additional funding to increase the availability of housing and services for youth experiencing homelessness, especially those experiencing unsheltered homelessness; (2) provide evidence the strategies that have been implemented are effective at ending youth homelessness; (3) the measure(s) the CoC is using to calculate the effectiveness of the strategies; and (4) why the CoC believes the measure(s) used is an appropriate way to determine the effectiveness of the CoC’s efforts.

(limit 1500 characters)

The CoC sought increased funding for healthy transitions from foster care, outreach, case management, housing placement, homelessness prevention, TH/RRH, and special assistance for trafficked youth. At least $211,000 more (and one new provider) for youth was funded via state-administered programs this year. The CoC also trained non-youth specific programs to improve
outreach & services to youth. The CoC evaluates changes in the number of homeless youth (PIT17 minus PIT16 for persons <25 not accompanied by an adult 25+) and the percentage of permanent housing placements for youth participants (PH placements/total placements) to determine effectiveness of the strategy. The measures are appropriate because they focus on youth outcomes and overall reduction of youth homelessness, not project outputs. The CoC will add returns to homelessness for persons first served as youth as a measure once HMIS-based Coordinated Entry data is available to connect referrals and reappearances.

3B-2.8. Describe: (1) How the CoC collaborates with youth education providers, including McKinney-Vento local educational authorities and school districts; (2) the formal partnerships the CoC has with these entities; and (3) the policies and procedures, if any, that have been adopted to inform individuals and families who become homeless of their eligibility for educational services.

(limit 1000 characters)

The CoC participates in regional McKinney-Vento Liaison training calls twice a year to provide information on CoC resources/planning, field questions, and invite involvement in the CoC. (Result: Liaisons played a larger role in the 2016 PIT Count to identify homeless youth.) The CoC Youth Subcommittee Chair (a McKinney-Vento Liaison) coordinates the training calls. The CoC approved a child/youth education policy in 2017 to further define requirements to inform and provide access to educational services for individuals and families. The CoC has formal partnerships with LEAs for transportation, referral/notification protocols, joint participation in staff meetings, and LEA access to housing sites to inform families of eligibility for educational services and conduct early childhood screenings. The CoC coordinates with the SEA via the Heading Home Alliance, a statewide partnership to coordinate planning, outreach, policy, etc. with the goal of ending homelessness.

3B-2.9. Does the CoC have any written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select “Yes” or “No”.

<table>
<thead>
<tr>
<th>Early Childhood Providers</th>
<th>MOU/ MOA</th>
<th>Other Formal Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Start</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Early Head Start</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Child Care and Development Fund</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Federal Home Visiting Program</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Healthy Start</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Public Pre-K</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Birth to 3</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Tribal Home Visiting Program</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Other: (limit 50 characters)
3B-3.1. Provide the actions the CoC has taken to identify, assess, and refer homeless Veterans who are eligible for Veterans Affairs services and housing to appropriate resources such as HUD-VASH and Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).

Homeless veterans are identified via StandDown events, veteran-specific outreach at known locations, or Coordinated Entry (CE). All persons experiencing homelessness are assessed using the VI-SPDAT, which requests veteran status. Once identified as a veteran, they may choose to be added to the Homeless Veteran Registry or the CE priority list or both. Veterans join the Registry through a homeless service provider or by calling a toll-free hotline (888-LinkVet). The Registry is designed to create housing plans for every veteran by engaging CoC-funded programs, VA, the MN Dept. of Veterans Affairs, county and local governments, Minnesota Assistance Council for Veterans, and others. Veterans not connected with resources they may be eligible to receive -- e.g. HUD-VASH, SSVF, state/federal veteran benefits, or homeless-specific programs or services through CE -- are connected with those programs and services.

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC? Yes

3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness? Yes

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran is assisted to quickly move into permanent housing using a Housing First approach? Yes
4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:
For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Select from the drop-down (1) each type of healthcare organization the CoC assists program participants with enrolling in health insurance, and (2) if the CoC provides assistance with the effective utilization of Medicaid and other benefits.

<table>
<thead>
<tr>
<th>Type of Health Care</th>
<th>Yes/No</th>
<th>Assist with Utilization of Benefits?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Care Benefits (State or Federal benefits, e.g. Medicaid, Indian Health Services)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Private Insurers:</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-Profit, Philanthropic:</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other: (limit 50 characters)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4A-1a. Mainstream Benefits

CoC program funded projects must be able to demonstrate they supplement CoC Program funds from other public and private resources, including: (1) how the CoC works with mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits; (2) how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for homeless program participants (e.g. Food Stamps, SSI, TANF, substance abuse programs); and (3) identify the organization or position that is responsible for overseeing the CoCs strategy for mainstream benefits. (limit 1000 characters)

The CoC has acted to maximize mainstream benefits by creating 1) navigators that ensure access to health insurance through MNsure (ACA) and 2) standard assessments at Coordinated Entry and during program participation for mainstream benefits including SNAP, SSI/SSDI, MFIP (TANF), Workforce Center programs, post-foster care supports for youth, community-based mental health services, and more. The CoC shares updates on mainstream benefits programs through its biweekly email listserv and offers at least 2 trainings per year. Recent trainings include Housing Supports (income support for persons with disabilities & prioritizing long-term homeless) and General Assistance/MN Supplemental Aid. SOAR training is offered at least twice annually. The CoC Executive Committee is responsible for strategy for mainstream benefits outcomes. The CoC Data & Technical Assistance Committee is responsible to
review outcomes for mainstream benefits and facilitate training and TA for providers.

4A-2. Low Barrier: Based on the CoCs FY 2017 new and renewal project applications, what percentage of Permanent Housing (PSH) and Rapid Rehousing (RRH), Transitional Housing (TH), Safe-Haven, and SSO (Supportive Services Only-non-coordinated entry) projects in the CoC are low-barrier?

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)</td>
<td>24.00</td>
</tr>
<tr>
<td>Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected “low barrier” in the FY 2017 competition.</td>
<td>24.00</td>
</tr>
<tr>
<td>Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as “low barrier”</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

4A-3. Housing First: What percentage of CoC Program Funded PSH, RRH, SSO (non-coordinated entry), safe-haven and Transitional Housing; FY 2017 projects have adopted the Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).</td>
<td>24.00</td>
</tr>
<tr>
<td>Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.</td>
<td>24.00</td>
</tr>
<tr>
<td>Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

4A-4. Street Outreach: Describe (1) the CoC's outreach and if it covers 100 percent of the CoC's geographic area; (2) how often street outreach is conducted; and (3) how the CoC has tailored its street outreach to those that are least likely to request assistance. (limit 1000 characters)

Street outreach occurs throughout the whole CoC region, with frequency and activity varying by community. In large cities, outreach occurs at least weekly at libraries, schools, parks and other known locations to identify, engage, and screen people for housing/services. In smaller communities and rural areas, outreach workers provide information twice annually to local service agencies and partners such as law enforcement and respond to specific outreach needs when requested. To reduce barriers to assistance, outreach workers come to people as much as possible, rather than scheduling office appointments that require travel. Workers receive training in trauma-informed person-centered care, motivational interviewing, and unique strategies for youth, veterans, persons with serious mental illness, and other unsheltered homeless persons. When needed, workers access translation services through Language Line and State Services for the Blind/Deaf facilitate written and verbal communication.

4A-5. Affirmative Outreach
Specific strategies the CoC has implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive

Applicant: Rochester/Southeast Minnesota CoC
Project: MN-502 CoC Registration FY2017
COC_REG_2017_149496
FY2017 CoC Application Page 32 09/25/2017
services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach. Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to persons with disabilities and those with limited English proficiency. (limit 1000 characters)

The CoC affirmatively markets housing in many ways. Key activities in the past year include 1) personal visits to cultural centers, ESL classes, & refugee/immigrant/migrant worker service agencies to describe housing options via Coordinated Entry (CE) and provide materials; 2) presentation to Senior LinkAGE Line staff on CoC resources and access to housing via CE; 3) advertisements in Spanish and Somali-language media; and 4) postings that highlight equal access in Head Start parent newsletters, youth drop-in centers, & LGBT support groups. Brochures on CoC housing resources are developed at grade 5 reading level, with large print, Spanish, and Somali versions available at many sites. HMIS releases have been translated into Spanish and Somali, and Coordinated Entry (CE) releases are being translated now. The CoC accesses regional transit for household with limited mobility and uses State Services for the Blind and Deaf to provide free Braille, sign-language, & translation services.

4A-6. Compare the number of RRH beds available to serve populations from the 2016 and 2017 HIC.

<table>
<thead>
<tr>
<th>RRH beds available to serve all populations in the HIC</th>
<th>2016</th>
<th>2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>84</td>
<td>62</td>
<td>-22</td>
</tr>
</tbody>
</table>

4A-7. Are new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction? No

4A-8. Is the CoC requesting to designate one or more SSO or TH projects to serve homeless households with children and youth defined as homeless under other Federal statues who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3). No
## 4B. Attachments

**Instructions:**

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site: https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>01. 2016 CoC Consolidated Application: Evidence of the CoC’s communication to rejected participants</td>
<td>Yes</td>
<td>Rejection-Reducti...</td>
<td>09/17/2017</td>
</tr>
<tr>
<td>02. 2016 CoC Consolidated Application: Public Posting Evidence</td>
<td>Yes</td>
<td>Public Posting Pr...</td>
<td>09/21/2017</td>
</tr>
<tr>
<td>03. CoC Rating and Review Procedure (e.g. RFP)</td>
<td>Yes</td>
<td>CoC Rating and Ra...</td>
<td>09/17/2017</td>
</tr>
<tr>
<td>04. CoC’s Rating and Review Procedure: Public Posting Evidence</td>
<td>Yes</td>
<td>CoC Rating and Ra...</td>
<td>09/17/2017</td>
</tr>
<tr>
<td>05. CoCs Process for Reallocating</td>
<td>Yes</td>
<td>CoC Process for R...</td>
<td>09/21/2017</td>
</tr>
<tr>
<td>06. CoC’s Governance Charter</td>
<td>Yes</td>
<td>Governance Charter...</td>
<td>09/17/2017</td>
</tr>
<tr>
<td>07. HMIS Policy and Procedures Manual</td>
<td>Yes</td>
<td>HMIS Policy and P...</td>
<td>09/17/2017</td>
</tr>
<tr>
<td>08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09. PHA Administration Plan (Applicable Section(s) Only)</td>
<td>Yes</td>
<td>PHA Administrativ...</td>
<td>09/17/2017</td>
</tr>
<tr>
<td>11. CoC Written Standards for Order of Priority</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. HDX-system Performance Measures</td>
<td>Yes</td>
<td>FY2017 CoC Compet...</td>
<td>09/17/2017</td>
</tr>
<tr>
<td>14. Other</td>
<td>No</td>
<td>Acceptance-Rankin...</td>
<td>09/17/2017</td>
</tr>
<tr>
<td>15. Other</td>
<td>No</td>
<td></td>
<td></td>
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</table>
Attachment Details

Document Description: Rejection-Reduction Notification MN-502

Attachment Details

Document Description: Public Posting Project Selections Ranking and CoC Application MN-502

Attachment Details

Document Description: CoC Rating and Ranking Procedure MN-502

Attachment Details

Document Description: CoC Rating and Ranking Procedure - Public Posting MN-502

Attachment Details

Document Description: CoC Process for Reallocation MN-502
Document Description: Governance Charter MN-502

Attachment Details

Document Description: HMIS Policy and Procedures Manual

Attachment Details

Document Description: PHA Administrative Plans MN-502

Attachment Details

Document Description: CoC-HMIS MOU MN-502

Attachment Details
Document Description:

Attachment Details

Document Description: FY2017 CoC Competition Report

Attachment Details

Document Description: Acceptance-Ranking Notification MN-502

Attachment Details

Document Description:
Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

<table>
<thead>
<tr>
<th>Page</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A. Identification</td>
<td>08/30/2017</td>
</tr>
<tr>
<td>1B. Engagement</td>
<td>09/21/2017</td>
</tr>
<tr>
<td>1C. Coordination</td>
<td>09/21/2017</td>
</tr>
<tr>
<td>1D. Discharge Planning</td>
<td>09/12/2017</td>
</tr>
<tr>
<td>1E. Project Review</td>
<td>09/19/2017</td>
</tr>
<tr>
<td>1F. Reallocation Supporting Documentation</td>
<td>09/16/2017</td>
</tr>
<tr>
<td>2A. HMIS Implementation</td>
<td>09/16/2017</td>
</tr>
<tr>
<td>2B. PIT Count</td>
<td>09/16/2017</td>
</tr>
<tr>
<td>2C. Sheltered Data - Methods</td>
<td>09/21/2017</td>
</tr>
<tr>
<td>3A. System Performance</td>
<td>09/21/2017</td>
</tr>
<tr>
<td>3B. Performance and Strategic Planning</td>
<td>09/21/2017</td>
</tr>
<tr>
<td>Section</td>
<td>Date</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>4A. Mainstream Benefits and Additional Policies</td>
<td>09/19/2017</td>
</tr>
<tr>
<td>4B. Attachments</td>
<td>09/21/2017</td>
</tr>
<tr>
<td>Submission Summary</td>
<td>No Input Required</td>
</tr>
</tbody>
</table>
The CoC encouraged proposals through Bonus funds and reallocation from new and existing providers by formally announcing at public meetings on 2/16/17, 3/16/17, 4/20/17, and 7/20/17 and via listserv the impending opening of the online intent to apply form for 2017 funding from new and renewal projects. The opportunity to apply was also promoted at various community meetings, including at homeless response team meetings in the 20 counties of the region. A public presentation on CoC program funding and local CoC priorities & processes was held 3/16/17 and CoC staff met with potential new applicants as requested to describe in detail the processes and expectations.

The intent to apply online form was shared via listserv and the CoC website on 3/23/17, again requesting both new and existing providers to submit their projects. The CoC requires notification of intent to apply to ensure projects propose eligible applicants, activities, and target populations. TA resources were available to all applicants that submitted intent to apply, and an Applicant Guide posted on the website included full submission requirements, ranking process, scoring, & reallocation policy. In 2017, three (3) new providers contemplated applying for new project funds through reallocation or bonus funds. The applicants ultimately determined not to apply in 2017 for a variety of reasons, but all are reconsidering for 2018.

In 2018, the CoC will request intent to apply notification from renewal projects earlier, review and score those renewals, and make projected reallocation determinations. With that process completed early, the CoC will open up intent to apply for new projects and new providers based on a known base amount of reallocated funds.

Documentation attached:

a) Email listserv message requesting new projects 3/23/17
b) Email listserv message Final Call for Projects 7/24/17 with attachment
c) Newsletter to local Homeless Response Teams with notice for 2017 CoC funding round 3/15/17
d) Excerpts from CoC Plenary (full membership) meeting minutes 2/16/17, 3/16/17, 4/20/17, and 7/20/17 where new projects were encouraged to apply for new and reallocated funds and 3/16/17 public presentation conducted for potential project applicants.
River Valleys Continuum of Care is now accepting notification of intent to apply for CoC program funds in 2017.

The Intent to Apply form for renewal and new/expansion projects is here: https://goo.gl/forms/AdJVdY6VPzld9332. Tomorrow, the link will also be put on the CoC website here: http://www.threeriverscap.org/continuum-of-care

The form is open for renewal projects through Friday, April 7, 2017. Renewal projects that have not submitted their intent by 11:59:59PM on Friday, April 7, 2017 will forfeit their renewal rights.

New projects are encouraged to submit early, but may submit their intent to apply until May 15 or two weeks after the U.S. Department of Housing and Urban Development (HUD) releases its Continuum of Care program application (anticipated in May), whichever is later. More details will be available when HUD releases the application. Specific deadlines and requirements will be shared via this email list and the website when known.

Priorities for new projects, by type are, in priority order:
1) Rapid Re-Housing
2) Permanent Supportive Housing
3) Coordinated Entry (for system navigators)

In preparation for the funding round, new projects applicants are strongly encouraged to:
1) Review 2017-2018 CoC geographic and subpopulation priorities (attached) and example materials from the 2016 funding round here on the River Valleys CoC webpages,
2) Contact CoC Coordinator Jennifer Prins to discuss your project ideas and CoC requirements, and
3) Ensure that the applicant has a DUNs number and an active a sam.gov registration.

Further details on the application process will be available in April and May.

Best –
Jennifer

Jennifer Prins | River Valleys Continuum of Care Coordinator
Three Rivers Community Action
1414 North Star Drive, Zumbrota, MN 55992
Direct: 507-732-8577 | jprins@threeriverscap.org

Three Rivers Community Action works with community partners to provide warmth, transportation, food, housing, advocacy, and education to individuals and families. For more information on how you can help, visit our website at www.threeriverscap.org.
River Valleys Continuum of Care is a community-based coalition dedicated to preventing and ending homelessness in southeastern and south central Minnesota by coordinating services and maximizing resources. Find more information at www.threeriverscap.org/continuum-of-care.
Hello River Valleys CoC –
The Final Call for New/Expansion Projects for the 2017 HUD Continuum of Care Program competition has been posted. See attached. All agencies that desire to apply for funds in the Rivers Valleys CoC region must submit notification of intent to apply by **Monday, August 1 at 4:00 pm** using the online form linked in the notice. (This is the same form that has been available since February for new and renewal projects. All potential renewal projects have submitted notification of intent to renew.)

Project applicants are expected to read the program requirements and use the linked resources for guidance in submitting the notification of intent to apply for new/expansion projects. Full application requirements will be posted to the CoC website and distributed to all project contacts by Friday, August 4, 2017.

Best –
Jennifer

---

**Jennifer Prins** | River Valleys Continuum of Care Coordinator  
Three Rivers Community Action  
1414 North Star Drive, Zumbrota, MN 55992  
Direct: 507-732-8577 | jprins@threeriverscap.org

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**River Valleys Continuum of Care** is a community-based coalition dedicated to preventing and ending homelessness in southeastern and south central Minnesota by coordinating services and maximizing resources. Find more information at [www.threeriverscap.org/continuum-of-care](http://www.threeriverscap.org/continuum-of-care).
ANNOUNCEMENT OF FUNDING AVAILABILITY

** Final Call for Projects **

The River Valleys Continuum of Care (Rochester/Southeast Minnesota MN-502) announces the Department of Housing and Urban Development’s (HUD) Notice of Funding Availability for the 2017 Continuum of Care Program Competition FR-6100-N-25. Read it at: https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf

River Valleys Continuum of Care (RVCoC) is seeking requests for submission of Renewal, New, and Expansion Projects through the e-Snaps portal.

HUD priorities for the 2017 Continuum of Care Program focus on

- Ending homelessness for all persons;
- Creating a systemic response to homelessness;
- Strategically allocating and using resources;
- Using a Housing First approach.

RENEWALS

RVCoC is required to submit renewal amounts provided by the Final Grant Inventory Worksheets. Renewal projects include Permanent Housing, Homeless Management Information System, and Supportive Services Only (for Coordinated Entry).

All RENEWAL projects MUST be submitted into e-Snaps prior to 4:00 pm CDT on Monday, August 21, 2017. Additional documents for the RVCoC review and ranking process will be required by the same deadline and submitted outside of e-Snaps. (All RENEWAL projects were required to submit a notice of intent to apply by 4:00 pm CDT on Friday, March 17, 2017 via RVCoC’s online form at https://goo.gl/forms/hFL2bWZHfaJtc9yn2.)

RENEWAL ELIGIBILITY REQUIREMENTS: By applying for funding all applicants will certify their participation in the RVCoC, including the following:

- Be a member in good standing (signed member agreement and CoC Code of Conduct on file) at time of submittal
- Pay annual CoC development fee
- Participate in the Continuum’s Coordinated Entry System (CES)
- Agree to prioritize participants according to CoC priorities
- Agree to maintain accurate and timely data in HMIS and to the greatest extent possible utilize HMIS in real time.

Full details for local competition requirements will be posted on the RVCoC website on or before August 4, 2017. A Technical Assistance conference call for applicants will be held on Thursday, August 10 at 3:00 pm. Call-in information will be distributed to all project applicant representatives by August 4, 2017.
NEW PROJECTS (Including EXPANSIONS of Existing Projects)
Permanent Housing (Permanent Supportive Housing or Rapid Rehousing) projects as well as a new project type, Joint Transitional Housing/Rapid Re-Housing, are available for the community to apply for as New Projects through the process of reallocation or permanent housing bonus. Homeless Management Information System and Supportive Services Only (for Coordinated Entry) are available for the community to apply as New Projects only through the process of reallocation.

For types of projects that qualify for funding under the NEW PROJECT criteria through either reallocation or permanent housing Bonus please refer to the HUD NOFA. At least $139,389 is available for Bonus projects.

All NEW projects MUST submit a notice of intent to apply by 4:00 pm CDT on Monday, July 31, 2017 via RVCoC’s online form at https://goo.gl/forms/hFL2bWZHfaJtc9yn2. RVCoC posted the current local priorities for funding and opened the intent to apply form for new projects on February 20, 2017.

All NEW projects MUST be submitted into e-Snaps prior to 4:00 pm CDT on Monday, August 21, 2017. Additional documents for the RVCoC review and ranking process will be required by the same deadline and submitted outside of e-Snaps.

NEW PROJECT ELIGIBILITY REQUIREMENTS: By applying for funding all applicants will certify the following:
- If not currently a member in good standing, become a member by submitting signed member agreement and code of conduct prior to grant execution
- Pay annual CoC Development Fee
- Participate in the Continuum’s Coordinated Entry System (CES)
- Agree to utilize a Housing First approach
- Agree to be a low barrier provider of service
- Agree to maintain accurate and timely data in HMIS and to the greatest extent possible utilize HMIS in real time.

Full details for local competition requirements will be posted on the RVCoC website on or before August 4, 2017. A Technical Assistance conference call for applicants will be held on Thursday, August 10 at 3:00 pm. Call-in information will be distributed to all project applicant representatives by August 4, 2017.

REVIEW PROCESS
The RVCoC Project Review and Rating Committee has an independent review process, criteria and schedule. Projects that are submitted will be ranked according to this procedure. Only those applications submitted thru the e-Snaps system by the August 21, 2017 deadline will be reviewed. All applications will be reviewed and ranked by the Committee utilizing the CoC’s Reallocation Policy, Project Priorities, and Project Ranking and Scoring Tool approved by the CoC Board.

All applicants submitting an application by the deadline will be notified if their application will be accepted and ranked on the CoC Priority Listing, reduced and ranked, or rejected by the CoC by September 7, 2017.
CALENDAR OF IMPORTANT DATES
(HUD Dates are in bold)

July 14, 2017 – NOFA released by HUD
July 20, 2017 – Final Call for Projects in River Valleys CoC
August 1, 2017 – Intent to Apply due via online form by 4:00 pm
August 10, 2017 – Technical Assistance call for project applicants
August 21, 2017 – Local project applications due in e-Snaps system by 4:00 pm
August 23, 2017 – September 6 – Review and Ranking
September 7, 2017 – Notification to applicants of approval, rejection, or reduction by the CoC with information on appeals
September 8, 2017 – Project applications released in e-Snaps for required changes
September 14, 2017 – Final changes to project applications must be submitted in e-Snaps by 4:00 pm
September 19, 2017 – CoC Collaborative Application, including final project ranking posted for public review
September 28, 2017 – HUD Submission Deadline

RESOURCES

HUD Continuum of Care NOFA https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf

HUD Continuum of Care Interim Rule (regulations for the program): https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/

HUD Exchange Continuum of Care Program Application Guides: https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#general-resources

River Valleys Continuum of Care website (local competition guide and CoC priorities): http://www.threeriverscap.org/continuum-of-care
UPCOMING...

2017 Homeless Day on the Hill
hosted by MN Coalition for the Homeless
March 14 at the State Capitol

HMIS Governing Board
9:30 on March 13 at DHS or via phone/ITV.

CoC Meetings
Executive: 12:00 on March 7 at TRCA-Rochester.
Plenary (full CoC):
9:00 on March 16, Owatonna
- Best practices in serving homeless families with children
- CES rollout
- Applying for 2017 CoC funds

Coordinated Entry: 1:00 on March 16 in Owatonna

Note:
All CoC and HMIS meetings are open to the public. Persons who have experienced homelessness are especially encouraged to participate.

River Valleys Continuum of Care

Website:
www.threeriverscap.org/continuum-of-care

Contacts:
Jennifer Prins, CoC Coordinator
jprins@threeriverscap.org
507-732-8577
Katherine Cross, Coordinated Entry Spec.
kcross@threeriverscap.org
507-732-8513

To receive CoC-wide emails directly, visit the CoC webpage (above) and click “emails.”

Information to Share

Homeless Day on the Hill
Be an advocate at the Capitol for people experiencing homelessness! Homeless Day on the Hill is Tuesday, March 14, 9am-3pm at the State Capitol. Register by March 6 at www.mnhomelesscoalition.org/advocate. MN Coalition for the Homeless provides training before heading to the Capitol to meet your legislators.

Coordinated Entry (CES): Rapid Implementation is here!
The CoC was recently offered the opportunity to implement CES in early April, thanks to full staffing at ICA, the system administrator for the Homeless Management Information System (HMIS). We said yes!

Training: Training is required for participating programs to be ready to make and receive referrals. Sign-up information will be coming soon! Please save one of these dates for training:
- Tues, March 27, 9am-1pm at South Central College - Faribault
- Weds, March 28, 9am-1pm at Rochester Community & Technical College
- Thurs, March 29, 10am-2pm at South Central College - North Mankato

Partner Agreements: If an agency wants to make or receive referrals via CES, a Partner Agreement is required. Agencies receiving referrals must also complete a Program Eligibility Addendum for each program. To access the partner agreement and other CES documents, visit www.threeriverscap.org/continuum-of-care/coordinated-assessment.

Intent to apply for 2017 CoC Funding
Agencies that desire to renew or seek new HUD CoC funding in 2017 must complete the Intent to Apply form. The online form will be available on March 3, with access from the CoC webpage (below left) and via CoC listserv. Priorities set for CoC funds are attached to this newsletter. Contact Jennifer with questions.

Input to Collect

What’s new in your community?
Is there a new housing resource in your county? Have programs changed focus or capacity? Help us update our inventory of housing resources for people experiencing homelessness. A county-by-county resource list is attached. Please review it at your next meeting and send updates to Jennifer by March 20.

How can we do the Point in Time Count better in 2018?
The CoC intends to provide a training in September or October 2017 for HRT leads in preparation for the next count. Would that be helpful for your HRT? What would you like the training to cover? Send your suggestions to Jennifer after your next HRT meeting, preferably before March 30.

Opportunities to Get Involved

Application reviewers needed
Contact Jennifer soon if you could volunteer as an application reviewer. Volunteers use application guidelines to review proposals for emergency shelter, transitional housing, rapid re-housing, or permanent supportive housing.
Continuum of Care Meeting
February 16, 2017
9:30 - Noon
Olmsted County Human Services
Whitewater/Cascade Room at 2100 Campus Dr SE, Rochester, MN

Welcome, Introductions, and Announcements 9:30
Approval of December Minutes & February Agenda 9:40
CoC Member Agreements and Participation 9:45
2017 Housing Inventory 9:50
2017-2018 Project Priorities 9:55
Request for Letters of Intent to apply for CoC funds 10:10
January Point in Time Count Debrief 10:15
Break (10 minutes) 10:30
Coordinated Entry Implementation 10:40
Presentation: Legislative Advocacy in 2017 11:00
(Matt Traynor, Minnesota Coalition for the Homeless)
Adjourn 12:00

Next Meetings:
March 16 at 9:00 in Owatonna
  o Coordinated Entry in HMIS
  o Presentation: Serving homeless families with children

April 20 at 9:30 in Mankato
  o MN Housing Super RFP project priorities
  o Presentation: Expungement of criminal records

Contact Jennifer if you have agenda items for future meetings.

Reasonable accommodations can be made by calling Jennifer Prins at 507-732-8577
or email at jprins@threeriverscap.org (ADA)
In Attendance:

Covering the Counties of:

Blue Earth
Brown
Dodge
Fillmore
Freeborn
Goodhue
Houston
Le Sueur
Martin
Mower
Nicollet
Olmsted
Rice
Sibley
Steele
Wabasha
Waseca
Watonwan
Winona

Andrew Pietsch, Blue Earth County Human Services
Alan Rodgers, Zumbro Valley Health Center
Allison Kier, Institute for Community Alliances
Amy Tudor, TRCA
Andrea Simonett, Department of Human Services
Angela Knudson, South Central Human Relations Center
Barb Hertzog, South Central Human Relations Center
Barbara Herbst, CommonBond
Bill Franken, Olmsted County
Cindy Norgard, Salvation Army, Rochester
Colleen Hansen, TRCA
Dan Watson, HOPE Coalition
Dawn Michaels, Nicollet County
Irasema Hernandez, Semcac
Jennifer Prins, TRCA
Julie Anderson, Steele County Transitional Housing
Kara Hoel-Klee, Women’s Shelter
Karen LaFee, Family Promise-Rochester
Katherine Cross, TRCA
Larry More, TRCA
Matt Traynor, Minnesota Coalition for the Homeless
Michele Merxbauer, Olmsted County HRA
Rebecca Rand, South Central Human Relations Center
Rick Sundberg, 180 Degrees
Sarah Stevens, Olmsted County
Sue Worlds, Minnesota Assistance Council for Veterans
Tammy Moses, Lutheran Social Services

Guest Speaker: Matt Traynor, Minnesota Coalition for the Homeless, Legislative Advocacy in 2017

Recorder: Robyn Meixner, TRCA
Facilitator: Cindy Norgard, Salvation Army, Rochester

Welcome, Introductions, Announcements

Michele Merxbauer stated that Gage East for families is full. Michele also shared that they have a new Housing Director, Dave Dunn.
### 2017-2018 Project Priorities

<table>
<thead>
<tr>
<th>Discussion</th>
<th>Actions Identified</th>
</tr>
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</table>
| • Jennifer thanked everyone for participating in order to get these results; doing the surveys, PIT Count, and CE.  
  • In the coming years with CE data system it will be easier to know where the priorities will be.  
  o Jennifer handed out a document on one side is PSH (Permanent Supportive Housing) and the other is RRH (Rapid Re-Housing) and the list of priorities per each county for new housing.  
  o The Executive Committee picked the top 6 counties with the highest need priorities for PSH and RRH in the next couple years.  
  **PSH**  
  o Blue Earth, Brown, Goodhue, Mower, Olmsted Steele and Winona Counties.  
  **RRH**  
  o Blue Earth, Le Sueur, Mower, Nicollet, Olmsted and Rice Counties.  
  o Homeless youth will fall more into RRH.  
  o Lower county priorities are listed also.  
  o RRH-“Estimated number of units needed” means capacity needed to serve the number of additional households at one time.  |

There were no questions or concerns.  
Cindy asked for a motion to approve this RV CoC Priorities Lists for funding for 2017-2018 as stated. Julie made a motion to accept the priority document, Michele seconded, motion unanimously approved.

### Requests for Letter of Intent to apply for 2017 CoC funds

<table>
<thead>
<tr>
<th>Discussion</th>
<th>Actions Identified</th>
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</thead>
</table>
| • Letters of Intent are for those asking for CoC funds, including renewals and new projects. New projects can be from bonus fund or from reallocation from renewal grants.  
  • Last year there was an online form, Jennifer will tweak it and release it between February 27th and March 24th. Intent form asks: populations and/or households you want to serve, who your partners are, what your experience is, etc.  
  • March 16 during the CoC meeting lunch break there will be training for anyone interested in applying for funds. Bring your lunch if interested. New project applicants and new staff are encouraged to attend to understand CoC process and requirements.  |

March 16 training during the CoC lunch break for anyone applying for funds; what will be looked for and any questions you may have. New applicants and new staff encouraged to attend.
Continuum of Care Meeting  
March 16, 2017  
9:00 - Noon  
Owatonna Public Utilities  
208 Walnut Ave, Owatonna (corner of Bridge St & Walnut Ave, downtown)

1. Welcome, Introductions, and Announcements 9:00
2. Approval of February Minutes & March Agenda 9:08
3. CoC Member Agreements – needed now 9:10
4. 2017 CoC funding Intent to Apply 9:12
5. Coordinated Entry Implementation 9:15  
   - Documents needed now  
   - Implementation training (moving to HMIS)  
   - Statewide policies and procedures (Mike Manhard and Katherine Cross)
6. Bridges Application – Mankato/Blue Earth County EDA 10:00
7. CoC Confirmations for 2017 MN Housing project applications 10:10
8. Volunteers needed:  
   - CoC application review committee, appeal review committee  
   - State program application reviews  
Break (10 minutes) 10:20-10:30
9. Request for CoC Endorsement: Homes for All and Prosperity for All 10:30
10. Presentation: Serving Homeless Families with Children – Lessons from the National Alliance to End Homelessness conference  
    (FHPAP grantees and subgrantees) 10:40
11. Action Items 11:40
12. Adjourn 11:45

Reminder: Get your lunch and come back for brown-bag lunch presentation: “Introduction to CoC funds/Applying for 2017 CoC funds” 12:00-12:45

Other meetings today:  
- Coordinated Entry Work Group 1:00-3:00  
- SAGE Webinar for CoC Grantees, if needed 2:30

Next CoC Meeting: April 20 at 9:00 in Mankato  
- MN Housing Super RFP project applications  
  - Training: Expungements of Criminal Records (SMRLS - Meghan Scully, Andrea Palumbo, and Sheena Thompson)

Contact Jennifer if you have agenda items for future meetings.

Reasonable accommodations can be made by calling Jennifer Prins at 507-732-8577 or email at jprins@threeriverscap.org (ADA)
In Attendance:

Allison Kier, Institute for Community Alliances
Amal Osman, City of Mankato-EDA
Andrea Simonett, Department of Human Services
Andrew Pietsch, Blue Earth County Human Services
Angela Early, Veterans Administration
Angela Knudson, South Central Human Relations Center
Barbara Herbst, CommonBond
Becky Hinrichs, Red Wing, HRA
Bill Franken, Olmsted County
Cindy Norgard, Salvation Army, Rochester
Colleen Hansen, TRCA
Dan Watson, HOPE Coalition
Dawn Michels, Nicolette County
Deb Newman, Partners for Affordable Housing
Erin, Folcik, Community Action Center of Northfield
Irasema Hernandez, Semcac
Jennifer Prins, TRCA
Jennifer Sorg, Ruth’s House
Judy Kliever, Red Wing, HRA
Julie Anderson, Steele County Transitional Housing
Kara Hoel-Kleese, Women’s Shelter
Kate Hengy-Gretz, Minnesota Valley Action Council
Katherine Cross, TRCA
Larry More, TRCA
Marcy Vale, Lutheran Social Services
Mary Vrieze, Southern MN Regional Legal Services
Mathias Antony, DFO Community Corrections
Matt Traynor, Minnesota Coalition for the Homeless
Michelle Vitse, Semcac
Patty Ziegler, Mankato & Blue Earth County Housing Authorities
Sheila Alba, Project Home HRC
Sue Worlds, Minnesota Assistance Council for Veterans
Tammy Moses, Lutheran Social Services
Victoria Heun, Salvation Army, Mankato
Warren Duncan, Hearth Connection
Wendy Todd, Semcac

Recorder: Robyn Meixner, TRCA
Facilitator: Cindy Norgard, Salvation Army, Rochester

Reasonable accommodations can be made by calling Jennifer Prins at 507-732-8577
or email at jprins@threeriverscap.org (ADA)
Welcome, Introductions, Announcements

Patty said April 18th they will open their Section 8 waiting list for 2 weeks.

Judy shared the Red Wing HRA has a building available for a Transitional Housing Program, it has, 1 one bedroom and 2 two bedroom; they will be doing a RFP for it.

Andrea stated the RFP for OEO funding is available for TH (Transitional Housing), EMSP (Emergency Services Program), ESG Shelter (Emergency Solutions Grant), and ESG RRH (Emergency Solutions Grant Rapid Rehousing). They will be due in mid-April. Any questions contact Andrea.

Victoria shared their transitional housing shelter will be closing for the season April 1st.

Kate said their PCC (Project Community Connect) will be April 18th.

Jennifer shared that we still need homeless and/or formally homeless representation as part of the CoC. If you have a client that would be interested, there is a stipend of $35, plus childcare and mileage costs.

Sue updated that they will have a drop-in Legal Clinic for Veterans, Thursday, March 30th 9:00am – 3:00pm at the Rochester American Legion, 315 1st Ave NW, in Rochester. They will have attorneys, MACV staff, County Veterans Service officers and child support offices available to help with housing, employment, benefits, debt collection, expungement, and family law. On May 23rd in Rochester at the Grand Arena there will be a Stand-Down contact Andrew at asimmerman@mac-v.org they need providers. Last year they had around 140 veterans attend.

Approval of February Minutes and March Agenda

Jennifer made a request to amend the minutes to add Dawn Michels to the attendance. Andrew made a motion to approve the amended February minutes, Kate seconded, motion unanimously approved.

Deb made a motion to approve the March agenda, Andrew seconded, motion unanimously approved.

CoC Member Agreements and Participation

<table>
<thead>
<tr>
<th>Discussion</th>
<th>Actions Identified</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Jennifer needs the RV CoC Membership Agreement and the Code of Conduct signed and returned to her.</td>
<td>CoC Agreement needs to be signed and returned to Jennifer.</td>
</tr>
<tr>
<td>• Need a Code of Conduct signed for each person that attends the CoC meeting. Jennifer will have the Code of Conduct forms at each meeting for new CoC participants.</td>
<td>Jennifer will have the Code of Conduct forms at each meeting for new CoC participants.</td>
</tr>
<tr>
<td>• Need to be signed in order to participate in voting.</td>
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</table>

2017 CoC Funding Intent to Apply

<table>
<thead>
<tr>
<th>Discussion</th>
<th>Actions Identified</th>
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<tbody>
<tr>
<td>• Intent to apply form will be out next Monday for new/renewal projects and it will be left open for new projects until HUD has their RFP out.</td>
<td></td>
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<tr>
<td>• There will be a revised scoring sheet next month.</td>
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</tbody>
</table>
The priorities have been sent out and copies are available. They will be incorporated into the guide. If you know of any projects coming in, talk to them about the priorities and the possibility of seeking funds through Bonus or through reallocation. The priorities and eligible project types will be available on the website also.

If you are considering applying for new or renewal projects contact Jennifer.

Priorities will be posted on the website.

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### Coordinated Entry Implementation - Katherine – SEE ATTACHED PRESENTATION

<table>
<thead>
<tr>
<th>Discussion</th>
<th>Actions Identified</th>
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</thead>
<tbody>
<tr>
<td>Will be moving the CE into HMIS April 3rd.</td>
<td>CE will go live in HMIS on April 3rd.</td>
</tr>
<tr>
<td>A Press Release will go out- Katherine passed it around.</td>
<td>Partner agreements and the Program Eligibility form to Katherine by the 24th.</td>
</tr>
<tr>
<td>Partner Agreements and the Program Eligibility form needs to be filled out for each program that is excepting referrals and to Katherine by the 24th.</td>
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<tr>
<td>There will be 2 priority lists</td>
<td></td>
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<tr>
<td>1) Those who use HMIS</td>
<td></td>
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<tr>
<td>2) Non HMIS users will use a Google Non-HMIS list/form</td>
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<tr>
<td>Katherine will look at both lists in order to make referrals.</td>
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<tr>
<td>Trainings will be:</td>
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<tr>
<td>o March 27th 9:00-1:00 in Faribault at South Central.</td>
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<tr>
<td>o March 28th 9:00-1:00 in Rochester at RCTC.</td>
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<tr>
<td>o March 31st 10:00-2:00 in North Mankato at South Central College.</td>
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<tr>
<td>o If you need more trainings contact Katherine.</td>
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<tr>
<td>o Training is for HMIS and NON HMIS users.</td>
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<tr>
<td>o Training has good information for Non HMIS users; understanding why and what they are entering etc.</td>
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<tr>
<td>If you have questions or have any problems when using CE you can contact Allison or Katherine.</td>
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<tr>
<td>Today’s Work Group will need to go through the HUD’s additional guidance and requirements for CE and our CoC CE process to see what we may need to change or add for our CoC. Once gone through, it will need to be submitted and then one-on-one meetings with Matt White consultant for CoCs. CoC checklist.</td>
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<tr>
<td>HMIS fees will be reduced to $225 per user starting in September.</td>
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<td>See attached PowerPoint Presentation.</td>
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### Bridges Application – Jamie Grohman, Mankato/Blue Earth county EDA

<table>
<thead>
<tr>
<th>Discussion</th>
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<tbody>
<tr>
<td>Reapplying for another 2 years and 14 vouchers within Blue Earth County; it is at the same level as in the past.</td>
<td></td>
</tr>
<tr>
<td>Population: provides rental assistance to individuals who are on the waiting list for a housing voucher with mental illness or other barriers making them hard to house. They work with staff and service provider to find housing.</td>
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</tbody>
</table>
Continuum of Care Meeting  
April 20, 2017  
9:30 - Noon  
At Minnesota Valley Action Council  
706 N Victory Dr., Mankato, MN 56001

Welcome, Introductions, and Announcements  
Share your name, affiliation, and quick agency/community update (if any)  
9:30

Approval of March Minutes & April Agenda  
9:38

2017 CoC funding applications  
9:40
- Renewals seeking funding
- Request for new projects
- 2017 Reallocation policy
- Revised application scoring tool

Coordinated Entry regional implementation  
9:55

Statewide HMIS Governing Board decisions  
10:05

Volunteers needed  
10:10
- 1-2 people: CoC application review committee
- 6-7 people: DHS-OEO application reviews in next two weeks

2017 MN Housing project applications seeking CoC Confirmation  
10:15
- State Street Apartments, New Ulm (Brown County)

Break (10 minutes)  
10:30-10:40

Training: Criminal Expungements – What, why, and how?  
(Southern Minnesota Regional Legal Services: Megan R. Scully, Andrea Palumbo, & Sheena Thompson)  
10:40

Adjourn  
12:00

Other meetings today:  
- **Coordinated Entry Workgroup**  
  1:00-3:00  
  NOTE: In May, the FULL Coordinated Entry Committee will meet. All providers using Coordinated Entry are encouraged to participate (May 18, 1pm after CoC meeting)

Next CoC Meeting: May 18 at 9:30 in Rochester  
- MN Housing Super RFP project applications: 5+ projects
- HUD CoC 2017 funding round details (if available)

Contact Jennifer if you have agenda items for future meetings.

Reasonable accommodations can be made by calling Jennifer Prins at 507-732-8577  
or email at jprins@threeriverscap.org (ADA)

Three Rivers Community Action  
1414 North Star Drive, Zumbrota, MN 55992  
Telephone: 507-732-7391  
Fax: 507-732-8547  
www.threeriverscap.org  
Reasonable Accommodations Are Available  
ADA
In Attendance:
Abby Malterer, Horizon Homes
Amal Osman, City of Mankato- EDA
Amy Tudor, TRCA
Andrew Pietsch, Blue Earth County Human Services
Andrew Zimmerman, Minnesota Assistance Council for Veterans
Angela Early, Veterans Administration
Barb Durbahn, South Central Human Relations Center
Barbara Herbst, CommonBond
Becky Hinrichs, Red Wing, HRA
Colleen Hansen, TRCA
Dan Watson, HOPE Coalition
Dawn Michels, Nicollet County
Dean Crowell, Community Housing Development Corp.
Deanna Hoffman, Zumbro Valley Health Center
Deb Newman, Partners for Affordable Housing
Erin, Folcik, Community Action Center of Northfield
Irasema Hernandez, Semcac
Jennifer Prins, TRCA
Jennifer Sorg, Ruth’s House
Jennifer Williams Toth, Community Action Center of Northfield
John Buhta, Southern MN Regional Legal Services
Julie Anderson, Steele County Transitional Housing
Justin Vorbach, Southwest Minnesota Housing Partnership
Kara Hoel-Kleese, Women’s Shelter
Karen Lafee, Family Promise Rochester
Katherine Cross, TRCA
Mary Vrieze, Southern MN Regional Legal Services
Michele Merxbauer, Olmsted County HRA
Nicole Mowgos, Southern MN Regional Legal Services
Rebecca Rand, South Central Human Relations Center
Rick Sundberg, 180 Degrees
Sheila Alba, Project Home HRC
Tasha Moulton, Lutheran Social Services
Victoria Heun, Salvation Army, Mankato

Recorder: Robyn Meixner, TRCA
Facilitator: Deb Newman, Partners for Affordable Housing
Welcome, Introductions, Announcements

Deb shared they are looking to hire a licensed social worker and a case aide. Their shelters are full.

Justin shared they hired a half time Supportive Housing Specialist her name is Jennifer and she will start April 24th. She will be involved with Horizon Homes and Supportive Housing in St. Peter and Mankato and will be coming to the CoC meetings going forward.

Jennifer reminded everyone to please sign in; proof of attendance is part of the applications for funding.

Andrew P. shared they are fully staffed now. He hired contracted staff for the County GRH LTH program to do the program in-house and not vended out. It will be a pilot program through the end of the year; they will see the pros and cons of not vending it out.

Barb D. they just hired Rebecca Rand as their Housing Coordinator and expanded their GRH LTH services.

Becky shared they have a Transitional Housing building available in Red Wing. They need an agency that would run a Transitional Housing Program. It has 2 two-bedroom and 1 one-bedroom apartments. It will be vacated April 30th. If interested contact Becky and it will be on their website also.

Sheila shared they are fully staffed now.

Dean Crowell shared they are developing a 55 unit affordable housing apartments in a former school with 4 units will be designated for LTH in New Ulm, along with Abby at Horizon Homes.

Andrew Z. shared they have all their case managers.

Approval of March Minutes and April Agenda

Mary V. made a motion to approve the March minutes, Becky H. seconded, motion unanimously approved.

Michele M. made a motion to approve the April agenda, Andrew P. seconded, motion unanimously approved.

2017 CoC funding applications-Jennifer

<table>
<thead>
<tr>
<th>Discussion</th>
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<tbody>
<tr>
<td>HUD has started the process for the 2017 funding round– the NOFA is</td>
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<td>expected soon (at least by June).</td>
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<tr>
<td>On track with the projects we requested intent to apply from Renewals</td>
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<tr>
<td>• All projects that were previously funded are applying for renewals.</td>
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<tr>
<td>• Just found out 2016 Bonus project was approved and funded.</td>
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<tr>
<td>Bluff County Family Services-Houston County – a RRH Project for $98,465</td>
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<td>will renew this year too.</td>
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<tr>
<td>New Projects</td>
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<tr>
<td>Intent to apply window is still open; end date is tentatively for May</td>
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</table>
• 15th or 2 weeks after HUD releases the NOFA.
• Anyone considering applying contact Jennifer on what will be needed and stay for the presentation at noon today. Remember: New projects can be funded from Bonus funds or through reallocation from other projects. Mind the priority project types and standards to compete with existing projects.

2017 Reallocation Policy & Priorities
• Involuntary and Voluntary reallocations didn’t change.
• Proposed Order of priorities:
  1) New rapid re-housing project(s) or new transitional housing/rapid re-housing for homeless individuals, families and unaccompanied youth coming directly from the streets or emergency shelters, and include persons fleeing domestic violence or other person that meet the criteria of paragraph (4) of the definition of homeless. Review the geographic priorities for new RRH.
  2) New permanent supportive housing projects(s) for chronically homeless individuals and families as defined in 24 CFR 578.3. Review the geographic priorities for new PSH.
  3) New SSO projects for centralized or coordinated assessment (funded through reallocation).
    o New application for CE navigators requested because there is a gap in time after assessment until people are housed. Don’t have a task list yet for a navigator, the Executive Committee will meet to discuss this. If you have any ideas on what is needed in this position contact Jennifer.
    o The Grantee doesn’t need to be Three Rivers so long as it is closely coordinated between the two CE grantees.
• Project type not a priority is the new dedicated HMIS projects. (New HMIS funded in 2016.)

Project review and scoring
• Scoring tool draft: some things will need to be finalized once HUD releases its information.
  o Look at the check list to see what is required
  o Will be clarifying certain time periods for reporting
  o Adjustment made to the project quality and performance criteria; did some test scenarios and found PSH always scored higher than RRH and that shouldn’t always be the case. CE and new projects couldn’t score high enough either. So they changed the scoring sheet:

  ▪ To look at the points scored out of the total possible points so looking at a percent out of all the possible points for that project type. That helps balance out the differences between the project types that they were experiencing.
  ▪ Also standardizing the scores for low, mid and high; changed them to 0, 2 & 5.
Had separate points for target populations (Veterans, Families with children and Youth under age 25) – researched and found it didn’t make a difference with the points to separate each one, so they combined all three into one.

Last year projects that were serving families with children and school age children, we didn’t do a detailed review on the K-12 education plans or the Early Child Development plans; this year we will be doing that. We will need the documentation that you are doing the plans to score points.

Added a review category for the Equal Access Rule Compliance; it is a newer guideline from HUD. We need to see projects are becoming compliant in that area (policies, signage, training, etc.). This year we need to see you are doing it, but won’t get evaluated on it. In the future we will be evaluated against a standard.

Housing Project and Performance: In the past looked only for earned income for leavers, which worked for RRH people, but not for PSH people, because they may not exit so there’s no way to score. So we added leavers and stayers for PSH people.

Tie-breaker stayed the same.

Jennifer will send out all the information once it is released. Note: HUD is encouraging reallocation from existing projects to improve system performance and meet changing needs. New projects should apply based on needs and can be funded via new Bonus funds or reallocation.

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## Coordinated Entry Implementation-Katherine

<table>
<thead>
<tr>
<th>Discussion</th>
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<tbody>
<tr>
<td>• If your funder requires you to use CE, you need to get and make your referrals through CE. (This includes CoC, ESG, State homeless programs like LTH, HYA, GRH-LTH, Bridges with homeless set-aside, etc.)</td>
<td>If you still need staff to be trained contact Katherine.</td>
</tr>
<tr>
<td>• If you still need staff to be trained contact Katherine. In May there will be a training in Owatonna.</td>
<td>In May there will be a training in Owatonna.</td>
</tr>
<tr>
<td>• HMIS entries from the old list into the new list is going slow so she may be needing help for the Blue Earth, Steel and Olmsted Counties.</td>
<td>There are 9:00a.m. Go-To-Meetings every Friday for any questions or concerns. We will be opening up this time for some case conferencing also. After May CoC meeting the full CE group will meet.</td>
</tr>
<tr>
<td>• Referrals that have been on the priority list for over a year are hard to get hold of, so be patient. And clean up the existing lists.</td>
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<tr>
<td>• Been giving 2 referrals; in HMIS it isn’t easy to track them as pending but it is in the Google form. Will discuss this more in May.</td>
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# Continuum of Care Meeting
**July 20, 2017**  
**9:30 - Noon**

At Minnesota Valley Action Council  
706 N. Victory Dr, Mankato, MN

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
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</table>
| 9:30  | Welcome, Introductions, and Announcements  
*Share your name, affiliation, and program/community updates* |
| 9:45  | Approval of May Minutes & July Agenda |
| 9:50  | Coordinated Entry Implementation  
- CES Workgroup report  
- Staff reminders – Step 1/Step 2 changes, using CE effectively  
- August CES Committee meeting  
- CES regular reporting |
| 10:10 | Discussion: 2017 Legislative Session Debrief (Matt Traynor, MN Coalition for the Homeless) |
| 10:40 | Break (10 minutes) |
| 10:50 | 2017 CoC funding rounds  
- New project Intent to Apply  
- New program type for 2017 – Combined RRH/TH  
- Youth NOFA – Planning and projects (Second round) |
| 11:00 | Data and reporting update  
- New Annual Performance Report for CoC grantees  
- Quarterly data quality actions |
| 11:15 | Discussion: Planning for emergency shelter – What questions to ask, and how to make it happen (Matt Traynor, MN Coalition for the Homeless) |
| 11:55 | Action items/reminders |
| 12:00 | Adjourn |

**Other meetings today:**  
Coordinated Entry Workgroup  
1:00-3:00

**Next CoC Meeting:** August 17 at 9:30 at Olmsted County 2117 Building

Contact Jennifer if you have agenda items for future meetings.

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Reasonable accommodations can be made by calling Jennifer Prins at 507-732-8577  
or email at jprins@threeriverscap.org (ADA)

Three Rivers Community Action  
1414 North Star Drive, Zumbrota, MN 55992  
Telephone: 507-732-7391  
Fax: 507-732-8547  
www.threeriverscap.org
In Attendance:

Andrea Simonett, State Office of Economic Opportunity
Andrew Pietsch, Blue Earth County Human Services
Angela Early, Veterans Administration
Barb Durbahn, South Central Human Relations Center
Barbara Herbst, CommonBond
Becky Hinrichs, Red Wing HRA
Bill Franken, Olmsted County
Brody Grund, Connections Ministry
Carrie Erickson, Institute for Community Alliances
Cindy Norgard, The Salvation Army, Rochester
Colleen Hansen, TRCA
Cynthia Dosier, Winona Community Warming Center
Dan Watson, HOPE Coalition
Dawn Michels, Nicollet County
Deanna Hoffman, Zumbro Valley Health Center
Erica Koser, Connections Ministry
Erin Folcik, Community Action Center of Northfield
Erin Young, Skyline Inc LLC
Irasema Hernandez, Semcac
Jen Theneman, Partners for Affordable Housing
Jennifer Prins, TRCA
Jennifer Lamb, Southwest MN Housing Partnership
Judy Kliewer, Red Wing HRA
Justin Stotts, Owatonna HRA
Kate Hengy-Gretz, MN Valley Action Council
Katherine Cross, TRCA
Kim Lieberman, MN AIDS Project
Mike Montalto, Minnesota Assistance Council for Veterans
Nancy Bokelmann, City of Mankato-EDA
Nancy Cashman, Center City Housing Corporation
Nicole Mourgos, Southern MN Regional Legal Services
Onnie Brodkork, Partners for Affordable Housing
Rebecca Rand, South Central Human Relations Center
Rick Sundberg, 180 Degrees
Stephanie Ferguson, Center City Housing Corporation
Suzzanne Fox, Ruth’s House
Victoria Heun, The Salvation Army- Mankato

Recorder: Joann Covarrubias, TRCA
Facilitator: Cindy Norgard, The Salvation Army

Reasonable accommodations can be made by calling Jennifer Prins at 507-732-8577
or email at jprins@threeriverscap.org (ADA)
Prosperity for All:
MFIP (Minnesota Family Investment Program)
- Education is now an allowable work activity
- No increase for MFIP cash assistance of any kind
WFC (Working Family Credit)
- Legislative Session expands the Working Family Credit by $10.3M in FY 2018-19 and $24.7M in FY 2020-21
- $35.8M increase in FY 2018-19 in the Child and Dependent Care Tax Credit

2017 CoC Funding Round – Jennifer Prins

<table>
<thead>
<tr>
<th>Discussion</th>
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<tbody>
<tr>
<td>HUD’s NOFA is out (Notice of Funds Availability). Regional allocation will be a little over $2 million this year. As a region the full application is due September 28, 2017. Currently in process of setting up all of timelines and deadlines for all of the project applicants. New project applications will have a mid-August deadline. Before you can submit a Project application in you must submit a notice of intent to apply. That form has been available since February and is linked on the website. New projects can apply for Bonus funds or reallocated funds.</td>
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<tr>
<td>Highlights relating to the time line and changes for applying: Detailed instruction will be out as soon as possible.</td>
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<tr>
<td>General priorities for funding have not changed.</td>
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<tr>
<td>• Prioritize the people with the most need.</td>
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<tr>
<td>• Create a system that shows effectiveness and outcomes.</td>
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<tr>
<td>• Everyone who receives CoC funds is expected to be part of a good program and part of a system that is changing our communities.</td>
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<tr>
<td>• Strategically allocating and using resources is still a priority. So we still need 2 Tiers to prioritize, Tier 1 has 94% and are likely to be funded those in Tier 2 have 6% and gets more scrutiny from HUD.</td>
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<tr>
<td>Scoring and ranking tool looks at a few areas: Performance &amp; Project Management</td>
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<tr>
<td>• Project Management-reports done-data correct</td>
<td></td>
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<tr>
<td>• Performance and Outcome- how long people are staying in programs; where they leave to; do they return?</td>
<td></td>
</tr>
<tr>
<td>• Income and increases in income</td>
<td></td>
</tr>
<tr>
<td>• Utilization of grant funds</td>
<td></td>
</tr>
<tr>
<td>Alignment with Priorities</td>
<td></td>
</tr>
<tr>
<td>• Prioritizing people with most need</td>
<td></td>
</tr>
<tr>
<td>• Housing First; program barriers don’t keep people homeless</td>
<td></td>
</tr>
<tr>
<td>• Participation in CE</td>
<td></td>
</tr>
<tr>
<td>• Involved and participate with the CoC-always sign in at meetings.</td>
<td></td>
</tr>
</tbody>
</table>
Review: NOFA is out and as a region the full application is due September 28, 2017. Currently in process of setting up all of the timelines and deadlines for all of the project applicants. New project applications will have a mid to late August deadline. Before you can submit a Project application in you must submit a Notice of Intent to apply. That form is available and has been available since February for anyone thinking of applying for a new project. All of the renewals have already declared their notice of intent to apply.

New project types that are eligible.
- Permanent Supportive Housing
- Joint Transitional/Rapid Re-Housing-(Crisis housing plus support services-short stay and low barriers; perhaps good fit for youth and domestic violence)
- HMIS
- Support Services for only CE
- HMIS and CE projects are only eligible for reallocation

Designated Plus; if you have an existing PSH serving a 100% chronic you could switch it to the Designated Plus.

Applications:
- Renewals that have RRH are allowed to change the household type they are serving.
- Renewals can carry over information from last year’s application in the online application system.
- Also they have hard coded the HUD forms and are a part of the application so they need to be filled out before the application can be sent in (fewer attachments).
- Code of Conduct will need to be submitted even if you had submitted one in the past.
- Expansions are eligible this year, so if you have an existing project that needs an expansion, you wouldn’t need a separate grant agreement for a new project.
- HUD wants agencies to look closely at their projects, if needs are being met, and reallocate if they can.

Standard changes are referenced in the NOFA. All the information will be posted on the Three Rivers website under Continuum of Care. HUD is planning a second round for a Youth NOFA for this fall; more information to follow.

Data and Reporting Update HUD -Jennifer

<table>
<thead>
<tr>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point in Time information and system performance measures can be found on the ICA website at the following links</td>
</tr>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Action Identified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to submit an intent to apply for new projects will be August 28</td>
</tr>
<tr>
<td>Jennifer will set up a Go To Meeting for changes/requirements to the application and not a lab</td>
</tr>
<tr>
<td>Ranking will take place around Labor Day</td>
</tr>
</tbody>
</table>
All Unread

<table>
<thead>
<tr>
<th>To</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joann Covarrubias</td>
<td>Website postings for today/tomorrow</td>
</tr>
<tr>
<td>Allison Uelke-Scaletta, Victoria Heun</td>
<td>RV CoC Project Applicant Notification - TSA Marfield Place</td>
</tr>
<tr>
<td>Jennifer Mars</td>
<td>RV CoC Project Applicant Notification - TSA Castlevue Apartments</td>
</tr>
<tr>
<td>Leah Hall</td>
<td>RV CoC Project Applicant Notification - TRCA Coordinated Entry and CES Expansion</td>
</tr>
<tr>
<td>Julie Anderson</td>
<td>RV CoC Project Applicant Notification - TRCA RHASP, Pineview and Pineview Expansion</td>
</tr>
<tr>
<td>Andy Klewer</td>
<td>RV CoC Project Applicant Notification - Red Wing HRA S+C 1 (2009) and S+C 2 units</td>
</tr>
<tr>
<td>Jennifer Song, Ruth Hickey</td>
<td>RV CoC Project Applicant Notification - Ruth's House of Hope PSH and PSH Chronic</td>
</tr>
<tr>
<td>Sybil Betsinger</td>
<td>RV CoC Project Applicant Notification - Rice Co FHA/Northfield CAC Marilyn's Place PSH</td>
</tr>
<tr>
<td>‘Mehmeyer Michele’</td>
<td>RE: You're invited to Competitive Grantee Meeting (Sep 15, 2017)</td>
</tr>
<tr>
<td>Jen Themenan</td>
<td>RV CoC Project Applicant Notification - PAH Rivertown Homes</td>
</tr>
<tr>
<td>Cindy Norgard; Michele Meinzauer</td>
<td>RV CoC Project Applicant Notification - OCHRA/SA Castleview 1</td>
</tr>
<tr>
<td>Nancy Cashman; Michele Meinzauer</td>
<td>RV CoC Project Applicant Notification - OCHRA/CHC The Francis</td>
</tr>
<tr>
<td>Franken Bill</td>
<td>RV CoC Project Applicant Notification - OCHS PSH Zumbro Valley and PSH ZV Bonus Funds</td>
</tr>
<tr>
<td>Jennifer Lamb; Nancy Boekelmann (<a href="mailto:nikboekelmann@mnstategon.gov">nikboekelmann@mnstategon.gov</a>)</td>
<td>RV CoC Project Applicant Notification - Mankato EDA/SWMHP Cherry Ridge Chronic and Cherry Ridge Non-Chronic</td>
</tr>
<tr>
<td>Nathaniel Saltz; Sue Worlds</td>
<td>RV CoC Project Applicant Notification - MACV Radichel Veteran Townhomes</td>
</tr>
<tr>
<td>Demetria Vrana</td>
<td>RV CoC Project Applicant Notification - ICA - MN HMIS Southeast and MN HMIS Southwest 2</td>
</tr>
<tr>
<td>Anthony Coleman</td>
<td>RV CoC Project Applicant Notification - Health Care Connection SE RA</td>
</tr>
<tr>
<td>Nancy Cashman</td>
<td>RV CoC Project Applicant Notification - CCCH Rochester Youth and Family &amp; CCCH Silver Creek Corner</td>
</tr>
<tr>
<td>Anthony Coleman</td>
<td>RV CoC Project Applicant Notification - Blue Earth County RA</td>
</tr>
<tr>
<td>Rosanne St. Sauver; Kathy Lawson</td>
<td>RV CoC Project Applicant Notification - BCFR Rapid Rehousing</td>
</tr>
<tr>
<td>Mike Manhardt (<a href="mailto:mike@mesh-minn.org">mike@mesh-minn.org</a>); Mary Wietze; Kara Hoel</td>
<td>CoC Appeal Review Committee</td>
</tr>
<tr>
<td>'Kara H'</td>
<td>RE: CoC Appeal Review Committee</td>
</tr>
<tr>
<td>Allison Uelke-Scaletta, Anthony Coleman, Cindy Norgard; ‘Deanna ...</td>
<td>FW: You're invited to Competitive Grantee Meeting (Sep 15, 2017)</td>
</tr>
<tr>
<td>‘Deanna Hoffman’</td>
<td>RE: Competitive Grantee Meeting</td>
</tr>
<tr>
<td>'Stelitz, Amy (MHFA)'</td>
<td>RE: IFV for Friday?</td>
</tr>
<tr>
<td>Mary Wietze</td>
<td>RE: Let me know when you receive the score sheets</td>
</tr>
<tr>
<td>Julie Arklund</td>
<td>RVCoC PSH bonus app</td>
</tr>
<tr>
<td>Leah Hall</td>
<td>RE: Request: PSH data on homelessness</td>
</tr>
<tr>
<td>Tammy Moyer</td>
<td>RE: Request: PSH data on homeless admissions</td>
</tr>
<tr>
<td><a href="mailto:hz2hcoordinator@gmail.com">hz2hcoordinator@gmail.com</a></td>
<td>Re: conference</td>
</tr>
</tbody>
</table>
Thank you again for your project application and your commitment to ending homelessness in the River Valleys CoC region!

The Project Review & Rating Committee has scored and ranked all project applications (excluding Planning, which is not ranked). Attached please find these documents that explain your project’s score and rank:

1. **[ Applicant name, Project name] Notification + Scoring Tool**
   - shows whether the project was accepted, rejected, or reduced, as well as score, tier, and conditions/corrections required for submittal in e-snaps
   - includes project evaluation and scoring tool completed by Committee

2. **2017 Project Applications Score-Rank List**
   - shows full slate of projects with score and rank

3. **Project Evaluation Definitions**
   - describes formulas applied for evaluation criteria

Your project’s Notification and Scoring Tool are being shared only with you. The 2017 Project Applications Score-Rank List and Project Evaluation Definitions are being shared publicly for CoC review and will be posted on the CoC website today.

**READ YOUR NOTIFICATION CAREFULLY as it may include items that require action before the application can be put into the final project ranking in e-snaps.** Please review and prepare to make those changes. I will release your application in e-snaps on September 7 (today) and you will have until Thursday, September 14 at 4:00pm to make all changes, resubmit in e-snaps, and provide any remaining documentation.

If you have general questions about your score/rank or the conditions on your application, you may contact me. If your question is an appeal (as described on last page of the Applicant Guide), follow the instructions and use the Appeal form format included. Appeals are due to me by 4pm on Monday, September 11. Appeals received after that time will not be reviewed. All agencies filing an appeal must be prepared to rapidly respond to requests from the Appeal Review Committee. The 2017 Appeal Review Committee is made up of two persons unaffiliated with any project and one member of the Project Review & Rating Committee. For 2017, Committee members are: Mike Manhard (MESH), Kara Hoel-Kleese (Women’s Shelter), and Mary Vrieze (SMRLS).

Thanks again! And remember to submit your final changes and documents by Thursday, September 14 at 4:00pm.

Jennifer Prins  |  River Valleys Continuum of Care Coordinator
Three Rivers Community Action
1414 North Star Drive, Zumbrota, MN 55992
Direct: 507-732-8577  |  jprins@threeriverscap.org

**Three Rivers Community Action** works with community partners to provide warmth, transportation, food, housing, advocacy, and education to individuals and families. For more information on how you can help, visit our website at [www.threeriverscap.org](http://www.threeriverscap.org).

**River Valleys Continuum of Care** is a community-based coalition dedicated to preventing and ending homelessness in southeastern and south central Minnesota by coordinating services and maximizing resources. Find more information at [www.threeriverscap.org/continuum-of-care](http://www.threeriverscap.org/continuum-of-care).
2017 CoC Project Applicant Notification
River Valleys Continuum of Care (MN-502)

Project Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Applicant Name: XXXXXXXXXX XXXXXXX

Project Accepted? ☒ Yes ☐ No  Project Tier: ☒ Tier 1 ☐ Tier 2
Request Reduced? ☒ Yes ☐ No  Allowed Funding Request: $XXX,XXX
Project Score: XX  Project Rank: XX of 28

Rationale for Reduction or Rejection
This project has been reduced for the FY2017 funding round for the following reasons described in the CoC’s Reallocation Policy and/or Applicant Guide.

• The project had a substantial amount of funds recaptured by HUD in the past two years but did not voluntarily reallocate this year. In order to ensure that funds allocated to the CoC geographic area are used to serve homeless households and improve system outcomes, $XXX from this project has been reallocated to another project.

• Because the project generally meets other performance expectations, the reallocation level was set to preserve the amount usually spent by the project, plus 10% to account for variations in participant income and rent levels. As such, the project is expected to continue serving the number of households proposed in the application at the new funding level of $XXX,XXX.

Application Conditions (must be addressed before final submittal)
This project will be released in e-snaps for corrections/clarifications. By September 14, 2017 at 4:00pm, the items below MUST be corrected in e-snaps and resubmitted.

• 2B: This section was not updated for current performance. Funds recaptured question shows very same dollar amount as last year, which isn’t correct. Update for your most recently closed grant period. Check all questions in this section.

• 4B.5: Doesn’t this project serve all XXXXX counties minus XXXXX? If so, either just list the geography of the main office or include all geographies, i.e. add XXXX County, XXXX County, XXXX County, and XXXXXX City.

• 5A: Doesn’t make sense to propose serving fewer persons than beds. Please revise to total at least XX persons.

• 5B: The project has XX dedicated CH beds, but at most XX CH persons are shown in table 5B. Please revise to total at least XX CH persons.

• 6C: Adjust budget to align with reduced funding amount. Given past spending levels and bed utilization, it is the CoC’s expectation that the same number of households will be served at the reduced funding level.

Non e-snaps conditions to be addressed by September 14, 2017 at 4:00pm:
• The project did not provide the applicant’s most recent audit. Submittal of this project is contingent on the project providing an audit.

Other Application Feedback
General comments:

• HMIS Data Quality is important to the CoC’s score and affects your project’s ability to report good outcomes. It also impacts the effectiveness of Coordinated Entry referrals. Please review your data quality regularly and use the quarterly DQ reports to assist you in maintaining good data.

• Using a Housing First approach requires commitment to client-centered service and engagement with landlords. Projects claiming a Housing First philosophy should review policies, training, and outreach strategies to ensure full implementation.

• Full Coordinated Entry participation is not optional for CoC grantees. If the project did not receive full points for Coordinated Entry, review your processes and use the CES resources provided for you on the CoC website to get in compliance. Please also review your project outreach and selection plans to ensure that Coordinated Entry compliance is reflected there.

• Equal Access Rule compliance is required for CoC grantees. Use the resources on the CoC website to assess your status and make changes to get in compliance. Actual level of compliance will be scored in the 2018 funding round.

Continued >>
Scoring Comments:

- Chronic Priority 1 was changed from 5 to 2 because 1-74% of CoC-funded units actually served chronically homeless households.
- Chronic Priority 2 was changed from 5 to 2 because 50-99% of CoC-funded units were dedicated to serve chronically homeless households.
- K-12 Education and Early Childhood Development were changed from NA to 0 as no written plans were provided. The project application indicated they would be serving children.
- System Improvement 2 was increased from 2 to 5.
- Applicant experience was changed from 5 to 2 due to moderate outcomes. In addition, the project had recaptured funds.
- Returns to Homelessness was deleted from the ranking score due to the unavailability of the report from HMIS to verify the points claimed. The total points possible was adjusted accordingly.

Thank you for your application and your continued work to end homelessness in southeast and south central Minnesota! The full listing of ranked projects will be posted on the CoC website on September 7, 2017. Applications will be released in e-snaps for final revisions on September 8, 2017 for all projects. If you would like to submit an appeal, please review the Applicant Guide for more information about the review process and your options for appeal. The final listing of ranked projects will be posted on the CoC website on or before September 15, 2017 (after the CoC comment and applicant appeal period has passed).

Attachments: Project Scoring Tool, Project evaluation definitions
5. Project Quality and Performance Criteria

<table>
<thead>
<tr>
<th>Measures</th>
<th>Low</th>
<th>Mid</th>
<th>High</th>
<th>Points Claimed</th>
<th>Final Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alignment with Priorities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Chronic Priority 1</td>
<td>None of the CoC-funded units serve chronically homeless households</td>
<td>1-74% of CoC-funded units or services serve chronically homeless households</td>
<td>75% or more of CoC-funded units/services serve chronically homeless households</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>All housing projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chronic Priority 2</td>
<td>0-49% of the CoC-funded units households are dedicated for chronically homeless or DedicatedPLUS households</td>
<td>50-99% of CoC-funded units households are dedicated for chronically homeless or DedicatedPLUS households</td>
<td>100% of CoC-funded units households are dedicated for chronically homeless or DedicatedPLUS households</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>All PSH projects</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Target Populations</td>
<td>0-49% of CoC-funded services or units serve target populations</td>
<td>50-74% of CoC-funded services or units serve target populations</td>
<td>75% or more of CoC-funded services or units serve target populations</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>All housing projects</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Military veterans; Youth &amp; HH with children; Victims of DV/SA; LGBTQIA+</td>
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<td></td>
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<tr>
<td>Housing First</td>
<td>Any barriers, or documentation doesn’t support claim</td>
<td>0 barriers, documented</td>
<td>0 barriers, documented</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>All housing projects</td>
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<td></td>
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</tr>
<tr>
<td>Barriers to entry</td>
<td>3 or more barriers</td>
<td>1-2 barriers</td>
<td>0 barriers</td>
<td>[ ]</td>
<td></td>
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<tr>
<td>All housing projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K-12 education</td>
<td>Meets HUD requirement: Written plan and staff are in place to assure children and youth enrolled in and attending school and connected to services to support their educational needs per McKinney Vento Education law</td>
<td>Meets HUD requirement plus: • Education plan for children and youth part of family’s case plan • Staff development • Appropriate study space • Measures in place</td>
<td>Meet HUD requirements plus: • Education plan • Staff development • Appropriate study space • Measures in place • Demonstrated success</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Housing projects serving families with children and youth &lt; age 18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early childhood development</td>
<td>Meets HUD requirement: Written plan and staff are in place to assure families can access Head Start and other public early childhood education programs; facilitate participation</td>
<td>Meets HUD requirement plus: • Coordinates with providers for birth - 5 screening • Space for early intervention providers to serve children &gt;3 years with developmental delays • Facilitate access to family education</td>
<td>Meet HUD requirements plus: • Coordinates with providers for birth - 5 screening • Space for early intervention providers to serve children &gt;3 years with developmental delays • Facilitate access to family education • Demonstrated success</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Housing projects serving families with children and youth &lt; age 18</td>
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<tr>
<td>Equal Access Rule</td>
<td>Not submitted</td>
<td>Submitted (For review only – will be scored for content in 2018)</td>
<td>Submitted (For review only – will be scored for content in 2018)</td>
<td>[ ]</td>
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<tr>
<td>All housing projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Improvement 1</td>
<td>Project represented at &lt;50% of CoC plenary meetings</td>
<td>Project represented at 50-74% of CoC plenary meetings</td>
<td>Project represented at 75% or more CoC plenary meetings</td>
<td>[ ]</td>
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</tr>
<tr>
<td>All projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Improvement 2</td>
<td>Project did not meet the basic requirements for CES: a) Project staff attended CES training, b) Partner Agreement and all Program Eligibility Addenda are on file with CoC, and all project openings since April 1, 2017 have been filled via Coordinated Entry.</td>
<td>Project meets all the basic requirements for CES.</td>
<td>Project meets all the basic requirements for CES, plus at least one other system development activity (CES supplement, Q1).</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>All projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>System Improvement 3</td>
<td>Project does not agree to voluntarily reallocate funds for other CoC priority new/expansion projects.</td>
<td>Project agrees to voluntarily reallocate 1-25% for other CoC priority new/expansion projects.</td>
<td>Project agrees to voluntarily reallocate more than 25% for other CoC priority new/expansion projects.</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>All projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section Total: Alignment with Priorities** 32 29

Continues on following page

2017 Project Evaluation and Scoring Tool – River Valleys Continuum of Care
### Project Management

<table>
<thead>
<tr>
<th>Measure</th>
<th>Low (0 points)</th>
<th>Mid (2 points)</th>
<th>High (5 points)</th>
<th>Points Claimed</th>
<th>Final Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant experience for proposed activities</td>
<td>No experience or poor outcomes. Applicant, staff, or partners have:</td>
<td>Limited relevant experience and/or fair outcomes. Applicant, staff, or partners:</td>
<td>Relevant experience and good outcomes. Applicant, staff, or partners have:</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>HMIS data quality</td>
<td>&lt; 8 points on HUD Data Quality Report Framework</td>
<td>8 - 12 points on HUD Data Quality Report Framework</td>
<td>13+ points on HUD Data Quality Report Framework</td>
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<tr>
<td>Fund management 1</td>
<td>Draw-downs occur less than quarterly</td>
<td>Draw-downs occur at least quarterly, but are not regular</td>
<td>Draw-downs occur at least quarterly &amp; at regular intervals</td>
<td></td>
<td></td>
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<tr>
<td>Fund management 2</td>
<td>More than 20% of HUD CoC funds recaptured in last 2 completed grant periods</td>
<td>6 - 20% of HUD CoC funds recaptured in last 2 completed grant periods</td>
<td>5% or less of HUD CoC funds recaptured in last 2 completed grant periods</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section Total: Project Management**

### Housing Project Performance

All renewal and expansion housing projects

<table>
<thead>
<tr>
<th>Measure</th>
<th>74% or less of project beds</th>
<th>75-89% of project beds</th>
<th>90% or more of project beds</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed utilization</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Non-cash benefits for leavers and stayers</td>
<td>0-19%</td>
<td>20-49%</td>
<td>50% or more</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Income</td>
<td>0-29%</td>
<td>30-49%</td>
<td>50% or more</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RH: For leavers</td>
<td>0-19%</td>
<td>20-34%</td>
<td>35% or more</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSH: For leavers &amp; stayers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing stability at 6 months</td>
<td>79% or less</td>
<td>80-86%</td>
<td>Must meet BOTH standards to claim 5 pts</td>
<td>87% or more</td>
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</tr>
<tr>
<td>Housing stability at 12 months</td>
<td>74% or less</td>
<td>75-80%</td>
<td></td>
<td>81% or more</td>
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<tr>
<td>Returns to homelessness &lt; 2 yrs</td>
<td>15% or more</td>
<td>5-14%</td>
<td>&lt; 5%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section Total: Housing Project Performance**

12 12

---

Initial Score

**Total points RECEIVED** 53

**Total points POSSIBLE** 95

\[
\text{Initial Score} = \frac{53}{95} = 0.56 \times 100 = 56.0\%
\]

**Penalty for Late Submittal?**

- 0 points (Received by 4:00pm on 8/21/17)
- 10 points (Received after 4:00pm on 8/21/17, but before 4:00pm on 8/22/17)
- 20 points (Received after 4:00pm on 8/22/17, but before 4:00pm on 8/23/17)
- All points (Received after 4:00pm on 8/23/17, so no points awarded)

**Penalty** - 0

**Final SCORE** = 56

---

**Tiebreaker Criteria (Fund management 3)**

A. **PROJECT BUDGET**

From esnaps Application Summary Budget "Total Budget"

B. **SUCCESSFUL OUTCOMES during grant period by project type**

For PSH: Number of Leavers to PH + Number of Stayers

For RRH: Number of Leavers to PH

C. **Cost per successful outcome**

\[
\text{Cost per successful outcome} = \frac{\text{Total Budget}}{\text{Number of Leavers to PH}}
\]

\[
\text{Final Cost per successful outcome} = \$5,276
\]
### First Public Posting of Project Scores and Ranking for FY2017 CoC Program Applications

**September 7, 2018**

**CoC Number**: MN-502  
**CoC Name**: Rochester/Southeast Minnesota CoC  
**ARD**: $2,071,465  
**Max Bonus (PH)**: $124,288  
**Max Ranked**: $2,195,753

<table>
<thead>
<tr>
<th>Rank</th>
<th>Score</th>
<th>New/ Renew/ Exp.</th>
<th>Applicant Name</th>
<th>Project Name</th>
<th>Grant Number</th>
<th>Project Type</th>
<th>Funds Approved</th>
<th>Rank Rationale</th>
<th>Total ARA</th>
<th>Running Total</th>
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<td>Radichel Veteran Townhomes</td>
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**Planning Project (not ranked)**

**TOTAL RANKED PROJECTS**: $2,195,383

**TOTAL ALL REQUESTED PROJECTS**: $2,257,527

**Rejected Projects**

**Total request $164,426**

**Policy (< 1 year)**

**Policy (System requirement)**

**Running Total**

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<tr>
<th>Key</th>
<th>Missing qualifying info, needed before 9/14/17</th>
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<tr>
<td>Reduced</td>
<td>Tier 1/Tier 2 split</td>
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<tr>
<td>New Bonus</td>
<td>Bonus project(s)</td>
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<tr>
<td>New Reallocated Project</td>
<td>ARD Annual Renewal Demand</td>
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**Total request $164,426**

**Ruth's House of Hope PSH**

**Total request $164,426**

**Total request $164,426**
### Alignment with Priorities

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<th>Evaluation Criteria</th>
<th>Data Source</th>
<th>Calculation/Definition</th>
<th>Renewal</th>
<th>Expansion</th>
<th>New (Non-expansion)</th>
</tr>
</thead>
</table>
| **Chronic Priority 1**  
Extent to which CoC-funded units or services serve chronically homeless households (whether or not they are dedicated to chronically homeless households). | All projects: App 5A, 5B | Total Persons “Chronically homeless” columns in all household type tables in 5B / Total Persons in 5A | PSH | RRH | SSOS-CES | HMIS | PSH | RRH | SSOS-CES | HMIS | PSH | RRH | THRRH | SSOS-CES | HMIS |
| **Chronic Priority 2**  
Extent to which CoC-funded units in FY 2017 application are dedicated to households meeting chronic homelessness or DedicatedPLUS thresholds. | All projects: App 4B.2b and 4B.3 | 4B.3 /4B.2b | PSH | RRH | SSOS-CES | HMIS | PSH | RRH | SSOS-CES | HMIS | PSH | RRH | THRRH | SSOS-CES | HMIS |
| **Target Populations Priority**  
Extent to which CoC-funded units or services serve (renewal projects) or target (new projects) priority target populations. | Veterans  
Renewals: APR 25a  
New/Exp: App 5B, 4 | Veterans  
Renewals: Total Veteran / Total  
New projects: Total “Chronically Homeless Vets” + “Non-Chronically Homeless Vets” / Total  
Youth  
In Characteristics table, (Adults 18-24 + Unaccompanied Children) / Total  
Families with children  
Renewals: APR 8/9  
New/Exp: App 5A, 4  
LGBTQIA+  
App 3B, 4 | PSH | RRH | SSOS-CES | HMIS | PSH | RRH | SSOS-CES | HMIS | PSH | RRH | THRRH | SSOS-CES | HMIS |
| **Housing First**  
Whether or not the project meets the Housing First definition in the NOFA. | All projects: App 3B.3d, Housing First Supplement & attachments | PSH | RRH | SSOS-CES | HMIS | PSH | RRH | SSOS-CES | HMIS | PSH | RRH | THRRH | SSOS-CES | HMIS |
| **Barriers to Entry**  
Extent to which the project has eliminated barriers to housing or services. | All projects: Housing First Supplement & attachments | Count number of barriers remaining (unchecked) on checklist. | PSH | RRH | SSOS-CES | HMIS | PSH | RRH | SSOS-CES | HMIS | PSH | RRH | THRRH | SSOS-CES | HMIS |
| **K-12 Education**  
Extent to which youth/family projects' services and space ensure school-age children are enrolled and attending school. | Youth/Family projects  
ONLY: K12 & Early Childhood Supplement, and App 3B1, 3B2a, 4A1 | Review documents provided AND if narrative in App 3B1 describes plan, staff, space, and outcomes. App 4A1 includes education services. | PSH | RRH | SSOS-CES | HMIS | PSH | RRH | SSOS-CES | HMIS | PSH | RRH | THRRH | SSOS-CES | HMIS |
| Early Childhood Development | Youth/Family projects ONLY: App 3B1, 3B2a, 4A1 | Review documents provided AND if narrative in App 3B1 describes plan, staff, space, and outcomes. App 4A1 includes child care and/or education services. | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| Equal Access Rule | Renewal/Exp. ONLY: Equal Access Rule Supplement | Review documents provided. If documents are provided, 5 points. | 5 | 5 | 5 | 5 |
| System Improvement 1 | All projects: CoC meeting attendance report | Total number of CoC plenary meetings at which project was represented between July 2016 and June 2017. | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| System Improvement 2 | All projects: Coordinated Entry Supplement | Review supplemental material and CoC staff verification from CES referral records. HMIS and CES-SSO: Automatic 5 points | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| System Improvement 3 | Renewals ONLY: Reallocations letters received by CoC Coordinator, GIW | Amount of ARA committed to reallocation / Total ARA | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| Points Possible for Alignment with Priorities – Projects serving youth and households with children | 55 | 55 | 55 | 55 | 45 | 45 | 45 |
| Points Possible for Alignment with Priorities – All other projects | 45 | 45 | 15 | 15 | 45 | 45 | 15 | 35 | 35 | 10 | 10 |

**Project Management**

<table>
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<tr>
<th>Evaluation Criteria</th>
<th>Data Source</th>
<th>Calculation/Definition</th>
<th>Renewal</th>
<th>Expansion</th>
<th>New (Non-expansion)</th>
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<tr>
<td>Applicant Experience</td>
<td>Renewal/Exp: GIW, Project Review and Scoring Tool, App 3B.1</td>
<td>Renewal/Expansion: Experience (1/2pt) - Applicant has any grant number on GIW than ends in a number &gt; 3. (Adjustments made for renewals with multi-year grant terms, e.g. S+C) Outcomes (2/3pt) – Associated renewal project scores at least 2/3 of points available in applicable performance measures on Scoring tool New projects: Experience and capacity described adequately in app 2B.</td>
<td>5</td>
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<td>New projects: App 2B</td>
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### HMIS Data Quality
Extent to which the applicant demonstrates commitment and ability to ensure HMIS data quality for the project.

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<td>PSH</td>
<td>RRH</td>
<td>SSOCES</td>
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### Fund Management 1
Extent to which the applicant demonstrates ability to manage federal funds (e.g. timeliness, eligible expenses, recaptured funds).

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<td>RRH</td>
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### Fund Management 2
Extent to which the applicant utilizes the HUD CoC funds awarded to it.

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### Points Possible for Project Management

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### Housing Project Performance

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<td>RRH</td>
<td>SSOCES</td>
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**Bed Utilization**
Extent to which the project has ensured utilization of beds by eligible participants.

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<td>APR 7b Average number of persons served each night (Total) / App 4B.2b</td>
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**Income 1: Non-cash**
The percentage of project’s adult participants (stayers and leavers) with non-cash mainstream benefits.

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<th>Expansion</th>
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<td>Total &quot;Adults with 1+ Sources&quot; in APR 20b leavers and stayers / Total Adults in 20b</td>
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**Income 2: Cash**
The percentage of project’s adult participants who have cash income at exit.

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<th>Calculation/Definition</th>
<th>Renewal</th>
<th>Expansion</th>
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<td></td>
<td></td>
<td>Total &quot;Adults with 1+ Sources&quot; in APR 18 leavers and stayers / Total Adult leavers in 18</td>
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<td>5</td>
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### Housing Stability
Extent to which project participants have maintained permanent housing after 6 months.

| Renewals/Exp ONLY: APR 22a1 | RRH: Only score 6 month outcome. Total persons in APR 22a1 lines 5-10 / Total persons in APR 22a1 PSH: 6mo = Total persons in APR 22a1 lines 5-10 / Total persons in APR 22a1 12 mo = Total persons in APR 22a1 lines 6-10 / Total persons in APR 22a1 PSH projects that do not meet both standards in a category may only claim points up to the lower outcome category. Example: A project that has 88% stability at 6 months and 75% at 12 months earns 2 points. | 5 | 5 | 5 | 5 |

### Returns to Homelessness
Extent to which project participants have exited to permanent housing destinations.

| Renewals/Exp ONLY: HMIS report “returns to homelessness” | TBD – Waiting on report from iCA | 5 | 5 | 5 | 5 |

### Points Possible for Housing Performance

| 25 | 25 | 25 | 25 |

---

### TOTAL POINTS POSSIBLE FROM ALL SECTIONS

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<th>Expansion</th>
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<td>PSH</td>
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<td>Points Possible – All other projects</td>
<td>85</td>
<td>85</td>
<td>30</td>
</tr>
</tbody>
</table>

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### Tie-breaker for PSH and RRH project applications:

| Fund Management 3
Extent to which the project demonstrates a reasonable cost per successful outcome relative to other similar projects. | Housing Projects ONLY: Project Evaluation and Scoring tool | PSH Projects: (Current HUD CoC request + Match) / (Number of Leavers to PH + Number of Stayers) | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 |
| RRH Projects: (Current HUD CoC request + Match) / Number of Leavers to PH | | | | | | | | | | |
Hello River Valleys CoC –

Our application for FY2017 HUD Continuum of Care Program funds has been posted for review at http://www.threeriverscap.org/continuum-of-care. Comments and corrections are due to me by Thursday, September 21. The CoC will vote to approve and submit the application with any corrections when we meet on Thursday (9:30 at Owatonna Public Utilities), and I plan to submit the application with approved corrections on Friday, September 22. HUD is anticipating making funding decisions about our $2.2M application and applications from CoCs across the nation by the end of December 2017.

Thank you for all of your input on this application and your assistance going forward. The activities discussed in this application reflect the work we are all doing across the region to end homelessness, and it’s big! Thank you for your dedication to truly moving the needle to prevent and end homelessness.

Best –
Jennifer

Jennifer Prins | River Valleys Continuum of Care Coordinator
Three Rivers Community Action
1414 North Star Drive, Zumbrota, MN 55992
Direct: 507-732-8577 | jprins@threeriverscap.org

Three Rivers Community Action works with community partners to provide warmth, transportation, food, housing, advocacy, and education to individuals and families. For more information on how you can help, visit our website at www.threeriverscap.org.

River Valleys Continuum of Care is a community-based coalition dedicated to preventing and ending homelessness in southeastern and south central Minnesota by coordinating services and maximizing resources. Find more information at www.threeriverscap.org/continuum-of-care.
Continuum of Care

The Continuum of Care (CoC) is a community planning group that coordinates services and maximizes resources to reach the goal of preventing and ending homelessness. The community planning network in south central and southeastern Minnesota is River Valleys CoC.

The River Valleys CoC planning region, or community, includes the area of 20 counties. The CoC includes people and organization from across the region, and meetings are open to anyone who wants to work together with local organizations to change our system and end homelessness.

Get more informatkion about River Valleys CoC:

- Weekly CoC email with meeting information, grants, events, training, and more.
- RV CoC Brochure
- River Valleys Continuum of Care Region Map

Public Notices

9/19/17 Posted for Review: CoC Application for HUD Continuum of Care funds FY2017, with Project Selections and Priority Listing

- Comments and corrections are due to Jennifer Prins by Thursday, September 21 at 4:00pm
- CoC vote to approve and submit the application scheduled for Thursday, September 21

- View the CoC Application
- View the Project Priority Listing

9/12/17 Posted for Review: Final Project Application Score and Ranking

- No comments or appeals received, so no change to ranking from 9/7/17 posting
- View the Project Ranking
9/7/17 Project Application Score and Ranking - First Posting for Review and Comment is [here](http://threeriverscap.org/sites/default/files/2017_project_applications_score-rank_list_-_first_posting_9.7.17.pdf)

8/4/17 River Valleys CoC – Applicant Guidance and Application Materials published for agencies that submitted their intent to apply. See the [HUD Notice of Funds Availability](http://www.threeriverscap.org/continuum-of-care/hud-notice-of-funds-availability) page for details. (CLOSED 8/21/17)

8/1/17 Confirmation of new projects submitting intent to apply:

- Partners for Affordable Housing – TH/RRH
- Ruth’s House of Hope – RRH
- Three Rivers Community Action – PSH Expansion
- Three Rivers Community Action – SSO-CES Expansion

7/20/17 River Valleys CoC Final Call for New Projects (CLOSED 8/1/17)

- **Renewal Projects:** All RENEWAL projects were required to submit a notice of intent to apply by 4:00 pm CDT on Friday, April 7, 2017. All RENEWAL project applications MUST be submitted into e-Snaps prior to **4:00 pm CDT on Monday, August 21, 2017.** Additional documents for the RVCoC review and ranking process will be required by the same deadline and submitted outside of e-Snaps.

- **NEW PROJECTS (Including EXPANSIONS of Existing Projects):** Permanent Housing (Permanent Supportive Housing or Rapid Rehousing) projects as well as a new project type, Joint Transitional Housing/Rapid Re-Housing, are available for the community to apply for as New Projects through the process of reallocation or permanent housing bonus. Homeless Management Information System and Supportive Services Only (for Coordinated Entry) are available for the community to apply as New Projects only through the process of reallocation.
  - For types of projects that qualify for funding under the NEW PROJECT criteria through either reallocation or permanent housing Bonus please refer to the HUD NOFA. An estimated $124,288 is available for Bonus projects.
  - All NEW projects MUST submit a notice of intent to apply by **4:00 pm CDT on Monday, July 31, Tuesday, August 1, 2017** via RVCoC’s online form at [https://goo.gl/forms/hFL2bWZHfaJtc9yn2](https://goo.gl/forms/hFL2bWZHfaJtc9yn2).
  - All NEW project applications MUST be submitted into e-Snaps prior to **4:00 pm CDT on Monday, August 21, 2017.** Additional documents for the RVCoC review and ranking process will be required by the same deadline and submitted outside of e-Snaps.

- Read the entire [Final Call for Projects](http://www.threeriverscap.org/sites/default/files/final_call_for_projects_2017-rev_-_with_priorities.pdf)

3/23/17 River Valleys Continuum of Care is now accepting notification of intent to apply for CoC Program funds in 2017

- Please submit the Intent to Apply [online form](https://goo.gl/forms/AdJvLy6VPzldO33A) to declare your intent to apply for new or renewal funding via the HUD CoC Program.
The form is open for renewal projects through Friday, April 7, 2017. Renewal projects that have not submitted their intent by 11:59:59PM on Friday, April 7, 2017 will forfeit their renewal rights.

New projects are encouraged to submit early, but may submit their intent to apply until May 15 or two weeks after the U.S. Department of Housing and Urban Development (HUD) releases its Continuum of Care program application (anticipated in May), whichever is later.

3/16/17 Requesting CoC Confirmation or other application approval for projects seeking State funds in 2017

River Valleys CoC requires a written project description and a presentation from any applicant requesting a CoC Confirmation or signature on the application. In order to ensure that the CoC meets its obligation to review the project, CoC members must receive all required project information in a timely manner.

Review the requirements for 2017 on the "Resources for State Program Grantees" page.
2017 Project Applicant Guide
including Ranking Policy and Process

Section I: HUD Requirements
On July 14, 2017, the U.S. Department of Housing and Urban Development (HUD) published the Notice of Funding Availability (NOFA) for the Continuum of Care (CoC) Homeless Assistance Program. The NOFA and HUD’s other CoC competition resources are available at https://www.hudexchange.info/en-snaps/fy-2016-coc-program-nofa-coc-program-competition/. HUD Applications are due to HUD before September 28, 2017 at 8:00pm Eastern time (7:00pm Central).

A. Ranking Requirements
The NOFA requires that each CoC conduct a transparent and objective process to review and rank all applications for renewal of existing projects and creation of new projects. Ranking of renewal projects must incorporate regularly collected data on project performance and effectiveness. Beginning in 2016, the CoC is required to competitively rank project applications based on how they improve the CoC System Performance in order to be eligible for Bonus Project funding.

B. Reallocation
CoCs may use funds taken in whole or in part from existing grants to create new projects through reallocation. CoCs are encouraged to use reallocation to improve CoC performance. New in 2017, CoCs may also use expansion of existing high-performing projects to improve performance. (Expansion can be sought via a new project application.) Five types of projects may be created via reallocation in FY2017:

- New permanent supportive housing project(s) that meet the requirements of DedicatedPLUS as defined in Section III.A.3.d. of the FY2017 NOFA or new permanent supportive housing project(s) where 100% of the beds are dedicated to persons experiencing chronic homelessness, as defined in 24 CFR 578.3;
- New rapid re-housing project(s) for homeless individuals and families, including unaccompanied youth, who meet the criteria defined in Section II.B.2.a.(2) of the FY2017 NOFA;
- New Joint transitional housing/rapid re-housing project(s) as defined in Section III.A.3.h. of the FY2017 NOFA;
- New dedicated HMIS projects; or
- New SSO projects for centralized or coordinated assessment system.

Not all project types that are eligible are prioritized by the local CoC. More information on reallocation is available in the CoC’s 2017 Reallocation Policy & Priorities.

C. New Permanent Housing Bonus
HUD is allowing applicants to apply for three types of new bonus projects for the FY2016 CoC Program Competition:
• New permanent supportive housing project(s) that meet the requirements of DedicatedPLUS as defined in Section III.A.3.d. of the FY2017 NOFA or new permanent supportive housing project(s) where 100% of the beds are dedicated to persons experiencing chronic homelessness, as defined in 24 CFR 578.3;
• New rapid re-housing project(s) for homeless individuals and families, including unaccompanied youth, who meet the criteria defined in Section II.B.2.a.(2) of the FY2017 NOFA;
• New Joint transitional housing/rapid re-housing project(s) as defined in Section III.A.3.h. of the FY2017 NOFA;

For FY2017, the Permanent Housing Bonus amount for each CoC equals 6% of the CoC’s Final Pro Rata Need, as calculated by HUD. The estimated Bonus for River Valleys CoC is $124,288 (published 7/20/17). New in 2017, CoCs may also use expansion of existing high-performing projects to improve performance. (Expansion can be sought via a new project application.)

D. Tiers
To ensure that CoCs have the opportunity to prioritize their projects locally in the event that HUD is not able to fund all renewals, HUD requires that CoCs rank projects in two tiers. The tiers are financial thresholds. This year, FY2017:
• Tier 1 is equal to the CoCs Annual Renewal Demand (ARD) less 6%. Tier 1 projects will be funded by HUD provided they meet all threshold and project quality requirements. Tier 1 is estimated at $1,947,177 in River Valleys CoC.
• Tier 2 is the difference between the CoCs Tier 1 and the CoCs Final ARD plus PH bonus. Tier 2 projects will be funded only if they meet HUD requirements and there are sufficient funds available nationally. Tier 2 projects are scored by HUD based on CoC overall score, project rank, and commitment to Housing First/Low Barrier policy priority. Tier 2 for River Valleys CoC is estimated at $248,576.
• The PSH bonus project must be ranked along with other project applications.

E. HUD Policy Priorities:
CoCs have the flexibility to rank projects in any order. However, CoCs cannot receive grants for new projects (other than through reallocation) unless the CoC competitively ranks projects based on how they improve system performance and align with HUD policy priorities. HUD Policy Priorities for FY2017 are defined in the NOFA, Section II.A. as follows:
1. Ending homelessness for all persons.
2. Creating a systemic response to homelessness.
3. Strategically allocating and using resources.
4. Using a Housing First approach.

Section II: River Valleys CoC Policy on Project Ranking
A. Policy Objectives
In 2017, River Valleys CoC’s objectives for project ranking, re-allocation, and tiering, are to advance our community’s goal of ending and preventing homelessness by:
• Complying with all HUD requirements for CoC’s and projects;
• Preserving funding for high performing projects;
2017 Project Applicant Guide
River Valleys Continuum of Care (MN-502)

- Shifting investments from lower performing projects to new projects responding to documented housing and service needs;
- Strategically allocating HUD funds in conjunction with other funding sources; and
- Seeking additional funding to advance coordinated entry implementation.

B. Reallocation Policy
The River Valleys CoC Executive Committee updated the CoC’s Reallocation Policy and Priorities, which were approved by the CoC. This policy establishes the CoC’s policy governing grant reallocation for the 2017 HUD CoC application. Refer to the 2017 Reallocation Policy and Priorities for details on voluntary vs. involuntary reallocation processes.

Priorities for reallocation in 2017 are:
1. New rapid re-housing project(s) or joint transitional housing/rapid re-housing projects that will serve homeless individuals and families, including unaccompanied youth, who meet the criteria defined in the FY2017 HUD CoC Program Competition NOFA.
   Rationale: As evidenced in Coordinated Entry priority lists as well as the Point in Time Count and the 2016 statewide survey of homeless Minnesotans, River Valleys CoC experiences continued need for effective projects serving persons homeless due to domestic violence and persons who remain homeless due to limited emergency housing options.

2. New permanent supportive housing project(s) that meet the requirements of DedicatedPLUS as defined in the FY2017 HUD CoC Program Competition NOFA or new permanent supportive housing projects where 100 percent of the beds are dedicated to chronic homelessness as defined in 24 CFR 578.3.
   Rationale: As evidenced in Coordinated Entry priority lists as well as the Point in Time Count and the 2015 statewide survey of homeless Minnesotans, River Valleys CoC has additional households meeting the chronic homeless definition or otherwise demonstrate high need (DedicatedPLUS) in our communities. Housing and supporting households with the highest needs and most extensive histories of homelessness is critical to ending homelessness in the CoC region. As such, it would also help to improve CoC system performance by reducing average length of time homeless.

3. New SSO projects for centralized or coordinated assessment.
   Rationale: A new Coordinated Entry grant was funded in FY2015. The CE system will be fully implemented in HMIS beginning in April 2017. A limited scope application addressing on-the-ground system navigation would support the technological implementation by ensuring that a) households on the CE list receive guidance throughout the process and b) agencies providing housing can connect quickly with eligible households on the list.

Project types eligible for reallocation that are NOT A PRIORITY for River Valleys CoC in FY2017:

- New dedicated HMIS projects.
   Rationale: To advance implementation of Coordinated Entry and system-wide performance evaluation, the CoC expanded its HMIS functionality in FY2016 with a new HMIS Lead and new HMIS grant funded via reallocation. No additional funds are needed at this time.

The CoC conducted a needs assessment in 2016 and developed priorities for each county in the region. The priorities identify household types, target subpopulations, and estimated number of units needed per county. Project applicants should review and respond to these priorities in developing new projects. For more
information, refer to the CoC Priorities sheet developed as part of a regional needs assessment in December 2016.

C. General Project Review and Ranking Policy
The River Valleys CoC will invite submissions for new and renewal projects and will conduct a review and ranking following the procedures established in Section IV and V. All requirements for applications will be detailed in the “Call for Projects”.

To be eligible for ranking and prioritization, all applicants and projects (new and renewal) must meet all HUD eligibility criteria, as outlined in the Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Competition:

- Project Applicants must have a DUNS # and current registration in SAM.gov to compete.
- Projects must notify the CoC of Intent to Apply (at https://goo.gl/forms/v3VchzAjyE87qPGM2).
- Projects must complete the HUD threshold requirements. Projects without current SAM registration, outstanding HUD audit findings, history of ineligible participants, evidence of untimely expenditures, or financial management concerns, may be eliminated from competition.
- Projects must submit a complete Project Application in eSnaps by 4:00pm on Monday, August 21, 2017 (Applicants will have opportunity to make required revisions following review and ranking); and
- Projects must submit supplemental Project Application materials for local CoC review and ranking in Dropbox by 4:00pm on Monday, August 21, 2017.

Projects that meet the criteria above will be scored by the Project Review and Rating Committee based on quality, performance, and cost effectiveness. The general approach to rating and ranking will be a two step process.

First, the Committee will score all project applications except the CoC Planning Grant using the Project Evaluation and Scoring Tool. The Scoring Tool will include review of information collected through ongoing assessment (e.g. quarterly HMIS data quality reports), documents submitted by the applicant (e.g. 501(c)(3) letter), and verifications by third parties (e.g. audits). The Scoring Tool will also align with the policy priorities established by HUD so the Committee will score all projects using the same tool. Projects serving wholly or primarily a target population with unique needs – youth, victims of domestic violence or sexual assault, or LGBTQIA+ may submit additional performance measures and data to support the project application. (The CoC Planning Grant will be assessed for HUD’s project quality threshold requirements but, because it is not subject to ranking, it is not scored using the Scoring Tool.)

Second, after scoring is complete, projects will be placed in their ranked order by total score. Per HUD instruction, the CoC Planning Grant will not be ranked. Two exceptions to rank order in 2017 have been identified to align with the CoC’s priorities for new projects (Section II. B.) and to protect new projects funded in the previous funding round:

- **New housing projects submitting for a first time renewal (project data not yet available).** These projects were fully reviewed and ranked as new applicants in 2016. They will instead be automatically ranked as the last projects fully in Tier 1, in the order they were initially ranked in the Priority Rankings submitted to HUD.
- **HMIS and Coordinated Entry projects.** HMIS and Coordinated Entry renewals will be ranked immediately above new housing projects.
On or before September 7, 2017, project applicants will be notified by email of their application’s/applications’ acceptance or rejection, any reductions in funding, ranking (and Tier), and any corrections the applicant must make in eSnaps. The notification email will be sent by the CoC Coordinator on behalf of the Project Review and Rating Committee to the project application contacts identified in the applicant’s notification of intent to apply.

The proposed project ranking must be posted to the CoC website in accordance with HUD’s timelines and requirements. Project applicants, COC members, and the general public will be given not less than 48 hours to provide comment. If comments provide verified information that affects project score, the Project Review and Rating Committee may choose to adjust that project’s score or rank. The Project Review and Rating Committee’s recommendation, together with a final draft of the Collaborative Application will be posted for CoC review on September 19, 2017.

D. Tier Policy

Once the rank order of projects has been determined, the projects at the bottom of the list (up to an amount equal to 6% of FPRN plus any amount available for the permanent housing bonus) will fall into Tier 2. The CoC reserves the right to re-order the project list or request applicants increase/decrease their budget to best position the River Valleys CoC to receive the maximum overall amount of funding and improve the CoC’s homeless response system performance.

- Reordering may be proposed when a project straddling Tier 1 and Tier 2 would not likely be feasible if only the Tier 1 portion were funded.
- Reductions (partial reallocation) may be proposed for renewal projects that meet any of the thresholds for involuntary reallocation in the Reallocation Policy and Priorities 2017. Renewal projects with a history of recaptured funds and/or low bed utilization will be prioritized for reductions.
- Reductions may be required for any application that falls fully or partially below the funding line (below Tier 2), that exceeds the HUD-approved ARA for the project, or that exceeds the total available Permanent Housing Bonus funds or reallocated funds for the CoC.

E. Review Committee

Project scoring and ranking will be conducted by the Project Review and Rating Committee of the CoC, as defined in the River Valleys CoC Governance Charter. Committee members are nominated and affirmed by the CoC and must abide by the CoC’s Conflict of Interest statement in their scoring and ranking. River Valleys CoC encourages nominations for the Committee to reflect the diversity of the CoC region, to maintain a fair and objective review and ranking process, and to utilize community expertise.

An Appeal Review Committee will be formed to review any appeals submitted by applicants based on the scoring and ranking process. The Appeal Review Committee will include one member of the Project Review and Rating Committee and two individuals not associated with any project seeking or receiving CoC funding. Committee members are nominated and affirmed by the CoC and must abide by the CoC’s Conflict of Interest statement. River Valleys CoC encourages nominations for the Committee to reflect the diversity of the CoC region, to maintain a fair and objective review and ranking process, and to utilize community expertise.
Section III: Process for Soliciting and Receiving Applications

A. Soliciting Projects

1. Public posting of Call for Projects
River Valleys CoC will issue a Final Call for Projects on July 21, 2017 to solicit new project applications that provide permanent supportive housing, rapid re-housing, or joint transitional housing/rapid re-housing, HMIS or support services only for Coordinated Entry. The Final Call For Projects will be posted on the CoC website distributed via the CoC email list serv, and publicly announced at CoC and homeless response team meetings in all 20 counties of the CoC region. (New and renewal project Intent to Apply has been announced and distributed via CoC list serv between March 7, 2017 and August 1, 2017 using the same methods.)

The Call for Projects will include information on eligible projects and applicants, HUD and local priorities, application timelines, and submittal requirements. The Call for Projects will be posted to the CoC website via the CoC list serv. Intent to Apply forms are due by Friday, July 21 at 4:00pm.

2. Technical Assistance
CoC staff (and, if available, representatives from the Minnesota Interagency Council on Homelessness (MICH)) will provide technical assistance to applicants via technical assistance calls and application reviews (for new applicant agencies or new staff). Technical assistance will be prioritized for new applicants, new projects proposals, and project applicants with new staff, but all applicants are encouraged to seek TA if needed.

- All project applicants are encouraged to participate in the Project Applicant Guidance webinar on Thursday, August 10 at 1:00pm-2:30pm CST. To participate, visit https://global.gotomeeting.com/join/750849821, and call in for audio: +1 (646) 749-3122, access code: 750-849-821. (First GoToMeeting? Try a test session: https://care.citrixonline.com/g2m/getready)
- One-on-one technical assistance is available by phone and shared screen. Thirty (30) minute sessions may be scheduled with CoC staff on Monday, August 14 or Tuesday, August 15, 2017. To reserve your one-on-one TA session, complete the Doodle poll at https://doodle.com/poll/wndw4pct9vtagnhk
- New project applicants (and applications from new project staff) may also submit their application for early review. To request early review, the applicant must submit the pdf version of the eSnaps application to the CoC Coordinator at jprins@threeriverscap.org by 4:00pm on Wednesday, August 16, 2017. Project applicants will receive their reviewed application by August 18, 2016.

B. Receiving Project Applications

1. Submittal process
Intent to Apply: Confirmation of intent to apply is required from all project applicants by 4:00pm on August 1, 2017. The electronic form is available at: https://goo.gl/forms/nBSmeldTRnp0kTRtf2. The CoC Coordinator will confirm all submissions by 4:00pm on August 2, 2017.

Project Applications: Complete project applications with all attachments must be submitted electronically in eSnaps, with supplemental materials for the local CoC application reviews submitted to the CoC Coordinator via Dropbox by 4:00pm on Monday, August 21, 2017 for consideration for the FY2017 CoC Program Competition.

To meet the submittal deadline, three steps must be completed by 4:00pm on Monday, August 21:
1) The electronic application, with all attachments and a fully updated applicant profile, must be submitted in eSnaps.

2) The supplemental materials for the local CoC application review and ranking must be uploaded separately (not as one large scanned document) to a shared Dropbox file. A free account is required for Dropbox.

3) An email with a link to the shared Dropbox file must be submitted to the CoC Coordinator at jprins@threeriverscap.org.

The eSnaps submittal timestamp, email, and Dropbox upload timestamp will be kept on file. No paper submissions will be accepted.

2. Required Elements

Applicants must submit both the completed Project Application in eSnaps (with all attachments and a current, complete Applicant Profile, see FY2017 NOFA Section V.I.C.2.(a-i) AND provide the following Supplemental Materials to the CoC Coordinator to submit a complete application to the CoC for review.

Required elements for submission via Dropbox:

- Threshold Questionnaire and documentation
- Self-scored Project Evaluation and Scoring Tool, with signed Applicant Assurances
- Match letters dated between May 1, 2017 and September 28, 2017
- Coordinated Entry Supplement (Housing projects only)
- Housing First/Elimination of Barriers Supplement (Housing projects only)
- K-12 and Early Childhood Supplement (Housing projects serving unaccompanied youth and households with children only)

- Renewal projects must also provide:
  - Equal Access Rule Supplement (Housing and Coordinated Entry projects only)
  - HUD monitoring report(s) received since last application, if any
  - eLOCCS screenshots of draw dates and fund utilization
    - Fund utilization for most recently completed (closed) project grant
    - Regular draws for current (open) project grant. NOTE: If less than two quarters shown, also provide for the previous grant period
  - Housing projects only:
    - Service Point APR for CY2016 (January 1, 2016 – December 31, 2016)
    - Service Point 0640 HUD Data Quality Framework report for CY2016 (January 1, 2016 – December 31, 2016)

*Alternative Performance Measures Data:* River Valleys CoC recognizes that scoring criteria may not accurately reflect the strength of certain population-specific programs. As a result, for the 2017 CoC program competition, programs that offer culturally-specific programming or target exclusively youth, victims of domestic violence or sexual assault, persons who identify as LGBTQIA+, or persons seeking sober living/recovery may offer alternative program data to review. All data submitted must be generated directly from a program data base and must be accompanied by published industry performance standards (or performance standards from another funder) and definitions of data fields.
Section IV: Scoring & Ranking Project Applications

A. Review and Scoring Process

All project applications received by 4:00pm on Monday, August 21, 2017 will be reviewed and scored by the Project Review and Rating Committee. CoC staff will collect all application materials as described above and deliver them to the Committee members. For 2017, the Committee will meet at a time or times to be determined between August 23 and September 5, 2017.

The Committee members will read all project applications and review attachments for completeness and consistency. Threshold requirements will be checked first for ALL project applicants. Projects that do not meet thresholds will not be scored or ranked.

The Committee will then use an objective scoring system approved by the River Valleys CoC – the 2017 River Valleys CoC Project Evaluation and Scoring Tool – to calculate a total score for each project. The Scoring Tool, together with the Project Evaluation Definitions and Data Sources document, addresses the HUD and River Valleys CoC scoring criteria defined in this document and in the HUD Continuum of Care Program Competition NOFA. Committee members will review information collected through ongoing assessment, documents submitted by the applicant, and verifications by third parties to calculate a score for each project application. Details on scoring criteria and data sources used by the Committee for each criterion are described in the Project Evaluation Definitions.

Note: Committee members may, but are not required to, request clarifications from applicants if information is not clear enough to score or rank the project. However, the committee must apply the same standard to all applications in seeking clarification. The Committee will record and submit questions to the CoC Coordinator, who will seek input from the applicant on behalf of the Committee as soon as possible.

Committee members may also place conditions on applications regarding corrections or clarifications to be made before final submittal in eSnaps. Conditions will be shared with applicants when the project priority ranking is released to the CoC for review and comment.

B. Ranking Process

Once the total number of points are calculated for each project application through the scoring process, the Committee will place projects in descending order, highest at top and lowest at bottom. Per HUD policy, the CoC Planning Grant will not be ranked.

If there is a tie between projects, a ½ point tiebreaker score will be used. The tiebreaker score will be based on cost effectiveness, and it is included on the Project Evaluation & Scoring Tool.

The Committee will then place all ranked projects on the ranking form. The highest ranked projects whose grant amounts total the Tier 1 ARD minus the HMIS renewal(s), SSO-Coordinated Entry renewal, and newly funded projects will be placed in Tier 1.

After reviewing the full ranking and breakdown by tier, the Committee members may recommend adjustments to the ranking or increase/decrease individual funding requests as described in the Tiering Policy. The Committee may also make recommendation about which project should be submitted as the permanent housing bonus. Rationale for any adjustment made will be included in the ranking form and in notification to applicants.

When all rationale is recorded on the form, the Committee will vote to approve the ranking and present it to the CoC for comment. The CoC will then publish the scores on the website and via list serv on or before
September 7, 2017, and invite feedback from community and CoC members by 4pm on September 11, 2017). Applicants may also appeal to the Appeal Review Committee during this period (see Section VII for more detail).

Based on feedback (verified information either negative or positive affecting score), the Committee may choose to adjust an application’s score or rank. Decisions of the Appeal Review Committee will also be incorporated into the final ranking. All adjustments based on input and appeals will be documented in the Rationale section of the ranking form.

The CoC may reject projects due to limited funding, project/applicant eligibility, low project score, relative priority project type for location/population, or significant concern for the project’s ability to meet HUD thresholds. All project applicants will be notified of their project(s)’s acceptance/rejection, score, rank, tier (1 or 2), any funding reductions applied, and any conditions placed on the application by the Project Review and Rating Committee that require correction in eSnaps. Notification will be made by email from the CoC Coordinator by 4:00pm on Thursday, September 7, 2017.

The Review and Rating Committee’s recommendation, together with the CoC’s full Consolidated Application, will be posted for CoC review and approval by September 19, 2017.

Section IV: Scoring Criteria
The 2017 River Valleys CoC Project Evaluation and Scoring Tool addresses the following applicant and project eligibility and project quality thresholds established by HUD, as well as River Valleys CoC criteria. Please review the FY2017 NOFA and the CoC Project Scoring Tool for details. This section includes a general review or criteria and standards.

A. Performance Criteria
The performance measures will be based on measures and policy priorities established by HUD and supported by River Valleys CoC:
- Percent of project participants residing in permanent housing will remain in this housing for a minimum of 6 months;
- Percent of those exiting permanent housing return to homelessness;
- Percent of households will maintain or increase earned income and unearned income;
- Percent of adults who are not on SSI/D will be employed at program exit or annually;
- Program operates at or above 90% capacity;
- Commitment to Housing First approach;
- Use of Coordinated Entry process to fill available units;
- Extent to which the applicant participates in and invests in improving the CoC;
- Cost-effectiveness compared to other similar projects (tie-break)

B. Criteria for New Projects
All New Project Applications must meet the following requirements:
- Projects applicant and potential subrecipients must meet the eligibility requirements of the CoC program and provide evidence of eligibility.
- Project applicants and subrecipients must demonstrate the financial and management capacity to carry out the project as proposed and the capacity to administer federal funds.
• Project applicants must submit the required certifications as specified in the NOFA.
• Projects applications must establish eligibility of project applicants and propose to serve eligible populations applicable to the project type, per Section V.G.2.b.(4).
• Projects must be cost effective, compared to the norm in the locale.
• Projects must agree to participate in the local Homeless Management Information System. Victim service providers must use a comparable database that meets the needs of the local HMIS.
• Projects must agree to accept and prioritize client referrals through the CoC Coordinated Entry System, using the process approved by the CoC.
• Projects must maximize leveraging and identify non-HUD supportive services funding, including the use of mainstream resources.
• Must request less than 10% in administrative funding.

HUD will review all projects to determine that projects meet the quality threshold. The criteria and scoring for the HUD project quality threshold review are included in the FY2017 NOFA, Section V.G.2.c.(1)-(6).

C. Criteria for Renewal Projects
Renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in the FY2017 NOFA. HUD will review information in eLOCCS, APRs, HUD CPD Field Office reports (e.g. monitoring reports), and performance standards:
• Whether the project applicant’s performance met the plans and goals established in the initial application, as amended;
• Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds;
• The project applicant’s performance in assisting program participants to achieve and maintain independent living and records of success, except dedicated HMIS projects that are not required to meet this standard;
• Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.

HUD reserves the right to reduce or reject a funding request from a project applicant for the following reasons:
• outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
• audit finding(s) for which a response is overdue or unsatisfactory;
• history of inadequate financial management accounting practices;
• evidence of untimely expenditures on prior award;
• history of other major capacity issues that have significantly affected the operation of the project and its performance;
• history of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; or
• history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

River Valleys CoC Review Exception for FY2016 New Projects Seeking First Renewal: New housing projects awarded during the federal FY2016 funding cycle provided documentation as new applicants in 2016 and
have not yet started their projects. Therefore, these projects will be exempt from submitting performance data for the purpose of River Valleys CoC scoring and ranking. Threshold documentation is still required to ensure minimum eligibility standards have been maintained. FY2016 housing projects will be automatically ranked as the last projects fully within Tier 1, in the order they were initially ranked in the Priority Rankings submitted to HUD in 2016. Certifications and other documentation required by HUD for the e-snaps applications are still required.

**Section V: Final Project Priority List and Notification to Applicants**

All project applicants will be notified of their project(s)’s acceptance/rejection, score, rank, tier (1 or 2), any funding reductions applied, and any conditions placed on the application by the Project Review and Rating Committee that require correction in eSnaps. Notification will be made by email from the CoC Coordinator by 4:00pm on Thursday, September 7, 2017. Rejected applicants may submit a letter of appeal to the CoC within 2 business days of notification of rejection, using the form and process in Section VI below.

Per HUD guidelines, any project applicant that believes it was denied the right to participate in a reasonable manner in the CoC planning process for FY2017 funds may also submit a Solo Application and appeal the CoC’s decision to reject the project by following the HUD appeals process described in the FY2017 NOFA Section X.C and X.D.

**Section VI: CoC Appeal Process**

To assure the ability of the River Valleys CoC to take effective action, appeals to Project Review and Rating Committee decisions will be limited to factors related to a violation of established process or HUD policies. Disagreement with the results of a decision that followed appropriate process will be deemed invalid. Appeals will be limited to:

1. Verified Conflicts of Interest
2. River Valleys CoC-established voting policies or procedures
3. Technical breach of regulations established by HUD or other funding sources
4. Technical error (such as mathematical miscalculation by the Scoring Committee. Errors in data submitted by the applicant do not qualify.)

Projects wishing to appeal scoring must submit the appeal in writing using Appeals Format below by email to jprins@threeriverscap.org by September 11 at 4:00pm.

All agencies filing an appeal must be prepared to rapidly respond to requests from the committee.

***** Appeal Format *****

Agency: ___________________________ Project: ___________________________

Project Classification: ___ Bonus ___ New ___Renewal ___ Self-reallocated

For each item being appealed, please identify the category of appeal (using 1-4 above), and attach evidence to support your claim.

Category:  1  2  3  4

Explanation and Source of Evidence:
## HUD FY2017 CoC Program Competition Timeline

River Valleys Continuum of Care (MN-502)

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
</table>
| February 16, 2017     | **Continuum of Care Plenary Committee**  
Olmsted County, Rochester, MN  
2017-2018 priorities for new CoC-funded projects approved by CoC |
| March 7, 2017         | **CoC Executive Committee**  
Set draft reallocation priorities, draft revise scoring/evaluation tool  
Post CoC call for projects on website and via CoC list serv |
| March 16, 2017        | **Continuum of Care Plenary Committee**  
Owatonna Public Utilities, Owatonna, MN  
Hold general information session on applying for and using HUD CoC funds  
Request volunteers for app review and appeal review committees |
| April 7, 2017 – 4:00pm| **Renewal Project Applicants**  
Intent to apply due (renewals) |
| April 20, 2017        | **Continuum of Care Plenary Committee**  
MN Valley Action Council, Mankato, MN  
Share draft 2017 Scoring and Evaluation Tool, post to website (to be finalized after NOFA is released) |
| July 14, 2017         | FY2017 HUD NOFA released |
| July 18, 2017         | **CoC Coordinator**  
Post Final Call for New Projects (request for letters of intent for new project applications) on website and via email list serv |
| July 20, 2017         | **Continuum of Care Plenary Committee**  
MN Valley Action Council, Mankato, MN  
Announce Final Call for Projects  
Review NOFA priorities and application process with applicants |
| July 28, 2017         | **CoC Executive Committee**  
Three Rivers Community Action, Rochester, MN  
Finalize forms and standards for applications, based on NOFA.  
• Reallocation policy and process  
• Project ranking and review policy/procedures  
• Members for Review/Ranking and Appeal Review Committees |
| August 1, 2017 – 4:00pm| **New Project Applicants**  
Intent to apply due (new projects) |
| August 4, 2017        | **CoC Coordinator**  
Post policies and forms on CoC website and notify CoC via email  
Post this timeline to the CoC webpage |
| August 8, 2017        | **CoC Executive Committee**  
Three Rivers Community Action, Rochester, MN  
Collaborative application work session |
| August 10, 2017 – 1:00pm – 2:30pm| **Project Applicants and CoC Coordinator**  
Project Applicant Technical Assistance webinar  
https://global.gotomeeting.com/join/750849821, and call in for audio:  
+1 (646) 749-3122, access code: 750-849-821. |
| August 14 & 15, 2017  | **Project Applicants and CoC Coordinator**  
(Optional) 1 on 1 TA sessions. Sign-up required.  
https://doodle.com/poll/wndw4pct9vtagnhk |
| August 17, 2017       | **Continuum of Care Plenary Committee**  
Olmsted County Building, Rochester, MN  
Continued ➔ |
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 21, 2017</td>
<td><strong>Project Applicants – 4:00pm</strong> Submit project applications in e-Esnaps to CoC for scoring and ranking TO BE CONSIDERED FOR THE 2017 COMPETITION, ALL REQUIRED APPLICATION COMPONENTS MUST BE SUBMITTED ELECTRONICALLY (per applicant guide).</td>
</tr>
<tr>
<td>August 23-September 6, 2017</td>
<td><strong>Review and Ranking Committee</strong> Review and Ranking Committee meet to score projects and develop initial project ranking</td>
</tr>
<tr>
<td>September 7, 2017</td>
<td><strong>Review and Ranking Committee, via CoC Coordinator</strong> Notify applicants of project acceptance/rejection, score and ranking Post project scores and ranking to website and notify CoC via list serv Seek comment on ranking and open applicant appeal period</td>
</tr>
<tr>
<td>September 8, 2017</td>
<td><strong>CoC Coordinator</strong> Request Certifications of Consistency with Consolidated Plan from participating jurisdictions</td>
</tr>
<tr>
<td>September 8, 2017</td>
<td><strong>Project Applicants and CoC</strong> Release project applications in e-snaps for final edits and attachments</td>
</tr>
<tr>
<td>September 11, 2017 – 4:00pm</td>
<td>Deadline for public comments and appeal requests</td>
</tr>
<tr>
<td>September 12, 2017</td>
<td><strong>Appeal Review Committee and CoC Coordinator</strong> Convene Appeal Review Committee to decide on any appeals Notify applicants regarding appeals Post final ranking on website and notify CoC via email</td>
</tr>
<tr>
<td>September 12, 2017</td>
<td><strong>CoC Executive Committee</strong> Collaborative Application work session and review of near final draft Three Rivers Community Action, Rochester, MN</td>
</tr>
<tr>
<td>September 14, 2017</td>
<td><strong>Project Applicants – 11:59pm</strong> Submit final project applications with all certifications and attachments in e-snaps</td>
</tr>
<tr>
<td>September 19, 2017</td>
<td><strong>CoC Coordinator</strong> Post Collaborative Application to CoC website for public review and notify CoC via list serv</td>
</tr>
<tr>
<td>September 21, 2017</td>
<td><strong>Continuum of Care Plenary Committee</strong> Owatonna Public Utilities, Owatonna, MN Submit all final comments on Collaborative Application</td>
</tr>
<tr>
<td>September 21, 2017 – 4:00pm</td>
<td><strong>Continuum of Care members</strong> Submit Collaborative Application</td>
</tr>
<tr>
<td>September 25, 2017</td>
<td><strong>CoC Coordinator</strong></td>
</tr>
<tr>
<td>September 28, 2017 – 7:00pm</td>
<td>HUD Deadline for Collaborative Application with project priority list, project applications, and all attachments</td>
</tr>
</tbody>
</table>
2017 River Valleys CoC Project Review and Scoring

1. Project Type

Applicants: Please indicate project type. Select all that apply.

- New
- Renewal
- Expansion
- First operating year
- PSH
- RRH
- Joint TH-RRH
- HMIS
- SSO-CES

2. Required Submittals Checklist

**Submittals for NEW Project Applications**

- Threshold Requirements Checklist & Documentation
- Self-scored Project Review and Scoring Tool with signed Applicant Assurances
- Project Application, with updated Applicant Profile and attachments
- HUD required forms and attachments (in e-Snaps applicant profile): See NOFA Section V.I.C.2.(a-i) for complete list.
- Match Letters dated between May 1 and September 28, 2017
- Coordinated Entry Supplement
- For projects with housing/services activities: Housing First/Elimination of Barriers Supplement, with attachments
- For housing projects serving families with children < 18, including youth households: K-12 & Early Childhood Supplement, with attachments

**How to submit**

- PDF in Dropbox
- Electronic submission in e-Snaps

**Submittals for Renewal Projects and Expansion Project Applications**

- Threshold Requirements Checklist & Documentation, with attachments
- Self-scored Project Review and Scoring Tool with signed Applicant Assurances
- Project Application, with updated Applicant Profile and attachments
- HUD required forms and attachments (in e-Snaps applicant profile): See NOFA Section V.I.C.2.(a-i) for complete list.
- Match Letters dated between May 1 and September 28, 2017
- HUD Monitoring Report(s) received since last application, if any
- eLOCCS screenshots of draw dates and fund utilization
  - Fund balance for most recently completed (closed) project grant
  - Draws/“vouchers” for current (open) project grant. NOTE: If less than two quarters shown, also provide for the previous grant period
- Coordinated Entry Supplement (Housing projects only)
- Equal Access Rule Supplement, with attachments
- ServicePoint (HMIS ART) reports for CY2016 (January 1 – December 31, 2016)
  - Annual Progress Report (APR)
  - 0640 HUD Data Quality Framework report
- For housing projects serving families with children < 18, including youth households: K-12 and Early Childhood Supplement, with attached documentation

**How to submit**

- PDF in Dropbox
- Electronic submission in e-Snaps
- PDF in Dropbox
- PDF in Dropbox
- PDF in Dropbox
- PDF in Dropbox
- PDF in Dropbox
- PDF in Dropbox
- PDF in Dropbox
- PDF in Dropbox
- PDF in Dropbox
- PDF in Dropbox

*NOTE: If additional attachments are required by HUD in e-Snaps, you **must** submit those attachments.*
3. Applicant Assurances

Applicants are required to affirm the following statements as part of the project application for HUD CoC funds through River Valleys Continuum of Care:

- Applicant agrees to respond in a timely manner to requests from the Project Review and Rating Committee, including making any required corrections to the application identified in the applicant’s Project Notification of Status and Ranking.

- Applicant agrees to respond in a timely manner to requests for data or updates during the CoC Collaborative Application process. This includes data for the CoC application, not just for the Applicant’s project application.

- Applicant agrees to maintain compliance with threshold qualifying requirements for receipt of HUD CoC funds throughout all phases of the application, contracting, and grant periods.

- Applicant agrees to participate fully in the local Homeless Management Information System (HMIS). This includes meeting published timeliness and data quality standards.

- Applicant agrees to abide by CoC Written Standards applicable to the project.

- Applicant agrees to participate fully in the Coordinated Entry System, as described in the Policies & Procedures and Partner Agreement. All funded projects must prioritize households with the greatest need for the project type, and all project referrals must be made, received, and recorded via Coordinated Entry.

- Applicant understands that HUD funded homeless assistance projects are monitored by HUD and by the CoC and may include a site monitoring visit, as well as the submission of the program’s most recent Annual Performance Report sent to HUD and the most recent audited financial statement and any management letters if applicable when submitting their application.

- Applicant understands that if funding is awarded, they are responsible to inform the CoC when:
  - Changes are made to an existing project, including changes in sub-population served that is significantly different than what was originally approved and any budget amendments submitted to HUD;
  - An increase/decrease of other funding to the project could affect projected numbers of participants served, program staffing, performance, etc.;
  - There are delays in the start-up of a new project; or
  - The program is having difficulty in meeting projected numbers served or performance outcomes.

- Applicant agrees to abide by all CoC Policies, including the CoC Development Fee policy.

As the duly authorized representative of the applicant, I hereby certify that applicant agrees to all terms above. I also certify that the answers included within e-snaps and all supplemental materials are true, and I am willing and able to provide supporting documentation when requested by the CoC’s Collaborative Applicant.

_____________________________  ______________________________  ______________________________
Name   Signature   Date
### 4. Qualifying Requirements for all projects

**Applicants**: Projects must meet the Qualifying Criteria to be considered for funding.

**Reviewers**: Review these criteria and verify that this project is eligible for HUD Continuum of Care funds. Refer to the Threshold Questionnaire for more detail.

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Ineligible</th>
<th>Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligible Applicant</strong></td>
<td>Entity is not a nonprofit organization, state, local government, or instrumentality of state/local government, or public housing agency, as such term is defined in 24 CFR 5.100, without limitation or exclusion. (For-profit entities are not eligible to apply for grants or to be sub-recipients of grant funds.)</td>
<td>Nonprofit organizations, states, local governments, and instrumentalities of state and local governments, and public housing agencies, as such term is defined in 24 CFR 5.100, without limitation or exclusion.</td>
</tr>
<tr>
<td><strong>DUNS Number &amp; SAM.gov Registration</strong></td>
<td>Applicant and, if applicable, sub-grantee applicants do not have valid DUNS Numbers and current registration in the federal System for Awards Management.</td>
<td>Applicant and, if applicable, sub-grantee applicants have valid DUNS Numbers and current registration in the federal System for Awards Management.</td>
</tr>
<tr>
<td><strong>Submission Deadline</strong></td>
<td>Project application is submitted to CoC coordinator after deadline.</td>
<td>Project application is submitted to CoC coordinator by deadline.</td>
</tr>
<tr>
<td><strong>Eligible Population</strong></td>
<td>Does not meet HUD requirements</td>
<td>Meets HUD requirements</td>
</tr>
<tr>
<td><strong>HMIS &amp; CES Participation</strong></td>
<td>Project does not have capacity nor an acceptable plan to participate fully in HMIS &amp; Coordinated Entry System (CES)</td>
<td>Project has capacity and an acceptable plan to participate fully in HMIS &amp; CoC’s Coordinated Entry System (CES)</td>
</tr>
<tr>
<td><strong>Financial Risk</strong></td>
<td>Most recent financial statement is not provided or contains significant adverse or disclosures /findings that reviewers determine should preclude applicant from inclusion in application.</td>
<td>Most recent financial statement is provided and no significant findings are identified.</td>
</tr>
<tr>
<td><strong>Match Funding</strong></td>
<td>No plan or inadequate plan in place to meet match of 25% for categories required by HUD.</td>
<td>Plan in place to meet HUD-required match of 25% or more for categories required by HUD.</td>
</tr>
<tr>
<td><strong>Administrative Costs</strong></td>
<td>Administrative costs equal 7% or more of total project budget.</td>
<td>Administrative costs equal less than 7% of total project budget.</td>
</tr>
</tbody>
</table>

**Additional requirements for New Projects**

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Ineligible</th>
<th>Eligible</th>
</tr>
</thead>
</table>
| **Organizational Capacity**       | • Organization does not have a mission/purpose statement and bylaws that govern operations  
• Organization does not have an active governing board (e.g. Board of Directors) that includes at least one member who is homeless or formerly homeless (or plan to recruit someone)  
• Organization does not have clear policies and procedures to address potential conflicts of interest for board members  
• Organization does not have adequate level & expertise in staffing | • Organization has a mission/purpose statement and bylaws that govern operations  
• Organization has an active governing board (e.g. Board of Directors) that includes at least one member who is homeless or formerly homeless (or plan to recruit someone)  
• Organization has clear policies and procedures to address potential conflicts of interest for board members  
• Organization has adequate level & expertise in staffing |
| **Ability to Administer HUD contract** | No/Limited or poor prior experience with state/federal contracts.          | Adequate prior experience with state/federal contracts.                   |

1 Exceptions to this requirement will only be made to projects that have faced dire circumstance and have sought and gained permission from the CoC Coordinator to submit late.
Applicants and Reviewers: Score each project application separately using the Scoring Tool below. Refer to the Project Evaluation Definitions and Data Sources for further information on the Measures.

5. Project Quality and Performance Criteria

<table>
<thead>
<tr>
<th>Measures</th>
<th>Low 0 points</th>
<th>Mid 2 points</th>
<th>High 5 points</th>
<th>Check if criterion is N/A to project type</th>
<th>Points Claimed</th>
<th>Final Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alignment with Priorities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chronic Priority 1</td>
<td>None of the CoC-funded units serve chronically homeless households</td>
<td>1-74% of CoC-funded units or services serve chronically homeless households</td>
<td>75% or more of CoC-funded units/services serve chronically homeless households</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chronic Priority 2</td>
<td>0-49% of the CoC-funded units households are dedicated for chronically homeless or DedicatedPLUS households</td>
<td>50-99% of CoC-funded units households are dedicated for chronically homeless or DedicatedPLUS households</td>
<td>100% of CoC-funded units households are dedicated for chronically homeless or DedicatedPLUS households</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Target Populations</td>
<td>0-49% of CoC-funded services or units serve target populations</td>
<td>50-74% of CoC-funded services or units serve target populations</td>
<td>75% or more of CoC-funded services or units serve target populations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing First</td>
<td>Any barriers, or documentation doesn’t support claim</td>
<td>0 barriers, documented</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barriers to entry</td>
<td>3 or more barriers</td>
<td>1-2 barriers</td>
<td>0 barriers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K-12 education</td>
<td>Written HUD requirement: Written plan and staff are in place to ensure children and youth enrolled in and attending school and connected to services to support their educational needs per McKinney Vento Education law</td>
<td>Meets HUD requirement plus: Education plan for children and youth part of family’s case plan</td>
<td>Meet HUD requirements plus: Education plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early childhood development</td>
<td>Meets HUD requirement: Written plan and staff are in place to ensure families can access Head Start and other public early childhood education programs; facilitate participation</td>
<td>Meets HUD requirement plus: Coordinates with providers for birth – 5 screening</td>
<td>Meet HUD requirements plus: Coordinates with providers for birth – 5 screening</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equal Access Rule</td>
<td>Not submitted</td>
<td>Submitted (For review only – will be scored for content in 2018)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Improvement 1</td>
<td>Project represented at &lt;50% of CoC plenary meetings</td>
<td>Project represented at 50-74% of CoC plenary meetings</td>
<td>Project represented at 75% or more CoC plenary meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Improvement 2</td>
<td>Project did not meet the basic requirements for CES: a) Project staff attended CES training, b) Partner Agreement and all Program Eligibility Addenda are on file with CoC, and all project openings since April 1, 2017 have been filled via Coordinated Entry.</td>
<td>Project meets all the basic requirements for CES.</td>
<td>Project meets all the basic requirements for CES, plus at least one other system development activity (CES supplement, Q1).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Improvement 3</td>
<td>Project does not agree to voluntarily reallocate funds for other CoC priority new/expansion projects.</td>
<td>Project agrees to voluntarily reallocate 1-25% for other CoC priority new/expansion projects.</td>
<td>Project agrees to voluntarily reallocate more than 25% for other CoC priority new/expansion projects.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section Total: Alignment with Priorities
### Measures

<table>
<thead>
<tr>
<th>Measures</th>
<th>Low 0 points</th>
<th>Mid 2 points</th>
<th>High 5 points</th>
<th>Check if criterion is N/A to project type</th>
<th>Points Claimed</th>
<th>Final Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Applicant experience for proposed activities All projects | No experience or poor outcomes. Applicant, staff, or partners have:  
- Not developed or provided housing/services/HMIS, OR  
- Developed or provided housing/services/HMIS and had poor outcomes | Limited relevant experience and/or fair outcomes. Applicant, staff, or partners:  
- Developed or provided housing/services/HMIS for a different pop. or in a limited way for the same pop., OR  
- Had fair outcomes | Relevant experience and good outcomes. Applicant, staff, or partners have:  
- Developed or provided housing/services/HMIS for this or a similar population or setting, AND  
- Had good outcomes |
| HMIS data quality All projects | < 8 points on HUD Data Quality Report Framework | 8-12 points on HUD Data Quality Report Framework | 13+ points on HUD Data Quality Report Framework |
| Fund management 1 All renewal/expansion projects | Draw-downs occur less than quarterly | Draw-downs occur at least quarterly, but are not regular | Draw-downs occur at least quarterly & at regular intervals |
| Fund management 2 All renewal/expansion projects | More than 20% of HUD CoC funds recaptured in last 2 completed grant periods | 6-20% of HUD CoC funds recaptured in last 2 completed grant periods | 5% or less of HUD CoC funds recaptured in last 2 completed grant periods |

### Housing Project Performance All renewal and expansion housing projects

<table>
<thead>
<tr>
<th>Measures</th>
<th>Low 0 points</th>
<th>Mid 2 points</th>
<th>High 5 points</th>
<th>Check if criterion is N/A to project type</th>
<th>Points Claimed</th>
<th>Final Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed utilization</td>
<td>74% or less of project beds</td>
<td>75-89% of project beds</td>
<td>90% or more of project beds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-cash benefits for leavers and stayers</td>
<td>0-19%</td>
<td>20-49%</td>
<td>50% or more</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Cash Income  
- RRH: For leavers  
- PSH: For leavers & stayers | 0-29%  
0-19% | 30-49%  
20-34% | 50% or more  
35% or more |
| Housing stability at  
- 6 months  
- 12 months | 79% or less  
74% or less | 80-86%  
75-80% | Must meet BOTH standards to claim 5 pts  
87% or more  
81% or more |
| Returns to homelessness < 2 yrs | 15% or more | 5-14% | < 5% |

### Section Total: Project Management

### Section Total: Housing Project Performance

### Initial Score

Total points RECEIVED \( \div \) Total points POSSIBLE \( = \) \( x 100 \) =

Penalty for Late Submittal?  
- 0 points (Received by 4:00pm on 8/21/17)  
- 10 points (Received after 4:00pm on 8/21/17, but before 4:00pm on 8/22/17)  
- 20 points (Received after 4:00pm on 8/22/17, but before 4:00pm on 8/23/17)  
- All points (Received after 4:00pm on 8/23/17, so no points awarded)

Final SCORE =

### Tiebreaker Criteria (Fund management 3)

A. PROJECT BUDGET 

From esnaps Application Summary Budget "Total Budget" =

B. SUCCESSFUL OUTCOMES during grant period by project type

For PSH: Number of Leavers to PH =

For RRH: Number of Leavers to PH =

C. Cost per successful outcome

A + B =

Applicants: STOP HERE
6. Alternative Performance Measures Data

River Valleys CoC recognizes that scoring criteria may not accurately reflect the strength of certain population-specific programs. As a result, for the 2017 CoC program competition, the CoC is allowing programs that offer culturally-specific programming or target exclusively youth, victims of domestic violence or sexual assault, persons who identify as LGBTQIA+, or persons seeking sober living/recovery to offer alternative program data to review. All data submitted must be generated directly from a program data base for calendar year 2016 and must be accompanied by published industry performance standards (or performance standards from another funder) and definitions of data fields.

Measure to be replaced: _____________________________________________________________________________

Description of concern with measure: __________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Proposed measure: _________________________________________________________________________________

Proposed standards (point levels): __________________________________________________________________

How measure was determined: _______________________________________________________________________
__________________________________________________________________________________________________

Data source: ____________________________________________

☐ Report attached with performance measure data clearly marked (required)

Measure to be replaced: _____________________________________________________________________________

Description of concern with measure: __________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Proposed measure: _________________________________________________________________________________

Proposed standards (point levels): __________________________________________________________________

How measure was determined: _______________________________________________________________________
__________________________________________________________________________________________________

Data source: ____________________________________________

☐ Report attached with performance measure data clearly marked (required)
Hello Project Applicants for River Valleys CoC funds –

Congratulations! You’ve made it through step 1 by declaring your intent to apply for FY2017 CoC funds through River Valleys CoC and HUD.

To confirm your application(s), renewals should review the attached GIW (Grant Inventory Worksheet). New projects seeking funds this year are:

- Partners for Affordable Housing (TH-RRH)
- Ruth’s House of Hope (RRH)
- Three Rivers Community Action (PSH expansion)
- Three Rivers Community action (SSO-CES expansion)

Step 2: Please review the attached documents to prepare your application(s) and begin working on your applications if you haven’t already. Attachments to help you with your application are:

1. RVCoC Final Call for Projects 2017 – Summary of this year’s funding round
2. RVCoC Program Competition Timeline – Deadlines for project applications, reviews, etc.
3. RVCoC Applicant Guide – Description of required application elements, project scoring, etc.
4. Applicable Laws Regulations and Notices – Applicants are responsible to know the applicable guidance for their project(s).
5. E-Snaps Resources – Links to all HUD-created step by step guides for project applicants.
6. Threshold Requirements – CoCs are required to ensure that project applicants attain and maintain compliance with basic threshold requirements for funding. In 2017, we are requesting this documentation from ALL projects.
7. Grant Inventory Worksheet – for Renewal project budgets. Line items in your application may not exceed those in the GIW.
8. eLOCCS submittal guide – for Renewal project reviews.

All of these documents, together with the Scoring Tool and Supplemental Materials will be posted early next week at [http://www.threeriverscap.org/continuum-of-care/hud-notice-of-funds-availability](http://www.threeriverscap.org/continuum-of-care/hud-notice-of-funds-availability)

Dates to pay attention to:

Applications must be submitted in eSnaps by **4:00pm on Monday, August 21**

Supplemental materials must be submitted to Dropbox by **4:00 on Monday, August 21.**
Technical Assistance
No project applicant lab is planned this year. Instead, the following options are available for technical assistance.

- All project applicants are encouraged to participate in the Project Applicant Guidance webinar on **Thursday, August 10 at 1:00pm-2:30pm CST**. To participate, visit [https://global.gotomeeting.com/join/750849821](https://global.gotomeeting.com/join/750849821), and call in for audio: +1 (646) 749-3122, access code: 750-849-821. (First GoToMeeting? Try a test session: [https://care.citrixonline.com/g2m/getready](https://care.citrixonline.com/g2m/getready))

- One-on-one technical assistance is available by phone and shared screen. Thirty (30) minute sessions may be scheduled with CoC staff on **Monday, August 14 or Tuesday, August 15, 2017**. To reserve your one-on-one TA session, complete the Doodle poll at [https://doodle.com/poll/wndw4pct9vtagnhk](https://doodle.com/poll/wndw4pct9vtagnhk)

- New project applicants (and new project staff) may also submit their application for early review. To request early review, the applicant must submit the pdf version of the eSnaps application to the CoC Coordinator at [jprins@threeriverscap.org](mailto:jprins@threeriverscap.org) by **4:00pm on Wednesday, August 16, 2017**. Project applicants will receive their reviewed application by August 18, 2016.


Have a great weekend! And best wishes for completing your project application(s)!

Jennifer

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**Jennifer Prins** | River Valleys Continuum of Care Coordinator
Three Rivers Community Action
1414 North Star Drive, Zumbrota, MN 55992
Direct: 507-732-8577 | [jprins@threeriverscap.org](mailto:jprins@threeriverscap.org)

Three Rivers Community Action works with community partners to provide warmth, transportation, food, housing, advocacy, and education to individuals and families. For more information on how you can help, visit our website at [www.threeriverscap.org](http://www.threeriverscap.org).

River Valleys Continuum of Care is a community-based coalition dedicated to preventing and ending homelessness in southeastern and south central Minnesota by coordinating services and maximizing resources. Find more information at [www.threeriverscap.org/continuum-of-care](http://www.threeriverscap.org/continuum-of-care).
HUD Notice of Funds Availability

2017 CoC Program Competition

- River Valleys CoC Final Call for Projects (http://threeriverscap.org/sites/default/files/final_call_for_projects_2017-rev_-with_priorities.pdf)

2017 Project Application Materials

- 2017 Threshold Requirements (http://threeriverscap.org/sites/default/files/2017_threshold_requirements.pdf)
- Project Evaluation and Scoring Tool (http://threeriverscap.org/sites/default/files/project_evaluation_and_scoring_tool_2017-fillable.pdf)
- Housing First/Elimination of Barriers Supplement (http://threeriverscap.org/sites/default/files/housing_first_supplement_fillable.pdf)
- Coordinated Entry Supplement (http://threeriverscap.org/sites/default/files/coordinated_entry_supplement_fillable.pdf)
- Equal Access Rule Supplement (http://threeriverscap.org/sites/default/files/equal_access_supplement_fillable.pdf)
Application Reference Materials

- **eLOCCS information submittal guide** ([http://threeriverscap.org/sites/default/files/eloccs_information_submittal_guide.pdf](http://threeriverscap.org/sites/default/files/eloccs_information_submittal_guide.pdf))
- **Project Evaluation Definitions 2017** ([http://threeriverscap.org/sites/default/files/project_evaluation_definitions_2017_0.pdf](http://threeriverscap.org/sites/default/files/project_evaluation_definitions_2017_0.pdf))

Technical Assistance for Project Applicants

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Past applications and awards

**2016 Application Submitted 9/13/16**
2015 Application Submitted 11/20/15

- Priority Listing (http://threeriverscap.org/sites/default/files/final_priority_listing_pdf_submitted_11192015.pdf)
Hello River Valleys CoC –  
Attached please find the Project Application Ranking for FY2017 HUD Continuum of Care Program funds. The ranking is also posted on the CoC website at [http://www.threeriverscap.org/continuum-of-care](http://www.threeriverscap.org/continuum-of-care). Applicants have received detailed score information as well as guidance on any remaining corrections required in the application before final submittal.

As shown, the River Valleys CoC intends to apply for $2,257,527 this year for projects across the region, including three new projects.

Per HUD guidelines, the Project Review and Rating Committee took the following steps to create the project ranking list:
1. Received project applications at least 30 days before the CoC regional application is due (September 28),
2. Scored projects based on objective criteria related to performance, program management, and alignment with policies/priorities,
3. Ranked projects based on performance and CoC priorities laid out in the Reallocation Policy and Applicant Guide,
4. Applied the CoC Reallocation Policy to allocate funds to increase cost effectiveness and response system improvement,
5. Placed ranked projects into two tiers that prioritize funding,
6. Documented its process of scoring and ranking,
7. Notified project applicants of project acceptance, rejection, reduction, score, rank, and tier status at least 15 days before the CoC regional application is due (September 28),
8. Provided objective feedback to project applicants to finalize their applications for this year and make adjustments for next year,
9. Posted the project ranking for public review, and
10. Advised project applicants of appeal options.

The project ranking list is open for comment until 4:00pm on Monday, September 11. Comments can be sent to me at the email above.

River Valleys CoC is open to project proposals from eligible organizations across the region, whether or not the organization has received HUD CoC funds in the past. The application period for the FY2017 funding round has closed, but agencies interested in applying for FY2018 should contact me to discuss options for new projects.

Best –  
Jennifer

Jennifer Prins  | River Valleys Continuum of Care Coordinator  
Three Rivers Community Action  
1414 North Star Drive, Zumbrota, MN 55992  
Direct: 507-732-8577  | jprins@threeriverscap.org

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Continuum of Care

The Continuum of Care (CoC) is a community planning group that coordinates services and maximizes resources to reach the goal of preventing and ending homelessness. The community planning network in south central and southeastern Minnesota is River Valleys CoC.

The River Valleys CoC planning region, or community, includes the area of 20 counties. The CoC includes people and organization from across the region, and meetings are open to anyone who wants to work together with local organizations to change our system and end homelessness.

Get more information about River Valleys CoC:

- Weekly CoC [email](https://docs.google.com/forms/d/1KaKp8NeLeGwwl4dvINzopywglIDia7-QJODLABXJO4/viewform) with meeting information, grants, events, training, and more.
- [RV CoC Brochure](http://threeriverscap.org/sites/default/files/rv_coc_brochure_2.17.pdf)
- [River Valleys Continuum of Care Region Map](https://www.google.com/maps/d/viewer?mid=1gCR2Rx_3x-6yEBtwfki3y=ItBxY)

Public Notices

**9/7/17 Project Application Score and Ranking** - First Posting for Review and Comment is [here](http://threeriverscap.org/sites/default/files/2017_project_applications_score-rank_list_-_first_posting_9.7.17.pdf)

**8/4/17 River Valleys CoC – Applicant Guidance and Application Materials** published for agencies that submitted their intent to apply. See the [HUD Notice of Funds Availability](http://www.threeriverscap.org/continuum-of-care/hud-notice-of-funds-availability) page for details. (CLOSED 8/21/17)

**8/1/17 Confirmation of new projects submitting intent to apply:**

- Partners for Affordable Housing – TH/RRH
- Ruth’s House of Hope – RRH
- Three Rivers Community Action – PSH Expansion
- Three Rivers Community Action – SSO-CES Expansion

**7/20/17 River Valleys CoC Final Call for New Projects (CLOSED 8/1/17)**
Renewal Projects: All RENEWAL projects were required to submit a notice of intent to apply by 4:00 pm CDT on Friday, April 7, 2017. All RENEWAL project applications MUST be submitted into e-Snaps prior to 4:00 pm CDT on Monday, August 21, 2017. Additional documents for the RVCoC review and ranking process will be required by the same deadline and submitted outside of e-Snaps.

NEW PROJECTS (Including EXPANSIONS of Existing Projects): Permanent Housing (Permanent Supportive Housing or Rapid Rehousing) projects as well as a new project type, Joint Transitional Housing/Rapid Re-Housing, are available for the community to apply for as New Projects through the process of reallocation or permanent housing bonus. Homeless Management Information System and Supportive Services Only (for Coordinated Entry) are available for the community to apply as New Projects only through the process of reallocation. New applicants are encouraged to apply. Technical assistance is available.

- For types of projects that qualify for funding under the NEW PROJECT criteria through either reallocation or permanent housing Bonus please refer to the HUD NOFA. An estimated $124,288 is available for Bonus projects and at least $60,000.

- All NEW projects MUST submit a notice of intent to apply by 4:00 pm CDT on Monday, July 31, Tuesday, August 1, 2017 via RVCoC's online form at https://goo.gl/forms/hFL2bWZHFaJtc9yn2.

- All NEW project applications MUST be submitted into e-Snaps prior to 4:00 pm CDT on Monday, August 21, 2017. Additional documents for the RVCoC review and ranking process will be required by the same deadline and submitted outside of e-Snaps.

- Read the entire Final Call for Projects. (http://threeriverscap.org/sites/default/files/final_call_for_projects_2017-rev_-_with_priorities.pdf)

3/23/17 River Valleys Continuum of Care is now accepting notification of intent to apply for CoC Program funds in 2017

- Please submit the Intent to Apply online form (https://goo.gl/forms/AdJy6VPzld9332) to declare your intent to apply for new or renewal funding via the HUD CoC Program.

- The form is open for renewal projects through Friday, April 7, 2017. Renewal projects that have not submitted their intent by 11:59:59PM on Friday, April 7, 2017 will forfeit their renewal rights.

New projects are encouraged to submit early, but may submit their intent to apply until May 15 or two weeks after the U.S. Department of Housing and Urban Development (HUD) releases its Continuum of Care program application (anticipated in May), whichever is later.

3/16/17 Requesting CoC Confirmation or other application approval for projects seeking State funds in 2017

River Valleys CoC requires a written project description and a presentation from any applicant requesting a CoC Confirmation or signature on the application. In order to ensure that the CoC meets its obligation to review the project, CoC members must receive all required project information in a timely manner.

Review the requirements for 2017 on the "Resources for State Program Grantees" page.
# First Public Posting of Project Scores and Ranking for FY2017 CoC Program Applications

**September 7, 2017**

## CoC Number | 502  
**CoC Name** | Rochester/Southeast Minnesota CoC  
**ARD** | $2,071,465  
**Max Bonus (PH)** | $124,288  
**Max Ranked** | $2,195,733

<table>
<thead>
<tr>
<th>Rank</th>
<th>Score</th>
<th>Applicant Name</th>
<th>Project Name</th>
<th>Grant Number</th>
<th>Project Type</th>
<th>Funds Approved</th>
<th>Rank Rationale</th>
<th>Total ARA</th>
<th>Running Total</th>
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<td>Renewal Performance</td>
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<td>$2,182,077</td>
</tr>
</tbody>
</table>

### Planning Project (not ranked)

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>CoC Planning FY2017</th>
<th>Status</th>
<th>Total ARA</th>
<th>Running Total</th>
</tr>
</thead>
</table>

### Rejected Projects

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Status</th>
<th>Total ARA</th>
<th>Running Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td>Not Ranked</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

### TOTAL REQUESTED PROJECTS

- **$2,257,527**

### TOTAL RANKED PROJECTS

- **$2,195,383**

## Key

- Missing qualifying info, needed before 9/14/17
- Reduced
- New Bonus
- New Reallocated Project
- ARD Annual Renewal Demand
- **Bonus project(s)**
- Split (straddling Tier 1 & 2): Ruth's House of Hope PSH
- Total request $164,426
2017 Reallocation Policy & Priorities
River Valleys CoC (MN-502)

Background
The U.S. Department of Housing and Urban Development (HUD) requires that CoCs carefully evaluate and review all renewal projects and to develop a reallocation process for projects funded with CoC funds. Reallocating funds is an important tool used by CoCs to make strategic improvements to their homelessness system. Through reallocation, the CoC can create new projects that are aligned with HUD’s goals, by eliminating projects that are underperforming or are more appropriately funded from other sources. Reallocation is particularly important when new resources are not available.

Reallocation Policy
All renewal projects are reviewed by the Project Planning, Review and Rating Committee to determine how the project performed and determine if a project should be considered for reallocation. The CoC monitors all projects through review of annual reports and comprehensive assessment of agency capacity and ability to implement performance measure goals and objectives.

The recommendation for reallocation may be based on any one or more of the following criteria:

- Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- Audit finding(s) for which a response is overdue or unsatisfactory;
- History of inadequate financial management accounting practices;
- Evidence of untimely expenditures on prior award;
- Evidence of noncompliance with HUD and/or CoC policies, including coordinated entry and written standards for assistance;
- History of other major capacity issues that have significantly impacted the operation of the project and its performance;
- Timeliness in reimbursing sub recipients for eligible costs. HUD will consider a project applicant as meeting this standard if it has drawn down grant funds at least once per month;
- History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes;
- Failing to consistently meet the CoC performance measures, e.g. low score in the evaluation process;
- Failing to provide documentation required by the CoC for a project application in the time allotted; or
- Applicant choice to voluntarily reallocate all or a part of its award.

Involuntary and Voluntary Reallocations

Involuntary Reallocation
Involuntary Reallocations may be initiated by the Project Review and Rating Committee based on any of the criteria above. The Committee will evaluate and determine if programs will have a full or partial reallocation of funding.
All funds freed through involuntary reallocations may be made available for one or more new projects. If no new project applications are submitted, funds will remain available for the original renewal projects if the project subject to involuntary reallocation agrees to a CoC-monitored improvement plan.

Project applicants that are subject to partial involuntary reallocation must develop a plan to continue with their renewal project, with the reduced level of funding. This includes HUD contract compliance for numbers of persons served and the types of services provided. It may be possible to seek a contract amendment from HUD for some changes; applicants should contact their HUD representative to discuss any options for amendment. If the reduction in funding will result in loss of assistance for persons currently served by the program, the applicant must develop a transition plan for these persons.

Voluntary reallocation

For projects not subject to involuntary reallocation, an applicant may choose to reallocate funds from an existing renewal project, in order to free additional funds for one or more new projects. If the same applicant wishes to apply for a new project using those same funds, the following parameters apply:

- The applicant may choose to reallocate all or a portion of its renewal funds to create the new project.
- The applicant who reallocates all of its renewal funds will have “first rights” to 80% of funds that are freed as a result.
- The applicant who reallocates a portion of its renewal grant funds will have no “first rights” claim on funds freed as a result.

The applicant may also choose to compete for a portion or all of the funds available to the CoC through involuntary reallocation of other projects or bonus funds.

Through the reallocation process, the CoC ensures that projects submitted with the CoC Collaborative Application best align with the HUD CoC funding priorities and contribute to a competitive application that secures HUD CoC dollars to address and end homelessness in River Valleys CoC. The CoC will make decisions based on alignment with HUD guidelines, performance measures, and unspent project funds.

2017 Priorities for Reallocation

Reallocation should be used to increase or maintain River Valleys CoC performance by advancing quality projects that meet documented needs and/or strategically allocating resources from HUD CoC and other sources.

Project type priorities

Five types of projects may be created via reallocation in FY2017. These are listed below, with rationale:

1. **New rapid re-housing project(s) or joint transitional housing/rapid re-housing projects that will serve homeless individuals and families, including unaccompanied youth, who meet the criteria defined in the FY2017 HUD CoC Program Competition NOFA.**
   Rationale: As evidenced in Coordinated Entry priority lists as well as the Point in Time Count and the 2016 statewide survey of homeless Minnesotans, River Valleys CoC experiences continued need for effective projects serving persons homeless due to domestic violence and persons who remain homeless due to limited emergency housing options.

2. **New permanent supportive housing project(s) that meet the requirements of DedicatedPLUS as defined in the FY2017 HUD CoC Program Competition NOFA or new permanent supportive housing projects where 100 percent of the beds are dedicated to chronic homelessness as defined in 24
CFR 578.3. Rationale: As evidenced in Coordinated Entry priority lists as well as the Point in Time Count and the 2015 statewide survey of homeless Minnesotans, River Valleys CoC has additional households meeting the chronic homeless definition or otherwise demonstrate high need (DedicatedPLUS) in our communities. Housing and supporting households with the highest needs and most extensive histories of homelessness is critical to ending homelessness in the CoC region. As such, it would also help to improve CoC system performance by reducing average length of time homeless.

3. **New SSO projects for centralized or coordinated assessment.** Rationale: A new Coordinated Entry grant was funded in FY2015. The CE system will be fully implemented in HMIS beginning in April 2017. A limited scope application addressing on-the-ground system navigation would support the technological implementation by ensuring that a) households on the CE list receive guidance throughout the process and b) agencies providing housing can connect quickly with eligible households on the list.

Project types eligible for reallocation that are NOT A PRIORITY for River Valleys CoC in FY2017:

1. **New dedicated HMIS projects.** Rationale: To advance implementation of Coordinated Entry and system-wide performance evaluation, the CoC expanded its HMIS functionality in FY2016 with a new HMIS Lead and new HMIS grant funded via reallocation. No additional funds are needed at this time.

Geographic and subpopulation priorities
The CoC conducted a needs assessment in 2016 and developed priorities for each county in the region. The priorities identify household types, target subpopulations, and estimated number of units needed per county. Project applicants should review and respond to these priorities in developing new projects.
Pursuant to the Reallocation Policy and Priorities, the committee recommended funds be reallocated from four projects to fund the new CES Expansion FY2017 project application.

**How projects requesting funds via reallocation were prioritized**

One project requested funds via reallocation. CES Expansion FY2017 requested $59,864. The Coordinated Entry Expansion was a priority because it is designed to improve outcomes across our CoC, primarily in the areas of reducing time homeless, diverting from shelter, and accessing mainstream resources to resolve homelessness. As such, the proposal aligns with the rationale in the CoC Reallocation Policy.

There were no other permanent supportive housing, rapid rehousing, or joint transitional housing/rapid rehousing requesting reallocated funds. Had those types of projects requested funds, those projects would have been deemed higher priority.

**How projects were selected for reallocation**

Four projects were selected for reallocation: BEC RA (Blue Earth County), Hearth SE RA (Hearth Connection), Progress Program (Steele County Transitional Housing), and Marilyn’s Place (Rice County HRA).

**Voluntary reallocations**

Rice County HRA and Steele County Transitional Housing agreed to a voluntary reallocation between 1 – 25% in the scoring tool. Rice County HRA had $18,770 in funds recaptured in 2016. Due to their willingness to have funds recaptured, the recommended reallocation was $11,911. While this is less than the formula used for involuntary reallocation, the project’s willingness to reallocate and efforts to create other housing opportunities in the community resulted in fewer funds reallocated. Steele County Transitional Housing had 5% of their $37,114 total request reallocated. Because RRH is a priority for the CoC and the project grant is small, the reallocation was kept small to reduce impact.

**Involuntary reallocations**

Involuntary reallocations were applied to Hearth SE RA and BEC RA projects. Both projects have consistently had funds recaptured, but neither project indicated a willingness to voluntarily reallocate funds or a plan to better use funds in future years. Both projects have generally good outcomes with the funds used, but consistent underspending leaves resources unused for homeless households in the CoC.

Because of the generally good outcomes achieved by the projects as well as their targeting of chronically homeless households and DedicatedPLUS households, the committee utilized the following formula in determining the reallocation from these projects: Total request minus 2016 recaptured amount to determine actual funds used. This amount is then multiplied by 10%. The committee thought 10% was a reasonable percentage based on changing rents and incomes. The 10% is added on the total request minus the 2016 recaptured amount. The difference between this amount and the total request is the amount that will be reallocated.
See the chart below for detailed description of the reallocation:

<table>
<thead>
<tr>
<th>Project name</th>
<th>Hearth SE RA</th>
<th>BEC RA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total original request (Grant Inventory Worksheet)</td>
<td>$143,519</td>
<td>$109,739</td>
</tr>
<tr>
<td>2016 recaptured amount</td>
<td>- $28,333</td>
<td>$ 36,592</td>
</tr>
<tr>
<td>Actual funds spent 2016</td>
<td>$115,186</td>
<td>$73,147</td>
</tr>
<tr>
<td>10% contingency</td>
<td>$11,519</td>
<td>$7,315</td>
</tr>
<tr>
<td>New request amount</td>
<td>$126,705</td>
<td>$80,462</td>
</tr>
<tr>
<td>Amount reallocated</td>
<td>$16,814</td>
<td>$29,277</td>
</tr>
</tbody>
</table>

**Projects not selected for reallocation**
Other projects had funds recaptured in 2016, but the projects were not reduced via reallocation. These projects and the reasons for not reducing them are:

- Cherry Ridge Chronic: Voluntarily reallocated in 2016, so grant with new funding level is just being implemented now.
- Cherry Ridge Non-Chronic: Voluntarily reallocated in 2016, so grant with new funding level is just being implemented now.
- The Francis: The project is adding a unit to use the funds that were typically recaptured.
- PSH Zumbro Valley: Serving more households than originally planned to use remaining funds.
- Castleview: The amount recaptured was nominal.
- Prairiewood: Voluntarily reallocated in 2016, so grant with new funding level is just being implemented now.
River Valleys CoC Governance Charter

Name

1. The Collaborative Applicant shall be known as Three Rivers Community Action, Inc. (hereinafter referred to as TRCA).

2. The Rochester/Southeast Minnesota Continuum of Care (MN-502) shall be known as the River Valleys CoC (hereinafter referred to as the CoC).

Geographic Area

The CoC carries out its activities throughout the Minnesota counties of Blue Earth, Brown, Dodge, Faribault, Fillmore, Freeborn, Goodhue, Houston, LeSueur, Martin, Mower, Nicollet, Olmsted, Rice, Sibley, Steele, Wabasha, Waseca, Watonwan, and Winona; and in the entitlement jurisdictions of Mankato/North Mankato and Rochester. Each county is comprised of several cities as indicated in the attachment "River Valleys Continuum of Care Region, Jurisdiction."

Mission

The mission of the CoC is to prevent and end homelessness in Southeastern Minnesota by coordinating services and maximizing resources.

Purpose

1. The purpose of this organization is to coordinate the CoC process for its geographic area.

2. A CoC is a community planning group dedicated to organizing and delivering housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximize self-sufficiency. CoC planning includes action steps to end homelessness and prevent a return to homelessness.

3. An effective CoC system shall be comprehensive and coordinated.

4. HUD identifies the fundamental components of a comprehensive CoC system to be:
   a. Outreach, intake and assessment to 1) identify an individual’s or family’s service and housing needs, and 2) link them to appropriate housing and/or service resources;
   b. Emergency Shelter and safe, decent alternatives to the street;
   c. Transitional Housing with supportive services to help people develop the skills necessary for permanent housing;
d. Rapid Re-housing;
e. Permanent housing and permanent supportive housing; and
f. Coordinated Intake and Assessment.

5. The CoC shall include a focus on homelessness prevention strategies and services.

6. The CoC shall promote community-wide commitment to employ best practices to end homelessness.

7. The CoC shall secure funding for efforts by providers and government entities to prevent homelessness and quickly re-house homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation that homelessness causes individuals, families and communities.

8. The CoC shall promote access to and effective utilization of mainstream programs by homeless individuals and families.

**Membership**

Continuum of Care planning involves a membership that is extensive and inclusive. The CoC shall have four categories of membership/participation:

1. **General Membership**
   a. General Membership shall include traditional homeless and low-income housing service agencies representing homeless persons in the CoC geographic region.
   b. The General Membership is the official governing body of the CoC and is responsible for the approval of:
      1. Governance Charter changes;
      2. The annual CoC plan;
      3. Election of executive officers;
      4. Annual grant ranking; and
      5. HMIS governance.
   c. General Members must show a vested interest in the CoC process by entering into a membership agreement, committing to regular representation at meetings and participation on one of the Committees.
   d. General Members are expected to designate at least one (1) staff person to attend all CoC meetings and chosen committee meetings or find an appropriate substitute to attend in their place.
   e. Attendance by General Members at fewer than half of the CoC meetings in the past year (from the date of the vote) shall suspend the General Member agency’s funding voting privileges until such time as they reach 50% attendance.
   f. The CoC shall strive to have participation from all 20 counties represented on the General Membership.
   g. General Members are required to abide by the CoC’s Code of Conduct.
2. Committees
The CoC will have four (4) standing committees: Executive; Project Review and Rating; Data and Technical Assistance; and Coordinated Entry. These committees are notwithstanding to the changing needs of the CoC and will be reviewed annually by the Executive Committee and proposed amendments approved by the General Membership. Ad hoc committees may be developed by the Executive Committee as needed to handle a specific situation or issue that does not fall within the assigned function of an existing standing committee.

a. Executive Committee. The Executive Committee is a standing committee and consists of two (2) Co-Chairs, CoC Coordinator, Recording Secretary and Co-Chairs of all Committees. Additional ad hoc members may be appointed at the discretion of the committee.
1. These officers are advisors to the CoC and will inform and make recommendations to the General Membership. They will conduct business as needed between the plenary meetings and report to the General Membership.
2. The Co-Chairs shall have staggered two-year terms. Whenever possible, one Co-Chair shall represent the private sector and one the public sector. The Executive Committee shall:
   a. Provide oversight and direction to the CoC;
   b. Monitor the CoC planning budget;
   c. Facilitate plenary meetings and staff committee meetings;
   d. Issue public invitation annually for new members in the CoC geography;
   e. Facilitate biennial CoC assessment of needs, resources, and project priorities;
   f. Implement regional plans and support local plans to prevent and end homelessness;
   g. Organize, coordinate and draft the annual HUD CoC Program application;
   h. Consult with State and local ESG recipients in the CoC geographic area on allocation plan for ESG funds and reporting/evaluating performance of ESG programs;
   i. Build capacity and partnerships between the CoC and leadership in county and state government;
   j. Monitor and inform the CoC network about new projects, public and private resources, project quality issues, and utilization of targeted permanent supportive housing; and
   k. Provide technical assistance to new and struggling projects, and mentor new CoC members and grantees.

b. Project Review and Rating Committee. The Project Review and Rating Committee comes under the oversight of the Executive Committee and reports to the General Membership. This committee is responsible to:
1. Make recommendations on the use of new resources and/or on redirecting existing resources;
2. Assist with funding decisions about federal, state and local homeless resources;
3. Provide insight and education/advocacy on housing and homeless developments/projects;
4. Advocate for efficient, appropriate use of public resources;
5. Establish performance targets for population and project types in consultation with program grantees;
6. Monitor program compliance and effective delivery of services and housing assistance;
7. Ensure new project applicants meet funders’ thresholds for funding; and
8. Lead the project evaluation and application review processes of the CoC.
c. **Data & Technical Assistance Committee.** The Data & Technical Assistance Committee comes under the oversight of the Executive Committee and reports to the General Membership. The Data & Technical Assistance Committee is responsible to:

1. Provide technical assistance to new and struggling projects, as it relates to HMIS and data management;
2. Recommend and ensure training as needed;
3. Assist in planning and facilitating the annual counts of both sheltered and unsheltered homeless persons (point-in-time count) and other pertinent studies;
4. Provide information analysis and dissemination;
5. Review APRs and HMIS data quality, providing assistance when needed; and
6. Select and support CoC representatives in statewide HMIS governance to ensure compliance with HUD requirements.

d. **Coordinated Entry Committee.** The Coordinated Entry Committee comes under the oversight of the Executive Committee and reports to the General Membership. The committee is responsible to:

1. Develop and implement a coordinated intake and assessment system within the CoC’s geography, including the development of written standards for providing assistance to participants in CoC and ESG-funded programs;
2. Coordinate referrals to housing with grantees of Family Homeless Prevention and Assistance, Rural Housing Assistance, Rural Housing Assistance and Stability, and Rapid Re-Housing Programs;
3. Coordinate outreach efforts with schools, landlords, discharge planners, law enforcement, churches, and civic groups, and with Homeless Response Teams in each of the 20 counties;
4. Facilitate improved use of and access to mainstream resources;
5. Link CoC with Minnesota’s statewide Coordinated Entry planning, initiatives and staff; and
6. Monitor and report outcomes of Coordinated Entry to the Executive Committee and the General Membership and recommend actions to improve implementation, especially for target populations, e.g. youth, military veterans.

2. **At-Large Membership.** At-Large Members include homeless/formerly homeless persons, and other community members whose input is deemed vital and necessary by the CoC, but whose typical participation at meetings or committee meetings is unlikely. Although at-large members may participate at any meeting or committee meeting, participation will primarily occur through other means (i.e. focus groups, presentations, surveys, etc.). Individuals who respond to inquiries by the CoC through participation in focus groups, survey (written, phone, e-mail or other electronic media), or other methods of direct participation will be considered At-Large Members and will be reported as members of the CoC in reports to HUD and other agencies requiring reports from the CoC. If homeless/formerly homeless persons wish to attend meetings or committee meetings, they may receive stipends and travel expenses when available.

3. **Minnesota Interagency Council on Homelessness Representative.** The Minnesota Interagency Council on Homelessness (MICH) may appoint a non-voting Ex-Officio member.
Meetings

1. Regular Meetings
   a. The full membership of the CoC will meet at least ten times per year.
   b. All meetings shall be held at the call of the Co-Chair(s).
   c. Meetings shall be held in accordance with River Valleys CoC Rules of Engagement.
   d. The Co-Chairs shall preside over all meetings when present. The Co-Chairs shall appoint a member as acting co-chair in his/her absence.

2. Committee Meetings
   a. The CoC will carry out its responsibilities through the work of a number of committees and working groups.
   b. All CoC members may participate on committees and working groups with the exception of the Executive Committee; its members are elected and/or appointed.
   c. Policies and policy decisions made by the committees and working groups must be approved by the CoC General Membership before taking effect.
   d. Committee meetings may be called by the Committee Chair or CoC Coordinator.

3. Special Meetings
   a. A special meeting may be called by the Co-Chairs, Executive Committee or ¼ of membership.
   b. Proper notice shall be given for all special meetings.

4. TRCA Board of Directors Meetings
   a. TRCA Board of Directors meetings are held at least ten times per year.
   b. The CoC shall ensure HEARTH Act requirements for representation and governance are implemented on the TRCA Board of Directors.
   c. A CoC liaison shall participate in TRCA Board of Directors meetings in a non-voting capacity.

Meeting Notices and Minutes


2. Notice of place, date and time of each CoC, committee and special meeting shall be sent to members by email or other reasonable means of communication at least four business days before the meeting date.

3. Meeting minutes will be drafted and disseminated to the General Membership no later than fifteen business days after each meeting. They will be reviewed and approved at the next CoC meeting and once approved they shall be posted on the CoC webpage: www.threeriverscap.org/continuum-of-care.
Voting

Members present at any properly announced meeting shall constitute a quorum. Issues presented to the CoC members for a vote will be decided by simple majority of the votes cast. The exceptions to this are the project ranking for the annual HUD CoC application and any decisions that involve funding; in these cases each organization that has had representation at 50% or more of meetings held in the previous twelve calendar months shall have one vote.

Executive Officers

1. Composition – The Executive Committee shall consist of two Co-Chairs, one from the private sector and one from the public sector whenever possible; CoC Coordinator; Recording Secretary; Committee Chairs; and an ad hoc member appointed at the discretion of the committee.

2. Election – Annually, the expiring Co-Chair and Committee Chairs shall be elected by the membership to serve during the fiscal year, October 1 through September 30.

3. Vacancy – In the event of a vacancy in any of the positions during the year, the vacant position shall be filled at the next plenary meeting.

4. Terms – Co-Chairs shall serve staggered terms of two (2) years. Committee chairs will serve one year terms. There is no limit to the number of terms an Executive Officer can serve.

5. Duties –
   a. Executive Officers shall act in the way they believe to be in the best interest of the CoC, and not as representatives of any other agencies/organization/entity.
   b. Co-Chairs shall:
      i. Assist CoC Coordinator to prepare agendas and related material for the CoC;
      ii. Chair CoC meetings;
      iii. Make necessary appointments to committees, task forces and other such groups within the scope of CoC responsibility.
      iv. Sign Certification of Consistencies, Support Letters, etc. on behalf of the CoC.
      v. Perform other tasks as indicated.

Collaborative Applicant

1. Three Rivers Community Action, Inc. is the registered non-profit agency authorized by the CoC to act as the CoC’s fiscal agent and Collaborative Applicant (CA).

2. The authorized fiscal agent shall provide the CoC with an annual financial report.

3. TRCA shall approve the CoC Governance Charter and Impasse Policy.

4. TRCA shall ensure compliance with other board requirements as set forth in the HEARTH Act.
5. The CoC will designate a liaison to attend and inform TRCA Board meetings.

6. Additional financial reports or copies of related contracts must be provided to the CoC or Executive Committee upon written request within 15 business days of the request.

Resignation and Removal of Officers

Any officer may resign at any time by giving written notice to either of the Co-Chairs. Any officer may be removed by majority vote of remaining officers for repeated absence, misconduct, failure to participate, or violating conflict of interest policies.

Staff

1. The CA shall employ a Coordinator who will support and coordinate the vision and purpose of the CoC and a Coordinated Entry Specialist who will support the development and implementation of a Coordinated Entry System in the CoC geography.

2. The CA shall employ a secretary who will keep accurate records of the acts and proceedings of all meetings of the CoC. Such records will include names of those in attendance. The Secretary shall perform other such duties as the CoC may designate.

3. All job descriptions, duties and assignments of the CoC staff/volunteers/interns shall be preapproved by the Executive Committee and CA.

Governance Charter

1. Amendment – The Governance Charter may be amended at any plenary meeting by a vote of the majority of the members of the CoC. The Governance Charter shall be reviewed and updated as needed at least annually.

2. Notice – Written notice of any proposed amendment shall be e-mailed to all members of the CoC at least four (4) calendar days prior to the meeting at which such action is proposed.

3. Effective Date of Amendment – No amendment to these by-laws shall take effect or be binding until said amendment(s) have been approved by the majority of the members of the CoC and the TRCA Board.

HMIS

1. The CoC will utilize a Homeless Management Information System (HMIS).

2. The Institute for Community Alliances serves as the CoC’s HMIS Lead.
3. The CoC designates the Institute for Community Alliances and Bowman’s Service Point system as the single Homeless Management Information System for the CoC’s geography.

4. The duties and responsibilities for the CoC, the HMIS Lead and Contributing HMIS Organizations are set forth in further detail in the HMIS Memorandum of Understanding and in HMIS grant applications/agreements.

**Code of Conduct, Conflict of Interest and Rules of Engagement**

1. CoC agents will exercise care, diligence and prudence when acting on behalf of the CoC. These individuals must timely complete work they have agreed to undertake on behalf of the CoC. In addition, they must attend CoC and Committee meetings and be prepared to discuss matters presented for their deliberation.

2. CoC agents will abide by the CA’s Conflict of Interest policy and the CoC’s Code of Conduct and Rules of Engagement.

**Funding Considerations**

The work of CoC staff and the HMIS lead agency is dependent on the availability of funding. Funding sources may include HUD planning or HMIS grants, MHFA and GMHF, CoC Development Fees, and new sources as identified.

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This charter was originally approved by the River Valleys Continuum of Care (MN-502) on November 21, 2013, and by the Board of Directors of the Collaborative Applicant, Three Rivers Community Action, Inc. on December 18, 2013.

**Revision History:**

First revision approved 10/15/2015 by the CoC and 11/17/2015 by TRCA Board of Directors.
Second revision approved 7/21/16 by the CoC and 8/17/16 by the TRCA Board of Directors.
Third revision approved 12/15/16 by the CoC and 1/18/17 by the TRCA Board of Directors.

[Signature]

Executive Director

Title

Date 1/9/2017
RIVER VALLEYS CONTINUUM OF CARE (MN-502)
MEMBERSHIP AGREEMENT

Whereas, the River Valleys CoC requires active, diverse, and region-wide participation to effectively prepare and carry-out a Region-wide Continuum of Care Plan;

Whereas, the River Valleys CoC desires participation from members who are interested and willing to commit to supporting the CoC in a professional and active manner; and

Whereas, -------------- is willing and interested in becoming a member of the River Valleys CoC.

Therefore, the above named Member Agency/Organization agrees to become a Member of the River Valleys CoC, understanding and agreeing to the following membership polices and the organization code of conduct.

I. Membership Policies:

A. Each member Agency/Organization shall appoint one (1) individual to serve as a Member Representative on the CoC and one standing Committee;
B. Additional agency staff, administration, or board members are invited to attend CoC and participate on committees;
C. Member Agencies are expected to strive for 100% attendance at all scheduled CoC and chosen Standing Committee Meetings/Activities;
D. If a representative is unable to attend a scheduled CoC or Committee Meeting, an alternative representative should be appointed to attend in the member representatives' absence;
E. Voting rights shall be given to only on (1) representative from each member agency;
F. Member Agencies without representation at less than 50% of meetings in a twelve month period (including committee meetings) will forfeit voting privileges;
G. Representatives should come to each meeting prepared to actively participate;
H. All members are expected to abide by the CoC Code of Conduct while participating in organizational meetings or representing the CoC;
I. Representatives are responsible for following through with all leadership positions, commitments, or assignments they agree to as part of or on behalf of the CoC; and
J. Member Agencies are responsible for notifying the CoC Coordinator of any changes in contact information for their agency or of their Member Representative.

II. Rules of Engagement:

A. Consider all ideas valuable. Look for ways to make new ideas work, not for reasons they won’t.
B. If in doubt, ask a question. Remember no question is a dumb question.
C. Start and end all meetings on time.
D. Listen to the speaker who has the floor and hold no sidebar conversations.
E. Respect each other and help each other be right, not wrong. If you disagree, do it respectfully and disagree with the idea or the statement and not the person.
F. Respect all clients and beneficiaries of housing and services provided by the participating organizations.

G. Adhere to meeting agendas.

H. Participate. The CoC is an open and collaborative process and everyone is responsible for his/her own participation.

I. Don't interrupt, let others finish their thoughts.

J. Focus on ending homelessness and not on individual agendas or agency problems.

As a member of the River Valleys CoC and/or affiliated committee, I agree to represent myself, my agency, my county, my region, and/or my state in a professional manner and advance the efforts of the River Valleys CoC by adhering to the provisions of this Membership Agreement.

__________________________________________
River Valleys CoC Individual Member/Agency Member

__________________
Date
RIVER VALLEYS CONTINUUM OF CARE (MN-502)
CODE OF CONDUCT

Commitment and Professionalism are vital to creating and maintain an effective and efficient Continuum of Care (CoC) process that will benefit each member of the River Valleys CoC and the homeless men, women and children they represent. Both are integral to creating a sustaining a strong continuum in which collaboration and services can grow.

Obligations:

1. Members should strive to represent in a fair, honest and respectful manner their individual agencies and the homeless individuals and families that they are here to represent.
2. Members should be informed on the purpose of the CoC and its role in the CoC process.
3. Members should strive to stay up-to-date on CoC strategies and planning.
4. Members should strive to keep their promises and to avoid unwise or unclear commitments that they are unable to fulfill.
5. Members are expected to uphold professional standards of conduct, exhibiting respectfulness, fairness, and honesty.
6. Members should clarify their professional roles and obligations, exercise reasonable judgment, and take precautions to ensure that any potential biases or conflicts of interest do not unjustly affect the CoC process or other members of the Coe.
7. When conflicts occur among members, they should attempt to resolve these conflicts in a responsible fashion.
8. Leaders have the extra responsibility of setting an example by their personal performance and attitude that convey honest, respectful, and ethical values.
9. Members should consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of those they represent.

As a member of the River Valleys CoC and/or affiliated committee, I agree to represent myself, my agency, my county, my region, and/or my state in a professional manner by adhering to the guidelines laid out in the Code of Conduct of the CoC.

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River Valleys CoC Individual Member/Agency Member

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Minnesota’s HMIS Policies and Procedures

Minnesota’s Homeless Management Information System will provide standardized and timely information to improve access to housing and services and strengthen our efforts to end homelessness.

NOTE: The Institute for Community Alliances (ICA) assumed the role of HMIS Lead Agency and State System Administrator on June 1, 2016. To facilitate this transition, ICA has agreed to use this document until a detailed review can be conducted, at which time this document may be updated or replaced.

NOVEMBER 2014
Contents

Acknowledgments ......................................................................................................................................... 3

Background .................................................................................................................................................. 4
  Introduction ............................................................................................................................................... 4
  History ....................................................................................................................................................... 4
  Eligible programs ....................................................................................................................................... 5
  Why is this important? ............................................................................................................................... 7

Expectations for HMIS Partner Agencies ....................................................................................................... 8
  Implementing HMIS ................................................................................................................................... 8
  General on-going commitments ............................................................................................................... 10
  Information entry standards ..................................................................................................................... 11
  No conditioning of services ..................................................................................................................... 11
  Accountability for noncompliance ............................................................................................................ 12

Privacy Plan ................................................................................................................................................. 12

Security Plan ................................................................................................................................................ 14

Data Quality Plan ....................................................................................................................................... 16

Oversight of Minnesota’s HMIS ................................................................................................................... 19
  Composition of HMIS Governing Group ................................................................................................. 19
  Additional provisions ............................................................................................................................... 19
  Governing Group roles and responsibilities ......................................................................................... 20

Expectations for HMIS System Administrator .............................................................................................. 21

HMIS Policy Considerations ........................................................................................................................ 22

Appendix ...................................................................................................................................................... 25
  Glossary .................................................................................................................................................. 26
  Goals of HMIS in Minnesota .................................................................................................................... 27
  Minnesota’s HMIS: grievance procedure form ....................................................................................... 29
  User Policy, responsibility statement, & code of ethics ......................................................................... 30
  Client Data Privacy Notice and Consent Form, and Release of Information Form (with instructions to
  agency) ................................................................................................................................................... 32
  Minnesota’s HMIS: Data Privacy Notice & Consent Form ................................................................... 34
  Minnesota’s HMIS: Release of Information ............................................................................................ 35
  Minnesota’s HMIS: Posted Data Privacy Notice .................................................................................... 36
Acknowledgments

The original version of this document was produced by Minnesota’s HMIS Governing Group, led in this effort by Richard Wayman. This document was approved by the Governing Group on January 31, 2005.

The first major revision took place on December 2012, following recommendations discussed in a meeting of the HMIS Governing Group on December 6, 2012. Another major revision occurred in January 2014, following recommendations discussed in a meeting of the HMIS Governing Group on December 10th, 2013. The Data Quality Plan was revised and amended here November 19, 2014.

Contact Information

Web site information on Minnesota's HMIS:

http://www.hmismn.org

HMIS help desk:

HMIS@wilder.org

651-280-2780, or 1-855-280-2780

Wilder Research
451 Lexington Parkway North
St. Paul, MN 55104

HMIS Grievances (reported to HMIS Governing Group):

Minnesota Coalition for the Homeless
Attention: HMIS Grievance
2233 University Avenue West, Suite 434
St. Paul, MN 55114
651-645-7332
Background

Introduction

Homeless Management Information Systems (HMIS) enable data from a variety of service providers to be combined to reveal a more comprehensive picture of client needs. In Minnesota and elsewhere this is accomplished via the internet, using software that can enable inter-agency case management within a context of strict data privacy protections.

History

The decision to implement an HMIS in Minnesota grew out of a desire to obtain standardized, regularly updated information about homelessness for advocates, planners, and policymakers – all of whom were interested in doing something about the consistently growing and stubbornly persistent problem of homelessness. The idea was to broaden a data tracking initiative started among Ramsey County shelters and transitional housing providers in the early 1990s.

Coinciding with this local activity was a Congressional mandate to implement HMIS. In 2000 Congress instructed the U.S. Department of Housing and Urban Development to take measures to improve available data concerning homelessness in the United States. In response, HUD obligated all Continuum of Care regions to implement region-wide databases that would allow an unduplicated count of service users.

Specifically, Congress mandated to HUD to collect information on the number of persons assisted through the McKinney-Vento Act. The Omnibus Appropriations Act of 2003 (Pub. L. 108-7) in its conference committee report noted:

HUD is directed to begin collecting data on the percentage and number of beds and supportive services programs that are serving people who are chronically disabled and/or chronically homeless. . . HUD should continue its collaborative efforts with local jurisdictions to collect an array of data on homelessness in order to analyze patterns of use of assistance, including how people enter and exit the homeless assistance system, and to assess the effectiveness of the homeless assistance system.
Previously in FY 1999 HUD Appropriations Act, Congress directed HUD to collect data from representative samples of existing HMIS systems,

collect, at a minimum, the following data: The unduplicated count of clients served; client characteristics such as age, race, disability status, units (days) and type of housing received (shelter, transitional, permanent); and services rendered. Outcome information such as housing stability, income, and health status should be collected.¹

The state Inter-Agency Task Force on Homelessness, the Corporation for Supportive Housing, the Metro-wide Engagement on Shelter, and others responded to this mandate by convening a series of open meetings in spring 2002. By general consensus a statewide, rather than region-by-region, approach was adopted and an “Implementation Group” was convened to oversee the project. The Implementation Group consisted of representatives from all of Minnesota’s Continuum of Care regions, at-large members who represent various populations and provider groups (e.g., agencies for homeless youth, veterans, domestic violence victims, those with HIV/AIDS, and consumers of homeless services), and representatives of state government.

The Implementation Group guided development and implementation of Minnesota’s HMIS. Early on the group adopted a vision for Minnesota’s HMIS (see next section), selected a system administrator (Wilder Research), trainer (Minnesota Housing Partnership), and software for the system (Bowman System’s ServicePoint). The group also developed various system policies and worked on system funding. The group continues to meet regularly to advise Wilder Research on nearly every aspect of the HMIS project, including budgetary matters and annual fees, system policies, and training procedures.

**Eligible programs**

Programs which may use HMIS include, but are not limited to:

- Emergency shelters serving homeless adults, families, and youth²
- Transitional housing programs
- Supportive Housing Programs (whether scattered site or on-site)
- Street and Community outreach programs to persons who are homeless

¹ See Fed. Register, Vol. 68, No. 140 (July 22, 2003) for further overview of federal mandates for HMIS.

² In general, domestic violence shelters are prohibited from participation in HMIS by federal legislation, under the Violence Against Women Act (VAWA). Please see hmismn.org, or contact Wilder Research for additional information.
Supportive Service programs serving persons who are homeless

In addition, HMIS participation is a requirement of various funders. On the Federal level, HMIS participation is mandated for all service and housing providers that receive HUD funding under the McKinney-Vento Act, which includes:

- Supportive Housing Program (SHP)
- Shelter plus Care
- Section 8 Moderate Rehab for Single Room Occupancy
- Emergency Solutions Grant
- Housing for Persons with AIDS (HOPWA)

Satisfying the HMIS requirement is also factored into the Department of Housing and Urban Development’s (HUD) scoring of annual Continuum of Care applications – the more programs that participate in HMIS, the higher the Continuum is scored on that aspect of their application. In Minnesota this means that implementing and maintaining a widely-used HMIS improves the state’s chances of continuing to receive the over $20 million annually in federal funding that we now receive under the McKinney-Vento program.

On the state level, the Minnesota Department of Human Services and the Minnesota Housing Finance Agency require HMIS participation for their grantees under the following programs:

Minnesota Department of Human Services/Office of Economic Opportunity

- Transitional Housing Program (THP)
- Emergency Services Program (ESP)
- Emergency Solutions Grant Program (ESGP)
- Runaway and Homeless Youth Act
- Healthy Transitions for Youth
- Ending Long-Term Homelessness Supportive Services

Minnesota Housing Finance Agency

- Family Homeless Prevention and Assistance Program (FHPAP)
- Projects funded under the Plan to End Long-Term Homelessness
Agencies that receive funding from these state programs use HMIS to satisfy their reporting requirements.

Ideally all emergency shelters, transitional and supportive housing program, and homeless outreach programs in the state will participate in HMIS. The more agencies, and the more users within agencies, that participate in the system the better. More agencies equal more comprehensive data, and therefore improved information for planning and policymaking. More users within agencies means that clients will more likely receive appropriate services, since their caseworks may have an opportunity to see relevant case history from prior service episodes, and will have an opportunity to rely upon the systems case planning, referral, and data protection capacities.

**Why is this important?**

Because agencies that serve people experiencing homelessness work for the public welfare of our communities, they must remain accountable to their program participants, funders, and community partners. One way to remain accountable is to be driven and focused on a mission and to report progress on accomplishing that mission. Programs should be transparent about what outcomes and goals they have achieved. HMIS allows programs to manage data in a secure and standardized environment that also offers an aggregate view of our state-wide efforts to end homelessness. We hope that with better information we will be able to plan, work, and achieve greater success in serving participants with meaningful services and housing options and end a social problem that can be fixed.
Expectations for HMIS Partner Agencies

Social service agencies that participate in Minnesota's HMIS are referred to as “partner agencies.” Each partner agency needs to follow certain guidelines to help keep the project on track and to maintain data privacy and accuracy. The guidelines below do not replace the more formal and legally-binding agency agreement that each agency signs when joining the project.

Implementing HMIS

To prepare for participating in Minnesota’s HMIS, agency administration should:

- Familiarize themselves with HMIS (see www.hmismn.org).
- Decide how many system end-users they will need. “End users” are the people who will actually enter data into the HMIS and use the system to run reports that the agency may need for funding purposes, or find useful for internal management. Typical end users include intake workers and case managers. Typically, the more end-users in an agency, the more useful the system becomes. There are, however, additional costs for each end-user in an agency. Volunteers should only be designated as end-users as a last resort, and will be subject to the same training and legal requirements as all other end-users.
- Familiarize prospective end-users with basic computer skills if necessary (e.g., windows, using a mouse, navigating the internet).
- Designate a primary HMIS contact within the agency.
- Develop a clear understanding of current reporting needs and funding streams. For example, does the agency receive SHP funds? THP? FHPAP?
- Understand the agency’s data privacy requirements. For example, is the agency covered by HIPAA?
- Have access to a computer. Nearly any computer purchased within the past 5 years will be adequate. (See hmismn.org for current technical requirements and recommendations.)
- The computer must have access to the internet and an up-to-date a web browser. (See hmismn.org for current technical requirements and recommendations.)

The steps for implementation include the following:

1. **Initial contact.** Agency is contacted by Wilder Research (or contacts Wilder Research) and agrees to send its end-users to a day-long introductory group training on HMIS and using
ServicePoint. Agency administrators, IT staff, or others may also attend the training for a fee if there is space available. Agencies should not sign up for training unless they are willing and able to complete the following steps and begin entering actual client data within one month of attending training.

2. **Paperwork and payment.** Before attending training: (a) Agency must review and sign an agency agreement before the training. (b) If the agency is covered by HIPAA, the agency should send Wilder Research a Business Associates Agreement. (c) The agency must pay any training and end-user fees.

3. **Training.** All end-users within must complete initial training with Wilder Research.

4. **Work flow.** Agency program administrators and system end-users should designate a process for integrating the HMIS into its regular flow of work. Ideally information in ServicePoint will be updated in real time, whenever clients are entering or leaving programs, but this is not always possible. Planning how to incorporate ServicePoint in the agency’s workflow should be done before the walk through so that the agency is ready to use ServicePoint immediately after the walk-through. Necessary decisions include:
   
a. Will the data be directly entered into ServicePoint during intake or case management sessions? (If so, what is our back-up plan if the power is out or the internet connection goes down?)

b. Will the information be recorded by paper forms and entered later? If so, can we adapt our existing forms so that there is no confusion when entering data into ServicePoint? Note that electronic versions (MS Word format) of data entry forms that mirror screens in ServicePoint are available at [www.hmismn.org](http://www.hmismn.org)

c. Who will run reports? Which ones? How often? Note that we strongly recommend running reports on a monthly or weekly basis to help check for data entry errors. The agency is responsible for maintaining accurate data, and regularly running reports is a good way to double check that information has been properly recorded in the system. Regular reporting may also provide the agency with important information about its clients and programmatic goals.

5. **Data privacy practices and client informed consent.** Before entering data into Minnesota’s HMIS, agencies must implement any necessary client notice, consent, and release of information forms associated with Minnesota’s HMIS (see appendix for current examples), as well as their own written data privacy policy. This can be done prior to training, and should be ready to implement by the time of the walk through or even shortly before, so that the agency can begin entering actual data as soon as possible. Note that agency should be able to explain to clients the data privacy practices associated with Minnesota’s HMIS.
6. **Set-up.** After training the agency’s designated HMIS contact will be called by Wilder Research, to gather information necessary to configure ServicePoint to meet the agency’s reporting and data privacy needs. The Agency’s end-users cannot be given access to the system until the system set-up is complete, so it is important that the agency respond to Wilder’s requests for information as soon as possible. Agencies that do not follow through with set-up after attending training may be required to attend an additional training session, at added cost.

7. **Walk through.** After set-up is completed (and confirmed with the agency’s HMIS contact person), Wilder Research will contact the agency for a “walk through” session that serves as a sort of refresher on how to use the HMIS and demonstrates the way that the system has been configured for the agency. Usernames and passwords are issued at this point.

8. **Using the system.** Agencies should record in the HMIS at least three actual client entries into their programs within 2 weeks of completing set up with Wilder Research. On an on-going basis agencies must enter and update information on all current clients in their HMIS-relevant programs (homeless prevention, outreach, shelter, and housing programs) on at least a quarterly basis. Information must be updated by the end of the second week after each quarter’s end (by April 15 for Q1; by July 15 for Q2; by October 15 for Q3; and by January 15 for Q3).

   a. **Reporting:** Agencies are required to run reports in the system as directed by their funding sources, and should run these reports prior to actual report due dates to check for data entry errors. Agencies are strongly encouraged to use the systems reporting features on a more frequent weekly or monthly basis to check for data entry errors. Agencies are responsible for the quality of the data that they report.

**General on-going commitments**

Participating agencies should be prepared to commit to the following:

- Collecting and updating minimum data elements on all clients, and updating on a quarterly basis as necessary. Information must be updated by the end of the second week after each quarter’s end (by April 15 for Q1; by July 15 for Q2; by October 15 for Q3; and by January 15 for Q3). This is necessary for Wilder Research to be able to issue accurate quarterly reports.

- Maintaining accurate data. The agency should run system reports on a regular weekly or monthly basis to check for errors. The agency should contact Wilder Research (HMIS@wilder.org, 651-280-2780, or 1-855-280-2780) if needing assistance with data correction, including deleting any client records that were entered by mistake.

- Obtaining necessary client consent and releases of information for data sharing.
Agencies covered by HIPAA, domestic violence agencies, youth providers, and HIV/AIDS providers must develop joint legal agreements with other partner agencies if they will be sharing client records via the HMIS. Such agencies must work with Wilder Research to enable restricted data sharing.

Posting a Notice of Uses and Disclosures for Minnesota’s HMIS (see exhibits at end of this manual). Agency staff should be able to provide a basic explanation of the notice and the agency should be able to provide a copy to each of its clients.

Cancel HMIS access of any end-user who is terminated from employment, leaves the agency, or needs to be restricted from the system for any other reason. The agency should contact Wilder Research as soon as possible and no more than 24 hours after the end-user is terminated.

**Information entry standards**

- Information entered into Minnesota’s HMIS will be truthful, accurate and complete.

- Agency staff will not enter information about clients into Minnesota’s HMIS database unless the information is required for a legitimate business purpose such as to provide services to the Client, to conduct evaluation or research, to administer the program, or to comply with regulatory requirements.

- When adding to- or modifying data in- an existing client’s HMIS record, end users should check to see if that client is currently receiving services from a different HMIS partner agency (e.g., entered into, but not yet exited from another program). If the client is active elsewhere, end-users should not alter or over-ride information possibly used by staff of that agency without first verifying the change with staff of the other agency.

**No conditioning of services**

Agencies shall not decline to provide any services to a client based upon a client’s refusal to sign a Release of Information form or refusing to allow entry of information into Minnesota’s HMIS. (Note: This does not over-ride agency policies or funding restrictions that may require certain data from a client before an agency is able to serve the client. However, if this is the case and HMIS is the only data base, then the client may be offered the opportunity to be entered as anonymous client – e.g., entered with a system generated code and no social security number or other identifying information.)
**Accountability for noncompliance**

The HMIS Governing Group will receive updates from Wilder Research on progress made by participating programs with HMIS. The Governing Group will provide notice to agencies and funders (the state of Minnesota, HUD, or local Continuum of Care Committees) when agencies are found not to be in compliance with data entry or have violated the code of ethics or privacy concerns.

The HMIS Governing Group and Wilder Research would like to make compliance with system policies and expectations as easy as possible, and welcomes agency requests for assistance. Agencies that fail to comply, however, should be aware of the potential for penalties under data privacy laws (e.g., HIPAA, the Minnesota Government Data Practices Act); potential impacts on funding from state and federal sources; and the possibility of additional charges from Wilder Research to cover costs associated with rectifying substantial problems.

**Privacy Plan**

*According to standards put forward by the U.S. Department of Housing and Urban Development, Homeless Management Information Systems are encouraged to have privacy plans that at the minimum include: data collection limitations; purpose and use limitations; allowable uses and disclosures; access and correction standards; and protections for victims of domestic violence, dating violence, sexual assault, and stalking.*

The Privacy Plan for Minnesota’s HMIS consists of the following documents:

- **Agency Agreement**
  
  This form obligates organizations that participate in Minnesota’s HMIS to abide by all applicable rules and regulations, and to oversee proper use of the HMIS by their staff.

- **User policy, responsibility statement & code of ethics**
  
  This form, signed by all system end-users, specifies responsibilities of individuals who access Minnesota’s HMIS, and includes limitations on collecting data and accessing data. End users must agree to honor the wishes of the persons whose information is interested into the HMIS; access only information for which they have a clear business purpose; and keep their username and passwords private.

- **Client data privacy notice and consent form**
  
  This form, given to all persons (or their parents or guardians) whose information is entered into the HMIS, outlines allowable uses and disclosures of individually-identifiable data maintained in HMIS. It also informs clients of their rights to view and correct data held in Minnesota’s HMIS, including a method for filing grievances.
Client release of information form
This form, while not currently in wide use, specifies organizations that an organization may share data with via Minnesota’s HMIS. Clients may elect to share data or to limit data sharing.

HMIS grievance procedure form
This form provides a grievance process for those who feel that they have been somehow wronged by Minnesota’s HMIS.

Finally, all end-users are trained to protect the privacy of individually-identifiable data entered into Minnesota’s HMIS

**Program Participant Rights**

Program participants have a clear right to:

- Keep their personal information held private. All clients have the right to choose to have their data entered in the system anonymously and refuse to have certain information recorded about them in the system. This can provide protections for clients who have experienced domestic violence, dating violence, sexual assault, or stalking at some point in their lives or who are uncomfortable having information entered about them for any other reason.

- Have their preferences with regard to the entry and sharing of client information within Minnesota’s HMIS respected, whether they prefer their data to be shared with other partner agencies or not.

- Request a change in their information sharing preferences.

- Refuse to allow entry of identifiable information into Minnesota’s HMIS without being denied services (except if entry of identifiable information is necessary for program operation).

- Have only truthful and accurate information about them entered into the system.

- Not be asked for information unless the information is required for a legitimate business purpose such as to provide services to the client.

- Inspect and obtain a copy of their own information maintained within Minnesota’s HMIS (except for information that is used in preparation for a criminal or civil court case under release by subpoena).

- File grievances related to the HMIS without retaliation.
Data sharing

One of the potential benefits – and potential risks – of Minnesota’s HMIS is the ability to easily share data between agencies in a standardized format. Certain agencies, like youth providers, HIV/AIDS providers, and HIPAA-covered agencies, will only share data with other service providers if they have developed specific agreements allowing them to do so. Others will choose to share data routinely with other HMIS partner agencies. In either case, clients have the right to control access to their data and must sign a Client Release of Information form before an agency can share information about the client with other agencies via Minnesota’s HMIS (see appendix or electronic forms at www.hmismn.org). Note that agency staff must be prepared to explain the HMIS system and agency privacy policies upon request.

Additionally, please note that:

- Agency staff have the ability to designate information entered into the HMIS as “open” – meaning shared with other partner agencies, or “closed” – meaning hidden from other partner agencies. While Wilder will set defaults for data sharing in consultation with the agency, it is the responsibility of the agency staff to make sure that the data they are entering is secure consistent with agency practices and client preferences.

- HMIS project staff at Wilder Research and Bowman Systems, LLC. will have access to all information entered into the system. Wilder and Bowman routinely deal with sensitive data and abide by strict data privacy practices. Wilder and Bowman will only access identifying information for business-related reasons, including administering the database, conducting research, and preparing reports (only aggregate information will be included in reports).

- Minnesota’s HMIS is not a government database. Federal agencies, including HUD, do NOT have direct or routine access to the HMIS. State government employees do not have direct access to the system, but in some cases do see client-level information about persons served under the grant programs that they monitor.

Security Plan

According to standards put forward by the U.S. Department of Housing and Urban Development, Homeless Management Information Systems are encouraged to have security plans that: ensure the confidentiality, integrity, and availability of all HMIS information; protect against any reasonably anticipated threats or hazards to security, and; ensure compliance by end users.

The security plan for Minnesota’s HMIS includes the documents and protections outlined in the privacy plan. In addition, the security plan includes security and backup technology provided by the system’s vendor, currently including:
• End-user authentication via username and complex password, including temporarily inactivating licenses with more than 3 consecutive failed logins.
• Automatic logout after a specified period of inactivity on the system (currently 15 minutes).
• Secured Socket-Layer certification of data sent over the internet.
• Database-level encryption.
• Firewall protection against attempted system hacks.

In addition the availability of the system and data contained therein is provided the system vendor via redundant servers and nightly off-site system back up, as specified in the Disaster Recovery Plan.

Finally, administrative staff for Minnesota’s HMIS run security reports on an at least monthly basis, to help ensure that end-users are properly following data privacy and sharing procedures. Failure to comply with procedures may result in denial of access to Minnesota’s HMIS, as outlined in the Policies and Procedures manual.

**Agency Responsibilities**

Agencies are responsible for the actions of their users. Among the steps Agency will take to maintain data privacy and security are:

- **Access.** Agencies will permit access to Minnesota’s HMIS or client-level information obtained from it only to paid employees or supervised volunteers who need access to Minnesota’s HMIS for legitimate business purposes (such as to provide services to the Client, to conduct evaluation or research, to administer the program, or to comply with regulatory requirements). Volunteers should only be designated as system users as a last resort, and are subject to the same training and legal requirements as all other system users.

- **Computers.** Agencies will allow access to Minnesota’s HMIS only from computers which are (a) physically present on Agency’s premises; (b) owned by the Agency; or (c) approved by Agency for the purpose of accessing and working with Minnesota’s HMIS. The latter (c) shall apply only in extra-ordinary circumstances, when it is not feasible to meet conditions (a) or (b). Agency shall maintain written statements of any approvals of computers not owned by or located in the agency. Additionally, agencies should protect computers used to access Minnesota’s HMIS with commercially available virus protection software.

- **Usernames and passwords.** Usernames and passwords shall not be stored or displayed in any publicly accessible location. Usernames and passwords may only be used by the person to whom they are assigned; licenses may not be shared under any circumstance.
■ Change in Employee status. Any employee that is terminated or quits should have their user name and password immediately removed by contacting Wilder Research (651-280-2780; HMIS@wilder.org).

■ Training. Agency will only allow their staff to access Minnesota’s HMIS only after the authorized user receives appropriate confidentiality training including that provided by Wilder Research. Licenses granted to approved staff must not be shared; each staff who accesses HMIS must have a unique username and password.

Data Quality Plan

Wilder Research, in preparing to develop a data quality and monitoring plan, reviewed HUD guidelines as well as existing data quality plans from other HMIS implementations around the country. All these include at least the following 5 elements; Timeliness, Completeness, Accuracy, Monitoring, and Incentives/Enforcement. The data quality plan has also been reviewed and approved by the HMIS Governing Group.

Timeliness

• Purpose: is to ensure data is accessible for agency, community level, and federal reporting and to improve data accuracy. Reducing the time period between data collection and data entry will increase the accuracy and completeness of client data.

• Current Standard (may vary by program type):
  o Emergency Shelter (ES): within 10 days of service start date
  o Transitional Housing (TH): within 2 weeks of program entry
  o Permanent Supportive Housing (PSH): within 2 weeks of program entry
  o Services Only: within 10 days of program entry
  o FHPAP/Prevention/Rapid Rehousing only: within 10 days of program entry
  o ALL PROGRAMS: All data must be entered and updated as required by funders. Data for each quarter must be entered, complete, and current by the 15th of the month following each quarter. (April 15 for Q1; July 15 for Q2; October 15 for Q3; and January 15 for Q4).

• Included data elements that will be monitored are:
  o Universal data elements (HUD and MN required)
  o Entry/Exits
  o Services

• Funder-required updates to assessment information (disabilities, income, non-cash benefits, residence, etc.) will continue to be required on the already established funder-required schedule.
Completeness

- Purpose is to ensure that MN and each CoC can accurately describe the clients and services provided to clients who are accessing services. A complete record also is important for reporting for the use of data in any community level reporting as well as for HUD required processes such as NOFA and AHAR which can affect funding for the CoC and its providers.
- Current Standard:
  - All clients receiving homeless, prevention, and outreach services have a record in HMIS
    - Goal of less than 5% of clients are anonymous
      - Exception for providers who must enter all clients anonymous such as domestic violence and legal services providers
      - Exception for outreach clients. Up to 10% of outreach clients may be entered anonymously.
    - Client choice in signing the consent form takes precedent and staff should not pressure clients into agreeing to have their information identifiable if the client does not wish to do so. However, high percentages of anonymous clients may indicate staff or agency understanding of the consent form process may need review and/or clarification.
  - All data entered into HMIS is complete (based on funder requirements)
    - Universal Data Elements: “Missing”, is less than 2% and “don’t know or refused” is less than 3% in any one field.
      - Exception for SS#. This may have up to 2% missing, and 8% don’t know, or refused.
        - Exception for providers who must enter all clients anonymously. All SS# will be listed as Refused. All other elements will be completed with up to 5% “don’t know or refused”.
      - Exception for Date of birth. Less than 1% of client records shall be missing date of birth. If client declines to give his/her DOB, an approximate DOB will be entered.
    - Program Specific Data Elements: “Missing”, is less than 2% and “don’t know or refused” is less than 3% in any one field
  - Bed Utilization rates: Emergency Shelters, Transitional Housing, and Permanent Supportive Housing programs and CoC Coordinators will review utilization rates quarterly using data in HMIS.
    - Wilder HMIS staff will send quarterly utilization reports to CoC Coordinators to review and pass on to programs. This process can help determine whether or not data is being completely entered. Low utilization or utilization over 100% can be a sign that data is not being entered or exited correctly. In can also indicate changes in programs, such as bed counts, that must be accurately counted.

Accuracy/Consistency

- Purpose: To ensure that data in HMIS is collected and entered in a common and consistent manner. To ensure that client information is truthful and accurate.
• This section will likely roll out at a later time than the Timeliness and Completeness standards as we take additional time to plan and design the elements with a variety of groups including HMIS staff, funders, CoC Coordinators, agencies, and users.

Data Quality Process/Monitoring
• Purpose: To ensure that the standards for timeliness, completeness, and accuracy are met and that data quality issues are identified and resolved.
• Current Standard:
  o Agencies and CoC Coordinators provide timely updates to CoC HMIS staff regarding any changes to programs.
    ▪ Notify Wilder HMIS staff of program changes within 30 days of changes (new beds, closed program, etc.) by email hmis@wilder.org.
  o At the start of each quarter, HMIS will send a reminder email to CoC Coordinators about upcoming DQ report deadline.
    ▪ CoC Coordinators will forward reminder email to their program providers/agencies.
  o HMIS will run quarterly data quality reports and bed utilization rate reports and will provide these reports to the CoC Coordinator/Funder/Grantee to review.
    ▪ HMIS will send reports the above parties on the 22nd of the month, or next business day thereafter, following the end of each quarter. (January, April, July, October)
  o CoC Coordinators/Funders/Grantees will review the reports and request that program providers make any necessary changes to their data.
    ▪ Program providers will review their data and make necessary corrections to meet the above data standards within two weeks.
    ▪ Program providers/agencies can run program specific or agency wide reports to review their data and make corrections (See Data Quality Monitoring Plan Report Instructions for more details on running data quality reports.)
  o HMIS staff will assist providers in correcting data and updating program information as needed.

Incentives/Enforcement
• After the two week data correction deadline for the quarter, HMIS staff will run another set of data quality reports and submit them to the CoC Coordinators/Funders/Grantees. Wilder HMIS staff will provide a list of agencies that have not improved their data and/or still exceed the data quality error goals.
• HMIS staff will also provide a list of agencies that have not improved their data since the previous quarter, or who have had multiple quarters with insufficient progress.
• Wilder staff will supply twice a year progress charts (See Progress Chart below).
• Programs which are identified as having continued data quality issues will undergo the following process: (process still under review and subject to change)
- Program does not improve data quality over two consecutive quarters
  - CoC /funder/grantee contact agency
  - Wilder HMIS staff offers walkthrough support
- Program does not improve data quality over three consecutive quarters
  - CoC/Funder/Grantee contacts agency
  - Wilder HMIS staff identifies which users require additional training
  - License suspension until follow-up is possible
- Program does not improve data quality five quarters out of eight
  - CoC Coordinator/Funder/Grantee determine appropriate action
    - Lost points on CoC competition or similar consequence
    - Increased monitoring
    - Additional interventions as determined by CoC Coordinator/Funder/Grantee, Wilder Staff, and Agency Staff.
  - Incentives to be determined

**Progress Charts**
- These charts will be provided semi-annually and may include the following information:

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<th>Name of Project and SPID</th>
<th>Project has no errors</th>
<th>Improved data during correction period</th>
<th>Missing data exceeds goal – including # of anonymous clients</th>
<th>Missing data but does not exceed goal</th>
<th>Number of quarters in the past two years without improvement</th>
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**Oversight of Minnesota’s HMIS**

**Composition of HMIS Governing Group**

The Governing Group currently is a 26 member body, made up of the following:

- 13 representatives appointed by Continuum of Care regions in Minnesota.
- 1 representative of the Minnesota Coalition for the Homeless
- 1 representative of the Metro-wide Engagement on Shelter and Housing (MESH)
- 2 representatives from the state’s Inter-Agency Task Force on Homelessness
1 representative from each of the following groups: youth, veterans, domestic violence, AIDS/HIV, homeless or formerly homeless (5 members total) Representative from first four groups (youth, veterans, domestic violence, and AIDS/HIV) may be a service-provider with expertise on the population, or a client member of the population. These members are nominated and elected by current members.

2 additional at large representatives, nominated and elected by current members.

2 representatives with expertise in the field of technology. 3

Representatives shall be appointed for two year cycles.

Additional provisions

A chairperson (or co-chairs or “officers”) will be elected from the membership serve as the main point of contact between the oversight body and project staff, and to set meeting agendas.

Decisions will be made by consensus when possible, by majority vote when necessary. Proxy voting is allowed and encouraged if members are unable to attend meetings, but a quorum is not required for group meetings or decisions.

Project staff will staff meetings and will not serve as voting members.

Subcommittees shall be appointed as needed.

Governing Group roles and responsibilities

Budget and Financing

- Periodically reviews HMIS system budget
- Sets goals for user-based fees
- Assists with fundraising

System Policies

- Data element oversight (resolving the manner in which specific elements are collected when there is disagreement among users; approval of any questionable or controversial data elements)

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3 Originally the Governing Group was a 25-member body. On August 28, 2006 the Governing Group passed a motion to include an additional technology representative.
Development of standardized reports (resolving disagreements between regions, providers, etc. concerning standardized reporting)

Approval of necessary forms

Approval of agency participation

Deciding on the appropriate system rights for participating agencies and staff

Penalizing agencies that do not comply with system policies

Hearing client grievances, and recommending appropriate remedy

Approval of data requested by non-participants (e.g., academic researchers)

Approval of requested narrative reports (special or first-time requests)

Current membership, including contact information, is available at www.hmismn.org.

Expectations for HMIS System Administrator

Providing an HMIS

As system administrator for Minnesota’s HMIS, Wilder Research provides all of the necessary equipment, staff, and technology to operate and maintain the central site. This may be done directly or through contracts with outside vendors. Bowman Systems currently provides software (ServicePoint) and application service provider (ASP) services, including hosting and maintaining central servers, for Minnesota’s HMIS.

In addition, system administrator will work with Continuum of Care Coordinators, participating agencies, end-users, vendors, and other HMIS stakeholders to ensure compliance with HMIS-related rules and standards enacted by the U.S. Department of Housing and Urban Development.4

4 HUD periodically updates data standards for HMIS, these standards currently include “Homeless Management Information System (HMIS) Data Standards: Revised Standards” Published in March 2010.
**HMIS Governing Group**

Wilder Research utilizes the HMIS Governing Group to provide general oversight and guidance to the project.

**Training**

Wilder Research provides ongoing training on the system, either directly or through agreements with others. Each user of the system is required to complete basic user training in order to begin using the system. Wilder Research may deliver on-site training in the event that an agency has a large number of staff to train, but generally will not deliver one to one training on-site without an additional contract for this service.

**Right to Deny Access**

Wilder Research retains the right, subject to the HMIS Governing Group’s review, to suspend or revoke the access of any agency or individual to the system for consistent or egregious violation of Minnesota HMIS policies.

**Availability of Project Staff**

Wilder Research staff are available during normal business hours to respond to service requests from either the Agency Director or identified site contact person.

**Notice of Planned Interruption in Service**

Whenever possible, Wilder Research will notify participating agencies of planned interruptions to service at least 3 business days prior to the interruption.

**HMIS Policy Considerations**

Individual access and corrections to personal information maintained in HMIS

Agencies will respond to all data requests submitted by individual program participants served by that particular agency. Any requests received by an agency that the agency is unable to fulfill will be forwarded to Wilder Research.

Requests for inspection or copies of personal data or private information or by individual program participants shall be accommodated with no service charges or fees. Agency or Wilder may deny access to information that is legally protected due to current or pending legal activity. An agency or
program may deny inspection or copies of personal information if the individual program participant has requested the same data or information more than two times in a calendar year (unless substantive change have been made to the record – program participants may request another copy upon substantive change to their records).

Program participants may request amendments or corrections to their record. Any such requests shall be honored unless program staff have a justifiable reason for not making the change, including that the requested change would misrepresent client characteristics, service dates, or the like. Requests for changes that are not honored may be recorded under client case notes in the HMIS. Requests for multiple alterations in any calendar year may be denied due to administrative burden or harassment by the individual program participant (unless substantive change have been made to the record – program participants may request additional alterations following substantive changes to their records).

Any denial of a request for inspection or alterations by programs/agencies may be taken by the individual program participant to the Minnesota Coalition for the Homeless who shall bring the matter (in a confidential manner) before the HMIS Governing Group.

Grievance procedures for individual program participants

Users must permit clients to file a written complaint regarding the use or treatment of their information within Minnesota HMIS (an example grievance form is provided in the appendix). Clients may file a written complaint with either the Agency/program or with the Wilder Research. Clients may not be retaliated against for filing a complaint. Clients unsatisfied with agency- or administrator-level grievances are free to file a grievance to the HMIS Governing Group (mail to: Minnesota Coalition for the Homeless, in care of “HMIS Grievance,” 122 West Franklin Avenue, Suite 306, Minneapolis, MN 55404).

A written response must be prepared by either the party receiving the grievance (Agency/program, Wilder Research), or the Governing Group.

Clients also may choose to pursue complaints through the legal system.

All agencies are encouraged to complete Data Privacy and Protection training

The HMIS Governing Group encourages all participating agencies or programs to routinely train their personnel on best practices in data privacy and protection. Data privacy is emphasized in HMIS training sessions, but more general training on this topic is encouraged.

Ensuring Data Accuracy

Agencies are responsible for the accuracy of the data they enter into the HMIS. Agencies are strongly encouraged to run reports on a monthly or weekly basis to check data and consult with Wilder Research to correct any problems.
Wilder Research shall regularly check data quality in Minnesota’s HMIS. Agencies, or particular end-users, that make repeated errors may be required to attend more training, or may be barred from using HMIS if they are unwilling to improve data entry practices.

If Wilder Research or a funding entity that requires HMIS participation determines that an agency has committed fraudulent activity in the submission or alteration of data, the violation shall be brought before the HMIS Governing Group who shall determine a response after the agency or program has had an opportunity to respond to the allegation or information. The HMIS Governing Group has the authority to take ameliorating action or expel an offending agency from Minnesota’s HMIS.

Third party access to data

No request for private, personal information about an individual program participant from a third party or entity shall be honored unless the request is legally binding and complies with the policy for research uses of HMIS data (see appendix).

All requests for system-wide aggregate data or information shall be forwarded to Wilder Research. Wilder Research may charge a reasonable recovery fee.
Appendix

Glossary

Goals of HMIS In Minnesota

Sample HMIS grievance procedure form *

User policy, responsibility statement & code of ethics *

Client data privacy notice and consent form *

Client release of information form *

Policy for Research uses of HMIS data*

* For the most recent version of forms, see: http://www.hmismn.org/
Glossary

AHAR – Annual Homeless Assessment Report. A national report produced by HUD that uses HMIS data.

CoC – Continuum of Care. Geographically designated groups that annually file a joint application to HUD for homeless funding. CoCs also work together to develop plans, policies, and initiatives related to homelessness.

DHS – Minnesota Department of Human Services.

End User – Any person in an agency in possession of a valid user license who directly accesses the HMIS.

HIPAA – Health Insurance Portability and Accountability Act. A federal law that applies to the data practices of agencies that provide medical and medically-related services.

HMIS – Homeless Management Information System

HUD – United States Department of Housing and Urban Development

MHFA – Minnesota Housing Finance Agency, also referred to as Minnesota Housing.

McKinney-Vento Act – Federal law that allows for funding for HMIS and Housing and Supportive Service programs which serve individuals who are homeless

ServicePoint – The software behind Minnesota’s HMIS. An internet-based client information management system developed by Bowman Systems, LLC.
Goals of HMIS in Minnesota

In the Spring of 2002 Minnesota Housing Finance Agency convened an open meeting on HMIS that included an in-depth brainstorming session on what the state wants out of our HMIS. The following summary was later adopted by the HMIS Implementation Group as the vision for Minnesota’s HMIS.

Overall vision and goal

Minnesota’s Homeless Management Information System will provide standardized and timely information to improve access to housing and services and strengthen our efforts to end homelessness.

Goals from the perspective of those experiencing homelessness:

Minnesota’s Homeless Management Information System will:

- Help us find and access shelter and housing—quickly and accurately
- Help us identify other services for which we are eligible
- Protect the privacy of our personal data, and strip away personally-identifying information as soon as possible
- Improve the accessibility to housing and services for those who do not speak English and those who have disabilities
- Get the job done with the minimum number of questions
- Eliminate the need for us to repeatedly give the same information to service providers
- Enhance the effectiveness of our working relationships with case workers and others who may be accessing the system
- Include protections against using the system’s data to deny service, or to abuse civil rights
- Provide us with a printout of our personal data upon request
- Gather data that demonstrates our needs to others—hopefully resulting in improved housing and services
- In sum, improve access to shelter, housing, and services
Goals from the service provider perspective:

Minnesota's Homeless Management Information System will:

- Be user friendly, and include adequate training and available help for users
- Easily provide accurate agency-level data, including client demographics, needs, and trends over time
- Cost little
- Be useful for us even if we do not have computers or much technical capacity
- Cover our reporting requirements
- Protect our clients' confidentiality—and us from liability
- In sum, provide an affordable, user-friendly tool to accurately track client service usage.

Goals from the continuum of care perspective:

Minnesota's Homeless Management Information System will:

- Provide accurate regional data on demands, migration, capacity, and gaps
- Easily summarize data for the continuum of care
- Include as many providers as possible
- Be affordable and adequately staffed
- In sum, strengthen continuum of care planning by providing improved data on demands, migration, capacity, and gaps.

Goals from the state agency perspective:

Minnesota's Homeless Management Information System will

- Interface with (or replace) state data systems
- Produce state and federal reports
- Improve service delivery to clients
- Provide improved, standardized, and timely statewide data for planning
- Provide a good return on the investment
- Help identify gaps in mainstream resources and the barriers that those experiencing homelessness face when trying to access these goals
- In sum, help coordinate statewide data collection to improve public policy.
Minnesota’s HMIS: grievance procedure form

If you believe that you have not received the assistance you desire concerning your personal or private data held in Minnesota’s HMIS, please send a written complaint to:

1. Your Agency

2. Wilder Research
c/o HMIS Administrator, Attention: Grievance
451 Lexington Parkway North
St. Paul, MN 55104

This Agency and Wilder Research are prohibited from retaliating against you for filing a complaint. Your information and complaint will be kept confidential! This Agency and Wilder are required by law to maintain the privacy of your protected personal information and to provide you with a grievance procedure.

If you believe your grievance has not been sufficiently resolved by either your agency or the Wilder Research you may make a complaint to:

3. Minnesota Coalition for the Homeless 612-870-7073
Attention: HMIS Grievance
2233 University Avenue West, Suite 434St. Paul, MN 55114.

The Coalition will bring your complaint to Minnesota’s HMIS advisory group, which will attempt a voluntary resolution of the complaint.

Please note that the Minnesota Coalition for the Homeless is available to help if you would like assistance filling out this form. Also note that the Coalition does not directly provide legal services.

GRIEVANCE FORM

NAME: ______________________________________ DATE: ____________________

ADDRESS: ______________________________________ Phone Number:_____________

Complaint:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

_____________________________________________________________________________
User Policy, responsibility statement, & code of ethics

Minnesota's HMIS
User Policy, Responsibility Statement & Code of Ethics

For: ____________________________ from: ____________________________

User (print name) (print Agency Name)

USER POLICY

Partner Agencies who use Minnesota's HMIS and each User within any Partner Agency is bound by various restrictions regarding the Client information.

It is a Client's decision about which information, if any, is entered into Minnesota's HMIS and whether that information is to be shared and with any Partner Agencies. If your agency is covered by HIPAA or 42 CFR Part 2 (federally-defined treatment facility), it is also Client's decision about whether Wilder may use information for research purposes. The appropriate Minnesota's HMIS Client Informed Consent and Release of Information Authorization shall be signed by Client before any Client information is designated for sharing with any Partner Agencies, or, in the case of HIPAA covered entities, authorized for research use. User shall insure that prior to obtaining Client's signature, the Agency's Notice of Uses and Disclosures was fully reviewed with Client in a manner to insure that Client fully understood the information (e.g. securing a translator if necessary).

USER RESPONSIBILITY

A User ID and Password give a user access to the Minnesota HMIS system. User must initial each item below to indicate User's understanding and acceptance of the proper use of User's ID and password. Failure to uphold the confidentiality standards set forth below is grounds for immediate termination from Minnesota's HMIS.

- My User ID and Password are for my use only and must not be shared with anyone (except the Minnesota's HMIS system administrator (Wilder) and Agency's HMIS administrator or executive director). I must take all reasonable means to keep my Password physically secure.
- I understand that the only individuals who can view information in Minnesota's HMIS are authorized users who need the information for legitimate business purposes of this Agency and the Clients to whom the information pertains.
- I may only view, obtain, disclose, or use the database information that is necessary to perform my job.
- If I am logged into Minnesota's HMIS and must leave the work area where the computer is located, I must log-off before leaving the work area.
- A computer that has Minnesota's HMIS open and running shall never be left unattended.
- Any hard copies of personally identifiable (client-level) information printed from Minnesota's HMIS must be kept in a secure file, and destroyed when no longer needed.
- If I notice or suspect a security breach, I must immediately notify the executive director of the Agency and the System Administrator for Minnesota's HMIS (Wilder Research at 651-647-4600).
USER CODE OF ETHICS

A. Users must be prepared to answer client questions regarding Minnesota’s HMIS.

B. Users must faithfully respect client preferences with regard to the entry and sharing of client information within Minnesota’s HMIS. Users must accurately record Client’s preferences by making the proper designations as to sharing of Client information and/or any restrictions on the sharing of Client information.

C. Users must allow client to change his or her information sharing preferences at the client’s request.

D. Users must not decline services to a client or potential client if that person (i) refuses to allow entry of information into Minnesota’s HMIS (except if that policy is over-ridden by agency policy); or (ii.) refuses to share his or her personal information with other service providers via Minnesota’s HMIS.

E. The User has primary responsibility for information entered by the User. Information Users enter must be truthful, accurate and complete to the best of User’s knowledge.

F. Users will not solicit from or enter information about clients into Minnesota’s HMIS unless the information is required for a legitimate business purpose such as to provide services to the client.

G. Users will not alter or override information entered by another Agency.

H. Users will not include profanity or offensive language in Minnesota’s HMIS; nor will Users use Minnesota’s HMIS database for any violation of any law, to defraud any entity or conduct any illegal activity.

I. Upon client request users must allow a client to inspect and obtain a copy of the client’s own information maintained within Minnesota’s HMIS. Information compiled in reasonable anticipation of or for use in a civil, criminal or administrative action or proceeding need not be provided to Client.

J. Users must permit Clients to file a written complaint regarding the use or treatment of their information within Minnesota’s HMIS. Clients may file a written complaint with either the Agency or Wilder Research (c/o HMIS Admin, 1295 Bandana Blvd, No., Suite 210, St. Paul, MN 55108). If not satisfied, clients may file a complaint with the HMIS advisory body via the Minnesota Coalition for the Homeless. Clients may not be retaliated against for filing complaints.

I understand and agree to comply with all the statements listed above.

_________________________________________________________  __________________________
User signature                                              Date

Preferred ServicePoint Login (username): _________________________________

Contact Information

   Work phone:     ________________   e-mail address: __________________

_________________________________________________________  __________________________
Witness signature ( MHP  or   WRC  )                             Date

WRC/MHP

User’s access level (circle):   Case Worker   Agency Admin   Other: _____________

(if multiple "providers" in agency)

   User’s home provider: ___________________________________________

   Other providers this user may enter data as: ______________________
Client Data Privacy Notice and Consent Form, and Release of Information Form (with instructions to agency)

Instructions
PLEASE READ BEFORE USING CONSENT FORMS
**THIS PAGE NOT MEANT FOR DISTRIBUTION TO CLIENTS**

These forms were developed based on federal rules governing Homeless Management Information Systems (Federal Register, Vol. 69, No. 146, July 30, 2004), and additional guidance from Minnesota's HMIS Governing Group.

How to use the HMIS consent forms and notices

1. Minnesota's HMIS: Data Privacy Notice & Consent Form should be given to all adult clients or single unaccompanied youth. Parents can give consent for their children. Clients who do not sign the form should be entered only using ServicePoint's “Enter as Anonymous” feature. Drop-in shelters, street outreach programs, and telephone-only services may substitute a brief verbal notice and consent for use of this form.

2. Minnesota's HMIS: Release of Information is only for agencies that would like to provide their clients with the option of sharing data with other service-providing agencies that use Minnesota's HMIS. This page is not necessary for DV agencies, Youth agencies, HIV/AIDS agencies, HIPAA-covered agencies, and others that do not intend to share data. If using the form, please be sure to include a list of up to ten agencies with whom you would like to share data in the space provided, and communicate these “closed exemption” agencies to Wilder Research (hmis@wilder.org). Note that we are not allowing a share with all ServicePoint agencies option.

3. Minnesota's HMIS: Posted Data Privacy Notice is not intended for distribution to clients. Please post this sign in an area viewable by clients.

Note that throughout the forms the phrase “this agency” can be replaced with the actual name of your agency. This document can be further modified and/or incorporated into an agency’s existing data privacy forms and notices, but modifications should only be made in consultation with legal counsel.

Also note that these forms apply only to data maintained in Minnesota's HMIS. They are NOT meant to serve as an agency’s complete privacy policy or sole consent forms. The following situations, for example, require some additional privacy-related provisions for your clients:

- **Agencies covered by Minnesota’s Government Data Practices Act**, need to provide clients with a Tennessen warning that lists the specific governmental agencies that fund the programs and, therefore, may view client data (e.g., Minnesota Department of Human Services, Minnesota Housing Finance Agency, U.S. Department of Housing and Urban Development). Consult your funder and see the Minnesota Department of Administration's Information Policy Analysis Division (http://www.ipad.state.mn.us/) for further information.

- **HIPAA covered agencies**: The federal government’s “Health Insurance Portability and Accountability Act” (for more info, see http://www.hhs.gov/ocr/hipaa/) supersedes federal HMIS regulations. By law, these agencies are not required to provide clients with “Minnesota’s HMIS: Data Privacy Notice & Consent Form,” but they are encouraged to do so, since the form provides information about the system. In addition, HIPAA covered agencies need to provide clients with an opportunity to opt-out of including their data in research. A check-box such as the following should be added somewhere to either the HMIS Notice & Consent forms, or the agency’s forms:

  Consent for research uses of information in Minnesota's HMIS. Please check (✔) one:

  - Yes, include in research. I understand that information about me that is in Minnesota’s HMIS may be used by Wilder Research to conduct research related to homelessness and housing programs, service needs, income supports, education and employment, and program effectiveness. My name, social security number or other information that would identify me personally will never appear on a research report.

  - No, do not include in research. I do not want my information used for research purposes.

- **HUD-Funded agencies** need to explicitly list HUD as having rights to view client data entered into Minnesota’s HMIS. Please replace the second bullet under “who can see information entered into HMIS?” (currently “Auditors or others who have legal rights
to review the work of this agency”) with, “Auditors or others who have legal rights to review the work of this agency, including the U.S. Department of Housing and Urban Development.”
Minnesota’s HMIS: Data Privacy Notice & Consent Form

What is Minnesota’s HMIS?

HMIS stands for Homeless Management Information System. It is a computer system used by this agency and other agencies that provide services.

Why is information collected in Minnesota’s HMIS?

- To help us keep track of how many people we serve and the types of people we serve – both as an agency and as a network of service providers.
- To help us understand the types of services people need and plan for services to meet these needs.

Who can see information entered into Minnesota’s HMIS?

- People who work in this agency who need to see your information to help provide services to you or your family, or for billing or funding purposes.
- Auditors or others who have legal rights to review the work of this agency.
- Some employees of Wilder Research (in St. Paul). Wilder maintains Minnesota’s HMIS and may see your information as a part of managing the system.
- People using HMIS data to do research. This includes employees of Wilder Research and other people who sign agreements with Wilder or this agency. Your name, social security number, or other information that would identify you will never appear on research reports.
- If you or members of your family are in need of protective services because of abuse, neglect, or domestic violence, this agency may be required to file a report with a governmental agency.
- Others, as the law requires. That would include officials with a subpoena, warrant, or court order.
- Your information also may be released if needed to protect the health or safety of others or yourself.

We need your written permission to release your data for other uses.

Know Your Rights:

- Tell the intake worker if you do not want your name, social security number, or exact date of birth entered in HMIS. This agency will not refuse to help you because you tell us you do not want information that identifies you entered into HMIS.
- You have the right to a copy of the information about you that is kept in Minnesota’s HMIS for as long as it is kept there (except for information that may be kept from you in certain legal proceedings).
- You have the right to correct mistakes if HMIS information is wrong or incomplete.
- You have the right to complain if you believe that this agency or Minnesota’s HMIS violated your privacy rights. You can ask a staff person for a complaint and appeals form or write to Minnesota Coalition for the Homeless, HMIS Grievance, 122 West Franklin Avenue, Suite 306, Minneapolis, MN 55404.

Signed consent

For: _______________________________ Birth date: _____________

Print complete name (First, Middle, Last)

By signing this you are giving us your permission to enter your personal information into Minnesota’s HMIS. You do not have to sign this form to receive services from this agency.

SIGNATURE OF CLIENT OR GUARDIAN DATE Signature of witness DATE

_____________________________ _______________________________
Minnesota’s HMIS: Release of Information

For: ________________________________________________________________ ________________
Print complete name (First, Middle, Last)       Birth date

With your permission this agency can share information that it enters into HMIS with other agencies. Sharing allows other service providers to look up information about you in Minnesota’s HMIS if you go to them for help. Sharing this information may help the other agencies serve you better.

Please check (✓) a box:

☐ DO NOT SHARE: I do not want any of the information about me in Minnesota’s HMIS shared with any other service providers.  (Data security = Closed)

☐ SHARE: This agency may share my name, date of birth, race, ethnicity, Social Security Number, and the same information from any other members of my family who are being served with me at this time.  (Data security = Closed with exceptions)

If you checked SHARE, please check (✓) the agencies that you would like to share with:

☐ Share with all agencies listed below

☐ <Agencies should use this space to> ☐ [Please communicate this list to ]

☐ <fill in names of up to 10 other programs> ☐ [Wilder: __hmis@wilder.org, ]

☐ <that use ServicePoint, and are most> ☐ [subject line: potential exceptions list ]

☐ <likely to have some of the same clients> ☐ [see www.hmismn.org/agencies/]

☐ <or receive referrals from this agency> ☐ [for a current list of HMIS agencies]

If you checked SHARE, please check (✓) if we should let these agencies see information about…

☐ Services you receive

☐ Educational background

☐ Your income and income sources

☐ Employment status

☐ If you are homeless or not

☐ Military history

☐ Reasons for seeking services

☐ Other: ____________________________

☐ Living situation and housing history

☐ Other: ____________________________

When you sign this form it shows that you understand:

• We will not deny you help if you do not want your personal information shared.

• If you want us to share your data, this consent will expire in 1 year.

• If you want us to share your data, you may change your mind and cancel this consent at any time.

• Even if you check “do not share” your information in HMIS may still be seen by the people listed on Minnesota’s HMIS Data Privacy Notice, and any others listed on this agency’s privacy statements.

SIGNATURE OF CLIENT OR GUARDIAN  DATE  Signature of agency witness  Date
**Minnesota's HMIS: Posted Data Privacy Notice**

We collect personal information about the people we serve in a computer system used by many social service agencies called Minnesota's HMIS (Homeless Management Information System).

Personal information that we collect is important to run our programs and to help us improve services. Also, we are required to collect some personal information by law or by organizations that give us money to operate this program. We only collect information that we consider to be appropriate.

You do not have to give us information. However, if you do not give us the information, we may not be able to determine whether we can help you, or get help for you from other agencies.

You have a right to review the personal information that we have about you and ask us to correct any mistakes you may find. You have a right to file a complaint with this agency or others if you feel that your data privacy rights have been violated.

Please ask our staff if you have any questions, or if you would like a grievance form or a complete copy of our privacy policy.
Minnesota’s HMIS
Policy for Research uses of HMIS data

1. **Discuss project with HMIS staff**, including identifying the way that the least amount of identifiable data can change hands. If the requestor’s research/evaluation questions can be answered without transferring identified data to the requestor, step 3 is not necessary.

2. **Work plan and budget agreed to.** Data and related reporting generally cannot be provided without proper compensation for staff time and other resources.

3. **Requestor provides a written request outlining uses of data, including research questions, and procedures for protecting data** (including assurances that data will be destroyed after use, and that the data will not be re-used for purposes beyond those outlined in the request).
   a. Wilder notifies HMIS Governing Group that a request has been received.
   b. Requestor or Wilder informs or obtains consent from HMIS participating agencies and/or individual clients as necessary/depending on nature of project.
   c. Requestor clears the project with outside Institutional Review Boards (IRBs) as necessary/depending on nature of project.
   d. Requestor clears the project with Wilder’s Research Review committee for approval or denial. [Note: This committee meets quarterly, but sometimes is able to address requests via a virtual meeting between planned meetings.]
   e. Wilder notifies Governing Group of whether the project is moving ahead.
   f. At any time throughout the process Wilder reserves the right to consult with the Governing Group (including a subcommittee thereof) for purposes of providing advice to Wilder and the requestor on any issues that may arise from the project, and to more fully inform the group. The Governing Group may pass motions regarding the project, but those motions technically are not legally binding. Any members with a conflict of interest (e.g., those requesting data themselves or working directly with the requestor) should recuse themselves from votes taken on the project in question.

4. **After the analysis findings from the project are provided to Governing Group via Wilder Research.** The format of this report depends on the nature of the project.

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Excerpts of PHA plans attached from:

- Mankato EDA (Public Housing preference)
- Southeast Minnesota Multi-County HRA (HCV preference)

The other three largest PHAs do not have a general or limited homeless preference, so no documentation is attached for those PHAs.
# ACOP TABLE OF CONTENTS

1.0 FAIR HOUSING ................................................................................................................. 1
2.0 REASONABLE ACCOMMODATION ............................................................................ 1
3.0 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND RESIDENTS .. 1
4.0 GRIEVANCE POLICIES ....................................................................................................... 2
5.0 RIGHT TO PRIVACY ........................................................................................................ 2
6.0 TAKING APPLICATIONS ............................................................................................... 2
7.0 ELIGIBILITY FOR ADMISSION ................................................................................... 3
8.0 GROUNDS FOR DENIAL ............................................................................................... 8
9.0 MANAGING THE WAITING LIST .................................................................................. 11
10.0 TENANT SELECTION AND ASSIGNMENT PLAN ....................................................... 12
11.0 INCOME, EXCLUSIONS, AND DEDUCTIONS FROM INCOME .................................................................................. 18
12.0 VERIFICATION ........................................................................................................... 26
13.0 DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT .. 32
14.0 COMMUNITY SERVICE ............................................................................................ 36
15.0 RECERTIFICATIONS ................................................................................................... 39
16.0 UNIT TRANSFERS ...................................................................................................... 42
17.0 INSPECTIONS .............................................................................................................. 44
18.0 PET POLICY ................................................................................................................. 46
19.0 REPAYMENT AGREEMENTS .................................................................................. 46
20.0 TERMINATION ............................................................................................................ 46
21.0 ARMED FORCES ACTIVATION .............................................................................. 49
22.0 ANTI-FRAUD POLICY ............................................................................................... 49
GLOSSARY ......................................................................................................................... 51
ATTACHMENTS .................................................................................................................. 64
9.2 **PURGING THE WAITING LIST**

The Mankato and Blue Earth County will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents the interested families for whom the EDA has current information, i.e., applicant's address, family composition, income category, and preferences.

9.3 **REMOVAL OF APPLICANT FROM WAITING LIST**

The EDA’s will not remove an applicant’s name from the waiting list unless:

A. The applicant requests that the name be removed;
B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program;
C. The applicant does not meet either the eligibility or suitability criteria for the program; or
D. The applicant is housed in a Public Housing unit, at which time the applicant’s name will be removed from both the Voucher and Public Housing lists. If the applicant wishes to acquire Voucher assistance, a new application will need to be completed and processed with a new date and time of application.

10.0 **TENANT SELECTION AND ASSIGNMENT PLAN**

10.1 **PREFERENCES**

The Mankato and Blue Earth County EDA will select individual applicants and families based on the following preferences within each bedroom size category:

A. Local - 10 points
B. Displaced/Homeless – 11 points
C. Working applicants – 1 point
D. Disabled/Elderly – 1 point
E. Veterans – 1 point

A. Local - Applicants with an adult family member who either lives or works or has been hired to work in Blue Earth County or the Greater Mankato area. The residency preference will not have the purpose or effect of delaying or
Admissions and Continued Occupancy Policy
Mankato and Blue Earth County EDA

otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family.

B. Displaced/Homeless - Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief Laws.

C. Working - Applicants with an adult family member currently working a minimum of 25 hours a week - or applicants with an adult family member enrolled in an employment training program that directly leads to employment.

D. Disabled/Elderly - This preference is extended equally to all elderly or disabled persons or families whose head or spouse is receiving income based on their inability to work.

E. Veteran status based on DD-214 discharge papers showing previous service of at least 181 consecutive days or by reason of disability incurred while on active duty.

The date and time of application will be noted and utilized to determine the sequence within the above prescribed preferences.

Buildings Designed for the Elderly and Disabled (Mixed Population Developments): Preference will be given to elderly and disabled applicants. If there are no elderly or disabled applicants on the list, preference will then be given to near-elderly applicants. If there are no near-elderly applicants on the waiting list, units will be offered to persons/families who qualify for the appropriate bedroom size using the preferences outlined above.

Accessible Units: Accessible units will be first offered to applicants who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies or requires a transfer from a non-accessible unit. Any family required to transfer will be given a 30 calendar day notice.
5.0 SELECTING FAMILIES FROM THE WAITING LIST

5.1 WAITING LIST ADMISSIONS AND SPECIAL ADMISSIONS

The Housing Authority may admit an applicant for participation in the program either as a special admission or as a waiting list admission.

If HUD awards funding that is targeted for families with specific characteristics or families living in specific units, the SEMMCHRA will use the assistance for those families.

5.2 SELECTION FROM THE WAITING LIST

A. As vouchers are expected to become available, the HRA will select eligible applicants from the waiting list in order to begin the eligibility determination, voucher issuance and leasing processes. The HRA will select participants from the waiting list in accordance with HUD regulations and requirements and in compliance with admission policies. The specific preference, date and time of the application will be utilized to determine the sequence. Below is a list of the specific preferences and the points assigned to each.

<table>
<thead>
<tr>
<th>Specific Preference</th>
<th>Points Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled</td>
<td>5</td>
</tr>
<tr>
<td>Elderly (62 years and older)</td>
<td>5</td>
</tr>
<tr>
<td>Family (with children)</td>
<td>5</td>
</tr>
<tr>
<td>Resident of Service Area</td>
<td>5</td>
</tr>
<tr>
<td>Couple (with no children)</td>
<td>3</td>
</tr>
<tr>
<td>Displaced by Federally-declared disaster</td>
<td>3</td>
</tr>
<tr>
<td>Family Self-Sufficiency Participant</td>
<td>3</td>
</tr>
<tr>
<td>Homeless</td>
<td>3</td>
</tr>
<tr>
<td>Rental Rehabilitation Participant</td>
<td>3</td>
</tr>
<tr>
<td>Single</td>
<td>3</td>
</tr>
<tr>
<td>Veteran or Service Member</td>
<td>3</td>
</tr>
<tr>
<td>Victim of Domestic Abuse</td>
<td>40</td>
</tr>
</tbody>
</table>

B. At least 75% of the families who are admitted the SEMMCHRA housing choice voucher program during the HRA fiscal year will be extremely low-income. Extremely low-income families are those with incomes at or below 30% of the area median income. Annual income must have been verified within the 60 days prior to issuance of the voucher. Deviations from the 75% extremely low-income target are allowed during the year as long as the target is met by the year’s end.

1. The HRA will monitor the income levels of its waiting list applicants in order to be sure that it will meet its income-targeting requirement by the end of its fiscal year.
2. If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.
Minnesota Homeless Management Information System

Memorandum of Understanding for Lead Agency and System Administrator Duties

A. **Goals and Objectives**
   This Memorandum of Understanding is intended to confirm agreements between the ten Continuums of Care (CoC) in Minnesota and the Institute for Community Alliances (ICA) for the operation of Minnesota’s Homeless Management Information System (HMIS). As such, the Memorandum of Understanding sets forth the general understandings, terms, authority, services, and specific responsibilities of each party relating to key aspects of the governance and operation of the Minnesota (HMIS).

B. **Background**
   By federal mandate, each CoC across the United States is responsible for selecting an HMIS software solution that complies with the U.S. Department of Housing and Urban Development (HUD) data collection, management, and reporting standards. In Minnesota ten regional Continuums of Care comprise the network, namely: Central, Hennepin County, Northeast, Northwest, Ramsey County, Suburban Metro Area Coc (SMAC), Southeast, Southwest, St. Louis County, and West Central. Minnesota’s ten CoCs jointly agreed to operate a statewide HMIS and to provide HMIS oversight through a shared HMIS Governing Board. In addition, each CoC provides funding to support the statewide Minnesota HMIS.

C. **Purpose of HMIS**
   HMIS is used to: aggregate data about the extent and nature of homelessness over time; produce an unduplicated count of homeless persons; understand patterns of service use; measure the effectiveness of homeless assistance projects and programs; and as a tool to prevent and end homelessness (Coordinated Entry, case management, homeless fund management, reducing duplication of data entry, data sharing, service collaboration, referrals, etc.). Data produced are used for planning, education and reporting to funders.

D. **Duration**
   This MOU is effective June 1, 2016 to December 31, 2017.

E. **Designations**
   HMIS Software - The CoC designates the Bowman Systems’ ServicePoint (SP) as the primary technical solution for Minnesota’s HMIS.

   HMIS Lead and System Administrator - The Institute for Community Alliances (ICA), a non-profit organization based in Des Moines Iowa, is designated as the official statewide Minnesota HMIS lead agency (LA) and state system administrator (SSA) for all 10 CoC geographic areas.

F. **Specific Responsibilities of the Parties**
   a. Responsibilities of the ten Continuums of Care:
      i. Designate a single information system as the official HMIS software for the geographic area;
      ii. Designate a HMIS Lead to operate the system;
      iii. Provide for governance of the HMIS Lead, including;
1. Participate in a shared HMIS Governance structure;
2. Require that the HMIS Lead enter into written HMIS Participation Agreements with each Contributing HMIS Organization (hereinafter referred to as "CHO") requiring the CHO to comply with federal regulations regarding HMIS;
3. Hold CHO's responsible for failure to comply with regulations, including imposing sanctions; and
4. Impose the participation fee, if any, charged by the HMIS;

iv. Maintain documentation in compliance with federal regulations and with the MOU;

v. Review, revise, and approve the HMIS policies, privacy and security plan, and data quality plan for the HMIS as required by federal regulation;

vi. Develop and implement a plan for monitoring the HMIS to ensure that:
   1. CHO consistently participate in HMIS;
   2. HMIS is satisfying the requirements of all regulations and notices issued by HUD;
   3. The HMIS Lead is fulfilling the obligations outlined in its HMIS Governance Charter and Agreement with the CoC, including the obligation to enter into written participation agreements with each contributing CHO;

vii. Commit to utilize the statewide HMIS network and seeking HUD and other resources to help fund the collective system.

viii. Oversee and monitor HMIS data collection and production of the following reports:
   1. Sheltered point-in-time count;
   2. Housing Inventory Chart;
   3. Annual Homeless Assessment Report (AHAR); and
   4. Annual Performance Reports (APRs).

b. Responsibilities of the designated Lead Agency, The Institute for Community Alliances:
   i. Conduct day-to-day operational requirements of the HMIS software and system;
   ii. Generate, develop, refine, make available, and submit reports as required for HUD compliance, including HUD funding application reporting requirements, performance measures, sheltered point-in-time count, housing inventory chart, AHAR, APR's, and other reporting that becomes a requirement by HUD during the timeframe of this MOU;
   iii. Assist the Continuums of Care with design and implementation of their Coordinated Entry System within HMIS;
   iv. Assist the Continuums of Care with implementation of performance measures within HMIS;
   v. Ensure compliance with data transfer requirements for the SSVF and RHY programs;
   vi. Facilitate, monitor, and report to CoC the participation of all agencies submitting data to HMIS and ensuring compliance with federal HMIS requirements;
   vii. Implement and maintain compliance with written HMIS policies and procedures as approved by the statewide governance committee and in accordance with § 580.31 for all CHO's;
viii. Execute a written HMIS Participation Agreement with each participating CHO as ensuring the agreement includes: the obligations and authority of the HMIS Lead and CHO, the requirements of the security plan and privacy policy with which the CHO must abide, sanctions for violating the HMIS Participation Agreement, and an agreement that the HMIS Lead and the CHO will process Protected Identifying Information consistent with the agreement;

ix. Serve as the applicant to the US Department of Housing and Urban Development (HUD) for CoC grant funds to be used for HMIS activities for the CoC’s geographic area, as directed by the CoC in consultation with the statewide Governance committee, and entering into grant agreements with HUD to carry out the HUD-approved HMIS activities;

x. Monitor data quality and train end users, agencies and the CoC to obtain and retain a high level of data from all CHOs;

xi. Implement and monitor a security plan, an updated data quality plan, and a privacy policy to the CoC on a timeline agreed on by the CoC, HMIS Governing Group and HMIS Lead and in accordance with all HUD rules, notices, and guidance establishing the requirements of these plans. The HMIS Lead, in conjunction with the HMIS Governing Group and CoC, must review and update the plans and policy at least annually. During this process, the HMIS Lead must seek and incorporate feedback from the CoCs, State Agencies and other HMIS stakeholders.

xii. Participate in the design of and follow the HMIS Governance Annual Work Plan, which includes: reporting standards, budget, priorities, policies, and directives.

xiii. Assure transparency in resource management, prioritization, and operations. Provide regular reporting on resource management, as directed by HMIS Governance.

xiv. Support the broad use of HMIS as a tool to document, serve and end homelessness.

xv. Assure system performance, including the ongoing availability and accessibility of the HMIS software and system.

xvi. Provide HMIS and HMIS-subject related trainings to end users, agencies, Coordinators, funders, and planners to insure access and as needed for the purposes of: service delivery, documentation, coordinated entry, reporting, planning, and compliance, striving for good customer satisfaction in doing so.

xvii. Implement a customer satisfaction feedback and improvement process promote customer satisfaction.

xviii. Encourage and support using HMIS to its maximum potential, including increasing functionality, incorporating innovations, and assuring adaptively, as appropriate.

xix. Assure HMIS is properly staffed to achieve responsibilities, deliverables and services described in this MOU including:

1. Data Analyst: Provide 1 a minimum of full-time data analyst for Minnesota’s HMIS.


3. Regional System Administrators:
b. Greater Minnesota: Provide a minimum of 3 greater Minnesota
SA with regional office locations.

c. Responsibilities of HMIS Governance:
i. Develop HMIS policies and procedures. These policies and procedures must
comply with all applicable Federal law and regulations, and applicable state or
local governmental requirements. The HMIS Governance may not establish local
standards for any CHO that contradicts, undermines, or interferes with the
implementation of the HMIS standards as prescribed in b. Privacy;

ii. Develop a data privacy policy. At a minimum, the privacy policy must include
data collection limitations; purpose and use limitations; allowable uses and
disclosures; openness description; access and correction standards;
accountability standards; protections for victims of domestic violence, dating
violence, sexual assault, and stalking; and such additional information and
standards as may be established by HUD in notice. Every organization with
access to protected identifying information must implement procedures to
ensure and monitor its compliance with applicable agreements and the
requirements of this part, including enforcement of sanctions for
noncompliance;

iii. Oversee and monitor HMIS funds, functionality and performance;
iv. Provide directions and guidance on HMIS practices; and
v. Set and jointly approve with HMIS Lead an annual HMIS Work Plan, priorities,
budget, and policies.

G. Deliverables and timeframes
Following is an outline of core deliverables. The timeframe listed indicates whether the
deliverable is an expectation of on-going operations, or a deliverable due to begin on a specific
date.

<table>
<thead>
<tr>
<th>Deliverable Definition</th>
<th>Begin Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMIS Standards: Operate HMIS in compliance current HMIS Technical Standards, HUD HMIS Data Standards and other applicable state or federal laws, assuring providers are trained and monitored on how to be compliant with said standards and laws.</td>
<td>On-going</td>
</tr>
<tr>
<td>Data Privacy: Operate HMIS in compliance with data privacy and data security regulations/requirements (state, federal, and funder), assuring providers are trained and monitored on how to support compliance.</td>
<td>On-going</td>
</tr>
<tr>
<td>Adhere to MN HMIS Policies and Procedures. Make recommendations to HMIS Governance on improvements to policies related to compliance, system quality or functionality.</td>
<td>On-going</td>
</tr>
<tr>
<td>Participation: Review, monitor and report HMIS coverage rates to the CoC and HMIS Governance, making recommendations and supporting improved coverage.</td>
<td>Initial quarterly review by 9/1/2016, then annual with additional reviews as designed by HMIS Governance.</td>
</tr>
<tr>
<td>Deliverable Definition</td>
<td>Begin Date</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Data quality: Provide a minimum of quarterly reports to CoCs on data quality. Make recommendations for improvement to data quality and support local agencies, state agencies and CoCs on continuous quality improvement efforts.</td>
<td>9/1/2016</td>
</tr>
<tr>
<td>Manage Bowman Vendor contract.</td>
<td>On-going</td>
</tr>
<tr>
<td>State meetings: Staff and engage in Statewide HMIS, CoC, and Homeless meetings at the request of HMIS Governance.</td>
<td>8/1/2016</td>
</tr>
<tr>
<td>Website: host the MN HMIS website</td>
<td>6/1/2016</td>
</tr>
<tr>
<td>Stakeholder engagement: Hold quarterly stakeholder feedback meetings and/or surveys in collaboration with HMIS Governance and the CoCs to assure valuable stakeholder feedback is integrated into HMIS.</td>
<td>9/1/2016</td>
</tr>
<tr>
<td>HMIS updates: provide email blasts to HMIS users and stakeholders for the purpose of compliance, education, awareness or input.</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>Customized Assessments: Support State agencies and CoCs in developing customized assessments.</td>
<td>9/1/2016</td>
</tr>
<tr>
<td>CES assessments, visibility, workflow and reports will be set-up in the live site and demo site according to the state CES plan.</td>
<td>6/2016</td>
</tr>
<tr>
<td>Modules: Support the immediate addition, set-up, training, and customization for HMIS Modules into system functions including Call Point and Fund Manager.</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>Modules: Support the addition, set-up, training, and customization for HMIS Modules into system functions for Eligibility Point.</td>
<td>10/1/2016</td>
</tr>
<tr>
<td>Customized reports: Meet with Continuums to assess needs for additional unified reports quarterly.</td>
<td>9/1/2016</td>
</tr>
<tr>
<td>Customized reports: Respond to and support requests from Continuums, state and agencies for customized reports. Respond to requests within 2 business days. Follow HMIS Governance protocol on prioritization when there is a bottleneck.</td>
<td>9/1/2016</td>
</tr>
<tr>
<td>Customized reports: Work with MICH and state agencies to annually create and/or update customized reports.</td>
<td>TBD</td>
</tr>
<tr>
<td>HUD: Assure HMIS reports are available for required HUD mandates, performance measures, annual/activities reports (PIT, HIC, APR, AHAR) and for data requested during the annual NOFA competition.</td>
<td>On-going</td>
</tr>
<tr>
<td>State Agency and CoC staff trained and licensed as LSAs will have ability to run reports and see within their designated and approved tree structure.</td>
<td>6/1/2016 (Hennepin &amp; Ramsey)</td>
</tr>
<tr>
<td>Help Desk: Provide SA and analyst staffing of help desk services between hours of 8-4 or 9-5 workdays AND provide after-hours emergency response to system outages. Requests for help should be responded to within 4 hours.</td>
<td>On-going</td>
</tr>
<tr>
<td>Deliverable Definition</td>
<td>Begin Date</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>New User Trainings: Provide both online and/or in-person new user trainings on a monthly basis.</td>
<td>On-going</td>
</tr>
<tr>
<td>Program specific training: Provide customized trainings for specific programs to help assure all data elements and other funder requirements are understood and reported.</td>
<td>On-going</td>
</tr>
<tr>
<td>Maximize use of HMIS: Support and train on the utilization of enhanced and customized system functions that enable agencies and CoCs to improve quality of service, gain efficiencies, reduce duplication of data entry and encourage overall desire to utilize HMIS as a tool to prevent and end homelessness.</td>
<td>9/1/2016</td>
</tr>
<tr>
<td>Provide budget reports that clearly compare fiscal year-to-date actuals (income and expenses), summarized by categories, to original and revised budgets.</td>
<td>Monthly 1 week prior to HMIS Governance meetings beginning 9/2016.</td>
</tr>
</tbody>
</table>

H. Performance and Evaluation of Services
   
   a. Monthly reports will be provided by ICA to HMIS Governance. The detailed format and content will be negotiated by the parties, but shall:
      
      i. clearly articulate the status of deliverables identifying any relevant information related to responsibilities (issues, delays, challenges, solutions, recommendations, etc.),
      
      ii. report financial and resource expenditures,
      
      iii. provide updates on funder or federal policy/regulatory updates and changes,
      
      iv. provide updates on Bowman and ServicePoint, and
      
      v. identify system functions or innovations that will improve efficiencies, workflow, data quality, performance, or outcomes.

   b. HMIS Governance reserves the right to evaluate Lead Agency performance following each quarter of the contract. If performance is not compliant with the responsibilities and deliverables laid out in this MOU, HMIS Governance reserves the right to renegotiate or terminate the contract.

   c. If ICA meets or exceeds standards, HMIS Governance and Minnesota CoCs reserve the right to positively weight ICA in a future RFP, if needed, for Minnesota’s HMIS.

I. Payment Standards
   
   Payment standards and dates are covered under individual funder contracts.
J. **Period of Agreement and Modification/Termination**

This MOU becomes effective June 1, 2016 and shall remain in effect until December 31, 2017.

This MOU can be terminated for non-compliance by either party with a 30 day written notice.

Modification of this MOU can occur at the request and mutual agreement of either party.

The signatures of the parties indicate their agreement with the terms and conditions set forth in this document.

Rochester/Southeast Minnesota Continuum of Care MN-502

**BY** [Signature]  
**Date** 6/23/16

NAME: Jennifer Prins, CoC Coordinator

The Institute for Community Alliance

**BY** [Signature]  
**Date** 6-1-16

NAME: David Eberbach, Executive Director
# Total Population PIT Count Data

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count</td>
<td>423</td>
<td>552</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>210</td>
<td>167</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>199</td>
<td>328</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>409</td>
<td>495</td>
</tr>
<tr>
<td>Total Unsheltered Count</td>
<td>14</td>
<td>57</td>
</tr>
</tbody>
</table>

# Chronically Homeless PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of Chronically Homeless Persons</td>
<td>35</td>
<td>38</td>
</tr>
<tr>
<td>Sheltered Count of Chronically Homeless Persons</td>
<td>28</td>
<td>19</td>
</tr>
<tr>
<td>Unsheltered Count of Chronically Homeless Persons</td>
<td>7</td>
<td>19</td>
</tr>
</tbody>
</table>

# Homeless Households with Children PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children</td>
<td>83</td>
<td>91</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Households with Children</td>
<td>83</td>
<td>91</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Households with Children</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

# Homeless Veteran PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of the Number of Homeless Veterans</td>
<td>15</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Veterans</td>
<td>15</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Veterans</td>
<td>0</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>
## HMIS Bed Coverage Rate

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2017 HIC</th>
<th>Total Beds in 2017 HIC Dedicated for DV</th>
<th>Total Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ES) Beds</td>
<td>182</td>
<td>55</td>
<td>94</td>
<td>74.02%</td>
</tr>
<tr>
<td>Safe Haven (SH) Beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>NA</td>
</tr>
<tr>
<td>Transitional Housing (TH) Beds</td>
<td>320</td>
<td>35</td>
<td>269</td>
<td>94.39%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) Beds</td>
<td>62</td>
<td>0</td>
<td>62</td>
<td>100.00%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) Beds</td>
<td>533</td>
<td>0</td>
<td>499</td>
<td>93.62%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) Beds</td>
<td>206</td>
<td>0</td>
<td>206</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Total Beds</strong></td>
<td><strong>1,303</strong></td>
<td><strong>90</strong></td>
<td><strong>1,130</strong></td>
<td><strong>93.16%</strong></td>
</tr>
</tbody>
</table>

## PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

<table>
<thead>
<tr>
<th>Chronically Homeless Bed Counts</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC</td>
<td>255</td>
<td>218</td>
</tr>
</tbody>
</table>

*Reduction in dedicated CH beds due to corrections in beds/programs and fewer large families in scattered-site PSH, not a reduction in actual beds.*

## Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

<table>
<thead>
<tr>
<th>Households with Children</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH units available to serve families on the HIC</td>
<td>23</td>
<td>28</td>
</tr>
</tbody>
</table>
Rapid Rehousing Beds Dedicated to All Persons

<table>
<thead>
<tr>
<th></th>
<th>All Household Types</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH beds available to serve all populations on the HIC</td>
<td></td>
<td>84</td>
<td>62</td>
</tr>
</tbody>
</table>

* Reduction in RRH beds is due to fewer households with children accessing SSVF on the PIT Count night, not an actual reduction in capacity.
Summary Report for MN-502 - Rochester/Southeast Minnesota CoC

For each measure enter results in each table from the System Performance Measures report generated out of your CoCs HMIS System. There are seven performance measures. Each measure may have one or more “metrics” used to measure the system performance. Click through each tab above to enter FY2016 data for each measure and associated metrics.

RESUBMITTING FY2015 DATA: If you provided revised FY 2015 data, the original FY2015 submissions will be displayed for reference on each of the following screens, but will not be retained for analysis or review by HUD.

ERRORS AND WARNINGS: If data are uploaded that creates selected fatal errors, the HDX will prevent the CoC from submitting the System Performance Measures report. The CoC will need to review and correct the original HMIS data and generate a new HMIS report for submission.

Some validation checks will result in warnings that require explanation, but will not prevent submission. Users should enter a note of explanation for each validation warning received. To enter a note of explanation, move the cursor over the data entry field and click on the note box. Enter a note of explanation and “save” before closing.

Measure 1: Length of Time Persons Remain Homeless

This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client’s entry, exit, and bed night dates strictly as entered in the HMIS system.
### 2017 HDX Competition Report

**FY2016 - Performance Measurement Module (Sys PM)**

<table>
<thead>
<tr>
<th></th>
<th>Universe (Persons)</th>
<th>Average LOT Homeless (bed nights)</th>
<th>Median LOT Homeless (bed nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Persons in ES and SH</td>
<td>943</td>
<td>702</td>
<td>675</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, and TH</td>
<td>1181</td>
<td>1020</td>
<td>1037</td>
</tr>
</tbody>
</table>

**b.**

This measure includes data from each client’s “Length of Time on Street, in an Emergency Shelter, or Safe Haven” (Data Standards element 3.17) response and prepends this answer to the client’s entry date effectively extending the client’s entry date backward in time. This “adjusted entry date” is then used in the calculations just as if it were the client’s actual entry date.

**NOTE:** Due to the data collection period for this year’s submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year’s submission.

<table>
<thead>
<tr>
<th></th>
<th>Universe (Persons)</th>
<th>Average LOT Homeless (bed nights)</th>
<th>Median LOT Homeless (bed nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Previous FY</td>
<td>Current FY</td>
<td>Previous FY</td>
</tr>
<tr>
<td>1.1 Persons in ES and SH</td>
<td>-</td>
<td>694</td>
<td>-</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, and TH</td>
<td>-</td>
<td>1093</td>
<td>-</td>
</tr>
</tbody>
</table>
### Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measure reports on how many of the clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

<table>
<thead>
<tr>
<th>Exit was from</th>
<th>Total # of Persons who Exit to Permanent Housing Destination (2 Years Prior)</th>
<th>Returns to Homelessness in Less than 6 Months</th>
<th>Returns to Homelessness from 6 to 12 Months</th>
<th>Returns to Homelessness from 13 to 24 Months</th>
<th>Number of Returns in 2 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Revised FY2015</td>
<td># of Returns</td>
<td>Revised FY2015</td>
<td># of Returns</td>
<td>% of Returns</td>
</tr>
<tr>
<td>Exit from SO</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Exit from ES</td>
<td>116</td>
<td>141</td>
<td>8</td>
<td>2</td>
<td>1%</td>
</tr>
<tr>
<td>Exit from TH</td>
<td>114</td>
<td>114</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Exit from SH</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Exit from PH</td>
<td>279</td>
<td>285</td>
<td>0</td>
<td>5</td>
<td>2%</td>
</tr>
<tr>
<td>TOTAL Returns to Homelessness</td>
<td>509</td>
<td>540</td>
<td>8</td>
<td>7</td>
<td>1%</td>
</tr>
</tbody>
</table>

### Measure 3: Number of Homeless Persons

**Metric 3.1 – Change in PIT Counts**
This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

<table>
<thead>
<tr>
<th></th>
<th>2015 PIT Count</th>
<th>Most Recent PIT Count</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered persons</td>
<td>451</td>
<td>423</td>
<td>-28</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>217</td>
<td>210</td>
<td>-7</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>212</td>
<td>199</td>
<td>-13</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>429</td>
<td>409</td>
<td>-20</td>
</tr>
<tr>
<td>Unsheltered Count</td>
<td>22</td>
<td>14</td>
<td>-8</td>
</tr>
</tbody>
</table>

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Unduplicated Total sheltered homeless persons</td>
<td>1247</td>
<td>1100</td>
<td>1128</td>
<td>28</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>958</td>
<td>715</td>
<td>707</td>
<td>-8</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>320</td>
<td>417</td>
<td>456</td>
<td>39</td>
</tr>
</tbody>
</table>
Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of</td>
<td>134</td>
<td>117</td>
<td>94</td>
<td>-23</td>
</tr>
<tr>
<td>adults (system stayers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased earned income</td>
<td>2</td>
<td>6</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>1%</td>
<td>5%</td>
<td>6%</td>
<td>1%</td>
</tr>
</tbody>
</table>

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of</td>
<td>134</td>
<td>117</td>
<td>94</td>
<td>-23</td>
</tr>
<tr>
<td>adults (system stayers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased non-employment cash income</td>
<td>18</td>
<td>28</td>
<td>18</td>
<td>-10</td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>13%</td>
<td>24%</td>
<td>19%</td>
<td>-5%</td>
</tr>
</tbody>
</table>

Metric 4.3 – Change in total income for adult system stayers during the reporting period

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of</td>
<td>134</td>
<td>117</td>
<td>94</td>
<td>-23</td>
</tr>
<tr>
<td>adults (system stayers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased total income</td>
<td>18</td>
<td>33</td>
<td>24</td>
<td>-9</td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>13%</td>
<td>28%</td>
<td>26%</td>
<td>-2%</td>
</tr>
</tbody>
</table>
### Metric 4.4 – Change in earned income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>137</td>
<td>139</td>
<td>209</td>
<td>70</td>
</tr>
<tr>
<td>Number of adults who exited with increased earned income</td>
<td>28</td>
<td>26</td>
<td>27</td>
<td>1</td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>20%</td>
<td>19%</td>
<td>13%</td>
<td>-6%</td>
</tr>
</tbody>
</table>

### Metric 4.5 – Change in non-employment cash income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>137</td>
<td>139</td>
<td>209</td>
<td>70</td>
</tr>
<tr>
<td>Number of adults who exited with increased non-employment cash income</td>
<td>22</td>
<td>19</td>
<td>22</td>
<td>3</td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>16%</td>
<td>14%</td>
<td>11%</td>
<td>-3%</td>
</tr>
</tbody>
</table>

### Metric 4.6 – Change in total income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>137</td>
<td>139</td>
<td>209</td>
<td>70</td>
</tr>
<tr>
<td>Number of adults who exited with increased total income</td>
<td>47</td>
<td>42</td>
<td>43</td>
<td>1</td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>34%</td>
<td>30%</td>
<td>21%</td>
<td>-9%</td>
</tr>
</tbody>
</table>
Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2015</th>
<th>Revised FY 2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH or TH during the reporting period.</td>
<td>1068</td>
<td>916</td>
<td>878</td>
<td>-38</td>
</tr>
<tr>
<td>Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.</td>
<td>109</td>
<td>91</td>
<td>105</td>
<td>14</td>
</tr>
<tr>
<td>Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)</td>
<td>959</td>
<td>825</td>
<td>773</td>
<td>-52</td>
</tr>
</tbody>
</table>

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2015</th>
<th>Revised FY 2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH, TH or PH during the reporting period.</td>
<td>1471</td>
<td>1422</td>
<td>1336</td>
<td>-86</td>
</tr>
<tr>
<td>Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.</td>
<td>181</td>
<td>162</td>
<td>176</td>
<td>14</td>
</tr>
<tr>
<td>Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)</td>
<td>1290</td>
<td>1260</td>
<td>1160</td>
<td>-100</td>
</tr>
</tbody>
</table>
Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD’s Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in the FY2016 Resubmission reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons who exit Street Outreach</td>
<td>22</td>
<td>22</td>
<td>22</td>
<td>0</td>
</tr>
<tr>
<td>Of persons above, those who exited to temporary &amp; some institutional destinations</td>
<td>14</td>
<td>14</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td>8</td>
<td>8</td>
<td>7</td>
<td>-1</td>
</tr>
<tr>
<td>% Successful exits</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Metric 7b.1 – Change in exits to permanent housing destinations
### FY2016 - Performance Measurement Module (Sys PM)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>949</td>
<td>948</td>
<td>1182</td>
<td>234</td>
</tr>
</tbody>
</table>

Of the persons above, those who exited to permanent housing destinations

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>531</td>
<td>520</td>
<td>675</td>
<td>155</td>
</tr>
</tbody>
</table>

% Successful exits

|                                                      | 56%              | 55%            | 57%        | 2%         |

### Metric 7b.2 – Change in exit to or retention of permanent housing

<table>
<thead>
<tr>
<th>Universe: Persons in all PH projects except PH-RRH</th>
<th>Submitted FY 2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>846</td>
<td>781</td>
<td>683</td>
<td>-98</td>
</tr>
</tbody>
</table>

Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2015</th>
<th>Revised FY2015</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>763</td>
<td>700</td>
<td>638</td>
<td>-62</td>
</tr>
</tbody>
</table>

% Successful exits/retention

|                                                      | 90%              | 90%            | 93%        | 3%         |
This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.
## 2017 HDX Competition Report
### FY2016 - SysPM Data Quality

<table>
<thead>
<tr>
<th></th>
<th>All ES, SH</th>
<th>All TH</th>
<th>All PSH, OPH</th>
<th>All RRH</th>
<th>All Street Outreach</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Number of non-DV Beds on HIC</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012-2013</td>
<td>176</td>
<td>154</td>
<td>382</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>2013-2014</td>
<td>185</td>
<td>166</td>
<td>458</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>2014-2015</td>
<td>167</td>
<td>165</td>
<td>522</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>2015-2016</td>
<td>175</td>
<td>195</td>
<td>610</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. Number of HMIS Beds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012-2013</td>
<td>38</td>
<td>137</td>
<td>382</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>2013-2014</td>
<td>100</td>
<td>137</td>
<td>454</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>2014-2015</td>
<td>96</td>
<td>160</td>
<td>493</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>2015-2016</td>
<td>120</td>
<td>195</td>
<td>566</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3. HMIS Participation Rate from HIC (%)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012-2013</td>
<td>21.59</td>
<td>88.96</td>
<td>100.00</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>2013-2014</td>
<td>54.05</td>
<td>82.53</td>
<td>99.13</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>2014-2015</td>
<td>57.49</td>
<td>96.97</td>
<td>94.44</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>2015-2016</td>
<td>68.57</td>
<td>100.00</td>
<td>92.79</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td><strong>4. Unduplicated Persons Served (HMIS)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012-2013</td>
<td>358</td>
<td>317</td>
<td>793</td>
<td>206</td>
<td></td>
</tr>
<tr>
<td>2013-2014</td>
<td>352</td>
<td>293</td>
<td>808</td>
<td>178</td>
<td></td>
</tr>
<tr>
<td>2014-2015</td>
<td>654</td>
<td>417</td>
<td>804</td>
<td>452</td>
<td></td>
</tr>
<tr>
<td>2015-2016</td>
<td>686</td>
<td>456</td>
<td>694</td>
<td>534</td>
<td></td>
</tr>
<tr>
<td><strong>5. Total Leavers (HMIS)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012-2013</td>
<td>311</td>
<td>142</td>
<td>286</td>
<td>136</td>
<td></td>
</tr>
<tr>
<td>2013-2014</td>
<td>295</td>
<td>145</td>
<td>252</td>
<td>108</td>
<td></td>
</tr>
<tr>
<td>2014-2015</td>
<td>589</td>
<td>212</td>
<td>297</td>
<td>244</td>
<td></td>
</tr>
<tr>
<td>2015-2016</td>
<td>636</td>
<td>213</td>
<td>122</td>
<td>422</td>
<td></td>
</tr>
<tr>
<td><strong>6. Destination of Don't Know, Refused, or Missing (HMIS)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012-2013</td>
<td>80</td>
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<td>2013-2014</td>
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<td>176</td>
<td>20</td>
<td>13</td>
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<td>2015-2016</td>
<td>156</td>
<td>11</td>
<td>7</td>
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<td><strong>7. Destination Error Rate (%)</strong></td>
<td></td>
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<td>2012-2013</td>
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<td>24.53</td>
<td>5.16</td>
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2017 HDX Competition Report

Date of PIT Count

<table>
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<tr>
<th></th>
<th>Date</th>
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<tbody>
<tr>
<td>Date CoC Conducted 2017 PIT Count</td>
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Report Submission Date in HDX

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<tr>
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<th>Met Deadline</th>
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<tr>
<td>2017 PIT Count Submittal Date</td>
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<tr>
<td>2017 HIC Count Submittal Date</td>
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<td>Yes</td>
</tr>
<tr>
<td>2016 System PM Submittal Date</td>
<td>6/5/2017</td>
<td>Yes</td>
</tr>
</tbody>
</table>
EmailAddress: jpolins@threeiverscap.org - Outlook

Sent items - Email box - Applicant Notifications sent 9/7/17

1. Joanne Covarrubias
   - Website postings for today/tomorrow
   Thu 9/7/2017 12:29 PM

2. Allison Uhlke-Scatella, Victoria Heun
   - RV CoC Project Applicant Notification - TSA Manfield Place
   Thu 9/7/2017 7:16 PM

3. Cindy Norgard
   - RV CoC Project Applicant Notification - TSA Carleton Place
   Thu 9/7/2017 7:17 PM

4. Jennifer Pins
   - RV CoC Project Applicant Notification - TRCA Coordinated Entry and CFS Expansion
   Thu 9/7/2017 7:16 PM

5. Leah Hall
   - RV CoC Project Applicant Notification - TRCA RHASP, Prairiewood, and Prairiewood Expansion
   Thu 9/7/2017 7:16 PM

6. Julie Anderson
   - RV CoC Project Applicant Notification - SCCH Progress Program
   Thu 9/7/2017 7:12 PM

7. Andy Klewer
   - RV CoC Project Applicant Notification - Red Wing HRA S+C 1 (2009) and S+C 2 units
   Thu 9/7/2017 7:11 PM

8. Jennifer Song, Ruth Hickey
   - RV CoC Project Applicant Notification - Ruth's House of Hope PSH and PSH Chronic
   Thu 9/7/2017 10:09 PM

9. Sibyl Betsinger
   - RV CoC Project Applicant Notification - Rice Co FHA/Northfield CDC Marilyn's Place PSH
   Thu 9/7/2017 10:08 PM

10. ‘Mendueler Michele’
    - RE: You’re invited to Competitive Grantee Meeting (Sep 15, 2017)
    Thu 9/7/2017 10:08 PM

11. ‘Tina Cane’
    - RV CoC Project Applicant Notification - PAH Rivertown Homes
    Thu 9/7/2017 10:03 PM

12. Cindy Norgard, Michele Menzbauer
    - RV CoC Project Applicant Notification - OCHRA/TSU Castleview
    Thu 9/7/2017 10:02 PM

13. Nancy Cashman, Michele Menzbauer
    - RV CoC Project Applicant Notification - OCHRA/CTS The Francis
    Thu 9/7/2017 10:00 PM

14. Franken Bill
    - RV CoC Project Applicant Notification - OCCE PSH Zumbro Valley and PSH ZV Bonus Funds
    Thu 9/7/2017 12:58 PM

15. Jennifer Lamb, Nancy Bokelmann (nbokeleman@mnstate.gov)
    - RV CoC Project Applicant Notification - Mankato EDA/SW/MHP Cherry Ridge Chronic and Cherry Ridge Non-Chronic
    Thu 9/7/2017 12:56 PM

16. Nathaniel Saltz, Sue Worlds
    - RV CoC Project Applicant Notification - MACV Radichel Veteran Townhomes
    Thu 9/7/2017 12:54 PM

17. Dewitt Vivancos
    - RV CoC Project Applicant Notification - IC - MN HHS Southeast and MN HHS Southeast 2
    Thu 9/7/2017 12:52 PM

18. Anthony Coleman
    - RV CoC Project Applicant Notification - Health Connection SE RA
    Thu 9/7/2017 12:50 PM

19. Nancy Cashman
    - RV CoC Project Applicant Notification - CCHC Rochester Youth and Family & CCHS Silver Creek Corner
    Thu 9/7/2017 12:49 PM

20. Anthony Coleman
    - RV CoC Project Applicant Notification - Blue Earth County RA
    Thu 9/7/2017 12:46 PM

Date Yesterday

- ‘Stelzle, Amy (MNSFA)’
  - RE: IFV for Friday?
  - Wed 9/6/2017 2:45 PM

- Mary Vrieze
  - RE: Let me know when you receive the score sheets
  - Wed 9/6/2017 11:09 AM

- Mary Vrieze
  - OCCE PSH bonus app
  - Wed 9/6/2017 10:03 PM

- ‘Julie Ahrland’
  - RE: Request: PFA data on homelessness
  - Wed 9/6/2017 9:27 AM

- Leah Hall
  - RE: [MARKETING] You’re invited to Competitive Grantee Meeting (Sep 15, 2017)
  - Wed 9/6/2017 9:23 AM

- ‘Tammy Meyler’
  - RE: Request: PFA data on homeless admissions
  - Wed 9/6/2017 9:21 AM

- hjzhcoordinator@gmail.com
  - Re: conference
  - Wed 9/6/2017 7:41 AM
Thank you again for your project application and your commitment to ending homelessness in the River Valleys CoC region!

The Project Review & Rating Committee has scored and ranked all project applications (excluding Planning, which is not ranked). Attached please find these documents that explain your project’s score and rank:

1. [Applicant name, Project name] Notification + Scoring Tool
   - shows whether the project was accepted, rejected, or reduced, as well as score, tier, and conditions/corrections required for submittal in e-snaps
   - includes project evaluation and scoring tool completed by Committee

2. 2017 Project Applications Score-Rank List
   - shows full slate of projects with score and rank

3. Project Evaluation Definitions
   - describes formulas applied for evaluation criteria

Your project’s Notification and Scoring Tool are being shared only with you. The 2017 Project Applications Score-Rank List and Project Evaluation Definitions are being shared publicly for CoC review and will be posted on the CoC website today.

**READ YOUR NOTIFICATION CAREFULLY** as it may include items that require action before the application can be put into the final project ranking in e-snaps. Please review and prepare to make those changes. I will release your application in e-snaps on September 7 (today) and you will have until Thursday, September 14 at 4:00pm to make all changes, resubmit in e-snaps, and provide any remaining documentation.

If you have **general questions about your score/rank or the conditions on your application**, you may contact me. If your question is an appeal (as described on last page of the Applicant Guide), follow the instructions and use the Appeal form format included. Appeals are due to me by 4pm on Monday, September 11. Appeals received after that time will not be reviewed. All agencies filing an appeal must be prepared to rapidly respond to requests from the Appeal Review Committee. The 2017 Appeal Review Committee is made up of two persons unaffiliated with any project and one member of the Project Review & Rating Committee. For 2017, Committee members are: Mike Manhard (MESH), Kara Hoel-Kleese (Women’s Shelter), and Mary Vrieze (SMRLS).

Thanks again! And remember to submit your final changes and documents by Thursday, September 14 at 4:00pm.

Jennifer Prins | River Valleys Continuum of Care Coordinator
Three Rivers Community Action
1414 North Star Drive, Zumbrota, MN 55992
Direct: 507-732-8577 | jprins@threeriverscap.org

*Three Rivers Community Action* works with community partners to provide warmth, transportation, food, housing, advocacy, and education to individuals and families. For more information on how you can help, visit our website at [www.threeriverscap.org](http://www.threeriverscap.org).
*River Valleys Continuum of Care* is a community-based coalition dedicated to preventing and ending homelessness in southeastern and south central Minnesota by coordinating services and maximizing resources. Find more information at [www.threeriverscap.org/continuum-of-care](http://www.threeriverscap.org/continuum-of-care).
2017 CoC Project Applicant Notification
River Valleys Continuum of Care (MN-502)

Project Name: XXXXXXXXXXXXXXXXXXXX
Applicant Name: XXXXXXXXXXXXXXXXXXXXXXXXXXX

Project Accepted? ☑ Yes ☐ No Project Tier: ☑ Tier 1 ☐ Tier 2
Request Reduced? ☐ Yes ☑ No Allowed Funding Request: $XX,XXX
Project Score: XX Project Rank: XX of 28

Application Conditions (must be addressed before final submittal)
This project will be released in e-snaps for corrections/clarifications. By September 14, 2017 at 4:00pm, the items below MUST be corrected in e-snaps and resubmitted.

- 3B.1: Narrative cuts off. Please add the remaining narrative or revise to fit the narrative within character limit.
- 6D: The XXXXXXXXXXX match commitment is outside the acceptable date range for funding commitments (May 1, 2017 and September 28, 2017). To commit the XXXXXXXXXXX funding, you should attach a letter from your agency dated during the acceptable range stating that you will use XXXXXXXXXXX funding secured for the match. Then attach the XXXXXXXXXXX commitment letter to your agency letter. NOTE: YOU WILL ALSO NEED TO CHANGE THE COMMITMENT DATE IN THE MATCH DESCRIPTION.

Other Application Feedback
General comments:
- HMIS Data Quality is important to the CoC’s score and affects your project’s ability to report good outcomes. It also impacts the effectiveness of Coordinated Entry referrals. Please review your data quality regularly and use the quarterly DQ reports to assist you in maintaining good data.
- Using a Housing First approach requires commitment to client-centered service and engagement with landlords. Projects claiming a Housing First philosophy should review policies, training, and outreach strategies to ensure full implementation.
- Full Coordinated Entry participation is not optional for CoC grantees. If the project did not receive full points for Coordinated Entry, review your processes and use the CES resources provided for you on the CoC website to get in compliance. Please also review your project outreach and selection plans to ensure that Coordinated Entry compliance is reflected there.
- Equal Access Rule compliance is required for CoC grantees. Use the resources on the CoC website to assess your status and make changes to get in compliance. Actual level of compliance will be scored in the 2018 funding round.

Scoring feedback:
- Chronic Priority 1 was changed from 2 to 0 because no CoC-funded units actually served chronically homeless households.
- Early Childhood Development was changed from 5 to 2 as there is no demonstrated success as this is a first time renewal and the project is still in development.
- System Improvement 1 was changed from 5 to 0 due to representation at less than 50% of the CoC Plenary meetings.
- System Improvement 2 was changed from 5 to 2 as not all units were filled utilizing the CES system as the project is still in development.
- System Improvement 3 was changed to NA as the project is still in development.
- Applicant experience was changed from 5 to 2 due to no outcomes as the project is still in development.

Thank you for your application and your continued work to end homelessness in southeast and south central Minnesota! The full listing of ranked projects will be posted on the CoC website on September 7, 2017. Applications will be released in e-snaps for final revisions on September 8, 2017 for all projects. If you would like to submit an appeal, please review the Applicant Guide for more information about the review process and your options for appeal. The final listing of ranked projects will be posted on the CoC website on or before September 15, 2017 (after the CoC comment and applicant appeal period has passed).

Attachments: Project Scoring Tool, Project evaluation definitions
Applicants and Reviewers: Score each project application separately using the Scoring Tool below. Refer to the Project Evaluation Definitions and Data Sources for further information on the Measures.

5. Project Quality and Performance Criteria

<table>
<thead>
<tr>
<th>Measures</th>
<th>Low 0 points</th>
<th>Mid 2 points</th>
<th>High 5 points</th>
<th>Check if criterion is N/A or to project type</th>
<th>Points Claimed</th>
<th>Final Points</th>
</tr>
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<tbody>
<tr>
<td><strong>Alignment with Priorities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chronic Priority 1 All housing projects</td>
<td>None of the CoC-funded units serve chronically homeless households</td>
<td>1.74% of CoC-funded units or services serve chronically homeless households</td>
<td>75% or more of CoC-funded units/services serve chronically homeless households</td>
<td>☐</td>
<td></td>
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<tr>
<td>Chronic Priority 2 All P5H projects</td>
<td>0-49% of the CoC-funded units households are dedicated for chronically homeless or DedicatedPLUS households</td>
<td>50-99% of CoC-funded units households are dedicated for chronically homeless or DedicatedPLUS households</td>
<td>100% of CoC-funded units households are dedicated for chronically homeless or DedicatedPLUS households</td>
<td>☑</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Target Populations All housing projects Military veterans; Youth &amp; HH with children; Victims of DV/SA; LGBTQIA+</td>
<td>0-49% of CoC-funded services or units serve target populations</td>
<td>50-74% of CoC-funded services or units serve target populations</td>
<td>75% or more of CoC-funded services or units serve target populations</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Housing First All housing projects</td>
<td>Any barriers, or documentation doesn’t support claim</td>
<td>0 barriers</td>
<td>0 barriers</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Barriers to entry All housing projects</td>
<td>3 or more barriers</td>
<td>1:2 barriers</td>
<td>0 barriers</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>K-12 education Housing projects serving families with children &lt; age 18</td>
<td>Meets HUD requirement: Written plan and staff are in place to ensure children and youth enrolled in and attending school and connected to services to support their educational needs per McKinney Vento Education law</td>
<td>Meets HUD requirement plus:                                          Education plan for children and youth part of family’s case plan</td>
<td>Meet HUD requirements plus: Education plan</td>
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<tr>
<td>Early childhood development Housing projects serving families with children &lt; age 18</td>
<td>Meets HUD requirement: Written plan and staff are in place to ensure families can access Head Start and other public early childhood education programs; facilitate participation</td>
<td>Meets HUD requirement plus:                     Coordinates with providers for birth – 5 screening</td>
<td>Meet HUD requirements plus: Education plan</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Equal Access Rule All housing projects</td>
<td>Not submitted</td>
<td>Submitted (For review only – will be scored for content in 2018)</td>
<td>Submitted (For review only – will be scored for content in 2018)</td>
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<td>☐</td>
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<tr>
<td>System Improvement 1 All projects</td>
<td>Project represented at ≥50% of CoC plenary meetings</td>
<td>Project represented at 50-74% of CoC plenary meetings</td>
<td>Project represented at 75% or more CoC plenary meetings</td>
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<tr>
<td>System Improvement 2 All projects</td>
<td>Project did not meet the basic requirements for CES: a) Project staff attended CES training, b) Partner Agreement and all Program Eligibility Addenda are on file with CoC, and all project openings since April 1, 2017 have been filled via Coordinated Entry.</td>
<td>Project meets all the basic requirements for CES.</td>
<td>Project meets all the basic requirements for CES, plus at least one other system development activity (CES supplement, Q1).</td>
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<td>System Improvement 3 All projects</td>
<td>Project does not agree to voluntarily reallocate 1-25% for other CoC priority new/expansion projects.</td>
<td>Project agrees to voluntarily reallocate more than 25% for other CoC priority new/expansion projects.</td>
<td>Project agrees to voluntarily reallocate more than 25% for other CoC priority new/expansion projects.</td>
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Section Total: Alignment with Priorities 39 20

Continues on following page →
### Measures

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<tr>
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<th>Low 0 points</th>
<th>Mid 2 points</th>
<th>High 5 points</th>
<th>Points Claimed</th>
<th>Final Points</th>
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<tr>
<td><strong>Project Management</strong></td>
<td></td>
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</tbody>
</table>

### Applicant experience for proposed activities
- **All projects**
  - No experience or poor outcomes. Applicant, staff, or partners have:
    - Not developed or provided housing/services/HMIS, OR
    - Developed or provided housing/services/HMIS but had poor outcomes
  - Limited relevant experience and/or fair outcomes.
    - Applicant, staff, or partners:
      - Developed or provided housing/services/HMIS for a different pop. or in a limited way for the same pop., OR
      - Had fair outcomes
  - Relevant experience and good outcomes.
    - Applicant, staff, or partners have:
      - Developed or provided housing/services/HMIS for this or a similar population or setting, AND
      - Had good outcomes

### HMIS data quality
- **All projects**
  - < 8 points on HUD Data Quality Report Framework
  - 8-12 points on HUD Data Quality Report Framework
  - 13+ points on HUD Data Quality Report Framework

### Fund management 1
- **All renewal/expansion projects**
  - Draw-downs occur less than quarterly
  - Draw-downs occur at least quarterly, but are not regular

### Fund management 2
- **All renewal/expansion projects**
  - More than 20% of HUD CoC funds recaptured in last 2 completed grant periods
  - 6-20% of HUD CoC funds recaptured in last 2 completed grant periods
  - 5% or less of HUD CoC funds recaptured in last 2 completed grant periods

### Housing Project Performance
- **All renewal and expansion housing projects**

#### Bed utilization
- 74% or less of project beds
- 75-89% of project beds
- 90% or more of project beds

#### Non-cash benefits for leavers and stayers
- 0-19%
- 20-49%
- 50% or more

#### Cash Income
- RRH: For leavers
  - 0-20%
  - 0-19%
- PSH: For leavers & stayers
  - 30-49%
  - 20-34%
  - 50% or more
  - 35% or more

#### Housing stability at
- 6 months
  - 79% or less
  - 80-86%
  - 87% or more
- 12 months
  - 74% or less
  - 75-80%
  - 81% or more

#### Returns to homelessness <2 yrs
- 15% or more
- 5-14%
- < 5%

### Section Total: Project Management

### Section Total: Housing Project Performance

---

**Initial Score**

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<th>Total points RECEIVED</th>
<th>Total points POSSIBLE</th>
<th>Penalty for Late Submittal?</th>
<th>Final Score</th>
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<td>50</td>
<td>- 0 points (Received by 4:00pm on 8/21/17)</td>
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<td>- 10 points (Received after 4:00pm on 8/21/17, but before 4:00pm on 8/22/17)</td>
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<td>- 20 points (Received after 4:00pm on 8/22/17, but before 4:00pm on 8/23/17)</td>
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<td>- All points (Received after 4:00pm on 8/23/17, so no points awarded)</td>
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**Penalty for Late Submittal?**

- 0 points: 4:00 pm on 8/21/17
- 10 points: After 4:00 pm on 8/21/17, but before 4:00 pm on 8/22/17
- 20 points: After 4:00 pm on 8/22/17, but before 4:00 pm on 8/23/17
- All points: After 4:00 pm on 8/23/17, so no points awarded

**Cost per successful outcome**

A + B

---

2017 Project Evaluation and Scoring Tool - River Valleys Continuum of Care
<table>
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<tr>
<th>CoC Number</th>
<th>Max Tier 1</th>
<th>Max Tier 2</th>
<th>Max CoC Planning</th>
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<td>MN-502</td>
<td>$1,947,177</td>
<td>$248,576</td>
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**First Public Posting of Project Scores and Ranking for FY2017 CoC Program Applications**

September 7, 2018

<table>
<thead>
<tr>
<th>Rank</th>
<th>Score</th>
<th>New/ Renew/ Expn.</th>
<th>Applicant Name</th>
<th>Project Name</th>
<th>Grant Number</th>
<th>Project Type</th>
<th>Funds Approved</th>
<th>Rank Rationale</th>
<th>Total ARA</th>
<th>Running Total</th>
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<tbody>
<tr>
<td>1</td>
<td>81</td>
<td>R</td>
<td>Mankato EDA / SW MN Housing Partnership</td>
<td>Cherry Ridge Chronic FY 2017</td>
<td>MN0300L5K021604</td>
<td>PH</td>
<td>$27,236</td>
<td>Renewal Performance</td>
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<td>2</td>
<td>76</td>
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<td>Olmsted County Community Services</td>
<td>PSH Zumbro Valley 2017</td>
<td>MN0664L5K021609</td>
<td>PH</td>
<td>$148,436</td>
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<td>3</td>
<td>71</td>
<td>E</td>
<td>Olmsted County Community Services</td>
<td>PSH Zumbro Valley 2017 Bonus Funds</td>
<td>MN0306L5K021602</td>
<td>PH</td>
<td>$29,364</td>
<td>Renewal/Exp Performance</td>
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<td>$205,036</td>
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<td>4</td>
<td>75-2</td>
<td>R</td>
<td>Three Rivers Community Action Inc.</td>
<td>Prairiewood Townhomes PSH</td>
<td>MN0306L5K021602</td>
<td>PH</td>
<td>$87,692</td>
<td>Renewal Performance</td>
<td>$87,692</td>
<td>$292,728</td>
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<td>6</td>
<td>75-3</td>
<td>R</td>
<td>Center City Housing</td>
<td>Rochester Youth and Family Gage East</td>
<td>MN0323L5K021601</td>
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<td>$82,811</td>
<td>Renewal Performance</td>
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<td>$470,093</td>
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<td>7</td>
<td>75-4</td>
<td>R</td>
<td>Olmsted County Housing and Redevelopment Authority</td>
<td>The Francis</td>
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<td>PH</td>
<td>$113,203</td>
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<td>R</td>
<td>Heath Connection</td>
<td>Hearth SE 2017</td>
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<td>9</td>
<td>67</td>
<td>R</td>
<td>The Salvation Army</td>
<td>Castleview Apartments</td>
<td>MN0149L5K021608</td>
<td>PH</td>
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<td>$173,807</td>
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<td>$173,807</td>
<td>$921,693</td>
</tr>
<tr>
<td>11</td>
<td>66-2</td>
<td>R</td>
<td>Ruth’s House of Hope Inc</td>
<td>Ruth’s House of Hope-PH-Chronic</td>
<td>MN0330L5K021602</td>
<td>PH</td>
<td>$18,062</td>
<td>Renewal Performance</td>
<td>$18,062</td>
<td>$939,755</td>
</tr>
<tr>
<td>12</td>
<td>64-1</td>
<td>R</td>
<td>The Salvation Army</td>
<td>Maxfield Place</td>
<td>MN0660L5K021609</td>
<td>PH</td>
<td>$159,814</td>
<td>Renewal Performance</td>
<td>$159,814</td>
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<tr>
<td>13</td>
<td>64-2</td>
<td>R</td>
<td>Minnesota Assistance Council for Veterans</td>
<td>Radichel Veteran Townhomes</td>
<td>MN0661L5K021609</td>
<td>PH</td>
<td>$161,144</td>
<td>Renewal Performance</td>
<td>$161,144</td>
<td>$1,260,713</td>
</tr>
<tr>
<td>14</td>
<td>60</td>
<td>R</td>
<td>Olmsted County Housing and Redevelopment Authority</td>
<td>Castleview 1</td>
<td>MN0229L5K021606</td>
<td>PH</td>
<td>$57,522</td>
<td>Renewal Performance</td>
<td>$57,522</td>
<td>$1,318,235</td>
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<tr>
<td>15</td>
<td>59</td>
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<td>Center City Housing</td>
<td>Silver Creek Corner</td>
<td>MN0247L5K021605</td>
<td>PH</td>
<td>$115,251</td>
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<tr>
<td>16</td>
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<td>Mankato EDA / SW MN Housing Partnership</td>
<td>Cherry Ridge NON Chronic FY 2017</td>
<td>MN0270L5K021605</td>
<td>PH</td>
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<tr>
<td>17</td>
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<td>Blue Earth County</td>
<td>BEC RA 2017</td>
<td>MN0192L5K021607</td>
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<td>$126,705</td>
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<td>18</td>
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<td>R</td>
<td>Red Wing Housing and Redevelopment Authority</td>
<td>Red Wing Shelter Plus Care, 2 Units</td>
<td>MN0246L5K021601</td>
<td>PH</td>
<td>$20,082</td>
<td>Renewal Performance</td>
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<td>19</td>
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<td>Steele County Transitional Housing</td>
<td>Progress Program 2017</td>
<td>MN0057L5K021609</td>
<td>PH</td>
<td>$35,258</td>
<td>Renewal Performance</td>
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<td>Bluff Country Family Resources, Inc.</td>
<td>Rapid Housing</td>
<td>MN0395L5K021600</td>
<td>PH</td>
<td>$98,645</td>
<td>Policy (&lt; 1 year)</td>
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<td>21</td>
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<td>Institute for Community Alliances</td>
<td>MN HIMS Southeast</td>
<td>MN0558L5K021609</td>
<td>PH</td>
<td>$25,000</td>
<td>Policy (System requirement)</td>
<td>$25,000</td>
<td>$1,765,111</td>
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<tr>
<td>22</td>
<td>75-1</td>
<td>R</td>
<td>Institute for Community Alliances</td>
<td>MN HIMS Southeast 2</td>
<td>MN0381L5K021600</td>
<td>PH</td>
<td>$37,480</td>
<td>Policy (System requirement)</td>
<td>$37,480</td>
<td>$1,802,591</td>
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<tr>
<td>23</td>
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<td>R</td>
<td>Three Rivers Community Action Inc.</td>
<td>Coordinated Entry System FY2017</td>
<td>MN0365L5K021601</td>
<td>SSQ</td>
<td>$74,183</td>
<td>Policy (System requirement)</td>
<td>$74,183</td>
<td>$1,876,774</td>
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<tr>
<td>24</td>
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<td>E</td>
<td>Three Rivers Community Action Inc.</td>
<td>Coordinated Entry Expansion FY2017</td>
<td>MN0366Expansion</td>
<td>SSQ</td>
<td>$59,864</td>
<td>Policy (System requirement)</td>
<td>$59,864</td>
<td>$2,208,677</td>
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<tr>
<td>25</td>
<td>55-3</td>
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<td>Ruths House of Hope Inc</td>
<td>Ruth’s House of Hope-PH</td>
<td>MN0633L5K021609</td>
<td>PH</td>
<td>$10,539</td>
<td>Renewal Performance</td>
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<td>$1,947,177</td>
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<td>26</td>
<td>55-3</td>
<td>R</td>
<td>Ruths House of Hope Inc</td>
<td>Ruth’s House of Hope-PH</td>
<td>MN0633L5K021609</td>
<td>PH</td>
<td>$153,887</td>
<td>Renewal Performance</td>
<td>$153,887</td>
<td>$2,101,064</td>
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<td>27</td>
<td>53</td>
<td>R</td>
<td>Rice County Housing and Redevelopment Authority</td>
<td>Marilyn’s Place</td>
<td>MN0150L5K021608</td>
<td>PH</td>
<td>$51,890</td>
<td>Renewal Performance</td>
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</tr>
<tr>
<td>28</td>
<td>49</td>
<td>R</td>
<td>Red Wing Housing and Redevelopment Authority</td>
<td>Red Wing Shelter+Care 2009 #1 Grant</td>
<td>MN0171L5K021603</td>
<td>PH</td>
<td>$29,123</td>
<td>Renewal Performance</td>
<td>$29,123</td>
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<tr>
<td>29</td>
<td>34</td>
<td>R</td>
<td>Partners for Affordable Housing</td>
<td>Rivertown Homes 2017</td>
<td>MN0662L5K021609</td>
<td>PH</td>
<td>$13,306</td>
<td>Renewal Performance</td>
<td>$13,306</td>
<td>$2,195,753</td>
</tr>
</tbody>
</table>

Planning Project (not ranked)

**TOTAL RANKED PROJECTS** $2,195,383

**TOTAL ALL REQUESTED PROJECTS** $2,257,527

<table>
<thead>
<tr>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduced</td>
</tr>
<tr>
<td>New Bonus</td>
</tr>
<tr>
<td>New Reallocated Project</td>
</tr>
</tbody>
</table>

Split (straddling Tier 1 & 2): Ruth’s House of Hope PSH Total request $164,426
## Alignment with Priorities

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Data Source</th>
<th>Calculation/Definition</th>
<th>Renewal</th>
<th>Expansion</th>
<th>New (Non-expansion)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chronic Priority 1</strong></td>
<td>All projects: App 5A, 5B</td>
<td>Total Persons “Chronically homeless” columns in all household type tables in 5B / Total Persons in 5A</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Extent to which CoC-funded units or services serve chronically homeless households (whether or not they are dedicated to chronically homeless households).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Chronic Priority 2</strong></td>
<td>All projects: App 4B, 2b and 4B, 3</td>
<td>4B.3 / 4B.2b</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Extent to which CoC-funded units in FY 2017 application are dedicated to households meeting chronic homelessness or DedicatedPLUS thresholds.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Priority Extent to which CoC-funded units or services serve (renewal projects) or target (new projects) priority target populations.</td>
<td>Veterans: Renewals: Total Veteran / Total New projects: Total “Chronically Homeless Vets” + “Non-Chronically Homeless Vets” / Total Youth: In Characteristics table, (Adults 18-24 + Unaccompanied Children) / Total Families with children: Renewals: Total “With Children and Adults” / Total LGBTQIA+: Narrative describes target number/percentage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Housing First</strong></td>
<td>All projects: App 3B.3d, Housing First Supplement &amp; attachments</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Whether or not the project meets the Housing First definition in the NOFA.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Barriers to Entry</strong></td>
<td>All projects: Housing First Supplement &amp; attachments</td>
<td>Count number of barriers remaining (unchecked) on checklist.</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Extent to which the project has eliminated barriers to housing or services.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>K-12 Education</strong></td>
<td>Youth/Family projects ONLY: K12 &amp; Early Childhood Supplement, and App 3B1, 3B2a, 4A1</td>
<td>Review documents provided AND if narrative in App 3B1 describes plan, staff, space, and outcomes. App 4A1 includes education services.</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Extent to which youth/family projects’ services and space ensure school-age children are enrolled and attending school.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Early Childhood Development
Extent to which youth/family projects' services and space ensure families with children 0-5 are accessing Head Start and other early childhood resources.

Youth/Family projects ONLY: App 3B1, 3B2a, 4A1
Review documents provided AND if narrative in App 3B1 describes plan, staff, space, and outcomes. App 4A1 includes child care and/or education services.

Equal Access Rule
Extent to applicant has implemented requirements of the HUD 2012 Equal Access Rule and the 2017 Final Rule Ensuring Equal Access in Accordance with Gender Identity.

Renewal/Exp. ONLY: Equal Access Rule Supplement
Review documents provided. If documents are provided, 5 points.

System Improvement 1
Extent to which the applicant has participated in CoC Committee meetings.

All projects: CoC meeting attendance report
Total number of CoC plenary meetings at which project was represented between July 2016 and June 2017.

System Improvement 2
Extent to which the applicant has participated in Coordinated Entry planning and implementation.

All projects: Coordinated Entry Supplement
Review supplemental material and CoC staff verification from CES referral records. HMIS and CES-SSO: Automatic 5 points

System Improvement 3
Extent to which the applicant has committed to voluntary reallocation to improve CoC performance.

Renewals ONLY: Reallocation letters received by CoC Coordinator, GIW
Amount of ARA committed to reallocation / Total ARA

Points Possible for Alignment with Priorities – Projects serving youth and households with children
55  55  55  55  45  45  45

Points Possible for Alignment with Priorities – All other projects
45  45  15  15  45  45  35  35  10  10

Project Management

Evaluation Criteria | Data Source | Calculation/Definition | Renewal | Expansion | New (Non-expansion)
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Experience</td>
<td></td>
<td>Extent to which the applicant has demonstrated the ability to administer the project (or a similar project) for successful outcomes.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renewal/Exp: GIW, Project Review and Scoring Tool, App 3B.1</td>
<td></td>
<td>Renewal/Expansion: Experience (1/2pt) - Applicant has any grant number on GIW than ends in a number &gt; 3. (Adjustments made for renewals with multi-year grant terms, e.g. S+C) Outcomes (2/3pt) – Associated renewal project scores at least 2/3 of points available in applicable performance measures on Scoring tool New projects: Experience and capacity described adequately in app 2B.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## HMIS Data Quality
Extent to which the applicant demonstrates commitment and ability to ensure HMIS data quality for the project.

| Renewals/Expansion ONLY: | 0640 HUD Data Quality Framework report | Count the number of measures that met the standard. | 5 | 5 | 5 | 5 |

## Fund Management 1
Extent to which the applicant demonstrates ability to manage federal funds (e.g. timeliness, eligible expenses, recaptured funds).

| Renewals/Exp: eLOCCS draw report(s) New projects: App 2B.2-4; if available, agency financial policies or progress/monitoring report from other federal grant. | Renewals/Exp: At least 4 draws at regular intervals in most recent 12 months. New projects: Evidence of knowledge of and commitment to standards for managing federal funds in narrative. If available, documentation from policies or another federal grant with regular draws. | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |

## Fund Management 2
Extent to which the applicant utilizes the HUD CoC funds awarded to it.

| Renewal/Exp ONLY: App 2B eLOCCS draw report(s), HUD Field Office finance reports, FY2015/FY2016 awards | Renewal/Exp: Total recaptured funds (balance)/Total award. Verify with App 2B | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |

## Points Possible for Project Management
| 20 | 20 | 15 | 15 | 20 | 20 | 15 | 15 | 10 | 10 | 10 | 10 | 10 |

### Housing Project Performance

#### Evaluation Criteria

<table>
<thead>
<tr>
<th>Data Source</th>
<th>Calculation/Definition</th>
<th>Renewal</th>
<th>Expansion</th>
<th>New (Non-expansion)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>PSH</td>
<td>RRH</td>
<td>SSO/CES</td>
</tr>
<tr>
<td><strong>Bed Utilization</strong> Extent to which the project has ensured utilization of beds by eligible participants.</td>
<td>Renewal/Exp ONLY: APR 7b and App 4B.2b</td>
<td>APR 7b Average number of persons served each night (Total) / App 4B.2b</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td><strong>Income 1: Non-cash</strong> The percentage of project’s adult participants (stayers and leavers) with non-cash mainstream benefits</td>
<td>Renewal/Exp ONLY: APR 20b</td>
<td>Total “Adults with 1+ Sources” in APR 20b leavers and stayers / Total Adults in 20b</td>
<td>5</td>
<td>5</td>
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<tr>
<td><strong>Income 2: Cash</strong> The percentage of project’s adult participants who have cash income at exit.</td>
<td>Renewal/Exp ONLY: APR 18</td>
<td>Total “Adults with 1+ Sources” in APR 18 leavers and stayers / Total Adult leavers in 18</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

---

Page 3 of 4
## Housing Stability
Extent to which project participants have maintained permanent housing after 6 months.

Renewals/Exp ONLY: APR 22a1

| RRH: Only score 6 month outcome. Total persons in APR 22a1 lines 5-10 / Total persons in APR 22a1 | 5 5 | 5 5 |
| PSH: 6mo = Total persons in APR 22a1 lines 5-10 / Total persons in APR 22a1 | | |
| 12 mo = Total persons in APR 22a1 lines 6-10 / Total persons in APR 22a1 | | |
| PSH projects that do not meet both standards in a category may only claim points up to the lower outcome category. Example: A project that has 88% stability at 6 months and 75% at 12 months earns 2 points. | | |

## Returns to Homelessness
Extent to which project participants have exited to permanent housing destinations.

Renewals/Exp ONLY: HMIS report “returns to homelessness”

| TBD – Waiting on report from ICA | 5 5 | 5 5 |

## Points Possible for Housing Performance

| 25 25 25 25 |

## TOTAL POINTS POSSIBLE FROM ALL SECTIONS

| Renewal | Expansion | New (Non-expansion) |
| PSH | RRH | SSO | CES | HMIS | PSH | RRH | SSO | CES | HMIS | PSH | RRH | TH | SSO | CES | HMIS |
| Points Possible – Projects serving youth and households with children | 100 | 100 | 100 | 55 | 55 | 55 |
| Points Possible – All other projects | 85 | 85 | 30 | 30 | 45 | 45 | 30 | 45 | 45 | 45 | 20 | 20 |

## Tie-breaker for PSH and RRH project applications:

### Fund Management 3
Extent to which the project demonstrates a reasonable cost per successful outcome relative to other similar projects.

| Housing Projects ONLY: Project Evaluation and Scoring tool | 0.5 0.5 | 0.5 0.5 | 0.5 0.5 |
| PSH Projects: (Current HUD CoC request + Match) / (Number of Leavers to PH + Number of Stayers) | | |
| RRH Projects: (Current HUD CoC request + Match) / Number of Leavers to PH | | |