

## Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (\*), which are mandatory and require a response.

## **1A. Continuum of Care (CoC) Identification**

### **Instructions:**

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

#### **Resources:**

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**1A-1. CoC Name and Number:** MN-511 - Southwest Minnesota CoC

**1A-2. Collaborative Applicant Name:** Southwest Minnesota Housing Partnership

**1A-3. CoC Designation:** CA

**1A-4. HMIS Lead:** Institute for Community Alliances

## 1B. Continuum of Care (CoC) Engagement

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**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

### 1B-1. CoC Meeting Participants.

For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:

1. participated in CoC meetings;
2. voted, including selecting CoC Board members; and
3. participated in the CoC's coordinated entry system.

Organization/Person	Participates in CoC Meetings	Votes, including selecting CoC Board Members	Participates in Coordinated Entry System
Local Government Staff/Officials	Yes	No	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	No	Yes
Local Jail(s)	Yes	No	Yes
Hospital(s)	No	No	Yes
EMS/Crisis Response Team(s)	Yes	Yes	Yes
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	No	No	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Disability Service Organizations	Yes	No	Yes
Disability Advocates	Yes	No	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Not Applicable	No	No

Youth Advocates	Yes	Yes	Yes
School Administrators/Homeless Liaisons	No	No	Yes
CoC Funded Victim Service Providers	Not Applicable	No	No
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Domestic Violence Advocates	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	No	No	Yes
LGBT Service Organizations	Not Applicable	No	No
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	No	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Mental Illness Advocates	Yes	Yes	Yes
Substance Abuse Advocates	No	No	Yes
Other:(limit 50 characters)			
Veteran Service Organizations	Yes	Yes	Yes
Employment Assistance Agencies	Yes	No	Yes
HMIS State System Administrator	Yes	Yes	Yes

### 1B-1a. CoC's Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.

**Applicants must describe how the CoC:**

- 1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;**
- 2. communicates information during public meetings or other forums the CoC uses to solicit public information;**
- 3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and**
- 4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF.**  
**(limit 2,000 characters)**

1. In addition to monthly CoC meetings (which can be joined in-person, or by phone and GoToMeeting) two sub-regional planning groups, also filled with a variety of stakeholders (from food shelves to law enforcement), meet quarterly. Information about the CoC is shared with these groups and opinions are gathered by this CoC Coordinator. Another CoC Subcommittee, the Mental Health Governing Board, meets monthly and the opinions of this group regarding housing those with mental health issues is gathered and shared at CoC meetings.

2. The CoC sends out press releases about our homelessness statistics and group accomplishments. In April of 2019, a public forum to acknowledge our ending of chronic homelessness took place. The Minneapolis HUD Field Office Director, the Lieutenant Governor, the head of MN Human Services and the MN Housing Finance Agency and other state leaders were present. It included a

public forum with case managers and a formerly homeless family. local newspapers and the local cable TV channel covered the event. Also this year a collaboration put on a play about regional homelessness ("A Prairie Homeless Companion") in our four largest cities. Over 300 community members attended and contributed during post-play discussion sessions. Furthermore, 111 area stakeholders receive regular emails from this CoC Coordinator and are invited to contribute opinions via online surveys, open meetings, phone and email. Lastly, the CoC provides funds to cover transportation, time and child care to homeless or formerly homeless persons to participate in CoC meetings.

3. All input coming from CoC members and the general public is taken into consideration when making decisions about how our Coordinated Entry System can best respond to homelessness in each of our communities.
4. Personalized arrangements are made for communication for those with disabilities and official CoC documents are available in PDF formats.

#### **1B-2. Open Invitation for New Members.**

**Applicants must describe:**

- 1. the invitation process;**
  - 2. how the CoC communicates the invitation process to solicit new members;**
  - 3. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;**
  - 4. how often the CoC solicits new members; and**
  - 5. any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.**
- (limit 2,000 characters)**

The CoC's Invitation Process starts with an announcement at the beginning of January in the regions four largest newspapers: "The Southwest Minnesota Continuum of Care is a regional planning group working to prevent and end homelessness. Our annual meeting will be on Thursday, January 10 from 10 – 12 in Willmar or via phone/GoToMeeting [details inserted]. On the agenda are the January 23 Point-in-Time Homelessness Count, Our Annual Calendar, Our new Landlord Risk Mitigation Fund, Committee Updates, our 2019 Governing Board Members, etc. For further information, email [justinv@swmhp.org](mailto:justinv@swmhp.org)." This is also posted on the CoC's Facebook page.

Also in early January of each year customized invitations are emailed to law enforcement, substance abuse service organizations, hospitals, city and county law makers, school homeless liaisons and other stakeholders. Members of these groups are invited to participate in the CoC process, come to the January annual meeting (and future meetings) and assist with the PIT count.

This year we were able to also invite new members to join at our Ending Chronic Homelessness event and in the newspaper article about the event. Additionally, the over 300 community members who attended our four "Prairie Homelessness Companion" play performances were invited to join our CoC. Lastly, the CoC's Facebook page, launched in 2018, has a growing number of people following our work (currently 36).

All of these invitations, combined with the ability to join meetings via phone and GoToMeeting (instead of driving long distances) has led to increased participation in CoC meetings and a 10% increase in our CoC's listserv.

At least annually, CoC members are reminded that homeless and formerly homeless people (e.g. clients) are encouraged to attend CoC meetings and that a stipend to cover time, transportation and childcare involved in meeting attendance is available. The CoC currently has a formerly homeless person on its Governing Board.

### **1B-3. Public Notification for Proposals from Organizations Not Previously Funded.**

**Applicants must describe:**

- 1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;**
  - 2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;**
  - 3. the date(s) the CoC publicly announced it was open to proposal;**
  - 4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and**
  - 5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding.**
- (limit 2,000 characters)**

On 7/10/19, this CoC Coordinator emailed the 111 people on the CoC email list: "Call for Projects\*/

Anuncio de fondos disponibles\*\*

\*All questions regarding this email can be addressed to Justin Vorbach, SW MN CoC Coordinator at justinv@swmhp.org or (507) 530-2942.

\*\*Si desea ver este mensaje en español, comuníquese con Justin Vorbach al 507-530-2942 [Bilingual English & Spanish]

The Southwest Minnesota Continuum of Care (MN-511) is seeking project applicants for FY 2019 funding via the U.S. Department of Housing and Urban Development (HUD) Continuum of Care Program competition. HUD released its Notice of Funding Availability (NOFA) for FY2019 Continuum of Care Program Competition (FR-6300-N-25) on July 3, 2019.

The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those

experiencing homelessness.

This Call for Projects advises all potential applicants of the general requirements that must be met in any project application for consideration of submission to HUD through the Southwest Minnesota Continuum of Care (CoC) Local Competition.”

The email then describes the total amounts of funding available per category, eligible project component types, how projects will be scored and ranked to determine if they will be included (with link to scoring rubric), and the deadline for project application submission.

The announcement was posted on the CoC’s webpage in PDF format including contact information if questions.

## 1C. Continuum of Care (CoC) Coordination

### Instructions:

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### 1C-1. CoCs Coordination, Planning, and Operation of Projects.

**Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.**

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Not Applicable
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Funding Collaboratives	No
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Not Applicable
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Not Applicable
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
Mental Health Housing Program Providers	Yes



Domestic Violence Service Agencies	Yes
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## **1C-2. CoC Consultation with ESG Program Recipients.**

**Applicants must describe how the CoC:**  
**1. consulted with ESG Program recipients in planning and allocating ESG funds;**  
**2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and**  
**3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.**  
**(limit 2,000 characters)**

(1) Regarding consulting with ESG Program recipients in planning and allocating ESG funds, this CoC Coordinator and the CoC Board Chair participate in each quarterly Homeless and Hunger Task Force Meeting. At each meeting we check in on ESG grant expenditure and performance. These meetings provide an opportunity for the CoC to review clients served, spending rates, performance and outcomes.

When the regional ESG grant recipients go to apply to the State of Minnesota every two years to renew ESG funding, the CoC Coordinator, CoC Governing Board chair, and other CoC members have an opportunity to give input regarding proposals for the grant plans and ESG allocation decisions.

(2) Regarding participation in the evaluating and reporting performance of ESG Program recipients, the State's competitive Request For Proposal (RFP) process for ESG funds includes representative(s) from each CoC who participate in the evaluation of ESG applications for funding. This review process, along with additional RFP meetings, provides an opportunity for meaningful CoC input in the allocation of ESG funds in each regions.

(3) The state's Continuum of Care regions use their HMIS State System Administrator (Institute for Community Alliances) to collect and report annual Point in Time (PIT) and Housing Inventory Count data (HIC) for all regions in the State. In coordination with the HMIS Administrator, each CoC region provided PIT and HIC data to the State which incorporated it throughout the Consolidated Plan's Needs Assessment and Market Analysis sections. The data was also a frequent source of discussion at public Consolidated Plan hearings.

Additional local homeless information (such as market housing trends, rental and transportation barriers) was provided by CoC members through public hearings, written comments, and directly to State staff who regularly attend CoC meeting across the state.

### **1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions.**

Yes to both

**Applicants must indicate whether the CoC provided Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the**

**Consolidated Plan jurisdictions within its geographic area.**

**1C-2b. Providing Other Data to Consolidated Plan Jurisdictions.** Yes

**Applicants must indicate whether the CoC ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan updates.**

**1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.**

**Applicants must describe:**

- 1. the CoC's protocols, including protocols for coordinated entry and the CoC's emergency transfer plan, that prioritize safety and incorporate trauma-informed, victim-centered services; and**
- 2. how the CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality.**  
**(limit 2,000 characters)**

1. This CoC's protocols, that prioritize safety and incorporate trauma-informed, victim-centered services are as follows:

- a) Having an annual CoC-wide training on best practices in serving victims of domestic violence which covers trauma-informed care and a victim-centered model.
- b) Ensuring that housing case managers are familiar with Minnesota State Law "504B.206 RIGHT OF VICTIMS OF VIOLENCE TO TERMINATE LEASE."
- c) Currently, our largest PHA, which administers two of our HUD grants, has had an Emergency Transfer Plan in place for two years. They are currently working with all of our other CoC housing programs to adopt and integrate an emergency transfer plan into their housing programs. We are using a Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking that is taken from [www.hud.gov](http://www.hud.gov) and is in compliance with the VAWA.

2. This CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality as follows:

- a. Having a Coordinated Entry Policy which states, "Clients always have choice in their housing placement and always have the right to refuse a referral."
- b. Not allowing our DV agencies to use HMIS and giving clients at all of our CoC agencies the option to still receive services without sharing their data.
- c. Having clients to choose which counties in the CoC they want to be considered for regarding housing vouchers and fixed-site units.
- d. Allowing clients to choose to be added to the Priority Lists of other Minnesota Continuums of Care if they want to leave the region.
- e. Having a Coordinated Entry Policy which states: "Data that will not be shared: Mental Health or medical case notes; Police Reports; Hospital or inpatient treatment records; Any information that would violate HIPPA or VAWA"

regulations; and anything the client requests NOT be shared.”

### **1C-3a. Training–Best Practices in Serving DV Survivors.**

**Applicants must describe how the CoC coordinates with victim services providers to provide training, at least on an annual basis, for:**

- 1. CoC area project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence; and**
  - 2. Coordinated Entry staff that addresses safety and best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence.**
- (limit 2,000 characters)**

It is this CoC’s policy to annually provide training to CoC project and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking. In 2019, the training took place on September 11. The presenters were staff from our CoC’s DV agencies who work with victims of domestic violence, dating violence, stalking, sexual assault, trafficking, and/or sexual exploitation. Their agencies are integrated into the coordinated entry system and are collaborating with our new DV RRH grantee. Topics covered included: trauma informed care, intake & screening, orders for protection / restraining orders, staff safety, client safety, client safety planning, shelter safety, and intruders. The grantee for our new DV-RRH grant, our largest community action agency, is collaborating with our DV agencies to serve program clients. This will provide ongoing “on the job” training for the community action housing case managers.

Also, agencies who serve as the coordinated entry point for DV victims in this CoC have regular trainings on best practices for serving victims of DV. Safe Avenues, which runs the southwest Minnesota shelter for victims of domestic violence, dating violence, sexual assault, and stalking, provides trainings at their Monthly Advocacy Meeting and at monthly staff meetings.

Another of our DV agencies, the Southwest Crisis Center, is offering ten days of open, free training in October 2019. Topics include: Advocacy Skills, Ethics in Advocacy, Medical Forensic Exam, Vicarious Trauma, Youth Advocacy, Privilege and Oppression, Spectrum of Sexual Violence, Dynamics of Healing, Criminal Legal Advocacy, The Battered Women’s Movement, Distinct Populations, Batterer’s Tactics and Effective Advocacy.

Finally, a DV agency staff is on our CoC’s Governing Board and provides victim-focused input and perspective as our CoC develops and improves our policies and procedures.

### **1C-3b. Domestic Violence–Community Need Data.**

**Applicants must describe how the CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking.**  
**(limit 2,000 characters)**

This CoC has 18 counties that cover 12,000 square miles. There are four agencies serving survivors of domestic violence, dating violence, sexual assault, and stalking: Southwest Crisis Center, McLeod Alliance for Victims of Domestic Violence, WoMen's Rural Advocacy Program, Safe Avenues, and the McLeod Alliance for Victims of Domestic Violence. The first uses Apricot Software for their client database and the second is in training to begin using Apricot this year. The third and fourth have created their own secure digital client databases.

All for agencies provide de-identified aggregate data to the CoC throughout the year which is shared at CoC meetings. The Safe Avenues case worker who is on this CoC's Governing Board is able to help members understand the data. Data includes county-by-county numbers of adults served in emergency shelter, number of children served, client gender, household size, and number of those served who faced stalking, human trafficking, and/or sexual violence. This data, which shows the extent of the need in each county, the number of adults and children per household, and county-by-county service numbers and need, has helped us plan and design our Domestic Violence Rapid Rehousing (DVRRH) Grant in the FY2018 Competition and our FY2019 DVRRH expansion project. Preparation for the launch of our FY2018 DVRRH grant has brought our DV Agencies and our largest CoC-grantee (United Community Action Agency) closer together. We have had multiple meeting to prepare for our collaboration which will help all parties better serve those facing homelessness due to domestic violence.

**\*1C-4. PHAs within CoC. Attachments Required.**

**Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC's geographic area.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On
Worthington HRA	5.00%	Yes-Both	Yes-HCV
Kandiyohi County HRA	33.00%	No	No

**1C-4a. PHAs' Written Policies on Homeless Admission Preferences.**

**Applicants must:**

**1. provide the steps the CoC has taken, with the two largest PHAs within the CoC's geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference—if the CoC only has one PHA within its geographic area, applicants may respond for one; or**

**2. state that the CoC does not work with the PHAs in its geographic area. (limit 2,000 characters)**

The two largest PHAs in this CoC are the Worthington HRA and the Kandiyohi

County HRA (KCHRA). The first has a homeless admissions preference and has begun a Moving On initiative with the CoC. The second has not yet adopted a Homeless Admissions Preference but are very close. I believe that they are close for the following reasons:

- 1.They are currently on the CoC Governing Board
- 2.They currently administer two HUD grants and have applied for a bonus grant in each of the last three years. One grant provides scattered-site rental assistance in all 18 CoC counties and the other supportive services.
- 3.They participate in weekly CoC Coordinated Entry Case Management meetings.
- 4.They are the property managers for Country View Place, a six-unit development for formerly homeless families and Westwind Townhomes where six of thirty units are set aside for permanent supportive housing for high-need homeless families.
- 5.They are the property managers for a new apartment development which includes five permanent supportive housing units.
- 6.They were active participants in the CoC's Moving On Initiative and the executive director has said that once some other projects are up and running they will likely participate by offering priority for Section 8 vouchers to those in PSH who are ready and willing to "Move Up."

Given their strong efforts in addressing regional homelessness, and their understanding of the extent of the issue, this CoC Coordinator believes that the KCHRA is close to adopting a Homeless Admissions Preference for their Section 8 vouchers and possibly for their Public Housing units. The challenge is to get a majority of KCHRA board members to support this. This CoC coordinator is working with the KCHRA Executive Director to get this topic on a KCHRA Board Meeting Agenda for a presentation on the benefits of adopting a homeless preference policy. After the presentation, the hope is that the Board will move to implement such a policy.

#### **1C-4b. Moving On Strategy with Affordable Housing Providers.**

**Applicants must indicate whether the CoC has a Moving On Strategy with affordable housing providers in its jurisdiction.**

Yes

**If "Yes" is selected above, describe the type of provider, for example, multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs. (limit 1,000 characters)**

In 2019, in consultation with the Minneapolis HUD Field Office, this CoC began a Moving On initiative with the largest PHA in the CoC: the Worthington MN Housing and Redevelopment Authority. The HRA has about 269 Section 8 Vouchers that can be used in seven of this CoC's 18 counties. If a Permanent Supportive Housing household meets certain criteria, and the client chooses to move from PSH to rental assistance without case management, and the landlord is open to taking a Section 8 voucher, the Worthington HRA offers the household the next available Section 8 Voucher. A description of the program is found here: <http://www.swmhp.org/assets/uploads/2019/09/SW-MN-CoC-Move-Up-Pilot-Description-and-Application-Form.pdf>. Once this happens, a PSH unit is made available for a currently homeless household. Planning for the initiative also included a similar program with the Kandiyohi County HRA.

This HRA is interested in a Section 8 Moving On initiative, but wants to wait until 2020.

### **1C-5. Protecting Against Discrimination.**

**Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing.  
(limit 2,000 characters)**

This CoCs' has taken the following actions to address all forms of discrimination, such as discrimination based on any protected classes under the fair housing act.

a. Marketing to landlords and clients the use of [www.housinglink.org](http://www.housinglink.org) as the free, centralized clearinghouse for advertising unit vacancies, housing search, and finding resources and guidance to regarding accessibility, fair housing, and landlord-tenant relations. Housing Link is a Minnesota non-profit serving the entire state. Printed and online information about the site are available via brochure throughout the CoC's entire geographic area and via our coordinated entry website. [www.housinglink.org](http://www.housinglink.org) offers videos on fair housing in English, Spanish, Somali and Hmong, the four most used languages in this CoC. Once a year a Housing Link expert presents a training to our CoC on Fair Housing and Equal Access.

b. Listing county-by-county resources for legal aid help via the CoC's Coordinated Entry website ([www.swmnhousinghelp.org](http://www.swmnhousinghelp.org)) and 211 phone system.

c. Making available at our intake sites the MN Attorney General's booklet: "Landlords and Tenants: Rights and Responsibilities."

d. This CoC's Anti-discrimination Policy forbids project discrimination based on:

- Age
- Race
- Gender
- Color
- Religion
- Sex
- Disability
- Familial Status
- National Origin
- Creed
- Sexual or Affectional Orientation
- Marital Status
- Receipt of Public Assistance

This CoC communicated effectively with persons with disabilities and limited English proficiency regarding fair housing strategy by

1. Having CoC Coordinated Entry intake staff who speak English, Spanish, Hmong, and Somali
2. Having phone translation services in other languages can be provided as needed via the Minnesota Department of Human Services.
3. Having all intake sites be wheelchair and providing access to wheelchair accessible busing

the four largest cities in the CoC.

**\*1C-5a. Anti-Discrimination Policy and Training.**

**Applicants must indicate whether the CoC implemented an anti-discrimination policy and conduct training:**

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively address discrimination based on any protected class under the Fair Housing Act?	Yes
3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing?	Yes

**\*1C-6. Criminalization of Homelessness.**

**Applicants must select all that apply that describe the strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area.**

1. Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
2. Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
3. Engaged/educated local business leaders:	<input type="checkbox"/>
4. Implemented communitywide plans:	<input type="checkbox"/>
5. No strategies have been implemented:	<input type="checkbox"/>
6. Other:(limit 50 characters)	
Minimized Unsheltered Persons (six in 2019 PIT)	<input checked="" type="checkbox"/>
Landlord Engagement	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

**1C-7. Centralized or Coordinated Assessment System. Attachment Required.**

**Applicants must:**  
1. demonstrate the coordinated entry system covers the entire CoC geographic area;  
2. demonstrate the coordinated entry system reaches people who are least likely to apply for homelessness assistance in the absence of special outreach; and

**3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner.  
(limit 2,000 characters)**

(1) The CoC has a coordinated entry system that covers all 12,000 square miles and 18 counties of the CoC's geographic area. The CoC offers a 211 number which is staffed 24 hours a day where people can call and be directed to the intake point for their county based on their situation (e.g. facing homelessness or imminent homelessness due to domestic violence, foreclosure, youth facing homelessness, or all others). This information is also advertised on a user-friendly website ([www.swmnhousinghelp.org](http://www.swmnhousinghelp.org)) where a maps allows clients to click on their county and find the appropriate entry point. The 211 and website is advertised at food shelves, county human and family services, laundromats, thrift stores, police stations, community action agencies in all 18 of the CoC's counties.

(2) CoC data shows that the growing Hispanic, Hmong and Somali populations in our region are least likely to apply for homelessness assistance in the absence of special outreach. Therefore, the CoC's Coordinated Entry System is advertised in English, Spanish, Somali and Hmong. The CoC has staff available to speak these languages to do intake and assessment.

(3) The CoC's Assessment Tool, the VI-SPDAT, prioritizes people who are unsheltered, have the longest lengths of homelessness, are medically vulnerable, have law enforcement involvement or legal issues, have a physical or mental disability, are fleeing domestic violence, have the lowest incomes, and/or have chemical dependency issues. Those facing the most of these challenges are prioritized for housing and supportive services. Our average length of time homeless for those in ES and SH is 18 days.



## 1D. Continuum of Care (CoC) Discharge Planning

### Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

#### Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

### 1D-1. Discharge Planning Coordination.

**Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).**

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

## 1E. Local CoC Competition

### Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

#### Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

### **\*1E-1. Local CoC Competition–Announcement, Established Deadline, Applicant Notifications. Attachments Required.**

**Applicants must indicate whether the CoC:**

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition;	Yes
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline;	Yes
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline; and	Yes
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline.	Yes

### **1E-2. Project Review and Ranking–Objective Criteria.**

**Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:**

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);	Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and	Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served.	

**Applicants must select Yes or No for all of the responses in 1E-2.**

### **1E-3. Project Review and Ranking–Severity of Needs and Vulnerabilities.**

**Applicants must describe:**

- 1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and**
  - 2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.**
- (limit 2,000 characters)**

1. During the project ranking process, the CoC considers: (1) % of beds dedicated to the chronically homeless; (2) % of units for HH with children (3) use of a Housing First model. For 2019, we have added a fourth criteria: “% of referrals received through coordinated entry.”
2. Projects can receive up to 140 on the CoC ranking scoring sheet.
  - a. Up to 15 points can be earned for % of beds dedicated to the chronically homeless (76-100% = 15 points, 51-75% = 10 points, 1-50% = 5 points, 0% = 0 points).
  - b. Up to 15 can also be earned for % of units for households with children (76-100% = 15 points, 51-75% = 10 points, 1-50% = 5 points, 0% = 0 points)
  - c. Up to 10 points can be earned for use of a housing first model (Y = 10 points, N = 5 points).
  - d. 10 points can be scored for % of referrals received through coordinated entry.” (100% = 10 points, Less than 100% = 0 points).

All of our projects take 100% of their referrals through Coordinated Entry. We use a “dynamic prioritization” model. This means that all available housing resources for persons experiencing homeless are flexibly and immediately offered to the individuals who need them most acutely in that moment, regardless of whether the individuals might be better-served in the future by a type of program not presently available to them. The combination of our Coordinated Entry System using dynamic prioritization, and our project ranking highly incentivizing Coordinated Entry participation means that this CoC is doing everything possible to serve those with highest need and vulnerability.

In the spring of 2019, this CoC Coordinator participated in a Coordinated Entry Community of Practice where best practices from systems throughout the county were shared. As a result of this participations our CoC is working on ways to speed up to process of clients obtaining disability documentation so that not only are the most vulnerable served first, but they are also housed more quickly.

### **1E-4. Public Postings–CoC Consolidated Application. Attachment Required.**

**Applicants must:**

- 1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or**
- 2. check 6 if the CoC did not make public the review and ranking process; and**
- 3. indicate how the CoC made public the CoC Consolidated**

**Application—including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected—which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or**

**4. check 6 if the CoC did not make public the CoC Consolidated Application.**

Public Posting of Objective Review and Ranking Process		Public Posting of CoC Consolidated Application including: CoC Application, CoC Priority Listing, Project Listings	
1. Email	<input checked="" type="checkbox"/>	1. Email	<input checked="" type="checkbox"/>
2. Mail	<input checked="" type="checkbox"/>	2. Mail	<input checked="" type="checkbox"/>
3. Advertising in Local Newspaper(s)	<input type="checkbox"/>	3. Advertising in Local Newspaper(s)	<input type="checkbox"/>
4. Advertising on Radio or Television	<input type="checkbox"/>	4. Advertising on Radio or Television	<input type="checkbox"/>
5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>	5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>
6. Did Not Publicly Post Review and Ranking Process	<input type="checkbox"/>	6. Did Not Publicly Post CoC Consolidated Application	<input type="checkbox"/>

#### 1E-5. Reallocation between FY 2015 and FY 2018.

Applicants must report the percentage of the CoC's ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.

Reallocation: 1%

#### 1E-5a. Reallocation—CoC Review of Performance of Existing Projects.

**Applicants must:**

1. describe the CoC written process for reallocation;
  2. indicate whether the CoC approved the reallocation process;
  3. describe how the CoC communicated to all applicants the reallocation process;
  4. describe how the CoC identified projects that were low performing or for which there is less need; and
  5. describe how the CoC determined whether projects that were deemed low performing would be reallocated.
- (limit 2,000 characters)

1. The CoC's written process for reallocation states, "In the months leading up to the release of HUD's CoC Notice of Funding Availability, the CoC coordinator puts potential project applications on CoC meeting agendas. Grants may be

considered for reallocation for any of the following reasons: They have been underutilized and returned money to HUD; They are under-performing; They no longer meet the CoC's Priorities. If reallocation is a possibility, the entire CoC is informed and a request for new project applications is announced."

2. The CoC approved this reallocation process. The process is a section of the CoC's Policies and Procedures which are reviewed, updated as necessary, and approved by the CoC Governing Board at the January CoC meeting each year.

3. The reallocation process is posted on the CoC's website both within the Policies and Procedures and in a separate link labeled, "CoC Rating and Ranking Procedures and CoC Process for Reallocation."

4. The CoC identified projects that were low performing or for which there is less need via biennial site monitoring visits, annual APR reviews, the annual scoring and ranking process which looks at

- Percentage of households who maintain permanent housing for greater than six months or exit transitional housing for permanent housing.

- Percentage of adults who increased income from employment.

- Percentage of adults who increase income from sources other than employment.

- Percentage of grant funds spent.

- Frequency of drawdowns.

- Percentage of beds dedicated for chronically homeless persons.

- Percentage of potential Units for households with children.

- Use of a housing first model

- Percentage of project costs used for administration.

- HMIS data quality in universal data elements.

- Participation in the CoC and Coordinated Entry System.

5. At our August 2019 CoC meeting, the group discussed grant need and performance and came to consensus on grant reallocation.

## DV Bonus

### Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

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**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

### 1F-1 DV Bonus Projects.

**Applicants must indicate whether the CoC is Yes  
requesting DV Bonus projects which are  
included on the CoC Priority Listing:**

**1F-1a. Applicants must indicate the type(s) of project(s) included in the CoC Priority Listing.**

1. PH-RRH	<input checked="" type="checkbox"/>
2. Joint TH/RRH	<input type="checkbox"/>
3. SSO Coordinated Entry	<input type="checkbox"/>

**Applicants must click “Save” after checking SSO Coordinated Entry to view questions 1F-3 and 1F-3a.**

### \*1F-2. Number of Domestic Violence Survivors in CoC’s Geographic Area.

**Applicants must report the number of DV survivors in the CoC’s geographic area that:**

Need Housing or Services	29.00
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the CoC is Currently Serving	150.00
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#### **1F-2a. Local Need for DV Projects.**

**Applicants must describe:**

- 1. how the CoC calculated the number of DV survivors needing housing or service in question 1F-2; and**
  - 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source).**
- (limit 500 characters)**

The # in need of housing and services is based on the percentage of people on the current priority list who are in a household which answered "yes" to the question, "Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced?" The # currently served is based on the % of all HIC beds where the household answered "yes" to the same question. This data is taken from HMIS.

#### **1F-4. PH-RRH and Joint TH and PH-RRH Project Applicant Capacity.**

**Applicants must provide information for each unique project applicant applying for PH-RRH and Joint TH and PH-RRH DV Bonus projects which the CoC is including in its CoC Priority Listing—using the list feature below.**

Applicant Name	DUNS Number
This list contains no items	

## 2A. Homeless Management Information System (HMIS) Implementation

### Intructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

### Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

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**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

### 2A-1. HMIS Vendor Identification. Wellsky

**Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.**

### 2A-2. Bed Coverage Rate Using HIC and HMIS Data.

**Using 2019 HIC and HMIS data, applicants must report by project type:**

Project Type	Total Number of Beds in 2019 HIC	Total Beds Dedicated for DV in 2019 HIC	Total Number of 2019 HIC Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	46	12	34	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	45	0	39	86.67%
Rapid Re-Housing (RRH) beds	116	0	116	100.00%
Permanent Supportive Housing (PSH) beds	157	0	157	100.00%
Other Permanent Housing (OPH) beds	31	0	31	100.00%

### 2A-2a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-2.

**For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-2., applicants must describe:**



**1. steps the CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and  
2. how the CoC will implement the steps described to increase bed coverage to at least 85 percent.  
(limit 2,000 characters)**

Not Applicable. All bed coverage rates are above 84.99%

**\*2A-3. Longitudinal System Analysis (LSA) Submission.**

**Applicants must indicate whether the CoC submitted its LSA data to HUD in HDX 2.0.** Yes

**\*2A-4. HIC HDX Submission Date.**

**Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX).  
(mm/dd/yyyy)** 04/30/2019

## 2B. Continuum of Care (CoC) Point-in-Time Count

### Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

#### Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

**2B-1. PIT Count Date.** 01/23/2019

**Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).**

**2B-2. PIT Count Data–HDX Submission Date.** 04/26/2019

**Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).**

**2B-3. Sheltered PIT Count–Change in Implementation.**

**Applicants must describe:**

**1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**

**2. how the changes affected the CoC's sheltered PIT count results; or**

**3. state "Not Applicable" if there were no changes.  
(limit 2,000 characters)**

1. In collaboration with the HMIS State System Administrator, the following changes in the sheltered count implementation took place from 2018 to 2019.:

a. Added questions to report the total number of people in a household and used this for overall person counts. Last year we relied on tallying up survey responses, which could undercount in cases where not all household members were available to be surveyed.

b. Automated error and duplicate checks (instead of using manual Excel calculations) to improve their accuracy.

c. Observations were included by default rather than on an opt-in basis. However, we ensured that CoCs reviewed observations and excluded any that appeared to be duplicates or of doubtful quality.

2. These changes came from input gathered in meeting with a PIT Redesign Team that included CoC coordinators, agency and state-level representatives. These changes improved the accuracy of the PIT count.

**\*2B-4. Sheltered PIT Count–Changes Due to Presidentially-declared Disaster.**

**Applicants must select whether the CoC added or removed 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 2019 sheltered PIT count.** No

**2B-5. Unsheltered PIT Count–Changes in Implementation.**

**Applicants must describe:**

**1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**

**2. how the changes affected the CoC's unsheltered PIT count results; or**

**3. state "Not Applicable" if there were no changes.  
(limit 2,000 characters)**

1. In collaboration with the HMIS State System Administrator, the following change in the unsheltered count implementation took place from 2018 to 2019:

•Simplified unsheltered chronic homelessness qualifying question series while ensuring it meets PIT standards. We removed Minnesota Long-Term Homeless questions (with Minnesota Heading Home Alliance approval) and reduced the overall number of questions used to qualify.

2. These changes came from input gathered in meeting with a PIT Redesign Team that included CoC coordinators, agency and state-level representatives. These changes improved the accuracy of the PIT count.

**\*2B-6. PIT Count–Identifying Youth Experiencing Homelessness.**

**Applicants must:**

**Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT count.** Yes

## **2B-6a. PIT Count–Involving Youth in Implementation.**

**Applicants must describe how the CoC engaged stakeholders serving youth experiencing homelessness to:**

- 1. plan the 2019 PIT count;**
  - 2. select locations where youth experiencing homelessness are most likely to be identified; and**
  - 3. involve youth in counting during the 2019 PIT count.**
- (limit 2,000 characters)**

(1) There are two homeless youth specific programs in our CoC: (1) Lutheran Social Services (LSS) Homeless Youth Programs and United Community Action Agency's Homeless Youth Act program. Both are represented on our CoC Governing Board and act as entry points for homeless youth in our Coordinated Entry Program.

Both contributed to the planning of our PIT.

(2) The CoC did the following to collect homeless youth information in locations where youth experiencing homelessness are most likely to be identified : (1) LSS engaged in their street outreach at parks and malls in the largest city in our CoC; (2) all school homeless liaisons, county social workers and law enforcement were engaged in the PIT count across the CoC's entire geography; and (3) intake points for non-HMIS service-based count included the Nobles County Integration Collaborative, a program that focuses on serving youth of diverse cultural backgrounds.

(3) CoC involved youth experiencing homelessness were involved in counting during the 2019 PIT as follows: The Lutheran Social Services Youth Programs Street Outreach Team is informed by current clients about where homeless youth can be found in the region.

## **2B-7. PIT Count–Improvements to Implementation.**

**Applicants must describe the CoC's actions implemented in its 2019 PIT count to better count:**

- 1. individuals and families experiencing chronic homelessness;**
  - 2. families with children experiencing homelessness; and**
  - 3. Veterans experiencing homelessness.**
- (limit 2,000 characters)**

In 2019, this CoC was for the second time able to use HMIS-based Coordinated Entry assessment data in the PIT Count. Building on what was learned from the 2018 Count, all parties received training and clearer written directions which led to more-accurate data. For the non-HMIS clients (e.g. unsheltered or in Domestic Violence Shelter) improvements were realized by having the paper questionnaire exactly match the online form where the data was collected, which was not the case in the 2018 count.

All experiencing homelessness and seeking TH, RRH, and PSH assistance have answered supplemental questions which, among many data points, collected in-depth information about homelessness history and chronicity, family composition and veteran status. Through a combination of this rigorous assessment combined with weekly HMIS data and Priority List updates, this CoC was better able to count these three sub-populations.

As always, every possible agency that might engage with these populations was trained and participated in the count: law enforcement, food shelves, school homeless liaisons, county social workers, DV agencies, community action agencies, homeless youth agencies, Veteran Service Officers (one per each of the CoC's 18 counties), the MN Assistance Council for Veterans, churches, etc.

Our results have been very positive.

1. In April of 2019, this CoC was recognized by HUD for becoming the fourth Continuum of Care to have functionally ended chronic homelessness!
2. The number of PIT-count children under 18 experiencing homelessness numbered 35 in a total of 20 households with children.
3. In 2017, this CoC was recognized by the USICH as having ended veteran homelessness, the first MN CoC to do so. In 2019, two veterans were counted on the night of the PIT Count, one in transitional housing and one unsheltered.

## 3A. Continuum of Care (CoC) System Performance

### Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

#### Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

### \*3A-1. First Time Homeless as Reported in HDX.

**Applicants must:**

Report the Number of First Time Homeless as Reported in HDX.
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### 3A-1a. First Time Homeless Risk Factors.

**Applicants must:**

**1. describe the process the CoC developed to identify risk factors the CoC uses to identify persons becoming homeless for the first time;**  
**2. describe the CoC's strategy to address individuals and families at risk of becoming homeless; and**  
**3. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time.**  
**(limit 2,000 characters)**

1. Processes used to identify risk factors for first-time homelessness include: (1) communication with hospitals, foster care, mental health and corrections about people who are at risk of being discharged into homelessness and how this can be prevented and; (2) having MN's Homeless Prevention and Assistance Program (HPAP = \$500,000/year for 2019 & 2010 in this CoC) providers on the CoC's Governing Board and providing the CoC data on causes of housing crises. The HPAP program covers the CoC's entire geography. Data from the HPAP grant is reviewed and discussed quarterly at the CoC's Homeless and Hunger Task Force subcommittee meeting. This CoC Coordinator and the CoC Governing Board chair attend these meetings. At

every monthly CoC meeting, the HPAP grant is on the agenda and discussed.

2. Prevention is done first by advertising (in English, Spanish, Somali and Hmong) that the CoC's Coordinated Entry System is for both those at risk of becoming homeless and those already experiencing homelessness. Public advertising is done by radio, newspapers, and hundreds of flyers in the CoC's restaurants, food shelves, laundry mats etc. Agencies, including hospitals, foster care, mental health and corrections, are kept informed of Coordinated Entry Prevention intake sites. Both prevention and assistance resources are placed within each coordinated entry intake point and a statewide common prevention assessment tool is used in HMIS. Law enforcement, schools, workforce centers, DV programs, mental health programs, substance abuse programs in addition to housing resource programs all direct those at risk for homelessness to the CoC's intake points for prevention and diversion assistance.

3. The CoC Coordinator, working closely with the Homeless Prevention Assistance Program grantee, sub-grantees, and the grant oversight committee (the CoC's Homeless and Hunger Task Force) is responsible for reducing first-time homelessness in this CoC's entire geography.

**\*3A-2. Length of Time Homeless as Reported in HDX.**

**Applicants must:**

Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.
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**3A-2a. Strategy to Reduce Length of Time Homeless.**

**Applicants must:**

- 1. describe the CoC's strategy to reduce the length of time individuals and persons in families remain homeless;**
  - 2. describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and**
  - 3. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.**
- (limit 2,000 characters)**

1. The CoC's strategy to reduce the length-of-time individuals and families remain homeless includes: having a well-advertised Coordinated Entry system that covers the CoC's entire geography; advertising the system in English, Spanish, Hmong and Somali and offering services in these languages; using Housing First for all Rapid Rehousing and Permanent Supportive Housing Programs which helps to minimize barriers and delays to accessing PSH; using an common assessment tool; prioritizing our Chronic and Family PSH programs in the CoC's ranking process; providing presentations to area landlords, PHA/HRAs, and School Homeless Liaisons about CoC resources and Coordinated Entry; having a CoC-wide non-discrimination policy; providing ongoing Coordinated Entry, HMIS, Domestic Violence, Trauma-Informed Care trainings to CoC staff to maximize Coordinated Entry efficiency; continually monitoring grant performance and considering reallocation of funds based on performance and need data; and effectively using diversion/problem solving,

RRH and PSH.

2. This CoC identifies and houses individuals and persons in families with the longest lengths of time homeless through its common assessment tool and process (the Vulnerability Index – Service Prioritization Decision Assistance Tool combined with local supplemental questions) and stores and shares (with client permission) assessment data in HMIS. Priority Lists, showing length of time homeless, are pulled from HMIS at least weekly and reviewed in CoC-wide online/phone case management meetings.

3. This CoC Coordinator, working in consultation with the CoC / Coordinated Entry Governing Board, is responsible for the strategy to rapidly rehouse individuals and families with children and to reduce the length of time individuals and families remain homeless. This process has led to the CoC being recognized by HUD and USICH as the fourth Continuum of Care to have ended chronic homelessness.

**\*3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX.**

**Applicants must:**

	Percentage
1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.	76%
2. Report the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	91%

**3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.**

**Applicants must:**

1. describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
2. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
3. describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations; and
4. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.

**(limit 2,000 characters)**

1. The CoC's strategy to increase the rate at which individuals and persons in



families in ES, SH, TH and RRH exit to permanent housing destinations include continuing the following practices: using this System Performance Measure as a factor on our project ranking scoring form; continuing to reallocate money from underperforming grants to fund more and higher-performing PSH grants; employing high-performing case managers who are trained in HMIS, diversion/problem solving, best-practices in serving the DV community, trauma-informed care, housing first, the CoC's non-discrimination policy, and employment and income resources; improving our Coordinated Entry system so as to match clients with the most appropriate housing outcomes; increasing HMIS bed coverage to improve Coordinated Entry System efficiency, presenting to and building relationships with landlords, PHAs/HRAs, and school homeless liaisons about the CoC and Coordinated Entry, and working with a local foundation to implement a landlord risk mitigation fund in October of 2019.

2. This CoC Coordinator, working in consultation with the CoC's Governing Board, is responsible for overseeing this strategy.

3. The CoC's strategy to increase the rate at which individuals and persons in families in PH projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations, includes continuing the following: implementation of a Moving Up initiative, working with PHA/HRAs, and landlords/property managers so as to know of all potential vacancies; employing and training competent case managers who are informed of community resources and assist clients finding employment, unearned income, and all relevant health and community resources to maximize their housing stability.

4. This CoC Coordinator, working in consultation with the CoC's Governing Board, is responsible for overseeing this strategy.

#### **\*3A-4. Returns to Homelessness as Reported in HDX.**

##### **Applicants must:**

	Percentage
1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.	4%
2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.	1%

#### **3A-4a. Returns to Homelessness–CoC Strategy to Reduce Rate.**

##### **Applicants must:**

1. describe the strategy the CoC has implemented to identify individuals and persons in families who return to homelessness;

2. describe the CoC's strategy to reduce the rate of additional returns to homelessness; and

3. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families return to homelessness.  
(limit 2,000 characters)

1. The CoC identifies common traits of individuals and persons in families who return to homelessness via the HMIS ServicePoint 054 Returns to

Homelessness Report described here: <https://hmismn.org/wp-content/uploads/MIN-00-SAG-054>Returns-to-Homelessness-Manual-FINAL-v2019.2.pdf>. Annual Performance Reports, which are reviewed by this CoC before submission, also inform the CoC of clients returning to homelessness. Our projects are small enough that when we see that a client has returned to homelessness, we can talk to the client's case manager about what led to that less-than-successful outcome. The CoC also monitors the Coordinated Entry Priority List at least weekly and flags clients who have returned to homelessness and is able to collect data on the factors that led to the return so that it will not be repeated.

2. The CoC's strategy to reduce the rate of additional returns to homelessness: using project level return to homelessness HMIS report data in ranking and considering projects for technical assistance and/or reallocation, continuing to fund and use high-performing, well-trained case managers and provide ongoing training for them; having staff continue to assist clients in finding employment, unearned income, transportation and all relevant health and community resources to maximize their housing stability; continuing to improve our Coordinated Entry system so as to match clients with housing outcomes where they will be most successful; continuing to use statewide HMIS data sharing to best track returns to homelessness; ongoing recruitment and training of landlords to minimize evictions and maximize collaboration.

3. The CoC Coordinator, working with the CoC's Governing Board and Project Performance and Review Committee, is responsible for overseeing the CoC's strategy for reducing returns to homelessness for individuals and persons in families in our 18 county CoC.

### **\*3A-5. Cash Income Changes as Reported in HDX.**

**Applicants must:**

	Percentage
1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.	33%
2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.	15%

### **3A-5a. Increasing Employment Income.**

**Applicants must:**

- 1. describe the CoC's strategy to increase employment income;**
  - 2. describe the CoC's strategy to increase access to employment;**
  - 3. describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and**
  - 4. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase jobs and income from employment.**
- (limit 2,000 characters)**

1. The CoC's strategy to increase employment income all CoC-funded grantees continuing to consult with clients upon entry regarding income and helping those able to work form a plan to increase employment income. In 2019 this CoC Coordinator led a statewide Economic Advancement Workgroup. The group created an Income Advancement Referral Decision Chart that now helps intake, assessment, and case management workers guide clients to, whenever possible, jobs for the unemployed and better-paying jobs for the employed. The group also created a Coordinated Entry Income Planning Checklist which has helped this CoC to systematically identify at what points in the CE process clients will be helped with getting the best employment possible and which staff are responsible for ensuring this happens.
2. The CoC's strategy to increase access to employment is by having MN "CareerForce" staff attend CoC meetings and annually do a presentation on their employment resources. "CareerForce," run by The Minnesota Department of Employment and Economic Development, is a business-led network of private, public and nonprofit partners throughout Minnesota committed to helping individuals start, advance or change their career and employers attract, develop and retain talent. There are six "CareerForce" centers in this CoC.
3. This CoC works with mainstream employment organizations to help individuals and families increase their cash income through helping clients connect to affordable childcare, transportation and accessible jobs. The CoC has a number of large employers with an ongoing stream of entry-level jobs that often provide transportation for workers (e.g. JBS Pork, Schwan Foods, Jennie-O Turkey, Jonti Craft furniture, etc.). Our agencies are kept informed of these employment opportunities.
4. The CoC Coordinator, working with the CoC's Governing Board, is responsible for overseeing the CoC's strategy to increase jobs and income from employment.

### **3A-5b. Increasing Non-employment Cash Income.**

#### **Applicants must:**

- 1. describe the CoC's strategy to increase non-employment cash income;**
- 2. describe the CoC's strategy to increase access to non-employment cash sources;**
- 3. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase non-employment cash income.**

1. The CoC's strategy to increase non-employment cash income includes: all CoC-funded grantees continuing to work with clients upon entry and throughout program participation regarding increasing income; having case managers, working with county human service workers, assist clients in applying for any potential cash benefits, such as MN General Assistance or the MN Family Investment Program (Minnesota's TANF equivalent) or in accessing disability insurance, pension, child support, or alimony; having the Southwest MN Private Industry Council (SW MN PIC) become the provider of SSI/SSDI Outreach, Access and Recovery (SOAR) for clients in our 18 counties and having SW MN PIC staff become active participants in the CoC. Again, In 2019 this CoC Coordinator led a statewide Economic Advancement Workgroup which created an Income Advancement Referral Decision Chart that now helps intake,

assessment, and case management workers guide clients to non-employment cash income. The group also created a Coordinated Entry Income Planning Checklist which has helped this CoC to systematically identify at what points in the CE process clients will be helped with getting the best possible referrals to benefits for which they are eligible.

2. This CoC's strategy to help individuals and families to increase access to non-employment cash sources includes: All Case Managers and clients having access to MN's Disability Benefits 101 website which is a clearinghouse for benefit information. If answers cannot be found on the site, the site offers a phone number, live chat and email where one can receive guidance from an expert about accessing non-employment cash sources, and referring all veterans to Veteran Service Officers and/or the MN Assistance Council for Veterans to assist in accessing veteran pensions and other benefits.

3. The CoC Coordinator, working with the CoC's Governing Board, is responsible for overseeing the CoC's strategy for increasing non-employment cash income.

### **3A-5c. Increasing Employment. Attachment Required.**

**Applicants must describe how the CoC:**

**1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and**

**2. is working with public and private organizations to provide meaningful, education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being.**

**(limit 2,000 characters)**

1. This CoC promoted partnerships and access to employment opportunities with private employers and private employment organizations in the following ways:

a. Two MN CoC Coordinators participated in a joint training with the MN Department of Employment and Economic Development for CareerForce staff statewide in July and represented all the CoCs. The training was for front-line CareerForce staff and addressed what they could do if they identified someone who is homeless, and how to connect them to coordinated entry, etc. It also covered the fact that homeless programs need CareerForce staff expertise and partnership in supporting employment for program participants because income and community connections like jobs help people obtain/maintain housing.

b. This CoC Coordinator is on the leadership board of and participates in monthly MN Heading Home Alliance meetings which includes the MN Tribal Collaborative, the ten MN Continuums of Care, and state agencies funding homeless services. The MN Department of Employment and Economic Development participates in these meetings intermittently."

2. This CoC is working with public and private organizations to provide meaningful education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being in the following ways:

- a. Developing relationships with local employers (e.g. Turkey Valley) to assist clients in our permanent supportive housing and refugee resettlement programs in connecting to employment.
- b. Sharing information about job fairs with the CoC's 110 person listserv whenever such events are announced.
- c. Connecting clients to Careerforce Centers where they can receive skills assessments, job training certifications, career guidance, and job listings.
- d. Connecting clients to affordable clothing (e.g. our largest CoC grantee also runs a thrift store) to help with job interviews and job clothing.

### **3A-5d. Promoting Employment, Volunteerism, and Community Service.**

**Applicants must select all the steps the CoC has taken to promote employment, volunteerism and community service among people experiencing homelessness in the CoC's geographic area:**

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	<input type="checkbox"/>
2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).	<input type="checkbox"/>
3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.	<input type="checkbox"/>
4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.	<input type="checkbox"/>
5. The CoC works with organizations to create volunteer opportunities for program participants.	<input type="checkbox"/>
6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	<input type="checkbox"/>
7. Provider organizations within the CoC have incentives for employment.	<input type="checkbox"/>
8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.	<input type="checkbox"/>

### **3A-6. System Performance Measures** 05/29/2019 **Data–HDX Submission Date**

**Applicants must enter the date the CoCs submitted its FY 2018 System Performance Measures data in HDX. (mm/dd/yyyy)**

## 3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

### Instructions

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The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

### 3B-1. Prioritizing Households with Children.

**Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.**

1. History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of previous homeless episodes	<input checked="" type="checkbox"/>
3. Unsheltered homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad credit or rental history	<input checked="" type="checkbox"/>
6. Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

### 3B-1a. Rapid Rehousing of Families with Children.

**Applicants must:**

**1. describe how the CoC currently rehouses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;**

**2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once**

**assistance ends; and**

**3. provide the organization name or position title responsible for overseeing the CoC's strategy to rapidly rehouse families with children within 30 days of them becoming homeless.**

**(limit 2,000 characters)**

1. In regard to housing and service needs, the CoC's current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless includes: having the CoC's coordinated entry (CE) points be Community Action Agencies where staff have access to CoC, ESG and state homelessness assistance; having the CoC's CE system use prevention, diversion/problem solving whenever possible; having every person in shelter provided with a case worker who helps find a resolution to the homelessness as quickly as possible, having all TH, RRH, and PSH programs use a "housing first" approach; building relationships with landlords via an annual presentation and case by case interaction in order to increase willingness to rent scattered-site program units to CoC clients; prioritizing in our project ranking process higher-performing projects and programs that have units for families; receiving and disseminating on a monthly basis information from area PHAs/HRAs and property managers about vacant affordable and income-based units;

2. The CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends as follows: a. before assistance ends, case managers work with clients on budgeting, goal setting, conflict resolution and tenant skills; b. case managers connect clients to all available benefits and resources including county social workers (e.g. for SNAP benefits and Minnesota Family Investment Program), mental health care, transportation resources, food shelves, Minnesota "CareerForce" Centers, child care, SOAR (when applicable) and; c. case managers make sure that clients are on waiting lists for public housing and Section 8 vouchers as soon as possible.

3. The CoC Coordinator, working with the CoC's Governing Board and Sub-Committees, is responsible for overseeing the CoC's strategy for reducing returns to homelessness.

### **3B-1b. Antidiscrimination Policies.**

**Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent housing (PSH and RRH)) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing.**

1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.	<input type="checkbox"/>
2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.	<input checked="" type="checkbox"/>

3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input checked="" type="checkbox"/>
4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.	<input type="checkbox"/>

### 3B-1c. Unaccompanied Youth Experiencing Homelessness–Addressing Needs.

**Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:**

1. Unsheltered homelessness	Yes
2. Human trafficking and other forms of exploitation	Yes
3. LGBT youth homelessness	Yes
4. Exits from foster care into homelessness	Yes
5. Family reunification and community engagement	Yes
6. Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

### 3B-1c.1. Unaccompanied Youth Experiencing Homelessness–Prioritization Based on Needs.

**Applicants must check all that apply that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.**

1. History of, or Vulnerability to, Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
3. Unsheltered Homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad Credit or Rental History	<input checked="" type="checkbox"/>

### 3B-1d. Youth Experiencing Homelessness–Housing and Services Strategies.

**Applicants must describe how the CoC increased availability of housing and services for:**

1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive; and
2. youth experiencing unsheltered homelessness including creating new



**youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.  
(limit 3,000 characters)**

1. The CoC's has increased housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding, include:

- a) monitoring the performance and doing biannual site visits of the CoC's PSH rental assistance and services HUD grant for youth;
- b) continuing to monitor the performance of the CoC's \$174,400 per year in Homeless Youth Act funding which is used by two agencies for street outreach, emergency shelter, and supportive housing;
- c) regular communication and collaboration with county foster care social workers, to ensure that youth are not discharged from foster care into homelessness;
- d) communication, collaboration and annual training of the CoC's 50+ School Homeless Liaisons to ensure that they are aware of the CoC's Coordinated Entry System, the rights of students experiencing homelessness, and local resources;
- e) ongoing training and relationship-building with regional landlords which will increase their willingness to accept homeless youth and rental assistance programs in their units;
- f) beginning in 2018 a Landlord Risk Mitigation Fund to also increase landlords willingness to rent to youth in this CoC's scattered-site rental assistance with services projects (a youth household is participating in this program with his landlord), and
- g) working with "Open Your Heart to the Hungry and Homeless" regarding possible new funds to help homeless youth in our region to move out of homelessness.

2. The CoC's has increased availability of housing and services for youth experiencing unsheltered homelessness by more effectively using existing resources includes those mentioned in section one above. This CoC's unsheltered youth homeless population is at functional zero. Despite thorough PIT counts that engage law enforcement, street outreach, school homeless liaisons, and county social workers, the CoC has only counted unsheltered homeless youth as follows in the last four PIT counts: Zero in both 2015 and 2016, one in 2017, zero in 2018, and one in 2019.

**3B-1d.1. Youth Experiencing Homelessness—Measuring Effectiveness of Housing and Services Strategies.**

**Applicants must:**

- 1. provide evidence the CoC uses to measure each of the strategies in question 3B-1d. to increase the availability of housing and services for youth experiencing homelessness;**
  - 2. describe the measure(s) the CoC uses to calculate the effectiveness of both strategies in question 3B-1d.; and**
  - 3. describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of both strategies in question 3B-1d.**
- (limit 3,000 characters)**

1. This CoC uses its HMIS-based Coordinated Entry Priority List Report to measure the success of housing and serving all youth experiencing

homelessness in our CoC. On at least a weekly basis, this CoC coordinator runs the Priority List report which provides data on all those in the CoC seeking transitional housing, rapid rehousing and permanent supportive housing. The list can be sorted by head of household age. All those heads of household under 24 have been assessed using the Youth Vulnerability Index - Service Prioritization Decision Assistance Tool. The list is circulated among all housing programs and every effort is made to house those with the highest vulnerability. Using our CoC's Prioritization Policy, and when eligibility allows, we consider youth households for non-youth specific housing and service programs so as to limit the length of time homeless of vulnerable homeless youth.

2. By monitoring in real time the number of youth-headed households in need of housing in the CoC, we are able to calculate the effectiveness of our strategies in preventing and limiting regional youth homelessness.

3. This measure is an appropriate way to determine the effectiveness of the CoC's strategies to provide the best response to the needs of homeless youth in our region. The HMIS-based, real-time Priority List enables the CoC to track trends in the number of youth-headed households experiencing homelessness and needing housing and services by day, week, month, and year. It shows data sorted by which of the CoC's 18 counties are the households residing, their first, second and third county choice for housing. Data regarding head-of-household age, family county, number of adult family members, number of youth family members, gender, income, disability, homelessness history, criminal history, disability and vulnerability index score can be tracked and sorted to allow for data-driven decisions on resource allocation to best serve our regions homeless youth and keep the number of youth-led households on our Priority List at or near zero.

### **3B-1e. Collaboration–Education Services.**

**Applicants must describe:**

- 1. the formal partnerships with:**
  - a. youth education providers;**
  - b. McKinney-Vento LEA or SEA; and**
  - c. school districts; and**

- 2. how the CoC collaborates with:**
  - a. youth education providers;**
  - b. McKinney-Vento Local LEA or SEA; and**
  - c. school districts.**

**(limit 2,000 characters)**

1. This CoC does not have any formal written partnerships with youth education providers, SEAs, LEAs or school districts. However, our CoC Policies and Procedures state that  
"All homeless assistance projects within the SW MN COC region that serve households with children will be expected to comply with the following policies:
  - Inform families of the contact information of their School Homeless Liaison.
  - Ensure that all homeless families are informed that their children are able to maintain enrollment in the same school despite address changes caused by homelessness
  - Advocate for families to ensure that school transportation is arranged."

2. This CoC and state and local education agencies have a history of strong collaboration in these areas: training, networking, and data sharing. CoC members and school homeless liaisons (SHLs) are trained in the federal McKinney-Vento Act in identifying homeless youth and families when screening during both Coordinated Entry Intake and school enrollment. Annual trainings are offered to local school homeless liaisons by both this CoC Coordinator (online) and the SEA (in person). The CoC Coordinator attends the SEA training whenever possible. Additionally, the CoC Coordinator is on the National Center for Homeless Education (NCHE) listserv and forwards to the CoCs School Homeless Liaisons (via email) their online training opportunities and resources. The SEA encourages McKinney Vento SHLs to attend and participate in local CoC meetings and this CoC Coordinator sends invitations in September and January to join the CoC meetings either in person or via phone/GoToMeeting. Examples of data collaboration include: training McKinney Vento homeless liaisons on the Point in Time count, and providing CoC and county-level homelessness data to LEAs. A Minnesota Department of Education representative participates in a monthly Minnesota Heading Home Alliance meeting which is attended by this CoC Coordinator.

### **3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.**

**Applicants must describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.  
(limit 2,000 characters)**

The CoC has adopted the following policies and procedures to inform individuals and families who become homeless of their eligibility for education services:

#### **“Families with Children Policies**

All homeless assistance projects within the SW MN COC region that serve households with children (shelter, transitional housing, rapid re-housing, and permanent supportive housing) will be expected to comply with the following policies:

- i. Inform families of the name and contact information of the School Homeless Liaison for their school district. Work with the school homeless liaisons on the following items.
- ii. Ensure that all homeless families are informed that their children are able to maintain enrollment in the same school despite address changes caused by homelessness, per the federal HUD legislation.
- iii. Advocate for families with their school district to ensure that transportation is arranged (as needed).
- iv. Track school attendance for all children served within your program and help families to resolve any barriers that are contributing to the absences (as needed).
- v. Assist families in developing education related goals for all family members when completing housing goal plans.
- vi. Ensure that all family members are connected to relevant educational

resources in the community.  
vii. Encourage and assist families with children ages 3-5 to apply for the Head Start Program and provide referrals to agencies that offer Head Start.

With exceptions for program eligibility requirements, SW MN CoC programs prohibit the denial of admission to or separation of any family members from other family members based on age, sex, gender or disability when entering shelter or housing. “

### **3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.**

**Applicant must indicate whether the CoC has an MOU/MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.**

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	No
Head Start	No	No
Early Head Start	No	No
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No
Birth to 3 years	No	No
Tribal Home Visiting Program	No	No
Other: (limit 50 characters)		
	No	No
	No	No

### **3B-2. Active List of Veterans Experiencing Homelessness.**

**Applicant must indicate whether the CoC** Yes  
**uses an active list or by-name list to identify**  
**all veterans experiencing homelessness in**  
**the CoC.**

#### **3B-2a. VA Coordination—Ending Veterans Homelessness.**

**Applicants must indicate whether the CoC** Yes  
**actively working with the U.S. Department of**  
**Veterans Affairs (VA) and VA-funded**  
**programs to achieve the benchmarks and**  
**criteria for ending veteran homelessness.**

#### **3B-2b. Housing First for Veterans.**

**Applicants must indicate whether the CoC** Yes  
**has sufficient resources to ensure each**  
**veteran experiencing homelessness is**

**assisted to quickly move into permanent housing using a Housing First approach.**

**3B-3. Racial Disparity Assessment. Attachment Required.**

**Applicants must:**  
**1. select all that apply to indicate the findings from the CoC's Racial Disparity Assessment; or**  
**2. select 7 if the CoC did not conduct a Racial Disparity Assessment.**

1. People of different races or ethnicities are more likely to receive homeless assistance.	<input checked="" type="checkbox"/>
2. People of different races or ethnicities are less likely to receive homeless assistance.	<input type="checkbox"/>
3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	<input checked="" type="checkbox"/>
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
7. The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

**3B-3a. Addressing Racial Disparities.**

**Applicants must select all that apply to indicate the CoC's strategy to address any racial disparities identified in its Racial Disparities Assessment:**

1. The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.	<input checked="" type="checkbox"/>
2. The CoC has identified the cause(s) of racial disparities in their homeless system.	<input type="checkbox"/>
3. The CoC has identified strategies to reduce disparities in their homeless system.	<input type="checkbox"/>
4. The CoC has implemented strategies to reduce disparities in their homeless system.	<input type="checkbox"/>
5. The CoC has identified resources available to reduce disparities in their homeless system.	<input type="checkbox"/>
6. The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

## 4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

### Instructions:

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**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

### 4A-1. Healthcare—Enrollment/Effective Utilization

Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and effectively utilizing Medicaid and other benefits.

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		
	No	No

### 4A-1a. Mainstream Benefits.

Applicants must:

1. describe how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;
2. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;
3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in

**health insurance;**

**4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and**

**5. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits.  
(limit 2,000 characters)**

1.The CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness through monthly, statewide online trainings offered by the MN Department of Social Services and annual trainings offered specifically to our CoC by local Minnesota "Careerforce" Centers. Additionally, any announcements about mainstream benefit trainings available, whether online or in-person, are emailed to the CoC's 110-member listserv and announced at CoC meetings.

2.Dissemination of information about mainstream and other resources is done: in person by county social workers who attend meetings and accept clients combined application for SNAP, TANF, and Public Health Insurance, a formerly homeless governing board member with experience navigating the system; a website run by the MN Department of Human Services called Disability Benefits 101; and an annual presentation to the CoC by our region's SOAR provider

3.Clients are connected to MNSURE navigators who provide help with enrollment in a variety of health plans including MN Care, Medicaid and private. In most cases, these navigators are available at the community action agencies that are the CoC's Coordinated Entry points. These navigators help clients use their benefits by finding clinics that take the insurance.

4.ES, TH, RRH and PSH all have case managers many of whom are trained as healthcare navigators. All Case Managers and clients have access to MN's Disability Benefits 101 website which is a clearinghouse for Medicaid and other benefit information. If answers cannot be found on the site, the site offers a phone number, live chat and email where one can receive guidance from an expert about Medicaid and other benefits.

5.The CoC Coordinator, working with the CoC's Governing Board and Sub-Committees, is responsible for overseeing the CoC's strategy to successfully use mainstream benefits in our effort to prevent and end regional homelessness.

#### **4A-2. Lowering Barriers to Entry Data:**

**Applicants must report:**

1. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.	13
2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	13
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

#### 4A-3. Street Outreach.

**Applicants must:**

- 1. describe the CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;**
  - 2. state whether the CoC's Street Outreach covers 100 percent of the CoC's geographic area;**
  - 3. describe how often the CoC conducts street outreach; and**
  - 4. describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.**
- (limit 2,000 characters)**

1. This CoC's Street Outreach is based on an 18-county rural geography covering 12,000 square miles, which is equivalent to a region the size of the state of Maryland, but with only 4% of the population of Maryland. Street outreach occurs throughout the whole CoC region, with frequency and activity varying by community. In the CoC's largest city, outreach occurs at least weekly at libraries, schools, parks and other known locations, to identify, engage, and screen people for housing/services. Due to the huge territory that the CoC covers, the remainder of the street outreach is done by law enforcement. Our 18 Sheriff's departments, and many city police forces, are trained by the CoC annually to know where the Coordinated Entry Points are in each county. Many law enforcement agencies in the CoC collaborate with the Salvation Army to be able to provide emergency hotel vouchers when necessary. Law enforcement is able to respond to unsheltered homelessness emergencies brought to their attention by community members.

2. By providing targeted street outreach in the CoC's largest city, and having law enforcement informed of the CoC's Coordinated Entry System, the CoC is able to provide street outreach to 100% of the CoC's Geography.

3. Targeted street outreach takes place weekly in Willmar Minnesota (population 22,000) and is conducted 24/7/365 by police and sheriff patrols across the CoC's entire geography.

4. To tailor street outreach to persons experiencing homelessness who are least likely to request assistance, the CoC advertises its Coordinated Entry system in English, Spanish, Somali and Hmong at meal programs, food shelves, laundry mats, and thrift stores throughout the region. Staff are available to serve clients who speak these languages. When needed, workers access translation services through the Minnesota Department of Human Services Interpreter Resources and State Services for the Blind and Deaf.

#### 4A-4. RRH Beds as Reported in HIC.

**Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2018 and 2019.**

	2018	2019	Difference
RRH beds available to serve all populations in the HIC	74	116	42



**4A-5. Rehabilitation/Construction Costs–New Projects.** No

**Applicants must indicate whether any new project application the CoC ranked and submitted in its CoC Priority Listing in the FY 2019 CoC Program Competition is requesting \$200,000 or more in funding for housing rehabilitation or new construction.**

**4A-6. Projects Serving Homeless under Other Federal Statutes.** No

**Applicants must indicate whether the CoC is requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other federal statutes.**

## Submission Summary

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

Page	Last Updated
1A. Identification	09/13/2019
1B. Engagement	09/13/2019
1C. Coordination	09/14/2019
1D. Discharge Planning	No Input Required
1E. Local CoC Competition	09/13/2019
1F. DV Bonus	09/13/2019
2A. HMIS Implementation	09/13/2019
2B. PIT Count	09/13/2019
3A. System Performance	09/14/2019
3B. Performance and Strategic Planning	09/13/2019
4A. Mainstream Benefits and Additional Policies	09/13/2019
Submission Summary	No Input Required