SOUTHWEST MINNESOTA
# CONTINUUM OF CARE
working together to end homelessness

GOVERNANCE CHARTER

Name
The name of this unincorporated organization is Southwest Minnesota Continuum of Care (hereinafter referred to as the "SW MN CoC").

Geographic Area
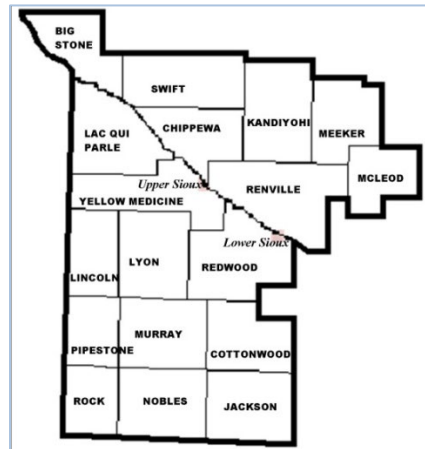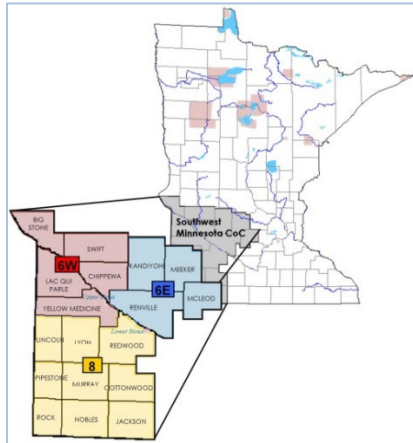
UCAP (United Community Action Partnership) Counties:	Rock, Pipestone, Murray and Nobles.Lincoln, Lyon, Redwood, Cottonwood, Jackson, Renville, Kandiyohi, Meeker and McLeod.
Prairie Five (Prairie Five Community Action Council) Counties:	Big Stone, Swift, Chippewa, Lac qui Parle and Yellow Medicine.
Tribal Communities:	Upper Sioux Community, Lower Sioux Community

Purpose

The purpose of the SW MN CoC is:

- To represent and encourage collaboration among the relevant organizations and programs serving persons who are experiencing homelessness or facing homelessness;
- To secure funding for efforts by providers and government entities to prevent homelessness and quickly re-house homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation that homelessness causes to individuals, families, and communities;
- To ensure that the CoC is meeting all of the responsibilities assigned to it by Housing and Urban Development (HUD) regulations and the HEARTH Act;
- To Promote access to and effective use of mainstream programs by homeless individuals and families;
- To maximize self-sufficiency among individuals and families that experience homelessness;
- To encourage and educate on service and housing best practices and quality performance.

Responsibilities

The SW MN CoC is responsible for fulfilling four major duties, as follows:

1. Operation of the SW MN CoC

- Hold meetings of the full membership, with published agendas, at least semi-annually;
- Issue a public invitation annually for new members to join within the geographic area via newspaper notices in Worthington, Marshall, Willmar and Hutchinson
- Adopt and follow a written process to select a CoC board and review, update, and approve the process at least once every 5 years;
- Appoint additional committees, subcommittees, or workgroups;
- For CoC grants and Emergency Solution Grants (ESG), establish performance targets appropriate for population and program type in consultation with recipients and sub recipients, then monitor recipient and sub recipient performance, evaluate outcomes, take action against poor performers, and report to HUD;
- Establish and operate a coordinated assessment system in consultation with recipients of ESG Funds; and
- Establish and follow written standards for providing CoC assistance in consultation with recipients of ESG Funds. At a minimum, these written standards must include:

    a. Policies and procedures for evaluating individuals' and families' eligibility for assistance;
    b. Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
    c. Policies and procedures for determining and prioritizing which eligible families and individuals will receive rapid rehousing assistance;
    d. Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance; and
    e. Policies and procedures for determining which eligible individuals and families will receive permanent supportive housing assistance.

2. Designation and operation of a Homeless Management Information System (HMIS)

- Designate a single HMIS for its geographic area and designate an eligible applicant to manage its HMIS. The Local System Administrator and the State System Administrator is Institute for Community Alliances.
- Review, revise, and approve privacy, security, and data quality plans;
- Adopt, follow, and update annually a Memorandum of Understanding in consultation with the collaborative applicant and the HMIS lead [most recent MOU 7/1/2021 – 12/31/2022];
- Ensure consistent participation of recipients/sub recipients in HMIS; and
- Ensure that the HMIS is administered in compliance with HUD requirements.

3. Continuum of Care Planning

- Coordinate implementation of a housing and service system;
- Conduct at least one Point-in-Time count of homeless persons per year. This count collects data on where the homeless households are sleeping, household size, disability, and chronicity of homelessness.
- Conduct an annual gaps analysis of homelessness needs and services;
- Provide information required to complete the Consolidated Plan(s);
- Consult with State and local ESG recipients in the geographic area on the plan for allocating ESG funds and reporting/evaluating performance of ESG programs.
- Reallocate HUD grant funds based on current grant performance and annual gaps analysis and homelessness needs and services.

4. Preparation of a CoC Application for Funds

- Design, operate, and follow a collaborative process for the development of applications and approve submission of applications in response to a CoC Program Notice of Funding Opportunity (NOFO);
- Establish priorities for funding projects;
- Designate the collaborative applicant to submit the application. The current collaborative applicant is the Southwest Minnesota Housing Partnership. The collaborative applicant must collect and combine the required application information from all projects within the geographic area and will apply for funding for CoC planning activities.

CoC Membership

- The full committee is made up of various housing and community service providers from throughout the region. The committee is always looking to diversify membership and we welcome anyone who is interested in becoming a member. A general list of those who may be interested in participating in the COC include:
- Local homeless coalitions and networks
- Religious leaders
- Homeless and formerly homeless people
- Mental Health service providers
- Homeless service providers, agencies, and advocates
- Schools & School Homeless Liaisons
- Nonprofit groups for the homeless
- Veterans service agencies
- Local, state and regional government representatives
- Police officers
- Employment programs and job councils
- Housing authorities and developers
- For Profit and Business communities
- Etc.

New members may enroll at any time during the year by providing to the CoC their names, contact information, and any relevant affiliation.

Meetings

The full membership of the SW MN CoC shall meet at least ten times per year. The meetings shall include a report on the CoC's activities, funding, and progress toward meeting goals. Meetings generally take place on the second Thursday of the month from 10:00 a.m. to 12:00 p.m. The meetings are hybrid – they can be attended by phone, online or in person. Meetings in odd-numbered months are held at United Community Action Partnership (UCAP) Willmar and at UCAP Marshall during even-numbered months. Meeting agenda and minutes from prior meeting will be emailed to all CoC members at least 24 hours prior to meetings.

Board

The SW MN CoC shall be governed by a Board, which will provide oversight and accountability for all SW MN CoC responsibilities.

The SW MN CoC Board consists of those members who can vote on SW MN CoC business. Each year, the board consists of one agency representatives of those agencies that attended at least 50% of meetings in the previous calendar year and who want to be on the Board. Those who have current or previous experience of homelessness are considered part of the board regardless of attendance record.

Unless otherwise provided by written agreement, any representative may resign at any time by giving written notice to the Chair. In addition, directors may be removed from the Board by a majority vote of remaining Board members for repeated absence, misconduct, failure to participate, or violation of conflict of interest policies.

The officers of the SW MN CoC shall be a Chair, who is responsible for running SW MN CoC meetings, Co-chairs who alternate running the meetings will be allowed and chairs serving for more than one year will be allowed with the approval of the Board.

A number equal to a majority of the Board shall constitute a quorum for the transaction of business at any meeting.

At all meetings, business items may be decided by arriving at a consensus. If a vote is necessary, all votes shall be by voice or ballot at the will of the majority of board members in attendance at a meeting with a quorum represented. No member may vote on any item which presents a real or perceived conflict of interest.

Any action that may be taken at any meeting of the SW MN CoC Board may be taken without a meeting if that action is approved, in writing (e.g. letter, email) by a majority of all SW MN CoC Board members who would be entitled to vote if a meeting was held for such purpose.

Documents requiring a signature from the SW MN CoC can be signed by the SW MN CoC Governing Board Chair and/or the SW MN CoC Coordinator.

Committees

Project Performance and Review Committee

The SW MN CoC has a Project Performance Subcommittee consisting of at least one member plus the Continuum of Care coordinator.   This committee reviews Annual Performance Reports (APRs) of all HUD grants before they are submitted to HUD and is responsible for project ranking as part of the annual application to HUD. The committee, facilitated by the CoC coordinator working with the Minnesota Department of Human Services Office of Economic Opportunity (MN DHS OEO), will receive performance outcome reports from HUD Emergency Solutions Grant grantees in the CoC at least once a year. If ESG grantee outcomes are not meeting performance goals, the CoC and MN DHS OEO will address concerns with the grantee and create an action plan to reach performance goals.

One member of the committee will change each January with the approval of the board, or the committee can continue with the same members with the approval of the board and the consent of committee members.

Other committees that provide reports to the SW MN Continuum of Care are:

- United Community Action Partnership Homeless and Hunger Task Force

- SW MN Adult Mental Health Consortium Governing Board

- Nobles County Community Concerns Committee

- Racial Equity Accountability Project Leadership Team

- Persons with Lived Experience Subcommittee

Board membership is not required for committee membership.

POLICIES AND PROCEDURES

CoC Project Reallocation, Ranking and Review Procedures

At the January Annual Meeting, the availability of program funding via the annual HUD Notice of Funding Opportunity is discussed and all are informed of this opportunity. Grants may be considered for reallocation for any of the following reasons:

1. They have been underutilized and returned money to HUD.

2. They are underperforming.

3. They no longer meet the CoC's Priorities.

Drafts of project applications will be submitted to the CoC coordinator by a date set forth by the coordinator. The CoC Coordinator will email a Timeline to Project Completion within ten business days of the publication of the HUD CoC NOFA. The Project Performance subcommittee then meets at least two weeks before the NOFA application deadline to rank projects, if necessary. A scoring sheet, which has been approved by the CoC Board is used to rank projects. If a Committee member is from an agency that is having a project application ranked, then the CoC coordinator will find a replacement committee member for the purposes of the ranking meeting.

If the NOFO stipulates a Tier One and Tier Two Ranking System, the CoC's HMIS grant is always placed first in Tier One, and the Coordinated Entry Planning Grant is always placed second in Tier One.If a bonus grant is available and included in ranking, the bonus grant is placed at the bottom of Tier Two.

After project applications are ranked, the conclusions of the ranking meeting are presented to the CoC Governing Board. A ranking order for application submission will be voted on. Each board member will only have one vote for the ranking process. A substitute staff member of an agency may represent a committee member in the voting process. If a majority approves of the project ranking slate, then projects will be submitted in the order ranked. Typically, ranking is approved.

Conflict of Interest

Board members and other SW MN CoC agents must abide by the following rules in order to avoid conflicts of interest and promote public confidence in the integrity of the CoC and its processes. Failure to honor these rules will be grounds for removal from the Governing Board and any of its committees.
- Board Members and other SW MN CoC agents may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
  - Any organization that they represent; or
  - Any organization from which they derive income or anything of value.
  - Whenever SW MN CoC board member have a financial interest or any other personal interest in a matter coming before the Board they must:
    - Fully disclose the nature of the interest; and
    - Withdraw from discussing, lobbying or voting on the matter.

Board and committee members must disclose if they have any conflicts of interest or potential conflicts of interest regarding any business included in the meeting's agenda.

Any matter in which Board Members have an actual or potential conflict of interest will be decided only by a vote of disinterested individuals. In addition, the minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested board members' actual or potential conflicts of interest and their abstention.

No person with a conflict of interest may participate in the annual project ranking meeting of the project performance and review committee. For the purpose of this section only, a conflict of interest exists if:

- You are now, or within the last year have been, or have a current agreement to serve in the future as a Board member, staff member or paid consultant of an organization making a proposal for funding; or
- Any other circumstance exists which impedes your ability to objectively, fairly and impartially review and rank the proposals for funding.

HMIS

- The Southwest Minnesota Continuum of Care is collaborates with the Institute for Community Alliances, Minnesota's HMIS State System Administrator, through a Memorandum of Understanding (MOU).
- The Southwest Minnesota Continuum of Care uses "Minnesota's HMIS Policies and Procedures" as the guide for our HMIS work. It can be found at http://hmismn.org/administrative-documents/
- As Domestic Violence service agencies are not to use the Minnesota HMIS system, those agencies provide de-identified statistics to the CoC on a quarterly basis. The statistics include, at minimum, number of households, adults and children served every six months.

Expectations of Homeless Assistance Providers within our CoC

- Homeless Assistance Providers will help parents ensure that all children served are enrolled in school and connected to appropriate resources within the community.
- Case managers will systematically assist clients in completing applications for mainstream benefits, or connecting them to resources where they can receive this assistance.
- Homeless Assistance Providers supply transportation assistance and guidance to clients to attend mainstream benefit appointments, employment training or jobs.

Anti-discrimination Policy

SW MN CoC Shelter and Housing Programs do not discriminate based on:

- Age
- Race
- Gender
- Color
- Religion
- Sex
- Disability
- Familial Status
- National Origin
- Creed

- Sexual or Affectional Orientation
- Marital Status
- Receipt of Public Assistance

When entering shelter or housing, SW MN Shelter and Housing Programs do not separate family members based on any of the aforementioned classes.

SW MN CoC Shelter and Housing Programs do:

- Determine client eligibility for housing regardless of client's sexual orientation, gender identity, or marital status, and do not discriminate against clients because they do not conform to gender or sex stereotypes;

- Grant clients equal access to programs or facilities consistent with clients' gender identity, and provide your family with equal access;

- Never ask clients to provide anatomical or documentary (e.g. ID) information, physical, or medical evidence of gender identity; and

- Take non-discriminatory steps when necessary and appropriate to address privacy concerns raised by any residents or occupants.

At one CoC training per year, the CoC provides an annual training on the topic of, "how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity, including Gender Identity Equal Access to Housing, Final Rule."

Priorities

The SW MN CoC will:

- The SW MN COC shall prioritize for investment, permanent supportive housing projects dedicated to serving households that meet the definition of chronic homelessness, and, of the chronically homeless, our CoC shall prioritize those households with the longest histories of homelessness.

- Whenever possible, The SW MN COC will focus on homelessness problem solving to prevent homelessness via the existing resources of the client.

- THE SW MN COC shall prioritize for investment rapid re-housing projects that are able to move families and youth out of shelter and homelessness the most quickly.

- THE SW MN COC shall prioritize for investment, permanent housing projects (permanent supportive housing and rapid re-housing) that adopt a housing first, entry-tolerant approach to housing people experiencing homelessness.

Order of Priority in CoC Program-funded Permanent Supportive Housing

A. Order of Priority in CoC Program-funded Permanent Supportive Housing Beds Dedicated to Persons Experiencing Chronic Homelessness and Permanent Supportive Housing Prioritized for Occupancy by Persons Experiencing Chronic Homelessness

(a) First Priority–Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs.
(b) Second Priority–Chronically Homeless Individuals and Families with the Longest History of Homelessness.
(c) Third Priority–Chronically Homeless Individuals and Families with the Most Severe Service Needs.
(d) Fourth Priority–All Other Chronically Homeless Individuals and Families.

B. Order of Priority in Permanent Supportive Housing Beds Not Dedicated or Prioritized for Persons Experiencing Chronic Homelessness

a) First Priority–Homeless Individuals and Families with a Disability with the Most Severe Service Needs.
b) Second Priority–Homeless Individuals and Families with a Disability with a Long Period of Continuous or Episodic Homelessness.
c) Third Priority–Homeless Individuals and Families with Disability Coming from Places Not Meant for Human Habitation, Safe Havens, or Emergency Shelters.
d) Fourth Priority–Homeless Individuals and Families with a Disability Coming from Transitional Housing.

The most up-to-date Area Coordinated Entry System (ACES) Prioritization Policy is posted on the CoC's website: swmhp.org/communities-resources/continuum-of-care/

The Southwest MN Continuum of Care uses a single prioritization list for Coordinated Entry. The single prioritization list applies to the entire geographic region, all populations/subpopulations and must be used to fill all Transitional Housing (TH), Rapid-Rehousing (RRH), and Permanent Supportive Housing (PSH) units/vouchers dedicated to serving people experiencing homelessness. Goals are to help strategically and fairly target available resources and assure that those who are most vulnerable receive housing as quickly as possible. The Priority List is available in real-time and provides the household's multiple data points that show level of need, client choices, and eligibility

The SW MN CoC uses dynamic prioritization, a process wherein all available housing resources for persons experiencing homeless in the CoC 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.

When a TH, RRH, or PSH unit or voucher becomes available, the real-time Priority List report is run from HMIS and reviewed. Variables such as unit size, location, and target population requirements are considered vis-à-vis client household number, counties of interest and special eligibility requirements. The list is pared down to those who would be both interested and eligible for the vacancy.

The term 'homeless refers' to Category 1 and Category 4 Definitions found HERE.
The term 'underage' refers to those under 18 years-old.

'Doubled Up' refers to those sharing a dwelling temporarily but lacking a permanent place to live. Those 'Doubled Up' are not eligible for HUD programs, but can be eligible for some Minnesota-funded programs. Disabled means that any member of the household has a disability which meets the HUD Documentation Requirements.

Family 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. Ensure that all homeless families are informed that their children are able to maintain enrollment in school, per the federal HUD legislation.
   ii. Advocate for families with their school district to ensure that transportation is arranged (as needed).
   iii. 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).
   iv. Assist families in developing education related goals for all family members when completing housing goal plans.
   v. Ensure that all family members are connected to relevant educational resources in the community.
   vi. 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.

Compliance with the Violence against Women Act (VAWA)

All SW MN CoC housing programs for those experiencing homelessness (Transitional Housing, Rapid Rehousing and Permanent Supportive Housing) will comply with the Violence Against Women Act housing protections. Compliance with VAWA housing protections is described on the SW MN Continuum of Care Website (https://www.swmhp.org/communities-resources/continuum-of-care/)

HUD funded housing program environmental review requirements

All Housing and Urban Development Funded Continuum of Care Housing Programs are required to work with the Minneapolis HUD Field Office to complete Environmental Reviews. Compliance with the Environmental Review Process is described here: https://www.hudexchange.info/resource/4045/coc-program-environmental-review-flow-chart/

Approval of Governance Charter and Subsequent Amendments

This Governance Charter and every subsequent amendment to it must be approved by a majority of SW MN CoC Board. In consultation with the Collaborative Applicant and the CoC Lead, the Board will review the Governance Charter annually and recommend changes to improve the functioning of the SW

MN CoC and maintain compliance with federal and state regulations. In addition, every five years, the Board will ratify the existing Governance Charter or approve proposed changes to the Governance Charter.

Written Standards

THE SW MN COC has developed written standards for all components within the SW MN COC region's homeless response system (including projects providing Continuum of Care assistance). All agencies that participate in the SW MN COC's coordinated assessment system (CoC-funded or otherwise) will be expected to adhere to the standards identified below.

Component	Homelessness Prevention
Programs	Family Homeless Prevention and Assistance Program (All 18 Counties), Emergency Solutions Rapid Rehousing Grant (Heartland and Western Counties), Salvation Army (All Counties), County or Family Services Emergency Assistance (All Counties)
Description of Component	Basic services and/or financial assistance to help resolve, not postpone, housing crisis
Policies for Client Eligibility & Prioritization	• Each program has specific rules and guidelines, but all share these requirements: • Low income, often defined as below 200% of federal poverty guidelines • Minnesota Residence • No other means to resolve crisis, such as support network • Resolvable with limited assistance • One-time assistance or assistance available every 12 to 18 months. Agencies have discretion to assist more frequently on a case by case basis. • Facing housing crisis or other crisis that is jeopardizing their housing stability • Not homeless, but imminently at risk of becoming homeless • Limited experience with housing instability
Procedures (Services Offered)	**Prevention Service Set** • Landlord mediation and/or household mediation. • Financial management assistance, with a cap on assistance. • Case Management • Benefits Assistance • Referral to SOAR services when appropriate.
Performance Standards	• 75% of households will not become homeless due to assistance. • 80% of households will not return to homeless prevention programs.

Component	Basic Shelter
Programs	Salvation Army Vouchers, Ministerial Association Vouchers
Description of Component	No frills shelter providing low services for emergency shelter needs usually limited to less than one week.
Policies for Client Eligibility & Prioritization	• Homeless by Minnesota definition (doubled up or unsheltered) • Non-diverted households with no ability to resolve housing crisis
Procedures (Services Offered)	• Basic Service Set (see below) • 24 hour or overnight (hours of operation may vary, but clients will be expected to be out finding solutions during the day) • Time-limited
Performance Standards	• 100% assessed at program entry
Component	Service Shelter
Programs	The Refuge, service-enriched motel vouchers, Family Promise
Description of Component	Service enriched shelter for those awaiting housing placement, usually limited to 30 – 60 days.

Policies for Client Eligibility & Prioritization	• Homeless by Minnesota Homeless Definition, HUD definition for Rapid Rehousing • Non-diverted households with no ability to resolve housing crisis • Households assessed to require shelter while awaiting placement
Procedures (Services Offered)	• Basic Shelter Service Set • Enriched Shelter Service Set
Performance Standards	• Ideal: 80% exit to transitional or permanent housing within 30 days.

Component	**Victim Services Shelters**
Programs	Agencies using site-based shelter or motel vouchers: Safe Avenues, Women's Rural Advocacy Program, Southwest Crisis Center, McLeod Alliance for Victims of Domestic Violence
Description of Component	Service enriched shelter or motel voucher for those fleeing domestic violence, sexual trafficking, and/or sexual abuse
Policies for Client Eligibility & Prioritization	• Recent victim of domestic violence, trafficking, or sexual abuse
Procedures (Services Offered)	• Crisis Intervention Services and Safety Planning • Case Management and Personal Advocacy • Enriched Shelter Service Set (see below) • Domestic or sexual violence advocacy services • Support Groups • Referral to Child Protection • Legal and Criminal Justice Advocacy • Referrals to local services as needed
Performance Standards	• Ideal: 80% exit to transitional or permanent housing within 60 days

Component	**Rehousing Assistance**	
Programs	Family Homeless Prevention and Assistance Program (all counties), , Minnesota Assistance Council for Veterans	
Description of Component	Low/moderate and short-term services and/or financial assistance to exit homelessness	
Policies for Client Eligibility & Prioritization	• Homeless (FHPAP = MN Homeless, ESG RRH = HUD Homeless) • Low Income, sometimes defined as current income between 50% and 200% of area median income • Potential for family/community support • Evidence of potential to become gainfully employed • Low-Moderate barriers • Stable housing history • Lower overall needs than those needing permanent supportive housing • First time (or almost first time) homeless	
Procedures (Services Offered)	Services Menu of services may include: • Employment Services • Housing Search • Legal • Connection to mainstream/community resources	Financial assistance may include: • Shallow rent assistance for up 3-months for HHs with moderate earned income (client responsible to pay 30% of income) • Tiered rent assistance for up to 3-6 months for HHs with no/low earned income (client responsible to pay 30% of income) • Damage deposit • Application fees • Furniture/moving

Performance Standards	• 80% exit services/assistance to permanent housing within 0-6 months (transition in place) • 85% of households served will not return to shelter

Component	Rapid Rehousing, Transitional Housing
Programs	State Scattered Site Transitional Housing (Prairie Five, SMOC, HCAA, and Lutheran Social Services), Federal Scattered Site Rapid Rehousing (Heartland and Western), Emergency Solutions Grant Rapid Rehousing (Heartland and Western Counties), Overcomers International (Matthew and Timothy House, Project Turnabout Women's ½ way house / (Grace Place?), Life Right, Bridges and Bridges to Bridges,
Description of Component	Time-limited (e.g. one year for federal programs), Moderate/Intensive, low-compliance services accompanied with rental subsidy
Policies for Client Eligibility & Prioritization	• Income limits (e.g. income below 185% of Federal Poverty Guidelines for state programs) • Willingness to participate in case management, goal-setting and work on self-sufficiency • Demonstrated ability to pay rent in future months • Homelessness or in a crisis that will result in homelessness • In federal programs, the participant's contribution is calculated as the higher (RA) of 30% of their adjusted monthly gross income or 10% of their monthly gross income. • Except for youth, state TH requires participants to pay 25%-30% of household income toward rent in state programs. • Assistance is time-limited: for example up to 12 months in federal programs. • Potential for family/community support • Evidence of potential to become gainfully employed • For clients with moderate barriers, lower overall needs than those needing permanent supportive housing.
Procedures (Services Offered)	Supportive Housing Basic Service Set	Financial assistance may include: • rent assistance for up to 6-24 months for HHs with moderate barriers and no/low earned income (client responsible to pay 30% of income) • Damage deposit • Application fees • Furniture/moving • Tenant based rental assistance
Performance Standards	• 80% exit to permanent housing within 12 months 85% of households served will not return to shelter	

Component	Permanent Supportive Housing
Programs	Westwind Townhomes, Heartland, Lutheran Social Services Permanent Supportive Housing for Youth, United Community Action Safe at Home and PSH M&M Kandi, Country View Place, Kandiyohi County Housing and Redevelopment Authority Country View Place, Scattered Site CoC Vouchers, Southwestern Mental Health Center Scattered-Site HUD vouchers, State Long-Term Homeless: Viking Terrace, Nobles Square, New Castle Townhomes, Westwind Townhomes, Southwest Minnesota Housing Partnership Ending Long-Term Homelessness Housing Voucher Program
Description of Component	Permanent supportive housing with services

Policies for Client Eligibility & Prioritization	• Restricted to those below a certain income (e.g. 60% area median income for state long-term homeless unit. When federal and state funding are layered, eligibility for both programs is required. • In federal programs, the participant's contribution is calculated as the lower of 30% of their adjusted monthly gross income or 10% of their monthly gross income. With rental asst., it is the higher of the two. • In state programs, clients typically pay 30% of gross income toward rent and utilities. • Limited, lack or poor family/community support • Limited potential to become gainfully employed • Clients usually have significant/multiple barriers, such as long-term/chronic homeless, extended periods of homelessness, recidivism, disability. Some programs require a disability. • Poor/no rental history
Procedures (Services Offered)	• Rental assistance • Supportive Housing Basic Service Set.
Performance Standards	• 80% maintain PSH for greater than six months. • 54% Increase income from non-employment sources. • 56% Increase mainstream benefits • 20% increase employment income • 85% of households served will not return to shelter

Definitions

- HUD Homeless: On the street, in a shelter, or living in a place not meant for human habitation. Those who are in transitional housing and who entered transitional housing from the street, in a shelter, or living in a place not meant for human habitation retain their HUD homeless status. Also, those fleeing or attempting to flee domestic violence.
- HUD Chronically Homeless: HUD homeless for one year continuously or four times in the previous three years and having a disability.
- MN Homeless: A household lacking a fixed, adequate night time residence (includes HUD homeless and 'doubled up').
- MN Long-Term Homeless (LTH): The long-term homeless definition required for eligibility is individuals, unaccompanied youth, or families with children who lack a permanent place to live continuously for a year or more or at least four times in the past three years.

Service Sets

SHELTER

Basic Service Set – the set of services that is recommended to be available for all households who enter shelter
• Connection to Food Support
• Bed
• Showers
• Laundry

• Busing to schools
• Phones

Enriched Service Set – the set of services that is recommended to be available for all households who enter shelter

• Case management
• MH services
• Childcare
• Headstart
• Employment Assistance
• Children/family activities

SUPPORTIVE HOUSING

Basic Service Set – the set of services that is recommended to be available for all households needing supportive housing.

Access	
• In-reach Outreach Engagement Benefits Assistance	
Case management	
• Assessment	• Coordination
• Plan development	• Monitoring
• Connection	• Personal Advocacy
Family Specific Services	
• Family Reunification Services	
• Parenting	
Housing Supports	
• Finding housing	• New tenant orientation and move-in assistance
• Applying for housing and advocating with landlord to take someone who maybe screened out of housing	• Tenancy supports
• Rental Subsidies	• Support for children and youth
• Securing household supplies and furniture and other necessities	• Eviction prevention
	• Front desk services
Independent Living Skills	
Transportation	
Education / Employment	
• School Connections	• Opportunities and access to GED, 2 year or 4 year degree programs
• Access to Social Support	• Supported employment
• Truancy Intervention	• Childcare resources
• Access to Academic Support	
Safety	
• Domestic Abuse Services	• Child Protection Assessment and appropriate follow-through
• Crisis Planning and Intervention	• Legal Advocacy
Financial Management	
• Budgeting	• Financial education services
• Benefit assistance	• Legal advocacy
Self-determination / Life Satisfaction	
• Recreation	• Parenting
• Social Support	• Support Groups
• Community Involvement / Integration	

Health	

• Health related services
    o Medication set up
    o Healthcare coordination
    o HIV/AIDS/STD education and support
    o Immunization and prevention
	• End of life planning
	• Benefit assistance

Harm Reduction Strategies

Veteran's benefits and services

Service Set for Children—additional recommended services if a program serves children	
Specific Services – • Case management • Advocacy • Academic programs • Computer Labs • Recreational programming • Mental Health	• Chemical Health • Mentoring • Employment training • Post-secondary • Physical health • Transportation
Assessment and Planning Services • Developmental assessment and plan • School readiness plan	• Educational services including Individual Education Plan • Post-secondary plan