

**SLC FHPAP Providers Quarterly meeting March 2014**  
**Due to weather conditions, the FHPAP quarterly meeting was held on**  
**March 27 in Cotton and again on April 3 in Duluth at Gimaajii.**

Attendance - Cotton: Erich L, Eric G, (LifeHouse), Michelle L. (AEOA), Heather L. and Bill Maxwell (Legal Aid-Range) , Ji-Young Choi (MHFA), Brian M. (RTH)

Duluth: Elise S. (Salvation Army), Patti Larsen (AICHO), Janis G. (Duluth Shelter Project), Brittany R. (Duluth Shelter Project), Erich Lutz (LifeHouse) Theresa D. (Bois Forte), Gwen Updegraff (Legal Aid-Duluth).

PIT Unsheltered Count for St. Louis County results distributed. Count was up 20% overall from last year. Overall, there were 134 unsheltered persons surveyed in St. Louis County regarding the night of January 22, 2014. The temps were more than 25 degrees below zero. 85% of those identified were in southern St. Louis County. Discussion about how accurate the count is and how to improve the process. Advance work with trail groups was suggested to identify outdoor locations. Ji suggested we connect with Hennepin County to gather information about how they perform their count. Information was submitted to CoC Coordinator for HUD HIC/PIT requirements.

FHPAP binders were distributed. Binders include contact information/program description and revised eligibility standards/MN Statute/contracts/budget/workplan and a summary of required reporting and forms for case files. Providers have been involved in identifying all requirements and are asked to continue to update binders as the program evolves. Uniform Intake Application has been added to the requirements. Discussion about upcoming **MHFA site visit expected on June 25, 2014**. Case files need to be complete with full documentation of crisis, eligibility documentation and support services performed. Case management definition was examined based on the Minnesota Interagency Task Force on Homelessness summary included in the binder.

If an agency determines they are providing Case Management under FHPAP it must include:

*Assessment/Plan Development/Connection/Coordination/Monitoring and Personal advocacy. These activities may vary in intensity, duration, focus, availability of staff and location of services.*

*Client specific Activities are outreach, direct service, crisis intervention and follow up. System activities may include advocacy to improve systems to promote a more effective, equitable and accountable system for a client group including resource development.*

Safe Haven has just attended consultant training for documentation in Domestic Violence Shelters. Brittany shared the information with Coordinator and providers and will also work with Janis at Dabinoo'lgan to ensure compliance.

Uniform Intake Application created for FHPAP pilot starting April 1, 2014. All FHPAP providers are expected to utilize form which is an expansion of HMIS input data and including multiple diversion questions. **Providers are asked to begin tracking diversion data (more than just turnaways due to lack of income or available funding) and submit to FHPAP Coordinator on monthly basis.**

FHPAP Data-6 months into the biennium. SLC as a whole is at 34% of preventions HH goal and 16% of Homeless HH goal. Expenses are on track. Providers with ESG funds are utilizing those first as there are deadlines on old ESG funds. Duluth Shelters project off to a slow start. Introduced the idea of adding CHUM to the shelter project. Will allow for additional 3 months to determine how Rapid Re-Housing program is working for the two shelters currently in the FHPAP program.

Discussion regarding the return to shelter reports from MHFA. Reports pull data from HMIS that identify clients that have exited the FHPAP program and returned within one year of exit to shelter. This could include shelters that utilize HMIS system anywhere in the state. St. Louis County numbers are a bit higher than desired, so needs to be a part of the targeting strategies discussion. This data is not finely tuned, but can be an indicator of serving clients in the FHPAP program that are not the best candidates for maintaining stable housing.

The targeting strategy work-plan includes keeping FHPAP knowledge and expertise as a part of the Coordinated Assessment planning. There are limited prevention funds in St. Louis County and it is necessary to include prevention services and funds as part of the continuum of care homeless response system.

Legal Aid Society of Northeastern Minnesota (LASNEM) presented on prevention services. Both Range and Duluth offices are committed to housing issues and tenant rights. Most situations call for counsel and advice, however appeals and court work may also be required. Other areas of work such as family law, domestic violence, parental support and employment can often directly impact housing stability. Some of the agencies are aware and currently utilize Legal Aid services for housing concerns and client referrals. Other agencies were not aware of the extent of Legal Aid work being done and that they are a good referral for many situations. Through case summaries, FHPAP attendees learned about the various situations where Legal Aid could intervene and prevent evictions. All providers expressed appreciation for the work being done and Legal Aid staff accessibility. LASNEM announced the addition of legal services through the Law Library positions recently added in Duluth and on the Iron Range. This position will provide essential services for completing forms, provide information about court procedures, and provide appropriate referrals to legal and community resources. After identifying the areas of primary demand, there will also be offered appropriate legal clinics and community education.

MHFA has announced the **St. Louis County site visit will be on Wednesday, June 25, 2014.** It has not yet determined which agencies files will be reviewed. All FHPAP service providers are expected to attend. There will be a roundtable with service providers/Project Coordinator/MN Housing FHPAP administration staff and MICH Rep to discuss the following:

- Assessment/Intake
- Service Delivery
- Reporting/Use of Data
- Recommendations

Leadership Advisory Council will also be asked to attend for discussion of Community Need/Responsiveness and Roles and Responsibilities.

The Leadership Council was not scheduled to meet at that time, but has decided to add an additional meeting for that day. More details will follow as we find out more from MHFA.

As always, thank you for the work you do towards the goal of preventing and ending homelessness in St. Louis County!

Erich Lutz followed up with a link to the Hearth connection blog post by David O'Leary.

<http://www.hearthconnection.org/blog/>

\*Please note that AEOA has terminated the contract for FHPAP administration of direct cash assistance flex funds. Since the contract only required 30 days notification, this termination is effective May 1, 2014. An initial request for an agency willing to take over the administration of flex funds was made to current FHPAP sub grantees since they are familiar with the program followed by a community wide request through the Iron Range and Duluth Homeless Response Committees.

We are pleased to communicate that Life House in Duluth will take over FHPAP direct cash assistance flex fund administration for St. Louis County effective May 1, 2014. Thank you to the staff at Life House!

**Please be patient as we transition to this new process.**

**The next FHPAP Quarterly meeting will be the Minnesota Housing Finance Agency site visit scheduled for June 25, 2014. We will provide more details about the visit as they become finalized.**