

## Before Starting the CoC Application

You must submit all three of the following parts in order for us to consider your Consolidated Application complete:

1. the CoC Application,
2. the CoC Priority Listing, and
3. all the CoC's project applications that were either approved and ranked, or rejected.

As the Collaborative Applicant, you are responsible for reviewing the following:

1. The FY 2022 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2022 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.

Your CoC Must Approve the Consolidated Application before You Submit It  
- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2022 CoC Program Competition on behalf of your CoC.

- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions

Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

### Attachments

Questions requiring attachments to receive points state, "You Must Upload an Attachment to the 4B. Attachments Screen." Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.

- Attachments must match the questions they are associated with—if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.

- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

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

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

**1A-1. CoC Name and Number:** MN-509 - Duluth/St. Louis County CoC

**1A-2. Collaborative Applicant Name:** St. Louis County Public Health & Human Services

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

**1A-4. HMIS Lead:** St. Louis County Public Health & Human Services

## 1B. Coordination and Engagement–Inclusive Structure and Participation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
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- Frequently Asked Questions

1B-1.	Inclusive Structure and Participation–Participation in Coordinated Entry.	
	NOFO Sections VII.B.1.a.(1), VII.B.1.e., VII.B.1.p., and VII.B.1.r.	
	In the chart below for the period from May 1, 2021 to April 30, 2022:	
1.	select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC's coordinated entry system; or	
2.	select Nonexistent if the organization does not exist in your CoC's geographic area:	

	Organization/Person	Participated in CoC Meetings	Voted, Including Electing CoC Board Members	Participated in CoC's Coordinated Entry System
1.	Affordable Housing Developer(s)	Yes	Yes	Yes
2.	Agencies serving survivors of human trafficking	Yes	Yes	Yes
3.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
4.	Disability Advocates	Yes	Yes	Yes
5.	Disability Service Organizations	Yes	Yes	Yes
6.	EMS/Crisis Response Team(s)	Yes	Yes	No
7.	Homeless or Formerly Homeless Persons	Yes	Yes	Yes
8.	Hospital(s)	Yes	No	No
9.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Yes	Yes	Yes
10.	Law Enforcement	Yes	Yes	Yes
11.	Lesbian, Gay, Bisexual, Transgender (LGBTQ+) Advocates	Yes	Yes	Yes
12.	LGBTQ+ Service Organizations	Yes	Yes	Yes
13.	Local Government Staff/Officials	Yes	No	No
14.	Local Jail(s)	Yes	Yes	Yes
15.	Mental Health Service Organizations	Yes	Yes	Yes
16.	Mental Illness Advocates	Yes	Yes	Yes

17.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes
18.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	Yes
19.	Organizations led by and serving people with disabilities	Nonexistent	No	No
20.	Other homeless subpopulation advocates	Yes	Yes	Yes
21.	Public Housing Authorities	Yes	No	Yes
22.	School Administrators/Homeless Liaisons	Yes	Yes	Yes
23.	State Domestic Violence Coalition	Yes	No	No
24.	State Sexual Assault Coalition	No	No	No
25.	Street Outreach Team(s)	Yes	Yes	Yes
26.	Substance Abuse Advocates	Yes	Yes	Yes
27.	Substance Abuse Service Organizations	Yes	Yes	Yes
28.	Victim Service Providers	Yes	Yes	Yes
29.	Domestic Violence Advocates	Yes	Yes	Yes
30.	Other Victim Service Organizations	Nonexistent	No	No
31.	Youth Advocates	Yes	Yes	Yes
32.	Youth Homeless Organizations	Yes	Yes	Yes
33.	Youth Service Providers	Yes	Yes	Yes
	Other: (limit 50 characters)			
34.	Veteran Service Organizations	Yes	Yes	Yes
35.				

1B-2.	Open Invitation for New Members.	
	NOFO Section VII.B.1.a.(2)	

	Describe in the field below how your CoC:
1.	communicated a transparent invitation process annually (e.g., communicated to the public on the CoC's website) to solicit new members to join the CoC;
2.	ensured effective communication with individuals with disabilities, including the availability of accessible electronic formats;
3.	invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, LGBTQ+, and persons with disabilities).

(limit 2,500 characters)



1.SLC CoC annually elects new members to the CoC governance board. When seats become available, announcements are made in all community meetings related to housing and a CoC-wide communication seeking members is sent out. Board Openings are posted on the CoC & county government websites. Board openings are shared via CoC & St. Louis County social media platforms. One-to-one outreach is made to all culturally specific providers and all housing organizations are encouraged to share board opening with the households they serve. A similar process is conducted to fill seats on CoC subcommittees. SLC CoC also provides application support and stipends to formerly homeless individuals who participate in CoC meetings. 2. SLC CoC runs all public documents through readability software to ensure that e-readers can read the documents, that documents are visually accessible, and that all documents are accessible at almost any reading/writing level. Additional supports for ASL translation and meeting accessibility are available on request. SLC CoC also has multiple disability advocates on our governing board who disseminate CoC info to all stakeholders in their networks. Additionally, all trainings and meetings on request are recorded and available to watch at any time. 3. SLC CoC recently changed our governing board make up to be more inclusive and welcome additional people with lived experience of homelessness, youth, and BIPOC individuals. This action was taken after integrating community feedback from our CoC Annual Meeting. SLC CoC has a Racial Equity & Accountability Project (REAP) Leadership team that is made of individuals who have experienced homelessness, and are LGBTQIA2S+, Black, Indigenous, or other People of Color (BIPOC). This team is a key part of CoC decision-making processes and guides racial equity planning in our CoC. Additionally, we have one established seat on our CoC governance board for a person with lived experience of homeless and require engagement of individuals who have experienced homelessness in all our subcommittees. We have one established seat on our CoC governance board for a BIPOC individual, which is appointed with support from our REAP team. We have two established seats on our CoC governance board for appointed members of Bois Forte Tribal & Fond Du Lac Tribal Nations. We work closely with Tribal Nations and culturally-specific providers in all our CoC programming and equity initiatives.

1B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.	
	NOFO Section VII.B.1.a.(3)	
	Describe in the field below how your CoC:	
1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;	
2.	communicated information during public meetings or other forums your CoC uses to solicit public information; and	
3.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.	

(limit 2,500 characters)

1.SLC CoC hosts monthly meetings of all housing providers—Housing Response Committee, the Rural Housing, & Affordable Housing Coalitions. SLC CoC also hosts a CoC-wide event known as the Summit to End Homelessness. These summits set CoC-wide strategies to prevent and end homelessness with a major emphasis on the leadership of people with lived experience of homelessness. In 2020, SLC CoC also conducted a CoC-wide environmental scan utilizing community interviews, community conversations, and HMIS data. This large-scale community assessment process has led to a renewed and deepened commitment to addressing racial disparities in our housing system. Last year, SLC CoC formed a plan to target unsheltered homelessness in our CoC called the Stepping on Up Plan. This plan was formed through collaborative meetings with people with lived experience of homelessness, housing providers, community advocates, CoC leadership, and local government representatives. Currently, SLC CoC is engaging across disciplines and communities to co-create an action plan to end homelessness that is centered in racial, health, and housing equity. 2.SLC CoC leadership regularly attends public meetings to convey relevant CoC information as well as conducts 1:1 meetings as needed to seek input and consultation. This includes monthly housing provider meetings, coordinated entry meetings, and other public meetings related to housing. SLC CoC regularly hosts public information sessions on available funding and key policies. We also seek vital input on policies, procedures, and funding priorities from our CoC committees including our Planning & Evaluation Committee & our Racial Equity & Accountability (REAP) team. The REAP team is a leadership team made up of LGBTQIA2S+, Black, Indigenous, and People of Color who have experienced homelessness. The Planning & Evaluation Team is a team of diverse stakeholders that monitor and support CoC System performance and set project level NOFO scoring criteria. 3.SLC CoC leadership hosts and attends regular public meetings to solicit community feedback on strategy, policy formation, and funding opportunities. This includes soliciting feedback on CoC project scoring for annual NOFO application processes. This led SLC CoC to have funding priorities for projects with culturally responsive programming, domestic violence policies, and/or plans to address racial equity.

1B-4.	Public Notification for Proposals from Organizations Not Previously Awarded CoC Program Funding.	
	NOFO Section VII.B.1.a.(4)	
	Describe in the field below how your CoC notified the public:	
1.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;	
2.	about how project applicants must submit their project applications—the process;	
3.	about how your CoC would determine which project applications it would submit to HUD for funding; and	
4.	how your CoC effectively communicated with individuals with disabilities, including making information accessible in electronic formats.	

(limit 2,500 characters)

1. SLC CoC publicly posted all competition notices and materials 28 days (08/02/2022) before the CoC deadline. SLC CoC sent out public notices via email to all housing and homelessness providers within our CoC and to tribal nations in our geography. SLC CoC also posted a public notice of availability of funds on the CoC/County government website and social media. SLC CoC leadership also conducted 1:1 meetings with potential new applicants specifically reaching out to victim services providers and culturally specific providers. SLC CoC met with potential new applicants and discussed at length HUD's threshold criteria and our local competition process. SLC CoC also hosted a public information session (08/11/2022) on the FY 2022 CoC NOFO Competition. The CoC hosted weekly office hours to support applicants and technical assistance sessions were hosted for all applicants. In 2022, Minnesota CoCs hosted a statewide information session in partnership with our statewide domestic violence coalition which provided an overview of CoC funding requirements and processes for all VSPs in Minnesota. 2. SLC CoC publicly posted application instructions on our CoC website and sent them out via email to all housing providers. SLC CoC also hosted an information session, office hours, and technical assistance opportunities for all applicants. SLC CoC publishes an annual CoC NOFO Competition Notice (08/02/2022), which details all the project application requirements, scoring, and ranking policies, and procedures for all applicants. 3. SLC CoC published a detailed Ranking & Review Policy in 2021 that details our scoring, ranking, and reallocation policies. This policy was created with broad engagement from the CoC and details prioritizing projects that have strong financial management and strong performance measures for funding. This also details our annual process to determine and publish funding priorities, which currently prioritizes strong domestic violence policies and racial equity. 4. SLC CoC conveyed all information both in writing and verbally in public meetings, provided 1:1 consultation, and weekly office hours for all potential applicants. Printed materials and technical assistance were available on request. SLC CoC ran all public materials through readability tests to assure that they were accessible for most education levels and compatible with eReader software. All public presentations were available with live transcription and ASL translation on request.

## 1C. Coordination and Engagement

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
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1C-1.	Coordination with Federal, State, Local, Private, and Other Organizations.	
	NOFO Section VII.B.1.b.	
	In the chart below:	
	1. select yes or no for entities listed that are included in your CoC's coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or	
	2. select Nonexistent if the organization does not exist within your CoC's geographic area.	

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with the Planning or Operations of Projects?
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Yes
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Nonexistent
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Yes
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBTQ+ persons	Yes
13.	Organizations led by and serving people with disabilities	Nonexistent
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	

18.		
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1C-2.	CoC Consultation with ESG Program Recipients.	
	NOFO Section VII.B.1.b.	

	Describe in the field below how your CoC:
1.	consulted with ESG Program recipients in planning and allocating ESG and ESG-CV funds;
2.	participated in evaluating and reporting performance of ESG Program recipients and subrecipients;
3.	provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and
4.	provided information to Consolidated Plan Jurisdictions within your CoC's geographic area so it could be addressed in Consolidated Plan update.

(limit 2,500 characters)

1. SLC CoC encompasses two HUD ESG entitlement communities—Duluth & St. Louis County. While the Duluth ESG and County ESG entitlements provide services in different service areas, the CoC connects the various funding sources and aids with coordination of funded projects and services. Within SLC CoC, there are two subgroups, the Affordable Housing Coalition (AHC), and the Rural Housing Coalition (RHC). RHC & AHC serves as the advisory committees for ESG programs and assist with ESG policy, standards, evaluation, and funding recommendations. Each group elects a representative to serve on the CoC Governance Board. ESG staff attends the monthly CoC Governance meetings to provide updates on the applications, process, and awards for the ESG funds and seeks input. The MN Department of Human Services (DHS) administered non-entitlement ESG-CV funds, ESG-CV1 and ESG-CV2, via competitive RFP processes. ESG-CV1 was targeted for street outreach and emergency shelters to respond to the COVID-19 pandemic. ESG-CV2 resources were awarded for emergency shelter, prevention, and rapid rehousing. 2. The SLC CoC Coordinator served on the evaluation committee for ESG-CV applications to the City of Duluth. Every quarter, funded agencies are required to submit a report detailing program performance and outcomes. ESG Program staff report these outcomes at the CoC Governance meetings and other public hearings. The State of MN's competitive Request for Proposal 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 region. 3. SLC CoC provides annual Point-in-Time Count information to ESG program administrators. This information supports the consolidated plan as well as local reports such as the Annual Housing Indicator Report. PIT and HIC data were incorporated into the most recent Consolidated Plan. 4. ESG program administrators produced and submitted their HUD Consolidated Plans for program years 2020-2024. The Consolidated Plan includes consultation with and data from the SLC CoC. Every year the Consolidated Plan is reviewed, and an Action Plan is created, which describes agencies and projects funded. The 2022 ESG Action Plans were drafted in June 2021 and approved in spring 2021. 2023 ESG Action Plans are currently being developed for 2023 funding allocations.

1C-3.	Ensuring Families are not Separated.	
	NOFO Section VII.B.1.c.	

Select yes or no in the chart below to indicate how your CoC ensures emergency shelter, transitional housing, and permanent housing (PSH and RRH) do not deny admission or separate family members regardless of each family member's self-reported sexual orientation and gender identity:

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
3.	Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	Yes
4.	Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance.	Yes
5.	Sought assistance from HUD by submitting AAQs or requesting technical assistance to resolve noncompliance of service providers.	Yes
6.	Other. (limit 150 characters)	

1C-4.	CoC Collaboration Related to Children and Youth—SEAs, LEAs, School Districts.	
	NOFO Section VII.B.1.d.	

Select yes or no in the chart below to indicate the entities your CoC collaborates with:

1.	Youth Education Provider	Yes
2.	State Education Agency (SEA)	Yes
3.	Local Education Agency (LEA)	Yes
4.	School Districts	Yes

1C-4a.	Formal Partnerships with Youth Education Providers, SEAs, LEAs, School Districts.	
	NOFO Section VII.B.1.d.	

Describe in the field below the formal partnerships your CoC has with at least one of the entities where you responded yes in question 1C-4.

(limit 2,500 characters)

The State of MN is implementing a Homeless Prevention Aid allocation to provide rental assistance and supports to youth and families experiencing or at risk of homelessness. SLC CoC has been partnering with school districts, youth education providers, youth homeless service providers, and Tribes to gather input regarding needs and potential methods of allocating these funds across our CoC in preparation for the funding. SLC CoC also partners with St. Louis County Extension Youth in Action (YIA) program. YIA has a dedicated staff person to build relationships with school districts, liaisons, and youth homeless service providers across St. Louis County. The intent of this work is to build a Youth Action Board (YAB) across SLC who will develop and implement a youth-led plan to end youth homelessness. SLC CoC collaborates extensively with youth education providers to strengthen educational experiences for homeless youth/families experiencing homelessness/at risk of homelessness. SLC CoC has implemented a case conferencing model where homeless school liaisons have regular meetings with shelter staff to identify and support students experiencing housing instability by providing transportation and wrap around services to support youth educational success. SLC CoC collaborates with Minnesota Department of Education (MDE) to implement the homeless school liaison program, provide training opportunities, and gather school homelessness data. SLC CoC has formal partnerships with MDE through Minnesota Interagency Council on Homelessness (MICH) and MICH representatives participate in all CoC meetings. MN CoCs partnered with MICH to implement the Statewide Plan to End Homelessness which includes actions steps to improve access to education for youth/families experiencing homelessness. SLC CoC partners closely with homeless school liaisons across SLC to offer trainings, provide outreach, connect to housing resources, and provide wrap-around services for students experiencing homelessness. SLC CoC has a formal partnership with Duluth Public School through the Families in Transition (FiT) Program, which provides wrap-around services and intensive case management for families experiencing homelessness or at risk of homelessness. FiT program is integrated into the Coordinated Entry system in SLC CoC and provides assessments on-site for youth/families. SLC CoC also partners with American Indian Integration Specialists to ensure culturally responsive programming is offered.

1C-4b.	Informing Individuals and Families Experiencing Homelessness about Eligibility for Educational Services.	
	NOFO Section VII.B.1.d.	

Describe in the field below written policies and procedures your CoC adopted to inform individuals and families who become homeless of their eligibility for educational services.

(limit 2,500 characters)

Head Start programming is embedded in multiple CoC funded organizations to provide early education services to families with preschool age children. SLC CoC policy requires that all youth/families experiencing homelessness or housing insecurity be immediately connected to a homeless school liaison to access all educational and support opportunities available. SLC CoC follows school district guidelines to inform youth and families experiencing homelessness or housing instability about their eligibility for educational services. As part of the McKinney Vento Homeless Education Assistance Act, MN public and charter schools must provide services that remove barriers to enrollment, attendance, and educational success of students. All students in SLC CoC experiencing homelessness are offered support for transportation, academic, housing search, and food support/mainstream benefits as needed. This information is included in school district application materials. The application requests information about residency and current living situation. If the response falls into any eligible category, a homeless school liaison follows up with the household to provide services and connect them to housing resources. For Head Start, homelessness is considered an automatic qualifier for eligibility and families receive priority for enrollment. Head Start also receives referrals from shelters for students who are preschool age. McKinney-Vento program information is provided at new teacher trainings and to new homeless liaisons. All families/unaccompanied youth who show up in youth-serving agencies across SLC CoC are immediately connected to homeless school liaisons and rapidly enrolled in school. Additionally, alternative schooling options are presented as needed. SLC CoC shelter and transitional housing staff meet monthly with homeless school liaisons and youth organizations to identify unaccompanied youth and households with school age children who are experiencing housing insecurity to communicate eligibility of education support services.

1C-4c.	Written/Formal Agreements or Partnerships with Early Childhood Services Providers.	
	NOFO Section VII.B.1.d.	

Select yes or no in the chart below to indicate whether your CoC has written formal agreements or partnerships with the listed providers of early childhood services:

		MOU/MOA	Other Formal Agreement
1.	Birth to 3 years	No	Yes
2.	Child Care and Development Fund	Yes	Yes
3.	Early Childhood Providers	Yes	Yes
4.	Early Head Start	No	No
5.	Federal Home Visiting Program—(including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)	Yes	No
6.	Head Start	No	Yes
7.	Healthy Start	No	Yes
8.	Public Pre-K	No	No
9.	Tribal Home Visiting Program	No	No
	Other (limit 150 characters)		
10.			



1C-5.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors—Collaborating with Victim Service Providers.	
	NOFO Section VII.B.1.e.	
	Describe in the field below how your CoC regularly collaborates with organizations who help provide housing and services to survivors of domestic violence, dating violence, sexual assault, and stalking to:	
1.	update CoC-wide policies; and	
2.	ensure all housing and services provided in the CoC are trauma-informed and can meet the needs of survivors.	

(limit 2,500 characters)

1. SLC CoC regularly collaborates with Tribal Nations and VSPs including: Safe Haven Shelter, Advocates for Family Peace, Program to Aid Victims of Sexual Assault, and American Indian Community Housing Organization. SLC CoC currently requires that all CoC funded agencies provide copies of their domestic violence and safety planning policies annually for feedback. This is a key part of our NOFO ranking & scoring processes. CoC funded projects are scored on how they train their staff in safety planning and trauma-informed care and how they work with survivors of violence. We also conduct an annual housing first assessment of all CoC funded projects which includes assessments on reducing barriers for those fleeing violence. Additionally, we require all agencies to adopt an anti-discrimination policy that includes adherence to the Violence Against Women Act. 2. In 2022, all Minnesota CoCs hosted a statewide information session in partnership with our statewide domestic violence and sexual assault prevention coalitions. This session provided an overview of CoC funding requirements and local competition processes for all VSPs in Minnesota. SLC CoC also partners closely with VSPs and tribes in our CoC. We currently have a provider from Safe Haven Domestic Violence Shelter on our governing board which has been a great resource to our CoC in updating our policies and requirements. We partner with local VSPs, tribes, and statewide DV coalitions annually to provide free public training opportunities on safety planning and trauma-informed care to all housing providers in the CoC. These trainings are required for CoC funded agencies. SLC CoC also provides annual training opportunities on LGBTQIA2S+ competent and affirming care. This is key to effectively serving all survivors of violence in our CoC and we continue to support providers across the continuum of housing in creating shelter, housing, and services that go beyond the gender binary to support gender non-confirming, transgender, nonbinary, and two spirit individuals fleeing violence and seeking safe, affirming housing options. In 2022, SLC CoC also hosted a Trauma Informed Care training focused on Anishinaabe historical trauma and how to integrate welcoming and trauma sensitive protocols into our Coordinated Entry processes.

1C-5a.	Annual Training on Safety and Best Practices to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section VII.B.1.e.	
	Describe in the field below how your CoC coordinates to provide training for:	

1.	project staff that addresses best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); and
2.	Coordinated Entry staff that addresses best practices (e.g., trauma informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).

(limit 2,500 characters)

1.SLC CoC conducts annual publicly available training on trauma-informed care, dynamics of power and control, historical trauma, generational trauma, victims' rights, person-centered care, resource navigation, and harm reduction and Housing First practices. Most recently, SLC CoC hosted a training on the intersection of domestic violence & homelessness on 11/12/2021 and a Trauma Informed care training on 09/12/2022. SLC CoC helps host the St. Louis County Health & Human Service Conference annually which includes trainings on best practice for working with domestic violence, sexual assault, and human trafficking survivors. Additionally, our Victim Service Providers (VSPs) conduct intensive training to ensure that all case managers and advocates are fully prepared to support individuals and families fleeing violence, sexual assault, and stalking. The City of Duluth is home to a national model known as the Duluth Model, which is an intensive domestic violence training that focuses on patterns of power and control used by abusers. All VSP staff are trained in the Duluth Model and many on-staff advocates complete the 40-hour State of Minnesota Sexual Assault Advocate training. Our CoC has started offering additional trainings on trauma-informed approaches and domestic violence this year through the Stepping on Up (CoC plan to address unsheltered homelessness in the Duluth area) community training series. This training is open to all community members. This series will be available twice per year at minimum. 2. SLC CoC partners with neighboring CoCs to offer annual domestic violence training (most recently on 11/12/2021). Additionally, SLC CoC regularly partners with Tribal Nations and Urban Indigenous organizations to host training on historical trauma and connections to violence against Indigenous women. All staff across our CoC housing organizations receive trainings on domestic violence and human trafficking at least annually. All Coordinated Entry (CE) staff members and agencies that complete CE assessments are invited to and regularly attend offered trainings. SLC CoC has partnered with a neighboring CoC to offer remote Domestic Violence Trainings for all providers and coordinated entry staff throughout the pandemic. This has filled the gaps for VSPs who lack capacity to go into every housing project and train staff on best practice related to domestic violence.

1C-5b.	Using De-identified Aggregate Data to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section VII.B.1.e.	
	Describe in the field below:	
1.	the de-identified aggregate data source(s) your CoC uses for data on survivors of domestic violence, dating violence, sexual assault, and stalking; and	
2.	how your CoC uses the de-identified aggregate data described in element 1 of this question to evaluate how to best meet the specialized needs related to domestic violence and homelessness.	

(limit 2,500 characters)

1, 2. SLC CoC uses a combination of data to assess the scope of community needs related to people experiencing homelessness due to domestic violence (DV), human trafficking, sexual assault, exploitation, and stalking, including PIT data, de-identified aggregate data from Apricot (comparable database to HMIS), Coordinated Entry (CE) data, and the HMIS Core Report. This information is used to inform our CoC Plan, priorities, and policies. Key findings in 2020-2021 include the following: 1) The 2022 PIT (both sheltered and unsheltered) identified that 69 persons (9%) experiencing homelessness the night of the PIT reported being a DV survivor. 2) SLC CoC uses de-identified CE and Apricot data to identify unmet service needs for DV survivors in the CoC. The CoC uses the HMIS Core Report to better understand the extent of homelessness related to DV and improve planning efforts to meet the changing needs in our communities. This report identified that of persons served in all SLC CoC programs in August 2022, 750 people identify as survivors and 329 as currently fleeing violence. Currently, SLC CoC currently serves 391 survivors throughout all transitional housing and permanent housing programs. This means that SLC CoC has both a high number of those waiting for housing and currently in housing who have experienced domestic violence. Through this data, the need for DV shelter and housing far outweighs the current capacity of the SLC CoC Housing and Homelessness response system. This data has been used to target DV shelter bed expansion across the CoC. This has led to increased staffing, 10 more site-based beds, and 30 scatter-site beds for those fleeing domestic violence. Additional DV bed expansion is planned for 2023 in SLC CoC, which will likely add 10 more emergency shelter beds.

1C-5c.	Communicating Emergency Transfer Plan to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section VII.B.1.e.	
	Describe in the field below how your CoC communicates to all individuals and families seeking or receiving CoC Program assistance:	
	1. the emergency transfer plan policies and procedures; and	
	2. the process for individuals and families to request an emergency transfer.	

(limit 2,500 characters)

1. All information on policies for those fleeing violence is given out to anyone receiving a Coordinatized Entry (CE) assessment. This includes emergency transfer policies and close partnerships with neighboring CoCs. CE gives priority to DV survivors, but long wait times and lack of DV-specific housing can lead to survivors returning to abusers. CE staff prioritize working with survivors whenever and however they show up as it may not be safe for survivors to bring paperwork home or take follow-up phone calls, etc. CE cannot always connect DV households with housing options with high enough security measures to meet their safety needs. Often the available units are scattered site without safe entries, security desks, too close to abuser/their family, etc. This can lead to DV households turning down housing options until a safer option is available which further slows down housing placement. SLC CoC has deep partnerships with Victim Service Providers (VSPs), landlords, and law enforcement agencies to ensure that those fleeing violence can quickly and safely leave and move from emergency shelter to housing as quickly as possible. Honoring survivor choice and working closely with VSPs has been key to ensuring safety for survivors. SLC CoC policies ensure households have the option to turn down housing options because of safety concerns. 2. SLC CoC has clear transfer policies for households wishing to move to another program/unit. Close relationships are held with CoCs and tribes to support households in portability of rental assistance in other communities that may be safer. SLC CoC has a reasonable accommodation process in place with local PHAs to support client program transfer based on safety needs. This process is designed to quickly move survivors if their abuser moves into the neighborhood and/or discovers where they live. Case consultations are confidential and follow guidelines to protect household identity. SLC CoC maintains a CE priority list outside of HMIS for households fleeing violence to protect confidentiality. Equal access to housing is guaranteed for all households in SLC CoC. CES staff have built in an additional step into the assessment and follow-up process to ensure that they are calling safe numbers and never leaving voicemails that could endanger those attempting to flee violence. This often means contacting VSPs prior to households and/or passing messages through case managers at VSP agencies.

&nbsp;

1C-5d.	Access to Housing for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC ensures that survivors of domestic violence, dating violence, sexual assault, or stalking have access to all of the housing and services available within the CoC's geographic area.

(limit 2,500 characters)

1. All information on policies for those fleeing violence is given out to anyone receiving a Coordinatized Entry (CE) assessment. This includes emergency transfer policies and close partnerships with neighboring CoCs. CE gives priority to DV survivors, but there are still often long waits for households fleeing violence to get people into the housing. These long wait times and lack of DV-specific housing can lead to survivors returning to abusers. Additionally, CE cannot always connect DV households with housing options with high enough security measures to meet their safety needs. Often the available units are scattered site without safe entries, security desks, too close to abuser/their family, video camera, etc. This can lead to DV households turning down housing options until a safer option is available, which further slows down housing placement. SLC CoC has deep partnerships with Victim Service Providers (VSPs), landlords, and law enforcement agencies to ensure that those fleeing violence can quickly and safely leave and move from emergency shelter to housing as quickly as possible. Honoring survivor choice and working closely with VSPs has been key to ensuring safety for survivors. SLC CoC policies ensure households have the option to turn down housing options because of safety concerns. 2. SLC CoC has clear transfer policies for households wishing to move to another program/unit. Close relationships are held with CoCs and tribes to support households in portability of rental assistance in other communities that may be safer. SLC CoC has a reasonable accommodation process in place with local Public Housing Authorities to support client program transfer based on safety needs. This process is designed to quickly move survivors if their abuser moves into the neighborhood and/or discovers where they live. Case consultations are confidential and follow guidelines to protect household identity. SLC CoC maintains a CE priority list outside of HMIS for households fleeing violence to protect confidentiality. Equal access to housing is guaranteed for all households in SLC CoC with or without their information being input into HMIS. CES staff have built in an additional step into the assessment and follow-up process to ensure that they are calling safe numbers and never leaving voicemails that could endanger those attempting to flee violence. This often means contacting VSPs prior to households and/or passing messages through case managers at VSP agencies.

1C-5e.	Including Safety, Planning, and Confidentiality Protocols in Coordinated Entry to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section VII.B.1.e.	
	Describe in the field below how your CoC's coordinated entry includes:	
1.	safety protocols,	
2.	planning protocols, and	
3.	confidentiality protocols.	

(limit 2,500 characters)

1. In the SLC CoC Coordinated Entry System (CES), safety is priority for households fleeing violence and exploitation. SLC CoC prioritizes those fleeing violence in the CES process. SLC CoC has deep partnerships with Victim Service Providers (VSPs), landlords, and law enforcement agencies to ensure that those fleeing violence can quickly and safely leave and move from emergency shelter to housing as quickly as possible. Honoring survivor choice and working closely with VSPs has been key to ensuring safety for survivors accessing the CES. SLC CoC policies ensure households have the option to turn down housing options because of safety concerns. 2. SLC CoC has clear transfer policies for households wishing to move to another CoC or another program/unit within our CoC. Close relationships are held with CoCs and tribes to support households in portability of rental assistance in other communities that may be safer. SLC CoC has a reasonable accommodation process in place with local Public Housing Authorities to support client program transfer based on safety needs. This process is designed to quickly move survivors if their abuser moves into the neighbors/housing project and/or discovers where they live. SLC CoC requires all CoC funded projects to have domestic violence and safety planning policies established. Annual trainings are offered to support improvement of safety and confidentiality protocols across the CoC. Domestic violence policies are reviewed and scored as a part of the annual NOFO process. 3. Case consultations are confidential and follow guidelines to protect household identity. SLC CoC maintains a Coordinated Entry priority list outside of HMIS for households fleeing violence to protect confidentiality. Equal access to housing is guaranteed for all households in SLC CoC with or without their information being input into HMIS. CES staff in SLC CoC have built in an additional step into the assessment and follow-up process to ensure that they are calling safe numbers and never leaving voicemails that could endanger those attempting to flee violence who are still living with abusers. This often means contacting VSPs prior to households and/or passing messages through case managers at VSP agencies.

1C-6.	Addressing the Needs of Lesbian, Gay, Bisexual, Transgender and Queer+—Anti-Discrimination Policy and Training.	
	NOFO Section VII.B.1.f.	

1.	Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination?	Yes
2.	Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
3.	Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access in Accordance With an Individual's Gender Identity in Community Planning and Development Programs (Gender Identity Final Rule)?	Yes

1C-6a.	Anti-Discrimination Policy—Updating Policies—Assisting Providers—Evaluating Compliance—Addressing Noncompliance.	
	NOFO Section VII.B.1.f.	

	Describe in the field below:
1.	whether your CoC updates its CoC-wide anti-discrimination policy, as necessary, based on stakeholder feedback;

2.	how your CoC assisted providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination;
3.	your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and
4.	your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.

(limit 2,500 characters)

1. SLC CoC created a CoC Anti-Discrimination Policy in 2021 through community conversations. This policy affirms our CoC's commitment to Fair Housing, the HUD Equal Access Rule, and the Violence Against Women Act in all our CoC funded housing and services. This policy also includes resources for filling discrimination complaints as needed. This policy is publicly available and all CoC funded projects are asked to include it in their program manuals and leases and/or adopt a similar policy. SLC CoC has shared this with all CoC funded projects and sought feedback. In the future, the CoC Anti-discrimination policy will be reviewed at least annually by our CoC funded projects, our governing board, and our Racial Equity & Accountability Project (REAP) team.

2. SLC CoC offers annual training opportunities on LGBTQIA2S+ affirming care ND racial equity training opportunities. These trainings are required by the CoC in order to work towards safety for all those experiencing homelessness.

3. During SLC CoC's annual NOFO competition, all Coc grantees must submit a copy of their policies related to discrimination for evaluation. This includes agency-wide policies, programs specific policies & procedures, relevant sections of lease agreements, a housing first assessment form, and a copy of any open findings from HUD. These policies are reviewed and scored for compliance with the CoC Anti-Discrimination Policy during our annual ranking & review process. Grant reviewers are recruited from a diverse set of stakeholders including the local Human Rights Office, the REAP Team, VSP agencies, and our CoC Governance board. Grant reviewers receive training beforehand on CoC scoring criteria, including adherence to the CoC Anti-Discrimination Policy.

4. CoC funded agencies are held accountable to the CoC Anti-Discrimination Policy through our local competition for the annual CoC NOFO funding. Projects that do not integrate racial equity, culturally responsive care, and LGBTQIA2S+ affirming care are in danger of reallocation in our CoC local competition. Additionally, the CoC coordinator conducts bi-annual site visits with all CoC funded agencies and a key focus of these visits is racial & LGBTQIA2S+ equity. The CoC coordinator uses these visits to be clear about expectations, offer resources, and discuss potential consequences of not adhering to the Non-Discrimination Policy.

1C-7.	Public Housing Agencies within Your CoC's Geographic Area--New Admissions--General/Limited Preference--Moving On Strategy.	
	NOFO Section VII.B.1.g.	
<p>You must upload the PHA Homeless Preference\PHA Moving On Preference attachment(s) to the 4B. Attachments Screen.</p> <p>Enter information in the chart below for the two largest PHAs highlighted in gray on the FY 2021 CoC-PHA Crosswalk Report or the two PHAs your CoC has a working relationship with--if there is only one PHA in your CoC's geographic area, provide information on the one:</p>		

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2021 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
Virginia Housing Authority	17%	Yes-Public Housing	No
Duluth housing Authority	27%	Yes-Both	No

1C-7a.	Written Policies on Homeless Admission Preferences with PHAs.	
	NOFO Section VII.B.1.g.	

	Describe in the field below:
1.	steps your CoC has taken, with the two largest PHAs within your CoC's geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference—if your CoC only has one PHA within its geographic area, you may respond for the one; or
2.	state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.

(limit 2,500 characters)



SLC CoC has worked with both Duluth & Virginia Housing Authorities over the past years to adopt homeless preferences in their programs. The Duluth HRA has adopted a homeless preference in several of their programs within the Housing Choice Voucher program, some of which pull from the Coordinated Entry (CE) priority list such as 31 Single Room Occupancy (SRO/Mod Rehab), 49 Emergency Housing Vouchers (Move Up priority and homeless priority), certain project-based vouchers (148 from various projects), and 16 Tenant Based Rental Assistance/Home. Those that do not pull from Coordinated Entry but still prioritize those experiencing homelessness include 15 Veterans Affairs Supportive Housing, 12 Bridges, and 32 Mainstream vouchers. Duluth HRA also has 29 units to fast-track applicants and move those families experiencing homelessness out of transitional housing programs and onto the Housing Choice Voucher program. Virginia HRA HCV Program does not have a homeless preference, but there is a preference established for Public Housing units. Virginia HRA partners to provide Project Based Vouchers (PBV) serving homeless households at Ivy Manor (10) and the Youth Foyer (8). Virginia HRA provide Bridges rental assistance vouchers to homeless households with severe mental health illnesses that come from the CE list. These households work with a local mental health provider to stabilize their housing and mental health and apply for the HCV Program while on the Bridges Program. Virginia HRA uses the Coordinated Entry process to fill Bridges Vouchers and the SRO Mod-Rehab Units. Most recently in 2021, Duluth HRA and SLC CoC collaboratively launched the Emergency Housing Voucher (EHV) program, and have a formal MOU signed for the administration of these 49 vouchers. Additionally, SLC CoC has an agreement with Duluth HRA as the host agency for our Coordinated Entry System staff position. SLC CoC also has a partnership with Duluth HRA on our winter warming center location. The Duluth Warming Center is a vital resource for unsheltered people experiencing homelessness in the City of Duluth and surrounding areas. In winter 2021-2022, 588 unduplicated individuals accessed the Duluth Warming Center. The permanent nature of the new warming center has also meant that it has been easier to bring in behavioral health services, public health, vaccination clinics, burn/wound care, peer recovery services, coordinated Entry assessments, and housing resources.

1C-7b.	Moving On Strategy with Affordable Housing Providers.	
	Not Scored-For Information Only	

Select yes or no in the chart below to indicate affordable housing providers in your CoC's jurisdiction that your recipients use to move program participants to other subsidized housing:

1.	Multifamily assisted housing owners	Yes
2.	PHA	Yes
3.	Low Income Housing Tax Credit (LIHTC) developments	Yes
4.	Local low-income housing programs	Yes
	Other (limit 150 characters)	
5.		

1C-7c.	Include Units from PHA Administered Programs in Your CoC's Coordinated Entry.	
	NOFO Section VII.B.1.g.	

In the chart below, indicate if your CoC includes units from the following PHA programs in your CoC's coordinated entry process?

1.	Emergency Housing Vouchers (EHV)	Yes
2.	Family Unification Program (FUP)	No
3.	Housing Choice Voucher (HCV)	Yes
4.	HUD-Veterans Affairs Supportive Housing (HUD-VASH)	No
5.	Mainstream Vouchers	No
6.	Non-Elderly Disabled (NED) Vouchers	No
7.	Public Housing	Yes
8.	Other Units from PHAs:	

1C-7d.	Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness.	
	NOFO Section VII.B.1.g.	

1.	Did your CoC coordinate with a PHA(s) to submit a competitive joint application(s) for funding or jointly implement a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs)?	Yes
		<b>Program Funding Source</b>
2.	Enter the type of competitive project your CoC coordinated with a PHA(s) to submit a joint application for or jointly implement.	Emergency Housing Voucher

1C-7e.	Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including Emergency Housing Voucher (EHV).	
	NOFO Section VII.B.1.g.	

	Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes
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1C-7e.1.	List of PHAs with Active MOUs to Administer the Emergency Housing Voucher (EHV) Program.	
	Not Scored—For Information Only	

	Does your CoC have an active Memorandum of Understanding (MOU) with any PHA to administer the EHV Program?	Yes
	If you select yes to question 1C-7e.1., you must use the list feature below to enter the name of every PHA your CoC has an active MOU with to administer the Emergency Housing Voucher Program.	
<b>PHA</b>		
Duluth HRA		

## 1C-7e.1. List of PHAs with MOUs

**Name of PHA:** Duluth HRA

## 1D. Coordination and Engagement Cont'd

1D-1.	Discharge Planning Coordination.	
	NOFO Section VII.B.1.h.	

Select yes or no in the chart below to indicate whether your 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.

1. Foster Care	Yes
2. Health Care	Yes
3. Mental Health Care	Yes
4. Correctional Facilities	Yes

1D-2.	Housing First—Lowering Barriers to Entry.	
	NOFO Section VII.B.1.i.	

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2022 CoC Program Competition.	28
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2022 CoC Program Competition that have adopted the Housing First approach.	28
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-Coordinated Entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2022 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

1D-2a.	Project Evaluation for Housing First Compliance.	
	NOFO Section VII.B.1.i.	

Describe in the field below:

1.	how your CoC evaluates every recipient—that checks Housing First on their Project Application—to determine if they are actually using a Housing First approach;
2.	the list of factors and performance indicators your CoC uses during its evaluation; and
3.	how your CoC regularly evaluates projects outside of the competition to ensure the projects are using a Housing First approach.

(limit 2,500 characters)

1, 2, 3. SLC CoC conducts an annual housing first assessment of all CoC funded projects and all applicants for CoC funds. This assessment includes detailed questions about non-discrimination, criminal background barriers, LGBTQIA2S+ safety, Domestic Violence policies, and late rent policies. Each project is also required to submit a copy of their lease and any relevant organizational policies annually. All of this information is reviewed, scored, and feedback provided annually. Additionally, SLC CoC sets systems performance benchmarks related to returns to homelessness, maintaining/increasing income, and exits to permanent housing. SLC CoC requests project APRs and monitors project-level outcomes on a bi-annual basis. Projects that score low consistently in systems performance measures and the housing first assessment are in danger of reallocation through annual CoC project ranking processes. All projects funded by SLC CoC are required to use Coordinated Entry (CE) for all housing placements. SLC CoC monitors CE referrals to ensure that CoC funded projects are working with those with the highest barriers to housing and the highest priority needs first. SLC CoC's Planning & Evaluation Committee reviews all of this data outside of the NOFO project ranking process and provides feedback, recommends CoC trainings, and offers 1:1 support sessions for improving outcomes related to housing first principles. This includes nondiscrimination policy formation support, training on domestic violence and gender identity discrimination in housing related to transgender, gender non-conforming, nonbinary and two spirit identities. Additionally, SLC CoC has formed a team of LGBTQIA2S+, Black, Indigenous, and other People of Color (BIPOC) who have all experienced homelessness to help guide further systems change across our CoC related to implicit biases, racism, and systemic discrimination. This is our Racial Equity & Accountability Project (REAP) team and they will continue to engage in improving our system processes, including our housing first assessment and training procedures.

1D-3.	Street Outreach–Scope.	
	NOFO Section VII.B.1.j.	
	Describe in the field below:	
1.	your CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;	
2.	whether your CoC's Street Outreach covers 100 percent of the CoC's geographic area;	
3.	how often your CoC conducts street outreach; and	
4.	how your CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.	

(limit 2,500 characters)

1.SLC CoC providers conduct street outreach (SO) throughout 100% of the geographic area, including rural/remote areas. SO identifies people experiencing unsheltered homelessness through various avenues including, but not limited to, engaging people on busy street corners and people living in outside in encampments. SO regularly visits places where free meals are served and needle exchange sites. SO also gains information that helps identify where people who are unsheltered may be living from a variety of sources including the street outreach hotline, community members, the MN Department of Transportation, local police departments, City Parks and Recreation, Sheriff's office, behavioral health, and harm reduction service providers. Methods of engagement center on relationship building, developing trust, and utilizing trauma-informed and harm reduction approaches. 2, 3. Duluth SO happens daily 8am-8pm; Northern SLC street outreach happens on a more part-time basis but is available any time. SLC CoC maintains a 24/7 homeless hotline. SO is also offered as needed if a person is identified as being potentially unsheltered through a tip to the SO hotline. 4.SLC SO engages with people least likely to request assistance by engaging in a trauma conscious way to gain trust over time. This may be paired with providing resources that can serve as tools of engagement such as providing water, bus passes, laundry tokens, tents, tarps, winter gear, hygiene and wound care kits and later help accessing other services and benefits. Youth SO workers engage youth, build rapport, and refer them to drop-in centers, shelters, or other age-appropriate services. Youth SO happens in close partnerships with schools across SLC CoC. SO workers specifically identify youth who are at-risk or victims of exploitation and human trafficking. SO is advertised on webpages, billboards, brochures, at shelters, youth organizations, schools, libraries, medical clinics, corrections, veterans, and DV services sites. Additionally, SLC CoC has a five-year plan to target unsheltered homelessness—the Stepping On Up Plan. This plan includes expansion of SO targeting unsheltered people in our CoC. This plan will include specialized SO for youth, families living in vehicles, and chronically homeless unsheltered individuals.

1D-4.	Strategies to Prevent Criminalization of Homelessness.	
	NOFO Section VII.B.1.k.	

Select yes or no in the chart below to indicate strategies your CoC implemented to ensure homelessness is not criminalized and to reverse existing criminalization policies in your CoC's geographic area:

		Ensure Homelessness is not Criminalized	Reverse Existing Criminalization Policies
1.	Engaged/educated local policymakers	Yes	Yes
2.	Engaged/educated law enforcement	Yes	Yes
3.	Engaged/educated local business leaders	Yes	Yes
4.	Implemented community wide plans	Yes	Yes
5.	Other:(limit 500 characters)		

1D-5.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC).	
	NOFO Section VII.B.1.i.	

		2021	2022
	Enter the total number of RRH beds available to serve all populations as reported in the HIC—only enter bed data for projects that have an inventory type of "Current."	70	64

1D-6.	Mainstream Benefits—CoC Annual Training of Project Staff.	
	NOFO Section VII.B.1.m.	

Indicate in the chart below whether your CoC trains program staff annually on the following mainstream benefits available for program participants within your CoC's geographic area:

	Resource	CoC Provides Annual Training?
1.	Food Stamps	Yes
2.	SSI—Supplemental Security Income	Yes
3.	TANF—Temporary Assistance for Needy Families	Yes
4.	Substance Abuse Programs	Yes
5.	Employment Assistance Programs	Yes
6.	Other (limit 150 characters)	

1D-6a.	Information and Training on Mainstream Benefits and Other Assistance.	
	NOFO Section VII.B.1.m	

Describe in the field below how your CoC:

1.	systemically provides up-to-date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within your CoC's geographic area;
2.	works with project staff to collaborate with healthcare organizations, including substance abuse treatment and mental health treatment, to assist program participants with receiving healthcare services; and
3.	works with projects to promote SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.

(limit 2,500 characters)



1.SLC CoC utilizes a statewide 2-1-1 hotline, which provides referrals on a wide variety of services. Whenever there is updated information, new resources, or opportunities relating to Mainstream Resources (MR), this information is sent out across the CoC and made available on the CoC website. Information is shared in collaborative meetings across the CoC on a bi-monthly basis at minimum. SLC has 2 Homeless Triage teams, which include a financial worker and social worker to assist with benefits access. County social workers go to CoC housing projects regularly to connect residents with available benefits. Throughout winter, our emergency warming centers host community partners to support access to benefits. 2. Meetings are held at least monthly with service providers to update the community on MR, changes to statute, rule, and funding for health care and other services. Staff share information about MR with stakeholders via email, and by participating in regional meetings, trainings, and events. SLC's Public Health Nurses disseminate information at homeless shelters, schools, community events and 1:1 meetings with clients. Triage Social Workers support MN Sure health insurance applications for individuals that enter our housing and homeless response system. SLC also has several insurance navigators located in community agencies and community sites such as the Public Library. SLC, triage and CoC programs also connect individuals to the state health insurance exchange (mnsure.org), and local navigators provide enrollment assistance. Rural SLC housing and behavioral health providers including hospitals and outpatient service providers meet regularly to better support people facing homelessness and housing instability. Every week an email is sent out across this group with the current openings/availability and contact information for behavioral health care access.3. SLC CoC has partnerships with local Work Force Development Centers and Soar Career Solutions, which is a nonprofit focused on employment for individuals with criminal backgrounds. Regular employment training and partnership opportunities are offered to all housing agencies for their clients. Some of housing providers have specific employment programs such as veterans' employment programs at MACV. SLC CoC has partnerships with disability service agencies such as Arc Northland with a focus on supporting individuals to access SSI/SSDI as appropriate.

1D-7.	Increasing Capacity for Non-Congregate Sheltering.	
	NOFO Section VII.B.1.n.	

Describe in the field below how your CoC is increasing its capacity to provide non-congregate sheltering.

(limit 2,500 characters)

In March of 2020, SLC CoC developed hotel isolation and quarantine (I&Q) sites with shelter providers across the CoC. These sites provided hotel rooms for people experiencing homelessness who tested positive for COVID-19, were awaiting test results, or had close contact with someone who tested positive. As the need for I&Q decreased with lower transmission rates, SLC stopped utilizing the hotel sites and instead utilized a site that was previously a customized living facility for I&Q. Food was provided for all meals. Mental health and substance use disorder supports were available through telehealth and home health care when needed. The rates of utilization decreased significantly over the past year with the site often being empty for months at a time. Now we are working with shelters to ensure they have the resources they need to be able to shelter in place. We are beginning comprehensive planning with our public health department should there be another surge this fall and/or winter. This work has relied on the collaboration with SLC CoC, hotels, public health, hospitals, shelter, and other service providers. SLC CoC also worked with the City of Duluth and a shelter provider to lease hotel rooms for people experiencing homelessness who are over the age of 65 and/or have underlying conditions that put them at higher risk for contracting COVID-19. This site has now transitioned into permanent supportive housing with many of the older adults who were previously utilizing it as shelter are now housed with leases. Across SLC we have designated public health liaisons assigned to specific shelters, board and lodges and congregate supportive housing providers to advise about symptom screening protocols, how to cohort COVID positive individuals in congregate shelters, and safety protocols/guidance to follow to mitigate risk in shelter settings. Public Health liaisons also discussed infection control measures such as frequent handwashing, social distancing, cover your cough, enhanced cleaning protocols, and masking guidelines. These relationships have been and continue to be instrumental in our approach, support, and response to COVID. Public Health liaisons regularly provide mobile vaccination and testing events at shelters and other supportive housing units across SLC CoC.

ID-8.	Partnerships with Public Health Agencies—Collaborating to Respond to and Prevent Spread of Infectious Diseases.	
	NOFO Section VII.B.1.o.	
	Describe in the field below how your CoC effectively collaborates with state and local public health agencies to:	
1.	develop CoC-wide policies and procedures to respond to infectious disease outbreaks; and	
2.	prevent infectious disease outbreaks among people experiencing homelessness.	

(limit 2,500 characters)

1,2.The State of Minnesota set policies that gave priority to people living or working in homeless settings during its initial vaccine rollout. The pandemic has prompted the State to create new programs and practices that will help it address future public health emergencies. For example, the Minnesota Department of Health created a new permanent position, Senior Adviser on Health, Homelessness, and Housing, to be the department's point person for helping homeless providers respond to future public health emergencies. MDH developed and regularly updates a guidebook to shelters and other congregate facilities on COVID-19 prevention and safety measures. With the support of local Continuums of Care, the Minnesota Department of Health (MDH) identified all homeless service providers and assigned them a vaccinator. Facilities that did not have a common space to host a vaccine clinic, were given the option of transporting people to either state-run mass vaccination sites or local vaccine clinics focused on homeless settings. The resources and guidance the State of Minnesota has provided to homeless programs to address COVID-19 will also be applicable to current and future respiratory diseases. Readiness for a public health emergency has improved by strengthening critical relationships across SLC CoC with public health departments and shelter/housing partners. Communication channels have been established to respond to any public health issues quickly if needed. This includes designated public health liaisons for shelters, transitional housing, board and lodge providers, and supportive housing units across the CoC. These relationships have been and will be instrumental in our approach, support, and response should there be a future public health emergency. SLC CoC's work developing isolation and quarantine (I&Q) sites for people experiencing homelessness has led to established protocols that would serve in future emergencies. These protocols include I&Q sites, regular testing, and vaccination clinics. This work was done collaboratively with Public Health, SLC CoC, housing/shelter providers, and hospitals/emergency departments. Additionally, we have increased PPE supplies and increased knowledge and capacity for understanding how to mitigate health risks within congregate living facilities & shelter settings.

ID-8a.	Collaboration With Public Health Agencies on Infectious Diseases.	
	NOFO Section VII.B.1.o.	
	Describe in the field below how your CoC effectively equipped providers to prevent or limit infectious disease outbreaks among program participants by:	
1.	sharing information related to public health measures and homelessness, and	
2.	facilitating communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.	

(limit 2,500 characters)

1, 2. SLC CoC developed strong partnerships, regular meetings, correspondence, and consultation with the Minnesota Department of Health (MDH). MDH assigned a representative to support SLC CoC in decreasing the spread of COVID-19. We continue to work closely with MDH, despite lower transmission of COVID-19. This includes ensuring safety measures were implemented in shelter and congregate sites for people experiencing homelessness and housing instability. Through collaboration, SLC CoC created communication channels, isolation, and quarantine sites (I&Q), and protocols for when people present at hospitals, shelters, etc. with symptoms. This included the establishment of an essential services hotline. While the level of need no longer justifies specific/separate I&Q sites, we continue to work with shelter partners to ensure that they can support people to isolate in place. MDH created a dedicated unit to support homeless facilities and other congregate settings. This team supports homeless facilities in COVID-19 prevention measures and provides hands-on support to facilities when they have active COVID-19 cases. Designated public health liaisons are assigned to specific shelters, board and lodges, and congregate supportive housing providers. These Public Health Liaisons continue to advise about infection control with measures such as symptom screening, frequent handwashing, social distancing, covering cough, masking, and enhanced cleaning protocols related to COVID-19. SLC CoC learned early in the COVID-19 pandemic that it was most effective to go to where people are to provide vaccine clinics and education. SLC CoC provides mobile vaccination and testing events at shelters and other supportive housing units on a routine basis. These relationships have provided housing/shelter providers guidance for PPE, I&Q protocols, handwashing, meal serving protocols, and coordinating mobile testing and vaccination sites. SLC CoC coordinates with other community partners who support those experiencing homelessness including food shelves, warming centers, domestic violence shelters, and resource centers. SLC CoC's goal was to be accessible at locations where people experiencing homelessness may be such as public transportation hubs/centers, food distribution sites, and community service events. SLC CoC will meet with shelter staff to review and update response plans should there be additional COVID-19 surges in 2022-23.

1D-9.	Centralized or Coordinated Entry System—Assessment Process.	
	NOFO Section VII.B.1.p.	
	Describe in the field below how your CoC's coordinated entry system:	
1.	covers 100 percent of your CoC's geographic area;	
2.	uses a standardized assessment process; and	
3.	is updated regularly using feedback received from participating projects and households that participated in coordinated entry.	

(limit 2,500 characters)

1.SLC's CoC Coordinated Entry System (CES) is accessible to the entire geography of the CoC, which includes two Tribal Nations. CES also works closely with neighboring CoCs for ease of referrals and assisting households to live where they want. 2. The CES is accessed by calling the 2-1-1 hotline. All assessment services are available via phone to consider those who may have transportation barriers, lack of childcare, or be currently in treatment or incarcerated. Coordinated Entry (CE) is marketed throughout the county via websites, posters, business cards, community events, and media. CE has been marketed to social service agencies, medical institutions, corrections facilities, youth serving orgs, schools, and law enforcement. CE also advertises in many community spaces including gas stations, grocery stores, churches, restaurants, and via street outreach. Social Workers in emergency response services also help make CE referrals. Local Legal Aid offices and judges in evictions courts are also a key resource in connecting households to CE. SLC CoC Coordinated Entry System (CES) prioritizes those with highest need through the assessment process, which utilizes community designed assessments and supplemental questions tailored to specific populations and geographies. The assessment process is person-centered and looks at the full picture of person to find best housing option. Household choice is also key to the SLC CoC process, which prioritizes where people want to live. SLC CoC has a CES policy that allows score modification based on case consult after learning more about a household's situation. Each household continues to work with the case manager who completed the assessment until they access housing. Case managers offer support in accessing mainstream benefits, legal, healthcare, behavioral health treatment (if applicable) for all households while they wait for housing placements. 3. SLC CoC annually reviews CE policies and procedures in public meetings. This includes detailed review of assessment tools and prioritization criteria by COC governance, people experiencing homelessness, housing provider, and community members. In 2022, our Racial Equity & Accountability Project Team reviewed CE policies & screening tools of the first time and will continue to engage in CE system improvements. In 2022, SLC CoC also conducted a trauma informed training for all CE assessors and used this to review the CE assessment with a trauma-informed lens.

1D-9a.	Program Participant-Centered Approach to Centralized or Coordinated Entry.	
	NOFO Section VII.B.1.p.	

	Describe in the field below how your CoC's coordinated entry system:
1.	reaches people who are least likely to apply for homeless assistance in the absence of special outreach;
2.	prioritizes people most in need of assistance;
3.	ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their preferences; and
4.	takes steps to reduce burdens on people using coordinated entry.

(limit 2,500 characters)

1. Coordinated Entry (CE) has been advertised broadly to reach all people experiencing homelessness including at churches, courts, treatment centers, medical providers, mobile crisis response teams, schools, nonprofits, etc. In Northern St. Louis County (NSLC), housing assessors are on site at the county government services building. This provides direct connection to a variety of programs through the county. In the Duluth area, households can make appointments through 2-1-1 or they can receive an assessment during weekly walk-in hours provided by two different agencies or through street outreach workers. Assessments are made available as quickly as possible. 2, 3. In NSLC, all households experiencing homelessness are discussed weekly in case consultation. This ensures that the level of housing services needed is discussed regularly. Due to the significant number of households accessing CE in the Duluth area, case consultations are held bimonthly for specific populations. For example, this has occurred 2+ years for veterans and has helped SLC CoC reach and maintain a functional zero status for veteran's homelessness. This recently started for HUD homeless families on the priority list in our CoC. The lack of housing impedes the ability to house all households expeditiously. However, every effort is made to secure housing as quickly as possible. 4. CE begins with a call to 2-1-1 for a pre-screen coupled with walk-in assessment options. At that time, households are directed to the level of services that meet their needs. If experiencing homelessness or are at risk of becoming homeless, households are scheduled an assessment with a case manager in their area. These assessments can be done over the phone or in person which is the client's choice. The ability to do the assessment over the phone reduces the barrier to access assistance. Following the assessment, housing case managers will either assist in completing forms for assistance and housing applications or mail them to the household experiencing homelessness dependent on the household's choice. The offer is always made available to assist with any forms or applications. The assessors will also assist with making appointments, gathering of documents needed for housing and direct referrals to other programs as needed. When referred to a housing program, the assessor will work with the client and the housing provider to make a smooth transition to a housing opportunity as needed.

1D-10.	Promoting Racial Equity in Homelessness—Conducting Assessment.	
	NOFO Section VII.B.1.q.	

1.	Has your CoC conducted a racial disparities assessment in the last 3 years?	Yes
2.	Enter the date your CoC conducted its latest assessment for racial disparities.	05/31/2021

1D-10a.	Process for Analyzing Racial Disparities—Identifying Racial Disparities in Provision or Outcomes of Homeless Assistance.	
	NOFO Section VII.B.1.q.	

Describe in the field below:

1.	your CoC's process for analyzing whether any racial disparities are present in the provision or outcomes of homeless assistance; and
2.	what racial disparities your CoC identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

1. SLC CoC conducted a deep dive assessment of racial disparities in 2020 using community interviews of housing providers & people who have experienced homelessness, Census Data, and HMIS data. SLC CoC uses the Core Homeless Report, Returns to Homeless Report, Length of Time Homeless report, Project level APRS, Systems Performance Measures, and Minnesota Prevention Assistance Tool Data to assess racial disparities. We also receive occasional reports from MN Departments of Correction and Education that are then integrated into analyzing racial disparities. Additionally, SLC CoC uses listening sessions, community summits, and 1:1 interviews as qualitative data to assess racial disparities in housing/services provision that data cannot currently capture. Racial Disparities data is now a key piece of the SLC CoC annual report, which provides a detailed overview of system performance. Racial disparities data is viewed at least biannually and is a consistent lens that we view all systems performance data through. The SLC CoC Planning & Evaluation committee consists of 10 diverse members of our CoC and this body reviews and tracks racial disparities data. This committee has been tracking disparities data for almost 3 years and carries this information into how we review and score NOFO projects and makes recommendations for CoC policies to improve racial equity outcomes. 2) HMIS, Census, and qualitative interview data clearly showed the disproportional representation of BIPOC individuals experiencing homelessness in SLC CoC. Only 3% of the population in SLC CoC is BIPOC and 42 percent of the population experiencing homelessness is BIPOC. This data also clearly showed that BIPOC households were experiencing lower exits to/retention of permanent housing and higher returns to homelessness. For example, indigenous and mixed-race households exit to permanent housing almost 50 percent less than white households. Data also shows that BIPOC households in SLC CoC have longer lengths of time homeless. This data has shown that a disproportionate number of those seeking emergency assistance and at risk of eviction are BIPOC households. A deeper dive into these numbers has also shown that it may take longer for BIPOC households to receive emergency assistance than white households.

1D-10b.	Strategies to Address Racial Disparities.	
	NOFO Section VII.B.1.q.	

Select yes or no in the chart below to indicate the strategies your CoC is using to address any racial disparities.

1.	The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	Yes
2.	The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	Yes
3.	The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	Yes
4.	The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	Yes
5.	The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	Yes

6.	The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	Yes
7.	The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	Yes
8.	The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	Yes
9.	The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	Yes
10.	The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	Yes
11.	The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	Yes
	Other:(limit 500 characters)	
12.		

1D-10c.	Actions Taken to Address Known Disparities.	
	NOFO Section VII.B.1.q.	

Describe in the field below the steps your CoC and homeless providers have taken to address disparities identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)



SLC CoC works closely with Tribal Nations and culturally specific providers in all CoC projects and equity initiatives. SLC CoC regularly reviews and evaluates racial disparities data on system-wide and project-level basis. This includes biannual site visits with all CoC funded projects in which racial equity policies and outcomes are reviewed and improvement plans are established as need. Racial equity policies, training, and outcomes are also a key component of scoring for the annual CoC NOFO competition. SLC CoC is continually developing new trainings and strategies to decrease disparate outcomes across our housing continuum. SLC CoC passed a Nondiscrimination Policy that applies to all CoC funded programs, which is partnered with equity training. The CoC governance adopted a Land Acknowledgement to emphasize tribal sovereignty and racial equity in all decision-making. SLC CoC targets outreach to BIPOC led organizations as potential new housing providers. This can be seen in the expansion of the Long-Term Homeless Housing Support Program, which has launched two new sites with a bed preference for BIPOC individuals and families who are homeless. Both programs, Families Rise Together & Divine Konnections are owned and run by BIPOC people and primary employ BIPOC support staff. Additionally, a BIPOC Housing Navigator has been added to the Coordinated Entry System (CES) to better serve BIPOC people experience homelessness in SLC CoC. SLC CoC is improving the cultural responsiveness of CES by offering trauma informed and historical trauma training to all CES assessors and doing detailed review of CES assessments through a trauma informed lens. In 2021, SLC CoC added the Racial Equity & Accountability Project (REAP) leadership team, which is a 9-person leadership team that is made up of LGBTQIA2S+, Black, Indigenous, and People of Color (BIPOC) individuals who have all experienced homelessness. REAP works to gather input from people experiencing homelessness and use that to guide CoC governance. SLC CoC has worked diligently to improve the diversity of our existing committees including the CoC governance, our Planning & Evaluation Committee, and our NOFO ranking & Review committee. SLC CoC has expanded outreach to BIPOC centered and led community organizations to share about housing resources. This includes outreach to Tribal Urban Offices, Family freedom Center, NAACP, and the Annual Juneteenth events.

1D-10d.	Tracking Progress on Preventing or Eliminating Disparities.	
	NOFO Section VII.B.1.q.	

Describe in the field below the measures your CoC has in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

SLC CoC conducted a deep dive assessment of racial disparities in 2020 using community interviews of housing providers & people who have experienced homelessness, and HMIS data. This information is updated and published annually in the CoC Annual Report. The SLC CoC Planning & Evaluation committee consists of 10 diverse members of our CoC. This body reviews and tracks racial disparities data and has been doing so for almost 3 years. Examples of data tracked includes; returns to homelessness, exits to permanent housing, populations disproportionately experiencing homelessness, length of time homeless, rates of eviction, and rates of accessing emergency assistance. This information directly ties into how we review and score NOFO projects and makes recommendations for CoC policies to improve racial equity outcomes. This committee also regularly presents disparities data at public meetings related to housing and at the CoC governance board meetings. In 2021, SLC CoC added the Racial Equity & Accountability Project (REAP) leadership team, which is a 9-person leadership team that is made up of LGBTQIA2S+, Black, Indigenous, and People of Color (BIPOC) individuals who have all experienced homelessness. REAP gathers input from people experiencing homelessness to guide CoC governance. REAP advises the CoC Governance on systems change related to housing and shelter. The REAP leadership team will lead key changes to coordinated entry, housing first evaluation, and allocation of new funding opportunities in the future. The Housing Response Committee (HRC) is the oversight committee for our Coordinated Entry System (CES). There is no data to show a disparity in BIPOC households getting offered housing assistance via CES. HRC continues to track this data and implement culturally responsive trainings and policy changes to CES as needed. However, it is likely there is a strong correlation between biases of landlords working with scattered site programs and higher returns to homelessness rate. HMIS data also shows that BIPOC households in SLC CoC have longer lengths of time homeless and have more difficulty securing housing with scattered site vouchers. Racial disparities data is now a key piece of the SLC CoC annual report, which provides a detailed overview of system performance. The CoC coordinator and CoC governance board oversees all of these committees and helps to weave these data driven insights into CoC planning & funding considerations.

1D-11.	Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decisionmaking—CoC's Outreach Efforts.	
	NOFO Section VII.B.1.r.	

Describe in the field below your CoC's outreach efforts (e.g., social media announcements, targeted outreach) to engage those with lived experience of homelessness in leadership roles and decision making processes.

(limit 2,500 characters)

SLC CoC is a part of the statewide cohort for the Racial Equity & Accountability Project (REAP), which is a technical assistance and system change project of Minnesota Engagement on Shelter & Housing (MESH). As a part of this process, SLC CoC has launched a 9-person leadership team that is made up of LGBTQIA2S+, Black, Indigenous, and People of Color (BIPOC) individuals who have all experienced homelessness. The REAP leadership team advises the CoC Governance on systems change related to housing and shelter. The REAP leadership team will lead key changes to coordinated entry, housing first evaluation, and allocation of new funding opportunities in the future. The REAP team conducts at least annual listening sessions and on-going 1:1 conversations with people currently experiencing homelessness on needed systems changes and funding priorities. Through listening sessions hosted by REAP and 1:1 conversations 100s of voices of those experiencing homelessness are integrated into CoC planning annually. Additionally, SLC CoC helps to host community summits annually that engage a diverse set of stakeholders in setting goals around ending homelessness across the CoC. These summits have an emphasis on the voices of those who have experienced homelessness as key decision-makers. These summits have occurred for nearly 10 years in our CoC with a slight pause due to COVID-19 restrictions. SLC CoC recently changed our governing board make up to be more inclusive and welcome additional people with lived experience of homelessness, youth, and BIPOC individuals. This action was taken after integrating community feedback from our CoC Annual Meeting. We have one established seat on our CoC governance board for a BIPOC individual, which is appointed with support from our REAP team. Additionally, we have one established seat on our CoC governance board for a person with lived experience of homeless and require engagement of individuals who have experienced homelessness in all our subcommittees. These seats are currently filled, and board members participate in CoC Committees. CoC funded organizations prioritize hiring people with lived experience of homelessness to work in their programs and support improvement of service delivery to people experiencing homelessness across the CoC. People who have experienced homelessness are also key leaders on the SLC CoC Stepping On Up committee, which chairs the CoC plan to target unsheltered homelessness.

1D-11a.	Active CoC Participation of Individuals with Lived Experience of Homelessness.	
	NOFO Section VII.B.1.r.	

Enter in the chart below the number of people with lived experience who currently participate in your CoC under the five categories listed:

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Included and provide input that is incorporated in the local planning process.	15	10
2.	Review and recommend revisions to local policies addressing homelessness related to coordinated entry, services, and housing.	15	10
3.	Participate on CoC committees, subcommittees, or workgroups.	15	10
4.	Included in the decisionmaking processes related to addressing homelessness.	15	10

5.	Included in the development or revision of your CoC's local competition rating factors.	15	10
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1D-11b.	Professional Development and Employment Opportunities for Individuals with Lived Experience of Homelessness.	
	NOFO Section VII.B.1.r.	

Describe in the field below how your CoC or CoC membership organizations provide professional development and employment opportunities to individuals with lived experience of homelessness.

(limit 2,500 characters)

SLC CoC is a part of the statewide cohort for the Racial Equity & Accountability Project (REAP), which is a technical assistance and system change project of Minnesota Engagement on Shelter & Housing (MESH). As a part of this process, SLC CoC has launched a 9-person leadership team that is made up of LGBTQIA2S+, Black, Indigenous, and People of Color (BIPOC) individuals who have all experienced homelessness. MESH provides monthly training opportunities focused on racial equity analysis and systems change to all members of the REAP team. The REAP leadership team advises the CoC Governance on systems change related to housing and shelter. The REAP leadership team will lead key changes to coordinated entry, housing first evaluation, and allocation of new funding opportunities in the future. The REAP team also has members serve as grant reviewers throughout our NOFO processes and give key input on funding decisions in our COC. SLC CoC recently change our governing board make up to be more inclusive and welcome additional people with lived experience of homelessness, youth, and BIPOC individuals. This action was taken after integrating community feedback from our CoC Annual Meeting. We have one established seat on our CoC governance board for a BIPOC individual, which is appointed with support from our REAP team. Additionally, we have one established seat on our CoC governance board for a person with lived experience of homeless and require engagement of individuals who have experienced homelessness in all our subcommittees. SLC CoC offers regular training opportunities on the housing continuum, varying grant funds, Coordinated Entry, etc. to all members of the REAP team and others involved in our CoC planning work have experienced homelessness. REAP members also have access to all training offered to our CoC funded agencies and occasional opportunities to attend conferences. Whenever possible, we offer stipends for participation, food, and transportation as well. Additionally, our CoC funded organizations prioritize hiring people with lived experience of homelessness to work in their programs and support improvement of service delivery to people experiencing homelessness across the CoC. People who have experienced homelessness are also key leaders on the SLC CoC Stepping On Up committee, which chairs the CoC plan to target unsheltered homelessness.

1D-11c.	Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness.	
	NOFO Section VII.B.1.r.	

Describe in the field below how your CoC:

1.	how your CoC routinely gathered feedback from people experiencing homelessness and people who have received assistance through the CoC or ESG program on their experience receiving assistance; and
2.	the steps your CoC has taken to address challenges raised by people with lived experience of homelessness

(limit 2,500 characters)

1. SLC CoC launched the Racial Equity & Accountability Project (REAP), a 9-person leadership team that is made up of LGBTQIA2S+, Black, Indigenous, and People of Color (BIPOC) individuals who have all experienced homelessness. REAP conducts listening sessions and on-going 1:1 conversations with people currently experiencing homelessness on needed systems changes and funding priorities. Additionally, SLC CoC helps to host community summits annually that engage a diverse set of stakeholders in setting goals around ending homelessness across the CoC. These summits have an emphasis on the voices of those who have experienced homelessness as key decision-makers and have occurred for nearly 10 years in SLC CoC. People who have experienced homelessness are also key leaders on the SLC CoC Stepping On Up Committee, which chairs the CoC plan to target unsheltered homelessness. The Stepping on Up Committee also hosted community listening sessions to design strategies to target unsheltered homelessness around the current needs and barriers communicated by those who are experiencing homelessness in SLC CoC. Finally, SLC CoC governance board has a required seat for someone with lived experience of homelessness and prioritizes people with lived experience for all board openings. 2.SLC CoC created the REAP leadership team in response to voices of people with lived experience of homelessness requesting decision-making pathways in the CoC. In addition to the creation of this team, we also engaged REAP to participate in the CoC NOFO project review, scoring, and ranking for the first time in FY2022. SLC CoC has also formed the Stepping On Up Plan in direct response to the needs voiced by people currently experiencing homelessness in our CoC. This 5-year plan includes establishing multiple small, regulated encampments called authorized living zones across the CoC. These will be safe camping areas with support services, harm reduction services, etc. on site and will open Spring 2023. The future of this plan will create additional transitional-rapid rehousing and permanent supportive housing for those who are currently unsheltered in our CoC with high-levels of supportive services. Storage facilities are in the works for unsheltered people to safely store belongings, which is a big need across our CoC. SLC CoC has already created safe parking areas for those living in cars, hygiene facilities, and warming centers in direct response to needs voiced by unsheltered people

1D-12.	Increasing Affordable Housing Supply.	
	NOFO Section VII.B.1.t.	
	Describe in the field below at least 2 steps your CoC has taken in the past 12 months that engage city, county, or state governments that represent your CoC's geographic area regarding the following:	
1.	reforming zoning and land use policies to permit more housing development; and	
2.	reducing regulatory barriers to housing development.	

**(limit 2,500 characters)**

1, 2. The CoC is engaged in discussions with policy makers and developers to increase affordable housing development. This has meant advocating for American Rescue Plan (ARP) funding to be used for affordable housing and engaging with local and state governments regarding Low-Income Tax Credits (LITCH) for development. SLC CoC has more than doubled Long Term Homelessness (LTH) Housing Supports beds in the last two years. Another key step SLC CoC took in 2020 was to convert an underutilized scattered site CoC PSH program to a site-based program for 32 chronically homeless adults. SLC CoC has recently developed the Stepping Up 5-year Plan for funding creative shelter and permanent supportive housing expansion across the CoC. This includes working with the City of Duluth Planning Commission and City Council to pass an ordinance allowing for appropriate zoning to support safer outdoor spaces for people who are unsheltered. SLC CoC is also working with St. Louis County Land and Minerals Department and the County Administration to find affordable land for safe, authorized encampment and for permanent supportive housing expansion. Additionally, by advocating with County, the City of Duluth, and PHAs within SLC CoC, 24 new LTH units will be funded through City and County ARP funds. This is a CoC pilot project/initiative to find new ways to increase PSH development outside of the complex LITCH process, which has many barriers and minimal funding. SLC CoC administers a Landlord Incentives Program to help assist those with criminal backgrounds to move from homeless to housed more quickly.

## 1E. Project Capacity, Review, and Ranking–Local Competition

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1E-1.	Web Posting of Your CoC's Local Competition Deadline–Advance Public Notice.	
	NOFO Section VII.B.2.a. and 2.g.	
	You must upload the Local Competition Deadline attachment to the 4B. Attachments Screen.	

	Enter the date your CoC published the deadline for project applicants to submit their applications to your CoC's local competition.	08/30/2022
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1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section VII.B.2.a., 2.b., 2.c., and 2.d.	

You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen.

Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:

1.	Established total points available for each project application type.	Yes
2.	At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
3.	At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes
4.	Provided points for projects that addressed specific severe barriers to housing and services.	Yes
5.	Used data from comparable databases to score projects submitted by victim service providers.	Yes

1E-2a.	Scored Project Forms for One Project from Your CoC's Local Competition. We use the response to this question and Question 1E-2. along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section VII.B.2.a., 2.b., 2.c., and 2.d.	

You must upload the Scored Forms for One Project attachment to the 4B. Attachments Screen.  
Complete the chart below to provide details of your CoC's local competition:

1.	What were the maximum number of points available for the renewal project form(s)?	70
2.	How many renewal projects did your CoC submit?	27
3.	What renewal project type did most applicants use?	PH-PSH

1E-2b.	Addressing Severe Barriers in the Local Project Review and Ranking Process.	
	NOFO Section VII.B.2.d.	

	Describe in the field below:
1.	how your CoC collected and analyzed data regarding each project that has successfully housed program participants in permanent housing;
2.	how your CoC analyzed data regarding how long it takes to house people in permanent housing;
3.	how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects; and
4.	considerations your CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area.

(limit 2,500 characters)



1,2. SLC CoC created a score tool through community input and adopting local measures for HUD's system performance measures (SPMs). Key SPMs that were targeted are returns to homelessness and exits to permanent housing, which were calculated by review project-level APRs pulled from HMIS. Additionally, income measures were scored, though given less points than previous years due to COVID-19's economic impact. The CoC reviewed how each project scored on these factors and compared scores to SPMs adopted locally. In addition to SPMs, SLC CoC awarded points for Housing First policies and practices, domestic violence safety plans, harm reduction and trauma-informed practice, and racial equity and culturally responsive care policies and practices. The majority of the SLC CoC project ranking score tool contained objective, data-based scoring criteria. There were a few criteria that were more subjective. This allowed reviewers to discuss multiple facets when deciding how to rank projects. These more subjective project scoring criteria can help offset low SPMs for projects serving those with the most barriers; providing balance of scoring for SLC CoC to ensure we are not asking a project to house chronically homeless individuals and then penalize them for lower performance. In our biannual project review and sites visits, SLC CoC analyzes length of time homeless, but has not yet integrated this into NOFO scoring. 3,4. SLC CoC required all applicants to submit APRs and a questionnaire to capture additional information on severity of needs and vulnerabilities related to addressing racial disparities, working with vulnerable populations, and adhering to Housing First principles. SLC CoC has a clause in our ranking & review policy that allows for a reordering of the initial project ranking to protect rural resources and culturally specific housing projects. This clause was utilized this year to place our only tribal housing project into tier one to protect it from potential cuts. This provision in our ranking criteria acknowledges that performance outcomes may be lower in rural areas where resources are sparse. Additionally, SLC CoC uses a Housing First assessment in our project ranking process. This assessment assigns up to 22 percent of the total points possible to projects that serve clients with the highest barriers such as criminal backgrounds, drug use, and past evictions.

1E-3.	Promoting Racial Equity in the Local Competition Review and Ranking Process.	
	NOFO Section VII.B.2.e.	
	Describe in the field below:	
	1. how your CoC obtained input and included persons of different races, particularly those over-represented in the local homelessness population;	
	2. how the input from persons of different races, particularly those over-represented in the local homelessness population, affected how your CoC determined the rating factors used to review project applications;	
	3. how your CoC included persons of different races, particularly those over-represented in the local homelessness population, in the review, selection, and ranking process; and	
	4. how your CoC rated and ranked projects based on the degree to which their project has identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	

(limit 2,500 characters)

1. The creation of the FY2022 CoC NOFO project score criteria/tool was led by the SLC CoC Planning & Evaluation Committee, which hosts monthly public meetings and creates recommendations for the CoC Governance. This committee has culturally and racially diverse membership. The final project scoring criteria was reviewed and approved by the SLC CoC governance, which has two seats for tribally enrolled people, one seat for an at-large Black, Indigenous, and People of Color (BIPOC) community member, and one seat for a person with lived experience of homelessness. Additionally, the Racial Equity Accountability Project (REAP) team was consulted on scoring criteria. 2. In response to community feedback, SLC CoC awarded points for culturally responsive care and racial equity policies and practices. This scoring asked about how CoC funded projects train staff on racial equity and culturally responsive care and how they assess, track, and target solutions for racial disparities. 3. The SLC CoC Ranking & Review Committee conducted all review, selection, and ranking process for project applicants in the FY 2022 CoC NOFO. Grant reviewers are recruited from a diverse set of stakeholders including the local Human Rights Office, REAP Team, VSP agencies, and our CoC Governance board. The SLC CoC Ranking & Review Committee included multiple people from different racial identities, including tribally enrolled, Black/African Heritage, and LGBTQIA2S+ reviewers. Additionally, several of the reviewers had experienced homelessness in the past. The final CoC NOFO Project listing was reviewed and approved by the SLC CoC governance. 4. SLC CoC had scoring criteria on racial equity policies and culturally responsive programming for all agencies applying. Additionally, our Housing First criteria addresses racial equity. All applicants must submit a copy of their policies related to discrimination for evaluation. This includes agency-wide policies, programs specific policies & procedures, relevant sections of lease agreements, MOUS, and a copy of any open findings from HUD. These policies are reviewed and scored for compliance with the CoC Anti-Discrimination Policy during our annual ranking & review process. Projects that do not integrate racial equity and culturally responsive care are in danger of not receiving new funding or reallocation in our CoC local competition.

1E-4.	Reallocation—Reviewing Performance of Existing Projects.	
	NOFO Section VII.B.2.f.	
	Describe in the field below:	
	1. your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;	
	2. whether your CoC identified any projects through this process during your local competition this year;	
	3. whether your CoC reallocated any low performing or less needed projects during its local competition this year; and	
	4. why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.	

(limit 2,500 characters)

1. In 2020, SLC CoC created a reallocation policy and conducted community conversations to ensure that all projects understood the criteria for reallocation. The SLC CoC reallocation policy was created through community input and approved by the CoC Governance. The policy was presented in all public housing provider meetings, CoC governance meetings, shared via email, posted on the CoC website, and presented in NOFO info sessions. SLC CoC determined that any project that had low performance or recaptured funds for two CoC NOFO cycles would be reviewed for involuntary reallocation. This means that the CoC can pull partial or full funding from any low performing or underspent project to help fund new projects in the annual NOFO process. This policy also included a protection for new & recently transferred projects so that new grant administrators would have one full NOFO cycle to improve spending and performance before reallocation. This policy also includes language that allows any project to return funds to the CoC funding pool to support the creation of new project, which is known as voluntary reallocation. This policy requires all projects to be reviewed for potential reallocation during the annual ranking and review process. 2. SLC CoC's Ranking & Review committee only identified one project that qualifies for involuntary reallocation and had one agency apply for voluntary reallocation. 3. SLC CoC did not chose to involuntarily reallocate any funds this year. However, Range Mental Health Center chose to reallocate \$25,740 of funding back to the CoC because of a history of unspent funds. This was a decision reached after many conversations with the CoC Coordinator and HUD Field office to right size their budget. This funding was reallocated to Center City Housing's Garfield Square project. 4. SLC CoC did not chose to involuntarily reallocate funds this year because the one project that qualified was a rural, tribal housing project. This project qualified for reallocation due to unspent funds averaging \$5,000 per fiscal year. It is difficult to predict exact rental assistance amounts needed with unit turnover and delays in filling open units. This project could not function with a smaller budget and may have to close if funding was cut. As SLC CoC's only tribally funded project, it is a priority of our CoC to protect this project. SLC CoC did have one project voluntarily reallocate \$25,740 of previously unspent funds this year.

1E-4a.	Reallocation Between FY 2017 and FY 2022.	
	NOFO Section VII.B.2.f.	

	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2017 and FY 2022?	No
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1E-5.	Projects Rejected/Reduced–Notification Outside of e-snaps.	
	NOFO Section VII.B.2.g.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.	

1.	Did your CoC reject or reduce any project application(s)?	Yes
2.	Did your CoC inform applicants why their projects were rejected or reduced?	Yes
3.	If you selected Yes for element 1 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2022, 06/27/2022, and 06/28/2022, then you must enter 06/28/2022.	08/31/2022

1E-5a.	Projects Accepted–Notification Outside of e-snaps.	
	NOFO Section VII.B.2.g.	
	You must upload the Notification of Projects Accepted attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2022, 06/27/2022, and 06/28/2022, then you must enter 06/28/2022.	09/09/2022
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1E-5b.	Local Competition Selection Results–Scores for All Projects.	
	NOFO Section VII.B.2.g.	
	You must upload the Final Project Scores for All Projects attachment to the 4B. Attachments Screen.	

	Does your attachment include: 1. Applicant Names; 2. Project Names; 3. Project Scores; 4. Project Rank–if accepted; 5. Award amounts; and 6. Projects accepted or rejected status.	Yes
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1E-5c.	1E-5c. Web Posting of CoC-Approved Consolidated Application.	
	NOFO Section VII.B.2.g.	
	You must upload the Web Posting–CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC's website or partner's website–which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.	09/21/2022
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1E-5d.	Notification to Community Members and Key Stakeholders that the CoC-Approved Consolidated Application is Posted on Website.	
	NOFO Section VII.B.2.g.	
	You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application has been posted on the CoC's website or partner's website.	09/21/2022
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## 2A. Homeless Management Information System (HMIS) Implementation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2A-1.	HMIS Vendor.	
	Not Scored—For Information Only	

	Enter the name of the HMIS Vendor your CoC is currently using.	Institute of Community Alliances
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2A-2.	HMIS Implementation Coverage Area.	
	Not Scored—For Information Only	

	Select from dropdown menu your CoC's HMIS coverage area.	Statewide
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2A-3.	HIC Data Submission in HDX.	
	NOFO Section VII.B.3.a.	

	Enter the date your CoC submitted its 2022 HIC data into HDX.	05/06/2022
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2A-4.	Comparable Database for DV Providers—CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.	
	NOFO Section VII.B.3.b.	

	In the field below:	
	1. describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in databases that meet HUD's comparable database requirements; and	
	2. state whether your CoC is compliant with the 2022 HMIS Data Standards.	

(limit 2,500 characters)

1. SLC CoC does not currently have any CoC funded domestic violence programming, but some receive other HUD funds. CoC Domestic violence data is collected in separate, secure, confidential reports and databases maintained by Victim Service Providers (VSPs). All VSPs are onboarded in the Apricot Database and use internal spreadsheets/reports to collect additional data. Minnesota's statewide coalition for victim-service providers (VSPs), Violence Free MN, recently led a grant-funded initiative to assist VSPs in assessing their software vendors. The goal was to assess whether their available databases were truly HMIS comparable databases. Violence Free MN staff also liaised with vendors directly. Staff from the HMIS Lead Agency were actively involved in this initiative, providing guidance with respect to HMIS data standards. HMIS staff participated in meetings with VSPs and funders as needed. The HMIS Lead Agency continues to engage with Violence Free Minnesota, working with a new position funded through a grant from the Office of Justice Programs (MN Department of Public Safety). This new role aims to identify data collection, technology, and privacy barriers for VSPs and evaluate how these barriers may have prevented VSPs from obtaining sufficient funding. With this partnership between the statewide coalition and HMIS Lead, ICA agreed to provide technical guidance for VSPs via Helpdesk as they work to ensure compliance (while maintaining clear separation of client data; VSP data is not in HMIS nor shared with the HMIS lead directly). This will benefit the CoC by continuing to develop partnerships between the HMIS Lead and VSPs. All MN CoCs have supported VSPs/DV housing and service providers in accessing funds through the CoC competition by organizing the "CoC Basics for Victim Service Providers" webinar on 8/3/2022. 2. Yes, SLC CoC is compliant with the 2022 HMIS Data Standards.

2A-5.	Bed Coverage Rate—Using HIC, HMIS Data—CoC Merger Bonus Points.	
	NOFO Section VII.B.3.c. and VII.B.7.	

Enter 2022 HIC and HMIS data in the chart below by project type:

Project Type	Total Beds 2022 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
1. Emergency Shelter (ES) beds	170	0	145	85.29%
2. Safe Haven (SH) beds	0	0	0	
3. Transitional Housing (TH) beds	168	0	144	85.71%
4. Rapid Re-Housing (RRH) beds	64	0	64	100.00%
5. Permanent Supportive Housing	624	0	596	95.51%
6. Other Permanent Housing (OPH)	514	0	498	96.89%

2A-5a.	Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.	
	NOFO Section VII.B.3.c.	

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe:

1.	steps your 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 your CoC will implement the steps described to increase bed coverage to at least 85 percent.

(limit 2,500 characters)

NA

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section VII.B.3.d.	

Did your CoC submit LSA data to HUD in HDX 2.0 by February 15, 2022, 8 p.m. EST?	Yes
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## 2B. Continuum of Care (CoC) Point-in-Time (PIT) Count

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2B-1.	PIT Count Date.	
	NOFO Section VII.B.4.b	

	Enter the date your CoC conducted its 2022 PIT count.	04/06/2022
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2B-2.	PIT Count Data—HDX Submission Date.	
	NOFO Section VII.B.4.b	

	Enter the date your CoC submitted its 2022 PIT count data in HDX.	01/26/2022
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2B-3.	PIT Count—Effectively Counting Youth.	
	NOFO Section VII.B.4.b.	

	Describe in the field below how during the planning process for the 2022 PIT count your CoC:
1.	engaged stakeholders that serve homeless youth;
2.	involved homeless youth in the actual count; and
3.	worked with stakeholders to select locations where homeless youth are most likely to be identified.

(limit 2,500 characters)

1, 2,3. SLC CoC engaged stakeholders that serve youth in the PIT count across St. Louis County for the 2022 PIT count. This included youth street outreach providers, youth housing and homelessness service providers, and school liaisons for families in transition. SLC CoC engaged stakeholders to conduct the PIT count in numerous ways including providing trauma informed training through a culturally responsive lens, PIT logistical training, and community coordination meetings where stakeholders could ask questions as well as for planning purposes. SLC CoC's homeless youth service providers utilized HMIS to count all youth who were facing homelessness as well as reached out to all the local school counselors and liaisons for each school/and district across SLC to obtain a count for the total number of students or families who they knew who were homeless the night of the PIT count. This strategy reduces the likelihood of retraumatizing youth while still getting an accurate count of youth who are facing homelessness. Additionally, providers conducted the PIT survey in the Drop-in Youth Center, a gathering space for homeless youth in Duluth.

2B-4.	PIT Count–Methodology Change–CoC Merger Bonus Points.	
	NOFO Section VII.B.5.a and VII.B.7.c.	
	In the field below:	
	1. describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2021 and 2022, if applicable;	
	2. describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2021 and 2022, if applicable; and	
	3. describe how the changes affected your CoC's PIT count results; or	
	4. state "Not Applicable" if there were no changes or if you did not conduct an unsheltered PIT count in 2022.	

(limit 2,500 characters)

1, 2. Institute of Community Alliance (ICA) who is our HMIS lead agency updated all PIT tools and reports to reflect the HUD 2022 Data Standards Changes. Aside from data standards changes, data collected for sheltered count was uniform with recent years. Survey materials for unsheltered and non-HMIS sheltered count were updated this year across the State of Minnesota for ease of data collection and participation. For example, SLC CoC collaborated with ICA to create a new method for aggregate data collection for projects who do not participate in HMIS. These changes improved the format and ease of participation for non-participating agencies. ICA also re-organized subpopulation information by household type for clarity. ICA & SLC CoC provided additional training supports to assist with accurate data collection. Finally, ICA utilized a custom data quality report to focus on PIT night data quality and SLC CoC supported data quality cleanup. The PIT data within HMIS benefitted from the established statewide data quality monitoring process, including follow up efforts by coordinators and funders.3. These changes did not have a significant impact on our PIT count results this year. We anticipate increased participation from agencies currently not in HMIS in future years because of the changes made.

## 2C. System Performance

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2C-1.	Reduction in the Number of First Time Homeless–Risk Factors Your CoC Uses.	
	NOFO Section VII.B.5.b.	
	In the field below:	
1.	describe how your CoC determined the risk factors to identify persons experiencing homelessness for the first time;	
2.	describe your CoC's strategies 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 your CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time	

(limit 2,500 characters)

1.SLC CoC uses data pulled from CE assessment data and qualitative information from community conversations with housing providers and people who have experienced homelessness to determine risk factors for first-time homelessness. SLC CoC uses the HMIS first time homeless report, Coordinated Entry (CE) assessment data, and Homeless prevention program reports to determine who may be at risk of homelessness across the CoC. SLC CoC also collaborates closely with schools, county social workers, tribal and public child welfare agencies, churches, and non-profit agencies across the CoC to identify households at risk of homelessness. SLC CoC has a close partnership with the statewide 2-1-1 hotline, which is a key point for identification and referral for those at risk of homelessness. 2. SLC CoC saw a 50-person reduction in first time homelessness in FY2020. SLC CoC strategy to address households at risk of homelessness focuses on early identification and intervention, which often occurs through homeless prevention programming and/or emergency rental assistance. Households access prevention programming through the CE system and are connected to Triage social workers and/or case managers at housing and homelessness agencies. Triage teams participate in weekly case manager meetings with CE staff and housing agencies to review individual cases and identify resources available to prevent homelessness. Ongoing case management is offered to households at risk of homelessness to provide tenancy sustaining services. In cases where homelessness cannot be prevented, SLC CoC quickly connects households to rapid rehousing programs and emergency shelter options as needed. 3. The SLC CoC Coordinator, under the direction of the CoC Governance Board, is responsible for overseeing the CoC strategy. These strategies are also supported by the CoC Planning & Evaluation Committee, which analyzes homelessness data and makes recommendations for systems improvement to decrease first time homelessness.

2C-2.	Length of Time Homeless—CoC's Strategy to Reduce.	
	NOFO Section VII.B.5.c.	
	In the field below:	
	1. describe your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;	
	2. describe how your 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 your CoC's strategy to reduce the length of time individuals and families remain homeless.	

(limit 2,500 characters)

1. SLC CoC's strategy to decrease length of time homeless also targets individual economic stability through income growth and asset building. The process of income growth begins in emergency shelter and is emphasized throughout the housing continuum. SLC CoC also targets expansion in homeless prevention and cash assistance programs as a key tool to minimize time homeless for all households. 2. HMIS records length of time homeless by entry/exit dates. Providers receive regular reports to monitor all individuals and families by length of time homeless. Additionally, SLC CoC works closely with veteran service agencies to monitor the length of time homeless for veterans across the CoC. Coordinated Entry processes in SLC CoC always give preference to qualified households with the longest length of homelessness first. SLC CoC uses case conferencing models to identify and support households who have experienced homelessness the longest in finding housing. 3. The SLC CoC Coordinator, under the direction of the CoC Governance Board, is responsible for overseeing the CoC strategy. These strategies are also supported by the CoC Planning & Evaluation Committee, which analyzes homelessness data and makes recommendations for systems improvement to reduce the length of time homeless.

2C-3.	Exits to Permanent Housing Destinations/Retention of Permanent Housing—CoC's Strategy	
	NOFO Section VII.B.5.d.	
	In the field below:	
	1. describe your CoC's strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations;	
	2. describe your CoC's strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and	
	3. provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to increase the rate that individuals and families exit to or retain permanent housing.	

(limit 2,500 characters)

1.SLC CoC has a 61 percent exits to permanent housing rate for all households exiting street outreach & emergency shelter, which is a 5% improvement from last year. SLC CoC has had an emphasis on increasing supportive services in the last year, which has added new street outreach workers, navigators, and housing stabilization case managers across the CoC. The CoC has also established a permanent warming center location, which has allowed for wrap-around services for unsheltered households. SLC CoC has strong coordination with rapid rehousing programs to move households quickly from homelessness to permanent housing. Additionally, all households in the CoC have access to Ready to Rent and First Time Homebuyer classes to gain life skills related to housing retention. 2. SLC CoC has a 91 percent exits to/retention of permanent housing rate for all households exiting permanent housing, which is a slight improvement from last year. The strategy also includes CoC support for the Landlord Tenant Connection, Legal Aid, and Homeless Prevention Programs, such as Landlord Incentives Program & Family Homeless Prevention & Assistance Program (FHPAP). Case managers work with households to connect them to wraparound services to maintain their housing. FHPAP flex funds support households needing short term financial assistance to maintain housing. SLC CoC has a commitment to expanding permanent supportive housing units available across the CoC. One way this is prioritized is through most strategic use of CoC funds, such as our recent conversion of an underutilized scattered-site PSH project to a 32-unit site based PSH project for chronic homeless adults. Additionally, the CoC has a strong partnership with PHAs and helped launch the Emergency Housing Voucher program and supported affordable housing development processes for PHAs in the CoC. SLC CoC continues to push for PSH development across the CoC. SLC CoC will address racial disparities in exits to permanent housing in FY2022.

2C-4.	Returns to Homelessness—CoC's Strategy to Reduce Rate.	
	NOFO Section VII.B.5.e.	
	In the field below:	
	1. describe your CoC's strategy to identify individuals and families who return to homelessness;	
	2. describe your 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 your CoC's strategy to reduce the rate individuals and persons in families return to homelessness.	

(limit 2,500 characters)

1.HMIS provides timely, accurate data to help identify people returning to homelessness. The data is used to develop strategies for focusing planning program resources across the CoC, and more specifically in weekly case conferencing meetings where households who have been identified as returning to homelessness are discussed and prioritized. Shelters also ask individuals about previous homelessness on intake, and given the scale, likely know the individuals and can assist more quickly in connecting to resources. 2. SLC CoC saw a slight increase in returns to homelessness in FY2021, with a 7 percent return rate in 6 months and 5 percent return rate in 12 months. All CoC funded programs adhere to Housing First and harm reduction protocols and avoid terminating tenancy whenever possible. When tenancy must be terminated, other housing options are considered before exiting a household to homelessness. SLC CoC's approach to reduce returns to homelessness is varied and person-centered. Examples include outreach to a range of stakeholders (corrections, police, hospitals), the Landlord Incentive Program for increasing "felon friendly" housing options, rental assistance and homeless prevention funds, Tenant Landlord Connection & Legal Aid for eviction prevention, Warrant Resolution Days, improved access to behavioral health treatment, and focused outreach/services to veterans who may be at risk of returning to homelessness. 3. The SLC CoC Coordinator, under the direction of the CoC Governance Board, is responsible for overseeing the CoC strategy. These strategies are also supported by the CoC Planning & Evaluation Committee, which analyzes homelessness data and makes recommendations for systems improvement to returns to homelessness. Racial disparities data is key to these considerations and the Planning & Evaluation committee will be diving deeper into these outcomes and intervention through FY2022.

2C-5.	Increasing Employment Cash Income—CoC's Strategy.	
	NOFO Section VII.B.5.f.	
	In the field below:	
1.	describe your CoC's strategy to access employment cash sources;	
2.	describe how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their cash income; and	
3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.	

(limit 2,500 characters)

1)SLC CoC's strategy to increase employment income focuses on assessing the assets and barriers of individuals and families and connecting them to mainstream resources and supporting them as they seek work. Programs create a person-centered plan with the individual or family to increase employment income. Examples include direct training; mentoring programs; creating volunteer experiences that build skills; continuing education; resume building; assisting in applying for positions online and in person; and interview preparation. 2) SLC CoC strategy includes targeting employment increases while in homeless prevention, emergency shelter, rapid rehousing, and transitional housing programs. Employment income is prioritized through the housing continuum, but early engagement of households has been an effective strategy. To increase access to employment and employment training resources, SLC CoC housing provider staff connect participants with a network of employment services as part of their case management plan. Mainstream employment agencies include Duluth Workforce Center; AEOA Employment & Training; Express Employment; ISD 709 (Adult Basic Education); Lake Superior College; Life House Futures; YES Duluth; SOAR Career Solutions; MN Dept of Employment & Economic Development; and Family Assets for Independence in MN (FAIM). Several SLC homeless service providers are co-located with employment agencies. Housing providers also partner with childcare agencies or provide childcare on site so parents can work. SLC CoC also prioritizes hiring those with lived experience of homelessness and many housing agencies employ former clients. 3) The SLC CoC Coordinator, under the direction of the CoC Governance Board, is responsible for overseeing the CoC strategy. These strategies are also supported by the CoC Planning & Evaluation Committee, which analyzes homelessness data and makes recommendations for improvements to income measures.

2C-5a.	Increasing Non-employment Cash Income—CoC's Strategy	
	NOFO Section VII.B.5.f.	
	In the field below:	
	1. describe your CoC's strategy to access non-employment cash income; and	
	2. provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.	

(limit 2,500 characters)



1.SLC CoC increases non-employment cash income for households throughout the continuum of housing. Households are assessed to identify assets and barriers to earned income when they first arrive in the housing continuum. This often mean that households in homeless prevention programs and emergency shelter begin the process to gain non-employment income. Households are then assisted in applying for benefits including veteran benefits, tribal benefits, General Assistance, Minnesota Family Investment Program (MFIP/TANF) funds, and/or connection to SOAR advocacy for assistance in applying for Social Security/Supplemental Security Income. Households are assisted with applications and gathering of documentation as needed. Households applying for SS/SSI are also connected to legal resources to support appeals for benefits as needed. Households are also connected to medical professionals for professional statement of need documentation for SS/SSI benefits. 2. Housing partners collaborate with county social workers and financial workers to determine eligibly for non-employment income and access application materials and support application processes. A key strategy for SLC CoC is to form a network of support that households can access to gain stability. SLC CoC housing programs put emphasis on supporting clients with non-employment income into permanent housing setting with on-site supportive services. SLC CoC also participates in advocacy to increase non-employment income benefits. For example, the state's TANF (MFIP) cash assistance program received an increase of \$100 per family per month by the Legislature in 2019, which SLC CoC helped advocate for. 3. The SLC CoC Coordinator, under the direction of the CoC Governance Board, is responsible for overseeing the CoC strategy. These strategies are also supported by the CoC Planning & Evaluation Committee, which analyzes homelessness data and makes recommendations for improvements to income measures.

## 3A. Coordination with Housing and Healthcare

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3A-1.	New PH-PSH/PH-RRH Project–Leveraging Housing Resources.	
	NOFO Section VII.B.6.a.	
	You must upload the Housing Leveraging Commitment attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	Yes
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----

3A-2.	New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources.	
	NOFO Section VII.B.6.b.	
	You must upload the Healthcare Formal Agreements attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	Yes
--	----------------------------------------------------------------------------------------------------------------------------------------------------	-----

3A-3.	Leveraging Housing/Healthcare Resources–List of Projects.	
	NOFO Sections VII.B.6.a. and VII.B.6.b.	

If you selected yes to questions 3A-1. or 3A-2., use the list feature icon to enter information about each project application you intend for HUD to evaluate to determine if they meet the criteria.

Project Name	Project Type	Rank Number	Leverage Type
Garfield Square	PH-PSH	28	Both

### 3A-3. List of Projects.

1. What is the name of the new project? Garfield Square

2. Enter the Unique Entity Identifier (UEI): FDU6Y7GFNJZ5

3. Select the new project type: PH-PSH

4. Enter the rank number of the project on your CoC's Priority Listing: 28

5. Select the type of leverage: Both

### 3B. New Projects With Rehabilitation/New Construction Costs

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3B-1.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section VII.B.1.s.	

Is your CoC requesting funding for any new project application requesting \$200,000 or more in funding for housing rehabilitation or new construction?	No
--------------------------------------------------------------------------------------------------------------------------------------------------------	----

3B-2.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section VII.B.1.s.	

If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:

1.	Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and
2.	HUD's implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.

(limit 2,500 characters)

NA

## 3C. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3C-1.	Designating SSO/TH/Joint TH and PH-RRH Component Projects to Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section VII.C.	

	Is your CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other Federal statutes?	No
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----

3C-2.	Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section VII.C.	

You must upload the Project List for Other Federal Statutes attachment to the 4B. Attachments Screen.

If you answered yes to question 3C-1, describe in the field below:

1.	how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and
2.	how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.

(limit 2,500 characters)

NA

## 4A. DV Bonus Project Applicants

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

4A-1.	New DV Bonus Project Applications.	
	NOFO Section II.B.11.e.	

	Did your CoC submit one or more new project applications for DV Bonus Funding?	No
Applicant Name		
This list contains no items		

## 4B. Attachments Screen For All Application Questions

We have provided the following guidance to help you successfully upload attachments and get maximum points:

1.	You must include a Document Description for each attachment you upload; if you do not, the Submission Summary screen will display a red X indicating the submission is incomplete.
2.	You must upload an attachment for each document listed where 'Required?' is 'Yes'.
3.	We prefer that you use PDF files, though other file types are supported—please only use zip files if necessary. Converting electronic files to PDF, rather than printing documents and scanning them, often produces higher quality images. Many systems allow you to create PDF files as a Print option. If you are unfamiliar with this process, you should consult your IT Support or search for information on Google or YouTube.
4.	Attachments must match the questions they are associated with.
5.	Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process.
6.	If you cannot read the attachment, it is likely we cannot read it either.
	. We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).
	. We must be able to read everything you want us to consider in any attachment.
7.	After you upload each attachment, use the Download feature to access and check the attachment to ensure it matches the required Document Type and to ensure it contains all pages you intend to include.

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	Duluth & Virginia...	09/21/2022
1C-7. PHA Moving On Preference	No		
1E-1. Local Competition Deadline	Yes	Local Competition...	09/23/2022
1E-2. Local Competition Scoring Tool	Yes	Local Competition...	09/23/2022
1E-2a. Scored Renewal Project Application	Yes	Scored Applicatio...	09/21/2022
1E-5. Notification of Projects Rejected-Reduced	Yes	Notification of P...	09/23/2022
1E-5a. Notification of Projects Accepted	Yes	Notification of P...	09/21/2022
1E-5b. Final Project Scores for All Projects	Yes	FY2022 Final Proj...	09/21/2022
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes	Screenshot of Web...	09/21/2022
1E-5d. Notification of CoC-Approved Consolidated Application	Yes	Email Notificatio...	09/21/2022
3A-1a. Housing Leveraging Commitments	No	Housing Leverage MOU	09/23/2022

3A-2a. Healthcare Formal Agreements	No	Healthcare MOU	09/23/2022
3C-2. Project List for Other Federal Statutes	No		



## **Attachment Details**

**Document Description:** Duluth & Virginia HRA Homeless Preferences

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** Local Competition Deadline

## **Attachment Details**

**Document Description:** Local Competition Scoring & Tool

## **Attachment Details**

**Document Description:** Scored Application LSS

## **Attachment Details**

**Document Description:** Notification of Projects Rejected-Reduced

## **Attachment Details**

**Document Description:** Notification of Projects Accepted

## **Attachment Details**

**Document Description:** FY2022 Final Project Score-Ranking

## **Attachment Details**

**Document Description:** Screenshot of Website Posting of CA

## **Attachment Details**

**Document Description:** Email Notification to CoC of CA

## **Attachment Details**

**Document Description:** Housing Leverage MOU

## Attachment Details

**Document Description:** Healthcare MOU

## Attachment Details

**Document Description:**

## Submission Summary

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

Page	Last Updated
1A. CoC Identification	09/20/2022
1B. Inclusive Structure	09/23/2022
1C. Coordination and Engagement	09/23/2022
1D. Coordination and Engagement Cont'd	09/23/2022
1E. Project Review/Ranking	09/23/2022
2A. HMIS Implementation	09/23/2022
2B. Point-in-Time (PIT) Count	09/23/2022
2C. System Performance	09/23/2022
3A. Coordination with Housing and Healthcare	09/23/2022
3B. Rehabilitation/New Construction Costs	09/21/2022
3C. Serving Homeless Under Other Federal Statutes	09/20/2022

FY2022 CoC Application	Page 72	09/06/2023
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<b>4A. DV Bonus Project Applicants</b>	09/20/2022
<b>4B. Attachments Screen</b>	09/23/2022
<b>Submission Summary</b>	No Input Required

## Chapter 19

### SPECIAL PURPOSE VOUCHERS

#### INTRODUCTION

Special purpose vouchers are specifically funded by Congress in separate appropriations from regular HCV program funding in order to target specific populations. Special purpose vouchers include vouchers for the following programs:

- Family Unification Program (FUP)
- Foster Youth to Independence (FYI) program
- Veterans Affairs Supportive Housing (VASH)
- Mainstream
- Non-Elderly Disabled (NED)

#### PHA Policy

The PHA will administer the following types of special purpose vouchers:

- Veterans Affairs Supportive Housing (VASH)
- Mainstream

This chapter describes HUD regulations and PHA policies for administering special purpose vouchers. The policies outlined in this chapter are organized into five sections, as follows:

#### Part I: Family Unification Program (FUP)

#### Part II: Foster Youth to Independence (FYI) program

#### Part III: Veterans Affairs Supportive Housing (VASH)

#### Part IV: Mainstream voucher program

#### Part V: Non-Elderly Disabled (NED) vouchers

Except as addressed by this chapter and as required under federal statute and HUD requirements, the general requirements of the HCV program apply to special purpose vouchers.

## PART III: VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM

### 19-III.A. OVERVIEW

Since 2008, HCV program funding has provided rental assistance under a supportive housing program for homeless veterans. The Veterans Affairs Supportive Housing (VASH) program combines HCV rental assistance with case management and clinical services provided by the Department of Veterans Affairs (VA) at VA medical centers (VAMCs) and Community-Based Outpatient Clinics (CBOCs). Eligible families are homeless veterans and their families that agree to participate in VA case management and are referred to the VAMC's partner PHA for HCV assistance. The VAMC or CBOC's responsibilities include:

- Screening homeless veterans to determine whether they meet VASH program participation criteria;
- Referring homeless veterans to the PHA;
  - The term *homeless veteran* means a veteran who is homeless (as that term is defined in subsection (a) or (b) of Section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302)). See 38 U.S.C. 2002.
- Providing appropriate treatment and supportive services to potential VASH participants, if needed, prior to PHA issuance of a voucher;
- Providing housing search assistance to VASH participants;
- Identifying the social service and medical needs of VASH participants, and providing or ensuring the provision of regular ongoing case management, outpatient health services, hospitalization, and other supportive services as needed throughout the veterans' participation period; and
- Maintaining records and providing information for evaluation purposes, as required by HUD and the VA.

VASH vouchers are awarded noncompetitively based on geographic need and PHA administrative performance. Eligible PHAs must be located within the jurisdiction of a VAMC and in an area of high need based on data compiled by HUD and the VA. When Congress funds a new allocation of VASH vouchers, HUD invites eligible PHAs to apply for a specified number of vouchers.

Generally, the HUD-VASH program is administered in accordance with regular HCV program requirements. However, HUD is authorized to waive or specify alternative requirements to allow PHAs to effectively deliver and administer VASH assistance. Alternative requirements are established in the HUD-VASH Operating Requirements, which were originally published in the Federal Register on May 6, 2008, and updated March 23, 2012. Unless expressly waived by HUD, all regulatory requirements and HUD directives regarding the HCV program are applicable to VASH vouchers, including the use of all HUD-required contracts and other forms, and all civil rights and fair housing requirements. In addition, the PHA may request additional statutory or regulatory waivers that it determines are necessary for the effective delivery and administration of the program.

The VASH program is administered in accordance with applicable Fair Housing requirements since civil rights requirements cannot be waived under the program. These include applicable authorities under 24 CFR 5.105(a) and 24 CFR 982.53 including, but not limited to, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act, and the Age Discrimination Act and all PHA policies as outlined in Chapter 2 of this document.

When HUD-VASH recipients include veterans with disabilities or family members with disabilities, reasonable accommodation requirements in Part II of Chapter 2 of this policy apply.

#### **19-III.B. REFERRALS [FR Notice 3/23/12 and HUD-VASH Qs and As]**

VAMC case managers will screen all families in accordance with VA screening criteria and refer eligible families to the PHA for determination of program eligibility and voucher issuance. The PHA has no role in determining or verifying the veteran's eligibility under VA screening criteria, including determining the veteran's homelessness status. The PHA must accept referrals from the partnering VAMC and must maintain written documentation of referrals in VASH tenant files. Upon turnover, VASH vouchers must be issued to eligible veteran families as identified by the VAMC.

##### PHA Policy

In order to expedite the screening process, the PHA will provide all forms and a list of documents required for the VASH application to the VAMC. Case managers will work with veterans to fill out the forms and compile all documents prior to meeting with the PHA and submitting an application. When feasible, the VAMC case manager should email or fax copies of all documents to the PHA prior to the meeting in order to allow the PHA time to review them and start a file for the veteran.

After the VAMC has given the PHA a complete referral, the PHA will perform an eligibility screening within seven days of receipt of a VAMC referral.



#### 19-IV.D. WAITING LIST ADMINISTRATION

##### **General Waiting List Requirements [Notice PIH 2020-01 and Mainstream Voucher Basics Webinar, 10/15/20]**

PHAs must not have a separate waiting list for Mainstream voucher assistance since the PHA is required by the regulations to maintain one waiting list for tenant-based assistance [24 CFR 982.204(f)]. All PHA policies on opening, closing, and updating the waiting list, as well as waiting list preferences in Chapter 4, apply to the Mainstream program.

When the PHA is awarded Mainstream vouchers, these vouchers must be used for new admissions to the PHA's program from the waiting list. The PHA must lease these vouchers by pulling the first Mainstream-eligible family from its tenant-based waiting list. PHAs are not permitted to reassign existing participants to the program in order to make regular tenant-based vouchers available. Further, the PHA may not skip over Mainstream-eligible families on the waiting list because the PHA is serving the required number of Mainstream families.

Upon turnover, vouchers must be provided to Mainstream-eligible families. If a Mainstream turnover voucher becomes available, the PHA must determine if the families at the top of the waiting list qualify under program requirements.

##### **Admission Preferences [Notice PIH 2020-01; FY17 Mainstream NOFA; FY19 Mainstream NOFA]**

If the PHA claimed points for a preference in a NOFA application for Mainstream vouchers, the PHA must adopt a preference for at least one of the targeted groups identified in the NOFA.

##### PHA Policy

The PHA claimed a preference for a targeted group as part of an application for Mainstream vouchers under a NOFA. The PHA will offer the following preference:

- Homeless/at risk non-elderly disabled
- Non-elderly disabled

## EMERGENCY HOUSING VOUCHERS

### What are EHV's? Why Are we talking about this?

On May 5<sup>th</sup>, 2021 HUD released Notice PIH 2021-15 (HA), which announced the creation of the Emergency Housing Voucher program using American Rescue Plan funds. Duluth HRA was awarded and accepted 49 Emergency Housing Vouchers on May 24<sup>th</sup>, 2021. These 49 Emergency Housing Vouchers (EHVs) will be administered by Duluth HRA in close partnership with St. Louis County Continuum of Care. Households experiencing homelessness at risk of homelessness or fleeing violence/exploitation will be prioritized. Vouchers will be offered to households on the Coordinated Entry System southern St. Louis County priority list. The Emergency Housing Vouchers allow for some flexible funds to support landlord incentives as needed and support higher rent rates than our typical housing voucher programs. These vouchers must be awarded by September 2023 and sunset in 2030.

### Proposed EHV Priority:

Duluth area households can qualify for an EHV in one of two ways:

1. Households must be currently experiencing homelessness, at-risk of homelessness, and/or fleeing violence/exploitation to qualify for voucher. EHV's would start at the bottom of the PSH tier (score of 8) of the CES Priority list & move up from there.
- (2) Households must currently be in Permanent Supportive Housing or Transitional Housing Programs in SLC CoC and interested in accessing EHV as a Move Up program. Move Up is a HUD program designed to move clients into units with less support (client's choice) and free up supportive housing units for others on the Priority list who may need more supports.

### Background & Justification for this approach:

PSH Score of 8 & Up: This approach could help move a households off of the CES Priority list that are generally never reached by the CES process for PSH openings. There are currently 114 households with scores of 8 on the Duluth priority list, which includes 79 singles, 17 families, & 32 couples without children. 13 of these households are youth, 2 veterans, and 12 seniors (62+). There are currently 118 households with scores of 9 on the Duluth priority list, which includes 90 singles, 23 families, & 5 couples without children. 12 of these households are youth, 2 veterans, and 2 seniors (62+). Many of these households have been on the CES priority list for 2+ years.

Move Up Model: This model is the basis of a new HUD voucher program, and we could use this as a pilot to see if Move Up vouchers via HUD (only used for PSH not TH) could be a permanent resource for our CoC. This could help free up PSH units for households at the top of our current priority list. Local PSH/TH providers are giving feedback currently on how many clients could access this/benefit from this. So far our housing providers have stated 18-23 households in PSH and 7 in TH could benefit from a EHV Move Up voucher.

## EMERGENCY HOUSING VOUCHERS

How to apply:

Move Up Model: Duluth area providers can apply for a Move Up voucher for a household ready to exit permanent or transitional housing to more independent housing options with rental assistance. This will work like any other program transfer in our CoC. Providers are asked to present the program transfer for approval at a Tuesday morning Case Manager meeting and then work with Duluth Priority List Manager Kate Bradley to determine eligibility. If eligible and approved, the client would apply via Duluth HRA. Service providers are asked to support households with the housing search and stabilization after moving.

PSH Score of 8 & Up:

Providers are asked to make a Coordinated Entry referral for households that maybe a good fit for an EHV and then work with Duluth Priority List Manager Kate Bradley to determine eligibility. If eligible and approved, the client would apply via Duluth HRA. Service providers are asked to support households with the housing search and stabilization after moving.

Questions:?

Courtney Cochran  
SLC CoC Coordinator

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Rachel Downs  
Duluth HRA

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#### 4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

##### **Local Preferences [24 CFR 982.207; HCV p. 4-16]**

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

##### PHA Policy

The PHA will use the following local preferences:

1. Funding Reduction: The PHA will offer a preference to any family that has been terminated from its HCV and other small programs due to insufficient program funding.
2. Green bar: Twenty-nine homeless families who currently reside in an established transitional housing program.
3. Involuntary Displaced: Individuals who are displaced according to the following:
  - a. Federal Disaster (e.g. flood or fire) that makes units uninhabitable as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
  - b. Government action:
    1. Federal, State, or local body or agency.
    2. In connection with code enforcement or public improvement of development program.
    3. Disabled Public Housing tenants requesting a unit transfer for whom the HRA owns no housing unit that will meet their disability-related needs or which can feasibly be modified to meet said needs.
4. Spirit Valley Young Mothers Program: Five vouchers to be used for the Spirit Valley Young Mothers Program. For this preference, referrals must be made by the YWCA, and any applicant under the age of 18 must provide certification of emancipation or evidence of responsibility for basic life needs.
5. New Beginnings Program: Two vouchers to be used for the North Shore Horizon (aka New Beginnings Housing) development. For this preference, referrals must be made by North Shore Horizons.
6. Military Deployment: All persons who have been deployed and lost their assistance due to said deployment. Applications must be received within six months of the end of said deployment.

The PHA will first assist families that have been terminated from the HCV program due to insufficient funding and then assist families that qualify for the VAWA preference.

**Income Targeting Requirement [24 CFR 982.201(b)(2)]**

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

PHA Policy

The PHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

**Order of Selection**

The PHA system of preferences may select families based on local preferences according to the date and time of application or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

PHA Policy

Applicants will be selected from the waiting list by Preference factors and then date and time of application.

## Duluth HRA Mission

The Housing and Redevelopment Authority of Duluth, Minnesota creates housing opportunities and strengthens neighborhoods to sustainably achieve a quality living environment for all.

## Overview and Collaborative Services

The City of Duluth and the Housing & Redevelopment Authority of Duluth, MN (Authority) have established the HOME Tenant Based Rental Assistance (TBRA) program to provide rental assistance as a significant component in the continuum of services to prevent homelessness.

The Authority models the TBRA program after the Section 8 Voucher program as described in the Section 8 Administrative Plan, henceforth many of the same policies and procedures will apply to the TBRA program. Differences will be outlined in this guidebook.

The Authority has collaborated with area agencies to provide case management for our TBRA participants. Duluth offers a wide variety of voluntary services for our participants to access as appropriate.

## Application Process and Tenancy

The Section 8 Admin Plan section entitled, “Application Process and Waiting List” will apply with the following exceptions:

- In the Sec 8 program, the participants are issued a Voucher once they are deemed eligible to participate. The TBRA program applicants are issued a similar document called a Coupon. Unless noted otherwise, all references to Voucher will also apply to Coupon.
- Outreach for the program is done through the VI-SPDAT process. Case managers receive referrals from the Coordinated Entry priority list and begin to contact people until someone qualifies for the program and all info is entered into HMIS. They will then submit a pre-application to the Authority.
- All apparently eligible applicants will be placed on the wait list if immediate assistance is not available, and selected according to date and time of the application.
- Applicants who choose to participate in the TBRA program will not lose their position on the Sec 8 wait list and must transfer to Sec 8 if they are eligible.

In addition to the criteria in the Sec 8 Admin Plan, an eligible applicant for the TBRA program must also meet the following criteria, which will be certified from the referring program:

- Families residing in an established transitional housing program, have successfully completed their tenancy and are required to move on to permanent housing; or
- Families must be referred by an area service provider and meet the definition of homeless.

The Sec 8 Admin Plan section on determining rent and voucher size will be followed, as will the sections on annual activities, interim activities, briefings and voucher issuance with the following addition:

- Families that are briefed for the TBRA program will be informed that Portability and the Family Self Sufficiency Program are not available to TBRA participants. They must apply for and keep active their application for Sec 8 rental assistance if they are interested in these Sec 8 program options.
- An eligible unit must be located within the city limits of Duluth, MN.

The Duluth HRA, the participant, and their service provider meet on an annual basis to evaluate progress and ensure they are on track to make a timely transfer to a permanent subsidy. Meetings and communication between the agencies occur more frequently as needed for the participants.

One-year leases are encouraged by the Duluth HRA to promote housing stability.

HOME funds can only be used to assist low-income families with incomes at or below 80% of area median income as determined by HUD. In addition, for each fiscal year's HOME allocation, 90% of the families assisted with HOME funds for TBRA must have incomes which are at or below 60% of area median incomes (see 24 CFR 92.216).

The TBRA program model assumes a fixed PHA payment:

- The maximum PHA subsidy is calculated, and the tenant pays the difference between the subsidy and the approved rent for the unit.
- The PHA first establishes a payment standard for the program as a whole.
- The PHA generally pays the difference between its payment standard and 30-40% of the tenant's adjusted monthly income. However, a minimum tenant payment of \$50 is required.

## Eligibility

To be eligible for the TBRA program, a person must be homeless, which will be verified upon referral and all incomplete applications forwarded to the Duluth HRA by the referring agency will be returned, unprocessed. An incomplete application is defined as any application submitted without verification of homelessness and required documentation, or contact information for applicant and service provider.

The Long Term Homeless Checklist will be used to determine applicant meets the criteria for homelessness. Applicants will be accepted as referrals from the Coordinated Entry wait list scoring criteria; in the event of a shortage of eligible applicants, the referring agency will obtain applicants within a higher scoring tier. Screening will be solely to determine eligibility criteria of homelessness; credit, past rental history, disability and other arbitrary factors will not be



definitive determining factors for eligibility. A potential applicant needs to be eligible for a Housing Choice Voucher (HCV) within 24 months, and therefore a criminal background check will be completed as well.

## **St. Louis County Heading Home Governance Board**

The Governance Board was created with the main objective:

- To consult with homeless or formerly homeless persons when considering and making policies and decisions for the TBRA program.

The St. Louis County Heading Home Governance Board meets monthly throughout the year to discuss policies and decisions.

## **Tenant Responsibilities and Policies**

Duluth HRA's TBRA program is a temporary housing subsidy. Participants are entitled to rent subsidy and voluntary support services as long as they meet the program qualifications and follow program rules and responsibilities while funding is available.

Tenant Responsibilities are giving true and complete information, reporting changes to household size, reporting changes in income, inspections, no duplicate residence or assistance, no skipping out on unit, cooperation, and criminal and administration action for false information.

## **Termination Policy**

Duluth HRA may terminate assistance to a participant who violates program requirements or condition of occupancy. All extenuating circumstances will be examined in determining when violations are serious enough to warrant termination. Participants whose assistance was terminated may resume assistance provided the circumstances from original termination should be resolved to allow for successful future participation. In terminating assistance to a participant, a formal process must be provided that recognizes the rights of individual's receiving assistance to due process of law. This will include: 1) Written notice to the participant containing a clear statement of the reasons for termination; 2) A review of decision, in which the participant is given the opportunity to present written or oral objections before a person other than the person who made or approved the termination decision; and 3) Prompt written notice of the final decision to the participant.



## MINNESOTA HOUSING – BRIDGES RENTAL ASSISTANCE PROGRAM GUIDE

Additionally, the Housing Agency and LMH Entity need to use their own Release of Information (ROI) forms to share Participant information and complete income verification inquiries. All ROIs that are signed by the Participant must be kept in both Housing Agency and LMH Entity files.

### **2.06 Foundational Service Practices**

The concept of foundational service practices arises from the Minnesota Plan to Prevent and End Homelessness, which identifies four relevant areas of program implementation believed to have the greatest potential to positively impact outcomes for people experiencing Homelessness. Bridges administrators must establish these standards to more effectively serve individuals and families who experience challenges in accessing and maintaining participation in Bridges. They must also continuously improve practices as they identify where they can increase outcomes.

#### **Documents Required for Enrollment**

- Instead of requiring original documents, accept copies or other confirmation such as a Social Security number rather than the original card. Avoid requiring documents that are costly to obtain.
- Assist or refer the applicant to available resources that can help in gathering needed identification materials.
- Notify secondary contact of documentation requirements.
- Offer Certificate of Participation – Statement of Participant Obligations (Bridges Form 6) if verified efforts are underway to obtain required documentation.

#### **Frequency of Required In-person Appointments**

- An in-person appointment for the initial Briefing Session may be optional. Allow flexibility for the applicant.
- Annual recertification may be completed by fax, mail, or telephone.
- For in-person appointments, refer for assistance with transportation or offer a home visit option, if needed.
- Second and third chances – implement a lenient policy for missed appointments for people with disabling factors.
- Encourage participation of secondary contact.
- Prior to termination from Bridges due to Participant not responding to communication or appointments, attempt to reach all known contacts in an efficient manner.

#### **Mailing Address and Phone Number Requirements**

- If the applicant is unable to provide an address, encourage them to provide the address of a family member, a friend, a social service provider, or a secondary contact. Update secondary contact information annually.

## MINNESOTA HOUSING – BRIDGES RENTAL ASSISTANCE PROGRAM GUIDE

- Refer applicant to services for a free or low-cost cell phone, voicemail, or P.O. box.

**Communication Methods**

- Provide multiple methods of communication, recognizing the barriers that mental illness can present in communication. Use mail, phone, fax, email. Text from a work phone if able and requested.
- Release of Information (ROI) for service provider, representative payee, or other secondary contact assisting the person is recommended. If an ROI is obtained, include the secondary contact on receipt of mailed and emailed documents.
- Clearly state open office hours.
- Provide opportunities for face-to-face communication. Clearly inform clients of the process and expectations.
- Clearly state in writing what changes or notices are required for continued participation.

In addition to the areas identified by the Minnesota Plan to Prevent and End Homelessness, the following two other areas of practice are required within Bridges. Administrators are also expected to align their policies to adhere to the following areas of service practices:

**Criminal History**

Bridges intake does not require a credit or rental history background check and is often more flexible than the HCV Program regarding criminal histories. Housing Agencies, the LHM Entity, Behavioral Health Service Agency/Agencies, and partners providing Housing Stabilization Services should refer Participants to housing navigation resources or assist Participants with finding an eligible rental unit that they can qualify for based on screening criteria. Criminal history is evaluated to:

- Determine whether an applicant is a lifetime registered sex offender or has been convicted of methamphetamine production in public housing. This does not disqualify them from Bridges, but must be considered as it does disqualify them from other federal subsidies, and a plan to transition to other permanent housing options will be necessary
- Develop ways to support the individual in transition to the HCV Program
- Identify if tenancy supports and landlord engagement strategies are needed

**Documenting Housing Status**

- Bridges does not require that an individual or family be experiencing Homelessness to apply; however, all Housing Agencies are required to have a preference for individuals leaving Institutions or who are experiencing Homelessness.
- If a household is claiming preference points, evidence that the household meets that preference must be verified and kept in the Participant file.

**2.07 Program Obligations – Checklist of Responsibility**

## MINNESOTA HOUSING – BRIDGES RENTAL ASSISTANCE PROGRAM GUIDE

The following is a list of activities that are carried out in implementing Bridges. For each activity, either the Housing Agency, LMH Entity, Behavioral Service Agency/Agencies, and partners providing Housing Stabilization Services or a combination, may be responsible. Responsibilities vary for different implementations of Bridges and must be described in the Cooperative Agreement. Only the Housing Agency and LMH Entity will be required to sign the Cooperative Agreement, but at least one Behavioral Service Agency/Agencies, and one partner providing Housing Stabilization Services with appropriate resources to provide services, must identify activities. Organizations should use this list as a tool for program development and as a resource for the creation of the Cooperative Agreement.

Activity	Housing Agency	LMH Entity	Behavioral Health Service Agency/ Agencies or partners providing Housing Stabilization Services
1. Publish information on the availability and nature of the program	x	x	x
2. Explain the program to the landlords, RTCs, community-based residential treatment facilities, counties, shelters, social service staff, applicants, and Participants	x	x	x
3. Develop a variety of housing options and strengthen relationships with landlords and managers to make units available for Bridges Participants who may have barriers to housing	x		
4. Develop an ROI form for use between the Housing Agency, Service Providers, and the LMH Entity	x	x	x
5. Inform of housing options outside areas of economic and racial concentration	x	x	x
6. Outreach to potential applicants meeting Bridges priorities: <ul style="list-style-type: none"> <li>a. People residing in an Institution or other Segregated Setting to include people on correctional supervision who will be homeless upon exit</li> <li>b. People who are experiencing Homelessness and are in need of Permanent Supportive Housing</li> </ul>	x	x	x

## MINNESOTA HOUSING – BRIDGES RENTAL ASSISTANCE PROGRAM GUIDE

Activity	Housing Agency	LMH Entity	Behavioral Health Service Agency/ Agencies or partners providing Housing Stabilization Services
c. People who are experiencing Homelessness or who are at Imminent Risk of Homelessness			
7. Verify diagnosis of people with mental illness		x	x
8. For Bridges RTC, verify that the applicant meets the additional eligibility criteria	x	x	x
9. Verify income and assets	x	x	x
10. Maintain an applicant waiting list	x	x	x
11. Communicate with the Continuum of Care (CoC) regarding referrals from Coordinated Entry (CE)	x		
12. Conduct Briefing Sessions explaining Participant's rights and responsibilities, including payment responsibilities	x		
13. Verify applicant's HCV Program eligibility and waiting list status	x		
14. Calculate subsidy and Participant Rent	x		
15. Assist Participant with housing appeals for denial of eligibility		x	
16. Assist Participant in locating appropriate housing	x	x	x
17. Negotiate lease and conditions with landlord	x	x	x
18. Determine eligibility of selected units based on rent, unit size, and lease provisions	x		
19. Conduct HQS inspection of selected units	x		
20. Enter into, administer, and enforce Bridges Contracts with landlords	x		
21. Make payments to landlords	x		
22. Conduct annual and interim recertification of Participant eligibility	x		
23. Terminate Bridges subsidy for Participants who violate program regulations, become	x		

## Eligibility

To be eligible for the SRO program, a person must be homeless (per HUD definition) which is verified during the intake process. All incomplete applications forwarded to the Duluth HRA by the referring agency will be returned, unprocessed. An incomplete application is defined as any application submitted without verification of homelessness and/or contact information for the service provider and applicant.

Applicants will be accepted as referrals from the Coordinated Entry wait list scoring criteria; in the highly unlikely event of a shortage of eligible applicants, the referring agency will obtain applicants within a higher scoring tier. Screening procedures will vary based on the SRO site according to the project's mission and target population served. Criminal background, credit, past rental history, disability, and other arbitrary factors will not be definitive determining factors for eligibility.

## Homeless Status Documentation Policy

Households participating in SRO programs will follow this preferred method of priority order for obtaining supporting documentation to verify homeless eligibility at time of intake.

1. Third party:

a) Written

- (1) Observation by an outreach worker written on company letterhead,
- (2) Written referral by another housing or service provider,
- (3) Individuals exiting an institution one of the following forms:  
evidence outlined in 1 and 2 above and discharge paperwork with entrance and exit dates or written/oral referral or written record of intake worker's due diligence to obtain evidence and certification by individual that they exited the institution,
- (4) Records contained in HMIS or comparable database used by a victim service provider are acceptable evidence under this method.

b) Oral

- (1) Statements heard by the intake worker of the third party providing the verification
- (2) Document signed and dated by intake staff as true and complete
  - a. An example, a note in the client file stating, *"on x date I spoke with x person at x shelter. X person stated that x household stayed at x shelter from Y date to Z date. X person said s/he cannot provide written verification because s/he doesn't have time, system is down, doesn't have access to official records and can't locate person who does, etc."* This should be signed and dated by the intake worker who talked to the shelter staff.

2. Intake Worker Observation: a written and signed statement by intake staff based on their observations and conclusions as to why an individual or family meets HUD's definition of homelessness. This should include a description outlining date, time, and method (email, phone, written letter) of all attempts to get the information verified and the results of all attempts to get the info verified.

a. An example: *On x date x household presented at the doorsteps of xx with four sleeping bags and two suitcases. They said they were homeless and that the previous night they had slept in the bus shelter located at x intersection. Previous to that night, they were staying with various friends. The head of household said s/he has not had a lease in her name since moving to Minneapolis six years ago. There is an open child protection case. The head of household signed a release and on x, y, and z dates I left messages for the case worker, Joe Johnson, asking him to let me know his understanding of the family's living situation. As of today he has not returned my calls. I sent him a written letter with a copy of the release on z date. I am still waiting to hear from him. The family denies having any other social services or caseworker interactions. I contacted the kids' school and spoke with Janice Jones the social worker. She said the kids have attended x number of schools in the past two years and although she has not direct knowledge of their housing situation, based on their records they would qualify as highly mobile. (This statement should be signed, dated, and accompanied by a signed and dated self-certification from the household (see below).*

Also, any further contact that could confirm the household's homelessness should be added to the file as it is received, and this intake worker observation should be updated if the intake worker hears back from the child protection worker. Any update can be handwritten onto the original form and must be dated.

3. Self-certification: Written statement by the household seeking assistance. This statement is to include: (a) statement of situation and reason for need, (b) has no subsequent residence, and lacks other resources. The household will verify the written statement by signature and date.

#### Additional Documentation Requirements

- When obtaining documentation or completing a written statement, the statement must be clear enough that a third party (HUD staff or auditor) or other outside agency would understand how the client became homeless.
  - For example: on agency letterhead, a homeless shelter would send a letter that states, "This letter serves as written verification that household X resided at our shelter from x date to y date."
- When the safety of the household is not jeopardized, the oral statement must be verified



and certification by the household that no subsequent residence had been identified and that the household lacks the financial resources and support network to obtain other permanent housing.

- Lack of preferred method of documentation, third party, must not prevent a household from being admitted to emergency shelter, receiving street outreach or being immediately admitted to shelter.
- Due Diligence: When verification of individual or family circumstances is unable to be verified using third party or staff observations, staff must document attempt(s). Staff must describe efforts to acquire information and outcome, including obstacles and signature of staff.
- For households who qualify as homeless under category 4: fleeing/attempting to flee domestic violence, "Acceptable evidence includes an oral statement by the individual or head of household seeking assistance that they are fleeing that situation, that no subsequent residence has been identified, and that they lack the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other housing". The oral statement must be documented by either a certification by the individual or head of household, or a certification by the intake worker.

## **St. Louis County Heading Home Governance Board**

The Governance Board was created with the main objective:

- To consult with homeless or formerly homeless persons when considering and making policies and decisions for the homeless programs.

The St. Louis County Heading Home Governance Board meets monthly throughout the year to discuss policies and decisions.

## **Safe Affordable Housing**

While the main goals of the SRO program, are to increase housing stability, increase participants skills and/or income, and obtain greater self-sufficiency; safe and affordable housing are integral to these main goals.

One-year leases are required by the Duluth HRA to promote housing stability.

Before any rental assistance may be provided, the Duluth HRA must physically inspect the unit to ensure that the unit meets HQS (Housing Quality Standards). Any deficiency found must be corrected within 30 days from the date of the lease, and the Duluth HRA must verify that all

Pine Mill Court and Scattered Site (AMP 1) Local Preferences:

Points Per Preference	Preference
3	“Working” families, where the head, spouse or sole member is employed at least 20 hours per week or is disabled.
2	Households with an adult household member who lives, works, goes to school or has been notified s/he is hired to work in the City of Virginia.
1	Homeless Households.*



**From:** Courtney Cochran

**Bcc:** Bradley Gustafson; adam@rthousing.org; "alden.kascak-harth@hdchrc.org"; angela.neal@aeoa.org; "angie.skogstad@lssmn.org"; "ashley.luna@life-house.org"; awilcox@centercityhousing.org; bbowen@centercityhousing.org; "bfylstra@lasnem.org"; "bnewman@centercityhousing.org"; brad.gustafson@hdchrc.org; cfinley@soarcareers.org; "Charleen.Heuer@hdchrc.org"; "cjourdain@boisforten-sn.gov"; "Clundberg@centercityhousing.org"; "ColleenK@centercityhousing.org"; "cpehl@chumduluth.org"; "daijai@aicho.org"; "dawn.schwantke@hdchrc.org"; dawn.schwantke@hdchrc.org; Deb Holman; "Douglas.Happy@hdchr.org"; "Drew-ShaineLLC@outlook.com"; duluthcatholicworker@gmail.com (duluthcatholicworker@gmail.com); "elise.strader@hdchrc.org"; "erich.lutz@life-house.org"; "gretchen@rthousing.org"; "hannah.barnes@aeoa.org"; "hlindula@lasnem.org"; "jackie.meyer@hdchrc.org"; jamief@aicho.org (jamief@aicho.org); "jandnwolf@gmail.com"; "jbottomley@centercityhousing.org"; jennifer@aicho.org; "Jennifer@rthousing.org"; "jennifermc@aicho.org"; "jessie@rthousing.org"; "jkilgour76@gmail.com"; "jkline@rangementalhealth.org"; "jkrenz@rangementalhealth.org"; "jwallaker@centercityhousing.org"; "Katie.danielson@isd709.org"; kbradley@duluthhousing.com; Kfawcett@newopportunitiesprogram.com; "kim.fultz@aeoa.org"; Kim.Holak@usc.salvationarmy.org; "kcallberg@centercityhousing.org"; "krandolph@chumduluth.org"; "kyle.naalsund@life-house.org"; laughlinfamily1@gmail.com (laughlinfamily1@gmail.com); Leanna Hudson; "lhudson@lssmn.org"; "lindsay.williams@usc.salvationarmy.org"; "lori.rogers@usc.salvationarmy.org"; "lpatterson@chumduluth.org"; "lreilly@centercityhousing.org"; "Lynn.Gerlach-Collard@lssmn.org"; "mainville1771@gmail.com"; "mary.cowen@life-house.org"; "meg@ywcaduluth.org"; "misty.baum@usc.salvationarmy.org"; "mjohnson@centercityhousing.org"; "monica@rthousing.org"; "msmith@safehavenshelter.org"; "nate@rthousing.org"; "newopportunitiesprogram@gmail.com"; "nicholas.deluca@hdchrc.org"; "nkoskela@rangementalhealth.org"; "Non HMIS Providers SLC"; "omega@rthousing.org"; "pam.west@usc.salvationarmy.org"; "patricia.nadeau@hdchrc.org"; "phughes@boisforten-sn.gov"; "rosaleew@aicho.org"; "rosalyn.horn@usc.salvationarmy.org"; "rth@rthousing.org"; "salaam.peace.witherspoon@gmail.com"; "salaam@ywcaduluth.org"; "seaberg.october@gmail.com"; "tdrift@boisforten-sn.gov"; "tiffany.gunderson@life-house.org"; "ttjacobsen@chumduluth.org"; "travis.dombrovski@life-house.org"; "trowe@lasnem.org"; "ugmduluth@msn.com"; Courtney Cochran; "Dawn Shykes"; "heather.lindula"; "Joann Solin"; "Katy O'Sullivan"; "Melissa Rousslang"; "Nick Smit"; Stacy Radosevich; "Tracey Montgomery"; "Deb Holleman"; "Elizabeth Sorenson"; Gena Bossert; "Kassie Helgersen"; Kevin Radzak; "Kristy Eckart"; Laura Birnbaum; "mgomezromo@chumduluth.org"; "Pat Leary"; "Paul Pedersen"; "Shelly Lyn Holmes"; "Suzanne Kelley"; "Thom Romano"; "Victoria Nugent"; "Adam Fulton"; "Angie Skogstad"; "Brittany Robb"; "Chelsea Gran"; "Dan Couture"; "Dana Hiltunen"; "David O'Leary"; "Drew Shaine"; "Jamie Stauty"; "Julie Snow"; "Lakeview: Wolf Family Residence"; "Lee Stuart"; "Lenelle Hrabik"; "Libby Bergstedt"; "Lynn Gerlach-Collard"; "Melissa Wright"; "Michelle LeBeau"; "Nathan Saltz"; Nichole Rahman; "Otterson Mental Health Services"; "Paul Carlson"; "Randi Ruhanen"; "Rick Klun"; "Susan Utech"; "Allison Uthke-Scaletta"; "Amy Swensen"; "Anita Skutevik"; "Ashley Lovold"; "Beth Peterson"; "Brittany Bennett"; "C. Miller"; "Caitlyn Rinell"; "Cara Lundquist"; "Courtney Lake"; "Cynthia Finley"; "Daryl Olson"; "Deb Holman"; "Diane Elias"; "Dori Streit"; "Doug Aysta"; "Drew Klinkert"; "Ellen Altman"; "Gwen Updegraff"; "Ida Watson-Souther"; "Jacqueline Prescott"; "Jennifer Kuoppala"; "Jon Livingston"; "Julia Johnson"; "Katy O'Sullivan"; "Kevin Beichler"; "Kim Lieberman <>"; Laura Summers; "Leah Fosle"; "LeAnn Littlewolf"; "Liz Hoefflerle <ehoefflerle@q.com>"; "mailto:Valerie.joeckel@usc.salvationarmy.org"; "Mary Larsen"; "Maude Dornfeld"; "Maureen Warren"; "Nancy Cashman"; "Nancy Urbanski"; Natalie Listemaa; Natalie Smolich; "Nathan Thompson"; Neil Hardy; "Nick Smith"; "Scott Kottke"; "Scott Zahorik"; "Shelly Holmes"; "Stephanie Becken"; "Steve Nelson"; "SUE Togetherforlifeforthland@gmail.com"; Tammie Marotta; "Val Joeckel"; "Valerie Whitebird"; "Ashley Romero"; "John Stetson"; "Mary Driver"; "Pam Hughes"; "Scott McGillicuddy"; "Tammy Shoots"; "Anna Gibson"; "Britt Heinz-Amborn"; "Demetri Vincze"; "Laura Birdsong"; "Leah Tornquist"; "Hillary Hartleben"; "John Cole"; "Rochelle Lentz"; deannar@aicho.org; "A. Allison"; "A. Carlson"; "Angela Browning"; "B. Hanson"; "Dane Laughlin"; "Dixie Lafair"; "Doug Happy"; "J. Budisalovich"; "Jill Keppers"; "K. Holman"; "Kathy"; "Mark Engebretson"; "October Allen"; "S Netwal"; "Tasha Jokela"

**Subject:** FY2022 CoC NOFO: Call for New & Renewal Applications

**Date:** Tuesday, August 2, 2022 3:13:00 PM

**Attachments:** NEW Project FY2022 & Special NOFO LOI.docx  
Public Notice- FY2022 NOFO Call for Applications.docx  
Public Notice For 08-11-22 FY2022 NOFO info session.docx  
FINAL 2021 SLC Ranking & Review Policy (1).pdf  
FY2022 NOFO Timeline updated 08-02-22.docx

**Importance:** High

Hello St. Louis County CoC,

Please see the attached call for applications for the Coc NOFO to review guidance for the FY2022 NOFO applications. HUD published the FY2022 NOFO yesterday with a deadline of submission to HUD on September 30<sup>th</sup>, with project applications to due to CoCs by August 30<sup>th</sup> at the latest. This will be a quick NOFO competition! E-snaps has not yet opened for applications, but should in the next two weeks. More information will be presented in the 08/11/22 info session, but a few details to know right away 1) HUD has announced Domestic Violence Bonus funds available for FY2022, and

2) HUD has indicated that Tier 1 is equal to 95 percent of the CoC's annual renewal demand, which means that we may see up to a 5% cut to our renewal project funds.

- **All New Project applications must complete and submit the LOI by 08/15/2022**
  - Thanks to all Renewal Applicants for submitted your LOIs already!
- [Review the full FY2022 NOFO from HUD here.](#)
- Please review the proposed scoring criteria for FY2022 on the [CoC Website](#)
  - If you have questions about the local completion process & grant scoring read the attached ranking & Review policy.
- **Attend the Public Information Session for the FY2022 NOFO on 08/11/2022 at 9am via Microsoft Teams** (Link in attached public notice)
- **Review the FY2022 NOFO timeline attached. Complete applications will be due by August 30<sup>th</sup> to the CoC & September 30<sup>th</sup> to HUD**

Please reach out with any questions and remember that we have CoC office hours every Thursday through October from 11am to 12:30pm via Microsoft team for support, questions, etc. Thank you!

All the best,  
Courtney

Courtney Cochran, MSW, LGSW  
Pronouns: She/Her/Hers  
SLC Continuum of Care (CoC) Coordinator  
320 West Second Street, 101  
Duluth, MN 55802  
P: 218-725-5158

SLC CoC Office Hours: 11am to 12:30pm every Thursday on Teams

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## Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or join by entering a meeting ID

Meeting ID: 259 132 921 351

Passcode: MoPSx5

Join with a video conferencing device

[stlouiscountymn@m.webex.com](mailto:stlouiscountymn@m.webex.com)

Video Conference ID: 112 739 229 8

[Alternate VTC instructions](#)

Or call in (audio only)

[+1 872-242-8850,,60221525#](#) United States, Chicago

Phone Conference ID: 602 215 25#

[Find a local number](#) | [Reset PIN](#)

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## FY2022 NOFO Continuum of Care (CoC) Application Timeline

All Materials mentioned in this timeline can be found on the SLC CoC NOFO website here:

[Continuum of Care \(COC\) \(stlouiscountymn.gov\)](https://stlouiscountymn.gov/continuum-of-care-coc)

Email/Call SLC CoC coordinator, Courtney Cochran, [cochranc@stlouiscountymn.gov](mailto:cochranc@stlouiscountymn.gov) or (218) 725-5158 with questions.

August 1st, 2022	HUD released the FY2022 CoC NOFO available at: <a href="#">View Opportunity   GRANTS.GOV</a>
August 11 <sup>th</sup> , 9am-10am	Public Information Session on the FY2022 CoC NOFO, with Q&A opportunity via Microsoft Teams. Please contact St. Louis County Continuum of Care Coordinator, Courtney Cochran (she/her) at <a href="mailto:cochranc@StLouisCountyMN.gov">cochranc@StLouisCountyMN.gov</a> to receive the link or get copies of the presentation/notes from this session.
TBD	HUD opens e-snaps for project applications, available at: <a href="https://www.hudexchange.info/programs/e-snaps/">https://www.hudexchange.info/programs/e-snaps/</a>
July 21 <sup>st</sup> , 2022-October 20 <sup>th</sup> , 2022 11am-12:30pm	CoC NOFO Office hours for technical assistance, project questions, etc. Hosted weekly via Microsoft Teams. Please contact St. Louis County Continuum of Care Coordinator, Courtney Cochran (she/her) at <a href="mailto:cochranc@StLouisCountyMN.gov">cochranc@StLouisCountyMN.gov</a> to receive the link.
August 15 <sup>th</sup> , 2022	All New Project Applicants: Submit Letter of Intent to apply <a href="mailto:CoCHomelessPrograms@StLouisCountyMN.gov">CoCHomelessPrograms@StLouisCountyMN.gov</a> . LOI Template is available <a href="#">here</a> . Please make sure to use the LOI for New projects.
August 30 <sup>th</sup> , 2022	All Project applicants submit completed CoC Supplemental Application to: <a href="mailto:CoCHomelessPrograms@StLouisCountyMN.gov">CoCHomelessPrograms@StLouisCountyMN.gov</a> –This application is available <a href="#">here</a> . Make sure to use the 2022 Special NOFO Supplemental Application.
August 30 <sup>th</sup> , 2022	Submit Project Applications to: <a href="mailto:CoCHomelessPrograms@StLouisCountyMN.gov">CoCHomelessPrograms@StLouisCountyMN.gov</a> Please include a copy of your full e-snaps application for CoC review. It is recommended that you wait to hit submit in e-snaps until after the CoC Ranking & Review process in case changes are recommended to your application.
September 1st, 2022	Applications sent to Ranking & Review Committee.
Week of September 5 <sup>th</sup>	Ranking & Review Committee meets and ranks applications.
September 9th, 2022	SLC will notify applicants via email whether their applications will be accepted and ranked on the CoC Priority Listing, rejected, or reduced.
September 12 <sup>th</sup> , 2022	All appeals should be sent via email to: <a href="mailto:CoCHomelessPrograms@StLouisCountyMN.gov">CoCHomelessPrograms@StLouisCountyMN.gov</a> by 12:00pm.
TBD (as needed)	Appeal Meeting via Microsoft Teams, if needed. Please contact St. Louis County Continuum of Care Coordinator, Courtney Cochran (she/her) at <a href="mailto:cochranc@StLouisCountyMN.gov">cochranc@StLouisCountyMN.gov</a> to receive the link.

September 15 <sup>th</sup> , 2022	Project rankings will be presented to the CoC Governance Board for review & approval. Please contact St. Louis County Continuum of Care Coordinator, Courtney Cochran (she/her) at <a href="mailto:cochranc@StLouisCountyMN.gov">cochranc@StLouisCountyMN.gov</a> to receive the link.
<b>TBD</b>	SLC Board letter for planning grant drafted and NOFA ranking will be submitted to SLC Commissioners for grant approval.
<b>TBD</b>	SLC Board of Commissioners Meeting to approve CoC Collaborative Application
September 20 <sup>th</sup> , 2022	<p>All final project applications are required to be submitted to HUD via e-snaps, if different from or not submitted previously..</p> <ol style="list-style-type: none"> <li>1. Email time stamp from e-snaps submission to: <a href="mailto:CoCHomelessPrograms@StLouisCountyMN.gov">CoCHomelessPrograms@StLouisCountyMN.gov</a></li> <li>2. Email PDF of Final Project Application submitted to HUD via e-snaps to: <a href="mailto:CoCHomelessPrograms@StLouisCountyMN.gov">CoCHomelessPrograms@StLouisCountyMN.gov</a></li> <li>3. Email Match letters and all other attached documents submitted to SLC at: <a href="mailto:CoCHomelessPrograms@StLouisCountyMN.gov">CoCHomelessPrograms@StLouisCountyMN.gov</a></li> </ol>
September 28 <sup>th</sup> , 2022	SLC CoC will post <u>all parts</u> of the CoC Consolidated Application (which are the CoC Application and CoC Priority Listing with all project applications accepted and ranked, or rejected and the Project Applications) on its website for public viewing.
September 30 <sup>th</sup> , 2022	Final Edits, Review and Submission of 2022 Coc Special NOFO to Adress Unsheltered & Rural Homelessness Application due to HUD, submitted by the CoC.

<a href="#">NeoGov</a> <a href="#">SLC In &amp; Out Board</a> <a href="#">SLC Intranet Portal</a> <a href="#">SLC Phone Book</a> <a href="#">SLC Website</a> <a href="#">SLC WorkForce Tim...</a>			<a href="#">Additional Files:</a> <ul style="list-style-type: none"> <li><a href="#">Permanent Supportive Housing Score Tool</a></li> <li><a href="#">Rapid Rehousing- Transitional Housing Score Tool</a></li> </ul>	
<a href="#">FY2022 Local/Supplemental CoC Application (Due 08/30)</a>	8/29/2022			
<a href="#">FY2022 Info Session Materials 08112022</a>	8/11/2022		<a href="#">Download</a>	<a href="#">Additional Files:</a> <ul style="list-style-type: none"> <li><a href="#">Info Session Notes</a></li> </ul>
<a href="#">Sample MOU from HUD</a> This template for MOUs from the HUD Minneapolis Field Office can be used for Healthcare, Housing Leverage, and PHA partnership docuemtnation required throughout the FY2022 & Special NOFO.	8/11/2022		<a href="#">Download</a>	
<a href="#">LOI for New Applicants for FY2022 NOFO &amp; Special NOFO</a> New projects for FY2022 must submit their Letter of Intent by 5pm on August 15 <sup>th</sup> , 2022 and project applicants for the & Special NOFO funds must submit their LOI(s) by 5pm on August 22nd, 2022. Your project will not be eligible to apply in the FY2022 or Special NOFO competition if you do not submit this form by the deadline. Please complete the proposed project overview and review each of the following ranking categories, marking those questions that apply to your project. Please submit the completed form and requested attachments to St. Louis County Homeless Program Unit at ( <a href="mailto:CoCHomelessPrograms@StLouisCountyMN.gov">CoCHomelessPrograms@StLouisCountyMN.gov</a> ).	8/10/2022		<a href="#">Download</a>	
<a href="#">Timeline for the FY2022 NOFO</a>	8/8/2022		<a href="#">Download</a>	



## **2021 St. Louis County (MN-509) Ranking & Review Policy for HUD NOFA**

St. Louis County's HUD CoC NOFA Ranking and Review process utilizes non-biased criteria based on the HUD ranking tool, Local CoC priorities, and project performance. SLC CoC ranks project applications based on how they improve the CoC System Performance, as required by HUD guidelines for the CoC Program Competition.

The following describes the St. Louis County (SLC) Continuum of Care (CoC) process to score and rank projects for FY2021 CoC HUD NOFA funding.

### **1. Review and Ranking Process and Policies**

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#### **1.a. Development and Approval of Ranking Criteria and Scoring Tools**

The CoC Planning & Evaluation Committee is responsible for:

- Developing the Ranking Criteria and scoring
- Developing the Ranking Tool
- Submitting these documents to the CoC Governance Board (Heading Home Advisory Committee) for review and approval each year.

#### **1.b. Eligibility for Ranking**

To be eligible for ranking, all applicants and projects (new and renewal) must meet all HUD eligibility criteria (threshold criteria), as outlined in the NOFA and comply with Local CoC Competition requirements as described in this document and project application forms. Threshold requirements will be checked first for all project applicants. Projects that do not meet thresholds will not be scored or ranked.

Note: Committee members may request clarifications or additional information on threshold requirements from applicants if information is not clear enough to score the project. However, the committee must apply the same standard to all applications in seeking clarification.

Projects that meet the eligibility criteria are scored by CoC Ranking & Review Committee based on the Ranking Criteria and Scoring tool approved by the Heading Home Advisory Committee.

#### **1.c. Ranking and Review Committee Scoring Process**

The Ranking & Review Committee members read all project applications and documentation submitted for completeness and consistency. CoC Staff will compile initial scoring data for Ranking & Review committee members on all data-based scoring criteria (ex. % of exits to permanent housing). At least four reviewers from the Committee will read each applicant's materials to score individual elements.

The Ranking and Review Committee uses the CoC Ranking Tool designed by the CoC Planning & Evaluation Committee and approved by the Heading Home Advisory Council (CoC Governance Board) as the basis for scoring projects. They also follow the CoC Project Reallocation Policy, further detailed in this document.

If funding for new projects is identified due to reallocation, there may be a call by the CoC for new projects that will then also be scored and ranked.

#### **1.d. Ranking of Housing Projects (PSH, RRH, TH)**

HUD Requires Continuums of Care to rank all projects that are submitted for funding for the HUD CoC Notice of Funding Availability (NOFA). Ranking does not apply to CoC Planning Grants, which HUD does not require CoC's to rank with other projects. SLC CoC ranks project applications based on how they improve the CoC System Performance, as required by HUD guidelines for the CoC Program Competition.

Scoring informs but does not solely dictate the final ranking decisions.

The Ranking and Review Committee will initially rank all projects on the CoC Ranking tool, based on their overall scores. Projects are ranked in descending order, with highest review scores at top and lowest at bottom.

If there is a tie between two projects, a ½ point tiebreaker score will be used. The tiebreaker score will be based on cost effectiveness (cost per positive housing outcome), and will be calculated as follows, with the APR used for project reviews:

- For PSH: (# Stayers + # Leavers to Permanent Housing) / Total HUD CoC Program funds requested.
- For RRH and Joint TH/RRH: # Leavers to Permanent Housing / Total HUD CoC Program funds requested.

The project with the lower cost per positive housing outcome will be placed one rank higher than the other.

If there is a tie between more than two projects, the ½ point cost effectiveness tiebreaker will be applied as described above, followed by a tiebreaker based on the percentage of performance points awarded on the Ranking Tool. The project that receives the highest percentage of performance points will be placed highest of the tied projects, followed by the next highest, and following.

#### **1.e. Placement of NOFA Projects in Tiers**

HUD requires that Continuums of Care designate projects into either Tier One or Tier Two based on their ranking.

Each year, with the publication of the HUD CoC NOFA, HUD establishes the percentage of a Continuum's Annual Renewal Demand (ARD) that must be ranked in Tier One and the percentage that must be ranked in Tier Two.



**i. Ranking of New Housing Projects from the Previous Funding Round**

Any project that has not had a full year of operating will not be scored on performance, but will be scored on other components of the ranking & review score tool.

**ii. Ranking of Non-Housing Projects (Planning, HMIS, SSO-Coordinated Entry)**

After housing projects are ranked, the CoC's HMIS Grant and SSO-Coordinated Entry grant are always placed in Tier One.

This action is based on CoC policy objectives to ensure a functioning Coordinated Entry System and a Homeless Management Information System (HMIS).

HMIS projects totaling a minimum of 2% of Annual Renewal Demand (ARD) and Coordinated Entry projects totaling up to a minimum of 5% of ARD will be ranked in Tier One.

**iii. Ranking of Bonus Projects**

If a bonus grant is available and a bonus project (or projects) are included in ranking, the bonus grant(s) is placed at the bottom of Tier Two.

**1.f. Adjustments to Project Ranking**

It is the role of the Ranking and Review Committee to recommend the final Ranking List/Project Priority List for approval by the Heading Home Advisory Council. It is the role of the Heading Home Advisory Council to approve the final Ranking List/Project Priority List prior to submission of the NOFA to HUD.

After reviewing the full ranking and breakdown by tier, the Ranking & Review Committee members may recommend to the Heading Home Advisory Committee adjustments to the ranking. Rationale for any adjustment made will be included in the ranking tool, in notification to applicants, and in the Final Ranking/Project Priority List posted for CoC membership review. In addition, any adjustment applied by the Committee will be applied uniformly across applicable projects.

Reordering may be proposed when:

- A project straddling Tier 1 and Tier 2 would not likely be feasible if only the Tier 1 portion were funded. Projects whose ranking may change will be consulted.

After the specific reorder and reduction considerations listed above, Committee members may also consider the following in making adjustments for the final Project Priority List.:

- Geographic Diversity: The Ranking & Review Committee will review the project list in terms of potential impact on geographic regions. Projects may be reordered or reduced to align with need across the rural and urban geography of the CoC.

**1.h. Scoring and Ranking Notice**

- i. The Ranking & Review Committee (via the CoC Coordinator) will provide all project applicants preliminary notice of project acceptance/rejection, any funding changes due to reallocation, score, rank, Tier 1/Tier 2 status, and source of funds expected for the project (i.e. reallocated funds, CoC Bonus, or DV Bonus).
- ii. Information on the Appeals process will also be provided, and a deadline will be set for appeal submissions.

## 2. CoC Project Reallocation Policy

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### **2.a. Policy Statement**

- a. Under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH), the HUD reallocation process allows Continuums of Care (CoC) to fund new projects by transferring all or part of funds from any existing CoC grant which is eligible for renewal into a new project.
- b. Under HEARTH CoC Regulations and the FY2021 NOFA, a reallocation project can be funded if all of the following apply:
  - i. The reallocation project is for a program component that HUD identified as allowable to apply for new funding in the FY2021 NOFA.
  - ii. The reallocation project meets all of HUD's threshold requirements.
- c. The St. Louis County MN Continuum of Care will reallocate funds granted through HEARTH CoC programs as needed to more effectively resolve homelessness, help households achieve stable housing and improve CoC performance.
- d. CoC program funds may be reallocated either by a voluntary process or by a competitive system transformation process. If reallocation is a possibility, the entire CoC is informed and a request for new project applications is announced.

### **2.b. Competitive Reallocation**

- a. If a project is deemed to be low performing by scoring poorly in the project scoring process and/or having unsatisfactory project performance outcomes, the CoC reserves the right to reallocate funding and make it available through a competitive process. Low performing is determined based on scoring criteria identified by the Evaluation and Planning Committee and approved by the St. Louis County Minnesota Continuum of Care Heading Home Advisory Council (Continuum of Care Governing Board).

- b. The CoC may initiate a competitive system transformation process due to a renewal grantee ending a CoC program.
- c. As part of the application process for renewal projects, applicants are required to supply information so that the CoC can determine if each renewal project will meet the minimum threshold requirements. The minimum threshold requirements are outlined in the Ranking and Scoring Criteria, as identified in the FY2021 NOFA and by the CoC Evaluation and Planning Committee and approved by the St. Louis County CoC Governing Board.
- d. The CoC Ranking & Review Committee may make a recommendation to reallocate some or all of a project's funding for any project that has returned 15% or more of their funding award. The Ranking & Review Committee will review funding information for the last three completed grant terms to identify if there is a pattern of under-expenditure. Projects will be given the opportunity to provide explanations for under-expenditure and plans or actions taken to improve spending.
- e. In addition, a project may be subject to reallocation by the Ranking & Review Committee if any, or all, of the following are true:
  - i. Has an outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
  - ii. Audit finding(s) for which a response is overdue or unsatisfactory;
  - iii. History of inadequate financial management accounting practices;
  - iv. Evidence of untimely expenditures on prior award;
  - v. History of other major capacity issues that have significantly affected the operation of the project and its performance;
  - vi. History of serving ineligible program participants, expending funds on ineligible costs or failing to expend funds within the established time frames.
- f. Projects transferred to a new grantee within the last two NOFA cycles are exempt from reallocation due to unspent funds.
- g. If the CoC determines that a renewal project does not meet minimum threshold requirements, is deemed to be low performing, and/or has shown to consistently under-expend funding, a meeting of the CoC Review and Ranking Committee will be held to determine whether or not a recommendation should be made to the CoC Governing

Board for funds to be released for a competitive reallocation process. The following process will be followed:

- i. Any member of the Governing Board whose agency receives funding through the CoC programs shall recuse themselves from the Board deliberation process.
- ii. The CoC Governing Board will make the final decision whether or not to reject the renewal application for any agency that does not meet minimum threshold requirements, is deemed to be low performing, and/or has shown to consistently under-expend funding.
- iii. All Governing Board deliberations will be documented in meeting minutes.
- iv. If any renewal project application is rejected, the funds that were allocated to that project will be released as new funds and agencies will have the opportunity to apply for them.

### **2.c. Voluntary Reallocation Process**

- a. CoC grantees may self-nominate to voluntarily reallocate CoC-funded renewal funds to create new projects.
- b. A grantee seeking the ability to reallocate funding through the voluntary grantee-self-nominating process must do so in accordance with the timeline set by the CoC in that year's application process and complete a new project application by the deadline set by the CoC to be eligible.
- c. The CoC Ranking & Review Committee will review the applications and make determinations regarding the acceptance and ranking of the proposed project.
- d. If the new project meets HUD's CoC funding priorities, local needs, and is an eligible reallocation project type under the NOFA, the applicant will be given the opportunity to apply to HUD for the new project.

If the new project does not meet HUD's CoC priorities, local needs, is an ineligible project type, or does not request the full grant amount awarded to the existing project, the funds either in total or in part not covered by the request, will be released by the CoC for proposal during the CoC competitive reallocation process.

## **3. CoC NOFA Scoring and Ranking Appeal Process**

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### **3.a. Introduction**

The Duluth/St. Louis County CoC (CoC) strives to conduct a transparent rating and review process in determining which projects will be included in the local submission to the national CoC competition. Although a local appeals process is not required by the U.S. Department of Housing and Urban Development (HUD), this CoC offers a local appeals process. The appeals process occurs after the public release of the initial rating and ranking list but before the final ranking and allocations list is submitted to HUD.

The initial rating and ranking list will be released approximately 30 days prior to the national CoC Competition deadline. The appeals process timeline begins immediately upon release of the initial rating and ranking list. The Duluth/St. Louis County CoC process requires submission of the appeals form and material as described in this notice no later than the date stipulated in the Scoring and Ranking Notice.

The Appeals Committee reviews the submittals and extends an invitation to a brief in-person session, as warranted.

### **3.b. Types of Appeal**

Applicant agencies that can appeal include those applications that:

- a) are unranked,
- b) dispute their scoring,
- c) dispute their ranking, or
- d) disagree with the Review and Ranking Committee's decision to reallocate some or all of their funding.

### **3.c. How to File an Appeal**

- Projects wishing to appeal must submit the appeal in writing using the Heading Home St. Louis CoC Appeals form. Appeals Forms can be found at the end of this document.
- A signed Appeals Form and any relevant evidence must be submitted for each project being appealed.
- Email Appeals form to [CoCHomelessPrograms@StLouisCountyMN.gov](mailto:CoCHomelessPrograms@StLouisCountyMN.gov).

### **3.d. Appeal Timeline**

- Appeals forms and supporting evidence are due to the email address **no later than the date stipulated by the Scoring and Ranking Notice.**
- All agencies filing an appeal must be prepared to rapidly respond to requests from the Appeals Committee.
- The Appeals Committee will inform appealing agencies of its decision **no later than the date stipulated by the Scoring and Ranking Notice.**

### **3.e. In-Person Session**

After review of the information submitted, the Appeals Committee will invite applicants to a brief in-person or online meeting with the Appeals Committee. At this meeting, applicants will have an opportunity to further discuss the reason for their appeal.

### **3.f. The Appeal Committee**

The Appeal Committee will be made up of three (3) voting members of the CoC Governance Board (Heading Home Advisory Council). Two members will not have participated on the original Rating & Ranking Committee. At least One committee member must be a member of the original Review & Ranking Committee.

No member of the Appeal Committee may have a conflict of interest with any of the agencies applying for funding and must sign a conflict-of-interest statement.

The role of the Appeal Committee is to read and review only those areas of the application that are being appealed. The Appeals Committee makes recommendations to the Ranking & Review Committee on any final adjustments to ranking based on the appeals process.

## **4. Development and Approval of Final Ranking List**

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### **4.a. Review of Final Ranking**

After project applications are ranked and all adjustments are made, including adjustments made based on appeals, the recommendations of the Ranking and Review Committee will be presented to the CoC Governing Board (Heading Home Advisory Council), and all adjustments based on input and appeals will be documented in the ranking form.

A ranking order for application submission will be voted on and approved by the CoC Governing Board prior to submission to HUD.

Upon approval by the CoC Governing Board, the final project priority list, together with a final draft of the Collaborative Application will be posted for CoC review in accordance with HUD's timelines and requirements. Project applicants, COC members, and the general public will be given no less than 48 hours to provide comment.

### **4.b. Selections and Award Notifications**

- i. The Ranking & Review Committee (via the CoC Coordinator) will provide all project applicants final notice of project acceptance/rejection, any funding changes, score, rank, Tier 1/Tier 2 status, and source of funds expected for the project (i.e. reallocated funds, CoC Bonus, or DV Bonus).
- ii. The notification will also include any required changes applicants must make in e-snaps to meet HUD requirements.
- iii. All corrections in e-snaps must be made and the e-snaps project application re-submitted in pdf format by  be included in the project list submitted in the national CoC Program Competition.

## Appendix A

### Heading Home St. Louis County CoC Appeal Form

Agency: \_\_\_\_\_

Project: \_\_\_\_\_

Date: \_\_\_\_\_

Reason for Appeal (mark with an x)

<input type="checkbox"/>	Unranked Project	<input type="checkbox"/>	Scoring Appeal
<input type="checkbox"/>	Ranking Appeal	<input type="checkbox"/>	Reallocation/Reduction Appeal

Project Type (mark with an x)

<input type="checkbox"/>	CoC Bonus Project	<input type="checkbox"/>	Standard Renewal Project
<input type="checkbox"/>	DV Bonus Project	<input type="checkbox"/>	Consolidated Renewal Project
<input type="checkbox"/>	Reallocated Fund Project	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

For each item being appealed, please identify the reason, and attach evidence to support your claim.

To request a brief in-person meeting, please check here: \_\_\_\_\_

Contact information to set appointment:

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

**SLC MN CoC 509 – Final Scoring & Ranking Criteria  
PERMANENT SUPPORTIVE HOUSING (PSH)**

FY 2022 NOFO

<b>Organization</b>				
<b>Project Name</b>				
<b>CoC Model/Component</b>	<b>PH</b>			
<b>Populations Served</b>				
<b>Date of Review</b>				
<b>Reviewer</b>				
<b>THRESHOLD CRITERIA</b>				
<b>Criteria</b>	<b>Eligible</b>	<b>Ineligible</b>	<b>Eligible?</b>	<b>Data Source(s)</b>
Eligible entity	Nonprofits, States, local govts, instrumentalities of State/ local gov, and public housing authorities.	Any entity that does not meet criteria identified in earlier column.		<b>Project Application/Intent to Apply Form</b>
Eligible population	Meets HUD requirements	Does NOT meet HUD requirements		<b>Project Application/Intent to Apply Form</b>
Date of Project App	Application is complete and includes all required attachments and is submitted to CoC coordinator before the deadline.	Application is incomplete, does not include all required attachments and/or is submitted to CoC coordinator after the deadline.		<b>Project Application Submission Date</b>
HMIS	Project has capacity and plan to participate in HMIS (or other comparable database for DV providers)	Project does not have capacity and plan to participate in HMIS (or other comparable database for DV providers)		<b>Project Application/Intent to Apply Form</b>
Match	25% match for everything but leasing.	No required match.		<b>Project Application</b>
HUD Monitoring	HUD Monitoring Report is provided as applicable and no unresolved significant findings are identified.	HUD Monitoring Report is not provided (if applicable) or contains unresolved significant findings that should preclude applicant from inclusion.		<b>Project Application</b>



**SLC MN CoC 509 – Final Scoring & Ranking Criteria  
PERMANENT SUPPORTIVE HOUSING (PSH)**

FY 2022 NOFO

Administrative Costs	Admin costs are not greater than 10%	Admin costs greater than 10%.		Project Application	
EVALUATION AND RANKING STANDARDS					
PROJECT EFFECTIVENESS					
Criterion	Most Desirable	Desirable	Least Desirable	Score	Data Source(s)
Coordinated Entry Participation	More than 95% of project entries are from Coordinated Entry referrals	90-95% of project entries are from Coordinated Entry referrals	Less than 90% of project entries are from Coordinated Entry referrals	___/5	CoC Supplemental Application (Score indicated by number of points on self-assessment, question 5.)
Points Possible:	5	2.5	0		
eLOCCS Draw Downs	The project has completed regular quarterly draw downs in eLOCCS and not returned funds to HUD in the past 3 grant cycles.	The project missed one eLOCCS drawn down and returned less than 10 percent of their funding to HUD Annually.	The project missed two or more eLOCCS drawn downs and returned more than 10 percent of their funds to HUD annually.	___/5	Financial Assessment
Points Possible:	5	2.5	0		
LOCAL CRITERIA					
Criterion	Most Desirable	Desirable	Least Desirable	Score	Data Source(s)
Housing First Assessment	Project scores between 13 and 15 points on the Housing First Assessment	Project scores between 10 and 12 on the Housing First Assessment	Project scores less than 10 on the Housing First Assessment	___15	Housing First Self-Assessment (Score indicated by number of points on self-assessment.)
Points Possible: 0-15	13-15	8-13	0-8		
Racial equity	Project has ongoing & active strategies that promote racial	Project has some strategies implemented that	Project does not have plans to implement strategies that	___/5	CoC Supplemental Application

**SLC MN CoC 509 – Final Scoring & Ranking Criteria**  
**PERMANENT SUPPORTIVE HOUSING (PSH)**

FY 2022 NOFO

<b>Points Possible:</b>	equity in programming, including training for staff. <b>5</b>	promote racial equity in programming. <b>2.5</b>	promote racial equity in programming. <b>0</b>		
Evidence based, systemic approach to homelessness  <b>Points Possible:</b>	Project utilizes and actively trains staff in evidence-based practices in their programming (i.e. harm reduction, trauma-informed, person centered) <b>5</b>	Project utilizes some evidence-based practices in their programming (i.e. harm reduction, trauma-informed, person centered) <b>2.5</b>	Project does not utilize evidence-based practices in their programming (i.e. harm reduction, trauma-informed, person centered) <b>0</b>	___/5	CoC Supplemental Application
Culturally Specific/Responsive Programming  <b>Points Possible:</b>	Project provides culturally specific/responsive programming <b>5</b>	Project has plans to provide culturally specific/responsive programming <b>2.5</b>	Project does not provide culturally specific/responsive programming <b>0</b>	___/5	CoC Supplemental Application
Domestic Violence Policies  <b>Points Possible:</b>	Project has implemented policies that promote safety for those fleeing domestic violence, human trafficking, exploitation, stalking, and other forms of violence. <b>5</b>	Project has plans to implement policies that promote safety for those fleeing domestic violence, human trafficking, exploitation, stalking, and other forms of violence. <b>2.5</b>	Project has no policies that promote safety for those fleeing domestic violence, human trafficking, exploitation, stalking, and other forms of violence. <b>0</b>	___/5	CoC Supplemental Application
<b>PERFORMANCE MEASURES (Renewal Projects Only)</b>					
<b>Criterion</b>	<b>Most Desirable</b>	<b>Desirable</b>	<b>Least Desirable</b>	<b>Score</b>	<b>Data Source(s)</b>

**SLC MN CoC 509 – Final Scoring & Ranking Criteria**  
**PERMANENT SUPPORTIVE HOUSING (PSH)**

FY 2022 NOFO

Exits to or retention of permanent housing (PSH only)	93% or more of participants exit to a permanent destination or remain in project	92% or fewer of participants exit to a permanent destination or remain in project	Less than 80% of participants exit to a permanent destination or remain in project	___/10	<b>Annual Performance Report</b>
<b>Points Possible:</b>	<b>10</b>	<b>5</b>	<b>0</b>		
Returns to Homelessness	Less than 5% of participants who exited to a permanent destination returned within 12 months	5% of participants who exited to a permanent destination returned within 12 months	More than 5% of participants who exited to a permanent destination returned within 12 months	___/10	<b>Annual Performance Report</b>
<b>Points Possible:</b>	<b>10</b>	<b>5</b>	<b>0</b>		
Maintained or Increased Total Income (All Adults)	65% or more of project participants maintained or increased total income from project entry to annual assessment	55% of project participants maintained or increased total income from project entry to annual assessment	Less than 55% of project participants maintained or increased total income from project entry to annual assessment	___/5	<b>Annual Performance Report</b>
<b>Points Possible:</b>	<b>5</b>	<b>2.5</b>	<b>0</b>		
Total Points				___/70	<b>Reviewer Comments:</b>

**SLC MN CoC 509 – Final Scoring & Ranking Criteria  
PERMANENT SUPPORTIVE HOUSING (PSH)**

FY 2022 NOFO

<b>Organization</b>				
<b>Project Name</b>				
<b>CoC Model/Component</b>	<b>TH/RRH</b>			
<b>Populations Served</b>				
<b>Date of Review</b>				
<b>Reviewer</b>				
<b>THRESHOLD CRITERIA</b>				
<b>Criteria</b>	<b>Eligible</b>	<b>Ineligible</b>	<b>Eligible?</b>	<b>Data Source(s)</b>
Eligible entity	Nonprofits, States, local govts, instrumentalities of State/ local gov, and public housing authorities.	Any entity that does not meet criteria identified in earlier column.		<b>Project Application/Intent to Apply Form</b>
Eligible population	Meets HUD requirements	Does NOT meet HUD requirements		<b>Project Application/Intent to Apply Form</b>
Date of Project App	Application is complete and includes all required attachments and is submitted to CoC coordinator before the deadline.	Application is incomplete, does not include all required attachments and/or is submitted to CoC coordinator after the deadline.		<b>Project Application Submission Date</b>
HMIS	Project has capacity and plan to participate in HMIS (or other comparable database for DV providers)	Project does not have capacity and plan to participate in HMIS (or other comparable database for DV providers)		<b>Project Application/Intent to Apply Form</b>
Match	25% match for everything but leasing.	No required match.		<b>Project Application</b>
HUD Monitoring	HUD Monitoring Report is provided as applicable and no unresolved significant findings are identified.	HUD Monitoring Report is not provided (if applicable) or contains unresolved significant findings that should preclude applicant from inclusion.		<b>Project Application</b>

**SLC MN CoC 509 – Final Scoring & Ranking Criteria  
PERMANENT SUPPORTIVE HOUSING (PSH)**

FY 2022 NOFO

Administrative Costs	Admin costs are not greater than 10%	Admin costs greater than 10%.		Project Application	
EVALUATION AND RANKING STANDARDS					
PROJECT EFFECTIVENESS					
Criterion	Most Desirable	Desirable	Least Desirable	Score	Data Source(s)
Coordinated Entry Participation	More than 95% of project entries are from Coordinated Entry referrals	90-95% of project entries are from Coordinated Entry referrals	Less than 90% of project entries are from Coordinated Entry referrals	___/5	CoC Supplemental Application (Score indicated by number of points on self-assessment, question 5.)
Points Possible:	5	2.5	0		
eLOCCS Draw Downs	The project has completed regular quarterly draw downs in eLOCCS and not returned funds to HUD in the past 3 grant cycles.	The project missed one eLOCCS drawn down and returned less than 10 percent of their funding to HUD Annually.	The project missed two or more eLOCCS drawn downs and returned more than 10 percent of their funds to HUD annually.	___/5	Financial Assessment
Points Possible:	5	2.5	0		
LOCAL CRITERIA					
Criterion	Most Desirable	Desirable	Least Desirable	Score	Data Source(s)
Housing First Assessment	Project scores between 13 and 15 points on the Housing First Assessment	Project scores between 10 and 12 on the Housing First Assessment	Project scores less than 10 on the Housing First Assessment	___15	Housing First Self-Assessment (Score indicated by number of points on self-assessment.)
Points Possible: 0-15	13-15	8-13	0-8		
Racial equity	Project has ongoing & active strategies that promote racial	Project has some strategies implemented that	Project does not have plans to implement strategies that	___/5	CoC Supplemental Application

**SLC MN CoC 509 – Final Scoring & Ranking Criteria**  
**PERMANENT SUPPORTIVE HOUSING (PSH)**

FY 2022 NOFO

<b>Points Possible:</b>	equity in programming, including training for staff. <b>5</b>	promote racial equity in programming. <b>2.5</b>	promote racial equity in programming. <b>0</b>		
Evidence based, systemic approach to homelessness  <b>Points Possible:</b>	Project utilizes and actively trains staff in evidence-based practices in their programming (i.e. harm reduction, trauma-informed, person centered) <b>5</b>	Project utilizes some evidence-based practices in their programming (i.e. harm reduction, trauma-informed, person centered) <b>2.5</b>	Project does not utilize evidence-based practices in their programming (i.e. harm reduction, trauma-informed, person centered) <b>0</b>	<b>___/5</b>	<b>CoC Supplemental Application</b>
Culturally Specific/Responsive Programming  <b>Points Possible:</b>	Project provides culturally specific/responsive programming <b>5</b>	Project has plans to provide culturally specific/responsive programming <b>2.5</b>	Project does not provide culturally specific/responsive programming <b>0</b>	<b>___/5</b>	<b>CoC Supplemental Application</b>
Domestic Violence Policies  <b>Points Possible:</b>	Project has implemented policies that promote safety for those fleeing domestic violence, human trafficking, exploitation, stalking, and other forms of violence. <b>5</b>	Project has plans to implement policies that promote safety for those fleeing domestic violence, human trafficking, exploitation, stalking, and other forms of violence. <b>2.5</b>	Project has no policies that promote safety for those fleeing domestic violence, human trafficking, exploitation, stalking, and other forms of violence. <b>0</b>	<b>___/5</b>	<b>CoC Supplemental Application</b>
<b>PERFORMANCE MEASURES (Renewal Projects Only)</b>					
<b>Criterion</b>	<b>Most Desirable</b>	<b>Desirable</b>	<b>Least Desirable</b>	<b>Score</b>	<b>Data Source(s)</b>

**SLC MN CoC 509 – Final Scoring & Ranking Criteria**  
**PERMANENT SUPPORTIVE HOUSING (PSH)**

FY 2022 NOFO

Exits to permanent housing (Transitional Housing Only)	75% or more of participants exit to a permanent destination	70% or fewer of participants exit to a permanent destination	Less than 65% of participants exit to a permanent destination	___/10	<b>Annual Performance Report</b>
<b>Points Possible:</b>	<b>10</b>	<b>5</b>	<b>0</b>		
Returns to Homelessness	Less than 5% of participants who exited to a permanent destination returned within 12 months	5% of participants who exited to a permanent destination returned within 12 months	More than 5% of participants who exited to a permanent destination returned within 12 months	___/10	<b>Annual Performance Report</b>
<b>Points Possible:</b>	<b>10</b>	<b>5</b>	<b>0</b>		
Maintained or Increased Total Income (All Adults)	62% or more of project participants maintained or increased total income from project entry to annual assessment	55% of project participants maintained or increased total income from project entry to annual assessment	Less than 50% of project participants maintained or increased total income from project entry to annual assessment	___/5	<b>Annual Performance Report</b>
<b>Points Possible:</b>	<b>5</b>	<b>2.5</b>	<b>0</b>		
Total Points				___/70 (TH) ___/60 (RRH)	<b>Reviewer Comments:</b>

COMMUNITY  
RESOURCES

TITLE	MODIFIED DATE	DOWNLOAD
<p><b><u>FY2022 Project Ranking (Final)</u></b></p> <p>The Ranking &amp; Review Committee met on 09/08/2022 &amp; 09/09/2022 to review applications and project ranking. Our Ranking &amp; Review Committee was comprised of a diverse set of 14 reviewers from across the CoC's geography. With the HUD requirement of 95% of the CoC's Annual Renewal Demand in Tier 1 and 5% in Tier 2, this means\$171, 494 of our renewal demand must be placed in Tier 2. This left the committee with the difficult work of determining what 5% of our CoC funding is at risk of cuts from HUD in the FY2022 CoC NOFO competition. The initial scoring factored in financial compliance, project performance based on Annual Performance reports, and review of CoC Supplemental Applications that detailed policies on domestic violence policies, racial equity, cultural responsiveness, and evidence-based practices for all applicants. After the initial score-based ranking was compiled, Bois Forte Tribal Nation's New Moon project, AEOA's Bill's House Project, and Range Mental Health Center's Ivy Manor Project all fell completely in Tier 2. Additionally, a portion of CHUM's Rapid Rehousing Project fell in Tier 2. The CoC &amp; the members of the Ranking &amp; review Committee acknowledge that these are all essential, life-saving services across our CoC and that it is difficult to put any of them at risk of losing funding in final review with HUD.</p> <p>Given the high number of Northern St. Louis County Projects in Tier 2, the committee discussed many scenarios of being able to protect some of this funding. Ultimately, the committee chose to reorder the initial project ranking to protect the Bois Forte New Moon Permanent Supportive Housing project from cuts. This decision was made 1) to honor tribal sovereignty and protect our only tribally funded CoC project, 2) to protect a key rural resource for families experiencing homelessness, 3) to ensure we continue to support culturally relevant and specific programming in alignment with our CoC funding priorities and the clear need shown in racial disparities in our CoC, 4) Bois Forte scored competitively with other grants and was much closer to Tier 1 then any of the other projects falling in Tier 2, and 5) finally to minimize impact on other higher scoring projects. The committee discussed many ways to protect funding for AEOA's Bill's</p>	9/16/2022	<a href="#">Download</a>



**From:** [Courtney Cochran](#)  
**To:** [angela.neal@aeoa.org](mailto:angela.neal@aeoa.org)  
**Subject:** FY2022 CoC Project Ranking & Appeals  
**Date:** Friday, September 9, 2022 2:33:00 PM  
**Attachments:** [FINAL SLC CoC Ranking Review Policy.pdf](#)  
[FY2022 SLC CoC Project Ranking.pdf](#)  
[FY 2022 SLC AEOA Project Ranking-points.pdf](#)  
**Importance:** High

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Hello Angie,

Thank you for your application to MN-509-Duluth/St. Louis County Continuum of Care (SLC CoC) the FY2022 Notice of Funding Opportunity (NOFO). Yesterday (09/08/2022), the SLC CoC Ranking & Review Committee met and compiled scoring form 14 diverse grant reviewers in order to determine your scoring and project ranking for the FY 2022 NOFO. Please see the attached documents for the full project ranking and your individual project(s) detailed scoring. Additionally, each agency will receive additional details on your scoring in the next three business days from the CoC that integrates feedback from the Ranking & review Committee.

The Ranking & Review Committee met on 09/08/2022 & 09/09/2022 to review applications and project ranking. Our Ranking & Review Committee was comprised of a diverse set of 14 reviewers from across the CoC's geography. With the HUD requirement of 95% of the CoC's Annual Renewal Demand in Tier 1 and 5% in Tier 2, this means \$171, 494 of our renewal demand must be placed in Tier 2. This left the committee with the difficult work of determining what 5% of our CoC funding is at risk of cuts from HUD in the FY2022 CoC NOFO competition. The initial scoring factored in financial compliance, project performance based on Annual Performance reports, and review of CoC Supplemental Applications that detailed policies on domestic violence policies, racial equity, cultural responsiveness, and evidence-based practices for all applicants. After the initial score-based ranking was compiled, Bois Forte Tribal Nation's New Moon project, AEOA's Bill's House Project, and Range Mental Health's Ivy Manor Project all fell completely in Tier 2. Additionally, a portion of CHUM's Rapid Rehousing Project fell in Tier 2. The CoC & the members of the Ranking & review Committee acknowledge that these are all essential, life-saving services across our CoC and that it is difficult to put any of them at risk of losing funding in final review with HUD. Given the high number of Northern St. Louis County Projects in Tier 2, the committee discussed many scenarios of being able to protect some of this funding. Ultimately, the committee chose to reorder the Ranking to protect the Bois Forte New Moon Permanent Supportive Housing project from cuts. This decision was made 1) to honor tribal sovereignty and protect our only tribally funded COC project, 2) to protect a key rural resource for families experiencing homelessness, 3) to ensure we continue to support culturally relevant and specific programming in alignment with our CoC funding priorities and the clear need shown in racial disparities in our CoC, 4) Bois Forte scored competitively with other grants and was much closer to Tier 1 than any of the other projects falling in Tier 2, and 5) finally to minimize impact on other projects. The committee discussed many ways to protect funding for AEOA's Bill's House, CHUM's Rapid Rehousing Project, and RMHC's IVY Manor project, but ultimately determined that any additional reordering would have posed too much funding burden on higher scoring projects. This decision does put more of CHUM's Rapid Rehousing funding into Tier 2, but not the entire project. We acknowledge this puts CHUM at risk for cuts to the Rapid Rehousing project and hope that by straddling Tier 1 & Tier 2 with this project, we will protect as much funding as possible for

CHUM as well.

Please note that HUD required 5% of our Annual Renewal Demand to fall into Tier 2 this year. Tier 2 funds are not protected and could see cuts from HUD. This was not decision reached lightly and the CoC is committed to working with any projects that see funding cuts to preserve services as much as possibly with other funding streams and creative collaboration.

**If you wish to appeal your projects' ranking please submit your appeal by the end of the business day on Monday, September 12<sup>th</sup> and be ready to meet with the appeals committee within 1-2 business days.** See the attached Ranking & Review policy for full Appeals Procedures and Appeals form. Please reach out with any questions or concerns. The CoC Governing board, Heading Home Advisory Council, will be voting on the Project Ranking & a draft of the Collaborative Application for the CoC on 09/15/2022 from 1-3pm via Microsoft Teams (Link below). This is a public meeting and all applicants are welcome to attend this meeting to voice any concerns, observe the discussion and process, etc.

Thank you! Thank you!  
All the best,  
Courtney

Courtney Cochran, MSW, LGSW  
Pronouns: She/Her/Hers  
SLC Continuum of Care (CoC) Coordinator  
320 West Second Street, 101  
Duluth, MN 55802  
P: 218-725-5158

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## Microsoft Teams meeting

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Agency/Project	Project Component	Total Points	Total Possible Points	Score Percentage	Rank
HRA D - Coord Entry	SSO			#DIV/0!	1
ICA-MN HMIS St Louis	HMIS			#DIV/0!	2
TSA - Catherine	TH	53.00	70.00	100.00%	3
CCHC - Mem Park	PH	57.00	60.00	95.00%	4
RTH - Homeless Youth Outreach	TH	64.60	70.00	92.29%	5
AICHO - Giimaaji	PH	64.40	70.00	92.00%	6
AEOA-Rent Assist	PH	55.10	60.00	91.83%	7
CCHC - Sheilas	PH	52.00	60.00	86.67%	8
AEOA - Rural PH	PH	60.13	70.00	85.89%	9
LSS - Renaissance	TH	60.00	70.00	85.71%	10
MAC V - SIL	TH	59.90	70.00	85.57%	11
RTH - PH Chronic	PH	59.80	70.00	85.43%	12
HDC - Rent Assist	PH	59.63	70.00	85.18%	13
RTH - Perm hsg	PH	59.60	70.00	85.14%	14
CHUM -St Francis PH	PH	49.30	60.00	82.17%	15
TSA - Rapid Rehousing	PH	48.88	60.00	81%	16.00
HDC - New San Marco/Alicia's	PH	56.88	70.00	81.25%	17
CCHC - Steve O	PH	56.75	70.00	81.07%	18
AEOA-YF Operating	PH	54.25	70.00	77.50%	19
MAC V - Vets Place	PH	45.63	60.00	76.04%	20
RMHC - Rent Assist	PH	45.63	60.00	76.04%	21
CCHC - San Marco	PH	53.00	70.00	75.71%	22
CCHC - TH	TH	50.63	70.00	72.32%	23
SLC Bois Forte PSH	PH	42.10	60.00	70.17%	24
CHUM -Rapid Rehousing	RRH	43.00	60.00	71.67%	25
RMHC - PH IVY	PH	42.70	60.00	71.17%	26
AEOA - Bills	TH	40.00	70.00	57.14%	27
CCHC - Garfield Square		35.00	35.00	100.00%	28



<u>Agency</u>	<u>Project Name</u>	<u>ARA from HUD</u>	<u>Funds approved by CoC</u>	<u>Reallocation amount</u>
01-Housing & Redevelopment Authority of Duluth, MN	Coordinated Entry FY 2021	\$85,610	\$85,610	
02-Institute for Community Alliances	MN HMIS St. Louis	\$61,071	\$61,071	
03-The Salvation Army	Catherine Booth Residence	\$109,635	\$109,635	
04-Center City Housing Corp.	Memorial Park	\$54,037	\$54,037	
05-Range Transitional Housing, Inc.	Homeless Youth Outreach	\$38,809	\$38,809	
06-American Indian Community Housing Organization	Gimaajii Mino-Bimaadizimin	\$141,663	\$141,663	
07-Arrowhead Economic Opportunity Agency	Rental Assistance Virginia Youth Foyer	\$59,967	\$59,967	
08-Center City Housing Corp.	Sheila's Place	\$37,925	\$37,925	
09-Arrowhead Economic Opportunity Agency	Rural St. Louis County Permanent Housing Project	\$154,786	\$154,786	
10-Lutheran Social Service of Minnesota	Renaissance 2021	\$42,466	\$42,466	
11-Minnesota Assistance Council for Veterans	MACV Duluth SIL 2021 Renewal	\$46,797	\$46,797	
12-Range Transitional Housing, Inc.	Permanent Housing Chronic Homeless Project	\$283,241	\$283,241	
13-Human Development Center	Rental Assistance Program (RAP) FY2021	\$155,978	\$155,978	
14-Range Transitional Housing, Inc.	Permanent Housing Program	\$455,726	\$455,726	
15-Churches United in Ministry	St. Francis Permanent Supportive Housing FY 2021	\$307,567	\$307,567	
16-The Salvation Army	Rapid Rehousing TSA	\$125,486	\$125,486	
17-Human Development Center	Alicia's Place/New San Marco Permanent Supportive Housing 2021	\$69,745	\$69,745	
18-Center City Housing Corp.	Steve O'Neil Apartments	\$114,684	\$114,684	
19-Arrowhead Economic Opportunity Agency	Youth Foyer Operations	\$80,513	\$80,513	
20-Minnesota Assistance Council for Veterans	Duluth Veterans Place 2021 Renewal	\$81,288	\$81,288	
21-Range Mental Health Center, Inc.	Rental Assistance Combined Grant 2021	\$461,798	\$436,058	\$25, 740

22-Center City Housing Corp.	San Marco	\$62,968	\$62,968	
23-Center City Housing Corp.	Transitional Housing	\$128,703	\$128,703	
24-St. Louis County	Bois Forte Permanent Supportive Housing	\$59,954	\$59,954	
25-Churches United in Ministry	Rapid Rehousing CHUM 2021	\$125,379	\$63,710	
		Tier 1: Total	\$3,258,387	
25-Churches United in Ministry	Rapid Rehousing CHUM 2021	\$125,379	\$61,669	
26-Range Mental Health Center, Inc.	Ivy Manor Project 2021	\$38,056	\$38,056	
27-Arrowhead Economic Opportunity Agency	Bill's House	\$46,029	\$46,029	
28-Center City Housing Corp.	New Project: Garfield Square	NA	\$165,842	Reallocation of \$25,740 applied
		Tier 2 Total	\$311,596	
CoC ARD:	\$3,429,881			
95% of ARD=	\$3,258,386.95	Tier 1		
5% of ARD=	\$171,494.05	Tier 2		
New Projects:	\$145,754			
Total (Tier 1 &2):	\$3,575,635.00			

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing**

**SECTION 8 PROJECT-BASED VOUCHER PROGRAM  
HOUSING ASSISTANCE PAYMENTS CONTRACT**

**NEW CONSTRUCTION OR REHABILITATION**

**PART 1 OF HAP CONTRACT**

Public reporting burden for this collection of information is estimated to average 2 hours. This includes the time for collecting, reviewing and reporting the data. The information is being collected as required by 24 CFR 983.202, which requires the PHA to enter into a HAP contract with the owner to provide housing assistance payments for eligible families. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. Assurances of confidentiality are not provided under this collection.

Privacy Act Statement. HUD is committed to protecting the privacy of individuals' information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects its third-party business partners, including Public Housing Authorities, who collect, use maintain, or disseminate HUD information to protect the privacy of that information in Accordance with applicable law.

**1. CONTRACT INFORMATION**

**a. Parties**

This housing assistance payments (HAP) contract is entered into between:

Housing & Redevelopment Authority of Duluth, MN ( PHA) and  
Garfield Square, LLLP (owner).

**b. Contents of contract**

The HAP contract consists of Part 1, Part 2, and the contract exhibits listed in paragraph c.

**c. Contract exhibits**

The HAP contract includes the following exhibits:

EXHIBIT A: TOTAL NUMBER OF UNITS IN PROJECT COVERED BY



THIS HAP CONTRACT; INITIAL RENT TO OWNER; AND DESCRIPTION OF THE CONTRACT UNITS. (See 24 CFR 983.203 for required items.) If this is a multi-stage project, this exhibit must include a description of the units in each completed phase.

**EXHIBIT B: SERVICES, MAINTENANCE AND EQUIPMENT TO BE PROVIDED BY THE OWNER WITHOUT CHARGES IN ADDITION TO RENT TO OWNER**

**EXHIBIT C: UTILITIES AVAILABLE IN THE CONTRACT UNITS, INCLUDING A LISTING OF UTILITY SERVICES TO BE PAID BY THE OWNER (WITHOUT CHARGES IN ADDITION TO RENT TO OWNER) AND UTILITIES TO BE PAID BY THE TENANTS**

**EXHIBIT D: FEATURES PROVIDED TO COMPLY WITH PROGRAM ACCESSIBILITY FEATURES OF SECTION 504 OF THE REHABILITATION ACT OF 1973**

#### ADDITIONAL EXHIBITS

**d. Single-Stage and Multi-Stage Contracts (place a check mark in front of the applicable project description).**

☒ **Single-Stage Project**

This is a single-stage project. For all contract units, the effective date of the HAP contract is: 02/01/2020

☐ **Multi-Stage Project**

This is a multi-stage project. The units in each completed stage are designated in Exhibit A.

The PHA enters the effective date for each stage after completion and PHA acceptance of all units in that stage. The PHA enters the effective date for each stage in the "Execution of HAP contract for contract units completed and accepted in stages" (starting on page 10).

The annual anniversary date of the HAP contract for all contract units in this multi-stage project is the anniversary of the effective date of the HAP



contract for the contract units included in the first stage. The expiration date of the HAP contract for all of the contract units completed in stages must be concurrent with the end of the HAP contract term for the units included in the first stage (see 24 CFR 983.206(c)).

**e. Term of the HAP contract**

**1. Beginning of term**

The PHA may not enter into a HAP contract for any contract unit until the PHA (or an independent entity, as applicable) has determined that the unit meets PBV inspection requirements. The term of the HAP contract for any unit begins on the effective date of the HAP contract.

**2. Length of initial term**

- a. Subject to paragraph 2.b, the initial term of the HAP contract for any contract units is: twenty (20) years.
- b. The initial term of the HAP contract for any unit may not be less than one year, nor more than twenty years.

**3. Extension of term**

The PHA and owner may agree to enter into an extension of the HAP contract at the time of initial HAP contract execution, or any time prior to expiration of the contract. Any extension, including the term of such extension, must be in accordance with HUD requirements. A PHA must determine that any extension is appropriate to achieve long-term affordability of the housing or expand housing opportunities.

**4. Requirement for sufficient appropriated funding**

- a. The length of the initial term and any extension term shall be subject to availability, as determined by HUD, or by the PHA in accordance with HUD requirements, of sufficient appropriated funding (budget authority), as provided in appropriations acts and in the PHA's annual contributions contract (ACC) with HUD, to make full payment of housing assistance payments due to the owner for any contract year in accordance with the HAP contract.

- b. The availability of sufficient funding must be determined by HUD or by the PHA in accordance with HUD requirements. If it is determined that there may not be sufficient funding to continue housing assistance payments for all contract units and for the full term of the HAP contract, the PHA has the right to terminate the HAP contract by notice to the owner for all or any of the contract units. Such action by the PHA shall be implemented in accordance with HUD requirements.

**f. Occupancy and payment**

**1. Payment for occupied unit**

During the term of the HAP contract, the PHA shall make housing assistance payments to the owner for the months during which a contract unit is leased to and occupied by an eligible family. If an assisted family moves out of a contract unit, the owner may keep the housing assistance payment for the calendar month when the family moves out (“move-out month”). However, the owner may not keep the payment if the PHA determines that the vacancy is the owner’s fault.

**2. ~~Vacancy payment~~**

~~THE PHA HAS DISCRETION WHETHER TO INCLUDE THE VACANCY PAYMENT PROVISION (PARAGRAPH e.2), OR TO STRIKE THIS PROVISION FROM THE HAP CONTRACT FORM.~~

- ~~a. If an assisted family moves out of a contract unit, the PHA may provide vacancy payments to the owner for a PHA-determined vacancy period extending from the beginning of the first calendar month after the move-out month for a period not exceeding two full months following the move-out month.~~
- ~~b. The vacancy payment to the owner for each month of the maximum two-month period will be determined by the PHA, and cannot exceed the monthly rent to owner under the assisted lease, minus any portion of the rental payment received by the owner (including amounts available from the tenant’s security deposit). Any vacancy payment may cover only the period the unit remains vacant.~~

- e. ~~The PHA may make vacancy payments to the owner only if:~~
  - 1. ~~The owner gives the PHA prompt, written notice certifying that the family has vacated the unit and the date when the family moved out (to the best of the owner's knowledge and belief);~~
  - 2. ~~The owner certifies that the vacancy is not the fault of the owner and that the unit was vacant during the period for which payment is claimed;~~
  - 3. ~~The owner certifies that it has taken every reasonable action to minimize the likelihood and length of vacancy; and~~
  - 4. ~~The owner provides any additional information required and requested by the PHA to verify that the owner is entitled to the vacancy payment.~~
- d. ~~The PHA must take every reasonable action to minimize the likelihood and length of vacancy.~~
- e. ~~The owner may refer families to the PHA and recommend selection of such families from the PHA waiting list for occupancy of vacant units.~~
- f. ~~The owner must submit a request for vacancy payments in the form and manner required by the PHA and must provide any information or substantiation required by the PHA to determine the amount of any vacancy payments.~~

**3. PHA is not responsible for family damage or debt to owner**

Except as provided in this paragraph e (Occupancy and Payment), the PHA will not make any other payment to the owner under the HAP contract. The PHA will not make any payment to the owner for any damages to the unit, or for any other amounts owed by a family under the family's lease.

**g. Income-mixing requirement**

- 1. Except as provided in paragraphs f.2 through f.5 below, the PHA will not



make housing assistance payments under the HAP contract for more than the greater of 25 units or 25 percent of the total number of dwelling units (assisted or unassisted) in any project. The term "project" means a single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land assisted under this HAP contract.

2. The limitation in paragraph f.1 does not apply to single-family buildings.
3. In referring eligible families to the owner for admission to the number of contract units in any project exceeding the 25 unit or 25 percent limitation under paragraph f.1, the PHA shall give preference to elderly families or to families eligible for supportive services, for the number of contract units designated for occupancy by such families. The owner shall rent the designated number of contract units to such families referred by the PHA from the PHA waiting list.
4. Up to the greater of 25 units or 40 percent of units (instead of the greater of 25 units or 25 percent of units) in a project may be project-based if the project is located in a census tract with a poverty rate of 20 percent or less.
5. Units that were previously subject to certain federal rent restrictions or receiving another type of long-term housing subsidy provided by HUD do not count toward the income-mixing requirement if, in the five years prior to issuance of the Request for Proposal or notice of owner selection (for projects selected based on a prior competition or without competition), the unit received one of the forms of HUD assistance or was under a federal rent restriction as described in f.6 and f.7, below.
6. The following specifies the number of contract units (if any) that received one of the following forms of HUD assistance (enter the number of contract units in front of the applicable form of assistance):

- \_\_\_ Public Housing or Operating Funds;
- 40 Project-Based Rental Assistance (including Mod Rehab and Mod Rehab Single-Room Occupancy);
- \_\_\_ Housing for the Elderly (Section 202 or the Housing Act of 1959);
- \_\_\_ Housing for Persons with Disabilities (Section 811 of the Cranston-Gonzalez Affordable Housing Act);

- \_\_\_ Rent Supplement Program;
- \_\_\_ Rental Assistance Program;
- \_\_\_ Flexible Subsidy Program.

The following total number of contract units received a form of HUD assistance listed above: 40. If all of the units in the project received such assistance, you may skip sections g.7 and g.8, below.

7. The following specifies the number of contract units (if any) that were under any of the following federal rent restrictions (enter the number of contract units in front of the applicable type of federal rent restriction):

- \_\_\_ Section 236;
- \_\_\_ Section 221(d)(3) or (d)(4) BMIR (below-market interest rate);
- \_\_\_ Housing for the Elderly (Section 202 or the Housing Act of 1959);
- \_\_\_ Housing for Persons with Disabilities (Section 811 of the Cranston-Gonzalez Affordable Housing Act);
- \_\_\_ Flexible Subsidy Program.

The following total number of contract units were subject to a federal rent restriction listed above: 0. If all of the units in the project were subject to a federal rent restriction, you may skip section g.8, below.

8. The following specifies the number of contract units (if any) designated for occupancy by elderly families or by families eligible for supportive services:

- a Place a check mark here \_\_\_ if any contract units are designated for occupancy by elderly families; The following number of contract units shall be rented to elderly families:

\_\_\_\_\_.



- b. Place a check mark here ☒ if any contract units are designated for occupancy by families eligible for supportive services. The

following number of contract units shall be rented to families  
eligible for supportive services:

40

9. The PHA and owner must comply with all HUD requirements regarding income mixing.

**EXECUTION OF HAP CONTRACT FOR SINGLE-STAGE PROJECT**

<b>PUBLIC HOUSING AGENCY (PHA)</b>	
Name of PHA (Print)	
Housing & Redevelopment Authority of Duluth, MN	
By: Jill A. Keppers, Executive Director, MPN	
Signature of authorized representative	
	
Name and official title (Print)	
Jill Keppers, Executive Director	
Date 2/7/2020	
<b>OWNER</b>	
Name of Owner (Print)	
Garfield Square, LLLP	
By: Nancy Cashman, Executive Director	
Signature of authorized representative	
	
Name and official title (Print) Nancy Cashman Exec Director	
Date 2/6/20	

**EXECUTION OF HAP CONTRACT FOR CONTRACT UNITS COMPLETED  
AND ACCEPTED IN STAGES**

(For multi-stage projects, at acceptance of each stage, the PHA and the owner sign the HAP contract execution for the completed stage.)

<b>STAGE NO. 1:</b> The Contract is hereby executed for the contract units in this stage. <b>STAGE EFFECTIVE DATE:</b> The effective date of the Contract for this stage is:
Date
<b>PUBLIC HOUSING AGENCY (PHA)</b> <b>Name of PHA (Print)</b>
By:
Signature of authorized representative
Name and official title (Print)
Date
<b>OWNER</b> <b>Name of Owner (Print)</b>
By:
Signature of authorized representative
Name and official title (Print)
Date

**Project-Based Voucher Program  
HAP Contract for New Construction/Rehab**

Previous editions are obsolete



<b>STAGE NO. 2:</b> The Contract is hereby executed for the contract units in this stage. <b>STAGE EFFECTIVE DATE:</b> The effective date of the Contract for this stage is:
Date
<b>PUBLIC HOUSING AGENCY (PHA)</b> <b>Name of PHA (Print)</b>
By:
Signature of authorized representative
Name and official title (Print)
Date
<b>OWNER</b> <b>Name of Owner (Print)</b>
By:
Signature of authorized representative
Name and official title (Print)
Date

**STAGE NO. 3:** The Contract is hereby executed for the contract units in this stage.

**STAGE EFFECTIVE DATE:** The effective date of the Contract for this stage is:

Date

**PUBLIC HOUSING AGENCY (PHA)**

**Name of PHA (Print)**

By:

Signature of authorized representative

Name and official title (Print)

Date

**OWNER**

**Name of Owner (Print)**

By:

Signature of authorized representative

Name and official title (Print)

Date

<b>STAGE NO. __:</b> The Contract is hereby executed for the contract units in this stage. <b>STAGE EFFECTIVE DATE:</b> The effective date of the Contract for this stage is:
Date
<b>PUBLIC HOUSING AGENCY (PHA)</b> <b>Name of PHA (Print)</b>
By: Signature of authorized representative
Name and official title (Print)
Date
<b>OWNER</b> <b>Name of Owner (Print)</b>
By: Signature of authorized representative
Name and official title (Print)
Date



**MEMORANDUM OF UNDERSTANDING  
BETWEEN A HOUSING DEVELOPER/OWNER, SERVICE PROVIDER AND PROPERTY MANAGER  
FOR A HOUSING DEVELOPMENT WITH SUPPORTIVE HOUSING**

**Garfield Square, LLLP, Center City Housing Corp. and  
Human Development Center for Garfield Square Apartments**

**I. PARTIES**

This Memorandum of Understanding is between Garfield Square, LLLP (the owner), a nonprofit corporation, Center City Housing Corp. (the primary service provider), a nonprofit corporation, the Human Development Center, (the service provider) and Center City Housing Corp. (the management company), a non-profit corporation.

**II. BACKGROUND AND INTENT**

WHEREAS, the sole purpose of this Memorandum of Understanding is to encourage cooperation between Garfield Square, LLLP (OWNER), Center City Housing Corp. (SERVICE PROVIDER), and Center City Housing Corp. (PMC) and to further detail the separate and distinct roles and responsibilities of each party;

WHEREAS, OWNER owns a 50-unit apartment building at 1600 Superior Street, Duluth, MN also known as Garfield Square Apartments, which provides housing to low income individuals and housing with supportive services to homeless individuals. The building will have a front desk, community room and offices for both the service provider and management.

WHEREAS, of these 50 units, OWNER will provide 50 units of permanent affordable housing for low income persons and twenty-five (25) units of permanent supportive housing for low income persons who are homeless of which all twenty-five (25) units would meet the state's definition of long-term homelessness.

WHEREAS, OWNER understands that persons with a history of homelessness require a set of services which are unique and specialized; and that residents of Garfield Square Apartments will be responsible for the provision of their own personal needs (i.e. meals, personal care in hygiene and health, etc.) and the availability of supportive services is critical to helping the residents of Garfield Square Apartments to live successfully.

WHEREAS, OWNER will provide supportive housing using a housing first model. It is understood that SERVICE PROVIDER DOES plan to offer full-service case management (as defined by the ITF, [http://www.mnhousing.gov/idc/groups/public/documents/document/mhfa\\_006070.pdf](http://www.mnhousing.gov/idc/groups/public/documents/document/mhfa_006070.pdf)),

WHEREAS, SERVICE PROVIDER will offer supportive services as outlined in **Section VI. B (Role of Service Provider)** to twenty-five (25) households residing at Garfield Square Apartments and has staff that are trained and experienced working with the target populations including persons who are long-term homeless.

WHEREAS, tenants voluntarily participate in the services provided by SERVICE PROVIDER;

WHEREAS, Garfield Square Apartments will have 24/7 front desk security that will be staffed by PMC;

WHEREAS, PMC provides property and asset management services and OWNER will contract with PMC to manage and maintain the property;

**Therefore, Garfield Square, LLLP Center City Housing Corp. and Human Development Center agree that it is in the best interests of all concerned to enter into this Memorandum of Understanding for Garfield Square Apartments.**

**III. GUIDING PRINCIPLES**



WHEREAS, all parties under this Memorandum of Understanding jointly recognize that tenants with low incomes, a history of homelessness and who may also have disabilities:

- are diverse in terms of their strengths, motivation, goals, backgrounds and needs
- are members of the community with all the rights, privileges, opportunities accorded to the greater community;
- have the right to meaningful choices in matters affecting their lives; and therefore
- tenant input will be sought in designing and implementing services; and,
- not all persons living at Garfield Square Apartments will need to be clients of SERVICE PROVIDER or linked to support services in order to live successfully.
- Additional principles

**A. DEFINITIONS:** *Include all definitions pertaining to the population served at the development. Below are some examples.*

For the purposes of this Memorandum of Understanding:

Coordinated Entry(CE) means a centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated entry system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

Local Continuum of Care (COC) planning groups have implemented coordinated entry for all homeless assistance and housing programs. All supportive housing providers are expected to only take referrals for the long term homeless units from the COC coordinated entry process. Property management must notify the COC CE contact whenever a supportive housing vacancy occurs and agree to accept referrals for eligibility screening for the unit. Referrals are made by the COC CE contact when a unit is listed as available for leasing. The exact process is determined by the local COC and participating providers.

Very low income is defined as households with incomes 50 percent or below the median income for St. Louis County. Ten (10) units will meet this income eligibility definition by being further restricted to 30 percent or below area median income.

Long-term homelessness is defined as persons including individuals, unaccompanied youth, and families with children lacking a permanent place to live continuously for a year or more or at least four times in the past three years. Any period of institutionalization or incarceration shall be excluded when determining the length of time the household has been homeless. Twenty-five (25) units have been identified and are intended to meet this definition.

Housing Supports (GRH) The Housing Support (formerly known as Group Residential Housing) program through the State of Minnesota that pays for room and board for seniors and adults with disabilities who have low incomes. The program aims to reduce and prevent people from living in institutions or becoming homeless. This rental assistance will be provided for 10 Long Term Homeless Tenants at the project who meet the income and disability requirements of the Housing Supports Program., This assistance will be provided to the project through St. Louis County.

Section 8 Project Based Assistance: The Duluth HRA has committed 40 units of Project Based Rental Assistance to the project. This assistance comes from HUD. This rental assistance is available to all residents so that they pay only 30% of their income as rent.

A disabled person is defined as a person with a physical, mental or emotional impairment which is expected to be of long, continued and indefinite duration, which substantially impedes the person's ability to live independently, and which is of a nature that such ability could be improved by more suitable housing conditions.

Ten (10) units will meet be set-aside for individuals meeting this definition.

Permanent supportive housing is defined as permanent affordable rental housing with supportive services necessary for individuals, youth and families with children to maintain housing stability, live in the community, and lead successful lives. Permanent supportive housing has no time limits for occupancy. A person can remain in permanent supportive housing as long as they want to stay and are complying with terms of the lease.

Supportive Housing Program Housing First means: A type of Permanent Supportive Housing with no requirements for entry (e.g. a period of sobriety) and no requirements for keeping housing, except those of a normal lease. Individuals, youth and families are not required to accept services. Service providers are, however, required to make a broad spectrum of services available on an ongoing basis and to engage people in accessing services. The intent is that an individual, youth or family with children that is experiencing homelessness first gets a place to live. The household can then access the services they need.

Supportive services means services offered to residents for the purpose of enhancing the residents' ability to maintain independent living. Supportive services must address the special needs of the residents to be served. These are described in Section VI. B. Role of the Service Provider.

#### IV. ELIGIBILITY DETERMINATIONS AND TENANT SELECTION

Eligibility for this project will be based on income, homeless status and disability as described in **Section IV - Definitions** *(include all funding program guidelines applicable to this development)*

**Homeless Status:** Applicants of Garfield Square Apartments applying for the 25 LTH will need to have their homeless status and history verified by the service provider, CCHC. SERVICE PROVIDER will obtain the document and provide to PMC to retain in tenant file.

**Disability:** A qualifying disability will need to have written verification from a physician that the condition or illness is disabling to be considered for the ten (10) identified units targeted to the disabled. During the process of tenant screening, the potential tenant will need to complete a standardized form that authorizes his/her physician to release such information. PMC will obtain this documentation and retain in the tenant file.

**Referrals:** All Potential tenants will be referred through the local Continuum of Care (COC) Coordinated Entry process. Coordination of this process will be outlined in the Marketing and Tenant Selection Plans.

**Tenant Selection:** Tenants will be selected by the management agent, PMC, based on criteria developed by OWNER, SERVICE PROVIDER and PMC. Selection of tenants for Garfield Square Apartments will not rely solely on traditional property management standards. Standards will be established that reflect a commitment to housing very low-income people and those who meet the long-term homeless definition and may have disabilities, poor rental or credit histories, criminal histories, etc. Potential tenants will undergo a two-stage screening process for the twenty-five (25) supportive housing units.

- Stage 1: The prospective tenant will be evaluated by PMC to determine if s/he meets the income, homeless and disability requirements.
  - SERVICE PROVIDER will assist in assessing and documenting long-term homeless eligibility provided by the coordinated entry process.
  - PMC will obtain disability documentation verified by a physician.
  - PMC will run a standard credit, eviction, criminal history and some housing checks as part of the selection process.
- The prospective resident will meet with the staff of the Duluth HRA to determine if the household meets the requirements of the Section 8 program.

- Service staff will assist applicants with Housing Supports eligibility and documentation.
- Stage 2: PMC and SERVICE PROVIDER will meet and jointly decide if the applicant meets the Tenant Selection Criteria. While all parties will respect and seek input from each other, in the case of disagreement over tenant selection, OWNER will make the final determination.

**Eligibility Matrix:** outline the eligibility for all units and funding sources.

Designated units	Funding Source/Eligibility	Funding Source Subsidizes Rent?	Income Limits	Rent Restrictions
50 units	Tax Credit: general occupancy	No	60% AMI	50% AMI (25 units) 30% AMI (25 units)
25 units	LTH: meets LTH definition	No	60% AMI	50% AMI (10 units) 30% AMI (15 units)
10 units	Meets disability definition	no	30% AMI	30% AMI
10 Units	Housing Supports / Eligible – will need to meet income and disability requirement as well as LTH definition	Yes	30%	30%
40 units	HUD Project Based Rental Assistance eligibility	Yes	80%	PBA

## V. ROLES AND RESPONSIBILITIES

### A. Joint Roles of owner, management agent and primary service provider: Roles of OWNER, PMC and SERVICE PROVIDER

It is understood that OWNER, PMC and SERVICE PROVIDER staff must work together as a team to effectively meet the needs of the tenants. This level of collaboration will require exceptional, thorough and timely communication between all parties. Therefore, OWNER, PMC and SERVICE PROVIDER agree to collectively communicate any cause of concern pertaining to any and all items that affect the overall success of the residents/and or development in a timely manner. In addition, to ensure smooth processes and communication, all three parties will meet monthly to review roles and practices and PMC and SERVICE PROVIDER staff will meet annually to discuss specific concerns.

However, the parties to this Memorandum of Understanding also understand the importance of their separate and distinct responsibilities. SERVICE PROVIDER agrees in the performance of services, PMC agrees as the manager of the housing and OWNER agrees as the owner of housing, that tenant and client rights are respected and complied with not only as a matter of principle, but as a matter of practice.

It is understood that SERVICE PROVIDER's role will be that of advocate for residents and PMC's role will be that of landlord dealing with tenant issues.

OWNER, PMC and SERVICE PROVIDER agree to advise one another of highly pertinent matters in the referral and selection process as well as tenancy issues and understand that each is bound by confidentiality standards regarding the exchange of applicant and resident information. Informed consent will be provided to residents and appropriate releases will be secured when confidential client information needs to be shared.



**B. Role of Service Provider – Center City Housing Corp.(CCHC) and Human Development Center (HDC):**

Supportive Services at Garfield Square will be provided by CCHC and HDC. CCHC will provide a minimum of one .5 FTE staff member to Garfield Square Apartments to provide Case management and/or coordinate supportive services for the 50 households in supportive housing units. This person, together with HDC, will provide and will be responsible for providing case management and coordinating the delivery of services with other service providers. HDC will provide Targeted Case Management and ARMHS to tenants.

The case manager will be responsible for offering and providing direct services to the long-term homeless residents of Garfield Square Apartments and/or coordinating the delivery of services from other providers, depending on resident need. CCHC assumes all costs for the case manager.

CCHC will:

1. Assist in developing the tenant screening criteria;
2. Work with the COC Coordinated Entry process to identify referrals for eligible households in need of supportive housing to the property manager, PMC;
3. Assist PMC in screening all potential tenants, specifically in determining the long-term homeless eligibility and assessing tenants' ability to abide by the terms of the lease.
4. It is understood that SERVICE PROVIDER does plan to offer comprehensive case management). Those in need of services not provided by SERVICE PROVIDER will be linked with appropriate providers. SERVICE PROVIDER will perform the following support services functions:
  - (a) Actively work to engage residents in services and the community; provide and promote information and supportive activities that will help residents develop the skills and abilities needed to maintain housing and access the resources of the Garfield Square Apartments community as well as the larger community, including family, friends, work and school.
  - (b) The case manager/service coordinator will be on site Monday – Friday for 4 hours (times will be adjusted to accommodate resident needs and planned activities). SERVICE PROVIDER has an emergency contact person for after hours and weekend emergencies.
  - (c) Conduct an initial needs assessment and develop an individual self-sufficiency plan for each resident, including a periodic evaluation and update of the service plan as the needs of the client change.
  - (d) Offer and provide the following supportive services:
    - ☐ Basic Service Set:  
Case management); housing supports; independent living skills; mental and physical health supports, education/employment; safety; harm reduction strategies; financial management ; self-determination/life satisfaction; Health; assistance in obtaining other resources and support such as child care, transportation, job training and job placement. (provided by CCHC)
    - ☐ Mental Health Service Set (provided by Human Development Center through ARMHS and TCM)
  - (e) Assist residents in understanding their rights and responsibilities under a tenant lease. This includes reviewing the house rules and explaining the eviction and appeal process.
  - (f) Provide crisis intervention as needed or when requested by PMC or provide consultation to resolve conflicts between residents and property management.
5. Provide the following administrative services:
  - (a) Assist in the development of the tenant selection plan, tenant handbook, etc. with PMC.
  - (b) Keep all case files/records regarding supportive services provided to residents as required by HUD and other funding sources.

- (c) Collection of required file documentation for implementation of the long-term homelessness program including: verification of long-term homelessness status for all eligible households. This will be provided to management agent for file retention.
- (d) Administration of the Homeless Management Information System (HMIS) including data collection, data entry and submitting reports as required by Minnesota Housing. SERVICE PROVIDER will be responsible for all HMIS costs.
- (e) Provide annual reporting required submissions for the long-term homelessness programs and assisting the management agent with completion of the long-term homelessness reporting requirements as needed.
- (f) Cooperate with OWNER in monitoring and/or conducting audits or other reporting requirements to project funders.

6. The Human Development Center, Support Services Provider, will offer and provide the following services to the tenants/households of Garfield Square Apartments.

- 1. Outreach – inform tenants and households about the various services and resources that may be available to them and assist to refer and link.
- 2. Provide sustaining services to include assessment, referral, and follow up for mental health, chemical health, physical health needs, advocacy, access to health insurance, and others needs identified in the assessment process.
- 3. Offer Targeted Case Management, ARMHS (Adult Rehabilitative Mental Health Services), and to individuals who are determined to be eligible for these services.
- 4. Develop a housing support plan with tenants who are receiving services from Targeted Case Management, ARMHS, and/or Outreach/.
- 5. Provide crisis intervention to the tenant who is currently receiving services from a Human Development Center provider.
- 6. Collaborate with and provide consultation to Property Owner and Property Managers.
- 7. Address training and professional development: CCHC and HDC provides regular in-service staff training on agency processes and service delivery best practices Staff members attend annual conferences covering social work, supportive housing and homeless services topics, Blood-borne pathogens, crisis intervention training, CPR, etc.

**a. Role of Owner: Garfield Square, LLLP (OWNER)**

OWNER is strictly the developer and owner of Garfield Square Apartments and will be responsible for asset management and overseeing the property management duties contracted to the management company, Center City Housing Corp. and the supportive services provided by Center City Housing Corp. OWNER will directly:

- i. Oversee the contract and duties of the management company.
- ii. Oversee the service contract/agreement with SERVICE PROVIDER.
- iii. Ensure that all regulatory and funding requirements are met;
- iv. Oversee all budgets and cost estimates related to Garfield Square Apartments, excluding budgets related to the provision of social services;
- v. Arrange for liability and property insurance for Garfield Square Apartments
- vi. Pay all taxes associated with Garfield Square Apartments
- vii. Address training and professional development- describe:

**b. Role of Management Agent: Center City Housing Corp. (PMC)**

PMC will be responsible for the overall operations of Garfield Square Apartments. In accordance with the Support Services and Property Management Plan, PMC is contracted by OWNER to provide the following property management activities:



- i. Determine, verify and document eligibility of tenants (income, homelessness and disability);
- ii. Selects tenants following the Tenant Selection plan and criteria. Property Management will only take referrals for LTH applicants through the COC Coordinated Entry process.
- iii. Development and implement a Management Plan (including house rules and tenant selection plan) that results in successful management practices for all residents of the housing.
- iv. Actively market apartments to obtain a fully leased building in compliance with the Affirmative Fair Housing Marketing Plan and the Marketing Plan.
- v. Will be on site the following 5 days/8 hours/weekly
- vi. Carry out rent collection and administration;
- vii. Oversee tenant relations with positive management processes with respect to:
  - 1. Notices
  - 2. Evictions
  - 3. Enforcement of house rules, policies and procedures;
  - 4. Conflict Resolution – work with the service provider to have a response system for tenant crises and a plan to address lease compliance issues
- viii. Provide building and equipment maintenance and repair;
- ix. Address safety concerns as needed
- x. Perform housing inspections for lease compliance and safety. The site staff will perform periodic unit inspections following move-in to monitor that there are no unsanitary conditions, pests, fire hazards or other conditions.
- xi. Provide janitorial services (common areas only);
- xii. Pay project bills;
- xiii. Provide monthly financial reports and any other required information to OWNER for regulatory and funding agencies;
- xiv. Provide for the collection of required file documentation for the long-term homelessness program in coordination with SERVICE PROVIDER.
- xv. Provide for the annual reporting requirements and submissions as needed from funders including the syndicator and MHFA.
- xvi. PMC has an accounting system in place for providing budgets and year-end operating reports on MHFA formats.
- xvii. Provide capital improvements including acquisition and maintenance of furnishings for common areas such as the lounge or dining room.
- xviii. Address training and professional development- Training will include: Fair Housing, property operations and maintenance, Equal access rule, and tax credit and other funding compliance training, etc.

OWNER and PMC will enter into a property management agreement which further details these activities.

- c. Front desk and security: CCHC will provide the 24/7 front desk staff. They are responsible for entry into the facility, will check in guests and connect them with tenants. They will provide overnight and after hours support and security. Regional Housing Director will supervise property management staff.
- d. Other parties to this MOU: There are no other parties associated with the MOU.

## 8. FUNDING

Service Funding: SERVICE PROVIDER currently has the funds to provide the supportive services identified in this Memorandum of Understanding and anticipates continuation of this funding. The service funding will be both Housing Support Rate 2 funds and funding committed by CCHC. Funding for HDC's TCM and ARMHS work will be billable through Medicaid. CCHC is committed to providing appropriate and exceptional services to the tenants of Garfield Square Apartments and is committed to providing these services over the long-term, pending available resources. Where

necessary, OWNER and SERVICE PROVIDER will co-apply for service funds.

The case manager and supportive services identified in this Memorandum of Understanding will be funded as outlined in the service budget and will continue so long as the funding is renewed.

Unique Operating Costs: The front desk will be funded in part from a Capitalized Reserve paid for and set-side in the development budget. The other part will come from Housing Support Room and Board and Rate 2 funds.

Rental Assistance Funding: A contract with the PHA will provide up to 50 units of Project Based Section 8 to the property. Ten units will be Housing Support through a contract with St Louis County.

## 9. GENERAL TERMS

**Terms.** This Memorandum of Understanding will begin effective the date of June 1, 2018. Lease up is anticipated to begin in June, 2019. SERVICE PROVIDER's and PMC's responsibilities begin on June 1, 2019 to coordinate the start-up of Garfield Square Apartments. This Memorandum of Understanding will be annually reviewed and updated to incorporate changes and clarification of roles and responsibilities.

**Termination.** Any party may terminate this Memorandum of Understanding for any reason or no reason by giving the other parties ninety (90) days prior written notice. The party wishing to terminate this must provide notice and a written intent to terminate to the other parties.

**Confidentiality.** OWNER, PMC and SERVICE PROVIDER agree that by virtue of entering into this Memorandum of Understanding they will have access to certain confidential information regarding the other party's operations related to this project. OWNER, PMC and SERVICE PROVIDER agree that they will not at any time disclose confidential information and/or material without the consent of that party unless such disclosure is authorized by this Memorandum of Understanding or required by law. Unauthorized disclosure of confidential information shall be considered a material breach of this Memorandum of Understanding. Where appropriate, client releases will be secured before confidential client information is exchanged. Confidential client information will be handled with the utmost discretion and judgment.

**Nondiscrimination.** There shall be no discrimination of any person or group of persons on account of race, color, creed, religion, sex, marital status, sexual orientation, age, handicap, ancestry or national origin in the operation of the project of program at A Typical Supportive Housing Apartments by OWNER, PMC or SERVICE PROVIDER.

**Severability.** In the event any provision of this Memorandum of Understanding shall be found to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the validity, legality and enforceability of the remainder of the Memorandum of Understanding.

**Amendments.** This Memorandum of Understanding may be amended only in writing and authorized by the designated representative of OWNER, PMC and SERVICE PROVIDER.

### Signed:

OWNER Garfield Square, LLLP

Print name and title

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

7/27/18

PROPERTY MANAGER: Center City Housing Corp

Print name and title

Signature: [Signature] Date: 7/27/18

SERVICE PROVIDER: Center City Housing Corp  
Print name and title

Signature: [Signature] Date: 7/27/18

Servcie Provider: Human Development Center

Signature: Julie Wilson Date: July 26, 2018