1A. Continuum of Care (CoC) Identification

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: MN-506 - Northwest Minnesota CoC

1A-2. Collaborative Applicant Name: Inter-County Community Council

1A-3. CoC Designation: CA

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

**Instructions:**
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 1B-1. CoC Meeting Participants.
For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate whether the organizations and persons vote, including selecting CoC Board members.

<table>
<thead>
<tr>
<th>Organization/Person Categories</th>
<th>Participates in CoC Meetings</th>
<th>Votes, including selecting CoC Board Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Staff/Officials</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>CDBG/HOME/ESG Entitlement Jurisdiction</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Local Jail(s)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Hospital(s)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>EMS/Crisis Response Team(s)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Mental Health Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Substance Abuse Service Organizations</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Affordable Housing Developer(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Disability Service Organizations</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Disability Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Public Housing Authorities</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Youth Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>School Administrators/Homeless Liaisons</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Domestic Violence Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Street Outreach Team(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>LGBT Service Organizations</td>
<td>Not Applicable</td>
<td>No</td>
</tr>
<tr>
<td>Agencies that serve survivors of human trafficking</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other homeless subpopulation advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Homeless or Formerly Homeless Persons</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Mental Illness Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Substance Abuse Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 2,000 characters)

The CoC utilizes a multi-faceted approach to soliciting input from a broad stakeholder base (CoC membership/committees, homeless programs, persons with lived experience, community members, tribes, schools, funders, city/state government, and mainstream providers). Approaches include: member representation at other meetings (Tribal Collaborative, Homeless Committees, State Heading Home Alliance, Funders Collaborative, County Collaboratives), consumer surveys, online member surveys, targeted engagement opportunities at CoC meetings, regional needs assessment, focus groups, sub-regional homeless boards, agency site visits, CoC emails seeking solicited input (on SPMs, policies, Scorecard, PIT Planning, etc.), 1:1 meetings with targeted stakeholders (CDBG staff, PHAs, persons with lived experience, mainstream providers), and providing a stipend for persons with lived experience to serve on CoC Board and Committees. Data from multiply sources is also used. The December CoC annual meeting incorporated review of annual data, and system/project performance review, soliciting ideas for SPMs targets and goals. The CoC has committees and sub-committees that include membership from non-CoC member agencies and partner with other planning groups. A recent example is when the CoC formally linked the three sub-regional homeless committees to the CoC through changes in policies, agendas and reporting. This provided a significant opportunity for regular feedback from broader stakeholder groups. Specific to this application, the CoC reviewed sections of the application at the CoC meeting prior to submission and published the Collaborative Application on the CoC website for comment one week prior to the deadline. The CoC Coordinator also serves on the state Heading Home Collaborative to support alignment of local and regional planning with statewide efforts.

1B-2. Open Invitation for New Members. Applicants must describe:
(1) the invitation process;
(2) how the CoC communicates the invitation process to solicit new members;
(3) how often the CoC solicits new members; and
(4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC. (limit 2,000 characters)

The CoC openly invites new membership.
1) The CoC holds an annual membership drive in December, but invites and solicits members throughout the year. The invite is sent out with a membership...
application and benefits of membership. Sometimes staff or members will follow-up with a personal contact (call, email, visit). The CoC Power Point is given to new agencies and includes a section dedicated to information on membership (roles and benefits), in addition to an overview of the collaborative partners, policies and process.

2) For the annual membership drive the application is sent via the email list and posted on the website. Members are asked to share with others they feel are interested at meetings and via their respective email lists. Staff and board may also identify specific persons or agencies who they feel would contribute to CoC planning and request membership outreach. The membership application is also on the CoC website with a list of reasons to join the CoC. Members and staff also personally reach out to new agencies, new staff and other community partners they come into contact with at meetings. When staff or board members are presenting at community meetings, it is noted that membership is open.

3) Annual membership drive is in December, but membership is always invited.

4) Meetings are open, including to persons with lived experience. The CoC dedicates a specific Board Position for a person with lived experience which we solicit through an application process and provide a per meeting stipend for. Agencies are invited to nominate and sponsor a person with a lived experience.

1B-3. Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals. (limit 2,000 characters)

The CoC invites interest and applications from new agencies that meet eligibility criteria. This is done through public posting on the CoC website, membership email list notice, announcements at meetings (CoC, homeless committees/coalitions, and other regional meetings) and outreach to specific agencies who may have expressed interest earlier in the year. This year the CoC did targeted outreach to all DV agencies encouraging applications for the DV bonus funding. The CoC posted priorities for new projects, which was determined through review of PIT,HIC, CES and SPMs data at our December and March meetings. The CoC also hosted a NOFA laboratory to assist current and new projects.

The following notices and postings were given:
- Competition announcement and timeline was sent out via the CoC email list on 6/20/18, presented at the CoC membership meeting on 6/21/18, and posted on CoC website on 6/23/18. The website had a link to a competition page providing application materials, announcements, timeline, and HUD links.
- Intent to Apply and Competition overview emailed to CoC list on June 29, 2018.
- CoC meeting notice of Competition and Timeline was July 12th.
- Projects were notified of their score on 8/23/18 and the full ranking was shown to membership and final approved rank and scores were posted on the website on 8/30/18.
- The Collaborative Application was posted on 9/7/2018 for comments with the final version posted on 9/14/2018.
1C. Continuum of Care (CoC) Coordination

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.

<table>
<thead>
<tr>
<th>Entities or Organizations the CoC coordinates planning and operation of projects</th>
<th>Coordinates with Planning and Operation of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Opportunities for Persons with AIDS (HOPWA)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF)</td>
<td>Yes</td>
</tr>
<tr>
<td>Runaway and Homeless Youth (RHY)</td>
<td>Yes</td>
</tr>
<tr>
<td>Head Start Program</td>
<td>Yes</td>
</tr>
<tr>
<td>Funding Collaboratives</td>
<td>Yes</td>
</tr>
<tr>
<td>Private Foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through other Federal resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through State Government</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through Local Government</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through private entities, including foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>Other:(limit 50 characters)</td>
<td></td>
</tr>
<tr>
<td>Tribal housing, shelter, benefits and services.</td>
<td>Yes</td>
</tr>
<tr>
<td>Faith based shelter and services</td>
<td>Yes</td>
</tr>
</tbody>
</table>

1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:
(1) consulted with ESG Program recipients in planning and allocating ESG funds; and
(2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.
(limit 2,000 characters)

The CoC consulted with the MN Office of Economic Opportunity, the state ESG recipient, throughout the past year.
(1) The CoC Coordinator participates on the state HMIS Board and Heading Home Alliance Collaborative, and various other statewide committees with OEO
staff. Priorities, policies and alignment are discussed at these meetings. OEO received the Northwest CoC PIT, HIC and SPM data. CoC staff participated in the annual OEO training for project sub-recipients. The CoC reviews and scores ESG and other OEO state funded projects, providing feedback in a ranking meeting. The last feedback was provided April of 2017, so the CoC will again provide feedback in Spring of 2019. Regional trends, gaps, & barriers are provided via public hearings, written comments, and directly to State staff at meetings (CoC,ESG, monthly MN Heading Home Alliance Meetings (a collaboration of state agencies, associations and MN CoCs)). The CoC established Written Standards in '14, and updated in '16 with ESG recipient input.

(2) The CoC reviewed all ESG funded program APRs in 2018, providing feedback to OEO when corrective action was required. OEO has also contacted the CoC when there were performance concerns with a project. The CoC provides TA to under-performing projects when needed.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area? Yes to both

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)? Yes

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Applicants must describe:
(1) the CoC’s protocols, including the existence of the CoC’s emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and
(2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.
(limit 2,000 characters)

(1) CoC protocol states that no programs shall deny or terminate housing or services due to the person being or having been a victim of domestic violence, dating violence, sexual assault, stalking, or for being affiliated with a victim. Victims are also allowed to request a transfer from a specific unit due to concerns for safety. Shelters in MN utilize Day One network to coordinate shelter transfers. At access, safety is assessed & referrals are immediately made to crisis centers and/or law enforcement when safety is a concern. CES prioritizes fleeing domestic violence or sexual exploitation with other criteria being equal. (2) The CoC maintains a second CE priority list outside of HMIS for persons who do not wish to share their data for safety reasons or agencies mandated not to enter into HMIS. Coordinated Entry also incorporates client choice questions (location, housing type, model) to support survivor’s safety
Applicant: Northwest Minnesota CoC
Project: MN-506 CoC Registration FY2018

and ability to regain control.

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

The CoC has 2 DV shelters, both of which are members of the CoC. Agency representatives serve on CoC committees, including Executive, Coordinated Entry and Performance Evaluation Committees, which helps assure that the has CoC considers the unique needs of survivors in policies, evaluation and training. The CoC provides online training on: data security/choice, client centered services, Safe Harbor programs, sex trafficking identification/referrals, fair and safe access, strengths based, and trauma informed care. Training incorporates understanding the unique circumstances of survivors (safety, access to money/transportation, impact of trauma) and the importance of client choice and trauma informed and victim-centered practices. The CoC has also promoted other statewide and regional training.

1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database. (limit 2,000 characters)

The CoC utilizes a combination of data to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking including: Coordinated Entry Priority Report, HMIS Demographics Report, Victim Service provider agency reports, HUD APR (questions related to the # of persons who are victims and are fleeing), and the MN statewide Coalition for Battered Women Attempting to Flee Survey. The combined data supported the belief that there is an under-served victim population and that additional services are needed. One example is the HMIS Demographics report which showed 29% of households experienced domestic violence, with 81.9% of those being female heads of household. Of those reporting past experience, 27% had an experience within the past 3 months.

1C-4. DV Bonus Projects. Is your CoC applying for DV Bonus Projects? Yes

1C-4a. From the list, applicants must indicate the type(s) of DV Bonus project(s) that project applicants are applying for which the CoC is including in its Priority Listing.

<table>
<thead>
<tr>
<th>SSO Coordinated Entry</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH</td>
<td></td>
</tr>
<tr>
<td>Joint TH/RRH</td>
<td>X</td>
</tr>
</tbody>
</table>

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1C-4b. Applicants must describe:
(1) how many domestic violence survivors the CoC is currently serving in the CoC’s geographic area;
(2) the data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)

(1) 473
(2) HMIS was used as the data source for this count.
(3) Specifically, the HMIS report pulls in domestic violence data from all emergency shelter, homelessness prevention, permanent housing, services only, street outreach, and transitional housing project types within the CoC. Based on data element 4.11, 473 persons indicated that they were a Domestic Violence Victim/Survivor, 103 of whom were fleeing. The reporting period used was 7/1/17-6/30/18.

1C-4c. Applicants must describe:
(1) how many domestic violence survivors need housing or services in the CoC’s geographic area;
(2) data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)

(1) 681
(2) HMIS was used as the data source for this count.
(3) This number reflects the 473 persons currently served and adds HMIS data on domestic violence from the CoC’s Coordinated Entry system. Specifically, the CoC asks the following question of all Coordinated Entry participants: “Are you seeking housing due to concern for your safety or fear of violence or abuse from another person staying with you?” 102 households with at least 208 members responded in the affirmative. As with question 1C-4b, the reporting period used to generate Coordinated Entry data was 7/1/17-6/30/18.

1C-4d. Based on questions 1C-4b. and 1C-4c., applicant must:
(1) describe the unmet need for housing and services for DV survivors, or if the CoC is applying for an SSO-CE project, describe how the current Coordinated Entry is inadequate to address the needs of DV survivors;
(2) quantify the unmet need for housing and services for DV survivors;
(3) describe the data source the CoC used to quantify the unmet need for housing and services for DV survivors; and
(4) describe how the CoC determined the unmet need for housing and services for DV survivors.
(limit 3,000 characters)

(1) In the August 2018 Coordinated Entry priority list report there were 21 families and 23 singles in HMIS and 28 families and 9 singles in Google Docs who were eligible and seeking homeless supportive housing. The MN Coalition for Battered Women conducts a companion survey with the MN PIT and found 1092 persons attempting to feel on the night of the 2018 PIT. Extrapolated for the NW CoC, this calculates to 61 persons attempting to flee on the night of the PIT but could not due to a lack of shelter. The need for TH-RRH combo was reached since there currently is no domestic violence shelter available in the western portion of our large rural region and additional supportive housing
options are needed. Transitional and Rapid-Rehousing have both proven to be effective supportive housing interventions for survivors;

(2) 208 persons are in need of supportive housing due to domestic violence;
(3) As noted above, the CoC asks the following question of all Coordinated Entry participants: “Are you seeking housing due to concern for your safety or fear of violence or abuse from another person staying with you?” 102 households with at least 208 members responded in the affirmative. The reporting period used was 7/1/17-6/30/18; and

(4) The CoC determined the unmet need by reviewing the current priority lists (both in HMIS and Google Docs), HMIS data and MN Coalition for Battered Women and discussion with the CoC membership, including DV providers.

1C-4e. Applicants must describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors. 
(limit 2,000 characters)

The CoC is applying for one DV bonus project. Rapid-Rehousing was identified as the primary need for survivors, but the lack of available DV shelter in the western portion of our region led to a combination RRH-TH to assure that households can immediately be sheltered while searching for a permanent rental. In the last APR reviewed for Tri-Valley Opportunity Council Transitional Housing, the DV bonus applicant, 50% of the households served were victims and 25% were fleeing.

1C-4f. Applicants must address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:
(1) rate of housing placement of DV survivors;
(2) rate of housing retention of DV survivors;
(3) improvements in safety of DV survivors; and
(4) how the project applicant addresses multiple barriers faced by DV survivors.
(limit 4,000 characters)

There is one project applicant applying for the DV Bonus. The applicant is evaluated annually by the CoC and state ESG provider. The provider is not VAWA funded nor a victim services agency so reports all data into HMIS. For the purpose of a capacity review, the CoC ran both state funded Transitional Housing and Rapid Rehousing HMIS APRs since the applicant does not have a TH-RRH project to assess.
(1) The applicant had 100% rate of housing placement;
(2) The applicant had a 77% rate of positive exits in RRH and a 94% for TH;
(3) The applicant or CoC does not currently track this, but will commit to tracking if funded; and
(4) The applicant has taken all required and optional CoC trainings related to best practices for serving survivors including utilizing a victim centered approach. The applicant has adapted policy and practice to incorporate a low barrier, housing first and trauma informed service model. The applicant has established working relationships with DV advocates and NW MN Legal Services to assure connection and any legal related support a survivor may need.
If HUD does not allow the agency to enter data into HMIS, and there is currently not another comparable data base to collect this data. All DV providers struggle with this challenge and do not have funding to establish such a data base.

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC’s geographic areas:
(1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;
(2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and
(3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.

<table>
<thead>
<tr>
<th>Public Housing Agency Name</th>
<th>% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry</th>
<th>PHA has General or Limited Homeless Preference</th>
<th>PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?</th>
</tr>
</thead>
<tbody>
<tr>
<td>NW MN Multi-County HRA</td>
<td>5.67%</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>HRA of Bemidji</td>
<td>73.00%</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Crookston Housing and EDA</td>
<td>1.07%</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Thief River Falls HRA</td>
<td>0.00%</td>
<td>Yes-Both</td>
<td>No</td>
</tr>
<tr>
<td>HRA of Warren</td>
<td>1.00%</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

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

1C-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 2,000 characters)
The CoC sent out an email to each of the five largest PHA's and made follow-up phone calls. The email and message included the benefits of establishing a preference, sample policies, links to HUD guidance and USICH articles, and offers of support. Two HRAs responded that they would not establish a preference due to the size of their lists, one stated that 3/4 of their applicants are homeless so no preference was needed and the other stated their list was short so no preference was needed. The HRA of Bemidji has an interim Director and is open to further discussion once a new director once hired. A larger percentage (average of 3/4) of their applicants and entries are currently homeless. The CoC has also encouraged agencies to reach out to their local PHA/HRA's to advocate for developing a preference.

1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing
1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness. (limit 2,000 characters)

The CoC recognizes that persons who are LGBTQ are more likely to experience housing discrimination and that LBGTQ youth are more likely to become homeless, so the CoC has promoted, provides training on and CoC expects projects to follow the Equal Access Rule. Many agencies have the Pride Flag posted to promote easy access. The CoC requires all State and Federally funded providers to take the CoC online Equal Access and Fair Housing Training. In November of 2017, the CoC hosted a True Colors Fund meeting to kick-start agency True Colors Inclusion Assessments and most have now completed their assessments and received reports identifying actions. All CoC-funded agencies must certify that they will implement policies and practices that assure equal access and service to persons identified as LGBTQ. The CoC approved an anti-discrimination policy in August 2018. The CoC also requires ESG and CoC projects to have non-discrimination and low barrier policies and have reviewed policies to assure compliance.


<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Did the 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)?</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual’s Gender Identity (Gender Identity Final Rule)?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

1C-7. Criminalization of Homelessness. Applicants must select the specific strategies the CoC implemented to prevent the criminalization of homelessness in the CoC’s geographic area. Select all that apply.

| Engaged/educated local policymakers:                                    | X   |
| Engaged/educated law enforcement:                                      | X   |
| Engaged/educated local business leaders:                               |     |
1C-8. Centralized or Coordinated Assessment System. Applicants must: (1) demonstrate the coordinated entry system covers the entire CoC geographic area; (2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach; (3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and (4) attach CoC’s standard assessment tool.

(1) The NW CE system has standard policies, a shared priority list and standardized forms for the entire CoC. (2) CE utilizes progressive engagement and triage to identify and prioritize those who need the most assistance. CE has multi access and assessment sites, including outreach and phone access to assure all persons can easily be assessed. (3) CE policy for homeless units is based on HUD criteria. The Priority List manager supports & monitors compliance and training. In January, a policy update required assessment sites serve in as basic Housing Navigators to help persons move off the list more rapidly. A majority of the region have established indemnification funds to help persons with poor rental history or criminal backgrounds secure housing when challenged. (4) The CoC utilizes the three standardized assessment tools: Diversion Triage (with optional shelter priority questions), Prevention Targeting Tool and Housing Assessment (VI-SPDAT + Supplemental Client Choice, Program Eligibility and Prioritization questions). These are attached. Note that some of the VI-SPDAT questions have been edited with scripting approved by the MN Tribal Collaborative to assure the tool is culturally sensitive.
1D. Continuum of Care (CoC) Discharge Planning

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning–State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

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

1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

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

Instructions
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:
(1) objective criteria;
(2) at least one factor related to achieving positive housing outcomes;
(3) a specific method for evaluating projects submitted by victim services providers; and
(4) attach evidence that supports the process selected.

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

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:
(1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
(2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process. (limit 2,000 characters)

The CoC considered severity of needs and vulnerabilities when ranking.
(1) The CoC looked at APR data for the number of persons served with disabilities and number of chronic homeless served, each with points assigned based on % served. The CoC also established varied performance thresholds by project type (TH, RRH and PSH). The CoC also reviewed whether projects population served matched the program type.
(2) The severity of needs used for review, rating and ranking were primarily based on the scores given for those items listed above and varied performance threshold by project. The CoC had the discretion of weighting a score based on unique needs related to population and utilized this for the sole youth application in 2018 due to low employment outcomes. The CoC will be updating criteria to include enrollment or completion of education for youth projects equivalent to earned income in 2019 to account for the unique needs of unaccompanied youth.
1E-3. Public Postings. Applicants must indicate how the CoC made public:

(1) objective ranking and selection process the CoC used for all projects (new and renewal);

(2) CoC Consolidated Application—including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and

(3) attach documentation demonstrating the objective ranking, rating, and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available, that legibly displays the date the CoC publicly posted the documents.

<table>
<thead>
<tr>
<th>Public Posting of Objective Ranking and Selection Process</th>
<th>Public Posting of CoC Consolidated Application Including: CoC Application, Priority Listings, Project Listings</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC or other Website</td>
<td>CoC or other Website</td>
</tr>
<tr>
<td>Email</td>
<td>Email</td>
</tr>
<tr>
<td>Mail</td>
<td>Mail</td>
</tr>
<tr>
<td>Advertising in Local Newspaper(s)</td>
<td>Advertising in Local Newspaper(s)</td>
</tr>
<tr>
<td>Advertising on Radio or Television</td>
<td>Advertising on Radio or Television</td>
</tr>
<tr>
<td>Social Media (Twitter, Facebook, etc.)</td>
<td>Social Media (Twitter, Facebook, etc.)</td>
</tr>
</tbody>
</table>

1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC’s ARD between the FY 2014 and FY 2018 CoC Program Competitions.

Reallocation: Yes

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:

(1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline—attachment required;

(2) rejected or reduced project application(s)—attachment required; and

(3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline—attachment required.

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required. Yes
(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required. | Yes
---
(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline? | Yes
### 2A. Homeless Management Information System (HMIS) Implementation

**Instructions:**

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

#### 2A-1. Roles and Responsibilities of the CoC and HMIS Lead.

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

- **Yes**

  **2A-1a. Applicants must:**
  
  (1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and
  
  (2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).

- **Yes**

  **2A-2. HMIS Policy and Procedures Manual.**

  Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required.

- **Yes**

  **2A-3. HMIS Vender.**

  What is the name of the HMIS software vendor?

  Mediware Information Systems

  **2A-4. HMIS Implementation Coverage Area.**

  Using the drop-down boxes, applicants must select the HMIS implementation Coverage area.

  Statewide HMIS (multiple CoC)

  **2A-5. Bed Coverage Rate.**

  Using 2018 HIC and HMIS data, applicants must report by project type:

  (1) total number of beds in 2018 HIC;
  
  (2) total beds dedicated for DV in the 2018 HIC; and
(3) total number of beds in HMIS.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2018 HIC</th>
<th>Total Beds in HIC Dedicated for DV</th>
<th>Total Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ES) beds</td>
<td>108</td>
<td>22</td>
<td>74</td>
<td>86.05%</td>
</tr>
<tr>
<td>Safe Haven (SH) beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing (TH) beds</td>
<td>180</td>
<td>11</td>
<td>169</td>
<td>100.00%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) beds</td>
<td>43</td>
<td>16</td>
<td>24</td>
<td>88.89%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH)</td>
<td>256</td>
<td>0</td>
<td>256</td>
<td>100.00%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) beds</td>
<td>143</td>
<td>0</td>
<td>143</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months. (limit 2,000 characters)

Note: In the HUD HDX under OPH Total Beds in HMIS it states there are only 83 of the 143 beds in HMIS> The CoC found after submitting the HIC that this was inaccurate and all beds are and were in HMIS at the time of the HIC.

The only project not listed as entering into HMIS was White Earth Nations Giwankimin. The new program director reported that they were no longer entering in HMIS. Although they had participated in the past, the CoC Coordinator edited the HIC to reflect the agencies response. All 'Other Permanent Housing Beds' on the HIC were entered into HMIS. However, this summer, when conducting project reviews and an agency site visit with ICA, our HMIS administrator, the CoC learned that White Earth was in fact entering all beds in the Giwankimin project in HMIS. The beds were being entered under a state funded long-term homeless provider which confused the new staff who was reporting on the HIC. The CoC attempted to correct with Abt Associates, but the deadline had passed to make the correction.


2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 04/27/2018
2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy).
01/24/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).
04/28/2018
2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC’s sheltered PIT count results. (limit 2,000 characters)
The CoC continued to conduct a complete census count using HMIS and for the second year a live PIT online tool (for DV agencies) so there were no methodology changes from 2017-2018. The targeted effort of the CoC and ICA, the state HMIS administrator, on data clean-up and quality did result in additional trust in the accuracy of the data. Again in 2018, the MN Coalition for Battered Women (MCBW) also conducted a statewide Attempting to Flee survey on the night of the count.

2C-2. Did your CoC change its provider coverage in the 2018 sheltered count? No

2C-2a. If “Yes” was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.

| Beds Added: | 0 |
| Beds Removed: | 0 |
| Total: | 0 |

2C-3. Presidentialy Declared Disaster Changes to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory because of funding specific to a Presidentialy declared disaster, resulting in a change to the CoC’s 2018 sheltered PIT count? No

2C-3a. If “Yes” was selected for question 2C-3, applicants must enter the number of beds that were added or removed in 2018 because of a Presidentialy declared disaster.
2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct and unsheltered PIT count in 2018, select Not Applicable. No

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your CoC implement specific measures to identify youth experiencing homelessness in its 2018 PIT count? Yes

2C-5a. If “Yes” was selected for question 2C-5., applicants must describe:
(1) how stakeholders serving youth experiencing homelessness were engaged during the planning process;
(2) how the CoC worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and
(3) how the CoC involved youth experiencing homelessness in counting during the 2018 PIT count.
(limit 2,000 characters)

(1) As in the past, homeless youth providers and the schools liaisons were engaged in planning and implementation of PIT outreach, school and drop-in sites. Staff attended planning meetings, volunteered, conducted surveys, did outreach, and hosted a PIT event that provided giveaways;
(2) The local PIT planning teams mapped out known locations and public or services sites where youth are likely to hang out and promoted survey times at those locations; and
(3) The CoC asked youth experiencing homelessness to help identify potential locations and promote the count among their peers.

2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count:
(1) individuals and families experiencing chronic homelessness;
(2) families with children experiencing homelessness; and
(3) Veterans experiencing homelessness.
(limit 2,000 characters)

(1) The CoC promoted the count within the faith community (posters, emails, and flyers) and at public locations (posters) law enforcement, and to mainstream providers (emails, planning meetings, posters, outreach cards). The local planning committees mapped out outdoor locations where persons may be living. The CoC trained outreach staff. The CoC engaged current and formerly homeless persons in identifying locations;
(2) The CoC engaged school liaisons in planning and conducting the count. The CoC promoted the count to the faith community, service providers and at community locations; and
(3) The VA provided outreach cards with immediate phone support if a veteran was identified to assist them in registering for the State Veterans Registry, schedule a CE Assessment and case appointment.
3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.

| Number of First Time Homeless as Reported in HDX. | 907 |

3A-1a. Applicants must:
(1) describe how the CoC determined which risk factors the CoC uses to identify persons becoming homeless for the first time;
(2) describe the CoC’s strategy to address individuals and families at risk of becoming homeless; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)

(1) The CoC developed our existing tool by reviewing the 5 state funded prevention programs data. In October of 2017, CoC staff and prevention providers participated in a HUD TA presentation by Matt White on Prevention Targeting. The risk factors were determined from analysis from 5 prevention studies. The CoC Coordinated Entry and Executive Committees reviewed and discussed the proposed tool and evidence used to develop the tool. The programs piloted the targeting tool this spring.

(2) The CoC utilizes both diversion and prevention targeting tools to help reduce first time homelessness. The 3 community action agencies (CAPs) and shelters are access sites for diversion and the CAPs access sites for prevention. Community partners are also engaged and informed on how to make referrals to the Coordinated Entry System for Diversion and Prevention services. The CoC also educates, monitors and supports providers in housing stability to prevent returns to homelessness.

(3) CoC Coordinator and Coordinated Entry Committee.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
(1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);
(2) describe the CoC’s strategy to reduce the length-of-time individuals and persons in families remain homeless;
(3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
(4) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the length of time
individuals and families remain homeless. (limit 2,000 characters)

(1) For Emergency shelter the average LOT was 32 days (down 26 days from 2016), including Transitional Housing the LOT was 120 days (down 62 days from 2016); (2) The first strategy was to implement a Priority List (PL) manager and five navigators. The PL manager was hired in March of 2018. A role description for full-time and dual-role navigators was placed in the CE policy manual in January. Landlord engagement is the second strategy. The CoC has developed an online training on landlord engagement and has encouraged all sub-regions to host at least one landlord-provider meeting annually. Two sub-regions have done this to date. The CoC is requesting in this application a Coordinated Entry/Housing Specialist to also support expanded engagement. The third strategy is increasing indemnification resources to assure all portions of the region have this resource. To date, resources have been secured for about 1/3 of the region; (3) The CoC utilizes a Long-term Homeless and Chronic Homeless sub-assessment available in HMIS and listed on the Coordinated Entry priority list and used as preference criteria; (4) The CoC Executive Committee.

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:

(1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and

(2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.

<table>
<thead>
<tr>
<th>Percentage</th>
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<tbody>
<tr>
<td>47%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>87%</td>
</tr>
</tbody>
</table>

3A-3a. Applicants must:

(1) describe the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and

(2) describe the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.

(limit 2,000 characters)

(1) The CoC strategies include: a) have each agency identify a plan for improved linkage to housing and services, which will be reviewed with comments by the Performance Evaluation Committee; b) Coordinated Entry committee will develop an online form to track referrals/linkages to mainstream housing and services; c) Enhance online training on landlord engagement and housing search; and d) Provide technical assistance to under-performing projects to build capacity and knowledge of best practices that increase performance outcomes. One shelter is piloting the Rent Wise Program and

Applicant: Northwest Minnesota CoC
Project: MN-506 CoC Registration FY2018

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offers Getting Ahead Groups; and (2) In addition to the above, the CoC will enhance training of housing stability best practices (harm reduction, client centered service, stopping evictions, housing case management, and income focused case management). The CoC will also increase APR housing stability outcomes and returns to homelessness reports to quarterly reviews.

3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

<table>
<thead>
<tr>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>4%</td>
</tr>
</tbody>
</table>

3A-4a. Applicants must:
(1) describe how the CoC identifies common factors of individuals and persons in families who return to homelessness;
(2) describe the CoC’s strategy to reduce the rate of additional returns to homelessness; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the rate individuals and persons in families returns to homelessness. (limit 2,000 characters)

(1) MN Housing conducts a returns to homelessness report for it’s statewide Family Homeless Prevention and Assistance Program (FHPAP). The CoC reviewed the statewide report as well as data specific to the five Community Action Programs (CAPs) who administer the program within the CoC. The CoC reviewed a HMIS exits report for all programs and determined additional research was needed to look for age and racial discrimination; (2) The CoC identified 2 strategies for 2018: Enhance the CoC training program, both required and optional, to increase agencies skill and knowledge in housing stability. Training includes: Housing Stability, Housing First, Disability Awareness, Cultural Sensitivity, Stopping Evictions, Low Barrier Policies, Harm Reduction, Client Centered Services, Landlord Engagement, Housing Case Management, and Income Focused Case Management. The second strategy is to provide increased technical assistance to under-performing projects. The CoC conducts annual reviews of all projects on the CoC HIC and identifies areas the project needs improvement. In cases where performance is low, the CoC works with the project to develop a retention plan and may identify CoC technical assistance is needed. The CoC will also increase its partnership with state funders to provide TA if applicable; (3) The CoC Coordinator and CoC Performance Evaluation Committee.

3A-5. Job and Income Growth. Applicants must:
(1) describe the CoC’s strategy to increase access to employment and non-employment cash sources;
(2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
(3) provide the organization name or position title that is responsible for overseeing the CoC’s strategy to increase job and income growth from...
employment. (limit 2,000 characters)

(1) The first strategy is to develop an Income and Employment Committee. The CoC Executive Committee voted in January 2018 to add the Committee but due to staff turnover, the committee did not begin until August of 2018. One sub-strategy is to increase SOAR services in the NW region. The second strategy is to seek ways to enhance training and technology for providers and partner agencies so they can better support persons in setting and achieving employment goals; (2) One community action agency and the VA have homeless employment specialists on staff. All agencies partner w/ Workforce Centers & utilize MN Bridges to Benefits screen & refer. One CAP co-located offices w/ a Workforce Center. The CoC will promote the SNAP Employ & Training RFP. CoC members participated in regional and statewide transportation advocacy and planning efforts. Supportive Employment Program staff are CoC members. Evergreen YFS has a youth employment specialist on staff and recently applied for additional MN DEED funding to expand services; and (3) The Income & Employment Committee and CoC Coordinator.

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy) 05/30/2018
**3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives**

**Instructions**
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**3B-1. DedicatedPLUS and Chronically Homeless Beds.** In the boxes below, applicants must enter:
1. total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and
2. total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of beds dedicated as DedicatedPLUS</td>
<td>52</td>
</tr>
<tr>
<td>Total number of beds dedicated to individuals and families experiencing chronic homelessness</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>52</td>
</tr>
</tbody>
</table>

**3B-2. Orders of Priority.** Did the CoC adopt the Orders of Priority into their written standards for all CoC Program-funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing? Attachment Required.

Yes

**3B-2.1. Prioritizing Households with Children.** Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.

<table>
<thead>
<tr>
<th>Factor</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)</td>
<td>X</td>
</tr>
<tr>
<td>Number of previous homeless episodes</td>
<td></td>
</tr>
<tr>
<td>Unsheltered homelessness</td>
<td>X</td>
</tr>
<tr>
<td>Criminal History</td>
<td>X</td>
</tr>
<tr>
<td>Bad credit or rental history</td>
<td>X</td>
</tr>
<tr>
<td>Head of Household with Mental/Physical Disability</td>
<td>X</td>
</tr>
</tbody>
</table>
3B-2.2. Applicants must:
(1) describe the CoC’s current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;
(2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and
(3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.

(1) Rapid Coordinated Entry (CE) access, assessments and placement on the priority list (PL) is the CoCs primary strategy to rapidly rehouse all populations, while focusing on data completeness and quality to prevent delays. A part-time PL manager was hired in March of 2018 to support this effort, but the CoC desires to make the position full-time in 2019. A second strategy is to hire 4 Housing Navigators (some part-time and some full-time) throughout the region to help with landlord engagement, search, transition and stabilization. The CoC will also enhance training on landlord engagement; (2) The CoC has established training to support helping families maintain their housing (housing stability, landlord engagement, client centered care, harm reduction, housing first/low barrier policies, stopping evictions, linkage to mainstream resources and income focused case management). The CoC supports, trains and monitors programs in linking households to community and mainstream services; and (3) The CoC Performance Evaluation Committee.

3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status, or disability when entering a shelter or housing.

| CoC conducts mandatory training for all CoC and ESG funded service providers on these topics. | X |
| CoC conducts optional training for all CoC and ESG funded service providers on these topics. | X |
| CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients. | X |
| CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance. | |
| CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers. | X |

3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness. Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied homeless youth includes the following:

| Human trafficking and other forms of exploitation | Yes |
3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.

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

3B-2.6. Applicants must describe the CoC’s strategy to increase:
(1) housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and
(2) availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.
(limit 3,000 characters)

(1) The most recent and exciting strategy is completing the YHDP Coordinated Community Plan by March of 2019 to apply for new project applications for housing and services in the amount of $1.4 million. The CoC was a round 2 community and is maximizing on this opportunity (funding, publicity, technical support) to partner with mainstream providers, governments (Tribal, State and local), community partners, youth with lived experience, and CoC members to identify creative and innovative projects and efforts. Plans to date include hiring new youth dedicated staff (6 youth advocates, a youth coordinator to foster new relationships/policies/opportunities, an employment specialist), developing technological solutions for youth friendly/accessible support services, increasing support services (outreach, on-call advocates, and scattered site-drop in sites including tribal specific sites); and new youth friendly housing options (shared housing, host homes, master leasing); and (2) In addition to the above, the CoC will be developing drop-in sites at community locations (Tribal casino, churches, schools), adding youth outreach, educating community partners on identifying and assessing youth who may be homeless (health care facilities, schools, social services (financial, home nursing, head start, etc.). The NW MN COC has secured additional Youth Homelessness planning funds from the State of MN in collaboration with a private foundation. a Project RFP for homeless youth
providers is expected to be issued later this year.

3B-2.6a. Applicants must:
(1) provide evidence the CoC uses to measure both strategies in question
3B-2.6. to increase the availability of housing and services for youth
experiencing homelessness;
(2) describe the measure(s) the CoC uses to calculate the effectiveness of
the strategies; and
(3) describe why the CoC believes the measure it uses is an appropriate
way to determine the effectiveness of the CoC’s strategies.
(limit 3,000 characters)

(1) The CoC will utilize USICH criteria and benchmarks for ending youth
homelessness and utilize System performance measure targets and monitoring
reports to gauge progress. The CoC will also be required to report on YHDP
and MN Housing funding, including identify and reporting out of funding and
outcomes;
(2) The CoC will calculate effectiveness by monitoring data specifically related
to youth including: the number of new entries (reduce by 5%), LOT homeless
(reduce by 5% for TH and 3% for ES), housing stability (increase by 5% for PH
and 3% for other), returns to homelessness (reduce by 1%), job and income
growth (increase by 4%), educational enrollment/completion (set baseline in
2019), decrease the total number of youth experiencing homelessness (PIT and
CES data), and connection to mainstream resources (maintain at 85%); and
(3) The CoC believes the USICH and SPM measures and benchmarks are a
comprehensive method of gauging progress towards ending youth
homelessness. Income is needed to help secure and stabilize housing.
Reducing the LOT homeless helps reduce the time youth are on the streets or
in unsafe housing situations. Preventing returns to homelessness and
monitoring stability once housed help assure that youth do not cycle back into
homelessness. Reducing new entries helps show that the CoC is focusing on
diverting youth when possible and providing as light of touch of assistance as
needed to stabilize versus over serving youth. Linkage to mainstream resources
helps assure youth have access to resources they are eligible for to help them
stabilize.

3B-2.7. Collaboration–Education Services. Applicants must describe how
the CoC collaborates with:
(1) youth education providers;
(2) McKinney-Vento State Education Agency (SEA) and Local Education
Agency (LEA);
(3) school districts; and
(4) the formal partnerships with (1) through (3) above.
(limit 2,000 characters)

(1) The CoC and partner agencies collaborate with school liaisons, work force
programs, counties, and early childhood programs to assure youth and children
are connected with eligible programs and services;
(2-3) The CoC receives a list of liaisons from the MN Dept. of Education (MDEA)
annually and distributes to providers. Providers are encouraged to contact their
respective liaisons to meet and engage providers in local planning. MDEA
provides trainings for schools and homeless providers. School liaisons currently
serve on all 3 CoC regional Homeless Committees. Liaisons are on the CoC email list and participate in annual PIT and CoC planning. The regional Community Action Agencies (CAPs) house Head Start and Early Head Start Programs, which have homeless preferences. The CAPs also participate in regional Childhood Initiatives and access early childhood scholarships for participants; and

(4) The CoC adopted an Education Policy in 2014 that requires all ESG and CoC funded projects with school age children to link youth to a school liaison and be rapidly enrolled (within 3 days). The CAPs all have formal agreements with early childhood programs. The recently state funded Homework Starts at Home program is a formal partnership between school districts and homeless programs to identify, link, support and house highly mobile school age youth, both accompanied and unaccompanied.

3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.
(llimit 2,000 characters)

In 2012, the CoC adopted a policy Requiring School Enrollment and Connection to Appropriate services for all Children. This policy was updated in September of 2018 to insert "link" households to assure access to state McKinney Vento Services versus just work collaboratively in line item #4. The policy reads:

1. Educational and supportive service needs of families with minor children will be fully assessed with expediency upon entry to the program.
2. School-aged youth will be enrolled in school immediately.
3. Housing providers shall link families with the designated school homeless liaison in the Local Educational Agency (LEA) to ensure that all educational assessments are completed and families have access to eligible McKinney-Vento and State services, working collaboratively with them in the process.
4. To the extent feasible, students in homeless situations should be kept in their school of origin (defined as the school the student attended when permanently housed or the school in which the student was last enrolled), unless it is against the parent’s or guardian’s wishes.
5. Students in homeless situations must have access to the educational and other services they need to ensure that they have an opportunity to meet the same challenging state student academic achievement standards to which all students are held.
6. Appropriate referrals will be made in the community to address supportive service needs of all family members.

3B-2.8. Does the CoC have written formal agreements, MOU/ MOAs or partnerships with one or more providers of early childhood services and supports? Select “Yes” or “No”. Applicants must select “Yes” or “No”, from the list below, if the CoC has written formal agreements, MOU/ MOA’s or partnerships with providers of early childhood services and support.

<table>
<thead>
<tr>
<th>Early Childhood Providers</th>
<th>MOU/ MOA</th>
<th>Other Formal Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Head Start</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Child Care and Development Fund</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Head Start</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Applicant: Northwest Minnesota CoC
Project: MN-506 CoC Registration FY2018

FY2018 CoC Application Page 31 09/18/2018
3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).

In June of 2017, the USICH confirmed that the CoC had reached the Benchmarks for Ending Veterans Homelessness. Veterans are assessed as part of our regional Coordinated Entry System (CES) and placed on the MN Veterans Registry. Veterans are immediately offered referrals to the VA, SSVF, & County Veterans Services for access to veteran specific housing, healthcare and services including: VASH, SSVF, and Grant Per Diem programs. Veterans providers participate in CoC & CES planning, providing input on SPMs targets and goals, to help assure the CoC plan includes identifying, assessing, referring and effectively serving veterans. Veterans are assessed and placed on the CES Prioritization list regardless of discharge status. A bi-weekly veterans by name list meeting is hosted by the MN Department of Veterans Affairs and includes the CoC priority list manager and veterans agency representatives. VA and MN Assistance Council for Veterans (MAC-V) both provide street and shelter/food program outreach, housing and case management. During the PIT count, the CoC provides VA outreach cards with immediate referrals to the VA and Statewide Veterans Registry, as well as a follow-up appointment with an outreach worker.

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

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

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Yes
3B-5. Racial Disparity. Applicants must: Yes
   (1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance;
   (2) if the CoC conducted an assessment, attach a copy of the summary.

3B-5a. Applicants must select from the options below the results of the CoC’s assessment.

| People of different races or ethnicities are more or less likely to receive homeless assistance. |   |
| People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance. | X |
| There are no racial disparities in the provision or outcome of homeless assistance. |   |
| The results are inconclusive for racial disparities in the provision or outcome of homeless assistance. |   |

3B-5b. Applicants must select from the options below the strategies the CoC is using to address any racial disparities.

<p>| The CoC’s board and decisionmaking bodies are representative of the population served in the CoC. |   |
| The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC. |   |
| The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups. |   |
| The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups |   |
| The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness. | X |
| The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector. | X |
| The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness. |   |
| The CoC is educating organizations, stakeholders, boards of directors for local and national non-profit organizations working on homelessness on the topic of creating greater racial and ethnic diversity. | X |
| The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness. | X |
| 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. | X |
| The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness. | X |</p>
<table>
<thead>
<tr>
<th>Other:</th>
<th></th>
</tr>
</thead>
</table>

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

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Healthcare. Applicants must indicate, for each type of healthcare listed below, whether the CoC:
(1) assists persons experiencing homelessness with enrolling in health insurance; and
(2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.

<table>
<thead>
<tr>
<th>Type of Health Care</th>
<th>Assist with Enrollment</th>
<th>Assist with Utilization of Benefits?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Care Benefits</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(State or Federal benefits, Medicaid, Indian Health Services)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Insurers:</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-Profit, Philanthropic:</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other: (limit 50 characters)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tribal Health</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

4A-1a. Mainstream Benefits. Applicants must:
(1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;
(2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits. (limit 2,000 characters)

(1) CoC members are kept up-to-date on available mainstream benefits and actively assist participants in accessing resources (i.e. social services, MH, CD, health, disability, legal, veterans, SOAR, senior services, & workforce). Linkage occurs through CES & Case Management. Primary access sites also provide state funded prevention/rehousing assistance, are co-located with other systems, offer community supports (Energy Assistance, SOAR, health navigators, Headstart, Early Head Start, tax prep, food, senior), and host regional homeless committees in which mainstream providers participate. Navigators (funded through United Way and the state of MN) assist high barrier households link to services and obtain and retain housing, following them up to 1 year after housed; and (2) Agencies utilize 211 and Bridges to Benefits which
both provide current applications and eligibility information. The CoC provides online training on improving Coordination with mainstream, community and other systems and a checklist of mainstream systems. The CE Diversion Tool and Prevention tool directions provide suggestions for referrals. The CoC assesses APRs for linkage and provides feedback to agencies to improve linkage. (3) The CoC Coordinator and Performance Evaluation Committee monitor and support this strategy.

4A-2. Housing First: Applicants must report:
(1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and
(2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.

| Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition. | 10 |

| Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements. | 10 |

| Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First. | 100% |

4A-3. Street Outreach. Applicants must:
(1) describe the CoC’s outreach;
(2) state whether the CoC’s Street Outreach covers 100 percent of the CoC’s geographic area;
(3) describe how often the CoC conducts street outreach; and
(4) describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)

(1) Outreach includes: PATH (mental health), VA (veteran), Evergreen (youth) and Community Action Programs (general targeted at known locations and site based). The Community Action Programs also focus on engaging community partners (faith, law enforcement, shelters, food programs, public sites like gas stations/grocery stores) to help them identify and link (either face to face or via phone) to outreach staff;
(2) While varied in intensity, and adapted for the rural nature of some parts of our region, outreach covers 100% of the CoC geography;
(3) While each program conducts outreach a bit differently, basically all focus on progressive engagement with a focus on linking to homeless and mainstream services and occur at least weekly; and
(4) The outreach programs are all designed and targeted to reach those who are least likely to access services by focusing on hours, locations and approach that reaches the target population. Engagement strategies are focused on effectively reaching persons who are unlikely to access mainstream services due to health, fear or negative past experiences. The CoC provides outreach
training to support this. If language is a barrier, outreach staff can link to the state language line or utilize Google translator.

4A-4. Affirmative Outreach. Applicants must describe:
(1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and
(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above. (limit 2,000 characters)

(1) The CoC adopted an Affirmative Outreach Strategy in December of 2016 and a Non-Discrimination Policy in September of 2018. Policy compliance and implementation are supported through online Fair Housing, Equal Access, and Disability Awareness and Sensitivity training's. The CoC verifies and certifies training and the agencies self-certify that they will be compliant with policies. The training include specific strategies on how to outreach and market to persons. Specific actions the CoC and agencies have taken include: outreach to ELL Parent Meetings, networking to Cultural Diversity Resources & Adult Basic Education, adapting office access (hours/configuration/locations), flexible scheduling in the community to adapt to persons with limited accessibility or transportation access, assuring interpretation services are readily available, providing “I speak” cards at receptionist desks, translating website information to 70 languages, utilization of MN Department of Human Services Multilingual Referral Phone, adapting forms to 6th grade reading level, reading information if person is low literacy, hiring multi-cultural staff, displaying the Pride flag, and requiring cultural competency training for all staff; and (2) The CoC posted the policies on the CoC website and asked each agency to clearly post fair housing and equal access policies and notify persons of their appeal process. The CoC and agencies have used the MN language line to translate. The CoC also encourages other strategies listed above to reach persons with disabilities and limited English proficiency.

4A-5. RRH Beds as Reported in the HIC. Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2017 and 2018.

<table>
<thead>
<tr>
<th>RRH beds available to serve all populations in the HIC</th>
<th>2017</th>
<th>2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>43</td>
<td>40</td>
</tr>
</tbody>
</table>

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction? No

4A-7. Homeless under Other Federal Statutes. Is the CoC requesting to designate one or more?

No
more of its SSO or TH projects to serve families with children or youth defined as homeless under other Federal statutes?
## 4B. Attachments

**Instructions:**

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

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
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</thead>
<tbody>
<tr>
<td>1C-5. PHA Administration Plan–Homeless Preference</td>
<td>No</td>
<td>PHA Administrative...</td>
<td>09/10/2018</td>
</tr>
<tr>
<td>1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1C-8. Centralized or Coordinated Assessment Tool</td>
<td>Yes</td>
<td>CE Assessment Tool</td>
<td>09/11/2018</td>
</tr>
<tr>
<td>1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)</td>
<td>Yes</td>
<td>CoC Rating and Ra...</td>
<td>09/16/2018</td>
</tr>
<tr>
<td>1E-3. Public Posting CoC-Approved Consolidated Application</td>
<td>Yes</td>
<td>Consolidated Appl...</td>
<td>09/12/2018</td>
</tr>
<tr>
<td>1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)</td>
<td>Yes</td>
<td>Public Posting Pr...</td>
<td>09/13/2018</td>
</tr>
<tr>
<td>1E-4. CoC's Reallocation Process</td>
<td>Yes</td>
<td>CoC Process for R...</td>
<td>09/16/2018</td>
</tr>
<tr>
<td>1E-5. Notifications Outside e-snaps–Projects Accepted</td>
<td>Yes</td>
<td>Projects Accepted...</td>
<td>09/13/2018</td>
</tr>
<tr>
<td>1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced</td>
<td>Yes</td>
<td>Project Rejection...</td>
<td>09/13/2018</td>
</tr>
<tr>
<td>1E-5. Public Posting–Local Competition Deadline</td>
<td>Yes</td>
<td>Local Competition...</td>
<td>09/13/2018</td>
</tr>
<tr>
<td>2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)</td>
<td>Yes</td>
<td>CoC and HMIS Lead...</td>
<td>09/10/2018</td>
</tr>
<tr>
<td>3A-6. HDX–2018 Competition Report</td>
<td>Yes</td>
<td>FY 2018 CoC Compe...</td>
<td>09/10/2018</td>
</tr>
<tr>
<td>3B-2. Order of Priority–Written Standards</td>
<td>No</td>
<td>Order of Priority...</td>
<td>09/10/2018</td>
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### 3B-5. Racial Disparities Summary

<table>
<thead>
<tr>
<th></th>
<th>Racial Disparity</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>No</td>
<td></td>
<td>09/12/2018</td>
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</table>

### 4A-7.a. Project List—Persons Defined as Homeless under Other Federal Statutes (if applicable)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
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<tr>
<td>Other</td>
<td>No</td>
</tr>
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<td>Other</td>
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</tr>
</tbody>
</table>
Attachment Details

Document Description: PHA Administrative Plan - THRF

Attachment Details

Document Description:

Attachment Details

Document Description: CE Assessment Tool

Attachment Details

Document Description: CoC Rating and Ranking Procedures - MN 506

Attachment Details

Document Description: Consolidated Application

Attachment Details

Document Description: Public Posting Project Selections, Ranking and
CoC Application

Attachment Details

**Document Description:** CoC Process for Reallocation

Attachment Details

**Document Description:** Projects Accepted Notification - MN-506

Attachment Details

**Document Description:** Project Rejection - Reduction Notification - MN-506

Attachment Details

**Document Description:** Local Competition Deadline

Attachment Details

**Document Description:** CoC and HMIS Lead Governance
Attachment Details

Document Description:

Attachment Details

Document Description:
Submission Summary

Ensure that the Project Priority List is complete prior to submitting.
| Submission Summary | No Input Required |

Applicant: Northwest Minnesota CoC
Project: MN-506 CoC Registration FY2018

COC_REG_2018_159820
September 10, 2018

Carla Solem
Continuum of Care Coordinator
Northwest & West Central Minnesota

Dear Carla,

The Thief River Falls Housing and Redevelopment Authority has an agency practice to prioritize persons meeting the HUD definition of homelessness who meet all other eligibility criteria.

Sincerely,

Debra S. Drees
Executive Director
Administration: Assessor Information

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
<th>Survey Date:</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency:</td>
<td></td>
<td>Survey Time:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
<td>Survey Location:</td>
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</table>

Supplement:

Client & Household Information

<table>
<thead>
<tr>
<th>Relationship to Head of Household</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Self (Head of Household)</td>
<td>[ ] Other</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>What gender do you identify with?</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Female</td>
<td>[ ] Male</td>
<td></td>
</tr>
<tr>
<td>[ ] Trans Female (MTF or Male to Female)</td>
<td>[ ] Gender Non-Conforming (i.e. not exclusively male or female)</td>
<td></td>
</tr>
<tr>
<td>[ ] Trans Male (FTM or Female to Male)</td>
<td>[ ] Client doesn’t know</td>
<td></td>
</tr>
<tr>
<td>[ ] Gender Non-Conforming (i.e. not exclusively male or female)</td>
<td>[ ] Client refused</td>
<td></td>
</tr>
<tr>
<td>[ ] Client doesn’t know</td>
<td>[ ] Data not Collected</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Day___ / Month___ / Year_____</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Race (may select more than one)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] American Indian or Alaska Native (HUD)</td>
<td>[ ] Asian (HUD)</td>
<td></td>
</tr>
<tr>
<td>[ ] Black or African American (HUD)</td>
<td>[ ] Native Hawaiian or Other Pacific Islander (HUD)</td>
<td></td>
</tr>
<tr>
<td>[ ] White (HUD)</td>
<td>[ ] Client doesn’t know</td>
<td></td>
</tr>
<tr>
<td>[ ] Client refused</td>
<td>[ ] Data not collected</td>
<td></td>
</tr>
<tr>
<td>[ ] Client doesn’t know</td>
<td>[ ] Data not collected</td>
<td></td>
</tr>
<tr>
<td>[ ] Client refused</td>
<td>[ ] Data not collected</td>
<td></td>
</tr>
<tr>
<td>[ ] Data not collected</td>
<td>[ ] Data not collected</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Non–Hispanic/Non–Latino (HUD)</td>
<td>[ ] Hispanic/Non–Latino (HUD)</td>
<td></td>
</tr>
<tr>
<td>[ ] Client doesn’t know</td>
<td>[ ] Client refused</td>
<td></td>
</tr>
<tr>
<td>[ ] Data not collected</td>
<td>[ ] Data not collected</td>
<td></td>
</tr>
<tr>
<td>[ ] Client doesn’t know</td>
<td>[ ] Data not collected</td>
<td></td>
</tr>
<tr>
<td>[ ] Client refused</td>
<td>[ ] Data not collected</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Household Type</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Family</td>
<td>[ ] Single</td>
<td></td>
</tr>
<tr>
<td>[ ] Youth – Family</td>
<td>[ ] Youth –Single</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Household Size</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # of Persons______</td>
<td>Total # of Adults____</td>
<td>Total # children____</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you pregnant?</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td></td>
</tr>
<tr>
<td>[ ] Client doesn’t know</td>
<td>[ ] Client refused</td>
<td></td>
</tr>
<tr>
<td>[ ] Data Not collected</td>
<td>[ ] Data Not collected</td>
<td></td>
</tr>
</tbody>
</table>

Eligibility Information:
Please do a housing summary
Assessing MN Long Term Homelessness
## Extent of Homelessness by Minnesota’s Definition

- **Not currently homeless**
- **1st time homeless and less than 1 year without home**
- **Multiple times homeless, but NOT meeting LTH definition**
- **Long term: At least 1 year OR at least 4 times in past 3 years.**

## Approximate Date of Most Recent Episode of Homelessness (MN)?

**Day___/Month___/Year_____**

## Total # of months homeless or doubled up? (do not include time in TH or other housing)

<table>
<thead>
<tr>
<th>Leave any of these? (0–3 months ago)</th>
<th><strong>Place not meant for habitation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Emergency shelter, including hotel/motel paid w/ voucher</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Safe Haven</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Interim Housing/Bridge Housing</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Foster care home or foster care group home</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Hospital or other residential non-psychiatric medical facility</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Jail, prison or juvenile detention facility</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Long-term care facility or nursing home</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Psychiatric hospital or other psychiatric facility</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Substance abuse treatment facility or detox center</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Hotel/motel paid for w/out emergency shelter voucher</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Owned by client, no ongoing housing subsidy</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Owned by client, w/ ongoing housing subsidy</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Permanent housing for formerly homeless</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Rental by client, no ongoing housing subsidy</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Rental by client, with VASH subsidy</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Rental by client, with GPD TIP subsidy</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Rental by client, with other ongoing housing subsidy</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Staying or living in a family member’s room, apartment or house</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Staying or living in a friend’s room, apartment or house</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Transitional housing for homeless persons (including homeless youth)</strong></td>
</tr>
<tr>
<td>Gordon Refused</td>
<td><strong>Don’t know</strong></td>
</tr>
</tbody>
</table>

## Residence Prior to Project Entry (Where are you currently staying?)

<table>
<thead>
<tr>
<th>1 month (this time in the 1st month)</th>
<th>2 months</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 months</td>
</tr>
<tr>
<td></td>
<td>10 months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1 month to 90 days</th>
<th>90 days to one year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don’t know</td>
<td>Refused</td>
</tr>
</tbody>
</table>

## How long have you stayed there?

- **One night or less**
- **Two to six nights**
- **Over 1 week to under a month**
- **1 month to 90 days**
- **90 days to one year**
- **One year or longer**
- **Don’t know**
- **Refused**

## Regardless of where they stayed last night – Number of times the client has been on the streets, in ES, or SH in the past 3 years including today

- **Once**
- **Twice**
- **3 times**
- **4 or more**
- **Don’t know**
- **Refused**

## Total number of months

<p>| 10 months |
| 11 months |
| 12 months |</p>
<table>
<thead>
<tr>
<th>homeless on the street, in ES or SH in the past 3 years.</th>
<th>o 4</th>
<th>o 5</th>
<th>o 6</th>
<th>o 7</th>
<th>o 8</th>
<th>o 9</th>
<th>o More than 12 months</th>
<th>o Client doesn’t know</th>
<th>o Client refused</th>
<th>Data not collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the client Chronically Homeless</td>
<td>o Yes</td>
<td>o No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you serve on Active Duty, or in the National Guard or Reserves?</td>
<td>o No</td>
<td>o Yes, Active Duty (regardless of Guard/Reserve answer)</td>
<td>o Yes, National Guard</td>
<td>o Yes, Reserves</td>
<td>o Guard &amp; Reserves</td>
<td>o Don’t know</td>
<td>o Refused</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>What kind of discharge did you have?</td>
<td>o Honorably or under honorable conditions</td>
<td>o Other than honorable but not dishonorable</td>
<td>o Dishonorable</td>
<td>o Client doesn’t know</td>
<td>o Client refused</td>
<td>o N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you Native American?</td>
<td>o Yes</td>
<td>o No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, with which Tribe are you affiliated?</td>
<td>o Lower Sioux in MN</td>
<td>o Mdewakanton Sioux Indians</td>
<td>o Minnesota Chippewa Tribe</td>
<td>o Prairie Island in Minnesota</td>
<td>o Red Lake Band of Chippewa Indians</td>
<td>o Shakopee Mdewakanton Sioux of MN</td>
<td>o Upper Sioux Community</td>
<td>o Other: ____________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a disability of long duration?</td>
<td>o Yes</td>
<td>o No</td>
<td>o Don’t Know</td>
<td>o Refused</td>
<td>(Collect Household Disability Information)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you been told by a medical professional that you have a severe mental illness?</td>
<td>o Yes</td>
<td>o No</td>
<td>o Don’t Know</td>
<td>o Refused</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the disability documented?</td>
<td>o Yes</td>
<td>o No</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>What accommodations do you require for housing due to health/disability?</td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Are you seeking housing due to concern for your safety or fear of violence or abuse from another person staying with you?</td>
<td>o Yes</td>
<td>o No</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>How many times have you moved in the past year? Enter value 0–10</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>County of (current) Primary Residence?</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Client Choice**

| Are you willing to live anywhere in the state? | |
| Client Preference County 1–3 | 1. |
| 2. |
| 3 |

| If you are not currently living in the city/county you want to live, do you have any connections to the area? | o Yes | o No |

| Please explain connections: | |

| Please note if you have a need or a preference for each of the following. | Need | Preferred | Notes |
| Cultural or population specific housing (tribal, HIV/AIDS, LBGT) | |
| Fixed Site | | | |
GRH
Have a Front Desk
Mobility/Access
Access to public transportation
Safety
Scattered Site
Stay enrolled in same school district
Sober Housing/Treatment based

Follow-Up Questions
On a regular day, where is it easiest to find you and what
time of day is easiest to do so? PLACE
TIME
Is there a phone number and/or email where someone
can safely get in touch with you or leave you a message? PHONE
EMAIL

Contact Information:
<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Relationship</th>
<th>Phone</th>
<th>Email</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Current Case Workers/Providers that you are working with:
<table>
<thead>
<tr>
<th>PROVIDER TYPE</th>
<th>AGENCY</th>
<th>WORKER</th>
<th>EMAIL</th>
<th>PHONE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

VULNERABILITY INDEX - PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

Family VI-SPDAT

Opening Script
Hello, my name is [interviewer name] and I work for [organization name]. To determine your eligibility for homeless services, I would like to assess your housing and service needs. If you give me permission, I will ask you questions about your health and housing. The assessment will take about 15 minutes. Some of the questions will ask personal questions, but only require yes or no answers. The questions are not intended to judge you, but to assess your current needs and eligibility for services. If you ask, I can clarify, or you can decide not to answer a question. If you do not answer a question, no one will be upset with you. However, this information is important to help determine if you qualify for services. Skipped or inaccurate answers may affect your eligibility. It will benefit you to answer as honestly as possible, especially since we may need to verify some of your answers later.

5/3/17
### Basic Information

<table>
<thead>
<tr>
<th>Parent 1</th>
<th>First Name:</th>
<th>Nickname:</th>
<th>Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DOB: __________  Age: ______  SS#: ______/____/______

Consent to participate: Yes  No

No second parent currently part of household.

<table>
<thead>
<tr>
<th>Parent 2</th>
<th>First Name:</th>
<th>Nickname:</th>
<th>Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DOB: __________  Age: ______  SS#: ______/____/______

Consent to participate: Yes  No

---

IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.

### Children

1. How many children under the age of 18 are currently with you?  Refused
2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed?  Refused
3. **IF HOUSEHOLD INCLUDES A FEMALE:** Is any member of the family currently pregnant?  Yes  No  Refused

4. Please provide a list of children's names and ages:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Age</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

IF THERE IS A SINGLE PARENT WITH 2+ CHILDREN, AND/OR A CHILD AGED 11 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR FAMILY SIZE.

IF THERE ARE TWO PARENTS WITH 3+ CHILDREN, AND/OR A CHILD AGED 6 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR FAMILY SIZE.

---

### A. History of Housing and Homelessness

5. Where do you and your family sleep most frequently? (choose one)

- [ ] Shelters
- [ ] Transitional Housing
- [ ] Outdoors
- [ ] Other (specify):

If the person answers anything other than “shelter” or “transitional housing”, then SCORE 1

6. How long has it been since you and your family lived in permanent stable housing?  Refused

7. In the last 3 years, how many times have you or your family been homeless?  Refused

If the person has experienced 1 or more consecutive years of homelessness, AND/OR 4 episodes of

---
B. Risks  Please answer “yes” or “no” we do not need details.

8. In the past six months, how many times have you or anyone in your family...

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Received health care at an emergency department/room? This would include seeking emergency healthcare at IHS or other health facility?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>b. Taken an ambulance to the hospital?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>c. Been hospitalized as an inpatient?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>d. Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>e. Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime, or * because the police told you that you must move along? *or any other reason such as being asked to move along, loitering, etc.?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>f. Stayed one or more nights in a holding cell, jail, or prison, * whether that was short-term stay like the drunk tank, or a longer stay for a more serious offense, or anything in between? *or detox?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.**

9. Have you or anyone in your family been attacked *or beaten up* since they’ve become homeless? *assaulted*

10. Have you or anyone in your family threatened to or tried to harm themselves or anyone else in the last year?

**IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM**

11. Do you or anyone in your family have any legal stuff going on right now that may result in being locked up, having to pay fines, or that make it more difficult to rent a place to live?

**IF “YES” THEN SCORE 1 FOR LEGAL ISSUES**

12. Does anybody force or *trick* you or anyone in your family to do things that you do not want to do? *manipulate*

13. Do you or anyone in your family ever do things that *may be considered risky,* like exchange sex for money, run drugs for someone, have unprotected sex with someone they don’t know, share a needle, or anything like that? *put you or them at risk for harm,*

**IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION**
### C. Socialization & Daily Functioning

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS, that thinks you or anyone in your family owes them money? Is there any person that thinks you, or anyone in your family, owe them money for things like rent, drugs, gambling, taxes, or similar?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>15. Do you or anyone in your family get any money from the government, a pension, an inheritance, <em>working under the table</em>, a regular job, or anything like that? <em>cash job, per cap</em></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

If yes to question 10, or no to question 11, then score 1 for **money management**.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
</tr>
</thead>
<tbody>
<tr>
<td>16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled? Ask instead, Do you have planned activities that make you feel happy and fulfilled?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

If no, score 1 for **meaningful daily activity**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things *like that? without assistance?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

If no, then score 1 for **self-care**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
</tr>
</thead>
<tbody>
<tr>
<td>18. Is your family’s current homelessness in any way caused by *a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted? relationship problems, for example: a relationship that has ended, an unhealthy or abusive relationship, or because family or friends caused you to become homeless?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

If yes, then score 1 for **social relationship**

### D. Wellness – Please answer YES or NO for the following

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>20. Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs or heart?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>21. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>22. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you’d need help?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
23. When someone in your family is sick or not feeling well, does your family avoid getting medical help?  
☐ Yes ☐ No ☐ Refused

**IF “YES” TO ANY OF THE ABOVE, SCORE 1 FOR PHYSICAL HEALTH**

24. Has drinking or drug use by you or anyone in your family led your family to *being kicked out* of an apartment or program where you were staying in the past?  
*being asked or forced to leave*  
☐ Yes ☐ No ☐ Refused

25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing?  
☐ Yes ☐ No ☐ Refused

**IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE.**

26. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:  
   a. A mental health issue or concern?  
   ☐ Yes ☐ No ☐ Refused  
   b. A past head injury?  
   ☐ Yes ☐ No ☐ Refused  
   c. A learning disability, developmental disability, or other impairment?  
   ☐ Yes ☐ No ☐ Refused

27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed?  
☐ Yes ☐ No ☐ Refused

**IF YES TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH**

28. **IF THE FAMILY SCORED 1 EACH FOR PHYSICAL HEALTH, SUBSTANCE USE, AND MENTAL HEALTH:** Does any single member of your household have a medical condition, mental health concerns, and experience with problematic substance use?  
☐ Yes ☐ No ☐ Refused

**IF “YES” TO 28, SCORE 1 FOR TRI-MORBIDITY.**

29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking?  
☐ Yes ☐ No ☐ Refused

30. Are there any medications like painkillers that you or anyone in your family don’t take the way the doctor prescribed* or where they sell the medication?  
*are on a pain contract, or sell the medications*  
☐ Yes ☐ No ☐ Refused

**IF YES, TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS.**

31. **YES OR NO:** Has your family’s current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced?  
☐ Yes ☐ No ☐ Refused

**IF YES, SCORE 1 FOR ABUSE AND TRAUMA.**

---

E. Family Unit
32. Are there any children that have been removed from the family by a child protection service within the last 180 days? □ Yes □ No □ Refused

33. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing? □ Yes □ No □ Refused

**IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR FAMILY LEGAL ISSUES**

34. YES or NO: In the last 180 days have any children lived with family or friends because of your homelessness or housing situation? □ Yes □ No □ Refused

35. Has any child in the family experienced abuse or trauma in the last 180 days? □ Yes □ No □ Refused

36. **IF THERE ARE SCHOOL-AGED CHILDREN:** Do your children attend school more often than not each week? □ Yes □ No □ Refused

**IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR NEEDS OF CHILDREN.**

37. *Have the members* of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that? *Has the make-up size*

38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed? □ Yes □ No □ Refused

**IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR FAMILY STABILITY.**

39. Do you have two or more *planned* activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that? *(omit the word planned)* □ Yes □ No □ Refused

**Scoring Summary**

<table>
<thead>
<tr>
<th>DOMAIN</th>
<th>SUBTOTAL</th>
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</tr>
</thead>
<tbody>
<tr>
<td>PRE-SURVEY</td>
<td>/2</td>
<td>• 0-3 no housing intervention</td>
</tr>
<tr>
<td>A. HISTORY OF HOUSING &amp; HOMELESSNESS</td>
<td>/2</td>
<td>• 4-8 an assessment for Rapid Re-Housing</td>
</tr>
<tr>
<td>B. RISKS</td>
<td>/4</td>
<td></td>
</tr>
</tbody>
</table>
C. SOCIALIZATION /4
D. WELLNESS /6
E. FAMILY UNIT /4
TOTAL: ____/22

Single VI-SPDAT

Basic Information

First Name: (SEE ABOVE)
Nickname: (SEE ABOVE)
Last Name: (SEE ABOVE)
In what Language do you feel best able to express yourself?
Date of birth: Age:
SSN:
Consent to participate: Yes No

IS THE PERSON 60 YEARS OF AGE OR OLDER? IF “YES” SCORE 1. Yes No

A. History of Housing and Homelessness
8. Where do you sleep most frequently? (check one)  
- Shelters  - Transitional Housing  - Safe Haven  
- Outdoors  - Other (specify):  
- Refused  

If the person answers anything other than “shelter”, “transitional housing”, or “safe haven,” then SCORE 1

9. How long has it been since you lived in permanent stable housing?  
- Refused  

10. In the last 3 years, how many times have you been homeless?  
- Refused  

If the person has experienced 1 or more consecutive years of homelessness, AND/OR 4 episodes of homelessness, then SCORE 1

*Optional Minnesota clarifications and questions

B. Risks

4. In the past 6 months, how many times have you? (Enter number for each questions)

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<td>g.</td>
<td>Received health care at an emergency department/room? This would include seeking emergency healthcare at IHS or other health facility?</td>
<td></td>
<td>Refused</td>
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<tr>
<td>h.</td>
<td>Taken an ambulance to the hospital?</td>
<td></td>
<td>Refused</td>
</tr>
<tr>
<td>i.</td>
<td>Been hospitalized as an inpatient?</td>
<td></td>
<td>Refused</td>
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<tr>
<td>j.</td>
<td>Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?</td>
<td></td>
<td>Refused</td>
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<tr>
<td>k.</td>
<td>Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime, or * because the police told you that you must move along? * or any other reason such as being asked to move along, loitering, etc.?</td>
<td></td>
<td>Refused</td>
</tr>
<tr>
<td>l.</td>
<td>Stayed one or more nights in a holding cell, jail, or prison, * whether that was short-term stay like the drunk tank, or a longer stay for a more serious offense, or anything in between? * or detox?</td>
<td></td>
<td>Refused</td>
</tr>
</tbody>
</table>

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.

5. Have you been attacked or *beaten up* since you’ve become homeless? *assaulted*  
- Yes  - No  - Refused  

6. Have you threatened to or tried to harm yourself or anyone else in the last year?  
- Yes  - No  - Refused  

IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM

7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live? This includes any current legal issues that may result in going to jail, having to pay fines, or make it more difficult to rent a place to live?  
- Yes  - No  - Refused  

IF “YES” THEN SCORE 1 FOR LEGAL ISSUES

8. Does anyone force or *trick* you to do things that you do not want to do? *Or manipulate*  
- Yes  - No  - Refused  

9. Do you ever do things that *may be considered risky* like exchange sex for money, run drugs for someone, have unprotected sex with someone you don’t know, share a needle, or anything like that? *Or *you think could possibly put you at harm*  
- Yes  - No  - Refused  

IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION
### C. Socialization & Daily Functioning

Please answer yes or no for the following.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS, that thinks you owe them money? (This could include things like rent, drugs, gambling, taxes, or similar?)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Do you get any money from the government, a pension, an inheritance, *working under the table, * a regular job, or anything like that? (*cash job, per cap, *)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IF YES TO QUESTION 10, OR NO TO QUESTION 11, THEN SCORE 1 FOR MONEY MANAGEMENT.**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled? <em>Ask instead, Do you have planned activities that make you feel happy and fulfilled?</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IF NO, SCORE 1 FOR MEANINGFUL DAILY ACTIVITY**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
</tr>
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<tbody>
<tr>
<td>13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that (without assistance)?</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**IF NO, THEN SCORE 1 FOR SELF-CARE**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthier or abusive relationship, or because family or friends caused you to become evicted? <em>Ask instead, Is your current homelessness in any way caused by relationship problems, for example: a relationship that ended, an unhealthy or abusive relationship, or because family or friends caused you to become homeless?</em></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**IF YES, THEN SCORE 1 FOR SOCIAL RELATIONSHIP**

### F. Wellness – Please answer YES or NO for the following

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you’d need help?</td>
<td></td>
<td></td>
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<tr>
<td>19. When you are sick or not feeling well, do you avoid getting help?</td>
<td></td>
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</tbody>
</table>

**IF “YES” TO ANY OF THE ABOVE, SCORE 1 FOR PHYSICAL HEALTH**

---

12 5/3/17
21. Has your drinking or drug use led you to being "kicked out of an" apartment or program where you were staying in the past? *“asked or forces to leave“

   - Yes
   - No
   - Refused

22. Will drinking or drug use make it difficult for you to stay housed or afford your housing?

   - Yes
   - No
   - Refused

IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE.

Have you ever had trouble maintaining your housing, or been "kicked out of" an apartment, shelter program or other place you were staying, because of: *asked to leave

   d. A mental health issue or concern?
   - Yes
   - No
   - Refused

   e. A past head injury?
   - Yes
   - No
   - Refused

   f. A learning disability, developmental disability, or other impairment?
   - Yes
   - No
   - Refused

23. Do you have any mental health or brain issues that would make it hard for you to live independently because you’d need help?

   - Yes
   - No
   - Refused

IF YES TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH

IF THE RESPONDENT SCORED 1 FOR PHYSICAL HEALTH AND 1 FOR SUBSTANCE USE AND 1 FOR MENTAL HEALTH, SCORE 1 FOR TRI-MORBIDITY.

24. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?

   - Yes
   - No
   - Refused

25. Are there any medications like painkillers that you don’t take the way the doctor prescribed *or where* you sell the medications?

   "are you not following a pain contract, or do*

   - Yes
   - No
   - Refused

IF YES, TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS.

26. YES OR NO: Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced?

   - Yes
   - No
   - Refused

IF YES, SCORE 1 FOR ABUSE AND TRAUMA.

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**Scoring Summary**

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<tr>
<th>DOMAIN</th>
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<tbody>
<tr>
<td>PRE-SURVEY</td>
<td>/1</td>
<td>0–3 = No housing Intervention</td>
</tr>
<tr>
<td>F. HISTORY OF HOUSING &amp; HOMELESSNESS</td>
<td>/2</td>
<td>4–7 = TH/RRH</td>
</tr>
<tr>
<td>G. RISKS</td>
<td>/4</td>
<td>6–17 = LTH</td>
</tr>
<tr>
<td>H. SOCIALIZATION</td>
<td>/4</td>
<td>8+ = PSH</td>
</tr>
<tr>
<td>I. WELLNESS</td>
<td>/6</td>
<td></td>
</tr>
<tr>
<td>TOTAL:</td>
<td>____/17</td>
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</tbody>
</table>
## Basic Information

<table>
<thead>
<tr>
<th>Question</th>
<th>Response Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Nickname:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>In what Language do you feel best able to express yourself?</td>
<td></td>
</tr>
<tr>
<td>Date of birth:</td>
<td>Age:</td>
</tr>
<tr>
<td>SSN:</td>
<td></td>
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<tr>
<td>Consent to participate:</td>
<td>Yes</td>
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</tbody>
</table>

If the person is 17 years of age or less, then SCORE 1.

## A. History of Housing and Homelessness

<table>
<thead>
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<tbody>
<tr>
<td>11. Where do you sleep most frequently? (check one)</td>
<td></td>
</tr>
<tr>
<td>- Shelters</td>
<td>Transitional Housing</td>
</tr>
<tr>
<td>- Safe Haven</td>
<td>Couch Surfing</td>
</tr>
<tr>
<td>- Outdoors</td>
<td>Refused</td>
</tr>
<tr>
<td>- Other (specify):</td>
<td></td>
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</tbody>
</table>

If the person answers anything other than “shelter” or “transitional housing”, then SCORE 1

<table>
<thead>
<tr>
<th>Question</th>
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</tr>
</thead>
<tbody>
<tr>
<td>12. How long has it been since you lived in permanent stable housing?</td>
<td>Refused</td>
</tr>
<tr>
<td>13. In the last 3 years, how many times have you been homeless?</td>
<td>Refused</td>
</tr>
</tbody>
</table>

If the person has experienced 1 or more consecutive years of homelessness, AND/OR 4 episodes of homelessness, then SCORE 1
### B. Risks
Please answer “yes” or “no” we do not need details.

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<tbody>
<tr>
<td>4. In the past 6 months how many times have you?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>m. Received health care at an emergency department/room? <em>This would include seeking emergency healthcare at IHS or other health facility?</em></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>n. Taken an ambulance to the hospital?</td>
<td>Yes</td>
<td>No</td>
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<td>o. Been hospitalized as an inpatient?</td>
<td>Yes</td>
<td>No</td>
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<td>p. Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>q. Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime, or *because the police told you that you must move along? <em>or any other reason such as being asked to move along, loitering, etc.?</em></td>
<td>Yes</td>
<td>No</td>
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<td>r. Stayed one or more nights in a holding cell, jail, or prison, *whether that was short-term stay like the drunk tank, or a longer stay for a more serious offense, or anything in between? <em>or detox?</em></td>
<td>Yes</td>
<td>No</td>
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</table>

**IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.**

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<td>27. Have you been attacked or <em>beaten up</em> since you’ve become homeless? <em>assaulted</em></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>28. Have you threatened to or tried to harm yourself or anyone else in the last year?</td>
<td>Yes</td>
<td>No</td>
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**IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM**

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<td>29. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live? <em>This includes any current legal issues that may result in going to jail, having to pay fines, or make it more difficult to rent a place to live?</em></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>30. Were you ever incarcerated when younger than age 18?</td>
<td>Yes</td>
<td>No</td>
</tr>
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**IF “YES” THEN SCORE 1 FOR LEGAL ISSUES**

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<td>Yes</td>
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<td>32. Do you ever do things that <em>may be considered risky</em> like exchange sex for money, run drugs for someone, have unprotected sex with someone you don’t know, share a needle, or anything like that? *Or <em>you think could possibly put you at harm</em></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION**

### C. Socialization & Daily Functioning
Please answer yes or no for the following

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<td>33. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS, that thinks you owe them money? <em>This could include things like rent, drugs, gambling, taxes, or similar?</em></td>
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<td>34. Do you get any money from the government, a pension, an inheritance, *working under the table, *a regular job, or anything like that? <em>cash job, per cap,</em></td>
<td>Yes</td>
<td>No</td>
</tr>
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</table>
### IF YES TO QUESTION 10, OR NO TO QUESTION 11, THEN SCORE 1 FOR MONEY MANAGEMENT.

35. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled?  
*Ask instead, Do you have planned activities that make you feel happy and fulfilled?*

- Yes
- No
- Refused

### IF NO, SCORE 1 FOR MEANINGFUL DAILY ACTIVITY

36. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that *(without assistance)*?

- Yes
- No
- Refused

### IF NO, THEN SCORE 1 FOR SELF-CARE

37. Is your current lack of stable housing...

- g. Because you ran away from your family home, a group home or a foster home?  
- h. Because of a difference in religious or cultural beliefs from your parents, guardians or caregivers?  
- i. Because your family or friends caused you to become homeless?  
- j. Because of conflicts around gender identity or sexual orientation?

- Yes
- No
- Refused

### IF YES TO ANY OF THE ABOVE, THEN SCORE 1 FOR SOCIAL RELATIONSHIP

- k. Because of violence at home between family members?  
- l. Because of an unhealthy or abusive relationship, either at home or elsewhere? (emotional, physical, psychological, sexual)?

- Yes
- No
- Refused

### IF YES TO ANY OF THE ABOVE, THEN SCORE 1 FOR ABUSE/TRAUMA

### G. Wellness – Please answer YES or NO for the following

38. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?

- Yes
- No
- Refused

39. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart?

- Yes
- No
- Refused

40. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?

- Yes
- No
- Refused

41. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you’d need help?

- Yes
- No
- Refused

42. When you are sick or not feeling well, do you avoid getting help?

- Yes
- No
- Refused

43. Are you currently pregnant, have you ever been pregnant, or have you ever gotten someone pregnant?

- Yes
- No
- Refused

### IF “YES” TO ANY OF THE ABOVE, SCORE 1 FOR PHYSICAL HEALTH

44. Has your drinking or drug use led you to being *kicked out of an* apartment or program where you were staying in the past?

- Yes
- No
- Refused
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
<th>Score</th>
</tr>
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<td>45. Will drinking or drug use make it difficult for you to stay housed or afford your housing?</td>
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<td>46. If you’ve ever used marijuana, did you ever try is at age 12 or younger?</td>
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<tr>
<td>*Did you ever use marijuana at age 12 or younger?</td>
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<tr>
<td>IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE.</td>
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<td>47. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:</td>
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<td>m. A mental health issue or concern?</td>
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<td>n. A past head injury?</td>
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<td>o. A learning disability, developmental disability, or other impairment?</td>
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<tr>
<td>IF YES TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH</td>
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<tr>
<td>IF THE RESPONDENT SCORED 1 FOR PHYSICAL HEALTH AND 1 FOR SUBSTANCE USE AND 1 FOR MENTAL HEALTH, SCORE 1 FOR TRI-MORBIDITY.</td>
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<td>49. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?</td>
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<td>50. Are there any medications like painkillers that you don’t take the way the doctor prescribed *or where *you sell the medications?</td>
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<td><em>are you not following a pain contract, or do</em></td>
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<td>IF YES, TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS.</td>
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<td>51. YES OR NO: Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced?</td>
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<tr>
<td>IF YES, SCORE 1 FOR ABUSE AND TRAUMA.</td>
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**Scoring Summary**

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<thead>
<tr>
<th>Domain</th>
<th>Subtotal</th>
<th>Score Recommendation</th>
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<tbody>
<tr>
<td>PRE-SURVEY</td>
<td>/1</td>
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<tr>
<td>J. HISTORY OF HOUSING &amp; HOMELESSNESS</td>
<td>/2</td>
<td>0–3 = No housing Intervention</td>
</tr>
<tr>
<td>K. RISKS</td>
<td>/4</td>
<td>4–7 = TH/RRH</td>
</tr>
<tr>
<td>L. SOCIALIZATION</td>
<td>/4</td>
<td>8+ = PSH</td>
</tr>
<tr>
<td>M. WELLNESS</td>
<td>/6</td>
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<tr>
<td>TOTAL:</td>
<td>____/17</td>
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Don’t forget to give each household a CES RECEIPT & enter assessments within 24 hours!
Northwest MN Coordinated Entry DIVERSION SCREEN

Agency Name: ____________________________ Staff Name: ____________________________ Date: __________

Northwest MN COC Triage (Diversion) Questionnaire

“To help direct you to the most appropriate services, I will ask you a few basic questions about your situation. I may ask you to repeat your information or slow down so I do not miss any information AND so I can direct you to the best solution for your situation. I can not guarantee that we will be able to provide you with services today, but I will do my best to offer you what services are available and that you are eligible for. I will be entering your information into our data system, but will ask your consent prior to sharing or referring you to another agency. OK, let’s begin.”

FIRST NAME MI LAST Date of Birth SEX
HH: Male Female Other
2nd Adult: Male Female Other

Do you have children under age 18 in your household? □ No □ Yes, what are their ages? __________
Is anyone in your household pregnant? □ No □ Yes, due date? __________________________

CONTACT INFORMATION:
Phone #: ____________________________ Message #: ____________________________ County: ____________________________

Have you ever applied for assistance through program name in the past? □ Yes □ No

DIVERSION ELIGIBILITY: Use to divert to mainstream or prevention services vs. entry into homeless system.

1. What is the crisis you are coming in for today?

2. Do you have your own home or housing here or somewhere else in the US?
□ No (continue to next question)
□ Yes: a. Where? ____________________________ b. Are you needing to leave housing due to violence or abuse? □ Yes (refer to DV services) □ No (ask why they are needing to leave)

3. Where did you sleep last night? (location/address, if known) (if outside, vehicle or place not meant for human habitation refer to emergency shelter or motel vouchers)

4. How long can you sleep there? □ 0 nights (skip to #6) □ 1-3 nights □ 4-7 nights □ week+ □ unknown

5. If outside of region ONLY: Do you have ties to the regions (family, job, services, support system, etc.)?
□ Yes □ No What is your reason for coming to the region?

6. What is preventing you from remaining in your current housing situation (where stayed last night) longer?
□ Eviction □ Loss of utilities □ Owe back rent □ Notice to vacate
□ Relationship issues (disagreements with landlord or other tenants) □ Other: ____________________________

5/3/17
7. Do you have a regular income source? □ No □ Yes, how much and sources? ______________________

8. Would it be possible to stay in your current housing situation if you had the necessary resources to do that? □ No, go on to the next question □ Yes, list the necessary resources to stay

9. What other housing options do you have for the next few days/weeks (someone else to stay with)?

10. Are you able to get help financially from any friends, family or another agency or do you have money you can use? □ Yes (consider referral to mainstream services) □ No (candidate for prevention screen)

11. Can you tell me what you will do if our agency is not able to help you with this?

12. Will you become homeless (MN) without assistance? □ Yes □ No

13. Are you willing to sign a Release of Information so I can refer you to services you may be eligible for? □ Yes □ No

Outcome:
□ Referred to Emergency Shelter/DV/Motel Voucher (please list service & name) ______________________
□ Referred to Prevention Services _________________________________________________________________
□ Referred to Mainstream Services/other ________________________________________________________
Northwest COC Prevention Screen

Client Name: ____________________________ Date ____________________________
Completed: ____________________________

1. Are you either a current resident or moving to one of the following counties?
   - Beltrami
   - Clearwater
   - Hubbard
   - Kittson
   - Lake of the Woods
   - Mahnomen
   - Marshall
   - Norman
   - Pennington
   - Polk
   - Roseau
   - Red Lake

2. Does your household have a monthly income from ANY source?  □ No  □ Yes, list amount and source

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<tr>
<th>Income Source</th>
<th>Amount</th>
<th>Notes/Description (if applicable)</th>
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If NO, will your household have income next month?  □ No  □ Yes $______
Source____________

3. Is the household’s monthly gross income – for all adults in the household – below 200% of federal poverty guidelines?  □ No  □ Yes

If household is above 200% STOP: The household does not qualify for homeless direct dollars assistance.
If household has $0 and NO potential income in the next month, STOP. The household does not qualify.
If below 200% and with income, continue screen.

Please answer the following questions for you or anyone in your household. (Providers Give 1 Point for each “yes” answer.)

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<tr>
<th></th>
<th>Y or N</th>
<th>POINTS</th>
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<tr>
<td>4. Do you have an eviction notice or has your landlord asked you to pay or leave?</td>
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<tr>
<td>If yes, did you get documentation from client?</td>
<td>□ Yes  □ No</td>
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<tr>
<td>Question</td>
<td>Answer</td>
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<td>-------------------------------------------------------------------------</td>
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<td>5. Do you think you will lose your housing within 14 days?</td>
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<td>6. Have you received assistance with your rent/housing in the past 12 months? When and from what agency?</td>
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<td>7. Are you currently a victim of domestic violence or have you been within the past 5 years?</td>
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<td>8. Are you 55 years of age or older?</td>
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<td>9. Do you have or have you been told that you have a MH, CD, and Physical disability?</td>
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<td>10. If yes – Does your disability affect your ability to maintain housing?</td>
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<td>11. Are you a US veteran?</td>
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<td>12. Do you currently have a housing subsidy where your rent is 30% of your income?</td>
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<td>13. Have you been homeless before?</td>
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<tr>
<td><strong>Prioritization:</strong> High = 8 – 10  Medium = 4–7  Low = 1 – 3</td>
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**Outcome:**

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<th>Medium</th>
<th>Low</th>
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Northwest Minnesota Continuum of Care (WC CoC)

HUD Continuum of Care Homeless Assistance Grants

2018 NOFA Competition

Local Materials Packet for Agencies Applying for New or Renewal Projects

July 2018
CONTEXT

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

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA), signifying the beginning of a funding competition among all Continuums of Care (CoCs). To be eligible for CoC funding in the competition, each CoC must submit a Consolidated Application consisting of three parts to HUD by the designated deadline. These include:

1. A CoC Application, which describes the CoC’s governance structure, overall performance, and the strategic planning process;
2. Project Applications from agencies seeking funding for new or renewal projects; and
3. The CoC Project Listing, which ranks the project applications and identifies any rejected applications, showing the CoC’s priorities for funding.

To rank project applications, HUD requires the CoC to hold a local competition to determine which project applications will be included in the consolidated application, including an extensive review of each project. As a project applicant, you must participate in the CoC review and rank process to have your project considered on the CoC Project Listing and included in the CoC consolidated application, making you eligible for funding in the national CoC competition. Competitive Project Applications must adhere to HUD eligibility criteria, as well as follow local CoC policies, procedures, and timelines.

This handbook contains important information that Project Applications must know about the CoC and HUD process.

There are five key things to keep in mind when preparing your application:

1. **Eligibility:** Please review and assure that your agency and project meet HUD and CoC eligibility and threshold criteria found in this document (some eligibility criteria is found through embedded links to HDX or homelesstohoused.com). Ineligible projects will not be considered for the CoC Project Listing and if renewal request may be reallocated.

2. **Submission:** HUD requires the use of a web-based application and grants management system called e-snaps. Your application will be created or renewed in e-snaps. This will require a registration and DUNS number.

3. **Review:** The CoC NOFA committee and CoC Coordinator will review and rank each project. Projects will be ranked on the following: Intent to apply/Threshold, esnaps Application, and Project Score Card. Projects should thoroughly review all materials prior to submission for CoC review to assure they are reviewed accurately and completely. If incomplete or inaccurate information may negatively affect the project score.

4. **Deadlines:** CoC competition deadlines are available in this document and posted on the CoC website. Please thoroughly review the deadlines to assure your project is submitted in a timely manner. Late applications will lose points in the review process and may not be considered for ranking.

5. **Appeals:** Projects who have been rejected by the CoC or placed in Tier 2 may appeal through the CoC or directly with HUD.
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   a. CoC Competition Dates & Deadlines  
   b. Highlights of the 2018 NOFA  
   c. Important Links  
   d. HUD Priorities  
   e. Project Application Checklist  
   f. Solo Application  

II. Information on Tier 1 & Tier 2 Ranking in Project Listing  

III. Northwest CoC NOFA Specific Policies  
   a. Reallocation Policy  
   b. Ranking & Evaluation Policy  

IV. Intent to Apply & Threshold assessment  

V. Project Scorecard  

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Overview of the FY’18 Continuum of Care (CoC) Program Competition NOFA

- Funding Opportunity Number: FR-6100-N-25
- CFDA Number: 14.267

**IMPORTANT PROJECT APPLICATION DATES & DEADLINES:**

- June 20, 2018 – 2018 NOFA Published
- July 2, 2018 – Signed Intent to Apply & Threshold forms due to CoC via email in PDF format
- TBD – NOFA Application Lab
- August 15, 2018 – Project Applications submitted to CoC via eSnaps and PDF for ranking
- August 23, 2018 – Project Applicants ranking meeting.
- **August 24, 2018 - Project Applications notified of inclusion in CoC Collaborative Application**
- August 29, 2018 – CoC Meeting
- **September 11, 2018 – Final Project Application edits submitted in eSnaps and PDF to CoC**
- September 12, 2018 – Appeals to HUD if application rejected by CoC.

**HUD CoC Consolidated Application Deadline:** September 18, 2018 @ 6:59 PM. **Note:** Project Applications must be submitted by the Project deadlines NOT the Consolidated Application deadline.

**HIGHLIGHTS OF THE 2018 COC NOFA:**

- $2.1 billion is available for the FY18 CoC Program NOFA including $50 million in DV bonus funds.
- HUD will continue to require CoCs to rank and place all projects in Tiers, except planning.
  - Tier 1 is equal to the greater of the combined amount of Annual Renewal Amount (ARA) for all permanent housing and HMIS projects eligible for renewal up to $1,000,000 or 94 percent of the CoC’s FY 2018 Annual Renewal Demand (ARD).
  - Tier 2 is the difference between Tier 1 and the CoC’s ARD plus any amount available for bonus projects (not including amounts available for DV Bonus projects and before adjustments are made to permanent housing leasing, operating, and rental assistance budget line items based on changes to Fair Market Rent (FMR)).
- Project Applicants must abide by the CoC deadline, meet HUD eligibility criteria, request eligible activities (listed under 24 CFR, part 578), adequately answer all questions, and attach all required documents to be considered eligible for funding.
- The CoC is required to rank projects in order of priority and identify projects rejected. Planning projects will not be ranked. Ranking is based on capacity, quality, priorities, and performance. Reallocation is recommended for underperforming projects. Projects with outstanding HUD audit findings, history of ineligible participants, evidence of untimely expenditures, or financial management concerns, may be eliminated from competition.
- Renewal projects requesting RA may request a per-unit amount less than FMR based on actual rent costs and cannot request more than 100% FMR.
- Agencies may request that two to four projects combine to become a Consolidated Project. The CoC must approve the request and projects must be without findings or a history of low utilization or financial management/drawn down/capacity issues.
- New projects can be created through the following:
1. **Domestic Violence (DV) Bonus**: 10% of PPRN or $50,000 is available for new or expanded: Rapid-Rehousing (PH-RRH), Transitional-Rapid-Rehousing, (TH-RRH) or Coordinated Entry (SSO to implement CES policies, procedures and practices that enhance the system to better meet victim needs). DV Bonus projects will be ranked with a unique rank number and may be conditionally selected outside of the CoC ranking order.

2. **Bonus Project & Bonus-Reallocation**: Up to 6% of FPRN is available for a bonus project if the CoC has demonstrated the ability to reallocate lower preforming projects to create higher performing projects. A combination bonus reallocation project may also be requested utilizing the 6%. Eligible project components include; Dedicated or Dedicated PLUS Permanent Supportive, Rapid-Rehousing, Transitional-Rapid Rehousing, HMIS, or Coordinated Entry.

3. **Reallocation**: New projects may be created from one or more projects identified for reallocation. Eligible project components include; Dedicated or Dedicated PLUS Permanent Supportive, Rapid-Rehousing, Transitional-Rapid Rehousing, HMIS, or Coordinated Entry.
   - Anticipated bonus amounts are:
     - DV Bonus: $50,000
     - Traditional Bonus: $40,356
   - **New reallocation projects** may include:
     - New PSH serving 100% chronic homeless or meeting DedicatedPLUS criteria;
     - New SSO for Coordinated Entry;
     - New RRH serving individuals and families who enter from ES, streets, fleeing domestic violence, residing in joint TH-RRH program, and receiving services from VA funded homeless assistance programs and meet other previous criteria at intake;
     - New joint TH & PH-RRH
     - New HMIS for the costs of 24 CFR 578.37 carried out by HMIS Lead.
   - **Expansion** projects can be requested under either bonus or reallocation in order to expand existing units in a project or serve additional persons, or in the case of HMIS, grant activities will be expanded within CoC and fits into the funding parameters of bonus or reallocation.

**IMPORTANT LINKS:**
- The entire 2018 NOFA can be found at: [https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/](https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/) and on a link at the CoC website home page,
- HUD Ask A Questions (AAQ): [https://www.hudexchange.info/program-support/my-question/](https://www.hudexchange.info/program-support/my-question/)
- E-snaps FAQs can be found at: [https://www.hudexchange.info/e-snaps/faqs/](https://www.hudexchange.info/e-snaps/faqs/)

**Eligible Project Applicants**: Eligible project applicants are nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies, as such term is defined in 24 CFR 5.100. For-profit entities are not eligible to apply for grants or to be sub-recipients of grant funds. **Furthermore, to be eligible for funding applicants must meet all HUD statutory, regulatory and threshold requirements.**
HUDS’ HOMELESS POLICY AND PROGRAM PRIORITIES:

1. **Ending homelessness for all persons.**
   a. Identify, engage, and effectively serve all persons experiencing homelessness.
   b. Measure performance based on data taking into account the challenges faced by all subpopulations experiencing homelessness in the geographic area.
   c. Comprehensive outreach strategy in place to identify and engage.
   d. Use data to understand the population and develop services tailored to their needs.
   e. Use the reallocation process to create new projects that improve the overall performance and better respond to the needs of persons who are homeless.

2. **Create a systemic response to homelessness.**
   a. Use system performance measures (SPMs) to determine how effectively they are serving people experiencing homelessness.
   b. Use Coordinated Entry to promote participant choice, coordinate services, ensure rapid access, and make homelessness assistance open, inclusive, and transparent.

3. **Strategically allocating and using resources.**
   a. Use cost, performance, and outcome data to improve resources allocation to end homelessness.
   b. Review project quality, performance, and cost effectiveness.
   c. Maximize the use of mainstream and other community-based resources.
   d. Review all projects eligible for renewal in FY 2018 to determine their effectiveness in serving people experiencing homelessness as well as their cost effectiveness.
   e. Develop partnerships with PHAs to help persons exit to permanent housing options including Housing Choice vouchers.

4. **Use a Housing First approach.**
   a. Prioritize rapid placement and stabilization in permanent housing.
   b. Do NOT have service participation requirements or preconditions.
   c. Help individuals and families move quickly into permanent housing.
   d. Measure to help projects reduce the length of time people experience homelessness.
   e. Engage landlords and property owners.
   f. Remove barriers to entry.
   g. Adopt client-centered service methods.

**APPLICATION ATTACHMENT CHECKLIST:**

Project Application Checklist
- Project Application, charts, narratives and attachments
- SF-424 Application for Federal Assistance
- SF-424 Supplement, Survey on Ensuring Equal Opportunities
- Documentation of Applicant and Sub-Recipient Eligibility
- Applicant Certifications
- HUD 2880, Applicant/Recipient Disclosure/Update Report (dated 5/1/18-9/18/18)
- SF-LLL, Disclosure of Lobbying Activities (if applicable)
- Applicant Code of Conduct
- HUD 50070, Certification of Drug Free Workplace (dated 5/1/18-9/18/18)
SOLO APPLICATIONS:
Eligible project applicants that attempted to participate in the CoC planning process in the geographic area in which they operate, that believe they were denied the right to participate in a reasonable manner, may submit a solo project application to HUD and may be awarded a grant from HUD by following the procedure found in 24 CFR 578.35. Solo applicants must submit their solo project application in esnaps to HUD by 8:00 PM Eastern time, September 18, 2018, which must include the CoC’s notification of rejection of the project in the local competition as an attachment to the Solo Applicant’s project application. If the CoC fails to provide written notification, outside of e-snaps, the Solo Applicant must attach a statement that the CoC did not provide the Solo Applicant written notification of the CoC rejecting the project in the local CoC competition. See Section X.C of this NOFA for additional information regarding the Solo Applicant appeal process.

Tier 1 and Tier 2 System

Anticipated Tier 1 Amount: $623,236
Anticipated Tier 2 Amount: $130,712 ($40,356 ARD balance + $40,356 Bonus + $50,000 DV Bonus)

As in past years, the funding that CoCs can apply for is divided into tiers, with Tier 1 being 94% of the CoC's FY 2018 Annual Renewal Demand (ARD). Projects prioritized in Tier 1 are scored differently and are more likely to be funded than projects that are placed in Tier 2. Tier 2 scoring is based on a 100-point scale with 50 eligible points for the CoC score, 40 eligible points for the project ranking and 10 eligible points for the projects commitment to Housing First.

All eligible projects submitted by project applicants in e-snaps by the CoC deadline, except CoC planning projects, will be reviewed and ranked. A combination of ranking score, CoC priorities, and anticipated Tier thresholds will help inform a recommended Rank & Tier recommendation that the CoC NOFA will bring to the CoC membership for a vote.

STRADDLING TIERS: For any projects that straddle the two tiers, the Tier 1 portion will be funded in accordance with Tier 1 processes and the Tier 2 portion will be funded in accordance with Tier 2 processes. HUD may award project funds for just the Tier 1 portion, provided the project is still feasible with the reduced funding (i.e., is able to continue serving homeless program participants effectively).
The Northwest Minnesota Continuum of Care (CoC) has created this process guide the CoC in determining if, when and how the CoC should reallocate funds. Reallocating funds is one of the most important tools in which our CoC can make strategic improvements to our homelessness system. Through reallocation, our CoC can create new, evidence-informed projects by eliminating projects that are underperforming or are more appropriately funded from other sources.

What is Reallocation?

Reallocation refers to the process by which a CoC shifts funds in whole or in part from existing CoC-funded projects that are eligible for renewal to create one or more new projects. A reallocated project must be a new project that serves new participants and has either a rapid re-housing or permanent supportive housing program design. A new reallocated project may use resources from an existing project, including staff, but it is not simply a continuation of an existing project that serves existing participants. The new reallocated project must include a component change (i.e. TH or PSH) or a significant change in the programs population (i.e. youth to single CH).

What types of projects can be reallocated?

CoCs can reallocate funding from any project eligible for renewal in a competition year. The annual CoC Program Competition Notice of Funding Availability (NOFA) dictates what types of projects may be created through reallocation in each competition. In the FY18 CoC Program Competition NOFA limits the types of new projects that can be created through reallocation to the following:

a. New permanent supportive housing for people experiencing chronic homelessness;
b. Rapid re-housing to serve households coming from the streets or an emergency shelter;
c. Transitional-Rapid Rehousing;
d. HMIS projects administered by State System Administrator; and
e. Supportive Services Only for Coordinated Entry.

Identifying Projects for Reallocation

The CoC will discuss and consider reallocation and brainstorm potential projects on an ongoing basis.

a. Various factors will be considered for reallocating a project including: existing inventory, system needs, gaps, duplication, program performance, potential grant mergers/collaborations, Coordinated entry data, utilization rates, and other funding resources or restrictions (both new and existing).
b. Underperforming, underutilized or low need projects are typically identified following the annual performance review or during the CoC competition process.
c. Once a project is targeted for reallocation, the CoC will contact the project via phone and in writing, notifying the project of the reason for consideration and helping to develop a transition plan.
d. A transition plan will be developed to help assure compliance with other funding commitments and prevent anyone from becoming homeless as a result of the reallocation.
NOFA Reallocation Detailed Steps

1. Within 2 days of the release of the annual NOFA, the CoC will publish the CoC timeline and process for accepting renewal, new bonus or reallocated projects.
2. Within 7 days of the release of the annual NOFA, the CoC will publish an Intent to Apply and Project Threshold Application. Applicants will be asked to identify whether they intend to reallocate any funds in the annual competition.
3. At the first CoC meeting following the release of the NOFA, the CoC will present and discuss potential projects for reallocation, both those being reallocated and potential new projects to seek feedback on system impact. Discussion will include system needs (geographic, population, project type, etc.), gaps, duplication, program performance, potential grant mergers/collaborations and other funding options.
4. The CoC will distribute ranking procedures and present at the first meeting of the CoC following the release of the NOFA. Ranking procedures include a threshold for project capacity and performance.
5. The CoC ranking committee will review projects (NOFA Application, APR, Intent to Apply, Project Threshold, performance discussion, HMIS data quality reports, meeting participation, and adherence to deadlines, etc.) and may make recommendations to the CoC for reallocation based on performance, utilization, or agency capacity. Projects may either be recommended for immediate reallocation or consideration for the following competition (if performance, utilization or capacity does not improve).
6. The CoC Coordinator will provide ranking score and feedback to each applicant, inviting feedback (verifiable reasons for poor performance or capacity and if there is a viable plan for improvement). Projects will be notified if their project is up for immediate or potential reallocation.
7. The CoC ranking committee may adjust score or reallocation recommendation based on feedback.
8. The ranking committee will present ranking and reallocation recommendations to the CoC for discussion and vote. Discussion will include system needs, gaps, duplication, program performance, and other funding options. Note that reallocation may occur without consent from the project being reallocated.
9. The CoC will work with the project to assure that a plan is in place preventing anyone from becoming homeless as a direct result of reallocation prior to final vote.

Different types of reallocation

There is no cookie cutter approach to reallocation. Although HUD may limit what types of new projects may be created with reallocated funds, it does not dictate what types of renewal projects can be reallocated or how that process should occur. Examples include:

- Funding from one project (or partial funding from one project) can be reallocated into a new project operated by the same provider;
- Funding from one project (or partial funding from one project) can be reallocated into a new project operated by a different provider;
- Funding from one project (or partial funding from one project) can be reallocated into many new projects;
- Funding from many projects (or partial funding from many projects) can be reallocated into one new project; and
- Funding from many projects (or partial funding from many projects) can be reallocated into many new projects.

While reallocation can be complicated and does not come without risk, it is a necessary part of ensuring that our CoC’s homeless assistance system meets the needs of people experiencing homelessness.
Northwest Minnesota Continuum of Care

HUD CoC Project Evaluation, Ranking and Scoring Policy

Updated: July 2017

The Northwest Minnesota Continuum of Care (CoC) requires an annual project review for all HUD Continuum of Care and Emergency Solutions Grant Projects. This policy specifically applies to projects seeking funding under the annual HUD Continuum of Care competition.

These conditions are designed to inform Performance Evaluation and Ranking Committee deliberations and provide all applicants and renewing projects with clarity regarding how ranking and prioritization occur.

IMPORTANT PROJECT APPLICATION DATES & DEADLINES:
Each year, the CoC will publish annual HUD CoC Competition deadlines that include both local and HUD deadlines. Any agency applying for the CoC Competition must comply with the published deadlines or risk point loss and ineligibility for the funding competition. The published dates and deadlines will be posted on the CoC website and sent out via email through the CoC email list.

ELIGIBILITY
To be eligible for inclusion in the CoC Evaluation and Ranking process, all projects must pass all facets of the CoC Application process including:

1. Project Application meets HUD eligibility criteria for a new or renewal Transitional Housing, Rapid-Rehousing, HMIS, SSO-CES, Transitional Housing-Rapid Rehousing, or Permanent Supportive Housing project;
2. Project meets all HUD Threshold Requirements including, but not limited to;
   a. Applicant has a DUNS # and has current SAM registration.
   b. Applicant is a nonprofit organization, State or local government, instrument of a State or local government or Public housing agency, as such term is defined in 24 CFR 5.100.
   c. Applicant participates or has ability and willingness to participate in HMIS.
   d. Applicant demonstrates financial and management capacity and experience to successfully carry out project.
   e. Applicant submits required certifications as required in the NOFA.
   f. Applicant agrees to only serve persons who are eligible as defined in Hearth Act regulations.
   g. Project draws down funds from LOCCS/eLOCCS at least quarterly.
3. Project meets all CoC Eligibility and Threshold Requirements listed in the Intent to Apply Threshold Assessment including, but not limited to;
   a. Participation in CoC Membership and Committee meetings;
   b. Participation in or commitment (if a new project) to participate in Coordinated Entry;
   c. Project agrees to link households to mainstream services.
   d. Adherence to CoC Policies
      i. PSH Prioritization Policies
      ii. School Enrollment and Connection of Services Policy
      iii. Family Separation (TH only)
      iv. Written Standards for ESG and CoC Assistance
e. Project agrees to adhere to and document participant eligibility.
f. Agreement to provide all necessary documentation and reporting to CoC by designated deadlines.

4. Adherence to all local CoC Competition deadlines;
   o Project submits an Intent to Apply and Threshold Assessment
   o Initial Project Application submitted in esnaps & via PDF

5. Commit to Housing First and Low Barrier Principals.
6. Participation in or commitment to participate in HMIS if funded.

GUIDANCE ON REQUIRED TIERS
The CoC will review all projects and rank in either Tier 1 or Tier 2. Tier 1 projects are considered more likely to be renewed. Tier 2 projects are conditional and will depend in CoC Scoring, HUD/CoC Priorities, Project Performance and Rank. HUD will award a point value to projects in Tier 2. Projects will be able to straddle Tier 1 and Tier 2. CoC score and project score will determine which projects from Tier 2 will be conditionally selected.

NEW PROJECT CRITERIA AND PRIORITY
There are four different types of projects that can be funded as new projects in the 2018 NOFA.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Eligibility Type</th>
<th>Bonus Points</th>
<th>Justification for Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Supportive Services Only (SSO) projects</td>
<td>Bonus or Reallocation</td>
<td>4</td>
<td>• CE is our new homeless response system and needs proper funding to implement. Current funding is still needed to support CE implementation</td>
</tr>
<tr>
<td>for centralized or coordinated entry system.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New rapid re-housing projects</td>
<td>Expansion, Reallocation</td>
<td>4</td>
<td>• Rapid rehousing has a higher unmet need than PSH based upon CES data.</td>
</tr>
<tr>
<td>for individuals, unaccompanied youth, and families coming directly from the streets or emergency shelter or fleeing domestic violence.</td>
<td>or Bonus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Transitional Housing-Rapid Rehousing projects</td>
<td>Bonus or Reallocation</td>
<td>3</td>
<td>• There is not sufficient shelter coverage in our rural region.</td>
</tr>
<tr>
<td>that serve individuals, unaccompanied youth, and families in areas without shelter or insufficient shelter.</td>
<td></td>
<td></td>
<td>• Fixed site TH, with ability to transition to RRH rapidly, helps address need to have immediate access to housing and gain rental history necessary to find scattered site housing.</td>
</tr>
<tr>
<td>New permanent supportive housing projects</td>
<td>Expansion, Reallocation</td>
<td>2</td>
<td>• Having sufficient PSH is necessary to continue to prioritize serving most vulnerable.</td>
</tr>
<tr>
<td>that serve chronically homeless individuals, unaccompanied youth, and families.</td>
<td>or Bonus</td>
<td></td>
<td>• PSH has a lower unmet need. Due to the lack of shelter in portions of our region CH status is hard to document. State</td>
</tr>
</tbody>
</table>
SCORING & RANKING PROCESS

The following describes the CoC process to score and rank projects for 2018 CoC funding. It should be noted that the CoC uses “scoring”, “reallocation”, and “ranking” as three distinct steps. Scoring informs, but does not dictate, the final ranking decisions. Where ranking and scoring do not correlate, the Ranking Committee may recommend adjustments. The Committee will indicate in comments why the project is ranked in their position versus directly following scoring.

RANKING CRITERIA

The CoC Ranking Committee is responsible for developing and distributing Ranking Criteria to the CoC Membership for review and approval each year. The process utilizes non-biased criteria based on the HUD ranking tool, established CoC priorities and project performance. The CoC uses an objective Ranking Score Card that incorporates both self and committee scores.

Specifically, the tool assesses threshold and scores on criteria in the following seven categories:

1. Threshold Eligibility: General, HMIS, Coordinated Entry, CoC Participation and Policy Compliance, Financial/Administration, New Project Experience & Alignment
2. CoC Priorities & Need
3. HUD Priorities
4. CoC Participation
5. Service Quality
6. Performance
7. HMIS

REVIEW AND RANKING PROCESS

1. The CoC solicits Pre-application and Project Threshold Assessments. Solicitation is sent to renewal applicants and an open invite for new projects the CoC email list and at other regional meetings or public notices.
2. Ranking and Application documents are posted on the CoC website once NOFA is released.
3. The CoC Coordinator follows-up with new applicants or renewal applicants interested in or targeted for reallocation.
4. Ranking process, criteria, submitted pre-applications and timeline are presented at first CoC meeting after NOFA release.
5. The CoC hosts a NOFA application lab to provide support to new and renewal applicants.
6. Project applicants must submit application Score Card and supporting documentation to the CoC by deadline to be eligible for ranking.
7. The CoC Ranking Committee Reviews the Score Card, Draft application, and supporting documentation.
   The Committee Ranking includes:
   i. Review projects for eligibility.
   ii. Review and validation of applicant self-score, noting any discrepancies or questions.
   iii. Identification of specific feedback for applicant (score discrepancies, missing information, or clarifications).
   iv. Recommended score and rank.
   v. When ties exist, the Committee shall rank with the following preferences: the project with higher housing stability and the project with the lease returns to homelessness. Projects with existing clients shall also be ranked higher if scores are identical or within 1 point.
8. The CoC Coordinator emails individual scores and feedback to each applicant and invites applicants to respond by CoC deadline (usually 4-7 days).
9. Updated information is then reviewed and scoring may be adjusted if supporting documentation or appropriate clarification is provided. If needed, the CoC Ranking Committee meets to deliberate scores adjustments.
10. The CoC Ranking Committee presents final applicant scores and 1-2 Tiering options to the CoC membership. Members may propose other options as well. The membership votes on proposed score and rank.
11. Projects are notified of Rank, Tier, and inclusion/exclusion in the Collaborative Application. Projects not accepted or Ranked in Tier 2 are also notified of their ability to appeal to the CoC and HUD.
12. Approved Priority Listing placed on CoC website and mailed to CoC mailing list and Project Applicants.

Intent to Apply & Threshold Assessment

2018 Continuum of Care
Pre-Application & Threshold Assessment

Any new or renewal project wishing to apply for Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funding in the 2018 FY HUD CoC competition must completed the following information and submit to the CoC by the deadline. Your project will not be eligible to apply in the FY18 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.

Name of Agency

Name of Project

Primary Contact

Contact Email

2018 Project Applicant Packet – 8-3-18
Intent to Apply:
☐ Our agency will NOT apply for funding in the 2018 HUD CoC Competition. *(Please skip to agency signature and return to Carla Solem @ h2hcoordinator@gmail.com)*
☐ Our agency intends to apply for funding in the 2018 HUD CoC Competition. *(Please proceed to question one and complete all questions, sign and return to Carla Solem @ h2hcoordinator@gmail.com)*

Project Description:
1. Type of funding requested:
   ☐ New:
      What type of new project? ☐ BONUS ☐ Reallocation
   ☐ Renewal:
      Are you interested in reducing your renewal grant for reallocation? ☐ Yes ☐ No
      If yes, please explain why?
      If yes, by what amount? _____________________
      If yes, describe how participants will not become homeless as a result:

2. The project component is: ☐ PSH: Chronic/Not Chronic ☐ RRH ☐ HMIS ☐ TH ☐ CES ☐ THP-RRH
3. Target Population:
   ☐ Singles # ___units/___beds ☐ Families # ___units/___beds ☐ Youth # ___units/___beds
4. Proposed Start Date: __________, 2018/2018  Proposed End Date: __________, 2019/2020
5. Amount of funding requested: $ ___________________

Brief Project Description (NEW projects ONLY):

Coordinated Assessment & Referral:
☐ The applicant does NOT agree to participate in Coordinated Entry.
☐ The applicant agrees to participate in Coordinated Assessment & Referral including:
   • Filling all beds/units through the central prioritization list & process
   • Abiding by CoC Coordinated Assessment policies & practices

CoC Participation and Compliance:
☐ The applicant agrees to regularly attend CoC meetings and participate on a committee.
☐ The applicant agrees to participate in any required training to improve program and system performance.
☐ The applicant agrees to follow all CoC policies including Written Standards for the Administration of ESG and CoC Assistance.
☐ The applicant agrees to follow Low Barrier and Housing First principles in the administration of homeless programs.
The applicant agency agrees to provide project level data to the CoC by:

   a) Participating in the annual point-in-time sheltered and unsheltered count;
   b) Submitting program reports to the CoC in a timely manner;
   c) Participating in an annual CoC Planning, Gaps Analysis and Needs Assessment;
   d) Submitting required AHAR, HIC, Pulse, SPMs and GIW reports by CoC deadlines;
   e) Giving the Local System Administrator administrative access to your all programs reported in the HIC or providing necessary waiver request to CoC and submitting required data in a timely manner; and
   f) Completing an annual performance evaluation.

Homeless Management Information System (HMIS):

- Applicant does NOT currently utilize HMIS and does not intend to if funded. (Note this will affect your eligibility if not a DV/VAWA funded agency)
- Applicant does NOT currently utilize HMIS, but agrees to utilize if funded.
- Applicant currently utilizes HMIS and assures compliance with:
  - Unique user name and password
  - Secure location for equipment
  - Locking Screen Savers
  - Virus protection with auto update
  - Individual or network firewalls
  - Restrictions on access to HMIS via public forums
  - Compliance with HMIS policy and procedures manual
  - Validation of off-site storage of HMIS data
- Applicant agrees to respond to data quality and clean-up requests from the CoC and ICA.

Energy Star and Green Development (TH, RRH, and PSH Applicants ONLY):

- Project does incorporate Energy Star and/or Green Development
  - If fixed site utilizes incorporates Energy Star and/or Green Dev. in project.
  - If scattered site, encourages participants to seek applicable buildings/units.
- Does NOT incorporate Energy Star and/or Green Development

Services (TH, RRH and PSH Applicants ONLY):
Please check ALL that apply to your program:

- Applicant assures that program will have and follow policies that ensure all children are enrolled in school and connected to appropriate services within the community
- Applicant assures that case managers will systematically assist and support clients in completing applications for mainstream benefits.
- Applicant assures that transportation assistance is provided to clients to attend mainstream benefit appointments, employment training, or job when appropriate.
- Homeless assistance providers use a single application form for four or more mainstream programs.
- Applicant agrees that all participants will come from the streets, emergency shelter, transitional housing (entering as homeless), institution, or place not meant for human habitation.
- Applicant incorporates known best practices models into project policies and practices. Check all that apply:
  - Housing First
  - Client Centric
  - Low Barrier
  - Harm Reduction
  - Motivational Interviewing
  - Trauma Informed
**Chronic Homeless Preference (New and Renewal PSH Projects ONLY!):**
- Applicant agrees to give preference to Chronic Homeless when filling vacant units.
- Applicant does NOT agree to give preference to Chronic Homeless when filling vacant units.

**Annual Progress Report: (RENEWAL Projects ONLY!):**
HUD and the CoC require that CoC funded projects submit an Annual Progress Report (APR)
- Applicant did NOT submit an APR for the most recent grant year.
- Applicant submitted an APR for the most recent grant year.
  
  Date of APR: ____________

Are there any outstanding findings still unresolved?  
- Yes  
- No
  
  If yes, explain:

**Project Quality Threshold: (RENEWAL applicants ONLY!):**
Please check ALL of the following thresholds that apply to your program/agency:
- Draws down from eLOCCS at least quarterly (please attach verification of drawdowns)
- Submitted annual APR to CoC and HUD by deadline
- Assists participants achieve and maintain independent living (Does not apply to HMIS)
- NO: Audit findings, history of financial mismanagement, untimely expenditures, major capacity issues affecting program outcomes, history of ineligible persons, or spending.
- Compliant with Fair Housing and Equal Opportunity
- NO: HUD resolutions of outstanding suspension
- NO: Delinquent federal debts or outstanding arrears to HUD.
- Applicant demonstrates all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;

**Project Quality Threshold: (NEW HMIS project ONLY!):**
Please check ALL of the following thresholds that apply to your program/agency:
- HMIS project implementation is described in application
- At least 80% of beds in HIC are included in CoC HMIS
- A local system administrator is assigned to the CoC
- HMIS applicant collects all Universal Data Elements
- HMIS applicant un-duplicates client records
- HMIS applicant produced all HUD-required reports

**Project Quality Thresholds: (NEW PH Applicants ONLY!):**
Please check ALL of the following thresholds that apply to your program/agency:
- Program/activities will be administered in most integrated setting appropriate for persons with disabilities. Persons with disabilities interact with person w/out disabilities; and
- Applicant has the history/capacity to complete timely and accurate drawdowns, performance reports.

**Rental Assistance or Leasing Projects ONLY:**
- Type, scale and location fit needs of participants (housing projects only)
- Type, scale and location of supportive services fits needs and transportation for participants
- Participants are given individual and specific assistance to obtain mainstream benefits
- Applicant has assessed that project is needed in geographic location
- Participants helped to obtain and remain in PH
Participants are assisted to both increase income and live independently using mainstream housing and services.

At least 75% of proposed participants will come from street or other locations not meant for human habitation, emergency shelters, safe havens, or transitional housing (if originally from the streets or emergency shelters).

Services and housing is accessible to amenities (grocery, pharmacies, etc.).

Units will be filled through Coordinated Entry and assure low barrier access.

**Leveraging & Cash Match:**

<table>
<thead>
<tr>
<th>% of Leverage</th>
<th>Total Leverage $</th>
</tr>
</thead>
<tbody>
<tr>
<td>% of Cash Match</td>
<td>Total Cash Match $</td>
</tr>
</tbody>
</table>

200% leverage is recommended. For example, if your funding request is $100,000 for the full leveraging points during scoring your leveraging should be $200,000 or more. If you have no leveraging, you will receive no points for leveraging. 25% Cash match is required.

Eligible Leverage Contributions:

- Cash
- Buildings (the value of commitments of land, buildings and equipment are one-time only and cannot be claimed by more than one project (e.g., the value of donated land, buildings or equipment claimed in 2005 or prior years for a project cannot be claimed as leveraging by that project or any other project in subsequent competitions.)
- Equipment
- Materials
- Services such as transportation, health care and mental health counseling
- General volunteer time (at $10 per hour)
- Specific volunteer time at market rate (for example, an attorney who is volunteering legal services to clients in the program for their legal issues. If the attorney’s normal fee is $100 per hour then you can record the volunteer time at $100 per hour.)

Sources of Contributions:

- CDBG
- HOME
- United Way
- Fannie Mae
- Federal Home Loan Bank
- Local or State general revenue funds
- Mainstream housing programs
- Social service programs

Written Commitments:

- Must be documented on letterhead stationary
- Signed by an authorized representative
- Dated
- In your possession at the time of application submission
- Must contain the following:
  - Name of the organization providing the contribution
  - Type of contribution
  - Value of the contribution
  - Name of project and sponsor organization to which the contribution will be given
  - Date the contribution will be available
Written commitments are required for cash match. Commitment letters must be dated within 60 days of the CoC application deadline. Commitment letters must be submitted with each project application.

**WARNING:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

<table>
<thead>
<tr>
<th>Print Name of Agency Approved Signatory:</th>
<th>Signature of Agency Approved Signatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Date</td>
</tr>
</tbody>
</table>
OVERVIEW
Annually, CoC program applicants will be ranked and tiered per CoC policy and HUD guidance. The purpose is to ensure that HUD funded programs are providing the highest quality housing and services and that the programs are focused on achieving outcomes to end homelessness.

PROJECT PERFORMANCE
To provide both project-specific outcome information and CoC-wide contributions, each program will be evaluated based on data entered into HMIS, the HUD Annual Performance Report (APR), the Project Application submitted for the CoC proposal, and other requested supporting documentation to assure quality and accurate evaluation. The APR scoring criteria assess outcomes that directly relate to goals set by the HEARTH Act. The performance measures now comprise HUD’s performance measures against which every Continuum will be assessed.

Submit the renewal scorecard and required attachments (APR, PDF application, Housing First Assessment, audit/financial review, elocs report, etc.) to Carla Solem, Continuum of Care Coordinator, via email at h2hcoordinator@gmail.com no later than Friday, August 17th at noon. The APR period is 7/1/17 to 6/30/18.

NOTES
1) The CoC NOFA Application Packet provides each project with essential information regarding the Evaluation, Ranking and Scoring process, timeline, and policies.
2) A Site Review and additional performance considerations may be incorporated into the Performance Score Card Score if deemed appropriate by the Committee to assure a comprehensive and quality evaluation is completed.
3) All criteria are scored based on materials submitted by the submission deadline (e.g., accuracy of charts/budgets will be scored based on first submission; not based on corrections made after review unless documentation is provided that shows evidence of outstanding circumstances).
4) Any required information that is incomplete or missing at deadline will likely result in a decreased score.
5) CoC-funded HMIS and Coordinated Entry Supportive Services Only projects use separate review processes for evaluation and scoring. The CoC Planning Project is not scored.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Contact Person</th>
<th>Type of Program</th>
<th>Date</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>PSH □ RRH □ TH □ THP-RRH</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2018 Project Applicant Packet – 8-3-18
**THRESHOLD INSTRUCTIONS:**
For any eligibility criteria not met, please provide notes explaining deficiency. Note that CoC policy states that project applications submitted not meeting the eligibility threshold will not be eligibility to be included in the CoC Project Listing.

<table>
<thead>
<tr>
<th>Threshold Eligibility Criteria</th>
<th>Verification and Documentation Required</th>
<th>Project Notes</th>
<th>CoC Notes</th>
</tr>
</thead>
</table>
| General Eligibility:          | o Agency submitted Project Application was in esnaps and via PDF by 8/15/18 including all required certifications & via PDF by 8/17/18.  
                               | o Project Applicant submitted required Threshold Assessment by 7/10/18.  
                               | o HUD/CoC site visit reports submitted by agency by 8/17/18 if applicable. |           |
| HMIS Participation            | o ICA/CoC verification report from agency visits.  
                               | o Project Applicant submitted required Threshold Assessment by 7/10/18. |           |
| Coordinated Entry Participation: | o CES Staff verification report. | | |
| CoC Participation & Policy Compliance: | o Project Applicant submitted required Threshold Assessment by 7/10/18.  
                               | o CoC Coordinator verification.  
                               | o Agency completed Housing First assessment  
                               | o CoC Digital Chalk report and/or other certification.  
                               | o Agency completed Housing First Assessment  
                               | o Agency provided Project Policies | |
### Financial/Administration Management:
- ✓ eLoccs draws at least quarterly
- ✓ APR timely submission/pre-review
- ✓ No significant or outstanding findings (APR, site visit, audits, etc)
- ✓ No delinquent dept's or arrears
- ✓ Fair Housing/EO compliant
- ✓ Match provided
- ✓ Budget reasonable
- ✓ No history of financial mismanagement.

- o Project Applicant submitted required Threshold Assessment by 7/10/18.
- o Agency submitted financial report/audit by 8/17.
- o Documentation of Match by 8/17/18.
- o Agency submitted Project Application was in esnaps and via PDF by 8/15/18 including all required certifications & via PDF by 8/17/18.
- o Fair Housing/EO training complete & assurance on file with CoC.

### NEW PROJECTS ONLY:
- ✓ Experience effectively operating state/federal grant.
- ✓ Project meets regional need.
- ✓ DV BONUS only: Population/design meet Bonus criteria.

- o Project Applicant submitted required Threshold Assessment by 7/10/18.

---

<table>
<thead>
<tr>
<th>Eligible Points</th>
<th>SCORING SECTIONS</th>
<th>LOW CRITERIA</th>
<th>MEDIUM CRITERIA</th>
<th>HIGH CRITERIA</th>
<th>SELF-ASSESSMENT</th>
<th>COC SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Project Type/ Scale</td>
<td>NOT ELIGIBLE if there is not a need for type/scale.</td>
<td>(1) There is a low need for this project type in our CoC.</td>
<td>(2) There is a strong need for this project type in our CoC.</td>
<td>Score: Notes:</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CoC Priorities – NEW PROJECT BONUS ONLY</td>
<td>(2) New THP-RRH</td>
<td>(3) NEW PSH</td>
<td>(4) NEW RRH OR NEW SSO CES</td>
<td>Score: Notes:</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Project Services</td>
<td>NOT ELIGIBLE if services do not provide housing stability or intensity is not appropriate for project.</td>
<td>(1) Services design is adequately described but should include more description and/or increased supports and linkage.</td>
<td>(4) Services are well described &amp; include housing stability, linkage to mainstream &amp; community services, income focused, and are at right level of intensity for population.</td>
<td>Score: Notes:</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Geographical Location</td>
<td>NOT ELIGIBLE if there is an abundance of services in the area.</td>
<td>(1) There is a low need for this project in the service area.</td>
<td>(4) There is strong need for this project type in the service area.</td>
<td>Score:</td>
<td>Notes:</td>
</tr>
<tr>
<td>4</td>
<td>Target Population</td>
<td>NOT ELIGIBLE if Target population is not a priority and/or design does not fit population.</td>
<td>(1) There is a low need for serving population and design fits population.</td>
<td>(4) There is strong need for serving population and design fits population.</td>
<td>Score:</td>
<td>Notes:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUD Priorities: 21 POINTS</th>
<th>SELF-ASSESSMENT</th>
<th>COC SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Increase dedicated CH Beds (PSH ONLY)</td>
<td>NOT ELIGIBLE: 80% of beds are dedicated or dedicated plus</td>
</tr>
<tr>
<td>6</td>
<td>Housing First Approach</td>
<td>(-1) Did not demonstrate or complete Housing First documentation</td>
</tr>
<tr>
<td>2</td>
<td>Strategic Resource Allocation</td>
<td>(0) Not cost effective &amp; does not collaborate, self-evaluate or integrate</td>
</tr>
<tr>
<td>6</td>
<td>Removing Barriers to Housing:</td>
<td>(-1) NOT Barrier Free</td>
</tr>
<tr>
<td>5</td>
<td>Prioritization of need and history of homelessness.</td>
<td>(0) All beds turned over do not use CES and CoC prioritization policy.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CoC Participation: 10 POINTS</th>
<th>SELF-ASSESSMENT</th>
<th>COC SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>CoC Reporting</td>
<td>(-1) Consistent late reports &amp; outstanding reports (2) 1 late report</td>
</tr>
<tr>
<td>2</td>
<td>Participation in annual CoC Planning &amp; Needs Assessment Process</td>
<td>(-1) did not participate or provide data.</td>
</tr>
<tr>
<td>2</td>
<td>Meeting Attendance</td>
<td>(0) less than 50%</td>
</tr>
<tr>
<td></td>
<td>Score</td>
<td>Self-Assessment</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td><strong>2</strong></td>
<td>Agency staff participates in at least 1 CoC committee and regularly attends.</td>
<td>(0) no staff participating on CoC Committee in last year.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) Assignment of staff to CoC Committee and at least 50% attendance</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>CoC Training</td>
<td>(-1) Staff did not participate in all required trainings.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) All staff participated in required trainings by deadlines and passed tests.</td>
</tr>
</tbody>
</table>

**Service Quality Plan: 21 POINTS**

- **Understanding of core principles** (harm reduction, person centered care, data informed planning, low barrier, housing first).
  - (0) No training or plan demonstrated. Repeat concerns reported by partners and/or consumers.
  - (2) Demonstrates partial understanding & plan to train/enhance understanding. Little to no concerns from partners or consumers.
  - (3) Agency demonstrates that staff are trained & practice/follow: CoC/CES policies & data requirements & EVP. (1) No valid reports from other partners or consumers.

- **Targeting highest need**
  - (1) At least 85% coming from streets, ES or DV.
  - (1) 100% coming from ES and Streets or fleeing DV AND (1) Acuity of household meets program type AND (1) 75% of persons served are CH – PSH ONLY

- **Accessibility Plan:** Transportation, outreach & non-discrimination
  - (-1) No plan demonstrated.
  - (1) Demonstrated in threshold.

- **Collaboration with mainstream and key support services.**
  - (0) Poor service access plan and linkage to mainstream resources.
  - (2) Utilizes Single mainstream application, regular follow-up. Services Plan.

- **Educational Assurances & Nonseparation (Family programs only)**
  - (2) Agency demonstrates compliance w/ CoC policy.

- **Targeting to intervention type.**
  - (2) 90% of household fits targeting criteria for CES.
<p>| | | | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>Safety and support for victims part of services/plan.</td>
<td>(2) Service plan includes linkage to safety services (2) client choice and client centered approach demonstrated (2) trauma/safety training confirmed</td>
<td>Score:</td>
<td>Notes:</td>
</tr>
<tr>
<td>3</td>
<td>Employment and Income</td>
<td>(2) Services or plan includes linkage to employment and income AND (1) Agency either provides or links to SOAR.</td>
<td>Score:</td>
<td>Notes:</td>
</tr>
<tr>
<td></td>
<td>PERFORMANCE: 40 POINTS <em>(Assessed on APR and Return reports)</em></td>
<td></td>
<td>SELF-ASSESSMENT</td>
<td>COC SCORE</td>
</tr>
<tr>
<td>2</td>
<td>CoC APR pre-review</td>
<td>(-1) No pre-review conducted.</td>
<td>(1) On time. Did not respond to findings prior to esnaps submission.</td>
<td>(2) On time. Corrected issues prior to esnaps submission and responded to finding/concerns with agency plan (if applicable).</td>
</tr>
<tr>
<td>9</td>
<td>Exits to Permanent Housing</td>
<td>(0) -60% (2) 65%-75%</td>
<td>(3) 76%-80%</td>
<td>(4) 81%-84% OR (5) 85%-87% OR (9)88%+</td>
</tr>
<tr>
<td>3</td>
<td>Returns to Homelessness</td>
<td>(-1) More than 25% return to homelessness (0) 15%-25% return to homelessness.</td>
<td>(2) 10%-15% return to homelessness.</td>
<td>(3) Less than 10% return to homelessness.</td>
</tr>
<tr>
<td>4</td>
<td>Persons at exit or assessment with earned income.</td>
<td>(0) PSH: 0-9% (0) RRH/TH: 0-15%</td>
<td>(3) PSH: 10-15% OR (3) RRH:16-25%</td>
<td>(4) PSH: 15% or higher OR (4) RRH: 26% +</td>
</tr>
<tr>
<td>4</td>
<td>Persons with increased Income</td>
<td>(-1) 0-15% (1) RRH: 25% -35%</td>
<td>(3) PSH: 15-39% OR (3) RRH:36-49%</td>
<td>(4) PSH: 40% or higher OR (4) RRH: 50% +</td>
</tr>
<tr>
<td>4</td>
<td>Persons with income at exit</td>
<td>(-1) 0-24% (1) 25%-50%</td>
<td>(3) PSH: 51-74% OR (3) RRH:51-79%</td>
<td>(4) PSH: 75% or higher OR (4) RRH: 80% +</td>
</tr>
<tr>
<td>3</td>
<td>Persons with benefits at exit.</td>
<td>(0) 0-24% (1)25%-49%</td>
<td>(1) 50%-56%</td>
<td>(2) 57%-79% OR (3)80%+</td>
</tr>
<tr>
<td>4</td>
<td>Budget Expenditure</td>
<td>(-1)49-74% (0) 75%-85%</td>
<td>(1) 86-90% OR (2) 91-95%</td>
<td>(3) 96-99% OR (4)100%</td>
</tr>
<tr>
<td>4</td>
<td>Unit Utilization Rate</td>
<td>(-2) -50% (-1) 50%-74%</td>
<td>(2) 75%-85% OR (3) 86%-99%</td>
<td>(4) 101%+</td>
</tr>
<tr>
<td>3</td>
<td>Acuity Adjustment</td>
<td>(0) Over 50% of households had no conditions.</td>
<td>(1) 51%-80% of households had 1+ conditions.</td>
<td>(1) All households had at least one condition AND (1) 50% had 2 or more conditions AND (1) at least 75% are CH (PSH only)</td>
</tr>
<tr>
<td>HMIS: 10 POINTS</td>
<td>SELF-ASSESSMENT</td>
<td>COC SCORE</td>
<td></td>
<td></td>
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<td>----------------</td>
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<tr>
<td>4</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Data Quality-Responding to Data Quality concerns</td>
<td>(0) Unresponsive to CoC or ICA/HMIS data requests.</td>
<td>(4) Demonstrates rapid and accurate clean-up efforts.</td>
<td>Score: Notes:</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Quality</td>
<td>(-1) under 85% data quality rate (over 15% null/missing/refused/unknown)</td>
<td>(5) 90-94% rate (between 10% and 5% are null/missing/refused/DNK)</td>
<td>Score: %:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3) 85%-90% rate</td>
<td>(6) Above 95% rate (less than 5% are null/missing/refused/unknown)</td>
<td></td>
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</tr>
</tbody>
</table>

100 TOTAL SCORE

Please include any notes to explain low score or other items you wish review team to know.

Adjustments

Adjustments may be made to score to accommodate for agency quality improvement plan, extenuating circumstances affecting program involvement or outcomes. These may include: Only agency serving target population, no other agency available in geographic area but need exits, agency has active performance improvement plan and has shown improvement and/or plan that should yield improvement, disaster, significant administrative staff change affecting organizational capacity. Please list adjustment and reason below.

<table>
<thead>
<tr>
<th>20</th>
<th>Circumstance</th>
<th>Supporting reasons</th>
<th>Adjusted Score</th>
</tr>
</thead>
</table>
The Consolidated Application final draft for public comment was posted on 9/7/2018. The final CoC approved Consolidation was posted on 9/12/18.
2018 HUD Continuum of Care Competition

The 2018 HUD Continuum of Care Competition is now open. The anticipated funds available are posted to HUD. Below are the links to application materials. If you have any questions on the competition, please contact Carrie Somers, CoC Coordinator at n2scoordinator@gmail.com or 701-395-1846.

- 2018 Competition Calendar and Highlights
  - Intent to Apply and Threshold Form
  - G2B: WC: FY2018
  - NW: NW: FY2018
  - 2018 NW CoC Project Application Packet
  - 2018 WC CoC Project Application Packet
  - NW Rating: Approved FY2018
  - WC CoC Collaborative Application: Approved FY2018

2018 Northwest CoC FY2018 Approved Projects Listing with Score

2018 Northwest CoC FY2018 Approved Projects Listing with Score - Approved
On June 29, 2018 the CoC sent an initial email to notification potential projects of the criteria used to select projects. The first stage is an Intent to Apply. The first email also referenced the second state of process, Applicant Score Card. The Score Card utilizes similar thresholds and criteria as HUD’s tool with local adaptation and consistency from 2017 in respect of transparency. Potential applicants were also informed to check the CoC Competition page for additional policies and forms.
Verbal review of the process, website with forms, timeline and scorecard updates was provided at the July 19th CoC meeting. On 8/3 updated policies and forms were sent. On 8/10, a reminder and reminder email with all required documents and instructions was emailed to applicants who completed the Intent to Apply.
Northwest Minnesota Continuum of Care (WC CoC)

HUD Continuum of Care Homeless Assistance Grants

2018 NOFA Competition

Local Materials Packet for Agencies Applying for New or Renewal Projects

July 2018
The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth, while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by persons experiencing homelessness; and to optimize self-sufficiency among those experiencing homelessness.

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA), signifying the beginning of a funding competition among all Continuums of Care (CoCs). To be eligible for CoC funding in the competition, each CoC must submit a Consolidated Application consisting of three parts to HUD by the designated deadline. These include:

1. **A CoC Application**, which describes the CoC’s governance structure, overall performance, and the strategic planning process;
2. **Project Applications** from agencies seeking funding for new or renewal projects; and
3. The **CoC Project Listing**, which ranks the project applications and identifies any rejected applications, showing the CoC’s priorities for funding.

To rank project applications, HUD requires the CoC to hold a local competition to determine which project applications will be included in the consolidated application, including an extensive review of each project. As a project applicant, you must participate in the CoC review and rank process to have your project considered on the CoC Project Listing and included in the CoC consolidated application, making you eligible for funding in the national CoC competition. Competitive Project Applications must adhere to HUD eligibility criteria, as well as follow local CoC policies, procedures, and timelines.

This handbook contains important information that Project Applications must know about the CoC and HUD process.

There are five key things to keep in mind when preparing your application:

1. **Eligibility**: Please review and assure that your agency and project meet HUD and CoC eligibility and threshold criteria found in this document (some eligibility criteria is found through embedded links to HDX or homelessnessforhoused.com). Ineligible projects will not be considered for the CoC Project Listing and if renewal request may be reallocated.
2. **Submission**: HUD requires the use of a web-based application and grants management system called e-snaps. Your application will be created or renewed in e-snaps. This will require a registration and DUNS number.
3. **Review**: The CoC NOFA committee and CoC Coordinator will review and rank each project. Projects will be ranked on the following: Intent to apply/Threshold, esnaps Application, and Project Score Card. Projects should thoroughly review all materials prior to submission for CoC review to assure they are reviewed accurately and completely. If incomplete or inaccurate information may negatively affect the project score.
4. **Deadlines**: CoC competition deadlines are available in this document and posted on the CoC website. Please thoroughly review the deadlines to assure your project is submitted in a timely manner. Late applications will lose points in the review process and may not be considered for ranking.
5. **Appeals**: Projects who have been rejected by the CoC or placed in Tier 2 may appeal through the CoC or directly with HUD.
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III. **West Central CoC NOFA Specific Policies** Pages 8-13
   a. Reallocation Policy 8
   b. Ranking & Evaluation Policy 9

IV. **Intent to Apply & Threshold assessment** Pages 13-17

V. **Project Scorecard** Pages 19-26
Overview of the FY’18 Continuum of Care (CoC) Program Competition NOFA

- Funding Opportunity Number: FR-6100-N-25
- CFDA Number: 14.267

IMPORTANT PROJECT APPLICATION DATES & DEADLINES:

- June 20, 2018 – 2018 NOFA Published
- July 2, 2018 – Signed Intent to Apply & Threshold forms due to CoC via email in PDF format
- TBD – NOFA Application Lab
- August 15, 2018 – Project Applications submitted to CoC via eSnaps and PDF for ranking
- August 23, 2018 – Project Applicants ranking meeting.
- August 24, 2018 – Project Applications notified of inclusion in CoC Collaborative Application
- August 29, 2018 – CoC Meeting
- September 11, 2018 – Final Project Application edits submitted in eSnaps and PDF to CoC
- September 12, 2018 – Appeals to HUD if application rejected by CoC.

HUD CoC Consolidated Application Deadline: September 18, 2018 @ 6:59 PM. Note: Project Applications must be submitted by the Project deadlines NOT the Consolidated Application deadline.

HIGHLIGHTS OF THE 2018 COC NOFA:

- $2.1 billion is available for the FY18 CoC Program NOFA including $50 million in DV bonus funds.
- HUD will continue to require CoCs to rank and place all projects in Tiers, except planning.
  - Tier 1 is equal to the greater of the combined amount of Annual Renewal Amount (ARA) for all permanent housing and HMIS projects eligible for renewal up to $1,000,000 or 94 percent of the CoC’s FY 2018 Annual Renewal Demand (ARD).
  - Tier 2 is the difference between Tier 1 and the CoC’s ARD plus any amount available for bonus projects (not including amounts available for DV Bonus projects and before adjustments are made to permanent housing leasing, operating, and rental assistance budget line items based on changes to Fair Market Rent (FMR)).
- Project Applicants must abide by the CoC deadline, meet HUD eligibility criteria, request eligible activities (listed under 24 CFR, part 578), adequately answer all questions, and attach all required documents to be considered eligible for funding.
- The CoC is required to rank projects in order of priority and identify projects rejected. Planning projects will not be ranked. Ranking is based on capacity, quality, priorities, and performance. Reallocation is recommended for underperforming projects. Projects with outstanding HUD audit findings, history of ineligible participants, evidence of untimely expenditures, or financial management concerns, may be eliminated from competition.
- Renewal projects requesting RA may request a per-unit amount less than FMR based on actual rent costs and cannot request more than 100% FMR.
- Agencies may request that two to four projects combine to become a Consolidated Project. The CoC must approve the request and projects must be without findings or a history of low utilization or financial management/drawn down/capacity issues.
- New projects can be created through the following:
1. **Domestic Violence (DV) Bonus**: 10% of PPRN or $50,000 is available for new or expanded: Rapid-Rehousing (PH-RRH), Transitional-Rapid-Rehousing, (TH-RRH) or Coordinated Entry (SSO to implement CES policies, procedures and practices that enhance the system to better meet victim needs). DV Bonus projects will be ranked with a unique rank number and may be conditionally selected outside of the CoC ranking order.

2. **Bonus Project & Bonus-Reallocation**: Up to 6% of FPRN is available for a bonus project if the CoC has demonstrated the ability to reallocate lower performing projects to create higher performing projects. A combination bonus reallocation project may also be requested utilizing the 6%. Eligible project components include; Dedicated or Dedicated PLUS Permanent Supportive, Rapid-Rehousing, Transitional-Rapid Rehousing, HMIS, or Coordinated Entry.

3. **Reallocation**: New projects may be created from one or more projects identified for reallocation. Eligible project components include; Dedicated or Dedicated PLUS Permanent Supportive, Rapid-Rehousing, Transitional-Rapid Rehousing, HMIS, or Coordinated Entry.
   
   - Anticipated bonus amounts are:
     - DV Bonus: $50,000
     - Traditional Bonus: $40,356

   - **New reallocation projects may include**:
     - New PSH serving 100% chronic homeless or meeting DedicatedPLUS criteria;
     - New SSO for Coordinated Entry;
     - New RRH serving individuals and families who enter from ES, streets, fleeing domestic violence, residing in joint TH-PH-RRH program, and receiving services from VA funded homeless assistance programs and meet other previous criteria at intake;
     - New joint TH & PH-RRH
     - New HMIS for the costs of 24 CFR 578.37 carried out by HMIS Lead.

   - **Expansion** projects can be requested under either bonus or reallocation in order to expand existing units in a project or serve additional persons, or in the case of HMIS, grant activities will be expanded within CoC and fits into the funding parameters of bonus or reallocation.

**IMPORTANT LINKS:**

- The entire 2018 NOFA can be found at: [https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/](https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/) and on a link at the CoC website home page,
- HUD Ask A Questions (AAQ): [https://www.hudexchange.info/program-support/my-question/](https://www.hudexchange.info/program-support/my-question/)
- E-snaps FAQs can be found at: [https://www.hudexchange.info/e-snaps/faqs/](https://www.hudexchange.info/e-snaps/faqs/)

**Eligible Project Applicants**: Eligible project applicants are nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies, as such term is defined in 24 CFR 5.100. For-profit entities are not eligible to apply for grants or to be sub-recipients of grant funds. **Furthermore, to be eligible for funding applicants must meet all HUD statutory, regulatory and threshold requirements.**
HUDS’ HOMELESS POLICY AND PROGRAM PRIORITIES:

1. **Ending homelessness for all persons.**
   a. Identify, engage, and effectively serve all persons experiencing homelessness.
   b. Measure performance based on data taking into account the challenges faced by all subpopulations experiencing homelessness in the geographic area.
   c. Comprehensive outreach strategy in place to identify and engage.
   d. Use data to understand the population and develop services tailored to their needs.
   e. Use the reallocation process to create new projects that improve the overall performance and better respond to the needs of persons who are homeless.

2. **Create a systemic response to homelessness.**
   a. Use system performance measures (SPMs) to determine how effectively they are serving people experiencing homelessness.
   b. Use Coordinated Entry to promote participant choice, coordinate services, ensure rapid access, and make homelessness assistance open, inclusive, and transparent.

3. **Strategically allocating and using resources.**
   a. Use cost, performance, and outcome data to improve resources allocation to end homelessness.
   b. Review project quality, performance, and cost effectiveness.
   c. Maximize the use of mainstream and other community-based resources.
   d. Review all projects eligible for renewal in FY 2018 to determine their effectiveness in serving people experiencing homelessness as well as their cost effectiveness.
   e. Develop partnerships with PHAs to help persons exit to permanent housing options including Housing Choice vouchers.

4. **Use a Housing First approach.**
   a. Prioritize rapid placement and stabilization in permanent housing.
   b. Do NOT have service participation requirements or preconditions.
   c. Help individuals and families move quickly into permanent housing.
   d. Measure to help projects reduce the length of time people experience homelessness.
   e. Engage landlords and property owners.
   f. Remove barriers to entry.
   g. Adopt client-centered service methods.

APPLICATION ATTACHMENT CHECKLIST:

Project Application Checklist

- Project Application, charts, narratives and attachments
- SF-424 Application for Federal Assistance
- SF-424 Supplement, Survey on Ensuring Equal Opportunities
- Documentation of Applicant and Sub-Recipient Eligibility
- Applicant Certifications
- HUD 2880, Applicant/Recipient Disclosure/Update Report (dated 5/1/18-9/18/18)
- SF-LLL, Disclosure of Lobbying Activities (if applicable)
- Applicant Code of Conduct
- HUD 50070, Certification of Drug Free Workplace (dated 5/1/18-9/18/18)
SOLO APPLICATIONS:
Eligible project applicants that attempted to participate in the CoC planning process in the geographic area in which they operate, that believe they were denied the right to participate in a reasonable manner, may submit a solo project application to HUD and may be awarded a grant from HUD by following the procedure found in 24 CFR 578.35. Solo applicants must submit their solo project application in esnaps to HUD by 8:00 PM Eastern time, September 18, 2018, which must include the CoC’s notification of rejection of the project in the local competition as an attachment to the Solo Applicant’s project application. If the CoC fails to provide written notification, outside of e-snaps, the Solo Applicant must attach a statement that the CoC did not provide the Solo Applicant written notification of the CoC rejecting the project in the local CoC competition. See Section X.C of this NOFA for additional information regarding the Solo Applicant appeal process.

Tier 1 and Tier 2 System

| Anticipated Tier 1 Amount: | $623,236 |
| Anticipated Tier 2 Amount: | $130,712 ($40,356 ARD balance + $40,356 Bonus + $50,000 DV Bonus) |

As in past years, the funding that CoCs can apply for is divided into tiers, with Tier 1 being 94% of the CoC’s FY 2018 Annual Renewal Demand (ARD). Projects prioritized in Tier 1 are scored differently and are more likely to be funded than projects that are placed in Tier 2. Tier 2 scoring is based on a 100-point scale with 50 eligible points for the CoC score, 40 eligible points for the project ranking and 10 eligible points for the projects commitment to Housing First.

All eligible projects submitted by project applicants in e-snaps by the CoC deadline, except CoC planning projects, will be reviewed and ranked. A combination of ranking score, CoC priorities, and anticipated Tier thresholds will help inform a recommended Rank & Tier recommendation that the CoC NOFA will bring to the CoC membership for a vote.

STRADDLING TIERS: For any projects that straddle the two tiers, the Tier 1 portion will be funded in accordance with Tier 1 processes and the Tier 2 portion will be funded in accordance with Tier 2 processes. HUD may award project funds for just the Tier 1 portion, provided the project is still feasible with the reduced funding (i.e., is able to continue serving homeless program participants effectively).
The Northwest Minnesota Continuum of Care (CoC) has created this process guide the CoC in determining if, when and how the CoC should reallocate funds. Reallocating funds is one of the most important tools in which our CoC can make strategic improvements to our homelessness system. Through reallocation, our CoC can create new, evidence-informed projects by eliminating projects that are underperforming or are more appropriately funded from other sources.

What is Reallocation?
Reallocation refers to the process by which a CoC shifts funds in whole or in part from existing CoC-funded projects that are eligible for renewal to create one or more new projects. A reallocated project must be a new project that serves new participants and has either a rapid re-housing or permanent supportive housing program design. A new reallocated project may use resources from an existing project, including staff, but it is not simply a continuation of an existing project that serves existing participants. The new reallocated project must include a component change (i.e. TH or PSH) or a significant change in the programs population (i.e. youth to single CH).

What types of projects can be reallocated?
CoCs can reallocate funding from any project eligible for renewal in a competition year. The annual CoC Program Competition Notice of Funding Availability (NOFA) dictates what types of projects may be created through reallocation in each competition. In the FY18 CoC Program Competition NOFA limits the types of new projects that can be created through reallocation to the following:

a. New permanent supportive housing for people experiencing chronic homelessness;
b. Rapid re-housing to serve households coming from the streets or an emergency shelter;
c. Transitional-Rapid Rehousing;
d. HMIS projects administered by State System Administrator; and

e. Supportive Services Only for Coordinated Entry.

Identifying Projects for Reallocation
The CoC will discuss and consider reallocation and brainstorm potential projects on an ongoing basis.

a. Various factors will be considered for reallocating a project including: existing inventory, system needs, gaps, duplication, program performance, potential grant mergers/collaborations, Coordinated entry data, utilization rates, and other funding resources or restrictions (both new and existing).

b. Underperforming, underutilized or low need projects are typically identified following the annual performance review or during the CoC competition process.

c. Once a project is targeted for reallocation, the CoC will contact the project via phone and in writing, notifying the project of the reason for consideration and helping to develop a transition plan.

d. A transition plan will be developed to help assure compliance with other funding commitments and prevent anyone from becoming homeless as a result of the reallocation.
NOFA Reallocation Detailed Steps

1. Within 2 days of the release of the annual NOFA, the CoC will publish the CoC timeline and process for accepting renewal, new bonus or reallocated projects.

2. Within 7 days of the release of the annual NOFA, the CoC will publish an Intent to Apply and Project Threshold Application. Applicants will be asked to identify whether they intend to reallocate any funds in the annual competition.

3. At the first CoC meeting following the release of the NOFA, the CoC will present and discuss potential projects for reallocation, both those being reallocated and potential new projects to seek feedback on system impact. Discussion will include system needs (geographic, population, project type, etc.), gaps, duplication, program performance, potential grant mergers/collaborations and other funding options.

4. The CoC will distribute ranking procedures and present at the first meeting of the CoC following the release of the NOFA. Ranking procedures include a threshold for project capacity and performance.

5. The CoC ranking committee will review projects (NOFA Application, APR, Intent to Apply, Project Threshold, performance discussion, HMIS data quality reports, meeting participation, and adherence to deadlines, etc.) and may make recommendations to the CoC for reallocation based on performance, utilization, or agency capacity. Projects may either be recommended for immediate reallocation or consideration for the following competition (if performance, utilization or capacity does not improve).

6. The CoC Coordinator will provide ranking score and feedback to each applicant, inviting feedback (verifiable reasons for poor performance or capacity and if there is a viable plan for improvement). Projects will be notified if their project is up for immediate or potential reallocation.

7. The CoC ranking committee may adjust score or reallocation recommendation based on feedback.

8. The ranking committee will present ranking and reallocation recommendations to the CoC for discussion and vote. Discussion will include system needs, gaps, duplication, program performance, and other funding options. Note that reallocation may occur without consent from the project being reallocated.

9. The CoC will work with the project to assure that a plan is in place preventing anyone from becoming homeless as a direct result of reallocation prior to final vote.

Different types of reallocation

There is no cookie cutter approach to reallocation. Although HUD may limit what types of new projects may be created with reallocated funds, it does not dictate what types of renewal projects can be reallocated or how that process should occur. Examples include:

- Funding from one project (or partial funding from one project) can be reallocated into a new project operated by the same provider;
- Funding from one project (or partial funding from one project) can be reallocated into a new project operated by a different provider;
- Funding from one project (or partial funding from one project) can be reallocated into many new projects;
- Funding from many projects (or partial funding from many projects) can be reallocated into one new project; and
- Funding from many projects (or partial funding from many projects) can be reallocated into many new projects.

While reallocation can be complicated and does not come without risk, it is a necessary part of ensuring that our CoC’s homeless assistance system meets the needs of people experiencing homelessness.
Northwest Minnesota Continuum of Care

HUD CoC Project Evaluation, Ranking and Scoring Policy

Updated: July 2017

The Northwest Minnesota Continuum of Care (CoC) requires an annual project review for all HUD Continuum of Care and Emergency Solutions Grant Projects. This policy specifically applies to projects seeking funding under the annual HUD Continuum of Care competition.

These conditions are designed to inform Performance Evaluation and Ranking Committee deliberations and provide all applicants and renewing projects with clarity regarding how ranking and prioritization occur.

IMPORTANT PROJECT APPLICATION DATES & DEADLINES:
Each year, the CoC will publish annual HUD CoC Competition deadlines that include both local and HUD deadlines. Any agency applying for the CoC Competition must comply with the published deadlines or risk point loss and ineligibility for the funding competition. The published dates and deadlines will be posted on the CoC website and sent out via email through the CoC email list.

ELIGIBILITY
To be eligible for inclusion in the CoC Evaluation and Ranking process, all projects must pass all facets of the CoC Application process including:

1. Project Application meets HUD eligibility criteria for a new or renewal Transitional Housing, Rapid-Rehousing, HMIS, SSO-CES, Transitional Housing-Rapid Rehousing, or Permanent Supportive Housing project;
2. Project meets all HUD Threshold Requirements including, but not limited to;
   a. Applicant has a DUNS # and has current SAM registration.
   b. Applicant is a nonprofit organization, State or local government, instrument of a State or local government or Public housing agency, as such term is defined in 24 CFR 5.100.
   c. Applicant participates or has ability and willingness to participate in HMIS.
   d. Applicant demonstrates financial and management capacity and experience to successfully carry out project.
   e. Applicant submits required certifications as required in the NOFA.
   f. Applicant agrees to only serve persons who are eligible as defined in Hearth Act regulations.
   g. Project draws down funds from LOCCS/eLOCCS at least quarterly.
3. Project meets all CoC Eligibility and Threshold Requirements listed in the Intent to Apply Threshold Assessment including, but not limited to;
   a. Participation in CoC Membership and Committee meetings;
   b. Participation in or commitment (if a new project) to participate in Coordinated Entry;
   c. Project agrees to link households to mainstream services.
   d. Adherence to CoC Policies
      i. PSH Prioritization Policies
      ii. School Enrollment and Connection of Services Policy
      iii. Family Separation (TH only)
      iv. Written Standards for ESG and CoC Assistance
e. Project agrees to adhere to and document participant eligibility.
f. Agreement to provide all necessary documentation and reporting to CoC by designated deadlines.

4. Adherence to all local CoC Competition deadlines;
   o Project submits an Intent to Apply and Threshold Assessment
   o Initial Project Application submitted in esnaps & via PDF

5. Commit to Housing First and Low Barrier Principals.
6. Participation in or commitment to participate in HMIS if funded.

GUIDANCE ON REQUIRED TIERS
The CoC will review all projects and rank in either Tier 1 or Tier 2. Tier 1 projects are considered more likely to be renewed. Tier 2 projects are conditional and will depend in CoC Scoring, HUD/CoC Priorities, Project Performance and Rank. HUD will award a point value to projects in Tier 2. Projects will be able to straddle Tier 1 and Tier 2. CoC score and project score will determine which projects from Tier 2 will be conditionally selected.

NEW PROJECT CRITERIA AND PRIORITY
There are four different types of projects that can be funded as new projects in the 2018 NOFA.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Eligibility Type</th>
<th>Bonus Points</th>
<th>Justification for Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Supportive Services Only (SSO) projects for centralized or</td>
<td>Bonus or Reallocation</td>
<td>4</td>
<td>• CE is our new homeless response system and needs proper funding to implement. Current funding is still needed to support CE implementation.</td>
</tr>
<tr>
<td>coordinated entry system.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New rapid re-housing projects for homeless individuals,</td>
<td>Expansion,</td>
<td>4</td>
<td>• Rapid rehousing has a higher unmet need than PSH based upon CES data.</td>
</tr>
<tr>
<td>unaccompanied youth, and families coming directly from the streets</td>
<td>Reallocation or Bonus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or emergency shelter or fleeing domestic violence.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Transitional Housing-Rapid Rehousing projects that serve</td>
<td>Bonus or</td>
<td>3</td>
<td>• There is not sufficient shelter coverage in our rural region.</td>
</tr>
<tr>
<td>chronic homelessness</td>
<td>Reallocation</td>
<td></td>
<td>• Fixed site TH, with ability to transition to RRH rapidly, helps address need to have immediate access to housing and gain rental history necessary to find scattered site housing.</td>
</tr>
<tr>
<td>New permanent supportive housing projects that serve</td>
<td>Expansion,</td>
<td>2</td>
<td>• Having sufficient PSH is necessary to continue to prioritize serving most vulnerable.</td>
</tr>
<tr>
<td>chronically homeless individuals, unaccompanied youth, and</td>
<td>Reallocation or Bonus</td>
<td></td>
<td>• PSH has a lower unmet need. Due to the lack of shelter in portions of our region CH status is hard to document. State</td>
</tr>
<tr>
<td>families.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing Supports is targeted to expand to meet need as well.</td>
<td>Expansion or Reallocation</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>HMIS expanded services carried out HMIS Lead.</td>
<td>HMIS is required for CoC, funder and CES compliance, HMIS is currently under funded by about .25%. The CoC anticipates applying for the pending HMIS NOFA to meet this need as well.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SCORING & RANKING PROCESS**

The following describes the CoC process to score and rank projects for 2018 CoC funding. It should be noted that the CoC uses “scoring”, “reallocation”, and “ranking” as three distinct steps. Scoring informs, but does not dictate, the final ranking decisions. Where ranking and scoring do not correlate, the Ranking Committee may recommend adjustments. The Committee will indicate in comments why the project is ranked in their position versus directly following scoring.

**RANKING CRITERIA**

The CoC Ranking Committee is responsible for developing and distributing Ranking Criteria to the CoC Membership for review and approval each year. The process utilizes non-biased criteria based on the HUD ranking tool, established CoC priorities and project performance. The CoC uses an objective Ranking Score Card that incorporates both self and committee scores.

Specifically, the tool assesses threshold and scores on criteria in the following seven categories:

1. Threshold Eligibility: General, HMIS, Coordinated Entry, CoC Participation and Policy Compliance, Financial/Administration, New Project Experience & Alignment
2. CoC Priorities & Need
3. HUD Priorities
4. CoC Participation
5. Service Quality
6. Performance
7. HMIS

**REVIEW AND RANKING PROCESS**

1. The CoC solicits Pre-application and Project Threshold Assessments. Solicitation is sent to renewal applicants and an open invite for new projects the CoC email list and at other regional meetings or public notices.
2. Ranking and Application documents are posted on the CoC website once NOFA is released.
3. The CoC Coordinator follows-up with new applicants or renewal applicants interested in or targeted for reallocation.
4. Ranking process, criteria, submitted pre-applications and timeline are presented at first CoC meeting after NOFA release.
5. The CoC hosts a NOFA application lab to provide support to new and renewal applicants.
6. Project applicants must submit application Score Card and supporting documentation to the CoC by deadline to be eligible for ranking.
7. The CoC Ranking Committee Reviews the Score Card, Draft application, and supporting documentation. The Committee Ranking includes:
   i. Review projects for eligibility.
   ii. Review and validation of applicant self-score, noting any discrepancies or questions.
   iii. Identification of specific feedback for applicant (score discrepancies, missing information, or clarifications).
   iv. Recommended score and rank.
   v. When ties exist, the Committee shall rank with the following preferences: the project with higher housing stability and the project with the lease returns to homelessness. Projects with existing clients shall also be ranked higher if scores are identical or within 1 point.
8. The CoC Coordinator emails individual scores and feedback to each applicant and invites applicants to respond by CoC deadline (usually 4-7 days).
9. Updated information is then reviewed and scoring may be adjusted if supporting documentation or appropriate clarification is provided. If needed, the CoC Ranking Committee meets to deliberate scores adjustments.
10. The CoC Ranking Committee presents final applicant scores and 1-2 Tiering options to the CoC membership. Members may propose other options as well. The membership votes on proposed score and rank.
11. Projects are notified of Rank, Tier, and inclusion/exclusion in the Collaborative Application. Projects not accepted or Ranked in Tier 2 are also notified of their ability to appeal to the CoC and HUD.
12. Approved Priority Listing placed on CoC website and mailed to CoC mailing list and Project Applicants.

### Intent to Apply & Threshold Assessment

#### 2018 Continuum of Care

**Pre-Application & Threshold Assessment**

Any new or renewal project wishing to apply for Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funding in the 2018 FY HUD CoC competition must complete the following information and submit to the CoC by the deadline. Your project will not be eligible to apply in the FY18 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.

<table>
<thead>
<tr>
<th>Name of Agency</th>
<th>Name of Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Primary Contact</th>
<th>Contact Email</th>
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</table>

2018 Project Applicant Packet – 8-3-18
Intent to Apply:
☐ Our agency will NOT apply for funding in the 2018 HUD CoC Competition. *(Please skip to agency signature and return to Carla Solem @ h2hcoordinator@gmail.com)*
☐ Our agency intends to apply for funding in the 2018 HUD CoC Competition. *(Please proceed to question one and complete all questions, sign and return to Carla Solem @ h2hcoordinator@gmail.com)*

Project Description:
1. Type of funding requested:
   ☐ New:
   - What type of new project? ☐ BONUS ☐ Reallocation
   ☐ Renewal:
   - Are you interested in reducing your renewal grant for reallocation? ☐ Yes ☐ No
     - If yes, please explain why?
     - If yes, by what amount? _____________________
     - If yes, describe how participants will not become homeless as a result:

2. The project component is: ☐ PSH: Chronic/Not Chronic ☐ RRH ☐ HMIS ☐ TH ☐ CES ☐ THP-RRH
3. Target Population:
   ☐ Singles # units/____ beds ☐ Families # units/____ beds ☐ Youth # units/____ beds
4. Proposed Start Date: ___________ , 2018/2018    Proposed End Date: ___________ , 2019/2020
5. Amount of funding requested: $________________

Brief Project Description (NEW projects ONLY):

Coordinated Assessment & Referral:
☐ The applicant does NOT agree to participate in Coordinated Entry.
☐ The applicant agrees to participate in Coordinated Assessment & Referral including:
   • Filling all beds/units through the central prioritization list & process
   • Abiding by CoC Coordinated Assessment policies & practices

CoC Participation and Compliance:
☐ The applicant agrees to regularly attend CoC meetings and participate on a committee.
☐ The applicant agrees to participate in any required training to improve program and system performance.
☐ The applicant agrees to follow all CoC policies including Written Standards for the Administration of ESG and CoC Assistance.
☐ The applicant agrees to follow Low Barrier and Housing First principles in the administration of homeless programs.
The applicant agency agrees to provide project level data to the CoC by:
  a) Participating in the annual point-in-time sheltered and unsheltered count;
  b) Submitting program reports to the CoC in a timely manner;
  c) Participating in an annual CoC Planning, Gaps Analysis and Needs Assessment;
  d) Submitting required AHAR, HIC, Pulse, SPMs and GIW reports by CoC deadlines;
  e) Giving the Local System Administrator administrative access to your all programs reported in the HIC or providing necessary waiver request to CoC and submitting required data in a timely manner; and
  f) Completing an annual performance evaluation.

Homeless Management Information System (HMIS):

□ Applicant does NOT currently utilize HMIS and does not intend to if funded. (Note this will affect your eligibility if not a DV/VAWA funded agency)
□ Applicant does NOT currently utilize HMIS, but agrees to utilize if funded.
□ Applicant currently utilizes HMIS and assures compliance with:
  □ Unique user name and password
  □ Secure location for equipment
  □ Locking Screen Savers
  □ Virus protection with auto update
  □ Individual or network firewalls
  □ Restrictions on access to HMIS via public forums
  □ Compliance with HMIS policy and procedures manual
  □ Validation of off-site storage of HMIS data
□ Applicant agrees to respond to data quality and clean-up requests from the CoC and ICA.

Energy Star and Green Development (TH, RRH, and PSH Applicants ONLY):

□ Project does incorporate Energy Star and/or Green Development
  • If fixed site utilizes incorporates Energy Star and/or Green Dev. in project.
  • If scattered site, encourages participants to seek applicable buildings/units.
□ Does NOT incorporate Energy Star and/or Green Development

Services (TH, RRH and PSH Applicants ONLY):
Please check ALL that apply to your program:
□ Applicant assures that program will have and follow policies that ensure all children are enrolled in school and connected to appropriate services within the community
□ Applicant assures that case managers will systematically assist and support clients in completing applications for mainstream benefits.
□ Applicant assures that transportation assistance is provided to clients to attend mainstream benefit appointments, employment training, or job when appropriate.
□ Homeless assistance providers use a single application form for four or more mainstream programs.
□ Applicant agrees that all participants will come from the streets, emergency shelter, transitional housing (entering as homeless), institution, or place not meant for human habitation.
□ Applicant incorporates known best practices models into project policies and practices. Check all that apply:
  o Housing First
  o Client Centric
  o Low Barrier
  o Harm Reduction
  o Motivational Interviewing
  o Trauma Informed
Chronic Homeless Preference (New and Renewal PSH Projects ONLY!):
☐ Applicant agrees to give preference to Chronic Homeless when filling vacant units.
☐ Applicant does NOT agree to give preference to Chronic Homeless when filling vacant units.

Annual Progress Report: (RENEWAL Projects ONLY!):
HUD and the CoC require that CoC funded projects submit an Annual Progress Report (APR)
☐ Applicant did NOT submit an APR for the most recent grant year.
☐ Applicant submitted an APR for the most recent grant year.

Date of APR:_______________
Are there any outstanding findings still unresolved? ☐ Yes ☐ No
If yes, explain:

Project Quality Threshold: (RENEWAL applicants ONLY!):
Please check ALL of the following thresholds that apply to your program/agency:
☐ Draws down from eLOCCS at least quarterly (please attach verification of drawdowns)
☐ Submitted annual APR to CoC and HUD by deadline
☐ Assists participants achieve and maintain independent living (Does not apply to HMIS)
☐ NO: Audit findings, history of financial mismanagement, untimely expenditures, major capacity issues affecting program outcomes, history of ineligible persons, or spending.
☐ Compliant with Fair Housing and Equal Opportunity
☐ NO: HUD resolutions of outstanding suspension
☐ NO: Delinquent federal debts or outstanding arrears to HUD.
☐ Applicant demonstrates all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;

Project Quality Threshold: (NEW HMIS project ONLY!):
Please check ALL of the following thresholds that apply to your program/agency:
☐ HMIS project implementation is described in application
☐ At least 80% of beds in HIC are included in CoC HMIS
☐ A local system administrator is assigned to the CoC
☐ HMIS applicant collects all Universal Data Elements
☐ HMIS applicant un-duplicates client records
☐ HMIS applicant produced all HUD-required reports

Project Quality Thresholds: (NEW PH Applicants ONLY!):
Please check ALL of the following thresholds that apply to your program/agency:
☐ Program/activities will be administered in most integrated setting appropriate for persons with disabilities. Persons with disabilities interact with person w/out disabilities; and
☐ Applicant has the history/capacity to complete timely and accurate drawdowns, performance reports.

Rental Assistance or Leasing Projects ONLY:
☐ Type, scale and location fit needs of participants (housing projects only)
☐ Type, scale and location of supportive services fits needs and transportation for participants
☐ Participants are given individual and specific assistance to obtain mainstream benefits
☐ Applicant has assessed that project is needed in geographic location
☐ Participants helped to obtain and remain in PH
☐ Participants are assisted to both increase income and live independently using mainstream housing and services
☐ At least 75% of proposed participants will come from street or other locations not meant for human habitation, emergency shelters, safe havens, or transitional housing (if originally from the streets or emergency shelters).
☐ Services and housing is accessible to amenities (grocery, pharmacies, etc.)
☐ Units will be filled through Coordinated Entry and assure low barrier access.

**Leveraging & Cash Match:**

<table>
<thead>
<tr>
<th>% of Leverage</th>
<th>Total Leverage $</th>
</tr>
</thead>
<tbody>
<tr>
<td>% of Cash Match</td>
<td>Total Cash Match $</td>
</tr>
</tbody>
</table>

200% leverage is recommended. For example, if your funding request is $100,000 for the full leveraging points during scoring your leveraging should be $200,000 or more. If you have no leveraging, you will receive no points for leveraging. 25% Cash match is required.

Eligible Leverage Contributions:
- Cash
- Buildings (the value of commitments of land, buildings and equipment are one-time only and cannot be claimed by more than one project (e.g., the value of donated land, buildings or equipment claimed in 2005 or prior years for a project cannot be claimed as leveraging by that project or any other project in subsequent competitions.)
- Equipment
- Materials
- Services such as transportation, health care and mental health counseling
- General volunteer time (at $10 per hour)
- Specific volunteer time at market rate (for example, an attorney who is volunteering legal services to clients in the program for their legal issues. If the attorney’s normal fee is $100 per hour then you can record the volunteer time at $100 per hour.)

Sources of Contributions:
- CDBG
- HOME
- United Way
- Fannie Mae
- Federal Home Loan Bank
- Local or State general revenue funds
- Mainstream housing programs
- Social service programs

Written Commitments:
- Must be documented on letterhead stationary
- Signed by an authorized representative
- Dated
- In your possession at the time of application submission
- Must contain the following:
  - Name of the organization providing the contribution
  - Type of contribution
  - Value of the contribution
  - Name of project and sponsor organization to which the contribution will be given
  - Date the contribution will be available
Written commitments are required for cash match. Commitment letters must be dated within 60 days of the CoC application deadline. Commitment letters must be submitted with each project application.

**WARNING**: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

<table>
<thead>
<tr>
<th>Print Name of Agency Approved Signatory:</th>
<th>Signature of Agency Approved Signatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Date</td>
</tr>
</tbody>
</table>
OVERVIEW
Annually, CoC program applicants will be ranked and tiered per CoC policy and HUD guidance. The purpose is to ensure that HUD funded programs are providing the highest quality housing and services and that the programs are focused on achieving outcomes to end homelessness.

PROJECT PERFORMANCE
To provide both project-specific outcome information and CoC-wide contributions, each program will be evaluated based on data entered into HMIS, the HUD Annual Performance Report (APR), the Project Application submitted for the CoC proposal, and other requested supporting documentation to assure quality and accurate evaluation. The APR scoring criteria assess outcomes that directly relate to goals set by the HEARTH Act. The performance measures now comprise HUD’s performance measures against which every Continuum will be assessed.

Submit the renewal scorecard and required attachments (APR, PDF application, Housing First Assessment, audit/financial review, elocs report, etc.) to Carla Solem, Continuum of Care Coordinator, via email at h2hcoordinator@gmail.com no later than Friday, August 17th at noon. The APR period is 7/1/17 to 6/30/18.

NOTES
1) The CoC NOFA Application Packet provides each project with essential information regarding the Evaluation, Ranking and Scoring process, timeline, and policies.
2) A Site Review and additional performance considerations may be incorporated into the Performance Score Card Score if deemed appropriate by the Committee to assure a comprehensive and quality evaluation is completed.
3) All criteria are scored based on materials submitted by the submission deadline (e.g., accuracy of charts/budgets will be scored based on first submission; not based on corrections made after review unless documentation is provided that shows evidence of outstanding circumstances).
4) Any required information that is incomplete or missing at deadline will likely result in a decreased score.
5) CoC-funded HMIS and Coordinated Entry Supportive Services Only projects use separate review processes for evaluation and scoring. The CoC Planning Project is not scored.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Type of Program</th>
<th>PSH</th>
<th>RRH</th>
<th>TH</th>
<th>THP-RRH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td>Phone</td>
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</tr>
</tbody>
</table>

2018 Project Applicant Packet – 8-3-18
**Threshold Instructions:**
For any eligibility criteria not met, please provide notes explaining deficiency. Note that CoC policy states that project applications submitted not meeting the eligibility threshold will not be eligible to be included in the CoC Project Listing.

<table>
<thead>
<tr>
<th>Threshold Eligibility Criteria</th>
<th>Verification and Documentation Required</th>
<th>Project Notes</th>
<th>CoC Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Eligibility:</td>
<td>o Agency submitted Project Application was in esnaps and via PDF by 8/15/18 including all required certifications &amp; via PDF by 8/17/18.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Project Applicant submitted required Threshold Assessment by 7/10/18.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>o HUD/CoC site visit reports submitted by agency by 8/17/18 if applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HMIS Participation</td>
<td>o ICA/CoC verification report from agency visits.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Project Applicant submitted required Threshold Assessment by 7/10/18.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinated Entry Participation:</td>
<td>o CES Staff verification report.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CoC Participation &amp; Policy Compliance:</td>
<td>o Project Applicant submitted required Threshold Assessment by 7/10/18.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>o CoC Coordinator verification.</td>
<td></td>
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<tr>
<td></td>
<td>o Agency completed Housing First assessment</td>
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<td></td>
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<tr>
<td></td>
<td>o CoC Digital Chalk report and/or other certification.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Agency completed Housing First Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Agency provided Project Policies</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Financial/Administration Management:
- ✓ eLoccs draws at least quarterly
- ✓ APR timely submission/pre-review
- ✓ No significant or outstanding findings (APR, site visit, audits, etc)
- ✓ No delinquent depts or arrears
- ✓ Fair Housing/EO compliant
- ✓ Match provided
- ✓ Budget reasonable
- ✓ No history of financial mismanagement.

### NEW PROJECTS ONLY:
- ✓ Experience effectively operating state/federal grant.
- ✓ Project meets regional need.
- ✓ DV BONUS only: Population/design meet Bonus criteria.

### Eligible Points

<table>
<thead>
<tr>
<th>Eligible Points</th>
<th>SCORING SECTIONS</th>
<th>LOW CRITERIA</th>
<th>MEDIUM CRITERIA</th>
<th>HIGH CRITERIA</th>
<th>SELF-ASSESSMENT</th>
<th>COC SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Project Type/ Scale</td>
<td>NOT ELIGIBLE if there is not a need for type/scale.</td>
<td>(1) There is a low need for this project type in our CoC.</td>
<td>(2) There is a strong need for this project type in our CoC.</td>
<td>Score: Notes:</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CoC Priorities – NEW PROJECT BONUS ONLY</td>
<td>(2) New THP-RRH</td>
<td>(3) NEW PSH</td>
<td>(4) NEW RRH OR NEW SSO CES</td>
<td>Score: Notes:</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Project Services</td>
<td>NOT ELIGIBLE if services do not provide housing stability or intensity is not appropriate for project.</td>
<td>(1) Services design is adequately described but should include more description and/or increased supports and linkage.</td>
<td>(4) Services are well described &amp; include housing stability, linkage to mainstream &amp; community services, income focused, and are at right level of intensity for population.</td>
<td>Score: Notes:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geographical Location</td>
<td>NOT ELIGIBLE if there is an abundance of services in the area.</td>
<td>(1) There is a low need for this project in the service area.</td>
<td>(4) There is strong need for this project type in the service area.</td>
<td>Score:</td>
<td>Notes:</td>
</tr>
<tr>
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<td>-------------------------------------------------------------</td>
<td>-------------------------------------------------------------</td>
<td>-------------------------------------------------------------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td></td>
<td>Target Population</td>
<td>NOT ELIGIBLE if Target population is not a priority and/or design does not fit population.</td>
<td>(1) There is a low need for serving population and design fits population.</td>
<td>(4) There is a strong need for serving population and design fits population.</td>
<td>Score:</td>
<td>Notes:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUD Priorities: 21 POINTS</th>
<th>SELF-ASSESSMENT</th>
<th>COC SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Increase dedicated CH Beds (PSH ONLY)</td>
<td>NOT ELIGIBLE: 80% of beds are dedicated or dedicated plus</td>
</tr>
<tr>
<td>6</td>
<td>Housing First Approach</td>
<td>(-1) Did not demonstrate or complete Housing First documentation</td>
</tr>
<tr>
<td>2</td>
<td>Strategic Resource Allocation</td>
<td>(0) Not cost effective &amp; does not collaborate, self-evaluate or integrate</td>
</tr>
<tr>
<td>6</td>
<td>Removing Barriers to Housing:</td>
<td>(-1) NOT Barrier Free</td>
</tr>
<tr>
<td>5</td>
<td>Prioritization of need and history of homelessness.</td>
<td>(0) All beds turned over do not use CES and CoC prioritization policy.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CoC Participation: 10 POINTS</th>
<th>SELF-ASSESSMENT</th>
<th>COC SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>CoC Reporting</td>
<td>(-1) Consistent late reports &amp; outstanding reports (2) 1 late report</td>
</tr>
<tr>
<td>2</td>
<td>Participation in annual CoC Planning &amp; Needs Assessment Process</td>
<td>(-1) did not participate or provide data.</td>
</tr>
<tr>
<td>2</td>
<td>Meeting Attendance</td>
<td>(0) less than 50%</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Score:</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>2</td>
<td>Agency staff participates in at least 1 CoC committee and regularly attends.</td>
<td>(0) no staff participating on CoC Committee in last year.</td>
</tr>
<tr>
<td>2</td>
<td>CoC Training</td>
<td>(-1) Staff did not participate in all required trainings.</td>
</tr>
</tbody>
</table>

## Service Quality Plan: 21 POINTS

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Score:</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Understanding of core principles ((harm reduction, person centered care, data informed planning, low barrier, housing first).</td>
<td>(0) No training or plan demonstrated. Repeat concerns reported by partners and/or consumers.</td>
<td>(2) Demonstrates partial understanding &amp; plan to train/enhance understanding. Little to no concerns from partners or consumers.</td>
</tr>
<tr>
<td>1</td>
<td>Targeting highest need</td>
<td>(1) At least 85% coming from streets, ES or DV.</td>
<td>(1) 100% coming from ES and Streets or fleeing DV AND (1) Acuity of household meets program type AND (1) 75% of persons served are CH – PSH ONLY</td>
</tr>
<tr>
<td>1</td>
<td>Accessibility Plan: Transportation, outreach &amp; non-discrimination</td>
<td>(-1) No plan demonstrated.</td>
<td>(1) Demonstrated in threshold.</td>
</tr>
<tr>
<td>2</td>
<td>Collaboration with mainstream and key support services.</td>
<td>(0) Poor service access plan and linkage to mainstream resources.</td>
<td>(2) Utilizes Single mainstream application, regular follow-up Services Plan.</td>
</tr>
<tr>
<td>2</td>
<td>Educational Assurances &amp; Nonseparation (Family programs only)</td>
<td>(2) Agency demonstrates compliance w/ CoC policy.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Targeting to intervention type.</td>
<td>(2) 90% of household fits targeting criteria for CES.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Safety and support for victims part of services/plan.</td>
<td>(2) Service plan includes linkage to safety services (2) client choice and client centered approach demonstrated (2) trauma/safety training confirmed</td>
<td>Score:</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>3</td>
<td>Employment and Income</td>
<td>(2) Services or plan includes linkage to employment and income AND (1) Agency either provides or links to SOAR.</td>
<td>Score:</td>
</tr>
</tbody>
</table>

**PERFORMANCE: 40 POINTS** *(Assessed on APR and Return reports)*

<table>
<thead>
<tr>
<th></th>
<th>CoC APR pre-review</th>
<th>(1) No pre-review conducted.</th>
<th>(1) On time. Did not respond to findings prior to esnaps submission.</th>
<th>(2) On time. Corrected issues prior to esnaps submission and responded to finding/concerns with agency plan (if applicable).</th>
<th>Score:</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Exits to Permanent Housing</td>
<td>(0) -60% (2) 65%-75%</td>
<td>(3) 76%-80%</td>
<td>(4) 81%-84% OR (5) 85%-87% OR (9)88%+</td>
<td>Score:</td>
<td>Notes:</td>
</tr>
<tr>
<td>3</td>
<td>Returns to Homelessness</td>
<td>(1) More than 25% return to homelessness (0) 15%-25% return to homelessness.</td>
<td>(2) 10%-15% return to homelessness.</td>
<td>(3) Less than 10% return to homelessness.</td>
<td>Score:</td>
<td>Notes:</td>
</tr>
</tbody>
</table>

**Persons at exit or assessment with earned income.**

<table>
<thead>
<tr>
<th></th>
<th>PSH: 0-9% (0)RRH/TH: 0-15%</th>
<th>(0) -15% OR (3) RRH:16-25%</th>
<th>(4) PSH: 15% or higher OR (4) RRH: 26%+</th>
<th>Score:</th>
<th>APR %:</th>
</tr>
</thead>
</table>

**Persons with increased Income**

<table>
<thead>
<tr>
<th></th>
<th>PSH: 15-39% (3) RRH:36-49%</th>
<th>(4) PSH: 40% or higher OR (4) RRH: 50%+</th>
<th>Score:</th>
<th>APR %:</th>
</tr>
</thead>
</table>

**Persons with income at exit**

<table>
<thead>
<tr>
<th></th>
<th>PSH: 51-74% OR (3) RRH:51-79%</th>
<th>(4) PSH: 75% or higher OR (4) RRH: 80%+</th>
<th>Score:</th>
<th>APR %:</th>
</tr>
</thead>
</table>

**Persons with benefits at exit.**

<table>
<thead>
<tr>
<th></th>
<th>0-24% (1)25%-49%</th>
<th>(1) 50%-56%</th>
<th>(2) 57%-79% OR (3)80%+</th>
<th>Score:</th>
<th>APR %:</th>
</tr>
</thead>
</table>

**Budget Expenditure**

<table>
<thead>
<tr>
<th></th>
<th>49-74% (0) 75%-85%</th>
<th>(1) 86-90% OR (2) 91-95%</th>
<th>(3) 96-99% OR (4)100%</th>
<th>Score:</th>
<th>Grant: $</th>
</tr>
</thead>
</table>

**Unit Utilization Rate**

<table>
<thead>
<tr>
<th></th>
<th>-50% (1) 50%-74%</th>
<th>(2) 75%-85% OR (3) 86-99%</th>
<th>(4) 101%+</th>
<th>Score:</th>
<th>APR %:</th>
</tr>
</thead>
</table>

**Acuity Adjustment**

<table>
<thead>
<tr>
<th></th>
<th>Over 50% of households had no conditions.</th>
<th>(1) 51%-80% of households had 1+ conditions.</th>
<th>(1) All households had at least one condition AND (1) 50% had 2 or more conditions AND (1) at least 75% are CH (PSH only)</th>
<th>Score:</th>
<th>APR # w/ no conditions: Total persons:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMIS: 10 POINTS</td>
<td>SELF-ASSESSMENT</td>
<td>COC SCORE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------</td>
<td>-----------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Data Quality-Responding to Data Quality concerns</td>
<td>(0) Unresponsive to CoC or ICA/HMIS data requests.</td>
<td>(0) Unresponsive to CoC or ICA/HMIS data requests.</td>
<td>Score: Notes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Data Quality</td>
<td>(-1) under 85% data quality rate (over 15% null/missing/refused/unknown)</td>
<td>(3) 85%-90% rate</td>
<td>Score: %:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(5) 90-94% rate (between 10% and 5% are null/missing/refused/DNK)</td>
<td>(6) Above 95% rate (less than 5% are null/missing/refused/unknown)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**100 TOTAL SCORE**

Please include any notes to explain low score or other items you wish review team to know.

**Adjustments**

Adjustments may be made to score to accommodate for agency quality improvement plan, extenuating circumstances affecting program involvement or outcomes. These may include: Only agency serving target population, no other agency available in geographic area but need exits, agency has active performance improvement plan and has shown improvement and/or plan that should yield improvement, disaster, significant administrative staff change affecting organizational capacity. Please list adjustment and reason below.

<table>
<thead>
<tr>
<th>20 Circumstance</th>
<th>Supporting reasons</th>
<th>Adjusted Score</th>
</tr>
</thead>
</table>
Northwest Minnesota Continuum of Care (WC CoC)

HUD Continuum of Care Homeless Assistance Grants

2018 NOFA Competition

Local Materials Packet for Agencies Applying for New or Renewal Projects

July 2018
The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth, while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by persons experiencing homelessness; and to optimize self-sufficiency among those experiencing homelessness.

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA), signifying the beginning of a funding competition among all Continuums of Care (CoCs). To be eligible for CoC funding in the competition, each CoC must submit a Consolidated Application consisting of three parts to HUD by the designated deadline. These include:

1. A CoC Application, which describes the CoC’s governance structure, overall performance, and the strategic planning process;
2. Project Applications from agencies seeking funding for new or renewal projects; and
3. The CoC Project Listing, which ranks the project applications and identifies any rejected applications, showing the CoC’s priorities for funding.

To rank project applications, HUD requires the CoC to hold a local competition to determine which project applications will be included in the consolidated application, including an extensive review of each project. As a project applicant, you must participate in the CoC review and rank process to have your project considered on the CoC Project Listing and included in the CoC consolidated application, making you eligible for funding in the national CoC competition. Competitive Project Applications must adhere to HUD eligibility criteria, as well as follow local CoC policies, procedures, and timelines.

This handbook contains important information that Project Applications must know about the CoC and HUD process.

There are five key things to keep in mind when preparing your application:

1. **Eligibility:** Please review and assure that your agency and project meet HUD and CoC eligibility and threshold criteria found in this document (some eligibility criteria is found through embedded links to HDX or homelesstohoused.com). Ineligible projects will not be considered for the CoC Project Listing and if renewal request may be reallocated.
2. **Submission:** HUD requires the use of a web-based application and grants management system called e-snaps. Your application will be created or renewed in e-snaps. This will require a registration and DUNS number.
3. **Review:** The CoC NOFA committee and CoC Coordinator will review and rank each project. Projects will be ranked on the following: Intent to apply/Threshold, esnaps Application, and Project Score Card. Projects should thoroughly review all materials prior to submission for CoC review to assure they are reviewed accurately and completely. If incomplete or inaccurate information may negatively affect the project score.
4. **Deadlines:** CoC competition deadlines are available in this document and posted on the CoC website. Please thoroughly review the deadlines to assure your project is submitted in a timely manner. Late applications will lose points in the review process and may not be considered for ranking.
5. **Appeals:** Projects who have been rejected by the CoC or placed in Tier 2 may appeal through the CoC or directly with HUD.
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   - Important Links [Page 5]
   - HUD Priorities [Page 6]
   - Project Application Checklist [Page 6]
   - Solo Application [Page 7]

II. **Information on Tier 1 & Tier 2 Ranking in Project Listing** [Page 7]

III. **Northwest CoC NOFA Specific Policies**
   - Reallocation Policy [Page 8]
   - Ranking & Evaluation Policy [Page 9]

IV. **Intent to Apply & Threshold assessment** [Pages 13-17]

V. **Project Scorecard** [Pages 19-26]
Overview of the FY’18 Continuum of Care (CoC) Program Competition NOFA

- Funding Opportunity Number: FR-6100-N-25
- CFDA Number: 14.267

IMPORTANT PROJECT APPLICATION DATES & DEADLINES:

- June 20, 2018 – 2018 NOFA Published
- July 2, 2018 – Signed Intent to Apply & Threshold forms due to CoC via email in PDF format
- TBD – NOFA Application Lab
- August 15, 2018 – Project Applications submitted to CoC via eSnaps and PDF for ranking
- August 23, 2018 – Project Applicants ranking meeting.
- August 24, 2018 - Project Applications notified of inclusion in CoC Collaborative Application
- August 29, 2018 – CoC Meeting
- September 11, 2018 – Final Project Application edits submitted in eSnaps and PDF to CoC
- September 12, 2018 – Appeals to HUD if application rejected by CoC.

HUD CoC Consolidated Application Deadline: September 18, 2018 @ 6:59 PM. Note: Project Applications must be submitted by the Project deadlines NOT the Consolidated Application deadline.

HIGHLIGHTS OF THE 2018 COC NOFA:

- $2.1 billion is available for the FY18 CoC Program NOFA including $50 million in DV bonus funds.
- HUD will continue to require CoCs to rank and place all projects in Tiers, except planning.
  - Tier 1 is equal to the greater of the combined amount of Annual Renewal Amount (ARA) for all permanent housing and HMIS projects eligible for renewal up to $1,000,000 or 94 percent of the CoC’s FY 2018 Annual Renewal Demand (ARD).
  - Tier 2 is the difference between Tier 1 and the CoC’s ARD plus any amount available for bonus projects (not including amounts available for DV Bonus projects and before adjustments are made to permanent housing leasing, operating, and rental assistance budget line items based on changes to Fair Market Rent (FMR)).
- Project Applicants must abide by the CoC deadline, meet HUD eligibility criteria, request eligible activities (listed under 24 CFR, part 578), adequately answer all questions, and attach all required documents to be considered eligible for funding.
- The CoC is required to rank projects in order of priority and identify projects rejected. Planning projects will not be ranked. Ranking is based on capacity, quality, priorities, and performance. Reallocation is recommended for underperforming projects. Projects with outstanding HUD audit findings, history of ineligible participants, evidence of untimely expenditures, or financial management concerns, may be eliminated from competition.
- Renewal projects requesting RA may request a per-unit amount less than FMR based on actual rent costs and cannot request more than 100% FMR.
- Agencies may request that two to four projects combine to become a Consolidated Project. The CoC must approve the request and projects must be without findings or a history of low utilization or financial management/drawn down/capacity issues.
- New projects can be created through the following:
1. **Domestic Violence (DV) Bonus:** 10% of PPRN or $50,000 is available for new or expanded: Rapid-Rehousing (PH-RRH), Transitional-Rapid-Rehousing, (TH-RRH) or Coordinated Entry (SSO to implement CES policies, procedures and practices that enhance the system to better meet victim needs). DV Bonus projects will be ranked with a unique rank number and may be conditionally selected outside of the CoC ranking order.

2. **Bonus Project & Bonus-Reallocation:** Up to 6% of FPRN is available for a bonus project if the CoC has demonstrated the ability to reallocate lower preforming projects to create higher performing projects. A combination bonus reallocation project may also be requested utilizing the 6%. Eligible project components include; Dedicated or Dedicated PLUS Permanent Supportive, Rapid-Rehousing, Transitional-Rapid Rehousing, HMIS, or Coordinated Entry.

3. **Reallocation:** New projects may be created from one or more projects identified for reallocation. Eligible project components include; Dedicated or Dedicated PLUS Permanent Supportive, Rapid-Rehousing, Transitional-Rapid Rehousing, HMIS, or Coordinated Entry.

   - Anticipated bonus amounts are:
     - DV Bonus: $50,000
     - Traditional Bonus: $40,356

   - **New reallocation** projects may include:
     - New PSH serving 100% chronic homeless or meeting DedicatedPLUS criteria;
     - New SSO for Coordinated Entry;
     - New RRH serving individuals and families who enter from ES, streets, fleeing domestic violence, residing in joint TH-PH-RRH program, and receiving services from VA funded homeless assistance programs and meet other previous criteria at intake;
     - New joint TH & PH-RRH
     - New HMIS for the costs of 24 CFR 578.37 carried out by HMIS Lead.

   - **Expansion** projects can be requested under either bonus or reallocation in order to expand existing units in a project or serve additional persons, or in the case of HMIS, grant activities will be expanded within CoC and fits into the funding parameters of bonus or reallocation.

**IMPORTANT LINKS:**

- The entire 2018 NOFA can be found at: [https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/](https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/) and on a link at the CoC website home page,
- HUD Ask A Questions (AAQ): [https://www.hudexchange.info/program-support/my-question/](https://www.hudexchange.info/program-support/my-question/)
- E-snaps FAQs can be found at: [https://www.hudexchange.info/e-snaps/faqs/](https://www.hudexchange.info/e-snaps/faqs/)

**Eligible Project Applicants:** Eligible project applicants are nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies, as such term is defined in 24 CFR 5.100. For-profit entities are not eligible to apply for grants or to be sub-recipients of grant funds. **Furthermore, to be eligible for funding applicants must meet all HUD statutory, regulatory and threshold requirements.**
HUDS’ HOMELESS POLICY AND PROGRAM PRIORITIES:

1. **Ending homelessness for all persons.**
   a. Identify, engage, and effectively serve all persons experiencing homelessness.
   b. Measure performance based on data taking into account the challenges faced by all subpopulations experiencing homelessness in the geographic area.
   c. Comprehensive outreach strategy in place to identify and engage.
   d. Use data to understand the population and develop services tailored to their needs.
   e. Use the reallocation process to create new projects that improve the overall performance and better respond to the needs of person who are homeless.

2. **Create a systemic response to homelessness.**
   a. Use system performance measures (SPMs) to determine how effectively they are serving people experiencing homelessness.
   b. Use Coordinated Entry to promote participant choice, coordinate services, ensure rapid access, and make homelessness assistance open, inclusive, and transparent.

3. **Strategically allocating and using resources.**
   a. Use cost, performance, and outcome data to improve resources allocation to end homelessness.
   b. Review project quality, performance, and cost effectiveness.
   c. Maximize the use of mainstream and other community-based resources.
   d. Review all projects eligible for renewal in FY 2018 to determine their effectiveness in serving people experiencing homelessness as well as their cost effectiveness.
   e. Develop partnerships with PHAs to help persons exit to permanent housing options including Housing Choice vouchers.

4. **Use a Housing First approach.**
   a. Prioritize rapid placement and stabilization in permanent housing.
   b. Do NOT have service participation requirements or preconditions.
   c. Help individuals and families move quickly into permanent housing.
   d. Measure to help projects reduce the length of time people experience homelessness.
   e. Engage landlords and property owners.
   f. Remove barriers to entry.
   g. Adopt client-centered service methods.

APPLICATION ATTACHMENT CHECKLIST:

- Project Application Checklist
  - Project Application, charts, narratives and attachments
  - SF-424 Application for Federal Assistance
  - SF-424 Supplement, Survey on Ensuring Equal Opportunities
  - Documentation of Applicant and Sub-Recipient Eligibility
  - Applicant Certifications
  - HUD 2880, Applicant/Recipient Disclosure/Update Report (dated 5/1/18-9/18/18)
  - SF-LLL, Disclosure of Lobbying Activities (if applicable)
  - Applicant Code of Conduct
  - HUD 50070, Certification of Drug Free Workplace (dated 5/1/18-9/18/18)
**SOLO APPLICATIONS:**

Eligible project applicants that attempted to participate in the CoC planning process in the geographic area in which they operate, that believe they were denied the right to participate in a reasonable manner, may submit a solo project application to HUD and may be awarded a grant from HUD by following the procedure found in 24 CFR 578.35. Solo applicants must submit their solo project application in esnaps to HUD by 8:00 PM Eastern time, September 18, 2018, which must include the CoC’s notification of rejection of the project in the local competition as an attachment to the Solo Applicant’s project application. If the CoC fails to provide written notification, outside of e-snaps, the Solo Applicant must attach a statement that the CoC did not provide the Solo Applicant written notification of the CoC rejecting the project in the local CoC competition. See Section X.C of this NOFA for additional information regarding the Solo Applicant appeal process.

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**Tier 1 and Tier 2 System**

**Anticipated Tier 1 Amount:** $623,236

**Anticipated Tier 2 Amount:** $130,712 ($40,356 ARD balance + $40,356 Bonus + $50,000 DV Bonus)

As in past years, the funding that CoCs can apply for is divided into tiers, with Tier 1 being 94% of the CoC's FY 2018 Annual Renewal Demand (ARD). Projects prioritized in Tier 1 are scored differently and are more likely to be funded than projects that are placed in Tier 2. Tier 2 scoring is based on a 100-point scale with 50 eligible points for the CoC score, 40 eligible points for the project ranking and 10 eligible points for the project's commitment to Housing First.

All eligible projects submitted by project applicants in e-snaps by the CoC deadline, except CoC planning projects, will be reviewed and ranked. A combination of ranking score, CoC priorities, and anticipated Tier thresholds will help inform a recommended Rank & Tier recommendation that the CoC NOFA will bring to the CoC membership for a vote.

**STRADDLING TIERS:** For any projects that straddle the two tiers, the Tier 1 portion will be funded in accordance with Tier 1 processes and the Tier 2 portion will be funded in accordance with Tier 2 processes. HUD may award project funds for just the Tier 1 portion, provided the project is still feasible with the reduced funding (i.e., is able to continue serving homeless program participants effectively).
The Northwest Minnesota Continuum of Care (CoC) has created this process guide the CoC in determining if, when and how the CoC should reallocate funds. Reallocating funds is one of the most important tools in which our CoC can make strategic improvements to our homelessness system. Through reallocation, our CoC can create new, evidence-informed projects by eliminating projects that are underperforming or are more appropriately funded from other sources.

What is Reallocation?

Reallocation refers to the process by which a CoC shifts funds in whole or in part from existing CoC-funded projects that are eligible for renewal to create one or more new projects. A reallocated project must be a new project that serves new participants and has either a rapid re-housing or permanent supportive housing program design. A new reallocated project may use resources from an existing project, including staff, but it is not simply a continuation of an existing project that serves existing participants. The new reallocated project must include a component change (i.e. TH or PSH) or a significant change in the program’s population (i.e. youth to single CH).

What types of projects can be reallocated?

CoCs can reallocate funding from any project eligible for renewal in a competition year. The annual CoC Program Competition Notice of Funding Availability (NOFA) dictates what types of projects may be created through reallocation in each competition. In the FY18 CoC Program Competition NOFA limits the types of new projects that can be created through reallocation to the following:

- New permanent supportive housing for people experiencing chronic homelessness;
- Rapid re-housing to serve households coming from the streets or an emergency shelter;
- Transitional-Rapid Rehousing;
- HMIS projects administered by State System Administrator; and
- Supportive Services Only for Coordinated Entry.

Identifying Projects for Reallocation

The CoC will discuss and consider reallocation and brainstorm potential projects on an ongoing basis.

- Various factors will be considered for reallocating a project including: existing inventory, system needs, gaps, duplication, program performance, potential grant mergers/collaborations, Coordinated entry data, utilization rates, and other funding resources or restrictions (both new and existing).
- Underperforming, underutilized or low need projects are typically identified following the annual performance review or during the CoC competition process.
- Once a project is targeted for reallocation, the CoC will contact the project via phone and in writing, notifying the project of the reason for consideration and helping to develop a transition plan.
- A transition plan will be developed to help assure compliance with other funding commitments and prevent anyone from becoming homeless as a result of the reallocation.
NOFA Reallocation Detailed Steps

1. Within 2 days of the release of the annual NOFA, the CoC will publish the CoC timeline and process for accepting renewal, new bonus or reallocated projects.

2. Within 7 days of the release of the annual NOFA, the CoC will publish an Intent to Apply and Project Threshold Application. Applicants will be asked to identify whether they intend to reallocate any funds in the annual competition.

3. At the first CoC meeting following the release of the NOFA, the CoC will present and discuss potential projects for reallocation, both those being reallocated and potential new projects to seek feedback on system impact. Discussion will include system needs (geographic, population, project type, etc.), gaps, duplication, program performance, potential grant mergers/collaborations and other funding options.

4. The CoC will distribute ranking procedures and present at the first meeting of the CoC following the release of the NOFA. Ranking procedures include a threshold for project capacity and performance.

5. The CoC ranking committee will review projects (NOFA Application, APR, Intent to Apply, Project Threshold, performance discussion, HMIS data quality reports, meeting participation, and adherence to deadlines, etc.) and may make recommendations to the CoC for reallocation based on performance, utilization, or agency capacity. Projects may either be recommended for immediate reallocation or consideration for the following competition (if performance, utilization or capacity does not improve).

6. The CoC Coordinator will provide ranking score and feedback to each applicant, inviting feedback (verifiable reasons for poor performance or capacity and if there is a viable plan for improvement). Projects will be notified if their project is up for immediate or potential reallocation.

7. The CoC ranking committee may adjust score or reallocation recommendation based on feedback.

8. The ranking committee will present ranking and reallocation recommendations to the CoC for discussion and vote. Discussion will include system needs, gaps, duplication, program performance, and other funding options. Note that reallocation may occur without consent from the project being reallocated.

9. The CoC will work with the project to assure that a plan is in place preventing anyone from becoming homeless as a direct result of reallocation prior to final vote.

Different types of reallocation

There is no cookie cutter approach to reallocation. Although HUD may limit what types of new projects may be created with reallocated funds, it does not dictate what types of renewal projects can be reallocated or how that process should occur. Examples include:

- Funding from one project (or partial funding from one project) can be reallocated into a new project operated by the same provider;
- Funding from one project (or partial funding from one project) can be reallocated into a new project operated by a different provider;
- Funding from one project (or partial funding from one project) can be reallocated into many new projects;
- Funding from many projects (or partial funding from many projects) can be reallocated into one new project; and
- Funding from many projects (or partial funding from many projects) can be reallocated into many new projects.

While reallocation can be complicated and does not come without risk, it is a necessary part of ensuring that our CoC’s homeless assistance system meets the needs of people experiencing homelessness.
The Northwest Minnesota Continuum of Care (CoC) requires an annual project review for all HUD Continuum of Care and Emergency Solutions Grant Projects. This policy specifically applies to projects seeking funding under the annual HUD Continuum of Care competition.

These conditions are designed to inform Performance Evaluation and Ranking Committee deliberations and provide all applicants and renewing projects with clarity regarding how ranking and prioritization occur.

**IMPORTANT PROJECT APPLICATION DATES & DEADLINES:**
Each year, the CoC will publish annual HUD CoC Competition deadlines that include both local and HUD deadlines. Any agency applying for the CoC Competition must comply with the published deadlines or risk point loss and ineligibility for the funding competition. The published dates and deadlines will be posted on the CoC website and sent out via email through the CoC email list.

**ELIGIBILITY**
To be eligible for inclusion in the CoC Evaluation and Ranking process, all projects must pass all facets of the CoC Application process including:

1. Project Application meets HUD eligibility criteria for a new or renewal Transitional Housing, Rapid-Rehousing, HMIS, SSO-CES, Transitional Housing-Rapid Rehousing, or Permanent Supportive Housing project;
2. Project meets all HUD Threshold Requirements including, but not limited to:
   a. Applicant has a DUNS # and has current SAM registration.
   b. Applicant is a nonprofit organization, State or local government, instrument of a State or local government or Public housing agency, as such term is defined in 24 CFR 5.100.
   c. Applicant participates or has ability and willingness to participate in HMIS.
   d. Applicant demonstrates financial and management capacity and experience to successfully carry out project.
   e. Applicant submits required certifications as required in the NOFA.
   f. Applicant agrees to only serve persons who are eligible as defined in Hearth Act regulations.
   g. Project draws down funds from LOCCS/eLOCCS at least quarterly.
3. Project meets all CoC Eligibility and Threshold Requirements listed in the Intent to Apply Threshold Assessment including, but not limited to:
   a. Participation in CoC Membership and Committee meetings;
   b. Participation in or commitment (if a new project) to participate in Coordinated Entry;
   c. Project agrees to link households to mainstream services.
   d. Adherence to CoC Policies
      i. PSH Prioritization Policies
      ii. School Enrollment and Connection of Services Policy
      iii. Family Separation (TH only)
      iv. Written Standards for ESG and CoC Assistance
e. Project agrees to adhere to and document participant eligibility.

f. Agreement to provide all necessary documentation and reporting to CoC by designated deadlines.

4. Adherence to all local CoC Competition deadlines;
   o Project submits an Intent to Apply and Threshold Assessment
   o Initial Project Application submitted in esnaps & via PDF

5. Commit to Housing First and Low Barrier Principals.

6. Participation in or commitment to participate in HMIS if funded.

GUIDEANCE ON REQUIRED TIERS
The CoC will review all projects and rank in either Tier 1 or Tier 2. Tier 1 projects are considered more likely to be renewed. Tier 2 projects are conditional and will depend in CoC Scoring, HUD/CoC Priorities, Project Performance and Rank. HUD will award a point value to projects in Tier 2. Projects will be able to straddle Tier 1 and Tier 2. CoC score and project score will determine which projects from Tier 2 will be conditionally selected.

NEW PROJECT CRITERIA AND PRIORITY
There are four different types of projects that can be funded as new projects in the 2018 NOFA.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Eligibility Type</th>
<th>Bonus Points</th>
<th>Justification for Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Supportive Services Only (SSO) projects for centralized or coordinated entry system.</td>
<td>Bonus or Reallocation</td>
<td>4</td>
<td>CE is our new homeless response system and needs proper funding to implement. Current funding is still needed to support CE implementation</td>
</tr>
<tr>
<td>New rapid re-housing projects for individuals, unaccompanied youth, and families coming directly from the streets or emergency shelter or fleeing domestic violence.</td>
<td>Expansion, Reallocation or Bonus</td>
<td>4</td>
<td>Rapid rehousing has a higher unmet need than PSH based upon CES data.</td>
</tr>
<tr>
<td>New Transitional Housing-Rapid Rehousing projects that serve individuals, unaccompanied youth, and families in areas without shelter or insufficient shelter.</td>
<td>Bonus or Reallocation</td>
<td>3</td>
<td>There is not sufficient shelter coverage in our rural region.</td>
</tr>
<tr>
<td>New permanent supportive housing projects that serve chronically homeless individuals, unaccompanied youth, and families.</td>
<td>Expansion, Reallocation or Bonus</td>
<td>2</td>
<td>Having sufficient PSH is necessary to continue to prioritize serving most vulnerable.</td>
</tr>
</tbody>
</table>
SCORING & RANKING PROCESS

The following describes the CoC process to score and rank projects for 2018 CoC funding. It should be noted that the CoC uses “scoring”, “reallocation”, and “ranking” as three distinct steps. Scoring informs, but does not dictate, the final ranking decisions. Where ranking and scoring do not correlate, the Ranking Committee may recommend adjustments. The Committee will indicate in comments why the project is ranked in their position versus directly following scoring.

RANKING CRITERIA

The CoC Ranking Committee is responsible for developing and distributing Ranking Criteria to the CoC Membership for review and approval each year. The process utilizes non-biased criteria based on the HUD ranking tool, established CoC priorities and project performance. The CoC uses an objective Ranking Score Card that incorporates both self and committee scores.

Specifically, the tool assesses threshold and scores on criteria in the following seven categories:

1. Threshold Eligibility: General, HMIS, Coordinated Entry, CoC Participation and Policy Compliance, Financial/Administration, New Project Experience & Alignment
2. CoC Priorities & Need
3. HUD Priorities
4. CoC Participation
5. Service Quality
6. Performance
7. HMIS

REVIEW AND RANKING PROCESS

1. The CoC solicits Pre-application and Project Threshold Assessments. Solicitation is sent to renewal applicants and an open invite for new projects the CoC email list and at other regional meetings or public notices.
2. Ranking and Application documents are posted on the CoC website once NOFA is released.
3. The CoC Coordinator follows-up with new applicants or renewal applicants interested in or targeted for reallocation.
4. Ranking process, criteria, submitted pre-applications and timeline are presented at first CoC meeting after NOFA release.
5. The CoC hosts a NOFA application lab to provide support to new and renewal applicants.
6. Project applicants must submit application Score Card and supporting documentation to the CoC by deadline to be eligible for ranking.
7. The CoC Ranking Committee Reviews the Score Card, Draft application, and supporting documentation. The Committee Ranking includes:
   i. Review projects for eligibility.
   ii. Review and validation of applicant self-score, noting any discrepancies or questions.
   iii. Identification of specific feedback for applicant (score discrepancies, missing information, or clarifications).
   iv. Recommended score and rank.
   v. When ties exist, the Committee shall rank with the following preferences: the project with higher housing stability and the project with the lease returns to homelessness. Projects with existing clients shall also be ranked higher if scores are identical or within 1 point.
8. The CoC Coordinator emails individual scores and feedback to each applicant and invites applicants to respond by CoC deadline (usually 4-7 days).
9. Updated information is then reviewed and scoring may be adjusted if supporting documentation or appropriate clarification is provided. If needed, the CoC Ranking Committee meets to deliberate scores adjustments.
10. The CoC Ranking Committee presents final applicant scores and 1-2 Tiering options to the CoC membership. Members may propose other options as well. The membership votes on proposed score and rank.
11. Projects are notified of Rank, Tier, and inclusion/exclusion in the Collaborative Application. Projects not accepted or Ranked in Tier 2 are also notified of their ability to appeal to the CoC and HUD.
12. Approved Priority Listing placed on CoC website and mailed to CoC mailing list and Project Applicants.

### Intent to Apply & Threshold Assessment

### 2018 Continuum of Care
**Pre-Application & Threshold Assessment**

Any new or renewal project wishing to apply for Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funding in the 2018 FY HUD CoC competition must completed the following information and submit to the CoC by the deadline. Your project will not be eligible to apply in the FY18 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.

---

Name of Agency

Name of Project

Primary Contact

Contact Email

---

2018 Project Applicant Packet – 8-3-18
**Intent to Apply:**
- ☐ Our agency will NOT apply for funding in the 2018 HUD CoC Competition. *(Please skip to agency signature and return to Carla Solem @ h2hcoordinator@gmail.com)*
- ☐ Our agency intends to apply for funding in the 2018 HUD CoC Competition. *(Please proceed to question one and complete all questions, sign and return to Carla Solem @ h2hcoordinator@gmail.com)*

**Project Description:**

1. Type of funding requested:
   - ☐ New:
     - What type of new project? ☐ BONUS ☐ Reallocation
   - ☐ Renewal:
     - Are you interested in reducing your renewal grant for reallocation? ☐ Yes ☐ No
       - If yes, please explain why?
       - If yes, by what amount? _____________________
       - If yes, describe how participants will not become homeless as a result:

2. The project component is: ☐ PSH: Chronic/Not Chronic ☐ RRH ☐ HMIS ☐ TH ☐ CES ☐ THP-RRH

3. Target Population:
   - ☐ Singles #___ units/___ beds ☐ Families #___ units/___ beds ☐ Youth #___ units/___ beds

4. Proposed Start Date: __________, 2018/2018
   - Proposed End Date: __________, 2019/2020

5. Amount of funding requested: $______________

**Brief Project Description (NEW projects ONLY):**

---

**Coordinated Assessment & Referral:**
- ☐ The applicant does NOT agree to participate in Coordinated Entry.
- ☐ The applicant agrees to participate in Coordinated Assessment & Referral including:
  - Filling all beds/units through the central prioritization list & process
  - Abiding by CoC Coordinated Assessment policies & practices

**CoC Participation and Compliance:**
- ☐ The applicant agrees to regularly attend CoC meetings and participate on a committee.
- ☐ The applicant agrees to participate in any required training to improve program and system performance.
- ☐ The applicant agrees to follow all CoC policies including Written Standards for the Administration of ESG and CoC Assistance.
- ☐ The applicant agrees to follow Low Barrier and Housing First principles in the administration of homeless programs.
The applicant agency agrees to provide project level data to the CoC by:
  a) Participating in the annual point-in-time sheltered and unsheltered count;
  b) Submitting program reports to the CoC in a timely manner;
  c) Participating in an annual CoC Planning, Gaps Analysis and Needs Assessment;
  d) Submitting required AHAR, HIC, Pulse, SPMs and GIW reports by CoC deadlines;
  e) Giving the Local System Administrator administrative access to your all programs reported in the HIC or providing necessary waiver request to CoC and submitting required data in a timely manner; and
  f) Completing an annual performance evaluation.

Homeless Management Information System (HMIS):
- Applicant does NOT currently utilize HMIS and does not intend to if funded. (Note this will affect your eligibility if not a DV/VAWA funded agency)
- Applicant does NOT currently utilize HMIS, but agrees to utilize if funded.
- Applicant currently utilizes HMIS and assures compliance with:
  - Unique user name and password
  - Secure location for equipment
  - Locking Screen Savers
  - Virus protection with auto update
  - Individual or network firewalls
  - Restrictions on access to HMIS via public forums
  - Compliance with HMIS policy and procedures manual
  - Validation of off-site storage of HMIS data
- Applicant agrees to respond to data quality and clean-up requests from the CoC and ICA.

Energy Star and Green Development (TH, RRH, and PSH Applicants ONLY):  
- Project does incorporate Energy Star and/or Green Development
  - If fixed site utilizes incorporates Energy Star and/or Green Dev. in project.
  - If scattered site, encourages participants to seek applicable buildings/units.
- Does NOT incorporate Energy Star and/or Green Development

Services (TH, RRH and PSH Applicants ONLY):  
Please check ALL that apply to your program:
- Applicant assures that program will have and follow policies that ensure all children are enrolled in school and connected to appropriate services within the community
- Applicant assures that case managers will systematically assist and support clients in completing applications for mainstream benefits.
- Applicant assures that transportation assistance is provided to clients to attend mainstream benefit appointments, employment training, or job when appropriate.
- Homeless assistance providers use a single application form for four or more mainstream programs.
- Applicant agrees that all participants will come from the streets, emergency shelter, transitional housing (entering as homeless), institution, or place not meant for human habitation.
- Applicant incorporates known best practices models into project policies and practices. Check all that apply:
  - Housing First
  - Client Centric
  - Low Barrier
  - Harm Reduction
  - Motivational Interviewing
  - Trauma Informed
Chronic Homeless Preference (New and Renewal PSH Projects ONLY!):

☐ Applicant agrees to give preference to Chronic Homeless when filling vacant units.
☐ Applicant does NOT agree to give preference to Chronic Homeless when filling vacant units.

Annual Progress Report: (RENEWAL Projects ONLY!):
HUD and the CoC require that CoC funded projects submit an Annual Progress Report (APR)

☐ Applicant did NOT submit an APR for the most recent grant year.
☐ Applicant submitted an APR for the most recent grant year.

Date of APR:_______________
Are there any outstanding findings still unresolved? ☐ Yes ☐ No
If yes, explain:

Project Quality Threshold: (RENEWAL applicants ONLY!):
Please check ALL of the following thresholds that apply to your program/agency:

☐ Draws down from eLOCCS at least quarterly (please attach verification of drawdowns)
☐ Submitted annual APR to CoC and HUD by deadline
☐ Assists participants achieve and maintain independent living (Does not apply to HMIS)
☐ NO: Audit findings, history of financial mismanagement, untimely expenditures, major capacity issues affecting program outcomes, history of ineligible persons, or spending.
☐ Compliant with Fair Housing and Equal Opportunity
☐ NO: HUD resolutions of outstanding suspension
☐ NO: Delinquent federal debts or outstanding arrears to HUD.
☐ Applicant demonstrates all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;

Project Quality Threshold: (NEW HMIS project ONLY!):
Please check ALL of the following thresholds that apply to your program/agency:

☐ HMIS project implementation is described in application
☐ At least 80% of beds in HIC are included in CoC HMIS
☐ A local system administrator is assigned to the CoC
☐ HMIS applicant collects all Universal Data Elements
☐ HMIS applicant un-duplicates client records
☐ HMIS applicant produced all HUD-required reports

Project Quality Thresholds: (NEW PH Applicants ONLY!):
Please check ALL of the following thresholds that apply to your program/agency:

☐ Program/activities will be administered in most integrated setting appropriate for persons with disabilities. Persons with disabilities interact with person w/out disabilities; and
☐ Applicant has the history/capacity to complete timely and accurate drawdowns, performance reports.

Rental Assistance or Leasing Projects ONLY:

☐ Type, scale and location fit needs of participants (housing projects only)
☐ Type, scale and location of supportive services fits needs and transportation for participants
☐ Participants are given individual and specific assistance to obtain mainstream benefits
☐ Applicant has assessed that project is needed in geographic location
☐ Participants helped to obtain and remain in PH
Participants are assisted to both increase income and live independently using mainstream housing and services.

At least 75% of proposed participants will come from street or other locations not meant for human habitation, emergency shelters, safe havens, or transitional housing (if originally from the streets or emergency shelters).

Services and housing is accessible to amenities (grocery, pharmacies, etc.)

Units will be filled through Coordinated Entry and assure low barrier access.

**Leveraging & Cash Match:**

<table>
<thead>
<tr>
<th>% of Leverage</th>
<th>Total Leverage $</th>
</tr>
</thead>
<tbody>
<tr>
<td>% of Cash Match</td>
<td>Total Cash Match $</td>
</tr>
</tbody>
</table>

200% leverage is recommended. For example, if your funding request is $100,000 for the full leveraging points during scoring your leveraging should be $200,000 or more. If you have no leveraging, you will receive no points for leveraging. 25% Cash match is required.

Eligible Leverage Contributions:

- Cash
- Buildings (the value of commitments of land, buildings and equipment are one-time only and cannot be claimed by more than one project (e.g., the value of donated land, buildings or equipment claimed in 2005 or prior years for a project cannot be claimed as leveraging by that project or any other project in subsequent competitions.)
- Equipment
- Materials
- Services such as transportation, health care and mental health counseling
- General volunteer time (at $10 per hour)
- Specific volunteer time at market rate (for example, an attorney who is volunteering legal services to clients in the program for their legal issues. If the attorney’s normal fee is $100 per hour then you can record the volunteer time at $100 per hour.)

Sources of Contributions:

- CDBG
- HOME
- United Way
- Fannie Mae
- Federal Home Loan Bank
- Local or State general revenue funds
- Mainstream housing programs
- Social service programs

Written Commitments:

- Must be documented on letterhead stationary
- Signed by an authorized representative
- Dated
- In your possession at the time of application submission
- Must contain the following:
  - Name of the organization providing the contribution
  - Type of contribution
  - Value of the contribution
  - Name of project and sponsor organization to which the contribution will be given
  - Date the contribution will be available
Written commitments are required for cash match. Commitment letters must be dated within 60 days of the CoC application deadline. Commitment letters must be submitted with each project application.

**WARNING**: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

<table>
<thead>
<tr>
<th>Print Name of Agency Approved Signatory:</th>
<th>Signature of Agency Approved Signatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Date</td>
</tr>
</tbody>
</table>
OVERVIEW
Annually, CoC program applicants will be ranked and tiered per CoC policy and HUD guidance. The purpose is to ensure that HUD funded programs are providing the highest quality housing and services and that the programs are focused on achieving outcomes to end homelessness.

PROJECT PERFORMANCE
To provide both project-specific outcome information and CoC-wide contributions, each program will be evaluated based on data entered into HMIS, the HUD Annual Performance Report (APR), the Project Application submitted for the CoC proposal, and other requested supporting documentation to assure quality and accurate evaluation. The APR scoring criteria assess outcomes that directly relate to goals set by the HEARTH Act. The performance measures now comprise HUD’s performance measures against which every Continuum will be assessed.

Submit the renewal scorecard and required attachments (APR, PDF application, Housing First Assessment, audit/financial review, elocs report, etc.) to Carla Solem, Continuum of Care Coordinator, via email at h2hcoordinator@gmail.com no later than Friday, August 17th at noon. The APR period is 7/1/17 to 6/30/18.

NOTES
1) The CoC NOFA Application Packet provides each project with essential information regarding the Evaluation, Ranking and Scoring process, timeline, and policies.
2) A Site Review and additional performance considerations may be incorporated into the Performance Score Card Score if deemed appropriate by the Committee to assure a comprehensive and quality evaluation is completed.
3) All criteria are scored based on materials submitted by the submission deadline (e.g., accuracy of charts/budgets will be scored based on first submission; not based on corrections made after review unless documentation is provided that shows evidence of outstanding circumstances).
4) Any required information that is incomplete or missing at deadline will likely result in a decreased score.
5) CoC-funded HMIS and Coordinated Entry Supportive Services Only projects use separate review processes for evaluation and scoring. The CoC Planning Project is not scored.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Type of Program</th>
<th>PSH</th>
<th>RRH</th>
<th>TH</th>
<th>THP-RRH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td>Phone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2018 Project Applicant Packet – 8-3-18
**THRESHOLD INSTRUCTIONS:**
For any eligibility criteria not met, please provide notes explaining deficiency. Note that CoC policy states that project applications submitted not meeting the eligibility threshold will not be eligibility to be included in the CoC Project Listing.

<table>
<thead>
<tr>
<th>THRESHOLD ELIGIBILITY CRITERIA</th>
<th>VERIFICATION AND DOCUMENTATION REQUIRED</th>
<th>PROJECT NOTES</th>
<th>CoC NOTES</th>
</tr>
</thead>
</table>
| General Eligibility:          | o Agency submitted Project Application was in esnaps and via PDF by 8/15/18 including all required certifications & via PDF by 8/17/18.  
                              | o Project Applicant submitted required Threshold Assessment by 7/10/18.  
                              | o HUD/CoC site visit reports submitted by agency by 8/17/18 if applicable. |           |
| HMIS Participation            | o ICA/CoC verification report from agency visits.  
                              | o Project Applicant submitted required Threshold Assessment by 7/10/18. |           |
| Coordinated Entry Participation: | o CES Staff verification report. |           |           |
| CoC Participation & Policy Compliance: | o Project Applicant submitted required Threshold Assessment by 7/10/18.  
                              | o CoC Coordinator verification.  
                              | o Agency completed Housing First assessment  
                              | o CoC Digital Chalk report and/or other certification.  
                              | o Agency completed Housing First Assessment  
                              | o Agency provided Project Policies |           |
**Financial/Administration Management:**
- ✓ eLoccs draws at least quarterly
- ✓ APR timely submission/pre-review
- ✓ No significant or outstanding findings (APR, site visit, audits, etc)
- ✓ No delinquent depts or arrears
- ✓ Fair Housing/EO compliant
- ✓ Match provided
- ✓ Budget reasonable
- ✓ No history of financial mismanagement.

- ✓ Project Applicant submitted required Threshold Assessment by 7/10/18.
- ✓ Agency submitted financial report/audit by 8/17.
- ✓ Documentation of Match by 8/17/18.
- ✓ Agency submitted Project Application was in esnaps and via PDF by 8/15/18 including all required certifications & via PDF by 8/17/18.
- ✓ Fair Housing/EO training complete & assurance on file with CoC.

**NEW PROJECTS ONLY:**
- ✓ Experience effectively operating state/federal grant.
- ✓ Project meets regional need.
- ✓ DV BONUS only: Population/design meet Bonus criteria.

- ✓ Project Applicant submitted required Threshold Assessment by 7/10/18.
- ✓ Agency submitted Project Application was in esnaps and via PDF by 8/15/18 including all required certifications & via PDF by 8/17/18.

---

<table>
<thead>
<tr>
<th>Eligible Points</th>
<th>SCORING SECTIONS</th>
<th>LOW CRITERIA</th>
<th>MEDIUM CRITERIA</th>
<th>HIGH CRITERIA</th>
<th>SELF-ASSESSMENT</th>
<th>COC SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CoC Need &amp; Priorities: 18 POINTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Project Type/ Scale</td>
<td>NOT ELIGIBLE if there is not a need for type/scale.</td>
<td>(1) There is a low need for this project type in our CoC.</td>
<td>(2) There is a strong need for this project type in our CoC.</td>
<td>Score: Notes:</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CoC Priorities – NEW PROJECT BONUS ONLY</td>
<td>(2) New THP-RRH</td>
<td>(3) NEW PSH</td>
<td>(4) NEW RRH OR NEW SSO CES</td>
<td>Score: Notes:</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Project Services</td>
<td>NOT ELIGIBLE if services do not provide housing stability or intensity is not appropriate for project.</td>
<td>(1) Services design is adequately described but should include more description and/or increased supports and linkage.</td>
<td>(4) Services are well described &amp; include housing stability, linkage to mainstream &amp; community services, income focused, and are at right level of intensity for population.</td>
<td>Score: Notes:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geographical Location</td>
<td>NOT ELIGIBLE if there is an abundance of services in the area.</td>
<td>(1) There is a low need for this project in the service area.</td>
<td>(4) There is a strong need for this project type in the service area.</td>
<td>Score:</td>
<td>Notes:</td>
</tr>
<tr>
<td>---</td>
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<td>---------------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
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</tr>
<tr>
<td>4</td>
<td>Target Population</td>
<td>NOT ELIGIBLE if Target population is not a priority and/or design does not fit population.</td>
<td>(1) There is a low need for serving population and design fits population.</td>
<td>(4) There is a strong need for serving population and design fits population.</td>
<td>Score:</td>
<td>Notes:</td>
</tr>
</tbody>
</table>

### HUD Priorities: 21 POINTS

<table>
<thead>
<tr>
<th></th>
<th>Increase dedicated CH Beds (PSH ONLY)</th>
<th>NOT ELIGIBLE: 80% of beds are dedicated or dedicated plus</th>
<th>(0) 81%-99% of beds are dedicated or dedicated plus.</th>
<th>(2) 100% of beds are dedicated or dedicated plus CH beds</th>
<th>Score: 0</th>
<th>'18 CH HIC Beds: CH Application:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Housing First Approach</td>
<td>(-1) Did not demonstrate or complete Housing First documentation</td>
<td>(2) Determined to be Housing First in Application AND (2) demonstration of Housing First approach in practice AND (1) completed Housing First Assessment AND (1) completed Housing First training.</td>
<td>Score: 6</td>
<td>Notes:</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Strategic Resource Allocation</td>
<td>(0) Not cost effective &amp; does not collaborate, self-evaluate or integrate</td>
<td>(1) Comprehensive &amp; diverse service plan/partnerships + (1) Cost effective</td>
<td>Score: 2</td>
<td>Cost/night/bed:</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Removing Barriers to Housing:</td>
<td>(-1) NOT Barrier Free</td>
<td>(3) Self verified low barrier AND (3) demonstrates barriers free entry (attach program polices).</td>
<td>Score:</td>
<td>Notes:</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Prioritization of need and history of homelessness.</td>
<td>(0) All beds turned over do not use CES and CoC prioritization policy.</td>
<td>(5) 100% beds turned over utilize CoC priority policies.</td>
<td>Score:</td>
<td>%</td>
<td></td>
</tr>
</tbody>
</table>

### CoC Participation: 10 POINTS

<table>
<thead>
<tr>
<th></th>
<th>CoC Reporting</th>
<th>(-1) Consistent late reports &amp; outstanding reports (2) 1 late report</th>
<th>(1) CoC reports are completed on time but require extra prompts.</th>
<th>(2) All CoC reports are completed on time and with little prompts</th>
<th>Score: 2</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Participation in annual CoC Planning &amp; Needs Assessment Process</td>
<td>(-1) did not participate or provide data.</td>
<td>(0) Did not participate, but provided data.</td>
<td>(2) Participated in meetings and provided necessary data.</td>
<td>Score:</td>
<td>Notes:</td>
</tr>
<tr>
<td>2</td>
<td>Meeting Attendance</td>
<td>(0) less than 50%</td>
<td>(1) 50% of last 10</td>
<td>(2) over 75% of last 10</td>
<td>Score:</td>
<td>Notes:</td>
</tr>
<tr>
<td>Score</td>
<td>Description</td>
<td>Notes</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>-------</td>
<td>-------------</td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Agency staff participates in at least 1 CoC committee and regularly attends.</td>
<td>(0) no staff participating on CoC Committee in last year. (1) Assignment of staff to at least 1 committee (2) Assignment of staff to CoC Committee and at least 50% attendance</td>
<td>Score:</td>
<td>Notes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CoC Training</td>
<td>(-1) Staff did not participate in all required trainings. (1) Staff participated in required trainings, but did not complete by deadlines or complete test. (2) All staff participated in required trainings by deadlines and passed tests.</td>
<td>Score:</td>
<td>Notes:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Service Quality Plan: 21 POINTS

<table>
<thead>
<tr>
<th>SELF- ASSESSMENT</th>
<th>COC SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Understanding of core principles ((harm reduction, person centered care, data informed planning, low barrier, housing first).</td>
</tr>
<tr>
<td>2</td>
<td>Targeting highest need</td>
</tr>
<tr>
<td>1</td>
<td>Accessibility Plan: Transportation, outreach &amp; non-discrimination</td>
</tr>
<tr>
<td>2</td>
<td>Collaboration with mainstream and key support services.</td>
</tr>
<tr>
<td>2</td>
<td>Educational Assurances &amp; Nonseparation (Family programs only)</td>
</tr>
<tr>
<td>2</td>
<td>Targeting to intervention type.</td>
</tr>
<tr>
<td>Category</td>
<td>Requirements</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Safety and support for victims part of services/plan.</td>
<td>(2) Service plan includes linkage to safety services (2) client choice and client centered approach demonstrated (2) trauma/safety training confirmed</td>
</tr>
<tr>
<td>Employment and Income</td>
<td>(2) Services or plan includes linkage to employment and income AND (1) Agency either provides or links to SOAR.</td>
</tr>
</tbody>
</table>

### PERFORMANCE: 40 POINTS (Assessed on APR and Return reports)

<table>
<thead>
<tr>
<th>Category</th>
<th>Score: Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC APR pre-review</td>
<td>Score: Notes on any delay:</td>
</tr>
<tr>
<td>Exits to Permanent Housing</td>
<td>Score: APR %:</td>
</tr>
<tr>
<td>Returns to Homelessness</td>
<td>Score: HMIS %:</td>
</tr>
<tr>
<td>Persons at exit or assessment with earned income.</td>
<td>Score: APR %:</td>
</tr>
<tr>
<td>Persons with increased Income</td>
<td>Score: APR %:</td>
</tr>
<tr>
<td>Persons with income at exit</td>
<td>Score: APR %:</td>
</tr>
<tr>
<td>Persons with benefits at exit</td>
<td>Score: APR %:</td>
</tr>
<tr>
<td>Budget Expenditure</td>
<td>Score: Grant:$ Expended:$</td>
</tr>
<tr>
<td>Unit Utilization Rate</td>
<td>Score: APR %:</td>
</tr>
<tr>
<td>Acuity Adjustment</td>
<td>Score: APR # w/ no conditions: Total persons:</td>
</tr>
</tbody>
</table>

| 5 Safety and support for victims part of services/plan. | (2) Service plan includes linkage to safety services (2) client choice and client centered approach demonstrated (2) trauma/safety training confirmed | Score: Notes: |
| 3 Employment and Income | (2) Services or plan includes linkage to employment and income AND (1) Agency either provides or links to SOAR. | Score: Notes: |

<table>
<thead>
<tr>
<th>PERFORMANCE: 40 POINTS (Assessed on APR and Return reports)</th>
<th>SELF-ASSESSMENT</th>
<th>COC SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC APR pre-review</td>
<td>Score: Notes on any delay:</td>
<td></td>
</tr>
<tr>
<td>Exits to Permanent Housing (0) -60% (2) 65%-75%</td>
<td>Score: APR %:</td>
<td></td>
</tr>
<tr>
<td>Returns to Homelessness (-1) More than 25% return to homelessness (0) 15%-25% return to homelessness. (2) 10%-15% return to homelessness. (3) Less than 10% return to homelessness.</td>
<td>Score: HMIS %:</td>
<td></td>
</tr>
<tr>
<td>Persons at exit or assessment with earned income. (0) PSH: 0-9% (0) RRH/TH: 0-15%</td>
<td>Score: APR %:</td>
<td></td>
</tr>
<tr>
<td>Persons with increased Income (-1) 0-15% (1) RRH: 25% -35%</td>
<td>Score: APR %:</td>
<td></td>
</tr>
<tr>
<td>Persons with income at exit (-1) 0-24% (1) 25%-50%</td>
<td>Score: APR %:</td>
<td></td>
</tr>
<tr>
<td>Persons with benefits at exit. (0) 0-24% (1) 25%-49% (1) 50%-56%</td>
<td>Score: APR %:</td>
<td></td>
</tr>
<tr>
<td>Budget Expenditure (-1) 49-74% (0) 75%-85%</td>
<td>Score: Grant:$ Expended:$</td>
<td></td>
</tr>
<tr>
<td>Unit Utilization Rate (-2) -50% (-1) 50%-74%</td>
<td>Score: APR %:</td>
<td></td>
</tr>
<tr>
<td>Acuity Adjustment (0) Over 50% of households had no conditions. (1) 51%-80% of households had 1+ conditions. (1) All households had at least one condition AND (1) 50% had 2 or more conditions AND (1) at least 75% are CH (PSH only)</td>
<td>Score: APR # w/ no conditions: Total persons:</td>
<td></td>
</tr>
<tr>
<td>HMIS: 10 POINTS</td>
<td>SELF-ASSESSMENT</td>
<td>COC SCORE</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------</td>
<td>-----------</td>
</tr>
<tr>
<td>4  Data Quality-Responding to Data Quality concerns</td>
<td>(0) Unresponsive to CoC or ICA/HMIS data requests.</td>
<td></td>
</tr>
<tr>
<td>6  Data Quality</td>
<td>(1) under 85% data quality rate (over 15% null/missing/refused/unknown)</td>
<td>(2) Responds to data clean-up requests with repeat prompting.</td>
</tr>
</tbody>
</table>

### 100 TOTAL SCORE

Please include any notes to explain low score or other items you wish review team to know.

### Adjustments

Adjustments may be made to score to accommodate for agency quality improvement plan, extenuating circumstances affecting program involvement or outcomes. These may include: Only agency serving target population, no other agency available in geographic area but need exits, agency has active performance improvement plan and has shown improvement and/or plan that should yield improvement, disaster, significant administrative staff change affecting organizational capacity. Please list adjustment and reason below.

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Supporting reasons</th>
<th>Adjusted Score</th>
</tr>
</thead>
</table>
On 8/23/18, all ranked projects were sent email notification on their score, anticipated rank and inclusion in the competition. Below is a sample individual project notification. Visible in yellow is the proof that other project emails that were sent to each of the agencies applying for funding.

Final Project Rank & Score Posting: Approved final rank posted on 8/30/18
Two projects were rejected. One new (VIP RRH Expansion) and one renewal (Cornerstone THP). Emails were sent to both agency representatives, with follow-up calls the following morning. Two additional subsequent calls also occurred initiated by the rejected applicants.
Email sent in response to an appeal from a rejected project.

Nikki,

I am sorry to inform you that your project was not selected for inclusion in the 2018 Continuum of Care Collaborative Application. Since both the application and project ranking materials were late (Scorecard, APR) or not received (Audit, elocs drawndown, policies, Housing First Assessment) by the deadline the committee could not complete ranking of your application. While we understand you noted personal concerns causing the delay, there was no communication with the CoC prior to the deadline.

The CoC will work with you over the next year on identifying other potential funding sources and potentially transitioning to LTH units as discussed previously.

If you wish to appeal, please submit your request and appeal in writing to me via close of business on Tuesday, August 28th.

I will give you a call tomorrow to answer any questions you may have and discuss transition steps.

Carla Solem
Continuum of Care Coordinator
Northwest & West Central Minnesota
701-306-1944
h2coordinator@gmail.com
www.homelesstohoused.com

I received your appeal letter and have forwarded it to the committee. However, please note that CoC policies (both below and attached) state that “project applications submitted not meeting the eligibility threshold will not be eligible to be included in the priority listing”. The first eligibility criteria verification is the submission of the application by the 8/15/17 deadline, which did not occur.

Although you did not get the reminder on 8/10, the application deadlines were listed in email notices to the entire CoC on 6/20, 6/29, 8/7/15. The policy was located on the score card sent on 8/3 to the entire CoC. Correspondence on 8/15 also notes that the score card was due due the following week and provided the verification requirements. However, these were also not submitted on time or completely.

<table>
<thead>
<tr>
<th>THRESHOLD ELIGIBILITY CRITERIA</th>
<th>VERIFICATION AND DOCUMENTATION REQUIRED</th>
<th>PROJECT NOTES</th>
<th>CoC NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>General:</td>
<td>Agency submittal report. Application was on time.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligible Applicant Type</td>
<td>100% of beds utilized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Target Population</td>
<td>100% of beds utilized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certification</td>
<td>100% of beds utilized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S&amp;H and GHM Registration</td>
<td>100% of beds utilized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certification</td>
<td>100% of beds utilized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant has no deficiencies</td>
<td>100% of beds utilized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disclosure of Violations or suspensions</td>
<td>100% of beds utilized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HMIS Participation</td>
<td>100% of beds entered into HMIS unless warned DV program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S&amp;H and GHM Registration</td>
<td>100% of beds entered into HMIS unless warned DV program</td>
<td></td>
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<td>100% of beds entered into HMIS unless warned DV program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HMIS policy &amp; security assurances</td>
<td>100% of beds utilized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation Verification</td>
<td>100% of beds utilized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HMIS policy &amp; security assurances</td>
<td>100% of beds utilized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant has no deficiencies</td>
<td>100% of beds utilized</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Email sent in response to an appeal from a rejected project.
While the Committee will review your letter, per policy, the CoC NOFA Committee should not rank your project. It saddens me to take this step, especially given progress your project has made and your appeal due to personal challenges, but HUD requires the CoC to establish internal deadlines and assure compliance on thresholds. I am glad to hear that your agency is taking steps to provide depth and support in grant writing since increasingly, state and federal deadlines will be used to determine funding.

As stated in my previous email and on the phone, the CoC will support you in finding other funding options over the next year until your 2017 grant expires at the end of August 2019.

Carla Solen
Continuum of Care Coordinator
Northwest & West Central Minnesota
701-306-2144
k2h2coordinator@gmail.com
www.homelessinhoused.com
NOFA Competition Opening: Posted to CoC Website on June 23, 2018

Overview of the FY'18 Continuum of Care (CoC) Program Competition NOFA

- Funding Opportunity Number: HHS-01-00-00019
- CFDA Number: 16.999

IMPORTANT PROJECT APPLICATION DATES & DEADLINES:

- June 25, 2018 – 2018 NOFA Published
- July 2, 2018 – Signed Intent to Apply & Threshold forms due to CoC via email in PDF format
- TSO – NOFA Application Lab
- August 15, 2018 – Project Applications submitted to CoC via eSnaps and PDF for ranking
- August 23, 2018 – Project Application ranking meeting
- August 24, 2018 – Project Applications notified of inclusion in CoC Collaborative Application
- August 29, 2018 – CoC Meeting
- September 13, 2018 – Final Project Application edit submitted to eSnaps and PDF to CoC
- September 12, 2018 – Appeals to HUD if application rejected by CoC.

FY'18 CoC Applicants must be submitted by the Project deadline NOT the Consolidated Application deadline.

HIGHLIGHTS OF THE 2018 COC NOFA:

- $2.1 billion is available for the FY18 CoC Program NOFA including $50 million in DV bonus funds.
- HUD will continue to require CoCs to track and place all projects in Tier 1, except planning.
  - Tier 1 is equivalent to the greater of the combined amount of Annual Renewal Amount (ARA) for all permanent housing and HHS projects eligible for renewal up to $1,000,000 or 54 percent of the CoC’s FY 2018 Annual Renewal Demand (ARD).
  - Tier 2 is the difference between Tier 1 and the CoC’s ARD plus any amount available for bonus awards that inclusive amounts available for DV Bonus awards and before adjustments are made to
Intent to Apply and Policies Posting and Email: June 29, 2018 emailed to membership and posted on the CoC website.

The Northwest Minnesota Continuum of Care is now accepting Pre-Application and Threshold Assessment forms for the 2018 HUD Continuum of Care Competition. Any NEW or RENEWAL applicant interested in applying must complete this form. CoC deadlines, funding amount available, HUD NOFA links, NOFA highlights and more are available in the NOFA Timeline & Overview 2018. Both documents are attached.

It is important that interested project applicants read the NOFA and attached documents in detail as there are important deadlines and eligibility criteria included. Below is a screen shot and link to the HUI programs page: https://www.hudexchange.info/programs/e-snap/ - Note that project applications are not yet available in esnaps. Please take this time to assure you have an active esnaps user name and password as they will be needed to submit the application. If you are a new applicant, please click on https://esnaps.hud.gov/grantium/frontOffice.jsf to create a new profile.

In early July, I will be sending out an Applicant Score Card and instructions to any agency completing th Pre-Application and Threshold Assessment. NOTE: The completed Score Care is required for any agency wishing to be ranked for this year’s competition.

If you have any specific questions, please do not hesitate to contact me and check out CoC policy and...
Updated Policies emailed to membership: 8/3/2018

Hello,

I have updated the NW polices (actually only the CoC priorities section – highlighted in yellow). I also took all application materials and put them into one packet. Please provider you vote on the priorities. I am also sending to the NOFA committee.

Carla Solem
Continuum of Care Coordinator
Northwest & West Central Minnesota
701-306-1944
hs2coordinator@gmail.com
www.homelesstohoused.com

Score Card email reminders with forms and dates highlighted: emailed on 8/10

Greetings:

The 2018 HUD CoC Competition is in full swing and Project Applications are almost due!

- Applications are to be submitted to me via email in PDF form AND in esmaps by 5 PM on August 15th!
- The Scorecard used for ranking is attached. Please complete all questions. Scorecards are due via email to me by noon, August 22nd.
- Your project will be ranked by the NOFA Committee on August 23rd using the submitted application & score card.
- You will be notified of the committee’s recommendation on the 29th. The recommendation will include your score, tier and comments on your application review.
- You will have until 10 AM on Wednesday, August 29th to respond in writing via email to the recommendation.
- The CoC will meet on Wednesday, August 29th at 1 PM to vote on the committee recommendations.
- Any project that was rejected for inclusion in the CoC Collaborative Application can appeal to the NOFA Committee and then the CoC Board.
- Rejected projects may still submit an independent application to HUD via HUD policy (found in the NOFA).

Please send all email with a read receipt to guarantee delivery.

Please contact us with any questions.

Carla Solem
Continuum of Care Coordinator
Northwest & West Central Minnesota
701-306-1944
hs2coordinator@gmail.com
www.homelesstohoused.com
Minnesota Homeless Management Information System

Memorandum of Understanding for Lead Agency and System Administrator Duties

A. Goals and Objectives
This Memorandum of Understanding is intended to confirm agreements between the ten Continuums of Care (CoC) in Minnesota and the Institute for Community Alliances (ICA) for the operation of Minnesota's Homeless Management Information System (HMIS). As such, the Memorandum of Understanding sets forth the general understandings, terms, authority, services, and specific responsibilities of each party relating to key aspects of the governance and operation of the Minnesota (HMIS).

B. Background
By federal mandate, each CoC across the United States is responsible for selecting an HMIS software solution that complies with the U.S. Department of Housing and Urban Development (HUD) data collection, management, and reporting standards. In Minnesota ten regional Continuums of Care comprise the network, namely: Central, Hennepin County, Northeast, Northwest, Ramsey County, Suburban Metro Area CoC (SMAC), Southeast, Southwest, St. Louis County, and West Central. Minnesota’s ten CoCs jointly agreed to operate a statewide HMIS and to provide HMIS oversight through a shared HMIS Governing Board. In addition, each CoC provides funding to support the statewide Minnesota HMIS.

C. Purpose of HMIS
HMIS is used to: aggregate data about the extent and nature of homelessness over time; produce an unduplicated count of homeless persons; understand patterns of service use; measure the effectiveness of homeless assistance projects and programs; and as a tool to prevent and end homelessness (Coordinated Entry, case management, homeless fund management, reducing duplication of data entry, data sharing, service collaboration, referrals, etc.). Data produced are used for planning, education and reporting to funders.

D. Duration
This MOU is effective June 1, 2016 to December 31, 2017.

E. Designations
HMIS Software - The CoC designates the Bowman Systems' ServicePoint (SP) as the primary technical solution for Minnesota’s HMIS.

HMIS Lead and System Administrator - The Institute for Community Alliances (ICA), a non-profit organization based in Des Moines Iowa, is designated as the official statewide Minnesota HMIS lead agency (LA) and state system administrator (SSA) for all 10 CoC geographic areas.

F. Specific Responsibilities of the Parties
   a. Responsibilities of the ten Continuums of Care:
      i. Designate a single information system as the official HMIS software for the geographic area;
ii. Designate a HMIS Lead to operate the system;
iii. Provide for governance of the HMIS Lead, including;
    1. Participate in a shared HMIS Governance structure;
    2. Require that the HMIS Lead enter into written HMIS Participation
       Agreements with each Contributing HMIS Organization (hereinafter
       referred to as “CHO”) requiring the CHO to comply with federal
       regulations regarding HMIS
    3. Hold CHO’s responsible for failure to comply with regulations, including
       imposing sanctions; and
    4. Impose the participation fee, if any, charged by the HMIS;
iv. Maintain documentation in compliance with federal regulations and with the
    MOU;
v. Review, revise, and approve the HMIS policies, privacy and security plan, and
    data quality plan for the HMIS as required by federal regulation;
vi. Develop and implement a plan for monitoring the HMIS to ensure that:
    1. CHO consistently participate in HMIS;
    2. HMIS is satisfying the requirements of all regulations and notices issued
       by HUD;
    3. The HMIS Lead is fulfilling the obligations outlined in its HMIS
       Governance Charter and Agreement with the CoC, including the
       obligation to enter into written participation agreements with each
       contributing CHO
vii. Commit to utilize the statewide HMIS network and seeking HUD and other
    resources to help fund the collective system.
     viii. Oversee and monitor HMIS data collection and production of the following
    reports:
            1. Sheltered point-in-time count;
            2. Housing Inventory Chart;
            3. Annual Homeless Assessment Report (AHAR); and
            4. Annual Performance Reports (APRs).

b. Responsibilities of the designated Lead Agency, The Institute for Community Alliances:
i. Conduct day-to-day operational requirements of the HMIS software and system;
ii. Generate, develop, refine, make available, and submit reports as required for
    HUD compliance, including HUD funding application reporting requirements,
    performance measures, sheltered point-in-time count, housing inventory chart,
    AHAR, APR’s, and other reporting that becomes a requirement by HUD during
    the timeframe of this MOU;
iii. Assist the Continuums of Care with design and implementation of their
    Coordinated Entry System within HMIS;
iv. Assist the Continuums of Care with implementation of performance measures
    within HMIS;
v. Ensure compliance with data transfer requirements for the SSVF and RHY
    programs;
vi. Facilitate, monitor, and report to CoC the participation of all agencies
    submitting data to HMIS and ensuring compliance with federal HMIS
    requirements;
vii. Implement and maintain compliance with written HMIS policies and procedures as approved by the statewide governance committee and in accordance with § 580.31 for all CHOs;

viii. Execute a written HMIS Participation Agreement with each participating CHO as ensuring the agreement includes: the obligations and authority of the HMIS Lead and CHO, the requirements of the security plan and privacy policy with which the CHO must abide, sanctions for violating the HMIS Participation Agreement, and an agreement that the HMIS Lead and the CHO will process Protected Identifying Information consistent with the agreement;

ix. Serve as the applicant to the US Department of Housing and Urban Development (HUD) for CoC grant funds to be used for HMIS activities for the CoC’s geographic area, as directed by the CoC in consultation with the statewide Governance committee, and entering into grant agreements with HUD to carry out the HUD-approved HMIS activities;

x. Monitor data quality and train end users, agencies and the CoC to obtain and retain a high level of data from all CHOs;

xi. Implement and monitor a security plan, an updated data quality plan, and a privacy policy to the CoC on a timeline agreed on by the CoC, HMIS Governing Group and HMIS Lead and in accordance with all HUD rules, notices, and guidance establishing the requirements of these plans. The HMIS Lead, in conjunction with the HMIS Governing Group and CoC, must review and update the plans and policy at least annually. During this process, the HMIS Lead must seek and incorporate feedback from the CoCs, State Agencies and other HMIS stakeholders.

xii. Participate in the design of and follow the HMIS Governance Annual Work Plan, which includes; reporting standards, budget, priorities, policies, and directives.

xiii. Assure transparency in resource management, prioritization, and operations. Provide regular reporting on resource management, as directed by HMIS Governance.

xiv. Support the broad use of HMIS as a tool to document, serve and end homelessness.

xv. Assure system performance, including the ongoing availability and accessibility of the HMIS software and system.

xvi. Provide HMIS and HMIS-subject related trainings to end users, agencies, Coordinators, funders, and planners to insure access and as needed for the purposes of: service delivery, documentation, coordinated entry, reporting, planning, and compliance, striving for good customer satisfaction in doing so.

xvii. Implement a customer satisfaction feedback and improvement process promote customer satisfaction.

xviii. Encourage and support using HMIS to its maximum potential, including increasing functionality, incorporating innovations, and assuring adaptively, as appropriate.

xix. Assure HMIS is properly staffed to achieve responsibilities, deliverables and services described in this MOU including:

1. Data Analyst: Provide 1 a minimum of full-time data analyst for Minnesota’s HMIS.

3. Regional System Administrators:
   b. Greater Minnesota: Provide a minimum of 3 greater Minnesota SA with regional office locations.

   c. Responsibilities of HMIS Governance:
      i. Develop HMIS policies and procedures. These policies and procedures must comply with all applicable Federal law and regulations, and applicable state or local governmental requirements. The HMIS Governance may not establish local standards for any CHO that contradicts, undermines, or interferes with the implementation of the HMIS standards as prescribed in b. Privacy;
      ii. Develop a data privacy policy. At a minimum, the privacy policy must include data collection limitations; purpose and use limitations; allowable uses and disclosures; openness description; access and correction standards; accountability standards; protections for victims of domestic violence, dating violence, sexual assault, and stalking; and such additional information and standards as may be established by HUD in notice. Every organization with access to protected identifying information must implement procedures to ensure and monitor its compliance with applicable agreements and the requirements of this part, including enforcement of sanctions for noncompliance;
      iii. Oversee and monitor HMIS funds, functionality and performance;
      iv. Provide directions and guidance on HMIS practices; and
      v. Set and jointly approve with HMIS Lead an annual HMIS Work Plan, priorities, budget, and policies.

G. Deliverables and timeframes

H. Following is an outline of core deliverables. The timeframe listed indicates whether the deliverable is an expectation of on-going operations, or a deliverable due to begin on a specific date.

<table>
<thead>
<tr>
<th>Deliverable Definition</th>
<th>Begin Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMIS Standards: Operate HMIS in compliance current HMIS Technical Standards, HUD HMIS Data Standards and other applicable state or federal laws, assuring providers are trained and monitored on how to be compliant with said standards and laws.</td>
<td>On-going</td>
</tr>
<tr>
<td>Data Privacy: Operate HMIS in compliance with data privacy and data security regulations/requirements (state, federal, and funder), assuring providers are trained and monitored on how to support compliance.</td>
<td>On-going</td>
</tr>
<tr>
<td>Adhere to MN HMIS Policies and Procedures. Make recommendations to HMIS Governance on improvements to policies related to compliance, system quality or functionality.</td>
<td>On-going</td>
</tr>
<tr>
<td>Participation: Review, monitor and report HMIS coverage rates to the CoC and HMIS Governance, making recommendations and supporting</td>
<td>Initial quarterly review by 9/1/2016, then</td>
</tr>
<tr>
<td>Deliverable Definition</td>
<td>Begin Date</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>improved coverage.</td>
<td>annual with additional reviews as designed by HMIS Governance.</td>
</tr>
<tr>
<td>Data quality: Provide a minimum of quarterly reports to CoCs on data quality. Make recommendations for improvement to data quality and support local agencies, state agencies and CoCs on continuous quality improvement efforts.</td>
<td>9/1/2016</td>
</tr>
<tr>
<td>Manage Bowman Vendor contract.</td>
<td>On-going</td>
</tr>
<tr>
<td>State meetings: Staff and engage in Statewide HMIS, CoC, and Homeless meetings at the request of HMIS Governance.</td>
<td>8/1/2016</td>
</tr>
<tr>
<td>Website: host the MN HMIS website</td>
<td>6/1/2016</td>
</tr>
<tr>
<td>Stakeholder engagement: Hold quarterly stakeholder feedback meetings and/or surveys in collaboration with HMIS Governance and the CoCs to assure valuable stakeholder feedback is integrated into HMIS.</td>
<td>9/1/2016</td>
</tr>
<tr>
<td>HMIS updates: provide email blasts to HMIS users and stakeholders for the purpose of compliance, education, awareness or input.</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>Customized Assessments: Support State agencies and CoCs in developing customized assessments.</td>
<td>9/1/2016</td>
</tr>
<tr>
<td>CES assessments, visibility, workflow and reports will be set-up in the live site and demo site according to the state CES plan.</td>
<td>6/2016</td>
</tr>
<tr>
<td>Modules: Support the immediate addition, set-up, training, and customization for HMIS Modules into system functions including Call Point and Fund Manager.</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>Modules: Support the addition, set-up, training, and customization for HMIS Modules into system functions for Eligibility Point.</td>
<td>10/1/2016</td>
</tr>
<tr>
<td>Customized reports: Meet with Continuums to assess needs for additional unified reports quarterly.</td>
<td>9/1/2016</td>
</tr>
<tr>
<td>Customized reports: Respond to and support requests from Continuums, state and agencies for customized reports. Respond to requests within 2 business days. Follow HMIS Governance protocol on prioritization when there is a bottleneck.</td>
<td>9/1/2016</td>
</tr>
<tr>
<td>Customized reports: Work with MICH and state agencies to annually create and/or update customized reports.</td>
<td>TBD</td>
</tr>
<tr>
<td>HUD: Assure HMIS reports are available for required HUD mandates, performance measures, annual/activities reports (PIT, HIC, APR, AHAR) and for data requested during the annual NOFA competition.</td>
<td>On-going</td>
</tr>
<tr>
<td>State Agency and CoC staff trained and licensed as LSAs will have ability to run reports and see within their designated and approved tree structure.</td>
<td>6/1/2016 (Hennepin &amp; Ramsey)</td>
</tr>
<tr>
<td>Deliverable Definition</td>
<td>Begin Date</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Help Desk: Provide SA and analyst staffing of help desk services between hours of 8-4 or 9-5 workdays AND provide after-hours emergency response to system outages. Requests for help should be responded to within 4 hours.</td>
<td>On-going</td>
</tr>
<tr>
<td>New User Trainings: Provide both online and/or in-person new user trainings on a monthly basis.</td>
<td>On-going</td>
</tr>
<tr>
<td>Program specific training: Provide customized trainings for specific programs to help assure all data elements and other funder requirements are understood and reported.</td>
<td>On-going</td>
</tr>
<tr>
<td>Maximize use of HMIS: Support and train on the utilization of enhanced and customized system functions that enable agencies and CoCs to improve quality of service, gain efficiencies, reduce duplication of data entry and encourage overall desire to utilize HMIS as a tool to prevent and end homelessness.</td>
<td>9/1/2016</td>
</tr>
<tr>
<td>Provide budget reports that clearly compare fiscal year-to-date actuals (income and expenses), summarized by categories, to original and revised budgets.</td>
<td>Monthly 1 week prior to HMIS Governance meetings beginning 9/2016.</td>
</tr>
</tbody>
</table>

J. **Performance and Evaluation of Services**

a. Monthly reports will be provided by ICA to HMIS Governance. The detailed format and content will be negotiated by the parties, but shall:
   i. clearly articulate the status of deliverables identifying any relevant information related to responsibilities (issues, delays, challenges, solutions, recommendations, etc.),
   ii. report financial and resource expenditures,
   iii. provide updates on funder or federal policy/regulatory updates and changes,
   iv. provide updates on Bowman and ServicePoint, and
   v. identify system functions or innovations that will improve efficiencies, workflow, data quality, performance, or outcomes.

b. HMIS Governance reserves the right to evaluate Lead Agency performance following each quarter of the contract. If performance is not compliant with the responsibilities and deliverables laid out in this MOU, HMIS Governance reserves the right to renegotiate or terminate the contract.

c. If ICA meets or exceeds standards, HMIS Governance and Minnesota CoCs reserve the right to positively weight ICA in a future RFP, if needed, for Minnesota’s HMIS.
K. **Payment Standards**
   Payment standards and dates are covered under individual funder contracts.

L. **Period of Agreement and Modification/Termination**
   This MOU becomes effective June 1, 2016 and shall remain in effect until December 31, 2017.
   
   This MOU can be terminated for non-compliance by either party with a 30 day written notice.
   
   Modification of this MOU can occur at the request and mutual agreement of either party.
   
   The signatures of the parties indicate their agreement with the terms and conditions set forth in this document.
   
   **Northwest Minnesota Continuum of Care MN-506**
   
   **BY** [Signature] **Date** 5-18-16
   
   **NAME** Catherine Johnson
   
   **The Institute for Community Alliance**
   
   **BY** [Signature] **Date** June 1, 2016
   
   **NAME** David Eberbach, Executive Director
AGREEMENT TO EXTEND THE MEMORANDUM OF UNDERSTANDING

FOR

LEAD AGENCY AND SYSTEM ADMINISTRATOR DUTIES

A Memorandum of Understanding (MOU) for Lead Agency and System Administrator duties exists between the 10 Continuums of Care in Minnesota and the Institute for Community Alliances (ICA). The MOU is effective June 1, 2016 to December 31, 2017.

In view of the continuing need for cooperation, the Parties have agreed to extend the Memorandum of Understanding (MOU) for the Lead Agency and System Administrator duties of the Minnesota Homeless Management Information System (HMIS) as follows:

1. The period of validity of the MOU shall be extended for six (6) months, effective January 1, 2018, or until a new MOU is executed and signed by all Parties.
2. Other provisions of the MOU, unless mentioned otherwise in this Agreement, shall remain in full force.
3. This Agreement may be amended or extended further by written agreement by all Parties.

This Agreement shall enter into force upon signature of the duly authorized representatives of the Parties.

For the North West MN Continuum of Care MN-506:

BY Carla Solem

NAME Carla Solem

DATE 12/22/17

TITLE Coordinator

For the Institute of Community Alliances:

BY

NAME Demetri Vincze

DATE 12/27/17

TITLE Project Director
AGREEMENT TO EXTEND THE MEMORANDUM OF UNDERSTANDING
FOR
LEAD AGENCY AND SYSTEM ADMINISTRATOR DUTIES

A Memorandum of Understanding (MOU) for Lead Agency and System Administrator duties exists between the 10 Continuums of Care in Minnesota and the Institute for Community Alliances (ICA). The MOU is effective June 1, 2016 to December 31, 2017, with an extension agreed by all Parties for the period January 1, 2018 through June 30, 2018.

In view of the continuing need for cooperation, the Parties have agreed to extend the Memorandum of Understanding (MOU) for the Lead Agency and System Administrator duties of the Minnesota Homeless Management Information System (HMIS) as follows:

1. The period of validity of the MOU shall be extended for six (6) months, effective July 1, 2018 through December 31, 2018, or until a new MOU is extended and signed by all Parties, whichever occurs first.
2. Other provisions of the MOU, unless mentioned otherwise in this Agreement, shall remain in full force.
3. This Agreement may be amended or extended further by written agreement by all Parties.

The Agreement shall enter into force upon signature of the duly authorized representatives of the Parties.

For the Northwest MN-506:

BY [Signature] DATE June 27, 2018
NAME Carla Solem TITLE CoC Coordinator

For the Institute for Community Alliances:

BY [Signature] DATE 09/04/2018
NAME Demetri Vincze TITLE Project Director
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1. INTRODUCTION

The Minnesota Homeless Management Information System (HMIS)\(^1\) is a collaborative project of the ten Minnesota Continua of Care (CoC), the State of Minnesota, and participating Partner Agencies. The HMIS is an internet-based database that is used by homeless service organizations across Minnesota to record and store client-level information to better understand the numbers, characteristics, and needs of homeless persons and those at risk of homelessness. Mediware Information Systems, Inc. administers the central server and provides the HMIS software, ServicePoint. As of June 2016, the Institute for Community Alliances (ICA) is the Lead Agency/State System Administrator administering the system and managing user and agency licensing, training, and compliance. (Note: ICA is hereinafter referred to as simply the “Lead Agency.”)

HMIS enables service providers to measure the effectiveness of their interventions and facilitate longitudinal analysis of service needs and gaps. Information that is gathered from clients via interviews conducted by service providers is aggregated and made available to policy makers, researchers, service providers, and advocates. Data about the extent and nature of homelessness in the state of Minnesota are used to inform public policy decisions aimed at addressing and ending homelessness at local, state, and federal levels.

Guidance for the implementation of Minnesota’s HMIS is provided by a broad-based Governing Board. Board committees work closely with the Lead Agency to secure funding, set and manage priorities within available funding, collect and incorporate user feedback, and provide appropriate oversight and guidance. The Continua of Care, Minnesota Tribal Collaborative, and State Agencies select, and users elect, representatives to serve on the Governing Board, while committees are open to all stakeholders who may wish to participate in the direction of Minnesota’s HMIS. Meeting information is available on the Minnesota HMIS website.

This document provides the policy guidelines and standards that govern HMIS operations, as executed by the Lead Agency and Local System Administrators,\(^2\) and also describes the responsibilities of Partner Agencies and users. It was approved by the HMIS Governing Board on January 8, 2018 and replaces two earlier documents: “Minnesota’s HMIS Policies and Procedures” (November 2014) and “Minnesota HMIS System Administrator Policies & Procedures” (December 2014). It will be reviewed annually by the Lead Agency and the HMIS Governing Board.

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1 A glossary of terms is provided in Appendix A.
2 Local System Administrators include both Continuum of Care Coordinators and designated Local System Administrators, as they both have the same level of access in HMIS and are often one and the same.
1.1 Contact Information

Minnesota HMIS website:  hmismn.org
HMIS Help Desk:  MNHMIS@icalliances.org
Lead Agency:  icalliances.org
1508 E. Franklin Ave.
Suite 100
Minneapolis, MN 55404

1.2 Participating Entities

Regardless of funding source, entities which may use HMIS include, but are not limited to:

- Coordinated Entry Assessors and Priority List Managers
- Day Shelters and Drop-In Centers for persons who are homeless
- Emergency Shelters serving homeless adults, families, and youth³
- Transitional Housing programs
- Rapid Re-housing programs
- Supportive Housing programs (whether scattered site or on-site)
- Street and Community Outreach programs to persons who are homeless
- Supportive Service programs serving persons who are homeless

In addition, HMIS participation is a requirement of various funders. On the Federal level, HMIS participation is mandated for service and housing providers that receive funding through the following agencies and funding sources:

Department of Housing and Urban Development (HUD)

- Continuum of Care Program (CoC)
- Emergency Solutions Grant (ESG)
- Housing for Persons with AIDS (HOPWA)⁴

Department of Health and Human Services (HHS)

- Projects for Assistance in the Transition from Homelessness (PATH)
- Runaway and Homeless Youth Program (RHY)

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³ In general, domestic violence programs are prohibited from participation in the HMIS by federal legislation, under the Violence Against Women Act (VAWA). Please see hmismn.org or contact the Lead Agency for additional information.

⁴ Only competitively-funded HOPWA projects serving homeless individuals are required to use the HMIS. HOPWA block grants are not required to use the HMIS.
Department of Veterans Affairs (VA)

- Supportive Services for Veteran Families (SSVF)

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

Minnesota Department of Human Services

- Emergency Services Program (ESP)
- Emergency Solutions Grant Program (ESG)\(^5\)
- Long-Term Homelessness Supportive Services Fund (LTHSSF)
- Healthy Transitions and Homeless Prevention (HTHP)
- Housing Support (HS)
- Runaway and Homeless Youth Act (HYA)
- Transitional Housing Program (THP)

Minnesota Housing Finance Agency

- Family Homeless Prevention and Assistance Program (FHPAP)
- Long-Term Homelessness (LTH)

1.3 Federal HMIS Policies

In addition to the Minnesota HMIS Policies contained herein, Minnesota's HMIS must also comply with federal HMIS requirements. These requirements are detailed in a suite of HMIS Data Standard resources, an overview\(^6\) of which is provided below:

<table>
<thead>
<tr>
<th>Manual Name &amp; Link</th>
<th>Intended Audience</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMIS Data Standards Dictionary</td>
<td>HMIS Vendors &amp; HMIS Lead Agencies</td>
<td>The manual provides the detailed information required for system programming on all HMIS elements and responses required to be included in HMIS software. It delineates data collection requirements, system logic, and contains the XML and CSV tables and numbers.</td>
</tr>
</tbody>
</table>

\(^5\) The Minnesota Department of Human Services distributes ESG funding as a sub-grantee of HUD. This funding has the same data collection requirements as other ESG funding in the state, which is distributed through cities and counties.

The manual also includes critical information about data collection stages, federal partner data collection required elements, and metadata data elements.

<table>
<thead>
<tr>
<th>HMIS Data Standards Manual</th>
<th>HMIS Lead Agencies &amp; HMIS Users</th>
<th>The manual provides a review of all of the Universal Data Elements and Program Descriptor Data Elements. It contains information on data collection requirements, instructions for data collection, and descriptions that the HMIS User will find as a reference.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMIS Project Descriptor Data Elements Manual</td>
<td>HMIS Lead Agencies</td>
<td>The Project Descriptor Manual is designed to provide specific information about the Project Descriptors required to be set up in the HMIS by the HMIS Lead Agency.</td>
</tr>
</tbody>
</table>

These documents are typically reviewed and updated each year, and changes tend to be effective October 1, in line with the Federal Fiscal Year.

HMIS Federal Partner Program Manuals contain additional detailed information on HMIS project setup and data collection for federally-funded programs:

- CoC Program Manual
- ESG Program Manual
- HOPWA Program Manual
- PATH Program Manual
- RHY Program Manual
- VA Program Manual
2. JOINING THE HMIS

While HMIS participation is open to homeless service organizations regardless of funding source, all Partner Agencies and users must agree to and abide by HMIS policies and procedures and related requirements. These requirements are described throughout this document, whereas this section focuses specifically on the process of new agencies, projects, and users joining the HMIS.

2.1 Partner Agency Requirements

Agency-Level Documents
In order to obtain and maintain access to the HMIS, Partner Agencies must complete and adhere to the following documents:

1. **Agency Agreements** underwrite the legal relationship between a Partner Agency and the Lead Agency as it relates to HMIS responsibilities and compliance with policies and procedures. The Agency Agreement must be signed by the Partner Agency’s executive director. The Lead Agency will retain the original document.

2. **Local HMIS Data Use and Administration Agreements (LSA Agreements)** underwrite the legal relationship between a Partner Agency and Local System Administrator as it relates to HMIS responsibilities and compliance with policies and procedures. The Lead Agency will retain the original document.

3. **Business Associate Agreements** are required for Partner Agencies covered under HIPAA and protect personal health information in accordance with HIPAA guidelines.

4. **Qualified Service Organization Agreements** are required for Partner Agencies covered under Federal Drug and Alcohol Confidentiality Regulations (42 CFR Part 2).

Minimum Technology Requirements
For proper access to the HMIS, Partner Agencies should meet the following minimum technology requirements:

**Minimum Computer Requirements**
- A PC with a 2 Gigahertz or higher processor, 40GB hard drive, 512 MB RAM, and Microsoft Windows 7 (or later)
- The most recent version of Google Chrome, Safari, Internet Explorer, or Firefox. No additional plug-in is required. It is recommended that your browser have a 128 cipher / encryption strength installed. The browser’s cache should be set to “Check for new version of the stored pages: Every visit to page.”
- A broadband Internet connection or LAN connection. Dial-up modem connections are not sufficient.
- Virus protection updates
- Mobile devices used for HMIS data entry must use the Mozilla Firefox, Google Chrome, or Apple Safari internet browsers. Apple Safari must be used on the latest version of iOS.
**Additional Recommendations**

**Memory**
- Windows 7: 4Gig recommended (2 Gig minimum)

**Monitor**
- Screen Display: 1024x768 (XGA) or higher; 1280x768 strongly advised

**Processor**
- A Dual-Core processor is recommended.

Slow system response times that may arise as a result of slow internet connections cannot be controlled by the HMIS Lead Agency.

**Staff or Volunteers Eligible to Become HMIS Users**
The Partner Agency must have at least one staff member or volunteer who is eligible to become an HMIS user. Users must be paid staff or official volunteers of a Partner Agency. An official volunteer must complete a volunteer application with the Partner Agency, undergo agency training, and record volunteer hours with the agency. Individuals who are solely contracting with a Partner Agency must be subject to the same vetting and training as staff and volunteers who become HMIS users. All users must be at least 18 years old and possess basic computer skills. The Partner Agency is responsible for the actions of its users and for their training and supervision, in accordance with the Agency Agreement.

**Designated Agency HMIS Contact**
The Partner Agency’s Executive Director or their designee must select at least one person to act as the Designated Agency HMIS Contact. Multiple Contacts are most appropriate for large agencies that operate in multiple Continuum of Care regions or have multiple departments. The responsibilities of the Contact are to:

1. Provide updated agency information in a timely manner to the Lead Agency for update in the HMIS. This includes providing notification about new projects, new users, closed projects, and users that no longer work at the agency.
2. Understand and comply with funder data collection and reporting requirements.
3. Ensure that the Partner Agency obtains a unique user license for each user at the agency, and that HMIS access is granted only to staff members that have received training, have completed the User Agreement, and are authorized to use the HMIS. This includes making the Lead Agency aware of any changes to the users of the Partner Agency in accordance with the Agency Agreement.
4. Inform the Lead Agency of any violations of HMIS policies and procedures.

**Use of a Comparable Database by Victim Service Providers**
Victim service providers, as defined at 24 CFR 576.3, are agencies whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. Victim service providers must not directly enter or provide data for entry into the HMIS if they are legally prohibited from participating in the HMIS. Individual projects that meet the definition of victim service providers are subject to the same restriction, even if they are a part of an

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7 Victim service providers in Minnesota have historically entered anonymous data into the HMIS. Update (11/1/2017): The HMIS Governing Board and the Lead Agency are working with the Minnesota Coalition for Battered Women on a plan to transition all victim service providers out of the HMIS in order to fully comply with the policy above.
agency whose primary mission is not to provide services to victims of domestic violence, dating violence, sexual assault, or stalking.

Victim service providers that are recipients of funds requiring participation in the HMIS, but are prohibited from entering data in the HMIS, must use a comparable database to enter client information. A comparable database is a database that can be used to collect client-level data over time and generate unduplicated aggregated reports based on the client information entered. The reports generated by a comparable database must be accurate and provide the same information as the reports generated by the HMIS.

Persons fleeing domestic violence, dating violence, sexual assault, or stalking who are served by non-victim service providers are not prohibited from having their data entered into the HMIS. However, a client may refuse to answer HMIS questions in accordance with the Baseline Privacy Policy outlined in Section 5 of these policies. Data sharing is permitted if the client agrees to release their information by signing the Release of Information (ROI) form.

### 2.2 New Projects

A **Project Descriptor Elements Form** is required for new Partner Agencies and existing Partner Agencies with new projects. The form, which gathers information such as project funding source, target population(s), and beds, allows the Lead Agency to configure data collection appropriately for the agency in the database. Forms should be submitted at least 10 business days prior to the start of the project to allow enough time for processing.

### 2.3 New Users

In addition to completing New User Training as described in the following section, the following are required for each new user.

**License Fee**

An annual license fee is required for each user at the Partner Agency. Upon registration for New User Training, the new user will indicate whether the Partner Agency wishes to purchase an additional license or transfer a license from another user at no cost.

**User Agreement**

A User Agreement listing user policies and responsibilities is electronically signed by each authorized user. An electronic or hard copy of the original document must be kept by the Partner Agency.
3. USER TRAINING REQUIREMENTS

3.1 New User Training

All users are required to attend New User Training with the Lead Agency prior to receiving access to the system. The New User Training Series requires users to take program- and/or project-specific training related to the programs and projects administered by their agency.

Timely Completion
Once a new user begins the HMIS New User Training Series, the user has 20 business days to complete the training series and all required assignments. Lead Agency staff will review the user’s assignments and determine if corrections are needed.

Successful Completion
Lead Agency staff may determine that a new user failed to grasp the necessary data entry concepts based on the quality of the user’s assignments. Lead Agency staff may use their discretion to require new users to repeat New User Training. If a new user fails to successfully complete their assignments after repeated attempts, Lead Agency staff may use their discretion to determine that the new user is not capable of accurate and complete data entry and may refuse to issue the new user a Minnesota HMIS user license.

Exceptions
If a user requesting a new user license had a license for the Minnesota HMIS in the past 365 days, the user will be given the option to test out of New User Training through a demonstration of fundamental data entry knowledge. The Lead Agency has sole discretion to determine whether the user has successfully tested out of this requirement.

3.2 Ongoing Training

Annual Security Training
All users are required to attend annual security training provided by the Lead Agency to retain their user license.

Recertification Training
At the discretion of the Lead Agency, users may be required to complete a recertification training in the event of significant changes to data collection requirements, data entry workflow, or HMIS policies and procedures. Users who do not complete recertification training in a timely fashion may have their licenses suspended until training has been completed.

New User Training as Remedial Training
If the Lead Agency determines that data entered by a current user does not meet minimum data quality standards, or if a user has not accessed the system within three months of completing New User Training, users may be required to repeat this training.
4. DATA SECURITY

The Lead Agency, Local System Administrators, and Partner Agencies are jointly responsible for ensuring that HMIS data processing capabilities, including the collection, maintenance, use, disclosure, transmission and destruction of data, comply with the HMIS security policies and procedures. When a security standard conflicts with other federal, state and local laws to which the Partner Agency must adhere, the Partner Agency must contact the Lead Agency to collaboratively update the applicable policies for the Partner Agency to accurately reflect the additional protections.

4.1 Passwords

Passwords are the individual’s responsibility and users cannot share passwords. Any passwords that are written down are to be stored securely and must be inaccessible to other persons. Users are not to store passwords on a personal computer for easier log on.

4.2 Procedure for Reporting Security Incidents

Users and Designated Agency HMIS Contacts should report all unlawful access of the HMIS and unlawful attempted access of the HMIS. This includes borrowing, loaning, sharing, or theft of usernames and passwords. Security incidents should be reported to the Lead Agency within 24 hours of their discovery. The Lead Agency will use the HMIS user audit trail report to determine the extent of the breach of security.

4.3 Violation of Security Procedures

All potential violations of any security protocols will be investigated by the Lead Agency and/or the HMIS Governing Board, and any user found to be in violation of security protocols will be sanctioned accordingly. Sanctions may include but are not limited to: a formal letter of reprimand, suspension of system privileges, revocation of system privileges and criminal prosecution.

All confirmed security violations will be communicated in writing to the affected client within 14 days, unless the client cannot be located. If the client cannot be located, a written description of the violation and efforts to locate the client will be prepared by the Lead Agency and placed in the client’s file at the Agency that originated the client’s record.

Any Agency that is found to have consistently and/or flagrantly violated security procedures may have their access privileges suspended or revoked, as described in Section 10.

4.4 Disaster Recovery Plan

Minnesota’s HMIS is covered under Mediware Systems Disaster Recovery Plan. Due to the nature of technology, unforeseen service outages may occur. In order to assure service reliability, Mediware Information Systems provides the following disaster recovery plan. Plan highlights include:
• Database tape backups occur nightly.
• Tape backups are stored offsite.
• Seven-day backup history is stored locally on instantly accessible Raid 10 storage.
• One-month backup history is stored offsite.
• Access to a Mediware Information Systems emergency line to provide assistance related to “outages” or “downtime” 24 hours a day.
• Data is backed up locally on instantly accessible disk storage every 24 hours.
• The application server is backed up offsite, out-of-state, on a different internet provider and on a separate electrical grid via secured Virtual Private Network (VPN) connection.
• Backups of the application site are near-instantaneous (no files older than five minutes).
• The database is replicated nightly at an offsite location in case of a primary data center failure.
• Priority-level response (ensures downtime will not exceed four hours).
5. DATA PRIVACY

The Lead Agency, Local System Administrators, and Partner Agencies are jointly responsible for complying with HMIS privacy policies and procedures. When a privacy standard conflicts with other federal, state and local laws to which the Partner Agency must adhere, the Partner Agency must contact the Lead Agency to collaboratively update the applicable policies for the Partner Agency to accurately reflect the additional protections.

5.1 Baseline Privacy Policy

Collection of Personal Information

Personal information will be collected for the HMIS only when it is needed to provide services, when it is needed for another specific purpose of the agency where a client is receiving services, or when it is required by law. Personal information may be collected for these purposes:

- To provide or coordinate services for clients
- To find programs that may provide additional client assistance
- To comply with government and grant reporting obligations
- To assess the state of homelessness in the community, and to assess the condition and availability of affordable housing to better target services and resources

Personal information may also be collected from:

- Additional individuals seeking services with a client
- Other private organizations that provide services and participate in the HMIS

Only lawful and fair means are used to collect personal information. Personal information is collected with the knowledge and consent of clients. While some information may be required by projects or public or private funders to determine eligibility for housing or services, or to assess needed services, clients generally should not be denied assistance if they refuse or are unable to supply certain pieces of information.8

Posted Data Privacy Notice

This Notice must be posted and viewable by clients at intake to provide information on their rights and HMIS policies related to personal data. This Notice provides a brief overview of data privacy.

HMIS Data Privacy Notice

This Notice9 must be reviewed with all clients at intake to provide information on their rights and HMIS policies related to personal data. This Notice provides more detailed information about why HMIS data is collected, when and to whom data may be released, privacy protections, and client rights.

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8 HMIS intake forms include ‘Client refused’ response categories to allow programs to track refusals. The HMIS Data Standards Manual provides additional information about handling client refusals for federally-required questions.

9 The HMIS Data Privacy Notice is included as the first page of the Release of Information (ROI) packet.
**Inspection and Correction of Personal Information**

Clients may inspect and receive a copy of their personal information maintained in the HMIS. The agency where the client receives services will offer to explain any information that a client may not understand.

If the information listed in the HMIS is believed to be inaccurate or incomplete, a client may submit a verbal or written request to have his/her information corrected. Inaccurate or incomplete data may be deleted or marked as inaccurate or incomplete and supplemented with additional information.

A request to inspect or copy one’s personal information may be denied if:
- The information was compiled in reasonable anticipation of litigation or comparable proceedings,
- The information was obtained under a promise of confidentiality and if the disclosure would reveal the source of the information, or
- The life or physical safety of any individual would be reasonably endangered by disclosure of the personal information.

If a client’s request to view or correct their personal information is denied, the Agency where the client receives services will explain the reason for the denial. The client’s request and the reason for the denial will be included in the client’s record.

Client requests to view or correct their personal information may be denied if they are made in a repeated and/or harassing manner.

**5.2 Statewide Data Sharing**

As of October 2016, Minnesota’s HMIS employs statewide data sharing as a means to implement Coordinated Entry, reduce data collection and entry burden, and facilitate other coordination between Partner Agencies.

**Client Release of Information**

Statewide Data Sharing is a process guided by the client through the Release of Information (ROI). It is therefore imperative that the client understand the ROI, and that the Partner Agency address any questions the client may have, while respecting the client’s right to decline to share data.

Prior to designating any information for sharing with other Agencies, the Partner Agency will obtain the informed consent of the Client, using Minnesota’s HMIS Release of Information. If a client does not consent pursuant to Minnesota’s HMIS Release of Information form, information may be entered into Minnesota’s HMIS, but may not be shared with other Partner Agencies. It is the responsibility of the Partner Agency entering information about a client to determine whether consent has been obtained; to make appropriate entries to either designate the information as appropriate for sharing or prohibit information sharing; and to implement any restrictions on information sharing.

**Agency Responsibilities**

At a minimum, the Partner Agency must meet the following standards:
1. The Partner Agency will use the Minnesota’s HMIS Release of Information form (ROI), for all clients where written or verbal consent is required.
   a. If the Partner Agency does not share data with other Agencies, the ROI form is not required. However, the Partner Agency will provide Minnesota’s HMIS Data Privacy Notice for review by all clients and provide clients with copies as requested.
   b. If questions arise (for example questions on which programs within the Partner Agency share data with other agencies), the Partner Agency will contact the Lead Agency.
2. The Partner Agency will note any limitations or restrictions on information sharing on a client's ROI with appropriate data entries into Minnesota’s HMIS. If questions arise (for example, questions on how to implement restrictions on information sharing), the Partner Agency will contact the Lead Agency.
3. The Partner Agency will be responsible for ensuring that consent is knowing, informed and given by a person competent to provide consent. For example, in the case of a minor, The Partner Agency will comply with applicable laws regarding minor consent by obtaining the consent of a parent or guardian, unless consent of the minor is acceptable under the Minor Consent law (e.g. Minn. Stat. §144.341–144.347). In cases of incompetent adults, the Partner Agency must obtain consent from a person authorized to consent under Minnesota law.
4. If a client withdraws or revokes consent for release of information, the Partner Agency is responsible for immediately contacting the Lead Agency to ensure that client's information will not be shared with other Agencies from that date forward.
5. The Partner Agency that received the client’s initial ROI form will scan and upload the signed copy of the form to the HMIS. Partner Agencies may be required to keep the original copy for a period of seven years, as dictated by Partner Agency policy or funder requirements. ROI forms will be available for inspection and copying by the Lead Agency at any time.
6. If an ROI has been properly recorded in the client’s HMIS record by another Partner Agency, the Partner Agency need not present the client with another ROI form. However, Covered Entities must always present a ROI form, as detailed in the section below. Other Partner Agencies may elect to do so at their discretion.

**Additional Responsibilities of Covered Entities**

Partner Agencies that are also Covered Entities under HIPAA and any program subject to 42 CFR Part 2 must obtain a signed Minnesota’s HMIS Release of Information form before authorizing the Lead Agency to use or disclose information entered into the HMIS. If a client does not sign Minnesota’s HMIS Release of Information form, information may be entered into Minnesota’s HMIS, but may not be further disclosed. The information may be used by the Lead Agency as permitted by law and the HMIS Data Privacy Notice. It is the responsibility of the Partner Agency entering information about a client to ensure compliance with HIPAA including ensuring that all appropriate HIPAA Notices have been provided to clients, to determine whether consent has been obtained; making appropriate entries to either designate the information as appropriate for use or disclosure by the Lead Agency or to prohibit such use or disclosure; and implementing any restrictions on the use of the information.

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10 The requirement to scan and upload signed Consent forms is effective as of the date these policies were first adopted. Client records created prior to that date that recorded Consent according to the guidance from that time are considered to have Consent properly recorded.
Covered Entities may utilize their own forms but shall supplement these forms with the information conveyed in “Minnesota’s HMIS: Data Privacy Notice & Client Release of Information.”

Covered Entities must present a separate ROI form to each adult that is seeking services, regardless of whether a ROI form has been presented to them in the past.

**No Conditioning of Services**

Agency will not condition any services upon or decline to provide any services to a client based upon a client's refusal to sign a form for the sharing of information in Minnesota’s HMIS, unless a program funder or internal management practices require the entry of identified information into the HMIS to deliver services. Further, Partner Agencies may not limit client service or refuse to provide service in a way that discriminates against clients based on information the Partner Agency obtained from the HMIS. Partner Agencies may not penalize a client based on historical data contained in the HMIS.

**5.3 Research Uses and Publication of HMIS Data**

Research uses and publication of HMIS data are governed by HMIS policies, including Minnesota’s HMIS Data Privacy Notice, Minnesota’s HMIS Release of Information, Agency Agreements, Local HMIS Data Use and Administration Agreements (LSA Agreements), and Business Associate Agreements.

Data may not be released in an aggregated report from a data set that is small enough or unique enough to allow identification of an individual client’s information to be extracted from the report. If it is determined that a preliminary report may not be published due to concerns of release of identifiable data, the Lead Agency or Local System Administrator will remove postings, shred paper copies of the report, and notify review partners to destroy any copies of the report.

A Local System Administrator may not access or use regional, Tribal- or agency-specific data for the purpose of providing their agency or any partner agency a competitive advantage. Data collection and reporting of Tribal-specific information will only be done with the written permission of the Minnesota Tribal Council or its authorized representative.

If a report identifies one or more specific agencies or programs, agencies will be given a period of 15 business days to review and comment on the information as presented in the report. Agency and Continuum of Care review periods may be waived if prior approval is obtained by the Lead Agency or the Local System Administrator.

Data may be released to external stakeholders for research purposes by the Lead Agency, as approved by the HMIS Governing Board. The HMIS Governing Board will approve or deny requests to release data based on the potential benefits and costs to clients, Partner Agencies, and other stakeholders. If at all possible, the release of identified data will be avoided. If identified data is needed, the HMIS Governing Board will work with the Lead Agency to ensure that proper procedures and precautions are in place prior to releasing data.
5.4 Client Complaints, Grievances, and Questions

If a client believes that their rights have been violated related to their personal or private data held in the HMIS, a written complaint may be filed. The complaint may be filed with the Partner Agency serving the client and forwarded to the Lead Agency if resolution is not found. If the client believes that their shelter or services may be threatened due to the complaint, a complaint may be made directly to the Lead Agency. The Lead Agency will report all grievances to the Governing Board, which will act as a final arbiter of any complaints not resolved by the Partner Agency or the Lead Agency.

The Partner Agency and the Lead Agency are prohibited from retaliating against clients for filing a complaint. Identifying information will be kept confidential, unless the client gives express permission for such information to be shared between the Partner Agency and the Lead Agency.

The Partner Agency must make Minnesota’s HMIS Service Recipient Grievance Form available to clients upon request.
6. DATA QUALITY

Data quality is a term that refers to the reliability and validity of client-level data collected in the HMIS. It is measured by the extent to which the client data in the system reflects actual information in the real world. No data collection system has a quality rating of 100%. However, to present accurate and consistent information on homelessness, it is critical that the HMIS have the best possible representation of reality as it relates to persons experiencing homelessness and the projects that serve them. Specifically, the goal is to record the most accurate, consistent and timely information in order to draw reasonable conclusions about the extent of homelessness and the impact on the homeless service system.

6.1 Minimum Data Collection Standards

All Partner Agencies are responsible for asking all clients a minimum set of questions, or data elements.11 These required data elements include: (1) the Universal Data Elements required federally and at the state level by the HMIS Governing Board; and (2) Program-Specific Data elements, which depend on the funder and may not be required at all if a program is not funded by a program that requires the use of the HMIS. The minimum expectations for data entry for all programs entering data in the HMIS are the focus of New User Training.

Partner Agency programs are configured by the Lead Agency to collect the required data elements based on information provided by the Partner Agency and its Designated Agency HMIS Contact. Lead Agency staff will consult with the Designated Agency HMIS Contact in attempts to ensure proper setup, but responsibility for complying with funder requirements lies with the Partner Agency.

Agencies may collect additional information beyond the minimum required data elements, as long as the collection of these questions does not interfere with the minimum required data elements.

6.2 Data Quality Plan

To ensure high-quality data, the Lead Agency, Minnesota’s ten Continua of Care, Partner Agencies, and users will regularly and collectively assess and address the quality of data by examining characteristics such as timeliness, completeness, and accuracy. This effort is detailed in the Minnesota HMIS Data Quality Plan, which is approved by the HMIS Governing Board and can be found on the Minnesota HMIS Website.

6.3 XML Imports

While HMIS databases are required to have the capacity to accept XML imports, the Lead Agency and the HMIS Governing Board reserve the right to not allow XML imports into Minnesota’s HMIS. Allowing XML imports may impact data integrity and increase the likelihood of duplication of client files in the system.

11 However, as noted in the Baseline Privacy Policy in the prior section, clients may still refuse to answer certain questions.
7. HMIS SOFTWARE VENDOR REQUIREMENTS

Physical Security
Access to areas containing HMIS equipment, data and software will be secured.

Firewall Protection
The vendor will secure the perimeter of its network using technology from firewall vendors. Company system administrators monitor firewall logs to determine unusual patterns and possible system vulnerabilities.

User Authentication
Users may only access the HMIS with a valid username and password combination that is encrypted via SSL for internet transmission to prevent theft. If a user enters an invalid password three consecutive times, they are automatically shut out of that HMIS session. For added security, the session key is automatically scrambled and re-established in the background at regular intervals.

Application Security
HMIS users will be assigned a system access level that restricts their access to only necessary and appropriate data.

Database Security
Wherever possible, all database access is controlled at the operating system and database connection level for additional security. Access to production databases is limited to a minimal number of points; as with production servers, production databases do not share a master password database.

Technical Support
The vendor will assist Lead Agency staff to resolve software problems, make necessary modifications for special programming, and will explain system functionality to the Lead Agency.

Technical Performance
The vendor maintains the system, including data backup, data retrieval, and server functionality/operation. Upgrades to the system software will be continuously developed and implemented.

Hardware Disposal
Data stored on broken equipment or equipment intended for disposal will be destroyed using industry standard procedures.
8. LOCAL SYSTEM ADMINISTRATION

Minnesota’s HMIS is a collaborative partnership with partners at all levels working to advance HMIS as a tool to inform and support efforts to end homelessness. Continuum of Care Coordinators and designated Local System Administrators, jointly referred to herein as “Local System Administrators,” are key partners in analyzing data and meeting needs at a local level. While Local System Administrators must adhere to all policies contained in this document, this section enumerates roles, responsibilities, and policies specific to their work.

8.1 Coordination with the Lead Agency

As local needs and local capacity vary, coordination between the Lead Agency and Local System Administrators is key. The Lead Agency and Local System Administrators will jointly develop and approve a written annual plan for each Continuum of Care that delineates roles and responsibilities of both parties.

Responsibilities may include in-depth support for the following:

- Annual Homeless Assessment Report
- Annual Performance Reports
- Communicating HMIS updates to the Continuum of Care
- Continuum of Care Program Competition
- Housing Inventory Chart
- Maintaining and increasing bed coverage (participation of homeless programs in the HMIS)
- Point in Time Homelessness Count
- Quarterly Data Quality Process
- Supporting continuous quality improvement efforts
- Supporting HMIS user group meetings in the Continuum of Care
- Other projects or tasks as jointly approved by the parties

In the event that the Lead Agency and Local System Administrators cannot agree to a written annual plan, the matter will be escalated to the HMIS Governing Board for discussion and resolution.

8.2 System Configuration

Local System Administrators will not make changes to HMIS providers without prior approval from the Lead Agency and the Designated Agency HMIS Contact for that provider. However, Local System Administrators are allowed to create their own reporting groups in the HMIS for purposes of aggregate reporting.

8.3 Local System Administrator Expanded Reporting Access Agreement

Due to technical issues with a prior database restructure, Local System Administrators (LSA) are currently unable to view all data within their Continua of Care. To address this problem, the Lead Agency and Policy and Prioritization Committee of the HMIS Governing Board developed the Local System Administrator Expanded Reporting Access Agreement. This agreement,
between the Lead Agency and the LSA, technically grants the LSA full visibility to statewide HMIS information in the Advanced Reporting Tool (“ART”) which is used to report on HMIS data. However, the agreement reaffirms that the LSA may only view data from their Continuum of Care as needed for legitimate business purposes.
9. AGENCY SYSTEM ADMINISTRATION

Minnesota HMIS Partner Agencies may elect to develop internal capacity for system administration. Partner Agency System Administrators are trained by the Lead Agency and granted system administration access at the sole discretion of the Lead Agency. While Partner Agency System Administrators must adhere to all policies contained in this document, this section enumerates roles, responsibilities, and policies specific to their work.

9.1 Coordination with the Lead Agency

As Partner Agency needs and capacity vary, coordination between the Lead Agency and Partner Agency System Administrators is key. The Lead Agency and Partner Agency System Administrators will jointly develop and approve a written annual plan for the Partner Agency that delineates roles and responsibilities of both parties. In the event that the Lead Agency and Partner Agency System Administrators cannot agree to a written annual plan, the matter will be escalated to the HMIS Governing Board for discussion and resolution.

9.2 System Configuration

Partner Agency System Administrators will not make changes to HMIS providers without prior approval from the Lead Agency.
10. SPECIAL POLICIES

10.1 User Conflict of Interest

Users who are also clients with files in the HMIS are prohibited from entering or editing information in their own file. All users are also prohibited from entering or editing information in files of immediate family members. All users must sign the Minnesota User Agreement, which includes a statement describing this limitation, and report any potential conflict of interest to their Designated Agency HMIS Contact. The Lead Agency may run an HMIS user audit trail report to determine if there has been a violation or suspected violation of the conflict of interest agreement.

10.2 Users Entering or Reporting on Data for Another Partner Agency

Coordinated Services Agreements allow a specifically named HMIS user to enter client data as, or on behalf of, another specifically named Partner Agency and/or to report on behalf of a specifically named Partner Agency. The signed agreement will be maintained by the Lead Agency. The named HMIS User will have access to the designated HMIS Providers.
11. VIOLATION OF HMIS POLICIES

HMIS users and Partner Agencies must abide by all HMIS policies and procedures found in the HMIS Policies and/or Procedures manuals, the User Agreement, and the Agency Agreement. Repercussion for any violation will be assessed in a tiered manner. Each user or Partner Agency violation will face successive consequences – the violations do not need to be of the same type in order to be considered second or third violations. User violations do not expire. No regard is given to the duration of time that occurs between successive violations of the HMIS operation policies and procedures as it relates to corrective action. Any user or Partner Agency violations may be appealed to the HMIS Governing Board.

- **First Violation** – the user and Partner Agency will be notified of the violation in writing by the Lead Agency. The user’s license will be suspended for 30 days, or until the Partner Agency notifies the Lead Agency of action taken to remedy the violation. The Lead Agency will provide necessary training to the user and/or Partner Agency to ensure the violation does not continue. The Lead Agency will notify the HMIS Governing Board of the violation during the next scheduled Governing Board meeting following the violation.

- **Second Violation** – The user and Partner Agency will be notified of the violation in writing by the Lead Agency. The user’s license will be suspended for 30 days. The user and/or Partner Agency must take action to remedy the violation; however, this action will not shorten the length of the license suspension. If the violation has not been remedied by the end of the 30-day user license suspension, the suspension will continue until the Partner Agency notifies the Lead Agency of the action taken to remedy the violation. The Lead Agency will provide necessary training to the user and/or Partner Agency to ensure the violation does not continue. The Lead Agency will notify the HMIS Governing Board of the violation during the next scheduled Governing Board meeting following the violation.

- **Third Violation** – the user and Partner Agency will be notified of the violation in writing by the Lead Agency. Lead Agency will notify the HMIS Governing Board of the violation and convene a review panel made up of Governing Board members who will determine if the user’s license should be terminated. The user’s license will be suspended for a minimum of 30 days, or until the Governing Board review panel notifies the Lead Agency of their determination, whichever occurs later. If the Governing Board determines the user should retain their user license, the Lead Agency will provide necessary training to the user and/or Partner Agency to ensure the violation does not continue. If users who retain their license after their third violation have an additional violation, that violation will be reviewed by the Governing Board review panel.

Any user or other fees paid by the Partner Agency will not be returned if a user’s or Partner Agency’s access to the HMIS is revoked.

**Notifying the HMIS Lead Agency of a Violation**

It is the responsibility of each Designated Agency HMIS Contact and user to notify the HMIS Lead Agency within 24 hours of when they suspect that a User or Partner Agency has violated any HMIS operational agreement, policy, or procedure. A complaint about a potential violation must include the User and Partner Agency name and a description of the violation, including the date or timeframe of the suspected violation. Complaints should be sent in writing to the HMIS
Lead Agency at mnhmis@icalliances.org. The name of the person making the complaint will not be released from the HMIS Lead Agency if the individual wishes to remain anonymous.

**Violations of Local, State or Federal Law**
Any Partner Agency or user violation of local, state or federal law will immediately be subject to the consequences listed under the Third Violation above.

**Potential to Escalate**
All violations will be assessed by the Lead Agency and depending on their severity may be subject to the consequences listed under the Third Violation above as determined by the Lead Agency.

**Multiple Violations within a 12-Month Timeframe**
During a 12-month calendar year, if there are multiple users (three or more) with multiple violations (two or more) from one Partner Agency, the Partner Agency as a whole will be subject to the consequences listed under the Third Violation above.
12. APPENDIX A: GLOSSARY

**Designated Agency HMIS Contact** – The individual responsible for HMIS use at each partner agency.

**Homeless Management Information System (HMIS)** – an internet-based database that is used by homeless service organizations across Minnesota to record and store client-level information to better understand the numbers, characteristics and needs of homeless persons and those at risk of homelessness.

**HMIS Governing Board** – the group of HMIS stakeholders who are responsible for approving and implementing the HMIS Policies and Procedures, and for funding, planning, and overseeing improvements to Minnesota’s HMIS. Information on board composition, committee responsibilities, and meeting times can be found on the Minnesota HMIS Website.

**HMIS Lead Agency** – The HMIS Lead Agency is responsible for the technical design, implementation, and operation of the HMIS. In doing so, the Lead Agency provides Partner Agencies and users with training and technical support, ensures compliance with HMIS policies and procedures, and plans and jointly approves with the HMIS Governing Board an annual budget and work plan. Minnesota’s HMIS Lead Agency is the Institute for Community Alliances.

**HMIS Vendor** – The HMIS Vendor designs the HMIS software and provides ongoing support to the System Administrators. Minnesota’s HMIS Vendor is Mediware Information Systems.

**Local System Administrators** – Persons trained and approved by the HMIS Lead Agency who provide reporting or system administration support.

**Partner Agencies** – The homeless service organizations that use the HMIS.

**Program-Specific Data Elements** – Questions that are designed, managed, and required by at least one of the HMIS federal or state partner programs. Federal Program-Specific Data Elements are subject to change every year on October 1, whereas State Program-Specific Data elements are subject to change every year on July 1.

**Universal Data Elements (UDEs)** – The minimum set of questions that all homeless programs in the HMIS, regardless of funding source, must complete for all clients served. Federal UDEs are outlined in the [HMIS Data Dictionary](#) and the [HMIS Data Standards Manual](#), and are subject to change every year on October 1. Minnesota UDEs are determined by the HMIS Governing Board and are subject to change every year on July 1.

**Victim Service Provider** – a nonprofit agency with a primary mission to provide services to victims of domestic violence, dating violence, sexual assault, or stalking.
## Total Population PIT Count Data

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count</td>
<td>290</td>
<td>288</td>
<td>274</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>126</td>
<td>86</td>
<td>91</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>162</td>
<td>199</td>
<td>175</td>
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<tr>
<td>Total Sheltered Count</td>
<td>288</td>
<td>285</td>
<td>266</td>
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<tr>
<td>Total Unsheltered Count</td>
<td>2</td>
<td>3</td>
<td>8</td>
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</table>

## Chronically Homeless PIT Counts

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<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of Chronically Homeless Persons</td>
<td>22</td>
<td>2</td>
<td>22</td>
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<tr>
<td>Sheltered Count of Chronically Homeless Persons</td>
<td>22</td>
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<td>19</td>
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<tr>
<td>Unsheltered Count of Chronically Homeless Persons</td>
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## Homeless Households with Children PIT Counts

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<tr>
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<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
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</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children</td>
<td>56</td>
<td>59</td>
<td>55</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Households with Children</td>
<td>56</td>
<td>59</td>
<td>55</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Households with Children</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## Homeless Veteran PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of the Number of Homeless Veterans</td>
<td>6</td>
<td>6</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Veterans</td>
<td>5</td>
<td>6</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Veterans</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Northwest Prioritization Policy

Updated August 2016

The Northwest Continuum of Care utilizes a single prioritization list for Coordinated Entry. The single prioritization list applies to the entire geographic region, all populations/subpopulations and must be utilized to fill all dedicated homeless Transitional Housing, Rapid-Rehousing, Long-term Homeless and Permanent Supportive Housing units/vouchers.

Prioritization is utilized for all dedicated supportive housing programs to help strategically and fairly target available resources, better assuring that those who are most vulnerable receive housing more rapidly than those with who are less vulnerable.

**TOOL:** Drop Box is the current tool used for Prioritization in Northwest MN. If you currently are not invited to Drop Box, please contact the CoC Coordinator for information on completing the required training.

**STEPS:**

1. **Sort by Program Category:**
   - Utilize the Sort & Filter function to select all households within the appropriate VI-SPDAT score range for your Program Category. Copy and paste these into a new spreadsheet.

<table>
<thead>
<tr>
<th>Program Category</th>
<th>Singles</th>
<th>Families</th>
<th>Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mainstream/Prevention</td>
<td>0-3</td>
<td>0-3</td>
<td>0-3</td>
</tr>
<tr>
<td>Transitional/Rapid RH</td>
<td>4-7</td>
<td>4-8</td>
<td>4-7</td>
</tr>
<tr>
<td>PSH/LTH</td>
<td>8+</td>
<td>9+</td>
<td>8+</td>
</tr>
</tbody>
</table>

**Note:** Those scoring in Mainstream/Prevention range should not be on the Priority list and should not be prioritized for TH, RRH, PSH or LTH units/vouchers.

2. **Sort Specific Funder Requirements or Special Populations (if applicable):**
   - On the new spreadsheet, utilize the Sort & Filter function to sort out households who meet specific program criteria as defined by the CoC System Mapping (Veterans, Domestic Violence, Youth, Singles or Families, Tribal Enrollment).

3. **Prioritize Order by Vulnerability:** Within each score category, households will be selected in the following order:
   - **Permanent Supportive & Long-term Homeless Programs:**
     - Chronic Homeless with:
       1. **Highest VI-SPDAT Score** (highest service needs), **disability** and in this order, coming from:
          a. Unsheltered
          b. Emergency shelter
          c. Transitional housing
       2. **Highest VI-SPDAT Score** (highest service needs), **disability** and in this order, coming from:
          a. Unsheltered
          b. Emergency shelter
c. transitional housing
   ii. Highest VI-SPDAT score, disability, and longest period of homelessness coming from:
       1. Unsheltered
       2. Emergency shelter
       3. Transitional Housing
   iii. Highest VI-SPDAT score and longest period of homelessness coming from:
       1. Unsheltered
       2. Emergency Shelter
       3. Transitional Housing

   • Rapid Rehousing Programs:
     i. Highest VI-SPDAT Score and coming from:
        1. Unsheltered
        2. Emergency Shelter
        3. Transitional Housing

   • Transitional Housing Programs:
     i. Highest VI-SPDAT Score and coming from:
        1. Unsheltered
        2. Emergency Shelter
        3. Transitional Housing

4. Handling Ties: If two or more persons/households have equal vulnerability scores/criteria please follow these steps to prioritize ties:
   • Persons in unsafe situations prioritized.
   • Families only: pregnant women and households with small children prioritized.
   • If still unresolved a full SPDAT is recommended.

5. Verification of Eligibility
   • Projects are required to keep documentation eligibility.

6. Offer to Client

7. Providers Right to Refusal
   • Providers maintain the right to refuse a client if there has been past documented incidents working with that client where there was potential harm to the service provider or if there is documented conflict of interest (provider is relative of client, there is a lawsuit pending against client/agency)
   • If a client failed out, was evicted, or there is rent owed provider, providers should not automatically deny clients. Providers should first work with clients to assist with negative balances and prevent similar incidences in the future.
   • Provider is unable to financially provide services in clients desired location.
   • Providers refusing clients must complete the NW CES Denial Form and submit to the CoC Coordinator within 3 days of refusal.
Northwest MN CoC
Racial Disparity Assessment

FINDINGS:

- Persons of color are disproportionately represented in the Northwest MN Homeless Population
  - 2017 US Census Data shows Whites make up 88.36% of the NW population while only 48.91% of the homeless population in the PIT and 37.65% of those served in NW Programs for the Homeless in 2017.
- The HMIS Exit Outcome Report shows that persons who are White have lower positive outcomes than persons of color.
  - Only 84.39% of Whites had positive outcomes compared to 88.80% of American Indians/Alaskan Natives and 96.15% of Black/African Americans.

DATA USED:

US Census Data 2017

<table>
<thead>
<tr>
<th></th>
<th>White</th>
<th>Black African American</th>
<th>American Indian Alaskan Native</th>
<th>Asian</th>
<th>Hawaiian Pacific Islander</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beltrami</td>
<td>34,680</td>
<td>560</td>
<td>10,115</td>
<td>465</td>
<td>31</td>
</tr>
<tr>
<td>Clearwater</td>
<td>7,847</td>
<td>51</td>
<td>996</td>
<td>42</td>
<td>5</td>
</tr>
<tr>
<td>Hubbard</td>
<td>19,725</td>
<td>166</td>
<td>816</td>
<td>86</td>
<td>19</td>
</tr>
<tr>
<td>Kittson</td>
<td>4,519</td>
<td>15</td>
<td>12</td>
<td>26</td>
<td>1</td>
</tr>
<tr>
<td>Lake of the Woods</td>
<td>3,964</td>
<td>25</td>
<td>87</td>
<td>49</td>
<td>0</td>
</tr>
<tr>
<td>Mahnomen</td>
<td>3,162</td>
<td>38</td>
<td>2,678</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Marshall</td>
<td>9,324</td>
<td>39</td>
<td>104</td>
<td>33</td>
<td>7</td>
</tr>
<tr>
<td>Norman</td>
<td>6,689</td>
<td>36</td>
<td>229</td>
<td>43</td>
<td>3</td>
</tr>
<tr>
<td>Pennington</td>
<td>13,408</td>
<td>258</td>
<td>371</td>
<td>130</td>
<td>2</td>
</tr>
<tr>
<td>Polk</td>
<td>30,578</td>
<td>412</td>
<td>854</td>
<td>311</td>
<td>27</td>
</tr>
<tr>
<td>Red Lake</td>
<td>4,012</td>
<td>29</td>
<td>92</td>
<td>9</td>
<td>4</td>
</tr>
<tr>
<td>Roseau</td>
<td>14,980</td>
<td>79</td>
<td>323</td>
<td>445</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>152,888</strong></td>
<td><strong>1,708</strong></td>
<td><strong>16,677</strong></td>
<td><strong>1,643</strong></td>
<td><strong>110</strong></td>
</tr>
<tr>
<td><strong>% of population</strong></td>
<td><strong>88.36%</strong></td>
<td><strong>0.99%</strong></td>
<td><strong>9.64%</strong></td>
<td><strong>0.95%</strong></td>
<td><strong>0.06%</strong></td>
</tr>
</tbody>
</table>
## Northwest MN Point-in-Time Count (PIT): January 2018

<table>
<thead>
<tr>
<th>NUMBER COUNTED</th>
<th>Emergency Shelter</th>
<th>Transitional</th>
<th>Unsheltered</th>
<th>Total</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Persons</td>
<td>91</td>
<td>175</td>
<td>8</td>
<td>274</td>
<td></td>
</tr>
</tbody>
</table>

### ETHNICITY

<table>
<thead>
<tr>
<th></th>
<th>Emergency Shelter</th>
<th>Transitional</th>
<th>Unsheltered</th>
<th>Total</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Hispanic/Non-Latino</td>
<td>84</td>
<td>164</td>
<td>8</td>
<td>256</td>
<td>93.43%</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>7</td>
<td>11</td>
<td>0</td>
<td>18</td>
<td>6.57%</td>
</tr>
</tbody>
</table>

### RACE

<table>
<thead>
<tr>
<th></th>
<th>Emergency Shelter</th>
<th>Transitional</th>
<th>Unsheltered</th>
<th>Total</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>48</td>
<td>81</td>
<td>5</td>
<td>134</td>
<td>48.91%</td>
</tr>
<tr>
<td>Black or African-American</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>1.09%</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>37</td>
<td>72</td>
<td>3</td>
<td>112</td>
<td>40.88%</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>0.73%</td>
</tr>
<tr>
<td>Multiple Races</td>
<td>3</td>
<td>20</td>
<td>0</td>
<td>23</td>
<td>8.39%</td>
</tr>
</tbody>
</table>

---

## HMIS Exit Outcome Report: All projects (ES, RRH, TH, PSH, OPH) July 1, 2017 to June 30, 2018

### Race

<table>
<thead>
<tr>
<th>Race</th>
<th>Exits</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaska Native (HUD)</td>
<td>779</td>
</tr>
<tr>
<td>Black or African American (HUD)</td>
<td>70</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander (HUD)</td>
<td>1</td>
</tr>
<tr>
<td>White (HUD)</td>
<td>340</td>
</tr>
<tr>
<td>Missing Value</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>1,191</td>
</tr>
</tbody>
</table>

### Race and Outcome

<table>
<thead>
<tr>
<th>Race and Outcome</th>
<th>Positive</th>
<th>Negative</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaska Native (HUD)</td>
<td>512</td>
<td>64</td>
<td>576</td>
</tr>
<tr>
<td>Black or African American (HUD)</td>
<td>50</td>
<td>2</td>
<td>52</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander (HUD)</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>White (HUD)</td>
<td>254</td>
<td>47</td>
<td>301</td>
</tr>
<tr>
<td>Total</td>
<td>817</td>
<td>113</td>
<td>930</td>
</tr>
</tbody>
</table>

### Information Summary

512 of 576 (88.89%) 'american indian or alaska native (hud)' exits are positive.
50 of 52 (96.15%) 'black or african american (hud)' exits are positive.
1 of 1 (100%) 'native hawaiian or other pacific islander (hud)' exits are positive.
254 of 301 (84.39%) 'white (hud)' exits are positive.
183 of 1,191 (15.37%) exits are indeterminate and are therefore not included in the crosstabulation.
1 of 1,191 (0.08%) exits have no designated race category associated with them and are therefore not included in the crosstabulation.
930 of 1,191 (78.09%) exits have both a designated race category and a determinate exit status and are therefore included in the crosstabulation.
NW CoC HMIS Project Demographics Report: All projects July 1, 2017 to June 30, 2018

<table>
<thead>
<tr>
<th>Race</th>
<th>Client Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaska Native</td>
<td>1700</td>
</tr>
<tr>
<td>Asian</td>
<td>14</td>
</tr>
<tr>
<td>Black or African-American</td>
<td>178</td>
</tr>
<tr>
<td>Don't Know/Refused</td>
<td>71</td>
</tr>
<tr>
<td>Multiple Races</td>
<td>229</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>11</td>
</tr>
<tr>
<td>White</td>
<td>1362</td>
</tr>
<tr>
<td>Null</td>
<td>69</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3617</strong></td>
</tr>
</tbody>
</table>

Race Distribution:
- American Indian or Alaska Native: 1700
- Asian: 14
- Black or African-American: 178
- Don't Know/Refused: 71
- Multiple Races: 229
- Native Hawaiian or Other Pacific Islander: 11
- White: 1362
- Null: 69

Total: 3617

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Client Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client doesn't know (HUD)</td>
<td>1</td>
</tr>
<tr>
<td>Client refused (HUD)</td>
<td>52</td>
</tr>
<tr>
<td>Hispanic/Latino (HUD)</td>
<td>241</td>
</tr>
<tr>
<td>Non-Hispanic/Non-Latino (HUD)</td>
<td>3212</td>
</tr>
<tr>
<td>Unknown</td>
<td>2</td>
</tr>
<tr>
<td>Null</td>
<td>127</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3617</strong></td>
</tr>
</tbody>
</table>

Ethnicity Distribution:
- Client doesn't know (HUD): 1
- Client refused (HUD): 52
- Hispanic/Latino (HUD): 241
- Non-Hispanic/Non-Latino (HUD): 3212
- Unknown: 2
- Null: 127

Total: 3617