

2021

CENTRAL MINNESOTA CONTINUUM OF CARE



Organizational Documents
COC Governance Charter & Bylaws
Written Standards & Policies

Central MN CoC Coordinator: Tim Poland
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Central MN Continuum of Care (Central MN CoC)

Governance Charter

Vision Statement

Central MN CoC envisions a community committed to racial equity in which everyone has a stable permanent home and the support and resources needed to maintain it.

Mission Statement

Central MN CoC is committed to building strong partnerships and being collaborative in our strategic planning efforts to improve our homeless response system. We strive to maximize access to funding and resources to assist in finding homes for all individuals and families who are at the greatest risk of being excluded from necessary services.

Purpose of the Charter

This Charter defines the roles, responsibilities, leadership, and committee structure of the Central Minnesota Continuum of Care, hereafter referred to as Central MN CoC.

CoC Responsibilities

Central MN CoC's primary responsibility is to coordinate and maximize public and private resources required to attain the goal of racial equality and ending homelessness. Central MN CoC is authorized by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act and the CoC Interim Rule (24 CFR 578) to provide a comprehensive response to homelessness that includes but is not limited to:

- Plan for, develop and amend as needed the Continuum of Care Plan; defined as the community-wide homeless response system.
- Implement the Continuum of Care Plan.
- Designate the Homeless Management Information System (HMIS) for the CoC and a HMIS lead agency.
- Prepare and submit, on behalf of the entire community, the annual CoC application for funding to HUD.
- Coordinate funding streams and resources (federal, state, local and private) needed to carry out the Continuum of Care Plan.
- Plan, design and implement a coordinated assessment system for the entire CoC for all persons in need of assistance to end and/or prevent homelessness.
- Create and implement written standards for administering assistance.

Organizational Structure

To carry out its responsibilities, Central MN CoC has created a governance structure that includes an elected Governing Board delegated by Central MN CoC members to direct the development and implementation of the CoC plan and ensure compliance with the requirements of the HEARTH Act and CoC Interim Rule. Central MN CoC has also delegated authority to the Governing Board to create and change any sub-committees as it deems necessary to carry out the responsibilities assigned to it by Central MN CoC.

Membership in Central MN CoC

Membership in Central MN CoC is open to any interested individual, should be representative of the community it serves, and includes but is not limited to representatives of the following:

- A high priority for Individuals with lived experience
- Representatives of marginalized communities
- Victim service providers
- Faith-based organizations
- Governments
- Businesses
- Advocates
- Public housing agencies
- School districts
- Social service providers
- Mental health agencies
- Hospitals
- Universities
- Affordable housing developers
- Law enforcement
- Organizations that serve veterans
- Nonprofit homeless assistance providers

Any person interested in improving the response to homelessness who either lives or works in the 13-county region of Central MN CoC may participate in Central MN CoC full membership meetings. Membership is defined by attendance and participation in at least one CoC meeting annually including attendance at any sub-committees created to carry out the responsibilities of Central MN CoC. Annually, the Central MN CoC shall extend an invitation to persons/organizations of the public within the 13-county region to become an acting member(s) of the CoC.

Ongoing recruitment for those with lived experience and representatives of marginalized communities will happen throughout the year. The invitation will be sent to relevant organizations in the 13-county region. New members may enroll at any time during the year.

Central MN CoC Governing Board

The Central MN CoC Governing Board is a body elected by Central MN CoC membership for oversight and accountability. The Governing Board will carry out the duties and responsibilities as delegated by Central MN CoC to ensure compliance with the requirements as described in the HEARTH Act and the CoC Interim Rule. There are three distinct regions within Central MN CoC. Governance Board shall have members, of all races, from each region to ensure adequate representation. Central CoC Governing Board composition will be reviewed annually to ensure adequate diversity and representation from persons having experienced homelessness. Solicitation will be made to identify new members from under- represented groups.

The Board will act on behalf of the Central MN CoC to fulfill the regulatory duties of a continuum of care set forth in 24 CFR § 578. The Board shall be responsible for approval and implementation of all CoC policies and procedures.

Responsibilities of the Governing Board

Responsibilities of the Governing Board include but are not limited to:

- Lead organization for the planning, development, and implementation of the homeless response system throughout the Central CoC.
- Strategic planning, addressing racial disparities, to ensure racial equity in goal setting.
- Align and coordinate CoC and other homeless assistance and mainstream resources.
- Ensuring the availability of data for review of overrepresented populations for planning and goal setting.
- Monitoring and evaluating system-wide goals related to ending and preventing homelessness with a specific process to eliminate racial disparities.
- Monitor and evaluate performance goals for all homeless housing and service providers in Central CoC including all CoC and ESG programs.
- Monitor and evaluate the performance of the Central CoC Collaborative Applicant.
- Establish sub-committees/task forces as needed.

- Enter into and monitor performance of MOU and other contracts on behalf of Central CoC.
- Draft and approve all formal documents related to the above-described responsibilities.
- Develop and maintain a communication plan to ensure transparency of CoC operations.
- Establish priorities and make decisions about the allocation of CoC resources.
- Develop written guidelines that define CoC priorities and eligibility standards for all components of the CoC Plan, as well as data collection and reporting requirements for all providers.

HMIS Lead Agency

Central MN CoC has decided to operate within a statewide Homeless Management Information System (HMIS) and, along with the other CoC regions in the state, has designated Institute for Community Alliances (ICA) as the lead agency of that system, whose role includes:

Operate the CoC HMIS

▪ Data and Technical Standards Compliance

ICA will ensure that this operation maintains compliance with the HMIS Data and Technical Standards (69 FR 146, March 10, 2010). ICA will review this compliance on an annual basis and report review findings to Central CoC Governing Board with findings, review report and provide recommendations for any corrective action it deems required.

▪ Policies and Procedures

ICA will maintain comprehensive HMIS operational policies and procedures, including, but not limited to, a privacy plan, security plan, and data quality plan. These policies and procedures will be reviewed annually for any updates.

▪ Training and Technical Assistance

ICA will provide regular and ongoing training, technical assistance and support to all homeless system agencies using the HMIS network.

▪ Monitor System Participation / Data Quality Performance

ICA will regularly monitor the number of homeless system agencies utilizing the network and report the percentages to Central MN CoC. ICA will work collaboratively with Central CoC to develop a plan to address low participation rates as needed.

Reporting / Analysis

- **Performance Reporting**

ICA will coordinate a collaborative effort with Central MN CoC to design a CoC-wide performance outcome report that is consistent with the expectations of the HEARTH Act.

- **Longitudinal System Analysis (LSA)**

ICA will manage collection of all data elements required for the LSA and enter the data as required into the HUD Homeless Data Exchange on behalf of Central MN CoC.

Central MN CoC Governing board is granting Minnesota HMIS Governing Board the authority to make the final decision for selecting Minnesota HMIS Software Vendor.

The Board agrees to follow a transparent process that includes opportunities for representatives from the CoC/State/MTC members to:

- Ask questions.
- Contribute to the system requirements.
- Participate in the establishment of selection criteria.
- Review vendor responses to requests.

The HMIS Governing Board agrees to fully communicate and seek input from all partners throughout the selection process in an appropriate manner and take responsibility for communication and information exchange.

The Designated CoC Collaborative Applicant

Central Minnesota Housing Partnership

Central MN CoC Lead Agency and Collaborative Applicant is Central MN Housing Partnership (CMHP). CMHP is the agent assigned by Central MN CoC with principal authority for the development and submission of the annual CoC application to HUD for McKinney-Vento homeless assistance funding. CMHP is also the agency that is authorized to enter a contract with HUD to execute the CoC-wide planning and development.

Administrative Functions of CMHP

- Provide staff support for scheduling meetings.
- Manage communication with community agencies and other partners on issues relevant to the work of Central MN CoC.
- Provide staff support for the activities and functioning of Central MN CoC Governing Board.

Continuum of Care Program Application

CMHP shall design a collaborative process for the development and submission of the Consolidated Application for the annual CoC grant competition. CMHP will coordinate with Central MN CoC and the Central MN CoC Governing Board to evaluate applications for funding and determine rank order for all applications to be included in the Consolidated Application.

The Annual Point-in-Time (PIT) Sheltered and Unsheltered Count and the Housing Inventory Chart (HIC)

CMHP is responsible for organizing and implementing the annual point in time count including the collection, analysis, and submission to HUD and the CoC of all data obtained in the count. CMHP also has principal responsibility for assembling the information required to complete and submit to HUD and the CoC an annual Housing Inventory Chart covering the entire COC.

Standing Committees and Working Groups

The Central MN CoC will carry out its responsibilities through Working Committees and Groups. All CoC Members are encouraged to participate on Committees and Working Groups. All policies and policy decisions recommended by Committees and Working Groups must be approved by the Governing Board. Committee members are recruited by the Central MN CoC Governing Board with the goal of having sufficient racial, cultural, and expertise on homeless programs and the CoC Plan to make intelligent, objective recommendations.

Central MN CoC will have the following standing committees:

Racial Equity, Diversity, and Inclusion Committee

This committee will meet no less than four times per year and is responsible for evaluating the CoC Charter and Bylaws and CE Policies and Procedures annually to ensure equitable access to housing. People of color in Minnesota, specifically African American and American Indian households, experience homelessness and housing instability at rates that are 7-8 times higher than their representation within the general population in Minnesota. In addition, Minnesota's homeless response system historically and currently produces disproportionately poorer "homeless to housed" and "housing stability" outcomes for African American and American Indian populations than for White or other populations. Therefore, the focus of this

committee is to utilize data to ensure that racial equity is monitored and measured through regular review of HMIS housing data. Any discrepancies should be reported to the Board of Directors along with recommendations to proactively adjust policies, practices, attitudes, and actions to ensure that all agencies have adequate guidance and information regarding housing practices to pursue equitable power, access opportunity, treatment, impacts, and outcomes for all to end racial inequity.

Membership Committee

The Membership Committee meets, at a minimum, once annually. Members actively seek out participation from nonprofit homeless assistance providers, homeless and formerly homeless individuals, victim service providers, faith-based organizations, government entities, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations who serve military veterans.

Performance and Ranking Committee

The Central MN CoC Performance and Ranking Committee will meet on a quarterly basis. Membership is determined by the Governing Board and will be representative of stakeholder groups across the CoC. Responsibilities include- overseeing the application process, reviewing applications, scoring, and ranking the CoC projects during the local NOFA competition. This committee is also responsible for keeping the scoring tool updated and ensuring HUD funded projects are aware of changes in the scoring methodology. This committee will keep track of project performance throughout the year by reviewing annual progress reports (APR's) and develop Technical Assistance plans for projects that are underperforming.

Committee members may not have a conflict of interest with any of the funded projects.

HMIS/Data Committee

The HMIS Committee will work with the HMIS Lead to develop, annually review, and revise on an as needed basis- a privacy plan, security plan, data quality plan for the HMIS, as well as any other HMIS policies and procedures required by HUD and bring forth for Board approval.

The HMIS/Data committee is responsible for monitoring the collection and use of HMIS data to improve Central MN CoC ability to end homelessness. In this role, the Committee:

- Monitors data quality of Central MN CoC projects.
- Monitors the performance of the HMIS Lead Agency.
- Reviews, amends, and approves the charter agreement between the HMIS Lead Agency and Central MN CoC (annually).
- Analyzes HMIS data to identify opportunities to improve CoC performance.

The Coordinated Entry Advisory Committee

The Coordinated Entry Advisory Committee is responsible for developing and implementing the Coordinated Entry System in the Central MN CoC region. The Committee will work to develop and implement plans to establish a seamless and racially equitable coordinated system for registering individuals and families and providing an initial, comprehensive assessment for their needs for housing or services. Membership includes any persons interested in coordinated assessment, designated coordinated assessment providers and county government, and reflects the communities they serve. The Coordinated Entry Committee reports directly to Central MN CoC Governing Board.

Youth Initiative Committee

The Youth Initiative Committee will work to develop and implement plans to meet the needs of the homeless youth in Central MN CoC.

Other Committees

The Governing Board may, at its discretion, set up additional work groups or ad-hoc committees to meet the needs of the CoC.

Central MN Continuum of Care (Central MN CoC)

BYLAWS

Approved February 2, 2021

ARTICLE I—ORGANIZATION

Organization

The name of this unincorporated organization is Central MN Continuum of Care- hereinafter referred to as the Central MN CoC.

Geographic Composition

The Central MN CoC carries out its activities throughout 13 Minnesota counties.

The large geographic region is grouped into three geographic regions:

Eastern Region: Chisago, Isanti, Kanabec, Mille Lacs, Pine

Northern Region: Cass, Crow Wing, Morrison, Todd

Central Region: Benton, Sherburne, Stearns, Wright

Purpose

The purpose of the Central MN CoC is to:

- Promote community wide commitment to employ best practices with a focus on eliminating disparities to end homelessness.
- Secure funding for efforts by providers and government entities to prevent homelessness and quickly re-house homeless individuals including unaccompanied youth and families, while minimizing the trauma and dislocation that homelessness causes to individuals, families, and communities.
- Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families that experience homelessness.

Responsibilities

The Central MN CoC is responsible for fulfilling four major duties:

1) Operation of the Central MN CoC

- Hold meetings at least quarterly with full membership and publicized agendas. Full membership meetings may be held more often for the purpose of activity planning, ongoing communication, staff training, etc.

- Issue a public invitation annually for new members to join within the geographic area through email and website posting.
- Adopt and follow a written process to select a CoC board. Review, update, and approve the process at least once every 5 years.
- Appoint additional committees, subcommittees, or workgroups.
- Adopt, follow, and update annually a Memorandum of Understanding in consultation with the collaborative applicant and the HMIS Lead.
- CoC and ESG grants- establish performance targets appropriate for population and program type in consultation with recipients and sub-recipients, then monitor recipient and sub-recipient performance, evaluate outcomes, take actions against poor performers, and report to HUD.
- Establish and operate a centralized or Coordinated Entry System in consultation with recipients of ESG Funds, establishing and following written standards for providing CoC assistance in consultation with recipients of ESG Funds. Sources: CoC Program interim rule: 24 CFR 578.7(a)(9); ESG interim rule: 24 CFR 576.400(d) and (e).

At a minimum, these written standards must include:

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

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

- Designate a single HMIS for its geographic area and designate an eligible applicant to manage its HMIS.
- Review, revise, and approve privacy, security, and data quality plans.
- Ensure consistent participation of recipients/sub-recipients in HMIS.
- Ensure that the HMIS is administered in compliance with HUD requirements.

3) Continuum of Care Planning

- Coordinate implementation of a housing and service system.
- Conduct, at least biennially, a Point-in-Time count of homeless persons that meets HUD requirements.
- Conduct an annual gaps analysis of homelessness needs and services.
- Provide information required to complete the Consolidated Plan(s).
- Consult with State and local ESG recipients in the geographic area on the plan for allocating ESG funds and reporting/evaluating performance of ESG programs.

4) Preparation of a CoC Application for Funds

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

ARTICLE II—MISSION AND DESCRIPTION

Mission

Central MN CoC is committed to building strong partnerships and being collaborative in our strategic planning efforts to improve our homeless response system. We strive to maximize access to funding and resources to assist in finding homes for all individuals and families who are at the greatest risk of being excluded from necessary services.

Description

Central MN CoC is the entity responsible for the overall performance and results of our community's effort for racial equity to end homelessness. At least annually, the organization shall perform the following functions in a public forum:

- Set broad goals identifying unmet needs and priorities for investment and providing clear direction to funders and providers on our most critical needs.
- Perform self-assessment with the intent of improving performance, not only in the functioning of the organization but in addressing public needs. This could include a reexamination of bylaws.
- Elect members of the Governing Board.

ARTICLE III—MEMBERSHIP

Membership to Central MN CoC

Membership Criteria

Membership in the Central MN CoC is open to all stakeholders within the 13 county CoC region. This includes but is not limited to those with lived experience, nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans.

Membership Roster

The Governing Board's secretary will work in collaboration with CoC Coordinator to maintain a roster of members. This roster will be updated annually. Members that have not attended a Central MN CoC meeting (Governing Board, committee, or sub-committee meetings) in the past calendar year will be removed from the membership roster.

Solicitation of New Members

Invitations for new Central MN CoC members will be made publicly at least annually. The invitation will be sent to relevant organizations within the 13 - county region. New members may enroll at any time during the year by attending a meeting or contacting the Central MN CoC Coordinator.

Governing Board

Membership

Membership on the Governing Board is open to all individuals who meet requirements of Central CoC. The Governing Board will be comprised of:

- Two voting Representatives from each of the Northern, Central and Eastern Regions of the Central MN CoC. Each representative will be designated by the respective region in the manner that the region chooses for selection.
- Governing Board will strive to have a least one of the following representatives: Persons with lived experience, representatives from Domestic Violence, Veterans, Youth, Mental Health and/or ESG populations, Central MN CoC Advisory Committee Chair; and Ex-officio non-voting Representative from the Central MN CoC lead agency.

Number of Governing Board Members

Board members will serve staggered terms of two years so that approximately one-third of directors will stand for election each year. There must always be an uneven number of members. The Governing Board shall consist of 9-11 members.

Terms

Term lengths for all members will be a 2-year term. When a Governing Board Member's term expires, an election will take place to fill the seat. There is no limit to the number of terms a member may serve.

Nomination and Voting

Each year the existing Board will solicit recommendations from Central MN CoC members, and develop for Membership approval, a slate of candidates for election to the Board. Giving preference to those candidates who:

- Help satisfy the Board composition requirements with a priority for those with lived experience.
- Have been nominated repeatedly by a significant cross-section of members.
- Bring valuable experience and expertise to the Board.
- Have proven their interest, diligence, and effectiveness in helping the Central MN CoC fulfill its purpose.

Membership will vote for open Board positions during the annual Organizational Meeting in February.

Resignation or Removal

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

Vacancies

When a director resigns or is removed from the Board or cannot serve his/her full term for any reason, the Board may appoint another Central MN CoC member to fill the unexpired term.

ARTICLE IV—GOVERNING BOARD AND COMMITTEES

Structure

Central MN CoC consists of the following governing board and primary committees:

- Central MN Continuum of Care Governing Board.
- Central MN Continuum of Care Full Membership Committee.
- Standing Committees: Racial Equity, Diversity, and Inclusion, Membership, Performance and Ranking, HMIS/Data Committee, Coordinated Entry Advisory and Youth Initiative.
- Other sub-committees not listed may be formed at any time to assist in Central MN COC planning and monitoring.

Central MN CoC Governing Board

The Central MN CoC shall be governed by a Board, which will provide oversight and accountability for all Central MN CoC responsibilities. Central MN CoC Governing Board is the primary decision-making entity within the Central MN CoC. The Board will act on behalf of the Central MN CoC to fulfill the regulatory duties of a continuum of care set forth in 24 CFR § 578. The Board shall be responsible for approval and implementation of all CoC policies and procedures.

The Governing Board is charged with:

- Development of a Continuum of Care Plan that addresses disparities through review of homelessness data, HIMS data, Wilder data, resources available, unmet needs, service gaps and priorities.
- Annual review of Plan.
- Annual review and preparation of HUD-CoC applications.
- Monitor Emergency Solutions Grants performance.
- Review proposals and issue Certificates of Consistency for projects of merit.
- Set performance standards for HUD/CoC funded programs.
- Collecting and submitting needed data for HUD applications.
- Conducting acceptable Point in Time counts.
- Providing sufficient/equitable support to the collaborative application process.
- Maintaining regular participation at regional meetings
- Demonstrating good-faith efforts to maintain active participation from persons who have experienced homelessness in local and regional Continuum of Care planning.

Central MN CoC Full Membership Committee

The Central MN CoC consists of all stakeholders across the 13- county region that are interested in preventing and ending homelessness. This group meets at least quarterly.

Most of the responsibilities of the Central MN CoC will be carried out by its Board with input from the Members for the following exceptions:

- Members will vote directly to approve the governance framework set forth in this Governance Charter and any subsequent changes or additions to the Governance Charter.
- Every three years following initial approval of this Governance Charter, members will review, update, and approve changes to the Governance Charter.
- Unless the Board selection process is changed by a subsequent amendment to the Governance Charter, members will vote annually to elect directors to available board positions.

ARTICLE V – OFFICERS

Officer Positions

Officer positions to serve as leadership for both for Central MN CoC and the Governing Board shall be Chair, Vice Chair, and Secretary.

Chair

The Chair shall preside over Central MN CoC and Governing Board meetings. This position will hold responsibility for assembling the agenda and related materials for each meeting and make necessary appointments to committees, tasks forces and other such groups that is within the scope of responsibility of the Governance Board.

Vice-Chair

Vice-Chair will act as Chair in the event of the absence or recusal of the Chair. This position shall be the person who will succeed the Chair the following year. The Chair has the discretion of designating an alternative person to perform any of these functions in the event the Vice-Chair is unavailable.

Secretary

The Secretary shall record and distribute meeting minutes to all Central MN CoC and Governing Board members. This position shall keep accurate records of the acts and proceedings of all meetings of the CoC Board or

designate another person to do so at each meeting. Such records will include the names of those in attendance. The Secretary shall perform such other duties as the Central MN CoC Board may designate and shall chair Central MN CoC meetings in the case of the absence of the Chair and Vice Chair.

Officers

Officers are elected by the Governing Board. Voting for officers will be conducted once per year during the Organizational Meeting in February.

ARTICLE VI—MEETINGS

ALL meetings will be advertised and handled in accordance with MN Statute “Open Meeting Law” (referenced and attached). Robert’s Rules of Order will be followed during Governing Board and Full Membership CoC Meetings. (referenced and attached)

Governing Board Meetings

Meeting Schedule

The Board shall meet according to the yearly schedule determined by the members on the last meeting of the calendar year or as amended on the first meeting of the New Year. The meeting schedule will be publicly posted.

Special Meetings

Special meetings may be called by any member if the full Committee membership is informed at least five (5) days in advance. Advance notice must include agenda items for discussion and no items not part of the advance notice may be considered at the special meetings.

Minutes

Minutes from all public meetings shall be available for public viewing by posting on a website.

Central MN CoC Full Membership Meetings

The Central MN CoC will meet as a full committee at least quarterly. Topics that must be covered annually include recruitment of members and review of the Bylaws. The meetings shall include a report on the CoC’s activities, funding, and progress toward meeting goals. All Central MN CoC members shall be notified of the date and location of membership meetings via email or other reasonable means of communication.

Organizational meeting will be held annually in February and the agenda will include:

- The election of directors to serve on the Board.
- A review of any proposed changes to the Central MN CoC Governance Charter followed by a vote on those changes.
- Any other business the Board chooses to put before its members.

Voting members must participate in 80% of the CoC Full Membership meetings. One vote per agency is allowed.

ARTICLE VII—DECISION MAKING SECTION

Primary Decision-Making Entity

The Governing Board is the primary decision-making body for Central MN CoC.

Voting Eligibility

Any member elected to serve on the Governing Board is permitted to vote on any Board decisions as long as they have maintained an active status membership by attending 80% of meetings and such vote does not represent a conflict of interest.

Quorum and Voting Rules

A quorum shall consist of no fewer than 51% of active voting members (available either in person, email or by phone). In the absence of a quorum, meetings and discussion can continue but no votes or action may be taken. Each representative seat shall have one vote. No member may vote on any item which presents a real or perceived conflict of interest.

Decision-Making.

All decisions regarding CoC activities, including but not limited to board planning, funding priorities, objective criteria tool, and governance, must be formulated as a motion by active members. Voting can only take place in the presence of a quorum and shall be by simple majority.

Proxy Voting

Governing Board members may allow an individual to vote in their place, with prior notification of the Governing Board Chair.

Meetings by Telephone or Other Electronic Means

(Minnesota Statutes, section 13D.015 and 13D.021)

State-level public bodies may conduct meetings by telephone/electronically if certain conditions are met. If state-level meetings are conducted by telephone/electronically, the meeting notice must include the regular meeting location, that members may participate by telephone/electronically, and whether there are any costs to the public to monitor the meeting from a remote site. The state-level body must post the notice on its website at least 10 days before the meeting. Other public bodies may only conduct meetings by phone in the event of an emergency, such as a health pandemic or weather event.

On occasion, votes may be required outside of regularly scheduled meetings and taken by email or phone as needed. Quorum will be required for motions to pass.

Primary Decision Making for Ranking and Scoring HUD Application

Annually, based on the HUD application schedule, no fewer than five (5) people shall be selected by the Board membership to serve on the CoC Performance and Ranking Committee. The role of the CoC Performance and Ranking Committee is to evaluate all proposals for inclusion in that year's collaborative application to HUD. Ranking/funding decisions will be based upon priorities set forth by the Governing Board in the objective criteria tool and the annual Central Minnesota Continuum of Care funding announcement.

Decisions made by the ranking committee are final.

- Board members or members of the community may serve on the Ranking Committee.
- Potential members will be asked to sign a conflict-of-interest disclosure form prior to participating.

Article VIII – CODE OF CONDUCT AND CONFLICT OF INTEREST

Code of Conduct and Attendance

Directors, committee members, and other Central MN CoC agents must exercise care, diligence and prudence when acting on behalf of the Central MN CoC. These individuals must timely complete work they have agreed to undertake on behalf of the Central MN CoC. In addition, they must attend Board and committee meetings and be prepared to discuss matters presented for their deliberation. Absence

without notice or explanation for 20% of the meetings within a calendar year or repeated failure to participate will be grounds for removal from the Board and/or committee assignments.

Conflict of Interest

Directors, committee members, and other Central MN CoC agents must abide by the following rules to avoid conflicts of interest and promote public confidence in the integrity of the CoC and its processes. Failure to honor these rules will be grounds for removal from the Advisory Committee, Board, and any of its committees.

- Directors, committee members, and other Central MN CoC agents may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
 - a. Any organization that they or a member of their immediate family represents.
 - b. Any organization from which they or a member of their immediate family derives income or anything of value.
 - c. Whenever Central MN CoC directors, committee members, agents, or any of their immediate family members have a financial interest or any other personal interest in a matter coming before the Board or one of its committees, they must:
 - Fully disclose the nature of the interest; and
 - Withdraw from discussing, lobbying, or voting on the matter.

Disclosure

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

Abstention from Decision-Making

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

Annual Conflict of Interest Acknowledgement Form

Central MN CoC officers and committee members must sign a conflict-of-interest form annually, affirming that they have reviewed the conflict-of-interest policy and disclosing any conflicts of interest that they face or are likely to face in fulfillment of their duties.

Conflict of Interest for CoC Performance and Ranking Committee

No person with a conflict of interest may serve on the CoC Ranking Committee. For this section only, a conflict of interest exists if:

- You are now, or within the last year have been, or have a current agreement to serve in the future as, a Board member, staff member or paid consultant of an organization making a proposal for funding; or
- Your employer or an organization on whose Board of Directors you sit, now has, or within the last year has had, a contractual relationship with an organization making a proposal for funding. However, under this second definition of “conflict of interest,” no conflict exists if your employer, or the organization on whose Board of Directors you sit, is a funding entity or organization whose mission includes providing services and/or funding to other service providers; or
- Any other circumstance exists which impedes your ability to objectively, fairly, and impartially review and rank the proposals for funding.

Recusal

On issues in which a Voting Member has a conflict of interest as described above, the Member must recuse her/himself from voting. The Member may participate in discussion upon declaring a conflict of interest. The Governing Board Chair will be responsible for monitoring the disclosure of Voting Member’s conflicts of interest.

Disclosure

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

ARTICLE IX—ADOPTION AND AMENDMENTS TO BYLAWS

Adoption

Adoption of these by-laws shall be conducted according to procedures set forth.

Amendments

A two-thirds majority vote of those attending the annual Continuum of Care meeting will be required to adopt a motion to amend the bylaws. Amendments must be submitted in writing and the amendment must be sent to the members at least 30 days prior to the meeting at which it will be considered for vote.

Approvals

Once approved, amendments to the bylaws become effective immediately unless the motion passed specifies a later date.

Approval of Governance Charter and Subsequent Amendments

This Governance Charter and every subsequent amendment(s) must be approved by vote of majority of the Central MN CoC members. In consultation with the Collaborative Applicant and the CoC Lead, the Board will review the Governance Charter annually and recommend to the Members changes to improve the functioning of the Central MN CoC and maintain compliance with federal and state regulations. In addition, every five years, the Board will invite interested Central MN CoC Members to participate in a review and discussion of the Governance Charter. Based on consensus achieved in that discussion, the Board will ask Central MN CoC Members to ratify the existing Governance Charter or approve proposed changes to the Governance Charter at their next Organizational Meeting held annually in February.

Attachments

Central MN CoC Conflict of Interest Policy-2021

The standard of behavior of the Continuum of Care (CoC) is that all Advisory Committee members, including the Coordinator, scrupulously avoid conflicts of interest between the interests of the CoC on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

I understand that the purpose of this policy is to protect the integrity of the CoC Advisory Committee's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of Advisory Committee members. Upon or before CoC fund voting, I will make full disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This disclosure will be kept on file.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will not be permitted to vote.

Signed: _____

Print Name: _____

Agency: _____

Dated: _____

Robert's Rules of Order – Simplified

Guiding Principles

- Everyone has the right to participate in discussion if they wish
- Everyone has the right to know what is going on at all times.
- Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting). Any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely). It should be noted that in order to ensure transparency and representation for all ATF members, all motions must follow these rules:

- “Old business” motions—For the purposes of ATF governance, Old Business motions are motions that result from items that are included on the meeting agenda and distributed prior to the meeting. Old business motions require simple majority to pass.
- “New business” motions—For the purposes of ATF governance, New business motions are motions that result from discussion in ATF meetings, were not on the initial meeting agenda, and therefore reasonably anticipated prior to the meeting. New business motions require 2/3 majority to pass.

According to **Section 5** of HMIS Advisory Task Force Bylaws, any formal motion and subsequent vote (other than a motion to adjourn) must be conducted under **quorum**—the majority of voting members. Section 2 in HMIS-ATF Bylaws indicate the ATF is comprised of 15 members, therefore at least 8 members must be present for quorum.

How to do things

You want to bring up a new idea before the group.

Present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

Move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the change to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote of people attending.

You have heard enough discussion.

Move to close the debate. Requires a 2/3rds vote. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You want to end the meeting.

Move to adjourn.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

You may INTERRUPT a speaker for these reasons only:

- To get information about business – **point of information**
- To question the relevance of the speaker's comments—**point of relevance**
- To get information about rules – **parliamentary inquiry**
- If you can't hear, safety reasons, comfort, etc. – **question of privilege**
- If you see a breach of the rules – **point of order**
- If you disagree with Chair of the committee's ruling – **appeal**

Quick Reference					
	Must Be Second- ed	Open for Discus- sion	Can be Amend- ed	Vote Count Required to Pass	May Be Reconsid- ered or Rescinded
Main Motion (Old business)	✓	✓		Majority	✓
Main Motion (New business)	✓	✓		2/3rds	✓
Amend Motion	✓	✓		Majority	✓
Kill a Motion	✓			Majority	✓
Limit Debate	✓		✓	2/3rds	✓
Close Discussion	✓			2/3rds	✓
Adjourn (End meeting)	✓			Majority	
Refer to Committee	✓	✓	✓	Majority	✓
Postpone to a later time	✓	✓	✓	Majority	✓
Table	✓			Majority	
Postpone Indefinitely	✓	✓	✓	Majority	✓

2020 Minnesota Statutes
CHAPTER 13D. OPEN MEETING LAW

Section	Headnote
<u>13D.01</u>	MEETINGS MUST BE OPEN TO THE PUBLIC; EXCEPTIONS.
<u>13D.015</u>	MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS.
<u>13D.02</u>	MEETINGS CONDUCTED BY INTERACTIVE TV; CONDITIONS.
<u>13D.021</u>	MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS; CONDITIONS.
<u>13D.03</u>	CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY.
<u>13D.04</u>	NOTICE OF MEETINGS.
<u>13D.05</u>	MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC.
<u>13D.06</u>	CIVIL FINES; FORFEITURE OF OFFICE; OTHER REMEDIES.
<u>13D.065</u>	USE OF SOCIAL MEDIA.
<u>13D.07</u>	CITATION.
<u>13D.08</u>	OPEN MEETING LAW CODED ELSEWHERE.

13D.01 MEETINGS MUST BE OPEN TO THE PUBLIC; EXCEPTIONS.

Subdivision 1. In executive branch, local government.

All meetings, including executive sessions, must be open to the public

(a) of a state

(1) agency,

(2) board,

(3) commission, or

(4) department,

when required or permitted by law to transact public business in a meeting;

- (b) of the governing body of a
 - (1) school district however organized,
 - (2) unorganized territory,
 - (3) county,
 - (4) statutory or home rule charter city,
 - (5) town, or
 - (6) other public body;

(c) of any

- (1) committee,
- (2) subcommittee,
- (3) board,
- (4) department, or
- (5) commission,

of a public body; and

(d) of the governing body or a committee of:

(1) a statewide public pension plan defined in section [356A.01, subdivision 24](#); or

(2) a local public pension plan governed by sections [424A.091](#) to [424A.096](#), or chapter 354A, or Laws 2013, chapter 111, article 5, sections 31 to 42.

Subd. 2.Exceptions.

This chapter does not apply

- (1) to meetings of the commissioner of corrections;
- (2) to a state agency, board, or commission when it is exercising quasi-judicial functions involving disciplinary proceedings; or
- (3) as otherwise expressly provided by statute.

Subd. 3.Subject of and grounds for closed meeting.

Before closing a meeting, a public body shall state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

Subd. 4.Votes to be kept in journal.

(a) The votes of the members of the state agency, board, commission, or department; or of the governing body, committee, subcommittee, board, department, or commission on an action taken in a meeting required by this section to be open to the public must be recorded in a journal kept for that purpose.

(b) The vote of each member must be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.

Subd. 5. Public access to journal.

The journal must be open to the public during all normal business hours where records of the public body are kept.

Subd. 6. Public copy of members' materials.

(a) In any meeting which under subdivisions 1, 2, 4, and 5, and section [13D.02](#) must be open to the public, at least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the governing body or its employees and:

- (1) distributed at the meeting to all members of the governing body;
- (2) distributed before the meeting to all members; or
- (3) available in the meeting room to all members;

shall be available in the meeting room for inspection by the public while the governing body considers their subject matter.

(b) This subdivision does not apply to materials classified by law as other than public as defined in chapter 13, or to materials relating to the agenda items of a closed meeting held in accordance with the procedures in section [13D.03](#) or other law permitting the closing of meetings.

History:

[1957 c 773 s 1](#); [1967 c 462 s 1](#); [1973 c 123 art 5 s 7](#); [1973 c 654 s 15](#); [1973 c 680 s 1,3](#); [1975 c 271 s 6](#); [1981 c 174 s 1](#); [1983 c 137 s 1](#); [1983 c 274 s 18](#); [1984 c 462 s 27](#); [1987 c 313 s 1](#); [1990 c 550 s 2,3](#); [1991 c 292 art 8 s 12](#); [1991 c 319 s 22](#); [1994 c 618 art 1 s 39](#); [1997 c 154 s 2](#); [1Sp2001 c 10 art 4 s 1](#); [2010 c 359 art 12 s 3](#); [1Sp2011 c 8 art 8 s 2,14](#); [2013 c 111 art 5 s 4,80](#)

13D.015 MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS.

Subdivision 1. Application.

This section applies to:

- (1) a state agency, board, commission, or department, and a statewide public pension plan defined in section [356A.01, subdivision 24](#); and
- (2) a committee, subcommittee, board, department, or commission of an entity listed in clause (1).

Subd. 2. Conditions.

An entity listed in subdivision 1 may conduct a meeting governed by this section and section [13D.01, subdivisions 1, 2, 4, and 5](#), by telephone or other electronic means so long as the following conditions are met:

- (1) all members of the entity participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;

(2) members of the public present at the regular meeting location of the entity can hear all discussion and all votes of members of the entity and participate in testimony;

(3) at least one member of the entity is physically present at the regular meeting location; and

(4) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

Subd. 3. Quorum; participation.

Each member of the entity participating in a meeting by telephone or other electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 4. Monitoring from remote site; costs.

If telephone or another electronic means is used to conduct a meeting, the entity, to the extent practical, shall allow a person to monitor the meeting electronically from a remote location. The entity may require the person making a connection to pay for documented marginal costs that the entity incurs as a result of the additional connection.

Subd. 5. Notice.

If telephone or another electronic means is used to conduct a regular, special, or emergency meeting, the entity shall provide notice of the regular meeting location, of the fact that some members may participate by electronic means, and of the provisions of subdivision 4. The timing and method of providing notice is governed by section [13D.04](#). In addition, the entity must post the notice on its website at least ten days before any regular meeting as defined in section [13D.04, subdivision 1](#).

History:

[2009 c 80 s 1](#); [2012 c 290 s 63](#)

13D.02 MEETINGS CONDUCTED BY INTERACTIVE TV; CONDITIONS.

Subdivision 1. Conditions.

(a) A meeting governed by section [13D.01, subdivisions 1, 2, 4, and 5](#), and this section may be conducted by interactive television so long as:

(1) all members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;

(2) members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;

(3) at least one member of the body is physically present at the regular meeting location;

(4) all votes are conducted by roll call so each member's vote on each issue can be identified and recorded; and

(5) each location at which a member of the body is present is open and accessible to the public.

(b) A meeting satisfies the requirements of paragraph (a), although a member of the public body participates from a location that is not open or accessible to the public, if the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:

(1) the member is serving in the military and is at a required drill, deployed, or on active duty; or

(2) the member has been advised by a health care professional against being in a public place for personal or family medical reasons. This clause only applies when a state of emergency has been declared under section [12.31](#), and expires 60 days after the removal of the state of emergency.

Subd. 2.Members are present for quorum, participation.

Each member of a body participating in a meeting by interactive television is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 3.Monitoring from remote site; costs.

If interactive television is used to conduct a meeting, to the extent practical, a public body shall allow a person to monitor the meeting electronically from a remote location. The body may require the person making such a connection to pay for documented marginal costs that the public body incurs as a result of the additional connection.

Subd. 4.Notice of regular and all member sites.

If interactive television is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location and notice of any site where a member of the public body will be participating in the meeting by interactive television. The timing and method of providing notice must be as described in section [13D.04](#).

Subd. 5.School boards; interactive technology with an audio and visual link.

A school board conducting a meeting under this section may use interactive technology with an audio and visual link to conduct the meeting if the school board complies with all other requirements under this section.

Subd. 6.Record.

The minutes for a meeting conducted under this section must reflect the names of any members appearing by interactive television and state the reason or reasons for the appearance by interactive television.

History:

[1957 c 773 s 1](#); [1967 c 462 s 1](#); [1973 c 123 art 5 s 7](#); [1973 c 654 s 15](#); [1973 c 680 s 1,3](#); [1975 c 271 s 6](#); [1981 c 174 s 1](#); [1983 c 137 s 1](#); [1983 c 274 s 18](#); [1984 c 462 s 27](#); [1987 c 313 s 1](#); [1990 c 550 s 2,3](#); [1991 c 292 art 8 s 12](#); [1991 c 319 s 22](#); [1994 c 618 art 1 s 39](#); [1997 c 154 s 2](#); [1Sp2011 c 11 art 2 s 1](#); [2019 c 33 s 1-3](#); [2020 c 74 art 1 s 1](#)

13D.021 MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS; CONDITIONS.

Subdivision 1. Conditions.

A meeting governed by this section and section [13D.01](#), subdivisions 1, 2, 4, and 5, may be conducted by telephone or other electronic means so long as the following conditions are met:

(1) the presiding officer, chief legal counsel, or chief administrative officer for the affected governing body determines that an in-person meeting or a meeting conducted under section [13D.02](#) is not practical or prudent because of a health pandemic or an emergency declared under chapter 12;

(2) all members of the body participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;

(3) members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration;

(4) at least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration; and

(5) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

Subd. 2. Members are present for quorum, participation.

Each member of the body participating in a meeting by telephone or other electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 3. Monitoring from remote site; costs.

If telephone or another electronic means is used to conduct a meeting, to the extent practical, the body shall allow a person to monitor the meeting electronically from a remote location. The body may require the person making a connection to pay for the documented additional cost that the body incurs as a result of the additional connection.

Subd. 4. Notice of regular and all member sites.

If telephone or another electronic means is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location, of the fact that some members may participate by telephone or other electronic means, and of the provisions of subdivision 3. The timing and method of providing notice is governed by section [13D.04](#) of the Open Meeting Law.

History:

[2007 c 110 s 1](#)

13D.03 CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY.

Subdivision 1.Procedure.

(a) Section [13D.01, subdivisions 1, 2, 4, 5, and section 13D.02](#) do not apply to a meeting held pursuant to the procedure in this section.

(b) The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections [179A.01](#) to [179A.25](#).

(c) The time of commencement and place of the closed meeting shall be announced at the public meeting.

(d) A written roll of members and all other persons present at the closed meeting shall be made available to the public after the closed meeting.

Subd. 2.Meeting must be recorded.

(a) The proceedings of a closed meeting to discuss negotiation strategies shall be tape-recorded at the expense of the governing body.

(b) The recording shall be preserved for two years after the contract is signed and shall be made available to the public after all labor contracts are signed by the governing body for the current budget period.

Subd. 3.If violation claimed.

(a) If an action is brought claiming that public business other than discussions of labor negotiation strategies or developments or discussion and review of labor negotiation proposals was transacted at a closed meeting held pursuant to this section during the time when the tape is not available to the public, the court shall review the recording of the meeting in camera.

(b) If the court finds that this section was not violated, the action shall be dismissed and the recording shall be sealed and preserved in the records of the court until otherwise made available to the public pursuant to this section.

(c) If the court finds that this section was violated, the recording may be introduced at trial in its entirety subject to any protective orders as requested by either party and deemed appropriate by the court.

History:

[1957 c 773 s 1](#); [1967 c 462 s 1](#); [1973 c 123 art 5 s 7](#); [1973 c 654 s 15](#); [1973 c 680 s 1,3](#); [1975 c 271 s 6](#); [1981 c 174 s 1](#); [1983 c 137 s 1](#); [1983 c 274 s 18](#); [1984 c 462 s 27](#); [1987 c 313 s 1](#); [1990 c 550 s 2,3](#); [1991 c 292 art 8 s 12](#); [1991 c 319 s 22](#); [1994 c 618 art 1 s 39](#); [1997 c 154 s 2](#)

13D.04 NOTICE OF MEETINGS.

Subdivision 1.Regular meetings.

A schedule of the regular meetings of a public body shall be kept on file at its primary offices. If a public body decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it shall give the same notice of the meeting that is provided in this section for a special meeting.

Subd. 2.Special meetings.

(a) For a special meeting, except an emergency meeting or a special meeting for which a notice requirement is otherwise expressly established by statute, the public body shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the public body, or if the public body has no principal bulletin board, on the door of its usual meeting room.

(b) The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the public body. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.

(c) As an alternative to mailing or otherwise delivering notice to persons who have filed a written request for notice of special meetings, the public body may publish the notice once, at least three days before the meeting, in the official newspaper of the public body or, if there is none, in a qualified newspaper of general circulation within the area of the public body's authority.

(d) A person filing a request for notice of special meetings may limit the request to notification of meetings concerning particular subjects, in which case the public body is required to send notice to that person only concerning special meetings involving those subjects.

(e) A public body may establish an expiration date for requests for notices of special meetings pursuant to this subdivision and require refiling of the request once each year.

(f) Not more than 60 days before the expiration date of a request for notice, the public body shall send notice of the refiling requirement to each person who filed during the preceding year.

Subd. 3.Emergency meetings.

(a) For an emergency meeting, the public body shall make good faith efforts to provide notice of the meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.

(b) Notice of the emergency meeting shall be given by telephone or by any other method used to notify the members of the public body.

(c) Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the members.

(d) Notice shall include the subject of the meeting. Posted or published notice of an emergency meeting is not required.

(e) An "emergency" meeting is a special meeting called because of circumstances that, in the judgment of the public body, require immediate consideration by the public body.

(f) If matters not directly related to the emergency are discussed or acted upon at an emergency meeting, the minutes of the meeting shall include a specific description of the matters.

(g) The notice requirement of this subdivision supersedes any other statutory notice requirement for a special meeting that is an emergency meeting.

Subd. 4. Recessed or continued meetings.

(a) If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

(b) For purposes of this subdivision, the term "meeting" includes a public hearing conducted pursuant to chapter 429 or any other law or charter provision requiring a public hearing by a public body.

Subd. 5. Closed meetings.

The notice requirements of this section apply to closed meetings.

Subd. 6. State agencies.

For a meeting of an agency, board, commission, or department of the state required or permitted by law to transact public business in a meeting:

(1) the notice requirements of this section apply only if a statute governing meetings of the agency, board, or commission does not contain specific reference to the method of providing notice;

(2) all provisions of this section relating to publication are satisfied by publication in the State Register or posting on the website of the agency, board, commission, or department; and

(3) a schedule of the regular meetings shall be kept on file at the primary offices or posted on the website of the agency, board, commission, or department.

Subd. 7. Actual notice.

If a person receives actual notice of a meeting of a public body at least 24 hours before the meeting, all notice requirements of this section are satisfied with respect to that person, regardless of the method of receipt of notice.

History:

1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 2014 c 274 s 1

13D.05 MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC.

Subdivision 1. General principles.

(a) Except as provided in this chapter, meetings may not be closed to discuss data that are not public data.

(b) Data that are not public data may be discussed at a meeting subject to this chapter without liability or penalty, if the disclosure relates to a matter within the scope of the public body's authority and is reasonably necessary to conduct the business or agenda item before the public body.

(c) Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

(d) All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

Subd. 2. When meeting must be closed.

(a) Any portion of a meeting must be closed if expressly required by other law or if the following types of data are discussed:

(1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

(2) active investigative data as defined in section [13.82, subdivision 7](#), or internal affairs data relating to allegations of law enforcement personnel misconduct collected or created by a state agency, statewide system, or political subdivision;

(3) educational data, health data, medical data, welfare data, or mental health data that are not public data under section [13.32](#), [13.3805, subdivision 1](#), [13.384](#), or [13.46, subdivision 2](#) or 7; or

(4) an individual's medical records governed by sections [144.291](#) to 144.298.

(b) A public body shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting.

Subd. 3. What meetings may be closed.

(a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

(b) Meetings may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege.

(c) A public body may close a meeting:

(1) to determine the asking price for real or personal property to be sold by the government entity;

(2) to review confidential or protected nonpublic appraisal data under section [13.44, subdivision 3](#); and

(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

Before holding a closed meeting under this paragraph, the public body must identify on the record the particular real or personal property that is the subject of the closed meeting. The proceedings of a meeting closed under this paragraph must be tape recorded at the expense of the public body. The recording must be preserved for eight years after the date of the meeting and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the governing body has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. If an action is brought claiming that public business other than discussions allowed under this paragraph was transacted at a closed meeting held under this paragraph during the time when the tape is not available to the public, section [13D.03, subdivision 3](#), applies.

An agreement reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting. The actual purchase or sale must be approved at an open meeting after the notice period required by statute or the governing body's internal procedures, and the purchase price or sale price is public data.

(d) Meetings may be closed to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures and to discuss security deficiencies in or recommendations regarding public services, infrastructure and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting. Before closing a meeting under this paragraph, the public body, in describing the subject to be discussed, must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting. A closed meeting must be tape recorded at the expense of the governing body, and the recording must be preserved for at least four years.

History:

[1957 c 773 s 1](#); [1967 c 462 s 1](#); [1973 c 123 art 5 s 7](#); [1973 c 654 s 15](#); [1973 c 680 s 1,3](#); [1975 c 271 s 6](#); [1981 c 174 s 1](#); [1983 c 137 s 1](#); [1983 c 274 s 18](#); [1984 c 462 s 27](#); [1987 c 313 s 1](#); [1990 c 550 s 2,3](#); [1991 c 292 art 8 s 12](#); [1991 c 319 s 22](#); [1994 c 618 art 1 s 39](#); [1997 c 154 s 2](#); [1999 c 227 s 22](#); [2002 c 379 art 1 s 5](#); [2004 c 276 s 1](#); [2004 c 290 s 18](#); [2007 c 110 s 2](#); [2007 c 147 art 10 s 15](#); [2008 c 335 s 1](#); [2010 c 365 art 1 s 8](#)

13D.06 CIVIL FINES; FORFEITURE OF OFFICE; OTHER REMEDIES.

Subdivision 1. Personal liability for \$300 fine.

Any person who intentionally violates this chapter shall be subject to personal liability in the form of a civil penalty in an amount not to exceed \$300 for a single occurrence, which may not be paid by the public body.

Subd. 2. Who may bring action; where.

An action to enforce the penalty in subdivision 1 may be brought by any person in any court of competent jurisdiction where the administrative office of the governing body is located.

Subd. 3. Forfeit office if three violations.

(a) If a person has been found to have intentionally violated this chapter in three or more actions brought under this chapter involving the same governing body, such person shall forfeit any further right to serve on such governing body or in any other capacity with such public body for a period of time equal to the term of office such person was then serving.

(b) The court determining the merits of any action in connection with any alleged third violation shall receive competent, relevant evidence in connection therewith and, upon finding as to the occurrence of a separate third violation, unrelated to the previous violations, issue its order declaring the position vacant and notify the appointing authority or clerk of the governing body.

(c) As soon as practicable thereafter the appointing authority or the governing body shall fill the position as in the case of any other vacancy.

Subd. 4. Costs; attorney fees; requirements; limits.

(a) In addition to other remedies, the court may award reasonable costs, disbursements, and reasonable attorney fees of up to \$13,000 to any party in an action under this chapter.

(b) The court may award costs and attorney fees to a defendant only if the court finds that the action under this chapter was frivolous and without merit.

(c) A public body may pay any costs, disbursements, or attorney fees incurred by or awarded against any of its members in an action under this chapter.

(d) No monetary penalties or attorney fees may be awarded against a member of a public body unless the court finds that there was an intent to violate this chapter.

(e) The court shall award reasonable attorney fees to a prevailing plaintiff who has brought an action under this section if the public body that is the defendant in the action was also the subject of a prior written opinion issued under section [13.072](#), and the court finds that the opinion is directly related to the cause of action being litigated and that the public body did not act in conformity with the opinion. The court shall give deference to the opinion in a proceeding brought under this section.

History:

[1957 c 773 s 1](#); [1967 c 462 s 1](#); [1973 c 123 art 5 s 7](#); [1973 c 654 s 15](#); [1973 c 680 s 1,3](#); [1975 c 271 s 6](#); [1981 c 174 s 1](#); [1983 c 137 s 1](#); [1983 c 274 s 18](#); [1984 c 462 s 27](#); [1987 c 313 s 1](#); [1990 c 550 s 2,3](#); [1991 c 292 art 8 s 12](#); [1991 c 319 s 22](#); [1994 c 618 art 1 s 39](#); [1997 c 154 s 2](#); [2008 c 335 s 2](#)

13D.065 USE OF SOCIAL MEDIA.

The use of social media by members of a public body does not violate this chapter so long as the social media use is limited to exchanges with all members of the general public. For purposes of this section, e-mail is not considered a type of social media.

History:

[2014 c 274 s 2](#)

13D.07 CITATION.

This chapter may be cited as the "Minnesota Open Meeting Law."

History:

[1957 c 773 s 1](#); [1967 c 462 s 1](#); [1973 c 123 art 5 s 7](#); [1973 c 654 s 15](#); [1973 c 680 s 1,3](#); [1975 c 271 s 6](#); [1981 c 174 s 1](#); [1983 c 137 s 1](#); [1983 c 274 s 18](#); [1984 c 462 s 27](#); [1987 c 313 s 1](#); [1990 c 550 s 2,3](#); [1991 c 292 art 8 s 12](#); [1991 c 319 s 22](#); [1994 c 618 art 1 s 39](#); [1997 c 154 s 2](#)

13D.08 OPEN MEETING LAW CODED ELSEWHERE.

Subdivision 1. Board of Animal Health.

Certain meetings of the Board of Animal Health are governed by section [35.0661, subdivision 1](#).

Subd. 2. Minnesota Life and Health Guaranty Association.

Meetings of the Minnesota Life and Health Guaranty Association Board of Directors are governed by section [61B.22](#).

Subd. 3. Comprehensive Health Association.

Certain meetings of the Comprehensive Health Association are governed by section [62E.10, subdivision 4](#).

Subd. 4. Health Technology Advisory Committee.

Certain meetings of the Health Technology Advisory Committee are governed by section [62J.156](#).

Subd. 5. Health Coverage Reinsurance Association.

Meetings of the Health Coverage Reinsurance Association are governed by section [62L.13, subdivision 3](#).

Subd. 5a. MNsure.

Meetings of MNsure are governed by section [62V.03, subdivision 2](#).

Subd. 6. Self-insurers' security fund.

Meetings of the self-insurers' security fund and its board of trustees are governed by section [79A.16](#).

Subd. 7. Commercial self-insurance group security fund.

Meetings of the commercial self-insurance group security fund are governed by section [79A.28](#).

Subd. 8.Lessard-Sams Outdoor Heritage Council.

Certain meetings of the Lessard-Sams Outdoor Heritage Council are governed by section [97A.056, subdivision 5](#).

Subd. 9.Enterprise Minnesota, Inc.

Certain meetings of the board of directors of Enterprise Minnesota, Inc. are governed by section [116O.03](#).

Subd. 10.Minnesota Business Finance, Inc.

Certain meetings of Minnesota Business Finance, Inc. are governed by section [116S.02](#).

Subd. 11.Northern Technology Initiative, Inc.

Certain meetings of Northern Technology Initiative, Inc. are governed by section [116T.02](#).

Subd. 12.Agricultural Utilization Research Institute.

Certain meetings of the Agricultural Utilization Research Institute are governed by section [116V.01, subdivision 10](#).

Subd. 13.Hospital authorities.

Certain meetings of hospitals established under section [144.581](#) are governed by section [144.581, subdivisions 4](#) and 5.

Subd. 14.Advisory Council on Workers' Compensation.

Certain meetings of the Advisory Council on Workers' Compensation are governed by section [175.007](#), subdivision 3.

Subd. 15.Electric cooperatives.

Meetings of a board of directors of an electric cooperative that has more than 50,000 members are governed by section [308A.327](#).

Subd. 16.Town boards.

Certain meetings of town boards are governed by section [366.01, subdivision 11](#).

Subd. 17.

Hennepin County Medical Center and HMO.

Certain meetings of the Hennepin County Board on behalf of the HMO or Hennepin Healthcare System, Inc. are governed by section [383B.217](#).

Subd. 18.**Hennepin Healthcare System, Inc.**

Certain meetings of the Hennepin Healthcare System, Inc. are governed by section [383B.917](#).

Subd. 19.**Real Estate Appraisal Advisory Board.**

Certain meetings of the Real Estate Appraisal Advisory Board are governed by section [82B.073, subdivision 5](#).

History:

[2012 c 290 s 64](#); [2013 c 9 s 2](#); [2013 c 108 art 1 s 67](#); [2018 c 173 s 1](#)

Central MN Continuum of Care Priorities, Policies & Written Standards

Priorities for Administering Assistance

The CoC shall adopt the orders of priority in all CoC Program-funded PSH as described in Notice CPD-14-012: Prioritizing Persons experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

1. Priorities will be based on regional needs. Focus on serving individuals and families with the longest or most barriers of homelessness.
2. Central MN CoC shall prioritize permanent supportive housing projects dedicated to serving households that meet the definition of chronic homelessness, and, of the chronically homeless, our CoC shall prioritize those households with the longest histories of homelessness or with most barriers to securing housing.
3. Central MN CoC shall also prioritize permanent supportive housing projects that have beds that are not specifically funded or otherwise dedicated to serve chronically homeless households but for which a priority has been given to serve chronically homeless households. The following “vulnerable” populations shall be prioritized in addition to being chronically homeless:

Central COC Region	HH Type-Priority 1	HH Type-Priority 2	HH Type-Priority 3	Subpopulation Priority 1	Subpopulation Priority 2	Subpopulation Priority 3
Central/Eastern Mille Lacs, Kanabec, Isanti, Chisago, Pine	Singles	Youth	Families	Mental Illness	Criminal/legal	credit history
Central/Northern Cass, Crow Wing, Todd, Morrison, Wadena	Families	Single youth	Single adults	Mental illness	CSA	Barriers to housing
Central/Central Stearns, Benton, Sherburne, Wright	Families	Single	Youth	MISA/DD	DV	Elderly and those with barriers

4. The CoC shall follow all the required recordkeeping/documentation per CPD-14-012.
5. Homeless service providers throughout Central MN CoC utilize the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT) as the common assessment, to screen any single individual experiencing homelessness. The F VI-SPDAT is the common assessment tool to screen any family experiencing homelessness. The TAY VI-SPDAT is the common assessment tool to screen any youth experiencing homelessness. People not identifying themselves as homeless do not receive an assessment. All assessors receive standardized messaging so that the assessment process and its results are communicated clearly and consistently across the community.
6. Focus on increasing the use of rapid re-housing to reduce the number of homeless families with dependent children. Central MN CoC shall prioritize for investment, rapid re-housing projects dedicated to serving homeless youth and households with children.
7. Central MN CoC shall prioritize for investment, rapid re-housing projects that are able to move families and youth out of shelter and homelessness the most quickly. Efforts will be made to move eligible RRH and TH households into PSH in order for them to avoid returning to a homeless situation.
8. Focus on Housing First approach for permanent housing. The Central MN CoC shall prioritize for investment, permanent housing projects (permanent supportive housing and rapid re-housing) that adopt a Housing First, entry-tolerant approach to housing people experiencing homelessness.
9. Focus on serving individuals and families with disabilities, complex housing barriers, and high degree of vulnerabilities/risks. The Central MN CoC shall prioritize permanent supportive housing projects which targets populations consisting of a wide range of vulnerabilities including, but not limited to, individuals diagnosed with physical/mental/intellectual disabilities, at risk youth, elderly, victims of abuse, and criminal offenders. Careful assessment and consideration will be given based upon a wide

range of factors influencing the individuals or family's ability to maintain safety and minimize the risk of harm.

10. Prioritize veterans to support the effort to end veteran homelessness. Central MN COC will work closely with local Veteran Affairs (VA) Medical Centers on the HUD-Veteran Affairs Supportive Housing (HUD-VASH) program. To further prioritize veteran households, if two households present for assistance and both fall under the same order of priority, but one is a veteran household and the other is not, the veteran household should be prioritized first.

Education Policies

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

- Identify staff person(s) who have primary responsibility for school attendance.
- Ensure that all homeless families are informed of the McKinney Vento Act to ensure that their children can maintain enrollment in school.
- Advocate for families with their school district to ensure that transportation is arranged (as needed).
- Track school attendance for all children served within your program and help families to resolve any barriers that are contributing to the absences (as needed).
- Assist families in developing education related goals for all family members when completing Housing Goal Plans.
- Ensure that all family members are connected to relevant educational resources in the community.
- Encourage and assist families with children ages 3-5 to apply for the Head Start Program and provide referrals to agencies that offer Head Start.

Rating and Ranking Overview

A preliminary, quantitative review of each application submitted will be completed by the CoC Coordinator. This review will:

- Confirm that the application was submitted on time
- Confirm that all required attachments were submitted

- Calculate performance scores
- Assign an HMIS data quality score
- Confirm matching fund requirements are met

Total scores for each project are determined by adding up points in each section and then adding any bonus points if applicable. All projects are judged together, both new and renewals. The scores from each Rating and Ranking committee member is computed and averaged for each project. HMIS applications are scored differently based on their performance. A project ranking list is then generated from highest to lowest average score. Projects will be approved for submission to HUD based on the project funding requests that fall within the final pro rata share for the CoC, split between Tiers 1 and 2, according to the current NOFA requirements. Projects are strategically placed to receive maximum points.

Bonus funds are entered into Tier 2 to ensure all priority projects are put into Tier 1. There also may be new projects that fail to score well enough that are held out of the competition. These projects may request that the CoC provide them with technical assistance to assist them in improving their application for future competitions. This process ensures that organizations that may lack the current capacity to receive a federal grant, can build their capacity for a future year.

Project Scoring

New Project Scoring: Applicants will be scored on project design; how the project addresses local priority need areas; how the project aligns with Central MN CoC's local strategies to end homelessness; budget appropriateness and accuracy; project match; CoC participation; community collaboration; housing to services funding request ratio; organizational capacity; and implementation timeline. Other factors in the rating of New Projects will include community involvement, and information learned through the discussion period during the rating/ranking session. New Projects will be ranked in conjunction with Renewal Projects to ensure that the best applications are forwarded to the federal competition.

Renewal Project Scoring

Applicants will be scored on project design; description of how the project

continues to address community needs; budget appropriateness and accuracy; project match; CoC participation; community collaboration; performance measurements; and timely spending of HUD funds.

Unlike new applications which score low, the CoC Application and Review Committee may forward low-scoring renewal applications to the HUD Competition so as not to create service gaps within the CoC. However, low-scoring projects will be placed on probation. A program on probation will need to demonstrate considerable improvement over the course of the year to remain competitive in future years.

Performance and HMIS are heavily weighted measures used by HUD in determining the overall CoC Application scores of local Continuums. Data taken from each project's Annual Performance Report (APR) submitted to HUD is used to calculate the overall CoC systems performance in moving to permanent housing, housing stability, and accessing mainstream resources and employment resources. Additionally, performance data collected helps the CoC to better define local homelessness issues and help to achieve the goal of ending homelessness. Participation in HMIS and quality data entry is mandatory for those agencies seeking new and renewal CoC funds.

APR performance measurements provide an objective evaluation of current program performance. They can be easily calculated measures and data entry is a limited burden on program providers. It provides the quantitative basis for scoring the performance of renewal projects in the CoC's local application process and is used by the CoC to assess the system wide progress of the region in meeting established benchmarks.

Match

Recipients and sub-recipients are required to provide 25% cash or in-kind match in accordance with the CoC Regulations

Renewal Applicants: For the current NOFA Competition, HUD may require that renewal applicants provide a match list and collect match documentation as part of their application.

New Applicants: New applicants are required to submit match documentation as part of their application.

Performance Measurements

Performance is the most heavily weighted criteria used by HUD when scoring Homeless Assistance Program applications. The burden of performance falls on both the CoC and the individual projects funded by the CoC. It is therefore crucial that all projects make every attempt possible to meet or exceed their program outcomes. The CoC will assist projects that are having difficulty in meeting objectives in any way they can.

Rating and Ranking Members

The CoC recruits Application and Review Committee members who are knowledgeable about homelessness and housing in the area and who are broadly representative of Central CoC, subpopulations, and geographic areas. The Rating and Ranking Committee will be composed of representatives from a cross-section of groups within the 13 counties of Central CoC. Ranking Committee members cannot receive HUD funds to maintain impartiality.

Reallocation Process

A gaps analysis is completed to determine any crucial gaps in the CoC region. If needed applicants can be eliminated or reduced to accommodate the reallocation of funds. Determination factors include:

Would elimination of a grant cause a gap in needed services?

Can the grant sustain a reduction in funding? Are there other funds that can be used to supplement the reduction in HUD CoC funding?

Performance of reduced or eliminated grant

Agencies are notified regarding their reduction and/or elimination of grant funds by phone, followed up by email at least 15 days prior to NOFA submission date.

Reduced and/or eliminated grant applications are approved by a vote of the CoC Committee and CoC Board at the same time as the scoring, rating, and ranking of all HUD NOFA grant applications.

Appeals Process

If an applicant organization feels it has been unfairly eliminated from either the local or the federal competition, that a decision made by the Rating and

Ranking Committee regarding the ranking, rejection, or funding of their project was prejudicial, unsubstantiated by project performance, or in violation of the current Continuum of Care Guidelines, the applying lead agency and sponsor, if any, may file an appeal by contacting the collaborative applicant for further instructions.

Assurances

By submitting the application, the project applicant assures the following:

- Applicant will complete the Project Application with the same information as contained in this application unless there were adjustments made during the rating/ranking process. The PDF of the application is available on the CMHP CoC website.
- Applicant agrees to participate fully in the local Homeless Management Information System (HMIS).
- Applicant agrees to fully participate in the Coordinated Entry System for Central CoC.
- Applicant understands that HUD funded homeless assistance projects are monitored by the CoC, as well as the submission of the program's most recent Annual Performance Report sent to HUD and their most recent audited financial statement and any management letters if applicable when submitting their application.
- Applicant understands that if funding is awarded, they are responsible to inform the CoC when:
 - Changes to an existing project or change in sub-population served that is significantly different than what the funds were originally approved for, including any budget amendments submitted to HUD.
 - Increase/decrease of other funding to the project that could affect projected numbers of participants served, program staffing, performance, etc.
 - Delays in the start-up of a new project.

Project Application Appeals Policy

The Central MN CoC strives to be transparent in awarding U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funding to projects in the 13 county Central MN CoC region. Recognizing that annual CoC funding processes may involve funding cuts due to a reduction in the Annual Renewal Demand (ARD) as set by HUD, it is important that grantees understand CoC expectations and process for project scoring, ranking, and

tiering.

Once the Central MN CoC Ranking Committee has scored applicant proposals, all applicants will be notified by the Ranking Committee. This notification will include a document summarizing the project's score.

All applicants will be notified via email of their ranking. In addition, ranking information (with funding amounts) will be posted to the Central MN Housing Partnership website. Following the announcement of the Central MN CoC Ranking Committee decisions, applicants who have specific concerns regarding the review and scoring of their application may file an appeal, in writing, to the Central MN CoC Coordinator. Appeals will only be considered in cases where applicants have concerns specific to the review process and scoring of their application. Appeals specific to the ranking or funding recommendation will not be considered. The Appeal Committee will be made up of three (3) members of the Ranking Committee, one (1) Board Member (non-CoC funded) and one (1) Board Executive Committee Member (non-voting). The Appeal Committee members will not have a conflict of interest with any of the agencies applying for HUD funding. The role of the Appeal Committee is to read and review only those areas of the application that are being appealed.

Appeals Process

All CoC project applications will be scored.

A Final Ranking list (with funding amounts) will be posted to the CMHP websites.

All written appeals for applications that are eligible to appeal must be received by the deadline. All notices of appeal (one original) must be submitted to the Central MN CoC Coordinator. It is incumbent upon the agency submitting an appeal to verify that the request has been received by the deadline.

The notice of appeal must include a written statement specifying in detail each one of the grounds asserted for the appeal. The appeal must be signed by an individual authorized to represent the sponsor agency (i.e., Executive Director) and must include (highlight and cite) the specific sections of the application on which the appeal is based. The appealing agency must specify facts and evidence sufficient for the Appeal Committee to determine the validity of the appeal. That is, the notice of appeal must have attached the specific areas of the application being appealed and must also clearly explain

why the information provided is adequate to gain additional points.

Central CoC Coordinator, in consultation with the Appeal Committee, will review and evaluate all notices of appeal and determine whether the appeal meets the Central CoC appeal policy.

All valid appeals will be read, reviewed, and evaluated by the Appeal Committee.

Appeal Committee will deliberate and provide recommendations to Board of Directors.

The Final Funding List will be approved by the Central CoC Board.

Agencies will receive, in writing, the appeal decision prior to CoC NOFA application submission.

Written Standards

The Central MN CoC has developed written standards for all components within the Central MN CoC's regional homeless response system (including projects providing Continuum of Care assistance and all ESG programs). All agencies that participate in the coordinated Entry system (CoC funded, ESG and beyond) will be expected to adhere to the standards identified below. The process will also include review and evaluation of the CoC and ESG programs that aims to align with federal ESG and HEARTH goals to: invest in impactful activities based on key performance goals and outcomes; improve geographic distribution of funded activities and continuity of funded activities; and create a streamlined delivery mechanism. The ESG program emphasized the involvement of local CoC's and ESG entitlement entities in the funding distribution process.

Components of Central MN CoC's Homeless Response System

Central MN CoC has defined the following components to comprise our homeless response system:

Outreach:

- Street Outreach
- Drop-In Centers
- Crisis Line
- Institutional In-Reach
- Homeless Prevention
- MN Homeless Diversion

Shelter:

- Basic Shelter
- Service Shelter
- Victim Services Shelter

Time-Limited Supportive Housing:

- Rapid Re-Housing
- Critical Time Intervention Supportive Housing
- Transitional Housing
- High Compliance Transitional Housing
- Host Homes

Permanent Supportive Housing:

- High Compliance Permanent Supportive Housing
- Low Compliance Permanent Supportive Housing
- High Compliance Group Residential Housing
- Permanent Supportive Housing Aftercare

Program Policies, Procedures, and Performance Standards

The following policies, procedures, and performance standards have been developed for each component listed above:

Outreach	
Component	Street Outreach – LSS, VA, Catholic Charities, Stearns County, Lakes and Pines
Description of Component	Provide basic needs, information, and connection to resources for those sleeping outside or in places not meant for human habitation.
Policies for Client Eligibility & Prioritization	Homeless or precariously housed households not otherwise connected to the homeless response system.
Procedures (Services Offered)	<ul style="list-style-type: none"> • Medical • Basic needs (camp equipment, clothing, food) • Transportation assistance (bus cards) • Mobile Screening/Assessments (tablets) • Population specific information/services <ul style="list-style-type: none"> ○ Vets—MACV ○ DV/SV/Trafficking ○ Youth ○ Single/adults SPMI
Performance Standards	<ul style="list-style-type: none"> • 90% of contacts will participate in Coordinated Entry • 60% of contacts will be housed or retain housing stability within 6 months
Component	Drop-In Centers –HOPE Support Center
Description of Component	Provide basic needs, information, and connection to resources for those experiencing homelessness and housing instability
Policies for Client Eligibility & Prioritization	Homeless or precariously housed households not otherwise connected to the homeless response system.

Procedures (Services Offered)	<ul style="list-style-type: none">• Medical/Mental Health services• Basic needs (food, showers, laundry, storage)• Transportation assistance (bus cards)• Screening/Assessment• Job search• Housing search• Population specific information/services<ul style="list-style-type: none">○ Vets—MACV○ DV/SV/Trafficking○ Youth	
Performance Standards	<ul style="list-style-type: none">• 90% of contacts will participate in Coordinated Entry• 60% of contacts will be housed or retain housing stability within 6 months	
Component	Crisis Line- VA, Anna Marie’s Alliance, Mental Health Centers, DV Providers, Linkage Lines, 211	
Description of Component	Identification of households not adequately connected to resources and connection to coordinated entry.	
Policies for Client Eligibility & Prioritization	Homeless or precariously housed households not otherwise connected to the homeless response system.	
Procedures (Services Offered)	<ul style="list-style-type: none">• Information and referral• Screening/assessment	
Performance Standards	<ul style="list-style-type: none">• 90% of contacts will participate in Coordinated Entry• 60% of contacts will be housed or retain housing stability within 6 months	
Component	Institutional In-Reach – Hospitals, correctional institutions, law enforcement, mental health institutions	
Description of Component	Identification of households not adequately connected to resources and connection to Coordinated Entry.	
Policies for Client Eligibility & Prioritization	Homeless or precariously housed households not otherwise connected to the homeless response system.	
Procedures (Services Offered)	<ul style="list-style-type: none">• Information and referral• Screening/assessment• Population specific information/services<ul style="list-style-type: none">○ Vets—MACV○ DV/SV/Trafficking○ Youth	
Performance Standards	<ul style="list-style-type: none">• 75% of contacts will participate in Coordinated Entry• 60% of contacts will be housed or retain housing stability within 6 months	
Outreach		
Component	Homeless Prevention -TRI-CAP, Catholic Charities, LSS, BI-CAP, L&P, Salvation Army, Counties	
Description of Component	Basic services and/or financial assistance to help resolve housing crisis.	
Policies for Client Eligibility & Prioritization	<ul style="list-style-type: none">• Low income• Resident of MN for one day• Resident of service area or moving into the service area for reason other than to receive assistance• Resolvable with limited assistance• Facing housing crisis or other crisis that is jeopardizing their housing stability with no other means to resolve crisis• Limited experience with housing instability	
Procedures (Services Offered)	Prevention Service Set <ul style="list-style-type: none">• Landlord mediation	Assistance Set <ul style="list-style-type: none">• Rental Assistance

	<ul style="list-style-type: none"> Financial management Housing search Case Management Benefits Assistance <ul style="list-style-type: none"> SOAR MNsure SNAP 	<ul style="list-style-type: none"> Deposit Bridging-Furniture, Household items Utility assistance (including past due) Transportation <ul style="list-style-type: none"> Vehicle repairs Bus tickets Basic needs (food, etc.)
Performance Standards	<ul style="list-style-type: none"> 70% of households will be housed at program exit 75% of households will not become homeless. 80% of households will not return to homeless prevention programs. 	
Component	MN Homeless Diversion –L&P, LSS, Rise, Catholic Charities, Counties, Bi-CAP, Good Samaritan Fund	
Description of Component	Provide advocacy and/or very limited financial assistance to prevent household from entering shelter/motel.	
Policies for Client Eligibility & Prioritization	<ul style="list-style-type: none"> Homeless and seeking shelter Doubled up (MN Homeless) and not paying rent, not on lease Evidence of housing stability/rental history Employment history Nowhere else to go 	
Procedures (Services Offered)	<ul style="list-style-type: none"> Advocacy and assistance to help household to identify safe, short-term double up solution that will include: <ul style="list-style-type: none"> No violation of occupancy or lease agreements Consultation with landlords in cases where temporary solution will exceed lease limit Minimal financial assistance 	
Performance Standards	<ul style="list-style-type: none"> 20% of all households that present as homeless will identify solutions that will ensure that they will not enter shelter or reside in places unfit for human habitation. 60% of households served will not enter shelter 	

Shelter	
Component	Basic Shelter - Place of Hope
Description of Component	No frills shelter providing low services for emergency shelter needs (stays limited to 45 days).
Policies for Client Eligibility & Prioritization	<ul style="list-style-type: none"> Homeless Non-diverted households with no ability to resolve housing crisis
Procedures (Services Offered)	<ul style="list-style-type: none"> Basic Shelter Services Set 24 hour or overnight (Hours of operation may vary, but guests will be expected to be out finding solutions during the day) Time-limited, non-time-limited
Performance Standards	<ul style="list-style-type: none"> 50% exit to permanent housing within 21 days 100% Assessed within 15 days
Component	Service Shelter - New Pathways, A Place for You, LSS, Salvation Army, Catholic Charities Sail/SHY
Description of Component	Service enriched shelter for those awaiting supportive housing placement
Policies for Client Eligibility & Prioritization	<ul style="list-style-type: none"> Homeless Non-diverted households with no ability to resolve housing crisis Households assessed to require some level of supportive housing/subsidy to end their homelessness and are awaiting placement Households deemed too vulnerable for Stage 1 shelter Young parents with Children under 2 years old

	<ul style="list-style-type: none"> • SPMI
Procedures (Services Offered)	<ul style="list-style-type: none"> • Basic Shelter Service Set • Enriched Shelter Service Set • 24 hour • Time-limited, non-time-limited
Performance Standards	<ul style="list-style-type: none"> • 80% exit to transitional or permanent housing within 45 days
Component	Victim Services Shelter - Anna Marie's Alliance, Refuge, Pearl, WINDOW, Wahkon Women's Shelter, Mid MN Women's Center, Rivers of Hope, LSS
Description of Component	Service enriched shelter for fleeing domestic violence, sexual trafficking, and/or sexual abuse
Policies for Client Eligibility & Prioritization	<ul style="list-style-type: none"> • Homeless • Recent victim of domestic violence, trafficking, or sexual abuse
Procedures (Services Offered)	<ul style="list-style-type: none"> • Basic Shelter Service Set • Enriched Shelter Service Set • DV Service Set
Performance Standards	<ul style="list-style-type: none"> • 80% exit to transitional or permanent housing within 60 days
Time-Limited Supportive Housing	
Component	Rapid Re-Housing - L&P, TRI-CAP, BI-CAP, LSS Brainerd
Description of Component	Low/moderate and short-term services and/or financial assistance to exit homelessness
Policies for Client Eligibility & Prioritization	<ul style="list-style-type: none"> • HUD Homeless • Have insufficient resources to attain housing stability on their own • Have a willingness to work on solutions to maintain housing after financial assistance has stopped • Be a resident of MN for one day and also residing in/moving into the service area • Evidence of potential to become gainfully employed • Low-Moderate barriers • Lower overall score than PSH • First time (almost first time) homeless
Procedures (Services Offered)	<div> <div> Services Menu of services may include: <ul style="list-style-type: none"> • Employment Services • Case Management • Housing Search • Financial Management • Connection to mainstream/community resources • Benefit application assistance: • SNAP, MNsure, SOAR </div> <div> Financial assistance may include: <ul style="list-style-type: none"> • Short-term Rental Assistance (pays 1-2 months of housing costs) for households with a one-time specific incident • Medium-term Rental Assistance (Pays 2-6 months of housing costs) for households with an on-going incident • Damage deposit • Application fees • Utility Deposits/Assistance </div> </div>
Performance Standards	<ul style="list-style-type: none"> • 80% exit services/assistance to permanent housing within 0-6 months (transition in place) • 85% of households served will not return to shelter
Component	Critical Time Intervention Supportive Housing - HUD VASH
Description of Component	Intensive and short-term services accompanied with long-term rental subsidy

Policies for Client Eligibility & Prioritization	<ul style="list-style-type: none"> • Homeless • Mental health • Potential for family/community support • Evidence of potential to become gainfully employed • Moderate barriers • Long-term/Chronic homeless • Lower overall score than PSH 	
Procedures (Services Offered)	Menu of services may include: <ul style="list-style-type: none"> • Employment Services • Housing Search • Legal • Connection to mainstream/community resources • Mental Health • Chemical Health • Life skills 	Financial assistance may include: <ul style="list-style-type: none"> • Deep rent payments • Damage deposit • Application fees • Furniture/moving • Tenant based rental assistance
Performance Standards	<ul style="list-style-type: none"> • 70% exit to permanent housing within 6-9 months • No more than 20% exits to PSH after second assessment • 85% of households served will not return to shelter 	
Component	Transitional Housing –VA grant per diem, VA Transitional houses, Jill Eichoff House, Place of Hope, LSS, Bi-CAP	
Description of Component	Time-limited, Moderate/Intensive, low-compliance services accompanied with rental subsidy	
Policies for Client Eligibility & Prioritization	<ul style="list-style-type: none"> • Homeless • Current income less than 50% AMI • Potential for family/community support • Evidence of potential to become gainfully employed • Moderate barriers • Stable housing history • Unaccompanied Youth • Large Families • MH/CH individuals that may respond well to treatment • Client choice for greater independence • Lower overall score than PSH 	
Procedures (Services Offered)	Basic Service Set <ul style="list-style-type: none"> • Employment Services • Case Management • Housing Search • Financial Management • Connection to mainstream/community resources • Benefit application assistance: SNAP, MNsure, SOAR 	Financial assistance may include: <ul style="list-style-type: none"> • Deep to tiered rent assistance for up to 6-24 months for HHs with moderate barriers and no/low earned income (client responsible to pay 30% of income) • Damage deposit • Application fees • Furniture/moving • Tenant based rental assistance
Performance Standards	<ul style="list-style-type: none"> • 80% exit to permanent housing within 24 months • No more than 5% exit to PSH after second assessment • 60% increase income • 40% increase employment income • 85% of households served will not return to shelter 	
Component	High compliance Transitional Housing - Domus	
Description of Component	Time-limited, Moderate/Intensive, high compliance services accompanied with rental subsidy	

Policies for Client Eligibility & Prioritization	<ul style="list-style-type: none"> • Homeless • Current income less than 50% AMI • Potential for family/community support • Evidence of potential to become gainfully employed • Moderate barriers • Stable housing history • Unaccompanied Youth • Large Families • MH/CH individuals that may respond well to treatment • Client choice for a more structured, community support environment • Clients that may benefit from higher accountability • Lower overall score than PSH 	
Procedures (Services Offered)	Basic Service Set	Financial assistance may include: <ul style="list-style-type: none"> • Intermediate/tiered rent payments • Damage deposit • Application fees • Furniture/moving • Tenant based rental assistance
Performance Standards	<ul style="list-style-type: none"> • 85% exit to permanent housing within 24 months • No more than 10% exit to PSH after second assessment • 60% increase income • 50% increase employment income • 85% of households served will not return to shelter 	
Component	Host Homes and Scattered Site Housing for Youth - LSS, L&P, Catholic Charities	
Description of Component	Shared housing for homeless young adults with family support and case management.	
Policies for Client Eligibility & Prioritization	<ul style="list-style-type: none"> • Homeless (including doubled up) • Target group is emerging adults (16-24), Households interested in participation agreements <ul style="list-style-type: none"> ◦ Some programs are population specific i.e., LGBTQ • Lack of alternatives/supports to end homelessness • Medium/high compliance • No active addiction issues • No recent violent histories 	
Procedures (Services Offered)	Basic Service Set <ul style="list-style-type: none"> • Population specific services • Community connections • Positive/supportive relationship with adult • Access to community supports 	Financial assistance <ul style="list-style-type: none"> • Free housing • Food
Performance Standards	<ul style="list-style-type: none"> • 80% exit to permanent housing within 24 months • No more than 15% exit to PSH after second assessment • 60% increase income • 40% increase employment income • 80% of households served will not return to shelter • 80 % achieve education goals 	

Permanent Supportive Housing	
Component	High Compliance Permanent Supportive Housing – Shelter + Care, HUD VASH, GRH, Anna Marie's
Description of Component	Supportive Housing with high service intensity & high compliance expectations
Policies for Client Eligibility & Prioritization	<ul style="list-style-type: none"> • Income less than 50% AMI • Over 40% rent burden • Disabled • Limited, lacking, or poor family/community support • Limited potential to become gainfully employed • Significant/multiple barriers • Long-term/Chronic homeless, extended periods of homelessness, recidivism • Poor/no rental history • Client choice for higher participation and support from households facing similar barriers • Clients court ordered to participate in high compliance supportive housing
Procedures (Services Offered)	<ul style="list-style-type: none"> • Rental assistance • Basic service set will be provided with high expectations for program compliance/participation • Most site-based programs will likely fit in this category • Additional menu of services will be provided if program specializes in: <ul style="list-style-type: none"> ○ Mental health ○ TBI ○ Chemical health ○ Physical disabilities ○ Co-occurring disorders
Performance Standards	<ul style="list-style-type: none"> • 80% of all households that exit from program will exit to permanent housing • Average length of stay for households will be more than 365 days • 60% increase income • 20% increase employment income • 85% of households served will not return to shelter
Component	Low Compliance Permanent Supportive Housing – Bi-CAP, LTH units
Description of Component	Supportive housing with high service intensity & low compliance expectations
Policies for Client Eligibility & Prioritization	<ul style="list-style-type: none"> • Income less than 50% AMI • Over 40% rent burden • Disabled • Limited, lacking, or poor family/community support • Limited potential to become gainfully employed • Significant/multiple barriers • Long-term/Chronic homeless, extended periods of homelessness, recidivism • Poor/no rental history • Client choice for higher independence • Clients that have not benefitted from high compliance program models
Procedures (Services Offered)	<ul style="list-style-type: none"> • Rental assistance • Basic service set will be provided with low expectations for program compliance/participation • Additional menu of services will be provided if program specializes in: <ul style="list-style-type: none"> ○ Mental health ○ TBI ○ Chemical health ○ Physical disabilities

	<ul style="list-style-type: none"> ○ Co-occurring disorders
Performance Standards	<ul style="list-style-type: none"> • 80% of all households that exit from program will exit to permanent housing • Average length of stay for households will be more than 365 days • 60% increase income • 20% increase employment income • 85% of households served will not return to shelter
Component	High Compliance Group Residential Housing – River Crest, Belle Haven, VOA
Description of Component	Supportive housing with low service intensity & high compliance expectations
Policies for Client Eligibility & Prioritization	<ul style="list-style-type: none"> • Income less than 50% AMI • Over 40% rent burden • Disabled • Limited, lacking, or poor family/community support • Limited potential to become gainfully employed • Significant/multiple barriers • Long-term/Chronic homeless, extended periods of homelessness, recidivism • Poor/no rental history • Client choice for higher participation and support from households facing similar barriers • Clients that have not benefitted from harm reduction models
Procedures (Services Offered)	<ul style="list-style-type: none"> • Basic service set will be provided with high expectations for program compliance/participation • Some site-based programs will likely fit in this category • Additional menu of services will be provided if program specializes in: <ul style="list-style-type: none"> ○ Mental health ○ TBI ○ Chemical health ○ Physical disabilities ○ Co-occurring disorders
Performance Standards	<ul style="list-style-type: none"> • 80% of all households that exit from program will exit to permanent housing • Average length of stay for households will be more than 365 days • 60% increase income • 85% of households served will not return to shelter
Component	Permanent Supportive Housing Aftercare – LSS, Catholic Charities
Description of Component	Supportive housing or services provided without housing assistance with services provided on an “as needed” basis with no compliance requirements
Policies for Client Eligibility & Prioritization	<ul style="list-style-type: none"> • Youth • Low income • Disabled • Housing stability of more than one year (in PSH) • Mental health/barriers that have stabilized with community supports • Clients able to access public housing/other subsidies that may lead to transition out of site-based/scattered program • Client choice to continue contact/access of services
Procedures (Services Offered)	<ul style="list-style-type: none"> • Basic service set will be provided with low expectations for program compliance/participation (harm reduction) • Additional menu of services will be provided if program specializes in: <ul style="list-style-type: none"> ○ Mental health ○ TBI ○ Chemical health ○ Physical disabilities ○ Co-occurring disorders

Performance Standards	<ul style="list-style-type: none">• 80% of all households that exit from program will exit to permanent housing• Average length of stay for households will be more than 365 days• 60% increase in income• 20% increase in employment income• 85% of households served will not return to shelter
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