

CENTRAL MINNESOTA CONTINUUM OF CARE MN-505



**Organizational Documents
CoC Governance Charter & Bylaws
Written Standards & Policies**

Approval date: October 19, 2023

Table of Contents

Central MN CoC Governance Charter

Vision Statement.....	1
Mission Statement.....	1
Purpose of the Charter.....	1
CoC Responsibilities.....	1
Organizational Structure.....	2
Membership in Central MN CoC.....	2
Central MN CoC Governing Board.....	3
Responsibilities of the Governing Board.....	3
HMIS Lead Agency.....	4
The Designated CoC Collaborative Applicant.....	5
Standing Committees and Working Groups.....	6
Committee Structure.....	6

Central MN CoC Bylaws

<u>Article I- Organization</u>	11
Organization.....	11
Geographic Composition.....	11
Purpose.....	11
Responsibilities.....	11
<u>Article II-Mission and Description</u>	13
Mission.....	13
Description.....	13
<u>Article III-Membership</u>	14
Membership to Central MN CoC.....	14
Membership Roster.....	14
Solicitation of New Members.....	14
Governing Board.....	14
Membership.....	14
Nomination and Voting.....	15
Number of Governing Board members.....	15
Terms.....	15
Resignation or Removal.....	15
Vacancies.....	16
<u>Article IV-Governing Board and Committees</u>	16
Structure.....	16
Central MN CoC Governing Board.....	16
Central MN CoC Full Membership Committee	17
<u>Article V-Officers</u>	17
Officer Positions.....	17

- Article VI-Meetings.....18
 - Governing Board Meetings.....18
 - Meeting Schedule.....18
 - Special Meetings.....18
 - Minutes.....18
 - Central MN CoC Full Membership Meetings.....19
- Article VII-Decision Making Section.....19
 - Primary Decision-Making Entity.....19
 - Governing Board Voting Eligibility.....19
 - Quorum and Voting Rules.....19
 - Decision-Making.....19
 - Proxy Voting.....20
 - Meetings by Telephone or Other Electronic Means.....20
 - Primary Decision Making for Ranking and Scoring HUD Application....20
- Article VIII-Code of Conduct and Conflict of Interest.....20
 - Code of Conduct20
 - Conflict of Interest.....21
 - Disclosure.....21
 - Abstention from Decision-Making.....21
 - Annual Conflict of Interest Acknowledgment Form.....22
 - Conflict of Interest for CoC Performance and Ranking Committee.....22
 - Recusal.....22
- Article IX-Adoption and Amendments to Bylaws.....22
 - Adoption.....22
 - Amendments.....22
 - Approvals.....23
 - Approval of Governance Charter and Subsequent Amendments.....23

Central MN Continuum of Care Priorities, Policies & Written Standards

- Priorities for Administering Assistance.....24
- Non-Discrimination Policy25
- Policy26
- Delivery of Services.....26
- Affirmative Marketing and Outreach27
- Obligation to Inform27
- Reporting a Non-Discrimination Complaint.....27
- Retaliation28
- People With Lived Expertise Consultant Policy28
- Education Policies.....29
- Rating and Ranking Overview.....29
- Project Scoring.....30

New Project Scoring.....30
Renewal Project Scoring.....30
Match.....31
Performance Measurements.....31
Rating and Ranking Members.....32
Reallocation Process.....32
Appeals Process.....32
Assurances.....32
Project Application Appeals Policy.....33
Appeals Process.....34
Written Standards.....35
Components of Central MN CoC’s Homeless Response System.....35
Program Policies, Procedures, and Performance Standards.....36
Street Outreach.....36
Drop-in Centers.....36
Crisis Line.....37
Institutional In-Reach.....37
Homeless Prevention.....37
Minnesota Homeless Diversion.....38
Basic Shelter.....38
Service Shelter.....38
Victim Services Shelter.....38
Rapid Re-Housing.....39
Critical Time Intervention Supportive Housing.....39
Low Compliance Transitional Housing.....40
High Compliance Transitional Housing.....40
Host Homes & Scattered Site Housing for Youth.....41
High Compliance Permanent Supportive Housing.....41
Low Compliance Permanent Supportive Housing.....42
High Compliance Group Residential Housing.....42
Permanent Supportive Housing Aftercare.....43

Central MN Continuum of Care (Central MN CoC)

Governance Charter

Vision Statement

Central MN CoC envisions a community committed to 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 collaborative partnerships within 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, including those who experience the greatest barriers to permanent and affordable housing.

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 an 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 Committee meetings. Membership is defined by completion of orientation and participation in at least one CoC meeting annually. The Central MN CoC shall extend an invitation annually 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 take place 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 Full 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. The Central MN CoC Governing Board shall have members from each region to ensure CoC-wide representation. Central MN CoC Governing Board composition will be reviewed annually to ensure diversity and representation from persons having experienced homelessness. The Governing Board shall be representative of the demographics of the full CoC. 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 MN 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 MN CoC including all CoC and ESG programs.
- Monitor and evaluate the performance of the Central MN CoC Collaborative Applicant.
- Establish sub-committees and task forces as needed.
- Enter into and monitor performance of MOUs 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 MN 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 MN 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, and MN Tribal Collaborative (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 into 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 purpose of Standing Committees and Working Groups is to ensure that members of the Central MN CoC Full Membership Committee have opportunities to:

- Serve on committees that impact or are important to the clients they serve.
- Represent their organization.
- Improve personal leadership skills.
- Ensure HUD compliance.
- Provide necessary data for NOFO completion.

Committee structure:

- Each committee will have:
 - members who are recruited by the specific committee from the Central MN CoC Full Membership Committee annually or when a member resigns,
 - no more than 7 members and must have an odd number of members unless otherwise specified by the Central MN CoC Governing Board,
 - no more than two members from any one organization unless

- otherwise specified by the Central MN CoC Governing Board,
 - diverse representation of the Central MN CoC, including representation of specific HUD priority populations/CoC designated priority populations, and be representative of the demographics of the Central MN CoC geographic area,
 - representation from the Central, Northern and Eastern Regions of the Central MN CoC,
 - members who are able to regularly attend - if unable to the member should resign.
- Each committee is responsible for:
 - Completing assigned tasks in a timely manner
 - Underperforming committees will be restructured by the Central MN CoC Governing Board
- Committees will meet as needed to complete assigned tasks.
- Each committee will have a Chair. The Committee Chair is not required to be a board member. The term length is one year. An individual may serve as Chair for up to 3 consecutive terms.
- The Chair will:
 - have knowledge or willingness to learn the committee's responsibilities and outcomes,
 - send the agenda to committee members before the meeting,
 - facilitate meetings to complete assigned tasks in a timely manner.
- Each committee will have a Secretary. The term length is one year. An individual may serve as Secretary for up to 3 consecutive terms.
- The Secretary will:
 - document the progress and activity of the committee by taking meeting minutes,
 - distribute minutes to the committee members,
 - distribute meeting minutes to the CoC Coordinator for distribution to the CoC Governing Board and CoC Full Membership committee.
- Each committee will report to the Central MN CoC Full Membership Committee meeting at least bi-annually as listed on the CoC annual calendar.
- Committee members have three-year terms with a maximum of 2 consecutive terms. That member is then required to be off that particular committee for

at least 1 year before becoming eligible to be elected to the same committee again.

- A member of the committee must serve one year prior to becoming the Chair (This is to provide a historical perspective for the new Chair/Secretary)

Central MN CoC will have the following standing committees:

Racial Equity, Diversity, and Inclusion Committee

- The purpose of the Racial Equity, Inclusion, and Diversity Committee is the undeniable belief that housing is a basic human right to support the Central MN Continuum of Care's (CoC) mission and vision through continued efforts to embed an equity lens within day-to-day work of its business by providing immediate, on-going, and long-term actions the CoC can take and advising on how to build its institutional capacity to promote equity through policies, practices and built environments to achieve measurable results.

Membership Committee

- The membership committee will 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 and any other stakeholders. The Committee will examine current CoC membership for missing representation and invite new prospective members.

Performance and Ranking Committee

- The Performance and Ranking Committee will work to ensure that CoC funding needed to end homelessness is secured and maximized in the Central Region, and that the distribution of funding is equitable and inclusive to its diverse communities. It will identify additional projects and developments that equitably utilize available funding and resources to meet the needs and gaps of the CoC while monitoring currently funded projects to ensure excellent performance and outcome standards.

HMIS/Data Committee

- The HMIS/Data Committee will use HMIS and quality data to make informed decisions to address homelessness in the region so that the CoC will have consistent, quality data and a sufficient understanding to make data-driven decisions about future homeless funding and service needs. It will monitor and analyze quality data in order for the Central CoC to be a high-performing CoC that is able to effectively address homelessness and adjust based on trends in the data.

Coordinated Entry Advisory Committee

- The role of The Coordinated Entry System (CES) Advisory Committee is to target key outcomes and maintain a system, in coordination with the CoC Full Committee and Governing Board to adjust policy and procedure to ensure that individuals/households are served equitably and increases the effectiveness of the CES. It will build and maintain a Coordinated Entry System that is efficient and effective in identifying homeless individuals/households and moving them to housing stability.

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. It will ensure youth serving programs are part of any decisions within CoC regarding homelessness and programs for youth. There will be representation from each region of the CoC with youth serving organizations. Youth are under the age of 24 (State Definition) and 21 and younger (Federal Definition).

CoC Policies and Procedures Committee

- This committee will ensure that the Central MN CoC has policies and procedures which meet all Federal, State, and legal requirements. It will review and propose revisions and/or additions to the policies and procedures to ensure efficient implementations and operations of the CoC, while ensuring equity and consistency is maintained. This committee is responsible for reviewing and revising current CoC policies and procedures and creating proposed additions and revisions to current policies and procedures of the CoC as deemed necessary.

Point in Time (PIT) Count Committee

- The Central MN PIT Count Committee exists to coordinate the annual PIT count and facilitate engagement of all agencies in the CoC. We will create processes to collect and submit accurate data from agencies that are conducting the count of people at risk and experiencing homelessness to receive adequate funding for programs and services to assist.

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 St. Cloud/Central MN Continuum of Care (MN-505)- 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 the CoC Full Membership Committee and publicized agendas. CoC 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 Governing 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 CoC and ESG Funds, establishing and following written standards for providing CoC assistance in consultation with recipients of CoC and 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 Opportunity (NOFO).
- 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 collaborative partnerships within 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, including those who experience the greatest barriers to permanent and affordable housing.

Description

Central MN CoC is the entity responsible for the overall performance and results of our community's effort to achieve racial equity and 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 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 the 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 the requirements of Central MN 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.
- At 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 Full Membership

Committee Chair; and Ex-officio non-voting representative from the Central MN CoC Collaborative Applicant.

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 Governing Board.
- Have proven their interest, diligence, and effectiveness in helping the Central MN CoC fulfill its purpose.

The CoC Full Membership Committee will vote for open Governing Board positions during the annual organizational meeting in February.

Number of Governing Board Members

Board members will serve staggered terms of three years so that approximately one-third of members will stand for election each year. There must always be an uneven number of members. The Governing Board shall consist of 9 or 11 members. Efforts will be made to ensure all CoC regions are represented, a broad array of organizations are included, and members represent the demographics of the CoC region.

Terms

Term lengths for all Governing Board members will be a 3-year term. When a Governing Board member's term expires, an election will take place to fill the seat. A Governing Board member may serve up to 2 consecutive terms. That person will then be required to be off the Governing Board for at least 1 year before becoming eligible to be elected to the Governing Board again.

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 Governing 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 Governing Board or cannot serve his/her full term for any reason, the Governing 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, Coordinated Entry Advisory, Youth Initiative, CoC Policies and Procedures, and Point in Time (PIT) Count.
- 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, consultations with people with lived expertise in homelessness, Wilder data, resources available, unmet needs, service gaps and priorities.
- Annual review of the CoC Plan.
- Annual review and preparation of HUD-CoC applications.
- Monitor Emergency Solutions Grant recipients' performance and outcomes.
- Monitor HUD/CoC Grants recipients' performance and outcomes.
- 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 Governing Board with input from the CoC Full Membership Committee with 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 Governing 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 Full Membership Committee and Governing Board meetings in partnership with the CoC Coordinator. This position will hold responsibility for assembling the agenda and related materials for each meeting in conjunction with the CoC Coordinator. An elected member of the Governing Board must serve on the Governing Board a minimum of 1 year before they can be elected to be the Chair. The Chair has authority to sign documents on behalf of the Governing Board.

Vice-Chair

Vice-Chair will act as Chair in the event of the absence or recusal of the Chair. The Chair has the discretion of designating an alternative person to perform any of

these functions in the event the Vice-Chair is unavailable. When acting as the Chair, the Vice-Chair will have the same authority and responsibilities as the Chair. The Vice-Chair has authority to sign documents on behalf of the Governing Board in the absence of the Chair.

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 Full membership Committee and Governing Board meetings in the case of the absence of both 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”. Robert’s Rules of Order will be followed during Governing Board and CoC Full Membership Committee meetings.

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 Governing Board member if the CoC Full Membership Committee 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 Central MN CoC Governance Charter and 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.

An 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 and Bylaws followed by a vote on those changes.
- Any other business the Governing Board chooses to put before its members.

In order to be a voting member, a member must have completed the orientation. In order to maintain voting privileges, a member must have attended at least the previous two CoC Full Membership Committee 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.

Governing Board Voting Eligibility

Any member elected to serve on the Governing Board is permitted to vote on any Board decisions. In order to maintain voting privileges, a Board member must have attended at least the previous two 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 Governing 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. A 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 seven (7) people shall be selected by the Governing Board 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.

- Governing Board members and/or members of the community may serve on the Performance & 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

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 complete work they have agreed to undertake on behalf of the Central MN CoC in a timely manner. In addition, they must attend Governing Board and committee meetings when requested 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 CoC Full Membership Committee, Governing 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 Governing 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

Governing 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 members of the Central MN CoC 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 Governing Board members and voting members of the CoC Full Membership Committee 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 Performance & 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 of Directors 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.

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 members attending the annual Continuum of Care Full membership Committee 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 a vote of the majority of the Central MN CoC Membership. In consultation with the Collaborative Applicant and the CoC Coordinator, the Governing Board will review the Governance Charter annually and recommend to the CoC Full Membership any changes needed to improve the functioning of the Central MN CoC and maintain compliance with federal and state regulations. In addition, every five (5) years, the Governing 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 Governing 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.

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 CoC's Prioritization Order shall be the currently approved Prioritization Order in the CES Policies and Procedures.
4. The CoC shall follow all the required recordkeeping/documentation per CPD-14-012.
5. Homeless service providers throughout Central MN CoC utilize the Common Assessment Tool to screen households 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 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 individual's or family's ability to maintain safety and minimize the risk of harm.

Non-Discrimination Policy

Central MN Continuum of Care (MN-505) is required to develop and operate a Coordinated Entry process that permits recipients of Federal and State funds to comply with applicable civil rights and fair housing laws and requirements. Recipients and subrecipients of CoC Program and ESG Program-funded projects must comply with the nondiscrimination and equal opportunity provisions of Federal civil rights laws as specified at 24 C.F.R. 5.105(a), including, but not limited to the following:

The Fair Housing Act prohibits discriminatory housing practices based on race, color, religion, sex, national origin, disability, or familial status. The Minnesota Human Rights Act (Chapter 363A of the Minnesota Statutes) also prohibits discrimination based on marital status, public assistance status, and sexual orientation. Section 504 of the Rehabilitation Act prohibits discrimination based on disability under any program or activity receiving Federal financial assistance

Title VI of the Civil Rights Act prohibits discrimination based on race, color or national origin under any program or activity receiving Federal financial assistance; and

Title II of the Americans with Disabilities Act prohibits public entities, which includes state and local governments, and special purpose districts, from discriminating against individuals with disabilities in all their services, programs, and activities, which include housing, and housing-related services such as housing search and referral assistance.

Title III of the Americans with Disabilities Act prohibits private entities that own, lease, or operate places of public accommodation, which include shelters, social service establishments, and other public accommodations providing housing, from discriminating based on disability.

In addition, HUD's Equal Access Rule at 24 CFR 5.105(a)(2) prohibits discriminatory eligibility determinations in HUD-assisted or HUD-insured housing programs based on actual or perceived sexual orientation, gender identity, or marital status, including any projects funded by the CoC Program, ESG Program, and HOPWA Program.

The CoC Program interim rule also contains a fair housing provision at 24 CFR 578.93. For ESG, see 24 CFR 576.407(a) and (b), and for HOPWA, see 24 CFR 574.603.

The CoC Program interim rule at 24 CFR 578.93(c) also requires recipients of CoC Program funds to affirmatively market their housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to apply in the absence of special outreach and maintain records of those marketing activities. Housing assisted by HUD and made available through the CoC must also be made available to individuals and families without regard to actual or perceived sexual orientation, gender identity, or marital status in accordance with 24 CFR 5.105 (a)(2).

Nondiscrimination and affirmative outreach requirements for the ESG program are located at 24 CFR § 576.407(a) and (b).

Policy

The policy of Central MN Continuum of Care (MN-505) is to provide equal opportunity and equal consideration to all peoples without regard to race, religion, ancestry, national origin, color, creed, sex, age, disability, marital status, sexual orientation, gender identity, or public assistance status.

Delivery of Services

Central MN Continuum of Care, its member agencies, its recipients of CoC, ESG, or

HOPWA funds, and its Coordinated Entry System agents and partners shall not discriminate or treat unequally or unfairly in the delivery of services any person because of race, religion, ancestry, national origin, color, creed, sex, disability, marital status, sexual orientation, gender identity or public assistance status; and will comply with all federal, state, and local antidiscrimination laws.

Affirmative Marketing and Outreach

Central MN Continuum of Care, its member agencies, its recipients of CoC, ESG, or HOPWA funds, and its Coordinated Entry System agents and partners shall affirmatively market access Coordinated Entry (and as a result to the housing and services available through Coordinated Entry) to eligible persons regardless of race, religion, ancestry, national origin, color, creed, sex, disability, marital status, sexual orientation, gender identity or public assistance status who are least likely to apply in the absence of special outreach, and maintain records of those marketing activities.

Obligation to Inform

Central MN Continuum of Care, its member agencies, its recipients of CoC, ESG, or HOPWA funds, and its Coordinated Entry System agents and partners shall inform in plain writing all persons seeking services of these policies and the process for filing a nondiscrimination complaint.

Reporting a Non-Discrimination Complaint

At any time during the Coordinated Entry process, applicants for housing or services have the right to file a complaint, should they feel that the non-discrimination principle has been violated. All Applicants, whether individuals or families, will be provided with the process for filing a complaint. All complaints will be addressed and resolved in a timely and fair manner.

The following three contacts will be provided to address discrimination or grievance related concerns:

- For nondiscrimination complaints, contact the Department of Housing & Urban Development, Chicago Regional Office: (800) 765-9372 or https://www.hud.gov/program_offices/fair_housing_equal_opp/online-complaint.
- Minnesota Department of Human Rights: 651-539-1100 or Toll Free at 1-800-657-3704 or <https://mn.gov/mdhr/intake/consultationinquiryform/>.
- For complaints with Coordinated Entry policies or procedures in Central MN Continuum of Care, contact the CoC Coordinator, Tim Poland, at

tpoland@cmhp.net, via phone at 320-258-0677 or via mail at CMHP, 24707 County Road 75, St. Augusta, MN 56301.

- For housing program related complaints, grievances will be directed to the appropriate housing provider for resolution.

Retaliation

Central MN Continuum of Care policy is that the Continuum of Care, its member agencies, and its Coordinated Entry System agents and partners shall not retaliate against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful practice.

People With Lived Expertise Consultant Policy

For the purposes of this policy, People with Lived Expertise (PLE) shall be defined as someone who is currently homeless or has been homeless within the last 7 years.

Central CoC will involve people with lived expertise to be included in all steps of the CoCs policymaking, programming, and services from initial planning to implementation and evaluation and monitoring in order to:

- participate and provide input that is incorporated into the local planning process;
- review and recommend revisions to CoC policies and procedures addressing homelessness related to Coordinated Entry, services, and housing;
- actively participate in CoC committees, subcommittees, and workgroups; as well as advisors to the CoC Governing Board;
- be instrumental in decision-making processes related to addressing homelessness; and
- be included in the development, or revision, of the local competition rating factors.

Deliberate efforts will be made to ensure that the consultant represent the geographic area and demographics of the full CoC, including under-represented populations, in order to provide policies, procedures, and services that are diverse, equitable, consistent, and inclusive of all populations.

A stipend will be paid to the consultant for participation in CoC activities as listed above. The stipend amount will be determined annually by the CoC Governing Board based on funding availability. A maximum of 7 consultants will be

designated for paid participation at any particular time. The designated consultants will be determined by the CoC Governing Board. In order for the stipend to be paid, the consultant must complete and submit a Stipend Request Form which must be approved and signed by the CoC Coordinator before payment can be issued.

Designated consultants will be offered a mentor to assist them in learning about the CoC, its operations, programs, and acronyms. This mentorship will be offered free of charge to the consultant and will be available for at least 3 months from the time the consultant is designated.

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 Performance and Ranking committee member are 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 NOFO 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 NOFO 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 Performance and Ranking 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 Performance and Ranking Committee will be composed of representatives from a cross-section of groups within the 13 counties of Central CoC. Performance and 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?

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

Reduced and/or eliminated grant applications are approved by a vote of the CoC Full Membership Committee and CoC Governing Board at the same time as the final scoring, rating, and ranking of all HUD NOFO 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 Performance 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 Performance and Ranking Committee has scored applicant proposals, all applicants will be notified by the Performance and 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 Performance and 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 Performance and Ranking Committee and one (1) Governing Board member (non-CoC funded).

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 qualifying 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.
- The Central MN CoC Coordinator, in consultation with the Appeal Committee, will review and evaluate all notices of appeal and determine whether the appeal meets the Central MN CoC appeal policy.
- All valid appeals will be read, reviewed, and evaluated by the Appeal Committee.
- The Appeal Committee will deliberate and provide recommendations to the CoC Governing Board.

- The Final Funding List will be approved by the Central MN CoC Governing Board.
- Agencies will receive, in writing, the appeal decision prior to CoC NOFO 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:

(Note: The following program policies, procedures, and performance standards are currently under review).

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

	<ul style="list-style-type: none"> ○ 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)	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> Prevention Service Set <ul style="list-style-type: none"> ● Landlord mediation ● Financial management ● Housing search ● Case Management ● Benefits Assistance <ul style="list-style-type: none"> ○ SOAR ○ MNsure ○ SNAP </td> <td style="vertical-align: top; width: 50%;"> Assistance Set <ul style="list-style-type: none"> ● Rental Assistance ● 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.) </td> </tr> </table>	Prevention Service Set <ul style="list-style-type: none"> ● Landlord mediation ● Financial management ● Housing search ● Case Management ● Benefits Assistance <ul style="list-style-type: none"> ○ SOAR ○ MNsure ○ SNAP 	Assistance Set <ul style="list-style-type: none"> ● Rental Assistance ● 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.)
Prevention Service Set <ul style="list-style-type: none"> ● Landlord mediation ● Financial management ● Housing search ● Case Management ● Benefits Assistance <ul style="list-style-type: none"> ○ SOAR ○ MNsure ○ SNAP 	Assistance Set <ul style="list-style-type: none"> ● Rental Assistance ● 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 • 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)	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 	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
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	Low Compliance Transitional Housing –VA grant per diem, VA Transitional houses, Jill Eichhoff 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 <ul style="list-style-type: none"> • Intermediate/tiered rent payments • Damage deposit • Application fees • Furniture/moving • Tenant based rental assistance 	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 	

	<ul style="list-style-type: none"> 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)	<table border="1"> <tr> <td> Basic Service Set <ul style="list-style-type: none"> Population specific services Community connections Positive/supportive relationship with adult Access to community supports </td> <td> Financial assistance <ul style="list-style-type: none"> Free housing Food </td> </tr> </table>	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
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 		

	<ul style="list-style-type: none"> • 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 ○ 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

	<ul style="list-style-type: none"> • 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