

## Before Starting the CoC Application

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

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

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

1. The FY 2024 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2024 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

Your CoC Must Approve the Consolidated Application before You Submit It  
- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2024 CoC Program Competition on behalf of your CoC.  
- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

### Answering Multi-Part Narrative Questions

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

### Attachments

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

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

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

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

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

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

**1A-1. CoC Name and Number:** MN-501 - Saint Paul/Ramsey County CoC

**1A-2. Collaborative Applicant Name:** Ramsey County

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

**1A-4. HMIS Lead:** Institute for Community Alliances

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

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

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

<b>1B-1.</b>	<b>Inclusive Structure and Participation–Participation in Coordinated Entry.</b>	
	NOFO Sections V.B.1.a.(1), V.B.1.e., V.B.1f., and V.B.1.p.	
	In the chart below for the period from May 1, 2023 to April 30, 2024:	
1.	select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC’s coordinated entry system; or	
2.	select Nonexistent if the organization does not exist in your CoC’s geographic area:	

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

17.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	Yes
18.	Organizations led by and serving people with disabilities	Yes	Yes	Yes
19.	Other homeless subpopulation advocates	Yes	Yes	Yes
20.	Public Housing Authorities	Yes	Yes	Yes
21.	School Administrators/Homeless Liaisons	Yes	Yes	Yes
22.	Street Outreach Team(s)	Yes	Yes	Yes
23.	Substance Abuse Advocates	Yes	Yes	Yes
24.	Substance Abuse Service Organizations	Yes	Yes	Yes
25.	Agencies Serving Survivors of Human Trafficking	Yes	Yes	Yes
26.	Victim Service Providers	Yes	Yes	Yes
27.	Domestic Violence Advocates	Yes	Yes	Yes
28.	Other Victim Service Organizations	Yes	Yes	Yes
29.	State Domestic Violence Coalition	Yes	Yes	Yes
30.	State Sexual Assault Coalition	Yes	Yes	Yes
31.	Youth Advocates	Yes	Yes	Yes
32.	Youth Homeless Organizations	Yes	Yes	Yes
33.	Youth Service Providers	Yes	Yes	Yes
	Other: (limit 50 characters)			
34.	Local Community Foundations	Yes	Yes	Yes
35.	Regional Transit Agency	Yes	Yes	Yes

<b>1B-1a.</b>	<b>Experience Promoting Racial Equity.</b>	
	NOFO Section III.B.3.c.	

Describe in the field below your CoC's experience in effectively addressing the needs of underserved communities, particularly Black and Brown communities, who are substantially overrepresented in the homeless population.

**(limit 2,500 characters)**

IN A RECENT SURVEY OF THE HHR GOVERNING BOARD AND STEERING COMMITTEE MEMBERS, 39% IDENTIFIED AS BLACK, INDIGENOUS, PERSONS OF COLOR (BIPOC). Ramsey County residents who identify as Black, African American, or African are over seven times more likely to experience homelessness than white residents and are the largest group by race or ethnicity. The CoC recognizes this racial disparity and worked with multiple Black-owned provider organizations to pilot new programs. One such program is Lighthouse Way, a scattered-site, non-congregate shelter project that provided shelter for twenty households for up to 90 days using a model of master-leased apartments so that people who are homeless could be a part of their community and live in their own space instead of staying in large, institutionalized settings. This provider's Executive Director is Vice Chair of the CoC's Steering Committee and an active member of our Single Adult Shelter Workgroup. Another Steering Committee member is the Executive Director of One Day at a Time (1DAAT), a nonprofit organization that believes that housing is a fundamental right for every human being. The organization uses a Housing First model and places its focus on youth, single adults, and families 18-30 years of age, at or below 200% of federal poverty guidelines, who are barrier impacted, and BIPOC households - specifically African American households in need of an inclusive living environment. One hundred percent of 1DAAT's staff are African American individuals possessing their own history of lived experience with unstable housing, employment, and/or wellness struggles. This project was developed and funded through state prevention funds that are administered in consultation with the CoC's Prevention and Tenant Stabilization Workgroup. This group of providers and projects all share data with one another and with the CoC to maximize prevention efforts.

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

(limit 2,500 characters)

1. AT LEAST QUARTERLY, THE CONTINUUM OF CARE (CoC) SENDS OUT NEWSLETTERS TO OVER 3,050 PEOPLE WITH MEETING INFORMATION FOR THE COC GOVERNING BOARD (GB), STEERING COMMITTEE (SC), WORKGROUPS AND FULL COC MEETINGS. All meetings are open to the public and are posted on the CoC website (www.headinghomeramsey.org). GB and SC members also solicit new members through their own networks. Prior to the CoC’s annual business meeting where elections take place, an ad hoc nominating committee is formed. The committee is comprised of internal CoC members and external partners. The nominating committee identifies areas of need for better representation within the CoC (e.g. people with lived experience or health care providers). Email communication via a distribution list is also utilized to solicit new members.

2. THE COC, THROUGH ITS LEAD AGENCY RAMSEY COUNTY, HAS ACCESS TO INTERPRETERS, INCLUDING THOSE THAT CAN READ BRAILLE AND/OR PROVIDE AMERICAN SIGN LANGUAGE (ASL). In 2023, GB and SC meetings resumed post-pandemic, alternating between virtual and in-person formats. All virtual meetings allow participants to use closed captions as needed. Meeting agendas and action items are shared with attendees ahead of time in a digital, e-readable format or as links to shared online documents. Additionally, the CoC also regularly engages shelter staff, asking them to assist with helping people with lived experience and disabling conditions to access the virtual meetings. In April 2023, the CoC developed and hired a new lead agency role titled Engagement and Communications Lead. This person’s focus is to formally support individuals with lived experience and other community leaders with accessing the CoC meetings.

3. THE COUNTY AND THE CITY OF SAINT PAUL PARTNER WITH CULTURALLY BASED COMMUNITY ORGANIZATIONS TO BUILD TRUST, EXPAND CONNECTIONS AND SHARE INFORMATION. To improve equity strategies, the CoC actively invites culturally specific organizations, particularly those identifying as African American, Native American, and Latino/Latinx, who are overrepresented in Ramsey County’s homeless population. Many of these have representatives on either the GB or SC. In a recent survey of CoC members and staff, 20% of those responding identified as a person with lived experience of homelessness, 39% identified as BIPOC, 19% identified as a person with a disability, and 23% identified as a member of the LGBTQPIA2+ community.

1B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.	
	NOFO Section V.B.1.a.(3)	

Describe in the field below how your CoC:	
1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2.	communicated information during public meetings or other forums your CoC uses to solicit public information;
3.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and
4.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

**(limit 2,500 characters)**

1. HEADING HOME RAMSEY ANNUALLY HOSTS TWO ALL-MEMBER MEETINGS, QUARTERLY GOVERNING BOARD, MONTHLY STEERING COMMITTEE, AND REGULAR WORKGROUP MEETINGS. This active membership includes representatives from over 35 organizations representing all service types and populations. All meetings and trainings are open to the public and notices are posted via the CoC website, distribution lists and newsletter. Meetings are used to gather input and feedback from various stakeholders with knowledge, lived experience and a commitment to preventing and ending homelessness. The CoC asks for direction on specific strategies, feedback on advised approaches, and encourages deeper engagement through workgroups and committees. The CoC also uses surveys to get input to inform priorities.

2. IN EACH COC MEETING COC STAFF CONNECT WITH SHELTER AND OUTREACH STAFF TO SEEK ASSISTANCE WITH MARKETING, INVITATIONS AND HOW TO ENGAGE LIVED EXPERIENCE PARTICIPANTS. Committee members share information through presentations, and the provision of materials via email and links to the CoC public drive. The CoC has secured community engagement funds and is able to offer \$50 per hour compensation for committee members' workgroup participation, and \$25 committee members with lived experience who attend, partake in a focus group or completed a survey activity only one time.

3. COC STAFF OFFER A VARIETY OF WAYS TO CONNECT PEOPLE WITH DISABILITIES BY ENSURING ALL VIRTUAL MEETINGS ALLOW PARTICIPANTS THE OPTION OF CLOSED CAPTIONING, AND ALL MATERIALS SENT BEFOREHAND ARE IN ACCESSIBLE FORMATS. All providers also have access through the Language Line, the county's contracted interpreter services, and all in-person meetings are in buildings accessible to people with disabilities.

4. THIS YEAR, THE PREVENTION WORKGROUP FOCUSED ON IMPROVING ACCESS TO SERVICES FOR RESIDENTS THROUGH KEY INITIATIVES INCLUDING A NEW HOUSING COURT COLLABORATION, WHICH ADDRESSES THE CONTINUED HIGH RATES OF EVICTION IN RAMSEY COUNTY. The workgroup also developed a new web-based tool, updated its public-facing resource information, and developed marketing materials to help residents and partners find assistance with rent and other needs more easily. The workgroup is also working on recommendations to expand our Shelter Entry and Diversion Team, which launched this year based on COC input. The expansion will streamline access to prevention assistance, reducing the need for residents to navigate through multiple platforms.

1B-4.	Public Notification for Proposals from Organizations Not Previously Awarded CoC Program Funding.	
	NOFO Section V.B.1.a.(4)	
	Describe in the field below how your CoC notified the public:	
	1. that your CoC will consider project applications from organizations that have not previously received CoC Program funding;	
FY2024 CoC Application		Page 7 10/24/2024

2.	about how project applicants must submit their project applications—the process;
3.	about how your CoC would determine which project applications it would submit to HUD for funding; and
4.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats.

(limit 2,500 characters)

1. IN 2024, HEADING HOME RAMSEY NOTIFIED THE PUBLIC OF THE COC’S LOCAL COMPETITION PROCESS ON THE COC AND RAMSEY COUNTY WEBSITE, IN ADDITION TO COC DISTRIBUTION LISTS. All prospective applicants were invited to two informational meetings, which were open to new applicants, non-funded CoC organizations, and previous applicants to the CoC program to address possible barriers to applying. The CoC accepts applications from organizations without CoC Program experience, received pre-application inquiries from new organizations, and our priority list includes projects from organizations that are new to our CoC.

2. THE COC’S LOCAL COMPETITION NOTICE INCLUDED INSTRUCTIONS ON HOW TO SUBMIT A PRE-APPLICATION INTEREST SURVEY AND AN OVERVIEW AND TIMELINE OF THE APPLICATION PROCESS. Once the HUD NOFO was released, CoC staff sent communication to all pre-applicants with resources on how to complete a CoC program application in e-snaps for the local competition. The email also included a local application with additional questions focused on community priorities, which was also posted to the CoC website. Applicants were directed to complete both applications and submit to the lead agency by August 30, 2024.

3. HEADING HOME RAMSEY EVALUATED ALL PROJECT APPLICATIONS USING A LOCALLY CREATED COC PROGRAM SCORING AND RANKING TOOL. The tool covers CoC threshold requirements, grant administrative and system performance measures, equity measures, responses to local application questions and annual monitoring results, and alignment with HUD NOFO policies and the CoC’s Needs Assessment. The tool was presented to the CoC’s Governing Board and Steering Committee in July 2024. At that meeting, the GB approved the tool along with a new CoC Program Review, Scoring, and Ranking Policy, and an Appeals Policy, all of which were posted to the HHR website with the local application. Seven new and expansion projects applied in the local competition.

4. COMMUNICATION WAS PROVIDED THROUGH AN ONLINE POSTING OF THE APPLICATION PROCESS ON THE COC’S WEBSITE IN ACCESSIBLE DOCUMENT FORMATS, notification in Governing Board and Steering Committee meetings in accessible locations and/or online with accessible documents, and newsletter and email communication including the CoC's distribution list.



## 1C. Coordination and Engagement

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

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

<b>1C-1.</b>	<b>Coordination with Federal, State, Local, Private, and Other Organizations.</b>	
	NOFO Section V.B.1.b.	
	In the chart below:	
1.	select yes or no for entities listed that are included in your CoC's coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or	
2.	select Nonexistent if the organization does not exist within your CoC's geographic area.	

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with the Planning or Operations of Projects?
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Yes
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Nonexistent
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBTQ+ persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	
18.		

<b>1C-2.</b>	<b>CoC Consultation with ESG Program Recipients.</b>	
	NOFO Section V.B.1.b.	

In the chart below select yes or no to indicate whether your CoC:

1.	Consulted with ESG Program recipients in planning and allocating ESG Program funds?	Yes
2.	Provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area?	Yes
3.	Ensured local homelessness information is communicated and addressed in the Consolidated Plan updates?	Yes
4.	Coordinated with ESG recipients in evaluating and reporting performance of ESG Program recipients and subrecipients?	Yes

<b>1C-3.</b>	<b>Ensuring Families are not Separated.</b>	
	NOFO Section V.B.1.c.	

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

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated?	Yes
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure family members are not separated?	No
3.	Worked with CoC and ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients?	Yes
4.	Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance?	Yes
5.	Sought assistance from HUD by submitting questions or requesting technical assistance to resolve noncompliance by service providers?	No

<b>1C-4.</b>	<b>CoC Collaboration Related to Children and Youth—SEAs, LEAs, School Districts.</b>	
	NOFO Section V.B.1.d.	

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

1.	Youth Education Provider	No
2.	State Education Agency (SEA)	Yes
3.	Local Education Agency (LEA)	Yes
4.	School Districts	Yes

<b>1C-4a.</b>	<b>Formal Partnerships with Youth Education Providers, SEAs, LEAs, School Districts.</b>	
	NOFO Section V.B.1.d.	

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

**(limit 2,500 characters)**

THE COC'S FORMAL PARTNERSHIP WITH SCHOOL DISTRICTS INCLUDES DESIGNATED SEATS ON THE COC GOVERNING BOARD FOR THE SUPERINTENDENT (OR THEIR DESIGNEE) FROM THE ST. PAUL SCHOOL DISTRICT AND A SUBURBAN RAMSEY COUNTY SCHOOL DISTRICT. Additionally, the McKinney-Vento liaison for the Saint Paul Public Schools (SPPS), who sits on the COC's Steering Committee, leads a shelter and street-based program promoting school stability and academic success for homeless children and youth. This program also partners with Head Start and families are referred between the two organizations for services.

THE COC PARTNERS FURTHER WITH SUBURBAN RAMSEY COUNTY SCHOOL DISTRICTS THROUGH HOMEWORK STARTS WITH HOME (HWSH), A COMPREHENSIVE, RAPID RE-STABILIZATION SERVICE FUNDED BY THE STATE OF MINNESOTA. In 2023, the CoC Lead Agency was awarded a four-year grant from the state to support prevention for families. The lead agency worked with CoC partners, individuals with lived experience, and other community support to expand and enhance this programming. Multiple conversations identified that the community wanted more intensive care management services, including longer-term rental assistance. The collaboration between school and CoC partners enables the ability to work upstream to support households from entering homelessness or resolving their doubled-up status. An MOU was developed outlining how school and county social works would collaborate to implement the CoC workgroup recommendations.

1C-4b.	Informing Individuals and Families Who Have Recently Begun Experiencing Homelessness about Eligibility for Educational Services. NOFO Section V.B.1.d.	
--------	-----------------------------------------------------------------------------------------------------------------------------------------------------------	--

Describe in the field below written policies and procedures your CoC uses to inform individuals and families who have recently begun experiencing homelessness of their eligibility for educational services.

**(limit 2,500 characters)**

IN JULY OF 2023, THE COC’S GOVERNING BOARD ADOPTED AND POSTED ON ITS WEBSITE A POLICY ENSURING ACCESS TO EDUCATIONAL SERVICES FOR INDIVIDUALS AND FAMILIES WHO BECOME HOMELESS. The policy requires recipients and subrecipients of CoC funds having families with children or young adults are informed about their educational rights and eligibility of services at intake and as necessary thereafter. Program directors are responsible for helping with enrollment, advocating for continued attendance at the school of origin, connecting students to transportation and other needed services. CoC’s partners, including McKinney Vento liaisons for each of the five school districts in the CoC geography, as well as providers working with families with school-aged children, inform individuals and families about the availability of educational services.

PROJECT REACH IS A ST PAUL PUBLIC SCHOOLS PROGRAM IN EMERGENCY SHELTERS AND STREET-BASED THAT PROMOTES SCHOOL STABILITY AND ACADEMIC SUCCESS FOR CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS. Project Reach staff work with shelters in Ramsey County and are available to help students enroll in school, usually within one day of intake. Staff address transportation needs when necessary and help coordinate early childhood screenings for homeless preschoolers for registration into kindergarten. They provide each parent with information detailing all early childhood educational offerings in the district and community including Head Start, School Readiness, Community Kindergarten, and application information on Early Kindergarten.

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

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

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

1C-5.	Addressing Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking—Collaboration with Federally Funded Programs and Victim Service Providers.
	NOFO Section V.B.1.e.

In the chart below select yes or no for the organizations your CoC collaborates with:

	Organizations	
1.	State Domestic Violence Coalitions	Yes
2.	State Sexual Assault Coalitions	Yes
3.	Anti-trafficking Service Providers	Yes
	Other Organizations that Help this Population (limit 500 characters)	
4.		

1C-5a.	Collaborating with Federally Funded Programs and Victim Service Providers to Address Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	

Describe in the field below how your CoC regularly collaborates with organizations that you selected yes to in Question 1C-5 to:

1.	update CoC-wide policies; and
2.	ensure all housing and services provided in the CoC's geographic area are trauma-informed and can meet the needs of survivors.

**(limit 2,500 characters)**

1. THE COC COORDINATES WITH VICTIM SERVICE PROVIDERS (VSPs), VIOLENCE FREE MINNESOTA (A STATEWIDE COALITION WORKING TO END RELATIONSHIP ABUSE), AND DAY ONE SERVICES (A STATEWIDE NETWORK OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, HUMAN TRAFFICKING, YOUTH - AND COMMUNITY- ADVOCACY PROGRAMS IN MINNESOTA) TO ENSURE OUR POLICIES ARE UPDATED FOR PROVIDERS OF HOUSING AND SERVICES TO SURVIVORS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING AND TRAFFICKING. VSPs participate in our Coordinated Entry Workgroup to provide guidance on policies and systems, and the CoC has updated its Coordinated Entry policy to address Victim-Survivor issues related to assessment, safety planning and data privacy.

2. THE COC REQUIRES COORDINATED ENTRY ASSESSORS REGULARLY TRAIN ON TRAUMA-INFORMED CARE, CLIENT CHOICE, AND CONFIDENTIALITY. In November of 2023, the CoC offered a training to all CoC providers on Best Practices for Working with Victim-Survivors in Housing and Coordinated Entry. MESH also offers trauma-informed care training open to anyone in Minnesota. Breaking Free, an Emergency Solutions Grant (ESG)-funded provider, supports victims of sex trafficking and exploitation by providing essential services like group support and housing assistance while advocating for system change. Its comprehensive services include Sister of Survival Support Group, offering a safe space for survivors to connect and heal together. Through ESG funding, the organization currently addresses Homeless Prevention and Outreach initiatives through street outreach (engagement), case management, housing search and placement and housing stability case management.

1C-5b.	Implemented Safety Planning, Confidentiality Protocols in Your CoC's Coordinated Entry to Address the Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC's coordinated entry addresses the needs of DV survivors by including:	
1.	safety planning protocols; and	
2.	confidentiality protocols.	

(limit 2,500 characters)

1. IN NOVEMBER 2023, THE COC OFFERED OUR ANNUAL RECERTIFICATION TRAINING FOR ALL COORDINATED ENTRY ASSESSORS. Training included a segment entitled, "Working with Survivors Experiencing Domestic Violence," which was provided by Women's Advocates (WA), a victim-survivor organization. The training focused on recognizing domestic violence (DV), being trauma-informed and mindful of a client's comfort level, and how to create a client-centered safety plan that is specific to the individual's unique situation. WA also provides safety training that includes identifying when safety may be compromised and creating a personalized plan related to level of risk, (including ongoing support systems and resources).

2. THE COC'S TOP-RANKED PROJECT IN THIS YEAR'S PRIORITY LIST IS A NEW PROJECT APPLICATION FOR "CREATING A DV-SPECIFIC PRIORITY LIST FOR VICTIM-SURVIVORS OF DOMESTIC VIOLENCE IN RAMSEY COUNTY." The CoC additionally maintains data privacy and confidentiality by using de-identified data to collect information on survivors of domestic and dating violence, sexual assault, stalking and trafficking. HHR uses this de-identified aggregate data to complete our Point in Time Count (PIT) and Housing Inventory County (HIC).

1C-5c.	Coordinated Annual Training on Best Practices to Address the Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	

In the chart below, indicate how your CoC facilitates training for project staff and coordinated entry staff that addresses best practices on safety planning and confidentiality protocols:

		Project Staff	Coordinated Entry Staff
1.	Training Occurs at least annually?	Yes	Yes
2.	Incorporates Trauma Informed best practices?	Yes	Yes
3.	Incorporates Survivor-Centered best practices?	Yes	Yes
4.	Identifies and assesses survivors' individual safety needs?	Yes	Yes
5.	Enhances and supports collaboration with DV organizations?	Yes	Yes
6.	Ensures survivors' rights, voices, and perspectives are incorporated?	Yes	Yes
	Other? (limit 500 characters)		
7.			

&nbsp;

1C-5d.	Implemented VAWA-Required Written Emergency Transfer Plan Policies and Procedures for Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	

Describe in the field below:

1.	whether your CoC's written policies and procedures include an emergency transfer plan;
2.	how your CoC informs all households seeking or receiving CoC Program assistance about their rights to an emergency transfer;
3.	what your CoC requires households to do to request emergency transfers; and

4. what your CoC does in response to households requesting emergency transfers.

(limit 2,500 characters)

1. YES, OUR COC'S WRITTEN POLICIES AND PROCEDURES INCLUDE AN EMERGENCY TRANSFER PLAN. The policy states any participant is eligible for an emergency transfer if the participant believes there is threat of imminent harm, in compliance with HUD regulation 24 CFR part 5, subpart L. The threat of harm includes, but is not limited to, physical, sexual, emotional, or financial violence.

2. ALL COC HOUSING PROVIDERS ARE REQUIRED TO INCORPORATE THE EMERGENCY TRANSFER POLICY INTO THEIR ASSOCIATED HOUSING PROGRAM POLICIES OR INCLUDE THIS POLICY INFORMATION IN ADDITION TO THEIR OTHER PROGRAM POLICY AND PROCEDURE GUIDELINES PROVIDED TO PARTICIPANTS AT ENTRY. To ensure this protocol has been followed, proof of policy incorporation has been requested as part of 2024 Coordinated Entry System monitoring visits. This will allow the CoC to ensure that all households are receiving this information at any participating housing program entry point.

3-4. PARTICIPANTS REQUESTING AN EMERGENCY TRANSFER BEGIN THE EMERGENCY TRANSFER PROCESS BY NOTIFYING THE HOUSING PROVIDER THEY ARE CURRENTLY ENROLLED UNDER OF THEIR SAFETY NEED. The following procedure is then followed: 1) The provider that currently enrolls the client is required to attempt to find a housing transfer within their own programming, including searching for vacancies at all buildings owned/leased by the provider and their landlord partnerships. 2) If an internal agency program transfer cannot be located, the provider may submit an emergency transfer request to the CoC's Transfers, Reviews, and Accommodations in Coordinated Entry (TRACE) escalation committee. Submission requests with participant input is encouraged. The TRACE committee will review the request and if approved, will refer the participant to the appropriate population Priority List Management team. That team will immediately attempt to match the participant against any current or incoming vacancies deemed safe that meet participant needs. Participants may accept or deny a potential vacancy match based on safety concerns. TRACE requests must be reviewed by the committee within 5 business days of receipt; however, emergency requests can escalate to immediate review. 3) If the PLM team is not able to identify a vacancy for the approved emergency transfer, the CoC will be notified to assist with identifying other housing providers who may have a safe and available unit.

1C-5e.	Facilitating Safe Access to Housing and Services for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	

Describe in the field below how your CoC ensures households experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking have safe access to all of the housing and services available within your CoC's geographic area.



**(limit 2,500 characters)**

THE COC ENSURES THAT SURVIVORS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING HAVE ACCESS TO HOUSING AND SERVICES AVAILABLE WITHIN THE COC’S COORDINATED ENTRY SCREENING PROCESSES. The CoC partners with Day One, a hotline for those experiencing or attempting to flee domestic violence. Day One representatives directly refer households to a DV shelter in Minnesota. From there, households have a choice to utilize DV-specific housing resources or to be assessed by CE. Our CoC operates three (3) separate CE priority lists: one primarily for single adults and adult-only families, one for families with minor children, and one for youth. Though some eligibility requirements vary, all three priority lists are open to any individual or family who self-identifies as ‘fleeing’ or attempting to flee DV, dating violence, sexual assault, stalking, and/or trafficking, regardless of whether they currently meet the definition of literal homelessness. All individuals and families have the right to 1) the inclusion of their data in HMIS and 2) statewide sharing of their personal data. Refusal of HMIS and/or statewide data sharing will not preclude individuals or families from assessment, the priority list, or referral. Priority List Managers will ensure fair and equitable prioritization and referral of individuals and families who have not consented. In accordance with the Violence Against Women Act (VAWA), HUD has prohibited VSPs from entering data into HMIS. All clients being assessed by VSPs will not have any data provided directly to VSPs entered into HMIS whether by the VSP directly or by any proxy. These processes are outlined in Heading Home Ramsey’s “Access to Coordinated Entry for Victim-Survivors” policy.

IN DECEMBER OF 2023, THE LEAD AGENCY (RAMSEY COUNTY) AMENDED ITS JOINT POWERS AGREEMENT WITH THE CITY OF SAINT PAUL FOR THE EMERGENCY SOLUTIONS GRANT to include new required language from HUD about the Violence Against Women’s Act (VAWA) Reauthorization of 2022. This language is a required element in all subrecipient agreements. The language includes a new provision on the Right to Report Crime and Emergencies from one’s home, which addresses the discriminatory practice of penalizing survivors and other individuals, including tenants, applicants, guest, and landlords, who seek law enforcement or emergency assistance for protection, and prohibits the denial of assistance, tenancy, or occupancy rights.

1C-5f.	Identifying and Removing Barriers for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC ensures survivors receive safe housing and services by:	
1.	identifying barriers specific to survivors; and	
2.	working to remove those barriers.	

**(limit 2,500 characters)**

IN COLLABORATION WITH VICTIM SERVICE PROVIDERS (VSPS), THE COC DEVELOPED THE “ACCESS TO COORDINATED ENTRY FOR VICTIM-SURVIVORS POLICY” TO ENSURE VICTIM-CENTERED, TRAUMA-INFORMED ACCESS TO THE COORDINATED ENTRY SYSTEM (CES) FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, AND/OR TRAFFICKING. All households that self-identify as fleeing or attempting to flee violence will at minimum be considered HUD homeless and eligible for CE assessment regardless of where they are currently sleeping or if they own or rent a home. The CE assessment includes questions asking whether a participant identifies with experiences of DV, stalking and/or trafficking. These questions, developed in collaboration with VSPs to be victim-centered and trauma-informed, assist in determining eligibility for a HUD homeless status, housing programs, and potential matching to a provider. When a participant discloses experience of abuse in response to these questions, assessors are trained to connect the client to DV resources through trauma-informed assessor training. Victim-survivor households will be eligible to receive equal access to any housing opportunity they meet the criteria for whether they choose to share data or keep information confidential.

UNDER THE COC’S TARGETING POLICY, HHR ALSO ENCOURAGES TARGETED SUPPORTIVE SERVICES TO SOME SUBPOPULATIONS, INCLUDING INDIVIDUALS WHO HAVE EXPERIENCED TRAUMA AND VICTIMS OF VIOLENCE. Provider programs that specifically work with victim-survivor subpopulations may exclusively serve a particular subpopulation in transitional or permanent housing if it addresses a need identified by the CoC. To support this subgroup, when a housing vacancy is reported, Priority List Managers will attempt to fill the vacancy with an assessed victim-survivor first, as the most eligible match for the program. The VSP programs have supportive services and staff in place to support the housing transition and offer ongoing case management, and individual and group supportive services. These VSP providers use a Housing First approach to minimize participant barriers including criminal history, safety needs, disability, transportation, school needs, and chemical dependency treatment needs.

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

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

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

Describe in the field below:	
1.	how your CoC regularly collaborates with LGBTQ+ and other organizations to update its CoC-wide anti-discrimination policy, as necessary to ensure all housing and services provided in the CoC are trauma-informed and able to meet the needs of LGBTQ+ individuals and families;
2.	how your CoC assisted housing and services providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy;
3.	your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and
4.	your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.

(limit 2,500 characters)

1. IN 2023 THE COC REVISED ITS ANTI-DISCRIMINATION POLICY, which applies to staff, volunteers, and contractors, including CoC and ESG-funded agencies. This policy requires all agencies to comply with the nondiscrimination and equal opportunity provisions of Federal civil rights laws, and states that Coordinated Entry (CE) will make every effort to reasonably accommodate fair and equitable access regardless of actual or perceived status including, race, ethnicity, color, natural origin, religion, age, marital or familial status, disability or handicap, sexual orientation, gender identity (including transgender), immigration or refugee status, and child protection involvement. IN AUGUST OF 2024, THE COC PARTNERED WITH SOUTHERN MINNESOTA REGIONAL LEGAL SERVICES ON A MANDATORY TRAINING ON THE EQUAL ACCESS RULE.

2. RAMSEY COUNTY HOUSING STABILITY, THE LEAD AGENCY FOR THE COC, CONTRACTED WITH CONSULTANT TONY PORTER, A NATIONALLY RECOGNIZED LGBTQIAP2+ ADVOCATE AND EDUCATOR. Through a series of meetings with LGBTQIAP2+ homeless youth and adults, services providers, and a literature review, he recommended action items for the Lead Agency's homeless shelters and warming centers, including mandatory LGBTQIAP2+ inclusion/competency training for all staff and improved security to ensure the safety of LGBTQIAP2+ youth and adults. In both years of the warming center program thus far, there was an intentional creation of space designated for anyone identifying as women or women with children. Applicants to a 2024 RFP for this program were asked to demonstrate their capability of adhering to gender-affirming policies in their proposal.

3. THE COC'S LOCAL APPLICATION FOR THIS YEAR'S PRIORITY LIST ASKED APPLICANTS TO DESCRIBE THE SERVICES AND RESOURCES THEY USE TO EFFECTIVELY ADDRESS THE NEEDS OF LGBTQ+ INDIVIDUALS, INCLUDING NON-BINARY AND TRANS INDIVIDUALS, IN THEIR PROJECTS. In addition to these answers, the CoC monitors projects for compliance with this policy through project monitoring.

4. THE COC OFFERS TECHNICAL ASSISTANCE AND TRAINING TO PROVIDERS THROUGH PROJECT MONITORING. Specific complaints are referred to the appropriate agency for resolution (HUD, MN Dept of Human Rights, or the CoC), and monitoring findings and/or complaints can be taken into account by CoC competition ranking committees.

1C-7.	Public Housing Agencies within Your CoC's Geographic Area--New Admissions--General/Limited Preference--Moving On Strategy.	
	NOFO Section V.B.1.g.	

You must upload the PHA Homeless Preference\PHA Moving On Preference attachment(s) to the 4B. Attachments Screen.

Enter information in the chart below for the two largest PHAs highlighted in gray on the current CoC-PHA Crosswalk Report or the two PHAs your CoC has a working relationship with--if there is only one PHA in your CoC's geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing or Housing Choice Voucher Program During FY 2023 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
St. Paul Public Housing Agency	21%	Yes-Public Housing	Yes
Metropolitan Council Housing & Redevelopment Authority	32%	No	Yes

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

Describe in the field below:

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

**(limit 2,500 characters)**

1. THE SAINT PAUL PUBLIC HOUSING AGENCY (PHA) AND THE METROPOLITAN COUNCIL'S HOUSING AND REDEVELOPMENT AUTHORITY (METRO HRA) BOTH HAVE ACTIVE VOTING MEMBERS ON THE COC'S GOVERNING BOARD AND STEERING COMMITTEE AND HAVE ESTABLISHED HOMELESS PREFERENCE POLICIES FOR A SET NUMBER OF HOUSING CHOICE VOUCHERS PER YEAR. Both PHAs partner with the CoC to use HMIS data and individualized email communication with PSH providers to identify individuals and families ready to transition from Permanent Supportive Housing (PSH) units. Referrals for Move Up vouchers are individuals and families who were homeless before entry into PSH and who continue to need a rental subsidy but no longer require intensive supportive services. As soon as a participant has "moved up", the PSH provider begins the process of backfilling the vacated unit from the appropriate Coordinated Entry priority list. Move Up applicants must have a minimum of two years living in PSH, an ongoing source of income, pay rent on time and in full every month (for at least 10 of the 12 months), and have a connection to mainstream or community resources. The St. Paul PHA and Metro HRA contend they have established their general homeless preferences, priorities, and Mainstream partners based on participation and knowledge learned from being involved in HHR.

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

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

1.	Multifamily assisted housing owners	No
2.	PHA	Yes
3.	Low Income Housing Tax Credit (LIHTC) developments	No
4.	Local low-income housing programs	No
	Other (limit 150 characters)	
5.		

1C-7c.	<b>Include Units from PHA Administered Programs in Your CoC's Coordinated Entry.</b>	
	NOFO Section V.B.1.g.	

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

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

1C-7d.	<b>Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness.</b>	
	NOFO Section V.B.1.g.	

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

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

	Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----

## 1D. Coordination and Engagement Cont'd

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

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1D-1.	Preventing People Transitioning from Public Systems from Experiencing Homelessness.	
	NOFO Section V.B.1.h.	

Select yes or no in the chart below to indicate whether your CoC actively coordinates with the public systems listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs.

1.	Prisons/Jails?	No
2.	Health Care Facilities?	Yes
3.	Residential Care Facilities?	No
4.	Foster Care?	Yes

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

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2024 CoC Program Competition.	28
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2024 CoC Program Competition that have adopted the Housing First approach.	28
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-Coordinated Entry, Safe Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2024 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

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

You must upload the Housing First Evaluation attachment to the 4B. Attachments Screen.

Describe in the field below:

1.	how your CoC evaluates every project—where the applicant checks Housing First on their project application—to determine if they are using a Housing First approach;
2.	the list of factors and performance indicators your CoC uses during its evaluation;
3.	how your CoC regularly evaluates projects outside of your local CoC competition to ensure the projects are using a Housing First approach; and
4.	what your CoC has done to improve fidelity to Housing First.

(limit 2,500 characters)

1. IN THIS YEAR’S LOCAL COMPETITION, THE COC USED A PRE-APPLICATION SURVEY, WHICH SERVED AS A LETTER OF INTEREST, AND A LOCAL APPLICATION TO SUPPLEMENT THE HUD APPLICATION. The pre-application survey asked prospective applicants how their project does or will implement and adhere to Housing First principles. The local application asked applicants to describe their experience or understanding of utilizing a Housing First approach. The CoC’s scoring tool for this year’s local competition scored all housing projects on their fidelity to Housing First from CoC monitoring or a review of project policies and procedures. Committing to a Housing First approach was a local threshold requirement for this year’s NOFO across all populations and housing project types: only projects that committed to implementing Housing First were considered for inclusion in our application.

2. THE FOLLOWING FACTORS AND PERFORMANCE INDICATORS WERE USED TO DETERMINE IF A PROJECT IS UTILIZING A HOUSING FIRST APPROACH. 1) Program eligibility criteria, including income requirements, criminal record, history with substance use, and history of victimization; 2) processes for accepting new participants; 3) case management support while clients in housing; and 4), processes for exiting participants, including reasons a program participant would be terminated. Applicants were asked to include their participant screening criteria as an attachment to the local application.

3-4. IN ADDITION TO HOUSING FIRST TRAINING OFFERED TO ALL PROVIDERS PARTICIPATING IN THE COC’S COORDINATED ENTRY SYSTEM, THE COC EVALUATES COC PROGRAM-FUNDED PROJECTS DURING THE ANNUAL LOCAL MONITORING PROCESS TO CONFIRM ADHERENCE TO HOUSING FIRST AND OTHER COMMITMENTS MADE DURING THE APPLICATION PROCESS. This year’s focus was placed on review and goal setting for 2025. Providers were asked to review each of their own projects with a Housing Focus lens and set a goal for each project for the upcoming year to be reviewed during monitoring visits to occur in 2025. A noticeable trend detected with the Housing First evaluations has been inconsistent practices with supporting couples - an indicator that more landlord education and possible dual leases are areas to focus on in the future. During the monitoring meeting, the results of the questionnaire, document review, and Coordinated Entry referral data are reviewed and discussed with plans for improvement.

1D-3.	Street Outreach—Data—Reaching People Least Likely to Request Assistance.	
	NOFO Section V.B.1.j.	

Describe in the field below how your CoC tailored its street outreach to people experiencing homelessness who are least likely to request assistance.
-------------------------------------------------------------------------------------------------------------------------------------------------------



**(limit 2,500 characters)**

STREET OUTREACH TEAMS WORKING IN OUR COC ENGAGE WITH PEOPLE EXPERIENCING HOMELESSNESS WHO MAY BE ALIENATED FROM SERVICES IN DIFFERENT WAYS AND FOR DIFFERENT REASONS, INCLUDING THOSE EXPERIENCING UNSHELTERED HOMELESSNESS IN OUTDOOR ENCAMPMENTS.

Outreach teams are consistent in their approach when visiting encampments and other places not meant for human habitation, providing information on emergency shelters, food shelves, clothing, and practical items used to help develop rapport and to meet an individual's basic needs. Outreach teams also provide navigation to other services including healthcare, county benefits, and housing, and help troubleshoot barriers to these services.

The City of St. Paul created the Homeless Assistance Response Team (HART) in late 2021 to address an unprecedented rise in homeless encampments amid a regional crisis in affordable housing. As of September 2024, the team is regularly assessing 27 active encampment sites throughout the city with an estimated 203 individuals. The team visits encampments repeatedly to build relationships and trust and increase the chance that staff is present at moments of readiness for change or assistance.

PATH Outreach teams from RADIAS Health target individuals with complex needs and barriers to housing who may have had difficulty in engaging in services previously. They have recently added to their team both a Mental Health Professional who is able to assess people where they are at and help with service connections, and a Psychiatric Nurse Practitioner who is able to prescribe medications to individuals who are not able or willing to make it into a clinical setting to get those needs met. Both of these staff members are integrated into their outreach schedule. They also have a working relationship with Ramsey County Adult Probation, who advises outreach teams on individuals they believe to be unsheltered and share information to share with those individuals on how to stay in compliance with their probation so as not to end up subject to a warrant or arrest.

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

Select yes or no in the chart below to indicate your CoC's strategies to prevent the criminalization of homelessness in your CoC's geographic area:

	Your CoC's Strategies	Engaged/Educated Legislators and Policymakers	Implemented Laws/Policies/Practices that Prevent Criminalization of Homelessness
1.	Increase utilization of co-responder responses or social services-led responses over law enforcement responses to people experiencing homelessness?	Yes	Yes
2.	Minimize use of law enforcement to enforce bans on public sleeping, public camping, or carrying out basic life functions in public places?	Yes	Yes

3.	<b>Avoid imposing criminal sanctions, including fines, fees, and incarceration for public sleeping, public camping, and carrying out basic life functions in public places?</b>	Yes	Yes
4.	<b>Other:(limit 500 characters)</b>		
	Launching FUSE-model shelter with services for people most experiencing homelessness who most frequently interact with law enforcement and other crisis response services	Yes	Yes

1D-5.	<b>Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC) or Longitudinal Data from HMIS.</b>	
	NOFO Section V.B.1.I.	

		HIC Longitudinal HMIS Data	2023	2024
	<b>Enter the total number of RRH beds available to serve all populations as reported in the HIC or the number of households served per longitudinal HMIS data, e.g., APR.</b>	Longitudinal HMIS Data	79	90

1D-6.	<b>Mainstream Benefits–CoC Annual Training of Project Staff.</b>	
	NOFO Section V.B.1.m.	

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

	Mainstream Benefits	CoC Provides Annual Training?
1.	Food Stamps	Yes
2.	SSI–Supplemental Security Income	Yes
3.	SSDI–Social Security Disability Insurance	Yes
4.	TANF–Temporary Assistance for Needy Families	Yes
5.	Substance Use Disorder Programs	Yes
6.	Employment Assistance Programs	Yes
7.	Other (limit 150 characters)	

1D-6a.	<b>Information and Training on Mainstream Benefits and Other Assistance.</b>	
	NOFO Section V.B.1.m	

Describe in the field below how your CoC:

- works with projects to collaborate with healthcare organizations, including those that provide substance use disorder treatment and mental health treatment, to assist program participants with receiving healthcare services, including Medicaid; and
- promotes SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.

**(limit 2,500 characters)**

1. OUR COC HAS ACTIVE COLLABORATIONS WITH NUMEROUS HEALTHCARE ORGANIZATIONS, INCLUDING THOSE TREATING SUBSTANCE USE DISORDER AND MENTAL HEALTH NEEDS. Multiple times a week, street outreach teams are accompanied by healthcare staff who provide on-the-spot mental and chemical health assessments, offer basic healthcare and set up future appointments for individuals. The Catholic Charities St. Paul Opportunity Center day shelter houses or provides service space for several service providers, including Minnesota Community Care, which operates a full-service clinic within the facility. The clinic offers primary, acute, preventative, dental, and psychiatry care daily; pharmacy services twice weekly; chemical and mental health services four times a week, and acupuncture and optical services once a week. Other service providers include those treating SUD and Catholic Charities mental health staff. The county partners with M Health Fairview to bring nursing services into family shelters and hotel sites to help with transitioning people from unsheltered living to housing placement. CoC-funded projects also collaborate with Ramsey County Financial Assistance Assessors to assist program participants in enrolling in health insurance.

2. The CoC is currently served by several SSI/SSDI outreach, access, and recovery (SOAR) certified program staff located in three agencies: the St. Paul Opportunity Center day shelter, change healthcare and peoples development services. A notice of SOAR clinics and other mainstream benefits is sent through a weekly community distribution list.

ID-7.	Partnerships with Public Health Agencies—Collaborating to Respond to and Prevent the Spread of Infectious Diseases.	
	NOFO Section V.B.1.n.	
	Describe in the field below how your CoC effectively collaborates with state and local public health agencies to develop CoC-wide policies and procedures that:	
1.	respond to infectious disease outbreaks; and	
2.	prevent infectious disease outbreaks among people experiencing homelessness.	

**(limit 2,500 characters)**

1. THE STATE OF MINNESOTA’S HOMELESSNESS STRATEGIC PLAN, Crossroads to Justice, COMMITTS TO TREATING HOMELESSNESS AS A “CRUCIAL AND PUBLIC HEALTH CRISIS WHEREVER IT OCCURS”. Fulfilling this commitment requires close coordination between CoCs and local, tribal, and state health departments. The Minnesota Department of Health (MDH) supports CoC efforts to address infectious disease by 1) Developing specific infectious disease response guidance for homeless service sites and other congregate settings, 2) providing test kits, gift cards and other resources to support screening and testing for infectious diseases – including COVID-19, HIV, hepatitis and syphilis – in shelters and encampments, 3) supporting vaccine clinics, available upon request, for homeless service sites, and 4), providing grants to support testing, needle exchange and other infectious disease services specifically for people experiencing homelessness.

2. TO PREVENT INFECTIOUS DISEASE OUTBREAKS, THE RAMSEY COUNTY DEPARTMENT OF PUBLIC HEALTH PROVIDES WEEKLY HEALTH CARE CLINICS AT SHELTER AND RESPITE SITES AND REGULARLY VISITS ENCAMPMENTS WITH THE STREET OUTREACH TEAM AND OTHER MEDICAL STAFF TO PROVIDE INFORMATION AND OFFER VACCINATION CLINICS. The CoC continues to advocate for the support of non- congregate shelter spaces as it was seen as a best practice model for client mental health stability, and for reducing the spread of infectious disease.

<b>ID-7a.</b>	<b>Collaboration With Public Health Agencies on Infectious Diseases.</b>	
	NOFO Section V.B.1.n.	

Describe in the field below how your CoC:	
1.	effectively shared information related to public health measures and homelessness; and
2.	facilitated communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.

**(limit 2,500 characters)**

1. SINCE THE COVID-19 PANDEMIC, THE MINNESOTA DEPARTMENT OF HEALTH (MDH) HAS BOOSTED ITS EFFORTS TO COMMUNICATE INFORMATION TO HOMELESS SERVICE PROVIDERS ABOUT PUBLIC HEALTH AND HOMELESSNESS. In 2023, MDH released Minnesota’s first-ever Homeless Mortality Report, which found that, between 2017-2021, the mortality rate for people experiencing homelessness was 3 times higher than the general population. MDH presented the findings of this report to all the CoCs. MDH also maintains a website of public health and homelessness resources.

MDH is part of the Minnesota Interagency Council on Homelessness (MICH) and works with CoCs to communicate to homeless service providers about public health and homelessness. MDH maintains a GovDelivery listserv to share infectious disease information with homeless service providers and regularly attend meetings with homeless providers to share infectious disease updates and learn of local public health concerns. CoCs meet with MDH regularly at statewide Quarterly Partners meeting to share updates and discuss pressing topics. MDH is also soliciting feedback from CoC leadership on a planned statewide Shelter Health Assessment, which will be completed in 2025.

2. THE RAMSEY COUNTY AND SAINT PAUL DEPARTMENT OF PUBLIC HEALTH (PH) SERVES AS THE CONDUIT OF CENTERS FOR DISEASE CONTROL GUIDELINES FOR THE COUNTY AND ITS WORK THROUGH THE COC. PH assists the CoC with policies and procedures originating from infectious disease outbreaks and works alongside providers and people experiencing homelessness to implement specific procedures to prevent or treat illness. PH staff regularly attend and participate in a weekly online meeting of service providers for people experiencing sheltered and unsheltered homelessness, which also includes outreach workers. To prevent infectious disease outbreaks, the Ramsey County Department of Public Health (PH) provides weekly health clinics at shelter and respite sites and regularly visits encampments with the Street Outreach team and other medical staff to provide information, offer vaccination clinics (i.e., COVID boosters and flu shots). The CoC continues to advocate for the support of non- congregate shelter spaces as it was seen as a best practice model for client mental health stability, and for reducing the spread of infectious disease.

1D-8.	Coordinated Entry Standard Processes.	
	NOFO Section V.B.1.o.	
	Describe in the field below how your CoC’s coordinated entry system:	
1.	can serve everybody regardless of where they are located within your CoC’s geographic area;	
2.	uses a standardized assessment process to achieve fair, equitable, and equal access to housing and services within your CoC;	
3.	collects personal information in a trauma-informed way; and	
4.	is updated at least annually using feedback received from participating projects and households that participated in coordinated entry.	

(limit 2,500 characters)

1. OUR COC'S COORDINATED ENTRY SYSTEM AND COORDINATED ENTRY ASSESSMENT ARE AVAILABLE THROUGHOUT THE COUNTY. Referral to assessors and other access points is available through 211, the County's Shelter Entry & Diversion team accessible by phone and in person, at emergency overnight shelters and day shelters, at county service centers, and through other local government departments. Street outreach teams, including the City of St. Paul's HART team, engage people living in encampments or otherwise experiencing unsheltered homelessness, and connect those individuals to the CoC's coordinated entry system, including navigation to mainstream resources. As of September 2024, HART is assessing 27 active encampment sites throughout the city, with an estimated 203 individuals. Youth access a wide variety of services through the Youth Services Network website, YSNMN.org.

2-3. THE COC USES A STANDARDIZED ASSESSMENT PROCESS, WHICH WAS DEVELOPED USING BEST PRACTICES TO SERVE ANYONE IN RAMSEY COUNTY WHO MEETS ELIGIBILITY CRITERIA FOR ASSESSMENT TO IDENTIFY CLIENT VULNERABILITY AND NEEDS TO ASSIST IN ESTABLISHING STRONGER PROVIDER MATCHES. Individuals having a tie to the county's CoC (e.g., through employment, family, or previous residency in the County) may also be eligible for assessment if other criteria are met. Assessors are trained on trauma-informed care and how to gather information from participants in a respectful manner that limits re-traumatization. The CoC has three priority lists: one for single adults, one for youth, and one for families. Priority list managers use assessment information to stay in communication with those who have been assessed and connect them to resources and housing referrals.

4. THE COC HAS AN ACTIVE COORDINATED ENTRY COMMITTEE COMPRISED OF A CROSS-SECTION OF OUR CE SYSTEM THAT REVIEWS CE PROJECTS AND OBTAINS FEEDBACK REGULARLY TO UPDATE ITS POLICY MANUAL. Additionally, the CoC has recently begun escalated HUD technical assistance to assess our Coordinated Entry prioritization to different housing project types, and the assessment tool that reflects that prioritization. This includes single adult eligibility currently focused on chronically homeless; Minnesota Long Term Homeless (LTH), and Category 4. The assessment eligibility for youth and families remains broader. Under grievances and ongoing reviews of policy changes, the CE workgroup will annually review and update grievance and transfer policies.

1D-8a.	Coordinated Entry–Program Participant-Centered Approach.	
	NOFO Section V.B.1.o.	
	Describe in the field below how your CoC's coordinated entry system:	
1.	reaches people who are least likely to apply for homeless assistance in the absence of special outreach;	
2.	prioritizes people most in need of assistance;	
3.	ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their needs and preferences; and	

	4. takes steps to reduce burdens on people seeking assistance.
--	----------------------------------------------------------------

**(limit 2,500 characters)**

1. THE COC’s COORDINATED ENTRY SYSTEM REACHES PEOPLE WHO ARE LEAST LIKELY TO APPLY FOR HOMELESS ASSISTANCE BY USING CERTIFIED TRAINED ASSESORS EMPLOYED THROUGH A VARIETY OF AGENCIES. Assessors interact with individuals at different places, including libraries, encampments, day centers, and emergency shelters. Assessors use person-centered, trauma-informed approaches when interacting with unsheltered individuals.

2. THE COC’s PRIORITIZATION PROCESS ENSURES PEOPLE MOST IN NEED OF ASSISTANCE HAVE ACCESS TO HOUSING FIRST. Households are prioritized by homeless status and include 1) Chronic Homeless, 2) Long Term Homeless (LTH), 3) DV/Fleeing/Trafficked, 4) Literally Homeless (families and youth), 5) Runaway Homeless Youth (RHY), 6) Minnesota Homeless, and 7), At imminent risk of homelessness. For all clients with the same homeless status, the reported length of time of being homeless (HUD defined Chronic) is prioritized. Veteran households take priority over non-veteran households.

3. TO ENSURE PEOPLE RECEIVE PERMANENT HOUSING IN A TIMELY MANNER, THE COC FUNDS HOUSING NAVIGATORS TO WORK WITH HOUSEHOLDS ON THE CE LIST FOR UNACCOMPANIED YOUTH (THROUGH SALVATION ARMY), FAMILIES WITH DEPENDENT CHILDREN (THROUGH CATHOLIC CHARITIES/COORDINATED ACCESS TO HOUSING AND SHELTER), AND SINGLE ADULTS (THROUGH RAMSEY COUNTY). Housing navigators confirm households have necessary documentation to be move-in ready once their name is prioritized on the CE priority list. PLMs align people based on client assessments and preferences indicated, and housing provider eligibility criteria with programs that may provide the best fit in services and client need. The CoC has 54 certified assessors that represent eight industries including outreach, corrections, DV shelters, emergency shelters, law enforcement, mental health, day centers, and community health care.

4. THE COC HAS TAKEN THE FOLLOWING STEPS TO REDUCE BURDENS, TRAIN ASSESSORS, REVIEW AND UPDATE ITS POLICY MANUAL AND CREATE PUBLIC MATERIALS TO BETTER EDUCATE THE COMMUNITY, INCLUDING PEOPLE EXPERIENCING HOMELESSNESS WHILE TRYING TO ACCESS CE. The CE Workgroup updated the policy manual to further clarify processes, with an emphasis on program transfer requests and addresses client complaints of the CE system in Ramsey County. During the June 2023 CoC SC meeting, the committee reviewed the current CE process and discussed how to improve access, referrals and support persons seeking services.

1D-8b.	Coordinated Entry–Informing Program Participants about Their Rights and Remedies–Reporting Violations.	
	NOFO Section V.B.1.o.	

Describe in the field below how your CoC through its coordinated entry:

1.	affirmatively markets housing and services provided within the CoC’s geographic area and ensures it reaches all persons experiencing homelessness;	
----	----------------------------------------------------------------------------------------------------------------------------------------------------	--

2.	informs program participants of their rights and remedies available under federal, state, and local fair housing and civil rights laws; and
3.	reports any conditions or actions that impede fair housing choice for current or prospective program participants to the jurisdiction(s) responsible for certifying consistency with the Consolidated Plan.

**(limit 2,500 characters)**

1. COORDINATED ENTRY (CE) SERVICES ARE MARKETED THROUGH WEBSITES, PHONE HOTLINES, STREET OUTREACH, DAY SHELTERS / DROP-IN CENTERS, AND ALL CE ASSESSORS AND ASSESSOR AGENCIES. These include the Heading Home Ramsey website (HeadingHomeRamsey.org), the Youth Services Network website (YSNMN.org), 211 operated by the United Way, the County's new Shelter Entry and Diversion team available in-person and by phone, adult and youth day shelters, and CE assessors at numerous public agencies and locations throughout the County. Informational flyers are provided at various lead agency functions and trainings. The Suburban Ramsey Family Collaborative (SRFC) has active links of all community partners on its website and has the SRFC Resource Guide: a resource list produced in multiple languages listing organizations providing basic needs to those experiencing homelessness.

2. ALL CLIENTS ARE NOTIFIED OF THEIR RIGHT TO DENY PERSONAL, DEMOGRAPHIC AND HOUSING INFORMATION LISTED WITHIN THE STATE'S HMIS SYSTEM. Coordinated Entry Assessors and Priority List Managers are trained to inform individuals of their rights at the point of assessment and referral.

3. IF HOUSING LAWS ARE BEING VIOLATED, PARTICIPANTS HAVE LEGAL RECOURSE THROUGH LEGAL AID, FROM WHICH A REPRESENTATIVE SITS ON THE COC'S STEERING COMMITTEE, THE RAMSEY COUNTY ATTORNEY'S OFFICE, OR THE MN ATTORNEY GENERAL'S OFFICE. The CoC lead agency additionally is able to determine if standards are not being adhered to through our current monitoring practices and ensures programs participating in Coordinated Entry adhere to all federal and state Fair Housing laws, as well as Housing First principles, directly or through referral to the appropriate jurisdiction.

1D-9.	Advancing Racial Equity in Homelessness—Conducting Assessment.	
	NOFO Section V.B.1.p.	

1.	Has your CoC conducted a racial disparities assessment in the last 3 years?	Yes
2.	Enter the date your CoC conducted its latest assessment for racial disparities.	04/19/2022

1D-9a.	Using Data to Determine if Racial Disparities Exist in Your CoC's Provision or Outcomes of CoC Program-Funded Homeless Assistance.	
	NOFO Section V.B.1.p.	



	Describe in the field below:
1.	the data your CoC used to analyze whether any racial disparities are present in your CoC's provision or outcomes of CoC Program-funded homeless assistance; and
2.	how your CoC analyzed the data to determine whether any racial disparities are present in your CoC's provision or outcomes of CoC Program-funded homeless assistance.

(limit 2,500 characters)

1. THE COC IS CURRENTLY FINISHING A COMPREHENSIVE NEEDS ASSESSMENT THAT WILL UPDATE OUR MOST RECENT RACIAL DISPARITIES ASSESSMENT. This needs assessment includes both a quantitative analysis of PIT, HIC, and System Performance Measure data, as well as qualitative data from people with lived experience of homelessness and provider staff. The most recent disparities assessment contains data on key measures, including use of HUD's CoC Racial Equity Analysis Tool, detailed program performance measures, and reflects specific engagement with people with lived experience captured on August 31, 2023.

THE COC ALSO ANALYZES DATA FOR DISPARITIES THROUGH PROGRAMMATIC PERFORMANCE MEASURES OUTSIDE OF THE COC PROGRAM. As part of the CoC's prevention strategy, the county contracts with the Minnesota Housing Finance Agency (MHFA) to administer the Family Homeless Prevention and Assistance Program (FHPAP). FHPAP provides funding for four project types including prevention, rapid rehousing, street outreach, and coordinated entry. Performance measures by race and ethnicity include 1) percentage of households who exit to permanent housing; 2) length of time from enrollment to housing; 3) percentage of households marked by race, ethnicity, and household type, and 4) intake demographics of the households served. In this year's pre-application for that NOFO, the CoC asked each project (renewal and new) to find ways they are positioned to help sub populations – specifically people who identify as Native or African American, as these are the groups with the largest disparities.

2. FHPAP PERFORMANCE MEASURES DATA COLLECTED FOR THE PERIOD OF 10/1/21 - 9/30/23 FOUND THAT AFRICAN AMERICANS (69%) AND AMERICAN INDIANS (3%) ACCESS AND ARE SERVED BY AGENCIES ADMINISTERING FHPAP AT DISPROPORTIONATELY HIGHER RATES COMPARED TO THEIR SHARE OF RAMSEY COUNTY'S POPULATION. However, across all five outcomes, populations that access FHPAP disproportionately, are equitably being served and outcomes are positive. For example, 99% of African Americans served through prevention programs are successfully exiting to permanent housing, and 94% of them remain housed without falling back into homelessness within one year after being served through rapid rehousing programs.

1D-9b.	Implemented Strategies to Prevent or Eliminate Racial Disparities.	
	NOFO Section V.B.1.p	

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

1.	Are your CoC's board and decisionmaking bodies representative of the population served in the CoC?	Yes
2.	Did your CoC identify steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC?	Yes
3.	Is your CoC expanding outreach in your CoC's geographic areas with higher concentrations of underrepresented groups?	Yes
4.	Does your CoC have communication, such as flyers, websites, or other materials, inclusive of underrepresented groups?	Yes
5.	Is your CoC training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness?	Yes
6.	Is your CoC establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector?	Yes
7.	Does your CoC have staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness?	Yes
8.	Is your CoC educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity?	Yes
9.	Did your CoC review its coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness?	Yes
10.	Is your CoC collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system?	Yes
11.	Is your CoC conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness?	Yes
	Other:(limit 500 characters)	
12.		

1D-9c.	Plan for Ongoing Evaluation of System-level Processes, Policies, and Procedures for Racial Equity.	
	NOFO Section V.B.1.p.	

Describe in the field below your CoC's plan for ongoing evaluation of system-level processes, policies, and procedures for racial equity.

(limit 2,500 characters)

IN A RECENT SURVEY OF COC MEMBERSHIP AND LEAD AGENCY STAFF, 20% OF THOSE RESPONDING IDENTIFIED AS A PERSON WITH THE LIVED EXPERIENCE OF HOMELESSNESS AND 39% IDENTIFIED AS BIPOC. Additionally, BIPOC-led provider organizations and culturally specific provider organizations participate in the CoC's Governing Board, Steering Committee, and Workgroups. These bodies have ongoing responsibility for the review and revision of system-level processes, policies, and procedures within the CoC to ensure that they do not exacerbate racial disparities within our homeless response system, and/or actively work to combat them through cultural responsiveness and connection to culturally specific provider organizations.

1D-9d.	Plan for Using Data to Track Progress on Preventing or Eliminating Racial Disparities.	
	NOFO Section V.B.1.p.	

Describe in the field below:

1.	the measures your CoC plans to use to continuously track progress on preventing or eliminating racial disparities in the provision or outcomes of homeless assistance; and
----	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	2. the tools your CoC plans to use to continuously track progress on preventing or eliminating racial disparities in the provision or outcomes of homeless assistance.
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**(limit 2,500 characters)**

1. THE COC WILL CONTINUE TO COLLECT AND ANALYZE DATA ON COC AND PROJECT PERFORMANCE, DISAGGREGATED BY RACE AND ETHNICITY AND OTHER PERTINENT FACTORS. The data will continue to be shared with the CoC Governing Board, Steering Committee, and Workgroup members to illustrate whether or not racial disparities continue to exist in the CoC as a whole or within specific segments of the continuum of homelessness. The CoC will continue to measure the current likelihood of homelessness amongst different groups by race/ethnicity by comparing the makeup of our current census within programs within HMIS against the makeup of Ramsey County as a whole, as one measure of current disparities and disparities over time. The CoC will also continue to track and measure program exits in order to measure outcomes and whether or not there are racial disparities amongst program exits -- that is, whether or not different groups by race/ethnicity have higher or lower positive or negative outcomes.

2. THE COC WILL USE OUR HMIS TO TRACK PROGRESS ON RACIAL DISPARITIES WITHIN THE PROVISION OR OUTCOMES OF HOMELESS ASSISTANCE. Our HMIS Lead Agency, Institute for Community Alliances in MN, recently led an HMIS software platform transition to ClientTrack. This transition promises to allow much more robust data analysis capabilities in the future. However, at the time of this application, the platform is still being built out for MN, and capabilities are currently limited. The CoC will also use HUD's racial disparities tool.

1D-10.	Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decisionmaking—CoC's Outreach Efforts.	
	NOFO Section V.B.1.q.	

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

**(limit 2,500 characters)**

THE COC RECRUITS PEOPLE WITH LIVED EXPERIENCE OF HOMELESSNESS TO PARTICIPATE IN COC MEETINGS AND BODIES, INCLUDING WORKGROUPS, THE STEERING COMMITTEE AND GOVERNING BOARD, AND COMPETITION RANKING COMMITTEES. These efforts take place through the Governing Board’s nominations committee and through outreach by frontline service provider staff. Additionally, the CoC advertised on the CoC and County websites, and through social media, for new members to join the CoC’s Youth Advisory Board.

IN A RECENT SURVEY OF COC MEMBERSHIP AND STAFF, 20% IDENTIFIED AS HAVING THE LIVED EXPERIENCE OF HOMELESSNESS. This includes members of the Governing Board, Steering Committee, Workgroups, and Lead Agency / Collaborative Applicant staff. One example, the Prevention & Tenant Stabilization Workgroup, shapes homeless prevention strategy for the county, and 10% of the group have firsthand experience of housing instability or homelessness. The committee is composed of a diverse range of perspectives, encompassing subgrantees, two (2) SHiP Collaborative representatives\*, legal aid advocates, street outreach workers, emergency assistance staff, shelter diversion, community healthcare advisors, a veteran representative, a Minnesota Coalition for the Homeless (MCH) representative, and property managers. \*SHiP Collaborative: (Stable Housing is the Priority) is a coalition of experts, community organizers, and frontline workers with lived experience. Over the past two years, this collaborative has partnered with metro counties, alongside the Housing Justice Collective, to develop a prevention-focused systems model. PTS lived experience representatives receive compensation for participation in Advisory and related HHR initiatives.

1D-10a.	Active CoC Participation of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.q.	

You must upload the Lived Experience Support Letter attachment to the 4B. Attachments Screen.  
 Enter in the chart below the number of people with lived experience who currently participate in your CoC under the four categories listed:

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Routinely included in the decisionmaking processes related to addressing homelessness.	10	4
2.	Participate on CoC committees, subcommittees, or workgroups.	10	4
3.	Included in the development or revision of your CoC’s local competition rating factors.	3	2
4.	Included in the development or revision of your CoC’s coordinated entry process.	5	3

1D-10b.	Professional Development and Employment Opportunities for Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.q.	

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

**(limit 2,500 characters)**

SEVERAL COC MEMBER ORGANIZATIONS PROVIDE EMPLOYMENT OPPORTUNITIES TO PEOPLE WITH LIVED EXPERIENCE IN VARIOUS CAPACITIES, INCLUDING OUTREACH AND MENTAL HEALTH AGENCIES WHO HAVE EMBEDDED CERTIFIED PEER SPECIALISTS IN STREET OUTREACH TEAMS. These individuals are able connect with individuals experiencing homelessness given their past experiences. Lutheran Social Services provides opportunities such as paid internships, classes on skill development and independent living, and one on one case management services. Clients are also connected to external employment services. LSS has numerous staff with lived experience of homelessness, including in positions of leadership.

THIS YEAR THE LISTENING HOUSE, A ST. PAUL DAY SHELTER, WAS AWARDED A WORKFORCE DEVELOPMENT GRANT FOR THE CREATION OF THEIR ST. PAUL WORK NOW PROGRAM, WHICH PROVIDES EMPLOYMENT AND SAME-DAY CASH INCOME FOR SINGLE ADULTS EXPERIENCING HOMELESSNESS.

UNION GOSPEL MISSION (UGM), WHICH PROVIDES SHELTER, HOUSING, AND PROGRAMMING, HAS AN ADULT EDUCATION PROGRAM TO HELP INDIVIDUALS SECURE A LIVING WAGE OR PREPARE THEMSELVES FOR MORE PRODUCTIVE OPPORTUNITIES. Their adult education boasts an average wage of \$19.23/hour for individuals in the career services program, which helps broaden prospects for locating and maintaining more typical housing arrangements.

IN 2022, FACE TO FACE (F2F) ORGANIZATION WAS AWARDED A WORKFORCE GRANT THROUGH THE LEAD AGENCY TO SERVE YOUTH RECEIVING SERVICES THROUGH SAFE ZONE, A YOUTH DROP-IN CENTER. To date, 70 of F2F's youth have obtained employment or have participated in an internship opportunity. F2F has also connected youth to Learn and Earn opportunities, where they have obtained career education in fields of their interest such as construction, manufacturing, healthcare, and IT.

1D-10c.	Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.q.	

Describe in the field below:	
1.	how your CoC gathers feedback from people experiencing homelessness;
2.	how often your CoC gathers feedback from people experiencing homelessness;
3.	how your CoC gathers feedback from people who received assistance through the CoC Program or ESG Program;
4.	how often your CoC gathers feedback from people who have received assistance through the CoC Program or ESG Program; and
5.	steps your CoC has taken to address challenges raised by people with lived experience of homelessness.

**(limit 2,500 characters)**

1-4. THE COC ROUTINELY GATHERS FEEDBACK FROM PEOPLE RECEIVING ASSISTANCE AND THOSE WITH LIVED EXPERIENCE (LE) THROUGH SURVEYS AND FOCUS GROUPS AND DURING CONSUMER FORUMS AT BI-ANNUAL COC MEETINGS AND AT SEVERAL GOVERNING BOARD AND STEERING COMMITTEE MEETINGS THROUGHOUT THE YEAR. These forums provide decision makers and program managers with insights from people currently accessing services about what is working well and what areas need improvement. Providers also engage clients and share their perspectives as part of CoC meetings. Working alongside young people, youth providers serve as advocates and represent their perspectives at meetings.

5. CHALLENGES RAISED BY PEOPLE WITH LE HAVE LED TO PROCEDURAL AND FUNDING SHIFTS. Feedback from those who are unsheltered has led outreach and safety teams to modify encampment closure protocols by providing more notice, starting later in the day, and ensuring that transportation and storage are available. In the past year, the CoC has conducted extensive engagement with individuals transitioning from unsheltered and congregate shelter environments into more service-intensive, non-congregate settings. These encounters have led to an evolving shelter and service model that is focused on providing stability (i.e., non-lottery, non-congregate accommodations) and providing individuals with services and supports needed to access housing more quickly. Engagement with this population has also led to successful fundraising to meet the expressed needs, including options for couples, benefits navigation, and non-congregate options.

THE CE WORK GROUP HAS ADDRESSED CLIENT FEEDBACK AROUND OPAGUE PROCESSES AND CONFUSING LANGUAGE TO DEVELOP BETTER COMMUNICATION TOOLS. The CoC’s primary youth provider regards youth as experts and integrates their suggestions into programs, whenever there is not a conflict with licensing and other regulatory bodies. Feedback is collected through exit interviews, quarterly client satisfaction surveys and regular house meetings and is reviewed by staff and leadership. Members of the CoC-established Youth Advisory Board advise the CoC on the need for additional youth shelter capacity and housing for pregnant or parenting youth - and their needs for healthcare.

1D-11.	Increasing Affordable Housing Supply.	
	NOFO Section V.B.1.s.	
	Describe in the field below at least two steps your CoC has taken in the past 12 months to engage city, county, or state governments that represent your CoC’s geographic area regarding the following:	
	1. reforming zoning and land use policies to permit more housing development; and	
	2. reducing regulatory barriers to housing development.	

**(limit 2,500 characters)**

1. THE COC HAS LEADERSHIP REPRESENTATION FROM CITY, COUNTY, AND REGIONAL GOVERNMENTS. In 2024, The City of Saint Paul completed its planning study and implemented zoning reforms that allow for increase densities across all residential zoning districts. The city has also worked to rezone high-frequency transit corridors and continued to align sewer infrastructure investments with affordable housing tax credits. In suburban Ramsey County, the city of New Brighton updated its zoning code to allow for ADUs across the entire city. Cities are now updating outdated zoning ordinances to allow for more residential development, and this is expected to be completed in 2025. Work will continue at the state legislature to enact statewide zoning reforms that allow for greater densities of housing throughout the state.

2. RAMSEY COUNTY'S 2025 STATE LEGISLATIVE PLATFORM WILL BE CONSIDERED BY THE COC VICE CHAIR AND COUNTY BOARD AND CONTINUES TO MAKE INVESTING IN HOUSING STABILITY A TOP LEGISLATIVE PRIORITY. This includes the production and preservation of affordable housing, and policy and reforms to reduce barriers to affordable homeownership. The CoC's Governing Board adopted two policies to incite more housing development: prioritizing new federal funding for permanent housing and supporting studies on inclusionary zoning, land value tax and other incentives. Ramsey County collaborated with the City of St. Paul and the CoC to invest \$74 million in affordable housing. Ramsey County started a site assessment grant to fund environmental assessments, which are required for state and city funding. The County also funds first-generation homeownership at up to 25% of the purchase price through its First Home program. As a result, an increase in PSH and housing affordable to those at 30% of AMI or less rose from 12 units during the period of 1/1/19 – 3/30/20 to 508 units funded between 10/1/21 – 12/31/22. In 2023, Ramsey County invested funding into 808 units affordable to those at 30% AMI, including 124 new units and the preservation and maintenance of 693 existing public housing units.

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

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

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1E-1.	Web Posting of Advance Public Notice of Your CoC's Local Competition Deadline, Scoring and Rating Criteria.	
	NOFO Section V.B.2.a. and 2.g.	

1.	Enter the date your CoC published its submission deadline and scoring and rating criteria for New Project applicants to submit their project applications for your CoC's local competition.	08/07/2024
2.	Enter the date your CoC published its submission deadline and scoring and rating criteria for Renewal Project applicants to submit their project applications for your CoC's local competition.	08/07/2024

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

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

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

1.	Established total points available for each project application type.	No
2.	At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
3.	At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes
4.	Provided points for projects that addressed specific severe barriers to housing and services.	Yes
5.	Used data from comparable databases to score projects submitted by victim service providers.	Yes



6.	Provided points for projects based on the degree the projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	Yes
----	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----

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

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

1.	What were the maximum number of points available for the renewal project form(s)?	330
2.	How many renewal projects did your CoC submit?	27
3.	What renewal project type did most applicants use?	PH-PSH

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

Describe in the field below:

1.	how your CoC analyzed data regarding each project that has successfully housed program participants in permanent housing;
2.	how your CoC analyzed data regarding how long it takes to house people in permanent housing;
3.	how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects; and
4.	the severe barriers your CoC considered.

(limit 2,500 characters)

1. HOUSING PLACEMENT AND RETENTION OUTCOMES WERE EVALUATED USING HMIS COMPARABLE DATABASE DATA FOR ALL PROJECTS THAT WERE IN OPERATION FOR AT LEAST 12 MONTHS AS OF 12/31/2023. The CoC considered the rate of participants that moved into permanent housing while enrolled in a project, the average length of time participants remained enrolled in a project, and the rate of participants that exited a project to permanent housing destinations. Returns to homelessness were also evaluated using the percentage of all exited participants that exited to a permanent destination who reappeared in HMIS across Minnesota within 6 months of project exit.

2. THE COC’S HEADING HOME RAMSEY ADOPTED HUD’S RATING AND RANKING TOOL FOR THIS YEAR’S COMPETITION AND UTILIZED THE RATING FACTOR AND GOAL FOR THE “AVERAGE NUMBER OF DAYS FROM PROJECT ENTRY TO RESIDENT MOVE-IN” CONTAINED IN THE TOOL. The goal was 15 days for general (non-DV) projects and 30 days for DV projects. Data from HMIS and HMIS comparable databases used by VSPs were used to evaluate projects against this factor.

3-4. HEADING HOME RAMSEY CONSIDERED THE ADDITIONAL CHALLENGES FACED BY PROJECTS SERVING CHRONICALLY HOMELESS INDIVIDUALS AND SURVIVORS OF VICTIMIZATION. Further, the local competition application contained questions around the project’s commitment to Housing First, allowing projects to receive higher points for showing they serve households with significant vulnerabilities. Projects that were exclusively dedicated to serving survivors were evaluated against a lower target threshold for the average number of days spent from project entry to residential move-in (30 days for DV projects and 15 days for non-DV projects) and the minimum percent of participants that moved into permanent housing (80% for DV projects and 90% for non-DV projects).

1E-3.	Advancing Racial Equity through Participation of Over-Represented Populations in the Local Competition Review and Ranking Process.	
	NOFO Section V.B.2.e.	

Describe in the field below:

1.	how your CoC used input from persons of different races and ethnicities, particularly those over-represented in the local homelessness population, to determine the rating factors used to review project applications;
2.	how your CoC included persons of different races and ethnicities, particularly those over-represented in the local homelessness population in the review, selection, and ranking process; and
3.	how your CoC rated and ranked projects based on the degree that proposed projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and steps the projects took or will take to eliminate the identified barriers.

(limit 2,500 characters)

1. THE COC OBTAINED INPUT AND INCLUDED PERSONS OF DIFFERENT RACES IN THE LOCAL COMPETITION BY RECRUITING A DIVERSE RATING AND RANKING COMMITTEE AND HAVING THE RATING TOOL APPROVED BY THE GOVERNING BOARD. According to HUD’s Racial Analysis Tool, Black people make up a percentage of the homeless population that is 2.25 times higher than that of the general population. Likewise, Native American, or Indigenous people are overrepresented in the homeless population by a multiplier of 5. To ensure that the CoC’s review, and ranking process reflected the needs of these groups, Black and Indigenous people were engaged in multiple aspects of the process. The CoC utilized information gathered from the 2022 CoC needs assessment and in the current needs assessment process, which was based in part on interviews with people with lived experience, to determine the local priorities for the 2024 CoC Program competition.

2. THE CUSTOMIZATION OF THE HUD RATING AND RANKING TOOL AND THE CREATION OF A LOCAL APPLICATION AND ASSOCIATED LOCAL RATING FACTORS WERE CREATED THROUGH A COLLABORATIVE PROCESS WITH THE COC LEAD AGENCY AND THE RATING AND RANKING COMMITTEE. This collaboration led to the prioritization of racial equity in the local application and rating factors, as well as a focus on serving LGBTQPIA2+ communities. The review, selection, and ranking committee also included people with lived experience who identify as Black, who make up the largest group of people experiencing homelessness in the County and the largest disparity in total count.

3. THE LOCAL APPLICATION CONTAINED NINE QUESTIONS RELATED TO HOW EQUITABLY THE PROJECT IS OPERATING. These questions were both objective (i.e., date of last racial equity training offered to staff, number of people with lived experience on the board of directors) and subjective (i.e., how the agency gathers and implements feedback from people with lived experience. The ranking committee talked about the impact that reallocation of large projects would have on clients who might have to move to a new area of a community that doesn't have culturally specific services.

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

(limit 2,500 characters)

1. THE COC DETERMINES WHICH PROJECTS TO CONSIDER FOR REALLOCATION BASED ON TWO METRICS. First, any project that does not expend at least 80% of its CoC Program grant for two operating years in a row will have the most recent unspent amount recommended for reallocation. Additionally, any project that receives 60% or less of the points available for its project type during the local rating and ranking process will be considered for reallocation. This process is outlined as part of a policy approved by the Governing Board in July of this year.

2-3. THIS YEAR, FOUR PROJECTS WERE IDENTIFIED FOR REALLOCATION BASED ON UNDERSPENDING OF FUNDS THROUGH THE PROCESS DESCRIBED ABOVE AND WERE PARTIALLY REALLOCATED IN THE AMOUNT OF UNSPENT FUNDS IN THE MOST RECENT CALENDAR YEAR.

1E-4a.	Reallocation Between FY 2019 and FY 2024.	
	NOFO Section V.B.2.f.	

	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2019 and FY 2024?	No
--	--------------------------------------------------------------------------------------------------	----

1E-5.	Projects Rejected/Reduced–Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.	

1.	Did your CoC reject any project application(s) submitted for funding during its local competition?	No
2.	Did your CoC reduce funding for any project application(s) submitted for funding during its local competition?	Yes
3.	Did your CoC inform applicants why your CoC rejected or reduced their project application(s) submitted for funding during its local competition?	Yes
4.	If you selected Yes for element 1 or element 2 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2024, 06/27/2024, and 06/28/2024, then you must enter 06/28/2024.	10/02/2024

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

	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2024, 06/27/2024, and 06/28/2024, then you must enter 06/28/2024.	10/07/2024
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------

1E-5b.	Local Competition Selection Results for All Projects.	
	NOFO Section V.B.2.g.	
	You must upload the Local Competition Selection Results attachment to the 4B. Attachments Screen.	

	<b>Does your attachment include:</b> 1. Project Names; 2. Project Scores; 3. Project Status—Accepted, Rejected, Reduced Reallocated, Fully Reallocated; 4. Project Rank; 5. Amount Requested from HUD; and 6. Reallocated Funds +/-.	Yes
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----

1E-5c.	Web Posting of CoC-Approved Consolidated Application 2 Days Before CoC Program Competition Application Submission Deadline.	
	NOFO Section V.B.2.g. and 24 CFR 578.95.	
	You must upload the Web Posting—CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC’s website or partner’s website—which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.	
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

**You must enter a date in question 1E-5c.**

1E-5d.	Notification to Community Members and Key Stakeholders by Email that the CoC-Approved Consolidated Application is Posted on Website.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application was posted on your CoC’s website or partner’s website.	
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

**You must enter a date in question 1E-5d.**

## 2A. Homeless Management Information System (HMIS) Implementation

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

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

<b>2A-1.</b>	<b>HMIS Vendor.</b>	
	Not Scored—For Information Only	

	Enter the name of the HMIS Vendor your CoC is currently using.	ICA and Eccovia
--	----------------------------------------------------------------	-----------------

<b>2A-2.</b>	<b>HMIS Implementation Coverage Area.</b>	
	Not Scored—For Information Only	

	Select from dropdown menu your CoC's HMIS coverage area.	Statewide
--	----------------------------------------------------------	-----------

<b>2A-3.</b>	<b>HIC Data Submission in HDX.</b>	
	NOFO Section V.B.3.a.	

	Enter the date your CoC submitted its 2024 HIC data into HDX.	05/10/2024
--	---------------------------------------------------------------	------------

<b>2A-4.</b>	<b>Comparable Databases for DV Providers—CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.</b>	
	NOFO Section V.B.3.b.	

	In the field below:	
--	---------------------	--

- |    |                                                                                                                                                          |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in HMIS comparable databases; and |
| 2. | state whether DV housing and service providers in your CoC are using a HUD-compliant comparable database—compliant with the FY 2024 HMIS Data Standards. |

**(limit 2,500 characters)**

1. HEADING HOME RAMSEY REQUIRES DV PROVIDERS TO CONFIRM THEY ARE USING DATABASES, OR IF NOT CURRENTLY REQUIRED TO DO SO, WILL USE DATABASES THAT MEET HUD’S COMPARABLE DATABASE REQUIREMENTS DURING THE PRE-APPLICATION PHASE OF THE ANNUAL COC PROGRAM FUNDING COMPETITION, THE ANNUAL HOUSING INVENTORY COUNT, AND ANNUAL HUD MONITORING VISITS.

2. WOMEN'S ADVOCATES, A VSP IN OUR COC, USES A HUD-COMPLIANT COMPARABLE DATABASE AND PROPOSED TWO OF THE FOUR TOP-RANKED PROJECTS IN OUR PRIORITY LIST. One project will work to develop a parallel coordinated entry process for households fleeing domestic violence, dating violence, sexual assault, stalking, and trafficking. One of the primary tasks for this project will be to develop a data sharing process between VSPs’ comparable databases that keeps client records confidential while also allowing for the creation of a centralized priority list. One of the Planning and Evaluation Analysts at the CoC lead agency will dedicate time to support this process.

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

Using the 2024 HDX Competition Report we issued your CoC, enter data in the chart below by project type:

Project Type	Adjusted Total Year-Round, Current Non-VSP Beds [Column F of HDX Report]	Adjusted Total Year-Round, Current VSP Beds [Column K of HDX Report]	Total Year-Round, Current, HMIS Beds and VSP Beds in an HMIS Comparable Database [Column M of HDX Report]	HMIS and Comparable Database Coverage Rate [Column O of HDX Report]
1. Emergency Shelter (ES) beds	754	201	661	69.21%
2. Safe Haven (SH) beds	0	0	0	0.00%
3. Transitional Housing (TH) beds	570	14	257	44.01%
4. Rapid Re-Housing (RRH) beds	273	3	272	98.55%
5. Permanent Supportive Housing (PSH) beds	1,695	52	1,452	83.11%
6. Other Permanent Housing (OPH) beds	1,894	0	1,729	91.29%

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

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

1.	steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
2.	how your CoC will implement the steps described to increase bed coverage to at least 85 percent.

**(limit 2,500 characters)**

1-2. RAMSEY COUNTY CONTINUES TO HAVE ONE LARGE EMERGENCY SHELTER AND TRANSITIONAL HOUSING PROVIDER THAT DOES NOT PARTICIPATE IN HMIS. It is a faith-based organization, Union Gospel Mission - Twin Cities (UGM-TC), that has 114 free emergency shelter cots and beds as well as 40 Pay-For-Stay shelter beds available nightly for men. UGM also furnishes the majority of non-DV TH beds not in HMIS. As noted in previous Collaborative Applications to HUD, the CoC fully anticipated UGM would be participating in HMIS by now. Public funding that would have both mandated UGM participation in HMIS and provided UGM with the funding to do so has not been awarded. UGM also declined to participate in a CoC shelter reservation system through HMIS. The Lead Agency will continue to offer resources and assistance to UGM to begin active participation in HMIS, and any public funding awarded will require them to do so for those projects.

THE COC HAS JUST ONE VSP THAT USES AN HMIS COMPARABLE DATABASE (OR ONE THAT CAN BE EASILY MADE HMIS-COMPARABLE). The CoC will work to identify resources that could help other VSPs defray the cost of HMIS-comparable databases, as these providers account for a majority of the ES coverage gap as well as some PSH beds.

THE COC WILL CONDUCT ADDITIONAL ANALYSIS TO IDENTIFY NON-PARTICIPATING, NON-VPS PROVIDERS AND REACH OUT TO THOSE PROVIDERS TO SOLICIT THEIR PARTICIPATION IN HMIS. Given the current state of MN's HMIS in the midst of a complex software platform transition, this may be a more successful strategy once the new platform has stabilized and is fully built out, but this is expected in the next 12 months.

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section V.B.3.d.	
	You must upload your CoC's FY 2024 HDX Competition Report to the 4B. Attachments Screen.	
	Did your CoC submit at least two usable LSA data files to HUD in HDX 2.0 by January 24, 2024, 11:59 p.m. EST?	Yes



## 2B. Continuum of Care (CoC) Point-in-Time (PIT) Count

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

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

<b>2B-1.</b>	PIT Count Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC conducted its 2024 PIT count.	01/24/2024
--	-------------------------------------------------------	------------

<b>2B-2.</b>	PIT Count Data–HDX Submission Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC submitted its 2024 PIT count data in HDX.	05/10/2024
--	-------------------------------------------------------------------	------------

<b>2B-3.</b>	PIT Count–Effectively Counting Youth in Your CoC’s Most Recent Unsheltered PIT Count.	
	NOFO Section V.B.4.b.	

Describe in the field below how your CoC:

- |    |                                                                                                                                                                                                         |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | engaged unaccompanied youth and youth serving organizations in your CoC’s most recent PIT count planning process;                                                                                       |
| 2. | worked with unaccompanied youth and youth serving organizations to select locations where homeless youth are most likely to be identified during your CoC’s most recent PIT count planning process; and |
| 3. | included youth experiencing homelessness as counters during your CoC’s most recent unsheltered PIT count.                                                                                               |

**(limit 2,500 characters)**

1 & 2. IN PARTNERSHIP WITH THE YOUTH ADVISORY BOARD (YAB), THE COC REACHED OUT TO YOUTH PROVIDERS AS PART OF THE PIT COUNT PLANNING PROCESS TO IDENTIFY THE LOCATIONS IN WHICH TO LOCATE YOUTH AND TO ADDRESS STRATEGIES FOR ENGAGEMENT. The following strategies were used: 1) YAB members were trained and paid to conduct surveys, 2) YAB members partnered with trusted youth providers such as Face to Face and 3), Subway sandwich shop gift cards and bus passes were provided to those taking surveys. The CoC has identified that more training is needed with youth outreach programs to help them understand the importance of the PIT Count, as it relates to accurately counting youth experiencing homelessness (including doubled-up youth) and how the count impacts funding for youth services in the region. Youth were encouraged to help communicate to their peers regarding the importance of the count and to encourage their peers to participate in the survey. Due to shortages in youth shelters, youth cross daily between Minneapolis and Saint Paul, which are in two different CoCs, but have trusted relationships with navigators and case managers that may be fixed to one city. Therefore, it was advised that Subway gift cards or bus passes be provided for those youth who were already part of the neighboring CoC's count.

3. YOUTH ADVISORY BOARD MEMBERS SURVEYED YOUTH EXPERIENCING HOMELESSNESS AT FACE TO FACE'S DROP-IN DAY SHELTER, SAFEZONE. YAB members were trained and paid to conduct surveys. Youth providers (including public schools) worked with the CoC PIT Count planning team to determine which geographic areas, public transportation routes (buses and light rail), and other locations in the region where youth congregate (libraries, malls, coffee shops, recreation centers, etc.) to determine the methodology for conducting the count. The CoC also debriefed with all the PIT volunteers, including the YAB members on the results of the survey and implications for priorities for this NOFO as one of the YAB members served on the Ranking Committee.

2B-4.	PIT Count–Methodology Change–CoC Merger Bonus Points.	
	NOFO Section V.B.5.a and V.B.7.c.	
	In the field below:	
	1. describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2023 and 2024, if applicable;	
	2. describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2023 and 2024, if applicable;	
	3. describe whether your CoC's PIT count was affected by people displaced either from a natural disaster or seeking short-term shelter or housing assistance who recently arrived in your CoCs' geographic; and	
	4. describe how the changes affected your CoC's PIT count results; or	
	5. state "Not Applicable" if there were no changes or if you did not conduct an unsheltered PIT count in 2024.	

(limit 2,500 characters)

1. NO CHANGES WERE MADE TO OUR SHELTERED PIT COUNT IMPLEMENTATION BETWEEN 2023 AND 2024.
2. NO SIGNIFICANT CHANGES WERE MADE TO OUR UNSHELTERED PIT COUNT IMPLEMENTATION BETWEEN 2023 AND 2024. For the second consecutive winter, Ramsey County operated seasonal winter warming spaces in the CoC coverage area that served as drop-in centers overnight. These warming centers served approximately 150 people every night, and on the night of the PIT, volunteers visited these centers to interview people for the unsheltered count. Without the warming centers, these individuals and families may not have been as visible to volunteers and may not have been counted, as outreach workers believe nearly 100% of their known unsheltered individuals were accounted for.
3. WE DO NOT BELIEVE THAT THE 2024 PIT COUNT WAS AFFECTED BY PEOPLE RECENTLY ARRIVED IN OUR COC'S GEOGRAPHIC AREA.
4. WE DO NOT BELIEVE THAT IMPLEMENTATION CHANGES AFFECTED OUR COC'S PIT COUNT RESULTS.

## 2C. System Performance

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

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

<b>2C-1.</b>	<b>Reducing the Number of First Time Homeless—Risk Factors Your CoC Uses.</b>	
	NOFO Section V.B.5.b.	
	In the field below:	
1.	describe how your CoC determined the risk factors to identify persons experiencing homelessness for the first time;	
2.	describe your CoC’s strategies to address individuals and families at risk of becoming homeless; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time	

**(limit 2,500 characters)**

1. AN EVIDENCE-BASED HOMELESS PREVENTION ASSESSMENT TOOL PREPARED BY THE STATE OF MN WEIGHS RISK FACTORS AND IS USED TO DETERMINE ELIGIBILITY FOR VARIOUS PREVENTION SERVICES FUNDED THROUGH THE FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM (FHPAP) WHICH ARE STATE FUNDED PREVENTION SERVICES THAT ARE A PART OF THE COC. Risk factors include whether the household is currently experiencing homelessness or at imminent risk of homelessness and the barriers individuals are facing (e.g. criminal backgrounds, fleeing DV, prior evictions, income, or trauma).

2. FHPAP HOUSEHOLDS ARE ASSESSED FOR EITHER LIGHT TOUCH ASSISTANCE (SUPPORTIVE SERVICES), ONE TIME FINANCIAL ASSISTANCE (INCLUDING RENT, DEPOSIT, OR UTILITY PAYMENTS), SHORT-TERM ASSISTANCE (UP TO SIX MONTHS OF FINANCIAL ASSISTANCE AND SUPPORTIVE SERVICES), AND/OR MEDIUM-TERM ASSISTANCE (UP TO TWENTY-FOUR MONTHS OF ASSISTANCE). CoC partners also participate weekly in the county’s Housing Court clinic. Households with eviction appearances can receive free legal assistance, apply for emergency financial assistance and work with a mediator from the Dispute Resolution Center to reach a settlement. The CoC provides information to tenants and landlords about basic needs and rental assistance resources. ARPA funded Emergency Rental Assistance was exhausted this year but continued to support households facing evictions. The remaining \$1.4 million provided over a 6-month period served 364 households, 46% of them residing in zip codes of concentrated poverty. With 30% of all shelter seekers being “first time shelter users,” the new Single Point of Entry program provides access to shelter with an emphasis on diversion for those who can avoid homelessness with mediation services or financial assistance.

3. THE LEAD AGENCY’S PREVENTION LEAD OVERSEES THE COC’S STRATEGY FOR HOMELESS PREVENTION. THE COC ESTABLISHED A CROSS-SECTOR WORKING GROUP IN MID-2022 TO DEVELOP A MORE DETAILED PREVENTION AND TENANT STABILIZATION STRATEGY THAT INCLUDES MAINSTREAM ORGANIZATIONS, LEGAL SERVICES, CORRECTIONS AND OTHERS WHO WILL BE INTEGRAL IN HELPING PEOPLE MAINTAIN HOUSING. This work group is chaired by the Director of Housing Stability at Neighborhood House, a local non-profit, and Ramsey County’s dedicated Prevention Planning Specialist serves as a match to the CoC Planning Grant funded staff. This workgroup also functions as Ramsey County’s FHPAP Advisory Committee as FHPAP is the CoC’s primary source of prevention funding.

2C-1a.	Impact of Displaced Persons on Number of First Time Homeless.	
	NOFO Section V.B.5.b	

Was your CoC’s Number of First Time Homeless [metric 5.2] affected by the number of persons seeking short-term shelter or housing assistance displaced due to:
----------------------------------------------------------------------------------------------------------------------------------------------------------------

1.	natural disasters?	No
2.	having recently arrived in your CoC’s geographic area?	No

2C-2.	Reducing Length of Time Homeless—CoC’s Strategy.	
	NOFO Section V.B.5.c.	
	In the field below:	
1.	describe your CoC’s strategy to reduce the length of time individuals and persons in families remain homeless;	
2.	describe how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the length of time individuals and families remain homeless.	

**(limit 2,500 characters)**

1. THE COC HAS STRONG STRATEGIES TO DECREASE THE AVERAGE NUMBER OF NIGHT LENGTH OF TIME HOMELESS (LOTH), INCLUDING ENSURING COORDINATED ENTRY (CE) ASSESSMENTS ARE OFFERED IN MULTIPLE DAYS AND PLACES, AND BY MULTIPLE ASSESSORS. Furthermore, the CoC has identified that individuals assessed and on the CE are waiting too long, so a new set of policies and procedures are in place to ensure providers are quickly reporting vacancies and communicating acceptance of referrals. Staff at shelter also offer housing navigation services to assist higher-need clients with document recovery and collection, housing search, and connection to benefits. Others provide concurrent stabilization services (e.g., recovery, mental health). The CoC regularly monitors how long people are waiting for housing after being assessed through the CE system.
  
2. TO IDENTIFY AND HOUSE INDIVIDUALS AND PERSONS IN FAMILIES WITH THE LONGES HOMELESS EPISODES, PROVIDERS OFTEN RUN REGULAR LENGTH OF STAY HMIS REPORTS TO TARGET CASE MANAGEMENT SERVICES. The CoC identifies households with the longest homeless periods through CE assessments. Homeless histories are collected and when individuals or households have been assessed and are on the Priority List for housing, they are prioritized first by homeless status (with Chronic and Long-Term homeless the first two categories) and then by Length of Time Homeless. All the services listed above are used to help house those that have the greatest lengths of homelessness.
  
3. THE LEAD AGENCY’S SYSTEM PERFORMANCE LEAD, IN COLLABORATION WITH COC PROVIDERS, IS RESPONSIBLE FOR OVERSEEING THE COC’S STRATEGY TO REDUCE LOTH FOR INDIVIDUALS AND FAMILIES. In 2023, the CoC Ranking Committee expanded to become Systems Performance and Ranking. New monitoring procedures were developed including incorporation of Housing First tools and the committee will review the results of the monitoring as part of decision making around process improvements and ranking. Furthermore, the committee is dedicated to setting targets with the goal of reducing LOTH by 5% points - outcomes will be shared at CoC meetings and on a dashboard. This collective impact approach will enable CoC members to take ownership in goal achievement.

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

(limit 2,500 characters)

1. THE COC DID NOT HAVE A 2% INCREASE. The CoC’s strategy to increase the rate that persons exit to permanent housing includes, increasing supply through vouchers such as EHV, Move Up, and FUP and landlord recruitment. The CoC shelter community continues to prioritize Non-Congregate Shelter which clients have said offers a more stable environment in which to engage in case management and referrals to housing. Housing outcomes show more in-depth and person-centered assessments and housing search services lead to an increase in exits to permanent housing. CoC providers are also taking advantage of two programs administered by the state of Minnesota: The Housing Transition Services component of the Medicaid-funded Housing Stabilization Services program, and Housing Navigation funded through the state’s Housing Stability Services program. These valuable programs support navigation to help households find rental housing opportunities, complete the application process, and conduct landlord outreach and engagement.

2. BETTER ASSISTING HOUSEHOLDS IN RETAINING PERMANENT HOUSING STARTS DURING THE COORDINATED (CE) PROCESS BY MAKING HOUSING REFERRALS TO PROJECTS THAT PROVIDE THE LEVEL OF SUPPORT NEEDED BY THE HOUSEHOLD. The Lead Agency is currently analyzing the individuals who are awaiting housing to determine if there are higher levels of medical care needed. Additionally, the Lead Agency has hired a new county-funded staff who specializes in increasing the number of assisted living facilities who will work with acceptance of chronic or long-term homeless who have higher medical needs but may not be considered elderly. The PSH Standardization process used by the CoC, improves housing outcomes by setting achievable expectations and ensuring all clients receive services necessary to maintain/attain housing. Once housed, eligible CoC providers can provide Housing Sustaining Services, which includes early identification of behaviors that may jeopardize continued housing such as housing recertification; training on being a good tenant; and working to build supports and resources in the community.

3. The Lead Agency’s System Performance Lead is responsible for overseeing the strategy along with the Systems Performance Committee, which has begun reviewing Housing First monitoring results.

2C-4.	<b>Reducing Returns to Homelessness—CoC’s Strategy.</b>	
	NOFO Section V.B.5.e.	
	In the field below:	
1.	describe your CoC’s strategy to identify individuals and families who return to homelessness;	
2.	describe your CoC’s strategy to reduce the rate that individuals and families return to homelessness; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the rate individuals and persons in families return to homelessness.	

**(limit 2,500 characters)**

1. THE COC REGULARLY MONITORS THE NUMBER OF PEOPLE RETURNING TO HOMELESSNESS SIX MONTHS AFTER LEAVING PROGRAMS BY USING HMIS REPORTS IDENTIFYING SUCH CLIENTS. The data is disaggregated by race to ensure the CoC is aware of any racial group disproportionately returning to homelessness. The CoC is currently working with the HMIS Lead Agency, Institute for Community Alliances (ICA), to develop regular reporting capabilities in the state's new HMIS platform, ClientTrack, to track various types of inflow and outflow to/from the homeless response system. One inflow metric will be returns to homelessness, and the data will be person-level, allowing the CoC to follow up with these individuals and their providers for extra support. This will be included in the regular system monitoring completed by the CoC.

2. THE COC’S STRATEGY TO REDUCE THE RATE HOUSEHOLDS RETURN TO HOMELESSNESS EMPHASIZES CREATING ENVIRONMENTS FOR PROJECTS TO SHARE BEST PRACTICES AND RECEIVE TRAINING; IMPROVE REFERRAL STRATEGIES FROM COORDINATED ENTRY AND LANDLORD ENGAGEMENT; OFFER STABILIZATION SERVICES, AND ADVANCE A NEW INTENSIVE PROGRAM MODELED AFTER THE EVIDENCE-BASED FREQUENT USERS SYSTEM ENGAGEMENT (FUSE) APPROACH. By reinforcing the Housing First prioritization and enhanced monitoring along with updating the transfer and appeal process, it’s expected that more providers will own up to the responsibility for providing required supports for maintaining housing placement. For individuals that struggle with repeated returns to homelessness and are frequent users of crisis response systems, CoC leaders in collaboration with the City of St. Paul developed the Familiar Faces program. The program targets this population and will provide assertive engagement, person-centered services, healthcare and housing planning, and an on-ramp to permanent housing. The program is starting November of 2024.

3. The Lead Agency's System Performance Lead is responsible for overseeing the CoC's strategy to reduce the rate of returns to homelessness.

2C-5.	<b>Increasing Employment Cash Income—CoC’s Strategy.</b>	
	NOFO Section V.B.5.f.	
	In the field below:	
1.	describe your CoC’s strategy to access employment cash sources;	



	2.	describe how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their employment cash income; and
	3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.

**(limit 2,500 characters)**

1. THE COC HELPS TO INCREASE CASH INCOME FOR THOSE EXPERIENCING HOMELESSNESS BY assisting jobseekers at day shelters such as the St. Paul Opportunity Center and Safe Zone with resume writing, job search and completing job applications, interview assistance and other related requests.

2. THE COC's STRATEGY TO HELP INDIVIDUALS AND HOUSEHOLDS ACCESS CASH SOURCES FROM EMPLOYMENT IS BASED ON A WORKING RELATIONSHIP WITH RAMSEY COUNTY'S WORKFORCE SOLUTIONS (WFS) AND ITS MAINSTREAM WORKFORCE DEVELOPMENT PROVIDERS AND CONNECTIONS TO EMPLOYERS. WFS has partnered with CoC community provider Listening House, a daytime shelter for people experiencing homelessness, to launch the St. Paul WORK NOW Project. The one-year pilot project is designed to provide unsheltered Ramsey County residents with sustainable work and income. The program has created teams of workers who will focus on tasks like snow removal, cleaning up parks, skyways, and other areas of downtown St. Paul.

3. THE RAMSEY COUNTY HOUSING STABILITY DEPARTMENT, in partnership with CoC providers, is responsible for overseeing the strategy to increase income from employment.

2C-5a.	Increasing Non-employment Cash Income—CoC's Strategy	
	NOFO Section V.B.5.f.	

In the field below:

	1.	describe your CoC's strategy to access non-employment cash income; and
	2.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.

**(limit 2,500 characters)**

1. THE COC's STRATEGY TO HELP PEOPLE ACCESS NON-EMPLOYMENT CASH INCOME RELIES ON MEETING PEOPLE WHERE THEY ARE TO INFORM THEIR BENEFITS, AND IF NEEDED, ASSIST THEM WITH APPLYING FOR, AND ACCESSING THE BENEFITS FOR WHICH THEY ARE ELIGIBLE. Case managers and financial assistance workers are in or visit all of the shelters in the CoC's geography to help clients navigate and apply for non-employment cash income including, Supplemental Nutritional Assistance Program (SNAP), General Assistance (state funded) and Medical Assistance. In response to feedback from people with lived experience, the county was awarded state funds to hire an additional financial worker who will work across shelters to determine eligibility and assist with individuals with applications. The CoC also provides information to CE assessors, outreach workers, and other frontline staff so that they can also refer individuals to these programs.

Every other week, a SOAR Navigator works out of the multi-service day space at Higher Ground located in Saint Paul, Minnesota. The navigator helps people experiencing homelessness apply for Supplemental Security Income (SSI). On remaining days at the medical clinic co-located within the facility, a social worker helps people to apply and verify documented illnesses and ailments so that to assist in proof of eligibility. The county brings information about SOAR (and other resources) to Long Term Homeless (LTH) providers' monthly meetings.

2. THE RAMSEY COUNTY HOUSING STABILITY DEPARTMENT, in partnership with CoC providers, is responsible for overseeing the strategy to increase non-employment cash income.

### 3A. Coordination with Housing and Healthcare

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

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	No
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----

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

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	No
--	----------------------------------------------------------------------------------------------------------------------------------------------------	----

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

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

Project Name	Project Type	Rank Number	Leverage Type
This list contains no items			

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

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

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3B-1.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.B.1.r.	

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

3B-2.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.B.1.r.	

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

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

**(limit 2,500 characters)**

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

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

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

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

3C-2.	Cost Effectiveness of Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section V.F.	

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

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

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

(limit 2,500 characters)

## 4A. DV Bonus Project Applicants for New DV Bonus Funding

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

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

4A-1.	New DV Bonus Project Applicants.	
	NOFO Section I.B.3.j.	

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

## 4B. Attachments Screen For All Application Questions

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

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

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	1C-7 PHA Homeless...	10/23/2024
1C-7. PHA Moving On Preference	No	1C-7 PHA Moving O...	10/23/2024
1D-10a. Lived Experience Support Letter	Yes	Lived Experience ...	10/24/2024
1D-2a. Housing First Evaluation	Yes	1D-2a Housing Fir...	10/24/2024
1E-2. Local Competition Scoring Tool	Yes	1E-2 Local Compet...	10/24/2024
1E-2a. Scored Forms for One Project	Yes	1E-2a Scored Form...	10/24/2024
1E-5. Notification of Projects Rejected-Reduced	Yes	1E-5 Notification...	10/24/2024
1E-5a. Notification of Projects Accepted	Yes	1E-5a Notificatio...	10/24/2024
1E-5b. Local Competition Selection Results	Yes	1E-5b Local Compe...	10/24/2024
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes		
1E-5d. Notification of CoC-Approved Consolidated Application	Yes		

2A-6. HUD's Homeless Data Exchange (HDX) Competition Report	Yes	2A-6 HDX Competit...	10/24/2024
3A-1a. Housing Leveraging Commitments	No		
3A-2a. Healthcare Formal Agreements	No		
3C-2. Project List for Other Federal Statutes	No		
Other	No		



## **Attachment Details**

**Document Description:** 1C-7 PHA Homeless Preference

## **Attachment Details**

**Document Description:** 1C-7 PHA Moving On Preference

## **Attachment Details**

**Document Description:** Lived Experience Letter

## **Attachment Details**

**Document Description:** 1D-2a Housing First Evaluation

## **Attachment Details**

**Document Description:** 1E-2 Local Competition Scoring Tool

## **Attachment Details**

**Document Description:** 1E-2a Scored Forms for One Project

## **Attachment Details**

**Document Description:** 1E-5 Notification of Projects Rejected-Reduced

## **Attachment Details**

**Document Description:** 1E-5a Notification of Projects Accepted

## **Attachment Details**

**Document Description:** 1E-5b Local Competition Selection Results

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** 2A-6 HDX Competition Report

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

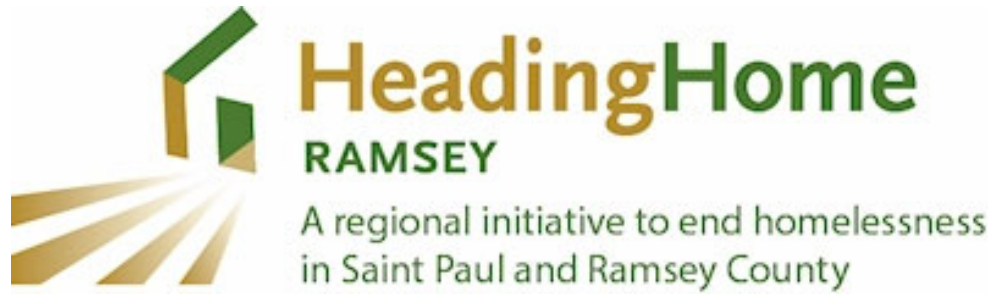
**Document Description:**

## Submission Summary

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

Page	Last Updated
1A. CoC Identification	10/02/2024
1B. Inclusive Structure	10/22/2024
1C. Coordination and Engagement	10/24/2024
1D. Coordination and Engagement Cont'd	10/24/2024
1E. Project Review/Ranking	Please Complete
2A. HMIS Implementation	10/24/2024
2B. Point-in-Time (PIT) Count	10/22/2024
2C. System Performance	10/24/2024
3A. Coordination with Housing and Healthcare	10/23/2024
3B. Rehabilitation/New Construction Costs	10/21/2024
3C. Serving Homeless Under Other Federal Statutes	10/21/2024

<b>4A. DV Bonus Project Applicants</b>	10/23/2024
<b>4B. Attachments Screen</b>	Please Complete
<b>Submission Summary</b>	No Input Required



**MN-501**

**1C-7: PHA Homeless Preference**

**Table of Contents**

<b>Document Satisfying Requirement</b>	<b>Page Number</b>
Cover Sheet	1
Letter from Saint Paul Public Housing Authority	2
Letter from Metro Housing Redevelopment Authority	3
St. Paul Public Housing Authority Administration Plan – Homeless Preference Excerpt	4-40
Metro Housing Redevelopment Authority Administration Plan – Homeless Preference Excerpt	41-61
CoC-Metro HRA Memorandum of Understanding	62-72



October 7, 2024

To: Ramsey County Continuum of Care: Heading Home Ramsey  
Attn: David Zaffrann, Interim CoC Coordinator

Re: Letter of Commitment—Move-Up Program

To Whom It May Concern:

This letter serves as documentation of the St. Paul Public Housing Agency's commitment to continue partnering with Heading Home Ramsey to transition existing PSH clients into Housing Choice Vouchers through the Move-Up (HUD Move On) Program.

On May 27, 2020, the PHA's Board of Commissioners approved a limited preference to their Housing Choice Voucher Admission and Occupancy Policies, where formerly homeless clients who are current residents of Permanent Supportive Housing (PSH) can be referred by the Continuum of Care for a "Move-Up" voucher. The Board of Commissioners agreed to reserve up to 100 vouchers for this purpose. Thirteen referrals have been processed in the last year, and the PHA and CoC are currently soliciting additional referrals.

The Board Report and the policy language are attached. If there are any questions, please let us know.

Sincerely,

Corina Serrano  
HCV Programs Director  
St. Paul Public Housing Agency  
[corina.serrano@stpha.org](mailto:corina.serrano@stpha.org)

Enclosure: Move-Up Board Report, dated May 27, 2020  
Appendix H; St. Paul PHA's Housing Choice Voucher Admission and Occupancy Policy



## METRO HRA

October 4, 2024

Ramsey County Continuum of Care: Heading Home Ramsey

Re: Letter of Commitment-Homelessness Partnership

To Whom It May Concern:

This letter serves as documentation of the Metropolitan Housing and Redevelopment Authority's (Metro HRA) commitment to partner with the Ramsey County Continuum of Care and its providers on a Move-Up preference and the Emergency Housing Voucher Program.

### Move-Up Preference

The Metro HRA adopted a waiting list preference for 40 vouchers per year, partnering with Hennepin, Ramsey and Suburban Metro Areas Continuums of Care to identify individuals and families ready to transition or "move up" from Permanent Supportive Housing Units. These are families that were homeless prior to entry into the PSH program who continue to need rental subsidy but no longer require intensive supportive services.

### Emergency Housing Voucher Program

The Metro HRA has an executed Memorandum of Understanding with Hennepin, Ramsey and Suburban Metro Area Continuums of Care for the operation of the Emergency Housing Voucher (EHV) program. EHV's serve individuals and families who are homeless, at-risk of homelessness, fleeing or attempting to flee domestic violence or recently homeless. EHV referrals come through the three CoC's Coordinated Entry Systems.

The Metro HRA looks forward to continuing the close partnership with the CoCs with efforts to end homelessness in the Twin Cities Region. I can be reached at [terri.smith@metc.state.mn.us](mailto:terri.smith@metc.state.mn.us) with questions.

Respectfully Submitted,

A handwritten signature in black ink that reads "Terri Smith".

Terri Smith  
Director  
Metro HRA



# **PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL**

## **SECTION 8 HOUSING CHOICE VOUCHER ADMISSION AND OCCUPANCY POLICIES**

**Approved by the PHA Board of Commissioners on February 23, 2000**

**Amended:**

August 2002	April 2008	January 2012	January 2016	May 2020	November 2022
January 2003	August 2008	February 2013	November 2016	June 2020	
August 2003	December 2008	February 2014	April 2017	September 2020	
December 2003	March 2009	April 2014	September 2017	November 2020	
February 2004	October 2009	May 2014	October 2017	December 2020	
July 2004	December 2009	September 2014	January 2018	July 2021	
October 2005	June 2010	October 2014	October 2018	September 2021	
December 2005	July 2010	January 2015	November 2018	October 2021	
January 2006	July 2011	May 2015	April 2019	September 2022	
April 2007	August 2011	October 2015	October 2019	October 2022	

### **NOTICE TO ALL HOLDERS OF THE SECTION 8 HOUSING CHOICE VOUCHER ADMISSION AND OCCUPANCY POLICIES:**

The Policies contained herein are subject to change, without prior notice to Policyholders, by action of The Department Of Housing and Urban Development and/or the Commissioners Of The Public Housing Agency Of The City Of Saint Paul. The regulations of the Department of Housing and Urban Development for the Section 8 Housing Choice Voucher Admission and Occupancy Policies are incorporated by reference as if fully set forth herein.

# Section 8 Admission & Occupancy Policies

## Table of Contents

### Part One: Eligibility for Participation

I.	Overview.....	1-1
II.	Denial or Termination of Assistance .....	1-5
	<b>Table 1-1: Section 8 Income Limits</b> .....	1-4
III.	The Waiting List .....	1-9
IV.	Calculating Annual Income .....	1-10
	<b>Table 1-2: Assets</b> .....	1-19
V.	Verifying Applicants' Statements and Incomes .....	1-20
VI.	Eligibility Determination .....	1-23
VII.	Notification to Ineligible Families .....	1-23

### Part Two: Applicant Selection

I.	Overview.....	2-1
II.	Definitions of Preferences and Related Terms .....	2-1
III.	General Policies Regarding Preferences.....	2-3
IV.	Offering Assistance.....	2-4
V.	Monies Owed to a Housing Authority .....	2-7
VI.	Time Frame to Find a Suitable Unit .....	2-8
VII.	Public Housing Residents Requesting Section 8 Assistance .....	2-8
VIII.	Non-Discrimination in Applicant Selection.....	2-9
IX.	Applicants Ineligible for a Preference .....	2-9
X.	Misrepresentation.....	2-9

### Part Three: Rent Calculations

I.	Overview.....	3-1
II.	Total Tenant Payment.....	3-1
III.	Utility Allowances .....	3-6
	<b>Table 3-1: Utility Allowances</b> .....	3-7
IV.	Section 8 Rent Terms.....	3-8
V.	Voucher Program Rents .....	3-8
	<b>Table 3-3: Payment Standards</b> .....	3-10

## Part Four: Unit Selection

I. Overview.....	4-1
II. “Finder’s Keepers” Policy .....	4-1
III. Eligible Types of Housing .....	4-1
IV. Subsidy Standards.....	4-1
<b>Table 4-1: Subsidy Standards</b> .....	4-2
V. Leasing a Unit.....	4-3
VI. Rent Reasonableness.....	4-8
VII. Security Deposits .....	4-9
VIII. Portability.....	4-9

## Part Five: Leases and Housing Assistance Payments Contracts

I. Overview.....	5-1
II. Leases.....	5-1
III. Housing Assistance Payments (HAP) Contracts .....	5-3

## Part Six: Continued Participation

I. Overview.....	6-1
II. Requirements for Continued Eligibility.....	6-1
III. Terminating Assistance to Illegal Drug Users and Alcohol Abusers .....	6-6
IV. Annual Re-Examinations .....	6-7
V. Interim Re-Examinations .....	6-7
VI. Rent Changes .....	6-12
VII. Ineligibility Determinations .....	6-13
VIII. Notice to Ineligible Families.....	6-13
IX. Unit Size Determination .....	6-14
X. Unit Inspections .....	6-15
XI. Housing Assistance Payments to Owners.....	6-16
XII. Owner Termination of Tenancy.....	6-17

Appendix A .....	Section 8 Program Definitions
Appendix B .....	Section 8 Existing Moderate Rehabilitation Program
Appendix C .....	Minimum Rent Payment Waiver Based on Hardship
Appendix D.....	Shared Housing Program
Appendix E .....	Family Self-Sufficiency Program
Appendix F .....	Equal Opportunity Housing Plan
Appendix G.....	Informal Review and Hearing Procedures
Appendix H.....	Special Allocations
Appendix I .....	Reasonable Accommodation Policy
Appendix J.....	Hardship Transfers
Appendix K .....	Section 8 Project-Based Assistance (PBA) Program
Appendix L .....	LEP – Limited English Proficiency
Appendix M.....	VAWA – Policy on Protections for Victims of Domestic Violence

**Appendix N** ..... **Students**  
**Appendix O** ..... **Code of Conduct/Conflict of Interest**  
**Appendix P** ..... **Choice Mobility Vouchers**

..... **Index**

<b>PART ONE: ELIGIBILITY FOR PARTICIPATION</b>
----------------------------------------------------

**I. Overview:**

Only families and individuals who meet program eligibility requirements may receive Section 8 rental assistance. The following six factors determine whether an applicant is eligible:

**Refer to:**

24 CFR  
§982.201(a),(c)

**A. Family Status Requirement:** A family is a person or group of persons, as determined by the PHA consistent with 24 CFR 5.403, approved to reside in a unit with assistance under the program. A “Family” includes but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

§5.403

1. A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or
2. A group of persons residing together, and such group includes but is not limited to:
  - a. A family with or without children (A child who is temporarily away from the home because of placement in foster care is considered a member of the family.);
  - b. An elderly family;
  - c. A near-elderly family;
  - d. A disabled family;
  - e. A displaced family; and
  - f. The remaining member of a tenant family.

**B. Owner-Occupant Restrictions:** The PHA cannot assist applicants who own or have a financial interest in the dwelling unit they intend to rent. If the unit is owned as a cooperative, an applicant who is a member of the cooperative may receive Section 8 rental assistance, provided they meet all other eligibility requirements.

§882.401(5)  
§982.306(d)-(f)

**C. Adult Head of Household:** The head of household must be age eighteen or older.

§982.308(a)

SECTION 8 ADMISSION & OCCUPANCY POLICIES

**D. Social Security Number Requirement:** The applicant must provide the Social Security number (SSN) and valid Social Security card for all family members unless one of the exceptions stated in HUD regulations applies.

§5.216;  
PIH 2010-3

§982.551(b)(3)

Citizens and lawfully present noncitizens who state that they have not been assigned a SSN by the SSA should make such declaration in writing and under penalties of perjury. The documentation must be disclosed in the tenant file.

**E. Penalties for Failure to Disclose Social Security Number and/or Provide Required Documentation.**

1. Unless one of the exceptions stated in HUD regulations applies, the PHA must deny the eligibility of an applicant if he or she (including each member of the household who is required to disclose his/her SSN) does not disclose a SSN and/or provide the required documentation for the SSN.
2. However, if the family is otherwise eligible for admission to public housing, the family may maintain its position on the waiting list for not more than 60 days after it is found to meet all other eligibility requirements.

**F. United States Citizenship Status Requirements:**

§982.551(b)

1. An applicant who is a citizen must sign a declaration of U.S. citizenship.
2. Applicants who are age 62 or older who are non-citizens must sign a declaration of eligible immigration status and provide a proof of age document.
3. Other non-citizen applicants must sign a declaration of eligible immigration status, a signed verification consent form, and U.S. Immigration and Naturalization Service forms to establish their eligibility for Section 8 rental assistance.

§5.508(b)(2)

§5.508(c)

**G. Income Limits Requirement:** The applicant family or individual must meet income requirements and the PHA must attempt to target 75% of new admissions to the Extremely Low Income category.

§982.201  
§982.201(b)(2)  
(i)

1. The family is eligible if their annual income is at, or below, the income limit set for Very Low Income Families. This income limit is based upon 50% of the median income for the area.
2. The family is eligible if their annual income is between 51-80% of the median income for the area, and any of the following categories apply:

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

- a. Families “continuously assisted” in Public/Indian, Section 23 or Section 8 housing;
  - b. Families physically displaced by rental rehabilitation;
  - c. Non-purchasing tenants of certain homeownership programs;
  - d. Tenants displaced from certain Section 221 and 236 projects;
    - e. Low income families residing in certain HUD-owned projects (these families are eligible for a Certificate only)
3. The Department of Housing and Urban Development (HUD) may authorize Section 8 assistance for specific uses. Under these circumstances, assistance could be provided to families with low incomes, meaning anticipated annual income between 51-80% of the median income for the area. §982.203(a)(b)
4. The PHA examines the current family income and projects it forward for the next twelve months to calculate anticipated annual income. A period of less than twelve months may be used if the family’s source of income is temporary or unusual and will not likely recur in the next twelve months. No deductions or allowances are subtracted from the total annual income in determining the family’s eligibility for the program. §982.201  
§5.653(e)
5. The income limit restrictions do not apply to a family already being assisted by the Section 8 Program. The family will not be required to leave the program if their income exceeds the current income limit.
6. In determining the income eligibility of a student at an institution of higher learning who is under age 24, the income eligibility of the parent(s) of the student may also have to be determined. See the section below and **Appendix N, Students’ Eligibility for Vouchers**. §5.612(g)

SECTION 8 ADMISSION & OCCUPANCY POLICIES

<b>Income Limits for Section 8 Vouchers in 2022</b>		
<b>Area Median Income \$118,200</b>		
	<b>Priority for Section 8 Vouchers</b>	<b>Maximum Income for Section 8 Vouchers</b>
<b>Household Size</b>	<b>Extremely Low Income (30% of AMI)</b>	<b>Very Low Income (50% of AMI)</b>
<b>1 Person</b>	\$24,650	\$41,100
<b>2 Person</b>	\$28,200	\$46,950
<b>3 Person</b>	\$31,700	\$52,800
<b>4 Person</b>	<b>\$35,200</b>	<b>\$58,650</b>
<b>5 Person</b>	\$38,050	\$63,350
<b>6 Person</b>	\$40,850	\$68,050
<b>7 Person</b>	\$43,650	\$72,750
<b>8 Person</b>	\$46,630	\$77,450

Effective 4/1/2022

**H. Eligibility of Adult Students for Section 8 Vouchers.**

An adult student under age 24, enrolled at an institution of higher learning, may be ineligible for Section 8 Housing Choice Vouchers or Project-Based Voucher (PBV) assistance, based on the financial situation of the student’s parents.

In general, a student under age 24 can be eligible for Section 8 assistance if the student is:

1. Financially independent from his or her parents; or
2. A veteran of the U.S. military; or
3. Married, or
4. A person with disabilities who was receiving Section 8 assistance as of November 30, 2005; or
5. Has dependent children.

If the student does not meet one or more of those exceptions, the student will only be eligible for Section 8 if the student’s parents’ income is within the Section 8 income limits. The student’s own income must also be within the Section 8 income limits.

The restrictions do not apply to students living with their parents in a Section 8-assisted unit or students who live with parents who are themselves applying to receive Section 8 assistance.

See **Appendix N, Students’ Eligibility for Vouchers.**



## II. Denial or Termination of Assistance

**A. Denial of assistance for an applicant may include any or all of the following:** §982.552(a)(2)

1. Denying listing on the PHA waiting list,
2. Denying or withdrawing a certificate or voucher,
3. Refusing to enter into a HAP contract or approve a lease,
4. Refusing to process or provide assistance under portability procedures.

In deciding to deny or terminate assistance based on a violation of law, rules, or other requirements, the PHA has the discretion to consider all of the circumstances in each case, including but not limited to the following: §982.552(c)(2)

- The seriousness of the offense;
- The length of time since the offense;
- The number of offenses, and;
- The extent of participation or culpability of each family member.

In addition, the PHA may consider any mitigating circumstances related to a disability of a family member and the effects of denial or termination of assistance on other family members who were not involved in the action.

The Violence Against Women and Justice Department Reauthorization Act of 2005 (“VAWA”) protects qualified applicants or tenants and family members of applicants or tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based solely on acts of such violence against them. (See **Appendix M VAWA Policy**) §982.552(c)(2)  
(v)  
§5.2001

**B. Requirement to Deny or Terminate Assistance:**

1. The PHA must terminate assistance for a family evicted from housing assisted under Section 8 for a serious violation of the lease. §982.552(b)(2)
  - a. Victim of Domestic Violence. A property owner participating in the Section 8 program must not evict a family for serious or repeated lease violations or criminal activity related to domestic violence, dating violence or stalking, solely because a family member is a victim of domestic violence, dating violence or stalking. The property

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

- owner or the PHA may require that a household member who is the perpetrator of such criminal acts be removed from the lease. (See **Appendix M, VAWA Policy**) §884.216(c)
- b. The PHA may deny or terminate assistance, and the property owner may terminate the lease and evict the family, including the family member who is or claims to be a victim of such domestic violence if
- i. The tenant fails or refuses to provide a signed certification or other documentation within 14 business days after being asked to do so; or
- ii. There is an actual and imminent threat to other tenants, staff (of the property owner or the PHA) or persons providing service to the property if the tenant is not evicted or terminated from assistance. §5.2005
2. The PHA must deny admission or terminate assistance for a participant if any member of the family fails to sign and submit consent forms needed to obtain information required for administration of the program. §5.2007
3. The PHA must deny admission or terminate assistance for a participant if any family member fails to submit required evidence of citizenship or eligible immigration status. §5.2005(e)
4. The PHA must deny admission or terminate assistance for a participant who is required to register for life under any states' sex offender registration program. §982.552
5. The PHA must deny admission or terminate assistance for any household that includes a member who has been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of any federally assisted housing. §982.553
6. The PHA must deny or terminate assistance if any family member fails to meet the eligibility requirements concerning individuals enrolled at an institution of higher education as specified in 24 CFR 5.612. See **Appendix N, Students' Eligibility for Vouchers**. §5.612
- C. Grounds for Denial or Termination of Assistance:** §982.551
1. If the family violates any family obligations under the program, including the requirement that the family supplies any information that the PHA or HUD determines is necessary in the §982.552(c)

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

administration of the program. “Information” includes any requested certification, release or other documentation.

2. If any member of the family has been evicted from federally assisted housing in the past five (5) years;
3. If a Public Housing Authority (PHA) has ever terminated assistance under the certificate or voucher program for any member of the family within the past five (5) years ;
4. If any member of the family commits drug-related criminal activity; violent criminal activity; alcohol abuse that may threaten the health, safety or right to the peaceful enjoyment of the premises by other residents; or other criminal activity which may threaten the health, safety or right to the peaceful enjoyment of the premises by other residents, other persons residing in the immediate vicinity, property owners and management, or PHA staff and contractors. §982.553; §982.553(a)(2)(ii)
5. If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
6. If the family currently owes rent or other amounts to the PHA or to another HA in connection with Section 8 or public housing assistance under the 1937 Act;
7. If the family has not reimbursed any HA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;
8. If the family breaches an agreement with the PHA to pay amounts owed to a Housing Authority;
9. If the family has engaged in, or threatened, abusive or violent behavior toward PHA personnel;
10. If any member of the family fails to sign and submit consent forms for obtaining information.
11. If a Welfare to Work (WTW) family fails to fulfill its obligations under the WTW voucher program.
12. Victim of Domestic Violence. The PHA will not deny or terminate assistance solely because a family member is or has been a victim of domestic violence, dating violence or stalking. See above, Section B.1.b., and **Appendix M**.

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

13. Perpetrator of Domestic Violence. The PHA may deny or terminate the assistance of any member of an assisted household who engages in criminal activity directly related to actual or threatened domestic violence, dating violence, or stalking, without affecting the assistance of the remaining household members.

**D. Ineligibility If Evicted For Drug-Related Activity:** Persons evicted from public housing, Indian housing, Section 23, or any Section 8 Program because of a drug-related criminal activity are ineligible for admission to Section 8 Programs for a three-year period beginning on the date of such eviction.

**E. Denial or Termination for Illegal Use of Controlled Substance** §982.553

**and Alcohol Abuse:** The PHA may deny assistance for any person if the PHA determines that the person is illegally using a controlled substance or such use has occurred within three years before the date of denial. The PHA may terminate assistance of any person if the PHA determines that the person is illegally using a controlled substance or has illegally used a controlled substance within a reasonable time before the date of termination. The PHA may also deny or terminate assistance if there is reasonable cause to believe the person abuses alcohol in a way that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents; or that there is reasonable cause to believe that the person's pattern of illegal use of a controlled substance or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

1. The PHA may waive the policies prohibiting admission in these circumstances if the person demonstrates to the PHA's satisfaction that the person is no longer engaging in the illegal use of a controlled substance or abuse of alcohol and has successfully completed a supervised drug or alcohol rehabilitation program; has otherwise been rehabilitated successfully; or is participating in a supervised drug or alcohol rehabilitation program.

§982.316

**F.** The PHA may at any time refuse to approve or withdraw approval of a person as a live-in aide if the proposed live-in aide has:

- Committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program.
- Commits drug-related or violent criminal activity; or

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

- Currently owes rent or other amounts to the PHA or to another housing authority in connection with Section 8 or public housing.

### III. The Waiting List

- Households must complete a pre-application to be considered for the waiting list. §982.202  
§982.204(a)  
§982.205(a)
- Households must complete an application to participate in the Section 8 Program.
- Applicants must supply any information the PHA or HUD determines is necessary in the administration of the program. Information includes any requested certification, release or other documentation. §982.203
- Eligible applicants are put on a waiting list for admission that uses a randomized date and time of application, and preference factors to determine priority of placement.
- With HUD's approval, the PHA may admit a family that is not on the PHA waiting list or without considering that family's position on the waiting list as a special admission. §982.204
- If a family is currently on the St. Paul Section 8 waiting list and ports into St. Paul using another Housing Authority's voucher, that participant family's name will be removed from the St. Paul Section 8 waiting list.

#### A. When Applications Are Taken:

1. Applications for assistance are taken at all times unless, in the judgment of the PHA, it should close the waiting list because it has a sufficient number of applicants it can serve in a reasonable period of time. §982.206
2. When the waiting list is closed the PHA will accept an application under the following circumstances: §982.206
  - a. HUD provides a special allocation of Section 8 assistance for a specific use or program and there are not sufficient applicants on the waiting list who meet the program criteria for the specific use or program.

**B. Closing and Opening the Waiting List:** Before suspending or resuming taking applications for Housing Choice Vouchers, the PHA will issue a public announcement. The announcement will be published in local newspapers at least two weeks before the waiting list is opened or closed. §982.206(a)(2)

**IV. Calculating Annual Income**

**A. Annual Income:** Annual income is the anticipated total income from all sources listed in this section received by or on behalf of the head of household and spouse (*even if temporarily absent*); and any other family member unless specifically excluded by federal regulation. §5.609(a)

1. Annual income will be anticipated for the twelve-month period following the effective date of initial determination of eligibility or the effective date of the re-examination of income. If it is not feasible to anticipate a level of income for a twelve-month period, the income anticipated for a shorter period may be **annualized**, subject to a re-determination at the end of the shorter period.

2. Annual income includes, but is not limited to the following:

a. The full amount, before any payroll deductions, of **wages and salaries**, including compensation for overtime and other compensation for personal services. §5.609(b)(1)

b. Net income from operation of a **business or profession**. §5.609(b)(2)

(1) Expenditures for business expansion or amortization of capital indebtedness will not be used as deductions in determining net income.

(2) An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations.

(3) Any withdrawal of cash or assets from the operation of a business or profession shall be included in income,

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.

- c. Interest, dividends, and other **net income of any kind** from assets whether real or personal property or instruments such as stocks, bonds, certificates of deposit. §5.609(b)(3)
- (1) Expenditures for amortization of capital indebtedness shall not be used as a deduction in determining net income.
- (2) An allowance for depreciation of real or personal property may be deducted from the interest, dividends or other net income derived from the property (*straight line depreciation shall be used as provided in Internal Revenue Service regulations*).
- (3) Any withdrawal of cash or assets from an investment shall be included in income except to the extent the withdrawal is reimbursement of cash or assets invested by the family. §5.609(b)(3)
- (4) Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate as determined by the PHA in accordance with HUD guidelines.
- (5) Actual income from assets if total assets are \$5,000 or less.
- d. The full amount of periodic payments before deductions, received from **Social Security, annuities, periodic payments from insurance policies, retirement income, pensions, disability or death benefits**, and other similar types of periodic receipts. §5.609(b)(4)
- e. Payments in lieu of earnings, such as **unemployment and disability compensation, Worker's Compensation and severance pay**. (*Note the exclusion of lump sums to income listed in the following Section B. 4.*) §5.609(b)(5)
- f. **Welfare assistance payments:** §5.609(b)(6)
1. If the household's welfare payment (MFIP or other) is reduced because of an act of fraud by a family member or because of any family member's failure to comply

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.

2. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.
- g. Periodic and determinable allowances, such as **alimony, child support payments, and regular contributions or gifts**, including amounts received from any person not residing in the dwelling. §5.609(b)(7)
1. Child Support income will be calculated at each annual recertification by using a recent and consistent twelve-month history of child support income received.
- h. **All regular pay, special payments and allowances** (*such as longevity, overseas duty, rental allowances, allowances for dependents, etc.*), received by a **member of the Armed Forces** (*whether or not living in the dwelling*) who is head of the family, spouse, or other family member whose dependents are residing in the unit. §5.609(b)(8)
- i. Payments to the head of the household for **support of a minor**, or payments nominally to a minor for his support, but controlled for his benefit by the head of the household or a resident family member other than the head, who is responsible for his support. §5.609(b)(7)
- j. **Relocation payments** made to displaced households made under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 or under 104(d) of the Housing and Community Development Act. The amount of income to be included will be based upon the number of months remaining in their 42 or 60 months entitlement since the date the family received its first replacement housing payment. 49 CFR 24.208 (Department of Transportation Regulations), HUD Handbook 1378, §2-8
- k. Student Financial Assistance. Scholarships and grants (not loans) are included in Annual Income to the extent that the scholarships and grants exceed actual tuition costs, for a student under the age of 24 who is enrolled at an institution §5.609(b)(9)



## SECTION 8 ADMISSION & OCCUPANCY POLICIES

of higher learning and who is applying for or receiving Section 8 rent assistance on his or her own, and not as part of his or her parents' household. Such scholarship assistance is not counted as annual income if the student is younger than 18, or is 24 or older, or is financially independent from his or her parents, or is a veteran of the U.S. military, or is married, or has dependent children. See also VI.B.5. below and **Appendix N Students' Eligibility for Vouchers.**

### **B. Annual Income Does Not Include:**

1. **Non-recurring income**, defined as: 24 CFR 5
  - a. Temporary, non-recurring or sporadic income (including gifts). §5.609(c)(9)
  - b. Amounts which are specifically received for, or are a reimbursement of, the cost of medical expenses for any family member. §5.609(c)(4)
2. **Income from employment of minors (*including foster children*)**. §5.609(c)(1)
3. **Income of certain care providers:**
  - a. **Foster Care:** Payments received for the care of foster children or foster adults. §5.609(c)(2)
  - b. **Care Attendant or Live-In Aide Income:** Income of a Live-In-Aide will not be counted in determining the family's income if the PHA determines that the live-in-aide has met the requirements under the federal regulations. §5.609(c)(5)
  - c. **Care of a Disabled Family Member:** Amounts paid by a state agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home. §5.609(c)(16)
4. **Lump-sum Additions:** Lump-sum additions to family assets; such as, but not necessarily limited to: §5.609(c)(3)
  - a. Inheritances;
  - b. Insurance payments, including payments under health and accident insurance and worker's compensation;

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

- c. Capital gains;
  - d. Settlements for personal or property losses;
  - e. Deferred periodic payments of Supplemental Security Income (SSI) and Social Security benefits that are received in a lump sum payment. §5.609(c)(14)
5. **Scholarships** §5.609(c)(6)
- a. **Student Financial Assistance;** The full amounts of student financial assistance, whether paid directly to the student or to the educational institution, are excluded from annual income if the student is younger than 18, or is 24 or older, or is financially independent from his or her parents, or is a veteran of the U.S. military, or is married, or has dependent children. See **Appendix N Students' Eligibility for Vouchers**
  - b. Scholarships that are included in annual income for determining eligibility: See VI.A.2.k. above.
6. **Hostile fire pay:** The special-duty pay to a family member serving in the Armed Forces who is exposed to hostile fire. §5.609(c)(7)
7. Income from **certain training programs:**
- a. Amounts received under training programs funded by HUD as determined by the program's guidelines. §5.609(c)(8)(i)
  - b. Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income (SSI) eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS). §5.609(c)(8)(ii)
  - c. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (*special equipment, clothing, transportation, child care, etc.*). The payments must be made solely to allow participation in a specific program. §5.609(c)(8)(iii)
  - d. A resident service stipend, not to exceed \$200 per month, received by a resident for performing a service for the owner, on a part-time basis, that enhances the quality of life in the development. Payment in excess of \$200 a month will cause the entire amount to be considered income. No resident may receive more than one such stipend during the same period of time. §5.609(c)(8)(iv)

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

- e. Compensation from state or local employment training programs and training of a family member as resident management staff; this income is excluded only for a limited period as provided for in the program's guidelines. §5.609(c)(8)(v)
  - f. Earnings and benefits to any family member resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437 t) or any comparable federal, state, or local law during exclusion period.
8. **Certain earnings disregarded:** Effective January 1, 2023, **for persons with disabilities**, the incremental earnings due to employment during a consecutive 12-month period following date of the initial hire shall be excluded. This exclusion is only available to the following families: §5.617
- a. Families whose income increases as a result of employment of a family member with a disability who was previously unemployed or underemployed (defined as having earned, in the twelve months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage) for one or more years prior to employment.
  - b. Families whose income increases as the result of new employment or increased earnings by a family member with a disability during participation in any economic self-sufficiency or other job training program.
  - c. Families whose income increases as the result of new employment or increased earnings by a family member with a disability during or within 6 months after receiving assistance, benefits or services under a State TANF or Welfare-to-Work Program, or received one-time payments for wage or transportation subsidies or other TANF related benefits or services that totaled at least \$500 over the preceding six-month period from the date of hire.

During the second consecutive 12-month period after the date of initial hire, 50% of the increased income shall be excluded from income.

The disallowance of increased income of an individual family member is limited to a lifetime 24-month period. It only applies

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

for 12 months of the 100% exclusion and 12 months of the 50% exclusion.

9. **Reparation payments:** Reparation payments paid by a foreign government pursuant to claims filed under the laws of the government by persons who were persecuted during the Nazi era. §5.609(c)(10)
10. **Earnings in excess of \$480 per year for each full-time student** 18 years old or older (*excluding the head of household or spouse*). §5.609(c)(11)
11. **Adoption assistance payments** in excess of \$480 per adopted child. §5.609(c)(12)
12. **Refunds or rebates** received by the family under state or local law for property taxes paid on the dwelling unit. §5.609(c)(15)
13. **Statutory Exclusions:** Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the National Housing Act of 1937 or Section 236 of the National Housing and Community Development Act of 1974. §5.609(c)(17)

The following are statutorily excluded from annual income:

- a. The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C. 2017(b));
- b. Payments to volunteers under the domestic Volunteer Services Act of 1973 (42 U.S.C. 5044(g), 5058);
- c. Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c));
- d. Income derived from certain submarginal land of the United States that is held in trust for certain Indian Tribes (25 U.S.C. 459e);
- e. Payments or allowances made under the Department of Health and Human Services Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f));
- f. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-2504);

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

- g. The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court, the interests of individual Indians in trust or restricted land, including the first \$2000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands (25 U.S.C. 1407);
- h. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070), including awards under Federal work-study program or under the Bureau of Indian Affairs student assistance programs (20 U.S.C. 1087uu). For Section 8 programs only (42 U.S.C. 1437f), any financial assistance in excess of amounts received by an individual for tuition and any other required fees and charges under the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.), from private sources, or an institution of higher education (as defined under the Higher Education Act of 1965 (20 U.S.C. 1002)), shall not be considered income to that individual if that individual is over the age of 23 with dependent children (Pub. L. 109-115, section 327)(as amended);
- i. Payments received from programs funded under Title V of the Older Americans Act of 1985 (42 U.S.C. 3056(g));
- j. Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund (Pub. L. 101-201) or any other fund established pursuant to the settlement in the *In Re Agent-* product liability litigation, M.D.L. No. 381 (E.D.N.Y.);
- k. Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721);
- l. The value of any child care provided or arranged (or any amount received as payment for such care or reimbursements for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q).
- m. Earned income tax credit (EITC) refund payments received on or after January 1, 1991 for programs administered under the United States Housing Act of 1937, title V of the Housing Act of 1949, section 101 of the Housing and Urban Development Act of 1965, and sections 221(d)(3), 235, and 236 of the National Housing Act (26 U.S.C. 32(l));

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

- n. Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation (Pub. L. 95-433);
- o. Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d));
- p. Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act (42 U.S.C. 10602); and
- q. Allowances, earnings and payments to individuals participating in programs under the Workforce Investment Act of 1998 (29 U.S.C. 2931).
- r. Any amount received under the Richard B. Russell School Lunch Act (42 U.S.C.1760(e)) and the Child Nutrition Act of 1966 (42 U.S.C. 1780(b)), including reduced-price lunches and food under the Special Supplemental Food Program for Women, Infants, and Children (WIC);
- s. Payments, funds, or distributions authorized, established, or directed by the Seneca Nation Settlement Act of 1990 (25 U.S.C. 1774f(b));
- t. Payments from any deferred Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts as provided by an amendment to the definition of annual income in the U.S. Housing Act of 1937 (42 U.S.C. 1437A) by section 2608 of the Housing and Economic Recovery Act of 2008 (Pub. L. 110-289);
- u. Compensation received by or on behalf of a veteran for service-connected disability, death, dependency, or indemnity compensation as provided by an amendment by the Indian Veterans Housing Opportunity Act of 2010 (Pub. L. 111-269; 25 U.S.C. 4103(9)) to the definition of income applicable to programs authorized under NAHASDA and administered by the Office of Native American Programs;
- v. A lump sum or a periodic payment received by an individual Indian pursuant to the Class Action Settlement Agreement in the case entitled *Elouise Cobell et al. v. Ken Salazar et al.*,

SECTION 8 ADMISSION & OCCUPANCY POLICIES

816 F. Supp. 2d 10 (Oct. 5, 2011 D.D.C.), as provided in the Claims Resolution Act of 2010 (Pub. L. 111-291); and

- w. Major disaster and emergency assistance received by individuals and families under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Pub. L. 93-288, as amended) comparable disaster assistance provided by States, local governments, and disaster assistance organizations shall not be considered as income or a resource when determining eligibility for or benefit levels under federally funded income assistance or resource-tested benefit programs (42 U.S.C. 5155(d)).

<b>Assets</b>	
<b>Table 1-2: A. Assets Include:</b>	<b>B. Assets Do Not Include:</b>
<ol style="list-style-type: none"> <li>1. Amounts in savings accounts and six- or twelve-month average (whichever bank provides) balance for checking accounts. If a bank does not provide a 6 or 12-month average for checking accounts, the current balance will be used.</li> <li>2. Stocks, bonds, savings certificates, money market funds and other investment accounts.</li> <li>3. Equity in real property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset <u>and</u> reasonable costs (<i>such as broker fees</i>) that would be incurred in selling the asset.</li> <li>4. The cash value of trusts that are available to the household.</li> <li>5. IRA, Keogh and similar retirement savings accounts, even though withdrawal would result in a penalty.</li> <li>6. Contributions to company retirement/ pension funds that can be withdrawn without retiring or terminating employment.</li> <li>7. Assets, which, although owned by more than one person, allow unrestricted access by the applicant.</li> <li>8. Lump sum receipts such as inheritances, capital gains, lottery winnings, insurance settlements,</li> </ol>	<ol style="list-style-type: none"> <li>1. Necessary personal property, except as noted in Column A; item 9 of this Table.</li> <li>2. Interest in Indian Trust lands.</li> <li>3. Assets that are a part of an active business or farming operation.</li> </ol> <p><b>NOTE:</b> Rental properties are considered personal assets held as an investment rather than business assets unless real estate is the family's main occupation.</p> <ol style="list-style-type: none"> <li>4. Assets not accessible to the family and which provide no income for the family.</li> <li>5. Vehicles especially equipped for the handicapped.</li> <li>6. Equity in owner-occupied cooperatives and manufactured homes in which the family lives.</li> </ol> <div style="background-color: #e0e0e0; padding: 10px; margin-top: 10px;"> <p><b>Counts as income:</b></p> <ol style="list-style-type: none"> <li>1. Actual income from assets if total assets are \$5,000 or less;</li> <li>2. If assets are more than \$5,000, the greater of actual income from assets, or</li> </ol> </div>

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

and other claims, deferred SSI and Social Security payments paid in a lump sum.	<b>Total assets x Passbook Savings Rate established by the PHA in accordance with HUD guidelines.</b>
9. Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.	
10. Cash value of life insurance policies.	
11. Assets disposed of for less than fair market value during two years preceding certification or recertification.	

### V. Verifying Applicants' Statements and Incomes

- Applicants shall be required to furnish proof of their statements when requested by the PHA.
  - All eligibility determinations will be fully documented in the files. 24 CFR  
§5.233
  - The PHA will utilize HUD's online "Upfront Income Verification" and "Enterprise Income Verification" (UIV/EIV) systems to the greatest extent feasible to verify employment, income and other eligibility information for all applicants and participants.
- A. Applicant Releases:** Applicants are required to sign release forms that authorize necessary third party verifications that include, but are not limited to, income and assets. If sufficient verification for some or all income sources is obtained through HUD's online UIV/EIV system or third party documentation provided by the applicant, the applicant will not be required to sign release forms for those income sources.
- B. Documentation from Applicant:** Applicants are required to submit documentation to the PHA to verify statements related to program eligibility.
- C. Use of Confidential Information:** Information that is obtained directly from applicants or from those persons authorized by the applicant will be used or disclosed only for purposes relating directly to the administration of the Section 8 Program. All information that is "private data on individuals" under the Minnesota Government Data Practices Act (*Minn. Statutes Sec. 13.01 and following*) will be handled in compliance with that law. Information obtained from HUD's online UIV/EIV systems will be used, stored and disposed of in compliance with HUD requirements.
- D. Family Composition and Residency:** Certification by applicants will normally be considered sufficient verification of family composition and residence as provided by the applicant's signature



## SECTION 8 ADMISSION & OCCUPANCY POLICIES

on the application. However, the PHA reserves the right to request additional verification.

- E. Income:** All earned and unearned income must be verified at the time of admission through third parties, which may include HUD's online UIV/EIV systems.
1. Written Third Party Verification. To the greatest extent feasible, income should be verified through acceptable documents that are generated by third parties, but are in the possession of and provided by the applicant.
  2. Verification Forms. If the applicant cannot provide acceptable third party documentation, the PHA may obtain the required verifications using forms sent to the third parties (employers, etc.).
  3. Oral Third Party Verification. If neither form of written verification can be obtained, the PHA may verify income information by contacting the income source(s) via telephone or in-person visit.
  4. Tenant Declaration. If none of the forms of third party verification listed above can be obtained, the PHA may at its discretion accept an affidavit or notarized statement by the applicant of reported income. Staff must document in the family's file the reason(s) why third party verification was not available.
  5. EIV Verification. Within 90 days after the subsidy start date, the family's earned income must be verified through HUD's online UIV/EIV systems.
  6. Preservation Vouchers. To facilitate the timely issuance of preservation vouchers to residents of a property that was formerly assisted under a contract between the owner and HUD for project-based rental assistance, the PHA may issue the preservation vouchers and calculate initial tenant rents and Housing Assistance Payments based on tenant income and other eligibility information that the property owner has already submitted to HUD's MTCS/PIC tenant data systems on the most recent form HUD-50059, "Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures". The PHA will verify income for participants who have HUD-50059 forms dated earlier than 6 months from the effective date of conversion to tenant-based voucher assistance, but reserves the right to conduct a full-income review in any circumstance.

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

7. **Portability Vouchers.** For voucher participants “porting in” to St. Paul from another jurisdiction, the PHA may use the household composition and income information submitted by the sending housing agency on HUD’s Tenant Data Form (HUD-50058) rather than re verifying all of the information immediately. The PHA will verify income for participants who have HUD-50058 forms dated earlier than 6 months from the effective date of porting in, but reserves the right to conduct a full-income review in any circumstance.
  
- F. Assets:** If the total value of reported assets is \$5,000 or more, their value must be verified in the same manner as income (see above). The PHA may accept the applicant’s declaration of the amount of assets equal to or less than \$5,000, and the amount of income expected to be received from those assets. In such cases the PHA must verify the information in accordance with HUD guidance.
  
- G. No Income:** The absence of income will be verified through third parties where possible. Applicants reporting no income will be required to sign a statement certifying that they are receiving no income.
  
- H. Misrepresentation:** Any material misrepresentation on the part of an applicant revealed through the application process or otherwise, may result in a determination of ineligibility. The applicant shall be notified in writing of such determination by the PHA, and shall be given the opportunity to request an informal review of the matter.
  
- I. Domestic Abuse Certification:** The PHA may require a applicant or participant who is or claims to be a victim of domestic violence to provide a signed certification or other documentation. (See **Appendix M, VAWA Policy**).

## VI. Eligibility Determination

- A. Verification of Statements:** Statements made by applicants on their application are verified, and a final determination of eligibility is made by the PHA before offering them rent assistance. §982.201
  
- B. Notification of Eligibility:** When evidence supports eligibility, applicants are notified in writing by the PHA.

## VII. Notification To Ineligible Families

§982.201(f)

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

**A. Notice to Applicants:** The PHA will give an applicant prompt written notice of a decision denying their assistance. This includes a decision denying placement on the PHA waiting list and/or the issuance of a Housing Choice Voucher. The notice must contain a brief statement of the reasons for the PHA decision.

**B. Informal Review:** The notice shall also state that applicants may request an informal review of the decision and shall describe how to obtain the informal review.

§982.554

The PHA will not provide an informal review in the following instances:

1. Discretionary administrative determinations by the PHA.
2. General policy issues or class grievances.
3. A determination of the family unit size under the PHA Subsidy Standards.
4. A PHA determination not to approve an extension or suspension of a voucher term.
5. A PHA determination not to grant approval to lease a unit under the program or to approve a proposed lease.
6. A PHA determination that a unit selected by the applicant is not in compliance with HQS.
7. A PHA determination that the unit is not in accordance with HQS because of the family size or composition.

(See **Appendix G. for Informal Review Procedure**).

## PART TWO: APPLICANT SELECTION

### I. Overview:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b><u>Refer to:</u></b>                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <p><b>A. Selecting Applicants:</b> Applicants will be selected from the waiting list. Their place on the waiting list will be determined by two factors:</p> <ol style="list-style-type: none"> <li>1. Preference factors, and;</li> <li>2. Date and time of application.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>24 CFR<br/>§982.204(a)</p>            |
| <p><b>B. Single Waiting List:</b> A single waiting list will be maintained for Vouchers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>§982.204(f)</p>                       |
| <p><b>C. Income Limits:</b> All applicants initially selected for Section 8 Rental Assistance must have annual income anticipated for the next twelve months that is at or below the current income limit set for Very Low Income families. This income limit is based upon 50% of the median income for the area.</p> <p>In addition, not less than 75 percent of the families admitted to the Section 8 Program shall be targeted to families whose income does not exceed 30% of the median income for the area (Extremely Low Income).</p> <p>HUD may authorize Section 8 Rent Assistance for specific uses. Under these circumstances, assistance could be provided to families with low incomes, with annual income between 51-80% of median income for the area. Refer to Part One, Table 1-1 for current income limits.</p> | <p>§982.201(b)</p> <p>§982.201(b)(2)</p> |
| <p><b>D. Special Allocations:</b> When HUD awards Section 8 funds for a specific category of applicants, the PHA will assist these households in accordance with HUD's special instructions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>§982.203<br/>§982.204(e)</p>          |

### II. Definitions of Preferences and Related Terms

- |                                                                                                                                                                                                   |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <p>Local preferences are used in selecting applicants for Section 8 Assistance. The St. Paul PHA has established five local preferences. These local preferences are as follows:</p>              | <p>§982.207</p> |
| <p>1. <b>Residency Preference:</b> This preference is given to applicants whose head of household or spouse:</p> <ol style="list-style-type: none"> <li>a. <b>Lives in Saint Paul;</b></li> </ol> | <p>§982.207</p> |

- b. Works in or has been notified that they have been hired to work in Saint Paul; or
  - c. Attends school or has been accepted to attend school in Saint Paul; or
  - d. **Currently “homeless,” verified through: 1) a metro area Continuum of Care assessment preceding their application, or 2) a shelter stay in the twelve months preceding their application.**
2. **Veteran’s or Service Person Preference:** This preference is given to an applicant where any member of the household is a Veteran or a Service Person.
  - a. **“Veteran”** means any person who has served under the direction of the Armed Forces and clandestine forces of the United States.
  - b. A **“Service Person”** is part of an applicant’s family and is in the military forces of the United States at the time of application for housing. “Military forces” means the Army, Navy, Air Force, Marine Corps, Coast Guard and the commissioned corps of the U.S. Public Health Service.
3. **Preservation Preference:** This preference is given to current residents of a building approved by HUD for preservation or replacement vouchers.
4. **Project-Based Voucher (PBV) or Project-Based Assistance (PBA) Supportive Housing Preference:** This preference is given to applicants who have been approved to participate in a PHA PBV or PBA supportive housing program.
5. **Mainstream Preference:** This preference is given to applicants who have been approved to participate in a Mainstream Non-Elderly Disabled supportive housing program. The PHA receives referrals from pre-qualified partners for these vouchers.
6. **Special Programs Preference:** This preference is given to applicants who have been approved to participate in a program for which the PHA has received a special allocation of vouchers; for example, Family Unification Program (FUP), Veterans Administration – Supportive Housing (VASH), etc.

7. **Move-Up Preference:** This preference is given to applicants who have been approved by the Ramsey County Continuum of Care to transition from Permanent Supportive Housing (PSH) to a Housing Choice Voucher. The PHA will request referrals from the Ramsey County Continuum of Care, and will limit this preference to a maximum of 100 vouchers.

### III. General Policies Regarding Preferences

#### A. Use of Preferences:

1. **PBV Supportive Housing Preference:** Applicants who qualify for the PBV Supportive Housing Preference will receive 20 preference points.
2. **Preservation Preference:** Applicants who qualify for the Preservation Preference will receive 20 preference points.
3. **Special Programs Preference:** Applicants who qualify for the Special Programs Preference will receive 20 preference points.
4. **Mainstream Preference:** Applicants who qualify for the Mainstream Preference will receive 20 preference points.
5. **Move-Up Preference:** Applicants who qualify for the Move-Up Preference will receive 20 preference points.
6. **Residency Preference:** Applicants who qualify for a Residency Preference will receive four preference points. This includes those families who qualify as homeless under PHA policy (noted under Part 2, II., 1. d.).
7. **Veteran's Preference:** Applicants who qualify for a Veteran's Preference will receive two preference points.
8. Applicants with **no preferences** are given the lowest priority for assistance. They will be selected according to the date and time of their application.

- B. **Denial of Preferences:** No preference of any kind will be given to an applicant if any member of the applicant's family was evicted during the past three years from housing assisted under

§982.553

the 1937 Housing Act Program because of drug-related criminal activity, except that the PHA may give an admission preference if the PHA determines that the evicted person:

1. Has successfully completed a rehabilitation program approved by the PHA;
2. Clearly did not participate in or know about the drug-related criminal activity, or;
3. No longer participates in any drug-related criminal activity.

**C. Changes in Preference Status:** Occasionally families on the waiting list who did not qualify for a preference at the time they applied for rental assistance will experience a change in circumstances that now qualifies them for a preference. In such instances:

1. It is the family's responsibility to notify the PHA in writing.
2. Families certifying that they now qualify for a preference will be repositioned on the waiting list in accordance with their new preferences and their date and time of application.

#### **IV. Offering Assistance**

When an applicant's name rises to the top of the list in accordance with PHA policies, they will be offered the next available Voucher. If funds are not sufficient to house the family at the top of the waiting list in accordance with the PHA subsidy standards, no additional Vouchers will be issued until sufficient funds are available to cover the cost of the family's assistance. §982.204

**A.** When the PHA selects a family to participate in the Section 8 Program, the PHA must give the family an oral briefing, which need not be in-person. The briefing must include information on the following subjects: §982.301

1. A description of how the program works;
2. Family and owner responsibilities; and
3. Where the family may lease a unit, including renting a unit inside or outside the PHA's jurisdiction.

SECTION 8 ADMISSION & OCCUPANCY POLICIES

- B.** For a family that qualifies to lease a unit outside the PHA's jurisdiction under portability, the briefing must include an explanation of how portability works.
- C.** If the family is currently living in a high poverty census tract in the PHA's jurisdiction, the briefing must explain the advantages of moving to an area that does not have a high concentration of families living in poverty.
- D.** In a briefing that includes any disabled person, the PHA must take appropriate steps to ensure effective communication.
- E.** The PHA provides briefings to individuals or groups.
- F.** Spoken word and American Sign Language interpreters are available as needed. The PHA will inform applicants that interpreters must be requested prior to the scheduled meeting.
- G.** Family members, representatives, and service providers who assist families with special needs are encouraged to attend briefings.
- H. Information Packet:** An information packet will be provided to the family. It includes information on the following subjects: §982.301(b)
  - 1. The term of the Voucher (*how long the family has to locate a suitable unit to rent*), and the PHA policy on any extensions or suspensions of the term. The packet must explain how the family can request an extension.
  - 2. How the PHA calculates the housing assistance payment for a family including:
    - a. How the PHA determines the payment standard for a family;
    - b. How the PHA determines the Total Tenant Payment for a family;
    - c. Information on the Payment Standards and the PHA Utility Allowance Schedule, and the 40% affordability restriction.
  - 3. How the PHA determines the maximum rent for an assisted unit;
  - 4. What the family should consider in deciding whether to lease a unit, including:



SECTION 8 ADMISSION & OCCUPANCY POLICIES

- a. The condition of a unit;
  - b. Whether the rent is reasonable;
  - c. The cost of any tenant-paid utilities and whether the unit is energy-efficient; and
  - d. The location of the unit, including proximity to public transportation, centers of employment, schools and shopping:
5. Where the family may lease a unit. For a family that qualifies to lease a unit outside the PHA jurisdiction under portability procedures, the information packet must include an explanation of how portability works;
  6. The HUD-required “tenancy addendum.” The tenancy addendum is language that must be included in the lease;
  7. The Request for Tenancy Approval Form, and an explanation of how to request PHA approval to lease a unit;
  8. A statement of the PHA policy on providing information about a family to prospective owners;
  9. PHA Subsidy Standards (how many persons can live in each size unit), including when the Housing Authority will consider granting exceptions to the standards;
  10. The HUD brochure on how to select a unit;
  11. The HUD brochure on lead-based paint;
  12. Information on federal, state and local equal opportunity laws, and a copy of the HUD Housing Discrimination Complaint form;
  13. A list of landlords or other parties known to the PHA who may be willing to lease a unit to the family, or help the family find a unit;
  14. Notice that if the family includes a person with disabilities, the family may request a current listing of accessible units known to the PHA that may be available;
  15. Family obligations under the program;

16. The grounds on which the PHA may terminate assistance for a participant family because of family action or failure to act; and
17. PHA informal hearing and review procedures: This information will describe when the PHA is required to give a participant family the opportunity for an informal review, and how to request a review.
18. A notice about the Violence Against Women and Justice Department Reauthorization Act of 2005 (“VAWA”), that protects qualified applicants and tenants and family members of qualified applicants and tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based solely on acts of such violence against them.

## V. Monies Owed To A Housing Authority

The following policies apply to any monies owed to the PHA or another Housing Authority by current and former Public Housing residents and Section 8 participants.

§982.552(c)(v)

The PHA utilizes HUD’s online EIV system to determine whether an applicant owes money to another housing authority. The PHA also reports information through EIV about debts owed to this agency by former public housing residents and participants in the Section 8 Housing Choice Voucher Program.

- A. **Debt to Saint Paul PHA:** When an applicant owes money to this PHA from previous Public Housing residency or Section 8 participation, the PHA may, at their sole discretion, either deny the application, or require the applicant to repay that amount in full, or require the applicant to enter into a Payment Agreement before being admitted.
  1. To be eligible to enter into a Payment Agreement, the applicant must first demonstrate to the satisfaction of the PHA that they cannot pay the debt in full at the time of application.
  2. Payment Agreements require a **minimum payment of \$25 a month** on each claim for monies owed until the balance owed is paid in full.
  3. The repayment agreement shall require payment in full of the balance owing within twelve months, absent extraordinary circumstances.

- B. Debt to Another Housing Authority.** When an applicant owes money to another housing authority from previous public housing residency or Section 8 participation, the applicant will not be admitted without providing proof that the debt has been repaid in full, or the applicant has entered into a Payment Agreement with the other housing authority and is current on the payments.
- C. Consequences of Default:** Section 8 assistance may be denied or terminated if a family does not comply with the terms of a Payment Agreement. In addition, if the family is no longer assisted by Section 8, the balance owing may be submitted for recovery to the State Department of Revenue – Revenue Recapture Program. Names that have been submitted to the Revenue Recapture Program will be withdrawn if a former tenant is readmitted to the Section 8 Program and a new Payment Agreement is executed.

## VI. Time Frame To Find A Suitable Unit

- A. Initial Issuance:** Applicants who are issued a Voucher have a period of 60 days (*called the initial term*) in which to locate a suitable unit and notify the PHA of their intent to enter into a lease with an owner. §982.303
- B. Extensions of Term:**
  - 1. A voucher holder who cannot find a suitable unit within 60 days after a Voucher is issued, but who intends to continue to look for one, must request in writing an extension from the PHA before the voucher has expired. The PHA will grant a family up to two 60-day extensions (for a total of 180 days) unless the PHA has suspended voucher issuances due to current or projected overutilization of vouchers. §982.303(b)
  - 2. An additional 60-day extension (for a total of 240 days) may be granted to a participant family that needs and requests more time as a reasonable accommodation for a family member who is person with a disability, or if the family wishes to use their voucher outside of St. Paul and receiving housing agency has asked the PHA to extend the voucher. The request must be made before the family’s voucher has expired.
- C. Suspension of Term:** The PHA will grant a family a suspension of the Voucher term if the family has submitted a Request for Tenancy Approval during the term of the Voucher. A suspension means that the PHA will “stop the clock” on the term of the Voucher from the time when the family submits a Request for §982.303(c)

Tenancy Approval to lease a unit, until the time when the PHA approves or denies the request.

**VII. Public Housing Residents Requesting Section 8 Assistance**

- A. Residents with Special Housing Needs:** Residents of Public Housing are permitted to request a transfer to the Section 8 Program even when the Section 8 waiting list is closed to new applicants. They will be required to apply for a transfer in accordance with PHA policies on transfers. If their request is approved, the resident's name will be placed on a Section 8 Transfer Waiting List according to the date of the transfer approval. As Vouchers become available, these families will receive the next available form of assistance in rotation with applicants from the Section 8 Program waiting list who are currently not receiving any form of rental assistance.

**VIII. Non-Discrimination In Applicant Selection**

- A. No Discrimination:** The PHA will not discriminate against any applicant for public housing due to race, color, religion, creed, national origin or ancestry, sex, age, handicap, disability, receipt of public assistance, marital status, sexual or affectional orientation, or political or other affiliation.
- B. No Preferential Treatment:** No preference will be given to an applicant because of political affiliation or his or her acquaintance with any public official at the federal, state or local level.

§982.202(b)  
Minn. Stat.  
§363A.09,Subd1  
(1)-(2)  
St. Paul Leg.  
Code (SPLC),  
Chapter 183

**IX. Applicants Ineligible For A Preference**

When an applicant has claimed a preference in their application, and the information provided by the applicant shows that the necessary criteria cannot be met, the PHA shall do the following:

- A.** Promptly notify the applicant in writing of the determination and briefly state the reasons they are ineligible for the preference. The notification will offer the applicant an opportunity to meet with a PHA-designated representative to review the determination. The request to discuss the determination must be made in writing within 10 days of the date of the notification letter.
- B.** The PHA-designated representative may be an officer or employee, including the staff person who made or reviewed the determination.

**X. Misrepresentation**

Any material misrepresentation on the part of an applicant revealed through the application process or otherwise, may result in a

*SECTION 8 ADMISSION & OCCUPANCY POLICIES*

determination of ineligibility. The applicant shall be notified in writing of such determination by the PHA, and will be given the opportunity for an informal review of the matter.



# 2022 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN

Metropolitan Council Housing and Redevelopment Authority

Approved by Metropolitan Council:

October 12, 2022  
September 22, 2021  
September 23, 2020  
February 12, 2020  
September 25, 2019  
November 28, 2018

Copyright 2005 by Nan McKay & Associates, Inc.

All rights reserved

Permission to reprint granted only to the Public Housing Authority or Housing Agency that has purchased this plan from Nan McKay & Associates, Inc. This document may not be reprinted or distributed to any other person or entity other than the purchasing agency without the express written permission of Nan McKay & Associates, Inc.

# Table of Contents

<b>INTRODUCTION</b> .....	<b>1</b>
ABOUT THE REFERENCES CITED IN THE MODEL ADMINISTRATIVE PLAN .....	1
RESOURCES CITED IN THE MODEL ADMINISTRATIVE PLAN.....	2
<b>CHAPTER 1: OVERVIEW OF THE PROGRAM AND PLAN</b> .....	<b>1</b>
INTRODUCTION .....	1
PART I: THE PHA .....	2
1-I.A. Overview .....	2
1-I.B. Organization and Structure of the PHA.....	2
1-I.C. PHA Mission.....	2
1-I.D. The PHA’S Programs.....	3
1-I.E. The PHA’S Commitment to Ethics and Service .....	3
PART II. THE HOUSING CHOICE VOUCHER (HCV) PROGRAM .....	4
1-II.A. Overview and History of the Program .....	4
1-II.B. HCV Program Basics .....	5
1-II.C. The HCV Partnerships .....	6
1-II.D. Applicable Regulations.....	9
<b>PART III. THE HCV ADMINISTRATIVE PLAN</b> .....	<b>10</b>
1-III.A. Overview and Purpose of the Plan.....	10
1-III.B. Contents of the Plan.....	10
1-III.C. Organization of the Plan .....	11
1-III.D. Updating and Revising the Plan.....	11
<b>CHAPTER 2: FAIR HOUSING AND EQUAL OPPORTUNITY</b> .....	<b>1</b>
INTRODUCTION .....	1
PART I: NONDISCRIMINATION.....	2
2-I.A. Overview .....	2
2-I.B. Nondiscrimination.....	2
PART II: POLICIES RELATED TO PERSONS WITH DISABILITIES .....	5
2-II.A. Overview .....	5
2-II.B. Definition of Reasonable Accommodation .....	5
2-II.C. Request for an Accommodation.....	6
2-II.D. Verification of Disability.....	6
2-II.E. Approval/Denial of a Requested Accommodation .....	7
2-II.F. Program Accessibility for Persons with Hearing Or Vision Impairments.....	8
2-II.G. Physical Accessibility.....	8
2-II.H. Denial or Termination of Assistance .....	9
PART III: IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP). .....	11
2-III.A. Overview .....	11
2-III.B. Oral Interpretation .....	11
2-III.C. Written Translation.....	12
EXHIBIT 2-1: DEFINITION OF A PERSON WITH A DISABILITY UNDER FEDERAL CIVIL RIGHTS LAWS .....	13
EXHIBIT 2-2: ADDENDUM: SPECIFIC STEPS TO AFFIRMATIVELY FURTHER FAIR HOUSING .....	15
<b>CHAPTER 3: ELIGIBILITY</b> .....	<b>1</b>
INTRODUCTION .....	1
PART I: DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS.....	2
3-I.A. Overview .....	2



3-I.B. Family and Household.....	2
3-I.C. Family Break-Up and Remaining Member of Tenant Family Break-up.....	3
3-I.D. Head of Household.....	4
3-I.E. Spouse, Co-Head, and Other Adult.....	4
3-I.F. Dependent.....	4
3-I.G. Full-Time Student.....	5
3-I.H. Elderly and Near-Elderly Persons, and Elderly Family.....	5
3-I.I. Persons with Disabilities and Disabled Family.....	5
3-I.J. Guests.....	6
3-I.K. Foster Children and Foster Adults.....	6
3-I.L. Absent Family Members.....	7
3-I.M. Live in Aide.....	9
<b>PART II: BASIC ELIGIBILITY CRITERIA.....</b>	<b>11</b>
3-II.A. Income Eligibility and Targeting.....	11
3-II.B. Citizenship or Eligible Immigration Status.....	12
3-II.C. Social Security Numbers.....	15
3-II.D. Family Consent to Release of Information.....	15
3-II.E. Students Enrolled in Institutions of Higher Education.....	15
<b>PART III: DENIAL OF ASSISTANCE.....</b>	<b>22</b>
3-III.A. Overview.....	22
3-III.B. Mandatory Denial of Assistance.....	23
3-III.C. Other Permitted Reasons for Denial of Assistance.....	24
3-III.D. Screening.....	26
3-III.E. Criteria for Deciding to Deny Assistance.....	27
3-III.F. Notice of Eligibility or Denial.....	29
3-III.G. Prohibition Against Denial of Assistance to Victims of Domestic Violence, Sexual Assault, Dating Violence, and Stalking.....	30
EXHIBIT 3-1: DETAILED DEFINITIONS RELATED TO DISABILITIES.....	32
EXHIBIT 3-2: DEFINITION OF INSTITUTION OF HIGHER EDUCATION.....	34
<b>CHAPTER 4: APPLICATIONS, WAITING LIST AND TENANT SELECTION.....</b>	<b>1</b>
INTRODUCTION.....	1
<b>PART I: THE APPLICATION PROCESS.....</b>	<b>2</b>
4-I.A. Overview.....	2
4-I.B. Applying for Assistance.....	2
4-I.C. Accessibility of the Application Process.....	2
4-I.D. Placement on the Waiting List.....	3
<b>PART II: MANAGING THE WAITING LIST.....</b>	<b>4</b>
4-II.A. Overview.....	4
4-II.B. Organization of the Waiting List.....	4
4-II.C. Opening and Closing the Waiting List.....	5
4-II.D. Family Outreach.....	6
4-II.E. Reporting Changes in Family Circumstances.....	6
4-II.F. Updating the Waiting List.....	7
<b>PART III: SELECTION FOR HCV ASSISTANCE.....</b>	<b>8</b>
4-III.A. Overview.....	8
4-III.B. Selection and HCV Funding Sources.....	8
4-III.C. Selection Method.....	10
4-III.D. Notification of Selection.....	14
4-III.E. The Application Interview.....	14
4-III.F. Completing the Application Process.....	15

<b>CHAPTER 5: BRIEFINGS AND VOUCHER ISSUANCE .....</b>	<b>1</b>
INTRODUCTION .....	1
PART I: BRIEFINGS AND FAMILY OBLIGATIONS .....	2
5-I.A. Overview .....	2
5-I.B. Briefing .....	2
5-I.C. Family Obligations.....	6
PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE.....	8
5-II.A. Overview .....	8
5-II.B. Determining Family Unit (Voucher) Size .....	8
5-II.C. Exceptions to Subsidy Standards .....	9
5-II.D. Voucher Issuance .....	9
5-II.E. Voucher Term, Extensions, and Suspensions .....	10
<b>CHAPTER 6: INCOME AND SUBSIDY DETERMINATIONS.....</b>	<b>1</b>
INTRODUCTION .....	1
PART I: ANNUAL INCOME.....	2
6-I.A. Overview .....	2
6-I.B. Household Composition and Income .....	2
6-I.C. Anticipating Annual income.....	5
6-I.D. Earned Income .....	7
6-I.E. Earned Income Disallowance for Persons with Disabilities .....	10
6-I.F. Business Income .....	14
6-I.G. Assets .....	15
6-I.H. Periodic Payments .....	23
6-I.I. Payments in Lieu of Earnings.....	24
6-I.J. Welfare Assistance .....	25
6-I.K. Periodic and Determinable Allowances.....	26
6-I.L. Student Financial Assistance .....	26
6-I.M. Additional Exclusions From Annual Income .....	28
PART II: ADJUSTED INCOME .....	31
6-II.A. Overview .....	31
6-II.B. Dependent Deduction.....	32
6-II.C. Elderly or Disabled Family Deduction.....	32
6-II.D. Medical Expenses Deduction.....	32
6-II.E. Disability Assistance Expenses Deduction .....	33
6-II.F. Child Care Expense Deduction .....	34
PART III: CALCULATING FAMILY SHARE AND PHA SUBSIDY.....	38
6-III.A. Overview of Rent and Subsidy Calculations .....	38
6-III.B. Financial Hardships Affecting Minimum Rent .....	39
6-III.C. Applying Payment Standards.....	43
6-III.D. Applying Utility Allowances .....	45
6-III.E. Prorated Assistance for Mixed Families.....	46
EXHIBIT 6-1: ANNUAL INCOME INCLUSIONS .....	47
EXHIBIT 6-2: ANNUAL INCOME EXCLUSIONS.....	49
EXHIBIT 6-3: TREATMENT OF FAMILY ASSETS .....	51
EXHIBIT 6-4: EARNED INCOME DISALLOWANCE FOR PERSONS WITH DISABILITIES .....	52
EXHIBIT 6-5: THE EFFECT OF WELFARE BENEFIT REDUCTION .....	54
<b>CHAPTER 7: VERIFICATION .....</b>	<b>1</b>
INTRODUCTION .....	1
PART I: GENERAL VERIFICATION REQUIREMENTS .....	2

7-I.A. Family Consent to Release of Information .....	2
7-I.B. Overview of Verification Requirements .....	2
7-I.C. Upfront Income Verification (UIV) .....	3
7-I.D. Third-Party Written and Oral Verification .....	6
7-I.E. Self-Certification .....	8
<b>PART II. VERIFYING FAMILY INFORMATION .....</b>	<b>10</b>
7-II.A. Verification of Legal Identity .....	10
7-II.B. Social Security Numbers .....	10
7-II.C. Documentation of Age .....	12
7-II.D. Family Relationships .....	12
7-II.E. Verification of Student Status .....	12
7-II.F. Documentation of Disability .....	14
7-II.G. Citizenship or Eligible Immigration Status .....	15
7-II.H. Verification of Preference Status .....	16
<b>PART III: VERIFYING INCOME AND ASSETS .....</b>	<b>17</b>
7-III.A. Earned Income .....	17
7-III.B. Business and Self Employment Income .....	17
7-III.C. Periodic Payments and Payments in Lieu of Earnings .....	17
7-III.D. Spousal Maintenance or Child Support .....	18
7-III.E. Assets and Income From Assets .....	18
7-III.F. Net Income From Rental Property .....	19
7-III.G. Retirement Accounts .....	19
7-III.H. Income From Excluded Sources .....	20
7-III.I. Zero Annual income Status .....	20
7-III.J. Student Financial Assistance .....	21
7-III.K. Parental Income of Students Subject to Eligibility Restrictions .....	21
<b>PART IV: VERIFYING MANDATORY DEDUCTIONS .....</b>	<b>23</b>
7-IV.A. Dependent and Elderly/Disabled Household Deductions .....	23
7-IV.B. Medical Expense Deduction .....	23
7-IV.C. Disability Assistance Expenses .....	25
7-IV.D. Child Care Expenses .....	26
<b>EXHIBIT 7-1: SUMMARY OF DOCUMENTATION REQUIREMENTS FOR NONCITIZENS .....</b>	<b>29</b>
<b>CHAPTER 8: HOUSING QUALITY STANDARDS AND RENT REASONABLENESS DETERMINATIONS.....</b>	<b>1</b>
<b>INTRODUCTION .....</b>	<b>1</b>
<b>PART I: PHYSICAL STANDARDS .....</b>	<b>2</b>
8-I.A. General HUD Requirements .....	2
8-I.B. Additional Local Requirements .....	3
8-I.C. Life-Threatening Conditions .....	7
8-I.D. Owner and Family Responsibilities .....	9
8-I.E. Special Requirements for Children with Environmental Intervention Blood Lead Level .....	9
8-I.F. Violation of HQS Space Standards .....	10
<b>PART II: THE INSPECTION PROCESS .....</b>	<b>11</b>
8-II.A. Overview .....	11
8-II.B. Initial HQS Inspection .....	13
8-II.C. Annual/Biennial HQS Inspections .....	16
8-II.D. Special Inspections .....	16
8-II.E. Quality Control Inspections .....	17
8-II.F. Inspection Results and Reinspections for Units Under HAP Contract .....	17
8-II.G. Enforcing Owner Compliance .....	18
8-II.H. Enforcing Family Compliance with HQS .....	19
<b>PART III: RENT REASONABLENESS .....</b>	<b>20</b>

8-III.A. Overview .....	20
8-III.B. When Rent Reasonableness Determinations are Required .....	20
8-III.C. How Comparability is Established.....	21
8-III.D. PHA Rent Reasonableness Methodology .....	22
EXHIBIT 8-1: OVERVIEW OF HUD HOUSING QUALITY STANDARDS.....	23
EXHIBIT 8-2: SUMMARY OF TENANT PREFERENCE AREAS RELATED TO HOUSING QUALITY .....	26
<b>CHAPTER 9: GENERAL LEASING POLICIES .....</b>	<b>1</b>
INTRODUCTION .....	1
9-I.A. Tenant Screening .....	1
9-I.B. Requesting Tenancy Approval .....	2
9-I.C. Owner Participation.....	3
9-I.D. Eligible Units .....	4
9-I.E. Lease and Tenancy Addendum .....	6
9-I.F. Tenancy Approval.....	9
9-I.G. HAP Contract Execution .....	9
9-I.H. Changes in Lease or Rent .....	10
<b>CHAPTER 10: MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY .....</b>	<b>1</b>
INTRODUCTION .....	1
PART I. MOVING WITH CONTINUED ASSISTANCE .....	2
10-I.A. Allowable Moves .....	2
10-I.B. Restrictions on Moves .....	3
10-I.C. Moving Process.....	5
PART II: PORTABILITY .....	7
10-II.A. Overview .....	7
10-II.B. Initial PHA Role .....	7
10-II.C. Receiving PHA Role.....	12
<b>CHAPTER 11: REEXAMINATIONS .....</b>	<b>1</b>
INTRODUCTION .....	1
PART I: ANNUAL REEXAMINATIONS.....	2
11-I.A. Overview .....	2
11-I.B. Scheduling Annual Reexaminations .....	2
11-I.C. Conducting Annual Reexaminations.....	3
11-I.D. Determining Ongoing Eligibility of Certain Students .....	4
11-I.E. Effective Dates .....	4
PART II: INTERIM RENT CHANGES .....	6
11-II.A. Overview .....	6
11-II.B. Changes in Family and Household Composition .....	6
11-II.C. Changes Affecting Income or Expenses.....	8
11-II.D. Processing the Interim Reexamination .....	9
PART III: RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT .....	10
11-III.A. Overview .....	10
11-III.B. Changes in Payment Standards and Utility Allowances .....	10
11-III.C. Notification of New Family Share and HAP Amount.....	11
11-III.D. Discrepancies.....	12
<b>CHAPTER 12: TERMINATION OF ASSISTANCE AND TENANCY .....</b>	<b>1</b>
PART I: GROUNDS FOR TERMINATION OF ASSISTANCE .....	2
12-I.A. Overview .....	2
12-I.B. Family No Longer Requires Assistance .....	2

12-I.C. Family Chooses to Terminate Assistance.....	2
12-I.D. Mandatory Termination of Assistance.....	2
12-I.E. Mandatory Policies and Other Authorized Terminations.....	5
PART II: APPROACH TO TERMINATION OF ASSISTANCE .....	8
12-II.B. Method of Termination .....	8
12-II.C. Alternatives to Termination of Assistance.....	8
12-II.D. Criteria for Deciding to Terminate Assistance.....	9
12-II.E. Terminations Related to Domestic Violence, Dating Violence, SEXUAL ASSAULT or Stalking.....	9
12-II.F. Termination Notice .....	12
12-II.G. How Termination of Assistance Affects the HAP Contract and Lease .....	13
PART III: TERMINATION OF TENANCY BY THE OWNER .....	14
12-III.A. Overview .....	14
12-III.B. Grounds for Owner Termination of Tenancy.....	14
12-III.C. Eviction.....	16
12-III.E. Effect of Tenancy Termination of the Family's Assistance .....	16
EXHIBIT 12-1: METO HRA HCV STATEMENT OF RESPONSIBILITIES.....	17
<b>CHAPTER 13: OWNERS .....</b>	<b>1</b>
INTRODUCTION.....	1
PART I. OWNERS IN THE HCV PROGRAM.....	2
13-I.A. Owner Recruitment and Retention.....	2
13-I.B. Basic HCV Program Requirements.....	3
13-I.C. Owner Responsibilities.....	4
13-I.D. Owner Qualifications .....	5
13-I.E. Non-Discrimination .....	7
PART II. HAP CONTRACTS.....	9
13-II.A. Overview .....	9
13-II.B. HAP Contract Contents.....	9
13-II.C. HAP Contract Payments .....	10
13-II.D. Breach of HAP Contract.....	12
13-II.E. HAP Contract Term and Terminations .....	13
13-II.F. Change in Ownership/Assignment of the HAP Contract.....	14
13-II.G. Foreclosure .....	15
<b>CHAPTER 14: PROGRAM INTEGRITY .....</b>	<b>1</b>
INTRODUCTION.....	1
PART I: PREVENTING, DETECTING, AND INVESTIGATING ERRORS AND PROGRAM ABUSE.....	2
14-I.A. Preventing Errors and Program Abuse .....	2
14-I.B. Detecting Errors and Program Abuse .....	3
14-I.C. Investigating Errors and Program Abuse .....	4
PART II: CORRECTIVE MEASURES AND PENALTIES .....	6
14-II.A. Subsidy Under or Overpayments.....	6
14-II.B. Family-Caused Errors and Program Abuse .....	6
14-II.C. Owner-Caused Error or Program Abuse.....	8
14-II.D. PHA-Caused Errors or Program Abuse .....	9
14-II.E. Criminal Prosecution .....	10
14-II.F. Fraud and Program Abuse Recoveries .....	10
<b>CHAPTER 15: SPECIAL HOUSING TYPES .....</b>	<b>1</b>
INTRODUCTION.....	1
PART I: SINGLE ROOM OCCUPANCY .....	2
15-I.A. Overview .....	2

15-I.B. Payment Standard, Utility Allowance, and HAP Calculation.....	2
15-I.C. Housing Quality Standards (HQS).....	2
PART II. CONGREGATE HOUSING .....	4
15-I.A. Overview .....	4
15-I.B. Payment Standard, Utility Allowance, and HAP Calculation.....	4
PART III. MANUFACTURED HOMES .....	11
15-VI.A. Overview.....	11
15-VI.B. Special Policies for Manufactured Home Owners Who Lease a Space.....	11
15-VI.C. Payment Standard, Utility Allowance and HAP Calculation .....	11
15-II.D. Housing Quality Standards .....	13
<b>CHAPTER 16: PROGRAM ADMINISTRATION .....</b>	<b>1</b>
INTRODUCTION .....	1
PART I: ADMINISTRATIVE FEE RESERVE .....	2
PART II: SETTING PROGRAM STANDARDS AND SCHEDULES.....	3
16-II.A. Overview .....	3
16-II.B. Payment Standards.....	3
16-II.C. Utility Allowances .....	6
PART III: INFORMAL REVIEWS AND HEARINGS .....	8
16-III.A. Overview .....	8
16-III.B. Informal Reviews.....	8
16-III.C. Informal Hearings for Participants.....	12
16-III.D. Hearing and Appeal Provisions for Non-Citizens.....	20
PART IV: OWNER OR FAMILY DEBTS TO THE PHA .....	25
16-IV.A. Overview.....	25
16-IV.B. Repayment Policy.....	25
PART V: SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) .....	29
16-V.A. Overview .....	29
16-V.B. SEMAP Certification .....	29
16-V.C. SEMAP Indicators.....	30
PART VI: RECORD KEEPING.....	34
16-VI.A. Overview .....	34
16-VI.B. Record Retention.....	34
16-VI.C. Records Management .....	35
PART VII: REPORTING AND RECORD KEEPING FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL .....	37
16-VII.A. Overview.....	37
16-VII.B. Reporting Requirement.....	37
16-VII.C. Data Collection and Record Keeping .....	37
PART VIII: DETERMINATION OF INSUFFICIENT FUNDING .....	38
16-VIII.A. Overview .....	38
16-VIII.B. Methodology .....	38
PART IX: VIOLENCE AGAINST WOMEN ACT (VAWA): NOTIFICATION, DOCUMENTATION, CONFIDENTIALITY.....	39
16-IX.A. Overview .....	39
16-IX.B. Definitions .....	39
16-IX.C. Notification .....	40
16-IX.D. Documentation.....	41
16-IX.E. Confidentiality .....	43
EXHIBIT 16-1: NOTICE TO HCV APPLICANTS AND TENANTS REGARDING VAWA .....	45
EXHIBIT 16-2: NOTICE TO HCV OWNERS AND MANAGERS REGARDING VAWA.....	54
EXHIBIT 16-3 EMERGENCY TRANSFER PLAN FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING .....	64

<b>CHAPTER 17: PROJECT-BASED VOUCHERS .....</b>	<b>1</b>
INTRODUCTION .....	1
PART I: GENERAL REQUIREMENTS .....	2
17-I.A. Overview .....	2
17-I.B. Tenant-Based VS. Project-Based Voucher Assistance .....	3
17-I.C. Relocation Requirements .....	3
17-I.D. Equal Opportunity Requirements .....	4
PART II: PBV OWNER PROPOSALS .....	5
17-II.A. Overview .....	5
17-II.B. Owner Proposal Selection Procedures .....	5
17-II.C. Housing Type .....	9
17-II.D. Prohibition of Assistance for Certain Units Ineligible Housing Types .....	9
17-II.E. Subsidy Layering Requirements .....	10
17-II.F. Cap on Number of PBV Units in Each Project .....	11
17-II.G. Site Selection Standards .....	13
17-II.H. Environmental Review .....	14
PART III: DWELLING UNITS .....	16
17-III.A. Overview .....	16
17-III.B. Housing Quality Standards .....	16
17-III.C. Housing Accessibility for Persons with Disabilities .....	16
17-III.D. Inspecting Units .....	16
PART IV: REHABILITATED AND NEWLY CONSTRUCTED UNITS .....	19
17-IV.A. Overview .....	19
17-IV.B. Agreement to Enter into HAP Contract .....	19
17-IV.C. Conduct of Development Work .....	20
17-IV.D. Completion of Housing .....	21
PART V: HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP) .....	22
17-V.A. Overview .....	22
17-V.B. HAP Contract Requirements .....	22
17-V.C. Amendments to the HAP Contract .....	25
17-V.D. HAP Contract Year, Anniversary, and Expiration Dates .....	26
17-V.E. Owner Responsibilities Under the HAP .....	26
17-V.F. Additional HAP Requirements .....	27
PART VI: SELECTION OF PBV PROGRAM PARTICIPANTS .....	29
17-VI.A. Overview .....	29
17-VI.B. Eligibility for PBV Assistance .....	29
17-VI.C. Organization of the Waiting List .....	30
17-VI.D. Selection from the Waiting List .....	31
17-VI.E. Offer of PBV Assistance .....	32
17-VI.F. Owner Selection of Tenants .....	33
17-VI.G. Tenant Screening .....	33
PART VII: OCCUPANCY .....	35
17-VII.A. Overview .....	35
17-VII.B. Lease .....	35
17-VII.C. Moves .....	38
17-VII.D. Exceptions to the Occupancy Cap .....	40
PART VIII: DETERMINING RENT TO OWNER .....	43
17-VIII.A. Overview .....	43
17-VIII.B. Rent Limits .....	43
17-VIII.C. Reasonable Rent .....	46
17-VIII.D. Effect of Other Subsidy and Rent Control .....	47

PART IX: PAYMENTS TO OWNER.....	49
17-IX.A. Housing Assistance Payments .....	49
17-IX.B. Vacancy Payments .....	49
17-IX.C. Tenant Rent to Owner .....	49
17-IX.D. Other Fees and Charges .....	50
<b>CHAPTER 18: PROJECT BASED VOUCHERS (PBV) UNDER THE RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM.....</b>	<b>1</b>
INTRODUCTION .....	1
PART I: GENERAL REQUIREMENTS .....	2
18-I.A. Overview and History of the RAD Program.....	2
18-I.B. Applicable Regulations.....	2
18-I.C. Tenant-Based vs. Project-Based Voucher Assistance .....	4
18-I.D. Relocation REQUIREMENTS .....	4
18-I.E. Equal Opportunity Requirements .....	6
PART II: PBV PROJECT SELECTION .....	7
18-II.A. Overview .....	7
18-II.B. Ownership and Control.....	7
18-II.C. PHA-Owned Units.....	8
18-II.D. Subsidy Layering Requirements .....	8
18-II.E. PBV Percentage Limitation .....	9
18-II.F. Site Selection Standards .....	9
18-II.G. Environmental Review .....	10
PART III: DWELLING UNITS .....	11
18-III.A. Overview .....	11
18-III.B. Housing Quality Standards .....	11
18-III.C. Housing Accessibility for Persons with Disabilities.....	11
18-III.D. Inspecting Units.....	11
PART IV: HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT .....	14
18-IV.A. Overview .....	14
18-IV.B. HAP Contract Requirements .....	14
18-IV.C. Amendments to the HAP Contract .....	15
18-IV.D. HAP Contract Year and Anniversary Dates .....	16
18-IV.E. Owner Responsibilities UNDER THE HAP CONTRACT.....	16
18-IV.F. Vacancy Payments .....	17
PART V: SELECTION OF PBV PROGRAM PARTICIPANTS .....	18
18-V.A. Overview .....	18
18-V.B. Prohibited Rescreening of Existing Tenants Upon Conversion.....	18
18-V.C. Eligibility for PBV Assistance .....	18
18-V.D. Organization of the Waiting List.....	19
18-V.E. Selection from the Waiting List .....	19
18-V.F. Offer of PBV Assistance .....	20
18-V.G. Owner Selection of Tenants .....	21
18-V.H. Tenant Screening .....	22
PART VI: OCCUPANCY .....	24
18-VI.A. Overview .....	24
18-VI.B. Lease .....	24
18-VI.C. Public Housing FSS and ROSS PARTICIPANTS.....	28
18-VI.D. Resident Participation and Funding.....	28
18-VI.E. Moves .....	29
18-VI.F. Reexaminations .....	31
18-VI.G. Earned Income Disallowance .....	32



18-VI.H. Residents' Procedural Rights .....	32
18-VI.I. Informal Reviews and Hearings .....	33
PART VII: DETERMINING CONTRACT RENT .....	34
18-VII.A. Initial Contract Rents.....	34
18-VII.B. Adjusting Contract Rents .....	34
18-VII.C. Utility Allowances.....	35
18-VII.D. Reasonable Rent.....	36
PART VIII: PAYMENTS TO OWNER.....	37
18-VIII.A. Housing Assistance Payments .....	37
18-VIII.B. Vacancy Payments .....	37
18-VIII.C. Tenant Rent to Owner .....	38
18-VIII.D. Phase-In of Tenant Rent Increases.....	39
18.VIII.E. Other Fees and Charges .....	40
<b>GLOSSARY .....</b>	<b>1</b>
ACRONYMS USED IN SUBSIDIZED HOUSING .....	1
GLOSSARY OF TERMS IN SUBSIDIZED HOUSING .....	3

## **PART III: SELECTION FOR HCV ASSISTANCE**

### **4-III.A. OVERVIEW**

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

### **4-III.B. SELECTION AND HCV FUNDING SOURCES**

#### **Special Admissions** [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

#### **Targeted Funding** [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C, Order of Selection, and in accordance with HUD requirement for the program.

#### PHA Policy

The PHA administers the following types of targeted funding:

#### **Non-Elderly Disabled (NED) Vouchers**

- This program enables families having a person with disabilities to lease affordable private housing of their choice and also may assist persons with disabilities who often face difficulties in locating suitable and accessible housing on the private market.

- NED vouchers will be issued to qualified applicants on the PHA's Housing Choice Voucher waiting list according to the selection procedures outlined in Chapter 4.

### **Family Unification Program (FUP)**

- This program assists families for whom the lack of adequate housing is a primary factor in the separation, or the threat of imminent separation, of children from their families.
- Families applying for FUP must be referred by a Public Child Welfare Agency (PCWA).
- Families verified as eligible will be placed on the waiting list according to date and time of application.
- The PCWA will provide support services.

### **Foster Youth to Independence Initiative**

The Foster Youth to Independence Initiative is a cross-system collaborative effort to prevent and end homelessness among youth with a current or prior history of child welfare involvement. The program is a collaboration to identify, target and connect eligible youth at-risk of or experiencing homelessness to housing and related supports.

- Families applying for FYI must be referred by a Public Child Welfare Agency
- Youth are considered eligible when the youth:
  - Has attained at least 18 years and not more than 24 years of age;
  - Left foster care, or will leave foster care within 90 days; and
  - Is homeless or is at risk of becoming homeless at age 16 or older.
- Families verified as eligible will be placed on the waiting list according to date and time of application.
- The FYI Vouchers may only be used for a maximum of 36 months.
- The PCWA will provide support services, including a transition plan for after the 36-month period.

### **Veterans Affairs Support Housing (VASH) Program**

This program combines HUD Housing Choice Voucher program rental assistance for homeless veterans with case management and clinical services provided by the Department of Veterans Affairs (VA). HUD VASH vouchers are administered in accordance with the HCV tenant-based rental assistance regulations 24 CFR part 982 and the regulations specific to the VASH program including but not limited to the following:

- VASH serves homeless veterans who have an identified need for case management
- VASH participants must agree to receive and cooperate with intensive case management services provided by the VA.

- Assistance must be terminated for non-cooperation with the case management requirements.
- The VA will refer VASH-eligible families to the PHA and provide housing search assistance.
- Income and citizenship eligibility will be determined according to Housing Choice Voucher program rules.
- Admission will be prohibited for any member of the household that is subject to a lifetime sex offender registration. All other screening criteria will be waived.

### **Mainstream Voucher Program**

- This program provides funding to assist non-elderly persons with disabilities who are:
  - Transitioning out of institutional or other segregated setting,
  - At serious risk of institutionalization,
  - Homeless, or
  - At risk of becoming homeless
- Admission for the program will be made through referrals from contracted service partners working directly with the Metro Transit Homeless Action Team, through Coordinated Entry and through direct referrals from community and county partners, as appropriate.
- If additional Mainstream vouchers become available through HUD, the Metro HRA will apply to receive additional vouchers.

### **Emergency Housing Vouchers**

Emergency Housing Vouchers are tenant-based rent assistance for individuals and families who are experiencing homelessness, at risk of homelessness, fleeing or attempting to flee domestic violence or were recently homeless.

- Referrals much come through the County Continuum of Care Coordinated Entry System.
- The Counties and their service partners provide supportive services.
- The vouchers sunset after September 30, 2023. Vouchers continue to be provided to new families upon turnover if prior to the sunset date.

Other targeted funding, if awarded new funding.

### **Regular HCV Funding**

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

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

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

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

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

PHA Policy

The HRA has adopted the following category of preferences:

- Insufficient Funding (4 points)

Preference will be given to any family that has been terminated or is at imminent risk of being terminated from the following HRA programs due to insufficient funding:

- Housing Choice Voucher
- Project Based Voucher
- Bridges
- Continuum of Care
- Housing Opportunities for Persons with Aids
- Housing Trust Fund

- Mobility Demonstration Program (3 points)

The PHA, in partnership with Minneapolis Public Housing Authority, was awarded funds under the Housing Choice Voucher (HCV) Mobility Demonstration Program. The program will assist families with children in gaining better access to low-poverty neighborhoods with high-performing schools and other strong community resources. The program will offer mobility-related supports to a selected group of HCV holders to determine what services are most effective in helping families move and achieve success. The program will include an independent evaluation and research component.

- Preference will be given to families with at least one child aged 13 or under that live in census tracts with a family poverty rate of 30 percent or higher.
- If the PHA does not have enough families on the waiting list that meet the required preference, the PHA will select the next available family with at least one child 17 or under from the waiting list.

- This preference will be applied to a limited number of families each year in accordance with the enrollment schedule of the HCV Demonstration Program.
- The Metro HRA has a Joint Powers Agreement with MPHA to eliminate the portability requirement. Each agency will administer their own vouchers regardless of where the family chooses to live.
- Participants enrolled in the Mobility Demonstration Program that move to Minneapolis will be assigned bedroom space according to the MPHA’s subsidy standards.
- Small Area Fair Market Rents (SAFMR) will be used for participants enrolled in the Mobility Demonstration Program that move to Minneapolis.

- “Move Up” from Permanent Supportive Housing (2 points)

The PHA will partner with the Hennepin, Ramsey and Suburban Metro Area Continuum of Care (CoC) to identify individuals and families ready to transition or “move up” from Permanent Supportive Housing (PSH) units. These are families that were homeless prior to entry into the PSH program and who continue to need a rental subsidy but no longer require intensive supportive services.

- The PHA will accept referrals from the CoC’s Coordinated Entry Program. Move-Up applicants will be identified by PSH based on Move-Up eligibility criteria:

- A minimum of two years living in Permanent Supportive Housing
- Ongoing source of income
- Paid rent on-time and in full every month for at least ten of the past twelve months or are in compliance with the Housing Supports program.
- Connected to mainstream or community resources

PHA Moving On Preference

- The PHA will allocate up to 40 Housing Choice Vouchers per calendar year toward the Move-Up Preference. Once these vouchers have been utilized in a calendar year, no additional priority will be given under this category.

- Homework Starts with Home Preference (1 point)

The PHA will partner with suburban Ramsey County school districts, Solid Ground and Suburban Ramsey County Family Collaborative (program partners) to provide rent assistance to people of underserved and under-supported populations including black, indigenous and people of color, and lesbian, gay, bisexual, transgender, queer or questioning and Intersex (LGBTQI) students and families who are homeless, doubled up or at imminent risk of homelessness.

- The HSWH program partners provides rent subsidy and support services to enrolled families for 18 months.
  - The PHA will accept referrals from the program partners for families whose HSWH rent assistance has ended and who continue to have a need for rent assistance.
  - The program partners will continue to provide support services as the families transition to the Housing Choice Voucher program and for a two-year period thereafter.
  - The PHA will allocate up to 20 Housing Choice Vouchers per calendar year toward the HSWH partnership. Once these vouchers have been utilized in a calendar year, no additional priority will be given under this category.
- Residency Preference (1 point)
    - The PHA will offer a preference for 95% of waiting list placements to families who reside, work or have been hired to work or got to school full-time in the PHA's service area. Full-time student is defined as a person who is carrying a subject load that is considered full time by an educational institution with a degree or certificate program.

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

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

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

### **PHA Policy**

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

### **Order of Selection**

The PHA system of preferences may select families based on local preferences according to the date and time of application [24 CFR 982.207(c)]. If a PHA does not have enough funding

to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

#### PHA Policy

- Families will be selected from the waiting list according to their assigned date and time of application.
- Families that qualify for a specified category of program funding (targeted funding) or local preference may be selected from the waiting list ahead of higher placed families that do not qualify for the targeted funding or a preference. However, within any targeted funding category or eligible preference category, applicants will be selected according to the assigned date and time their application is received.

#### **4-III.D. NOTIFICATION OF SELECTION**

When a family has been selected from the waiting list, the PHA must notify the family.

#### PHA Policy

The PHA will electronically notify the family when it is selected from the waiting list. If the family does not attend the first scheduled interview, they will be provided a second and final opportunity to attend. The notice will inform the family of the following:

- Interview appointment requirement.
  - Who is required to attend the interview
  - All documents that must be provided at the interview, including information about what constitutes acceptable documentation.
- Other forms of communication will be considered under extenuating circumstances, to assist a family with LEP or as a reasonable accommodation, persons with disabilities.

#### **4-III.E. THE APPLICATION INTERVIEW**

The PHA will obtain the information and documentation needed to make an eligibility determination through a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2012-10].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.



## PHA Policy

- Families selected from the waiting list are required to participate in an eligibility interview.
- The head of household must attend the interview. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the PHA.
- Pending disclosure and documentation of social security numbers, the PHA will allow the family to retain its place on the waiting list for ninety (90) days. If not, all household members have disclosed their SSNs at the next time the PHA is issuing vouchers, the PHA will issue a voucher to the next eligible applicant family on the waiting list.
- The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are missing, the PHA will provide the family with a written list of items that must be submitted.
- Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview or the request by the PHA. If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).
- An advocate, interpreter, or other assistant may assist the family with the application and the interview process.
- Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation services upon request.
- Other forms of communication will be considered under extenuating circumstances or as a reasonable accommodation, persons with disabilities. If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the PHA will provide a second and final opportunity to attend the interview. Applicants who fail to attend two scheduled interviews without PHA approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

### **4-III.F. COMPLETING THE APPLICATION PROCESS**

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or

selection preference that affected the order in which the family was selected from the waiting list.

### PHA Policy

- If the PHA determines that the family is ineligible, the PHA will send electronic notification of the ineligibility. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal review (Chapter 16).
- Other forms of communication will be considered under extenuating circumstances, to assist a family with LEP or as a reasonable accommodation, persons with disabilities .
- If the PHA determines the family is eligible to receive assistance, the PHA will invite the family to attend a briefing in accordance with policies in Chapter 5.

## **Memorandum of Understanding**

### **For the Administration of HUD Emergency Housing Vouchers**

This Memorandum of Understanding (“MOU”) is entered into by the Metropolitan Council, acting through its Metropolitan Housing and Redevelopment Authority (“Metro HRA”), with offices located at 390 Robert Street North, Saint Paul, Minnesota 55101, and the Continuums of Care for County of Hennepin, State of Minnesota on behalf of the Hennepin County Continuum of Care, 300 South 6th Street, Minneapolis, Minnesota 55487, Ramsey County, and the Suburban Metro Area Continuum of Care (collectively, the “CoCs”). Metro HRA and each CoC is a “Party” and collectively are the “Parties” to this MOU.

### **Introduction and Background**

Metro HRA is a Public Housing Agency (“PHA”) under federal law and administers a federal Section 8 Housing Choice Voucher program in Anoka, Carver, and most of suburban Hennepin and Ramsey Counties in the seven-county Minneapolis-Saint Paul metropolitan area.

In May 2021 the U.S. Department of Housing and Urban Development (“HUD”) awarded Metro HRA 218 Emergency Housing Vouchers (“EHVs”) which are intended to help address and avoid homelessness of program-eligible individuals and families by providing permanent housing rental assistance vouchers.

Each Continuum of Care manages its own centralized Coordinated Entry System (“CES”) that coordinates program participant intake assessments and provides referrals for individuals and families seeking housing or services. HUD requires the EHV program to receive referrals through the CES. Each CoC CES will identify and refer program-eligible individuals and families to the Metro HRA to receive EHVs.

HUD Notice PIH 2021-15 (HA) (issued May 5, 2021) establishes operating requirements for the EHVs, including a requirement that PHAs which are awarded EHVs must enter into a memorandum of understanding with one or more Continuum of Care entities to establish a partnership for the administration of the EHVs.

### **I. Goals**

**1.01 *Partnership Goals.*** The Metro HRA and CoC partnership will be guided by the following goals:

- (a) Metro HRA and the CoCs are committed to administering the EHVs in accordance with all program requirements. The program requirements established in HUD Notice PIH 2021-15 (as amended, updated, or modified during the term of this MOU) are incorporated into and are part of this MOU. A copy of the Notice is available at: [Emergency Housing Vouchers-Operating Requirements](#).

(b) Metro HRA and the CoCs have established the following goals and standards of success in administering the program:

- (1) Reasonable efforts by the CoCs and Metro HRA will result in the issuance of all 218 EHV's by June 30, 2022;
- (2) Metro HRA will coordinate with the CoCs and associated service providers to match individuals and families with services they are eligible to receive, including mainstream resources; and
- (3) A minimum of 90% of the EHV participants will remain housed as of June 1, 2023.

**1.02 Lead Liaisons.** The following staff will serve as the lead liaisons for this EAV partnership:

Hennepin County Continuum of Care:  
Amy Donohue  
300 South 6<sup>th</sup> Street  
Mail Code 629  
Minneapolis, Minnesota 55487  
Phone: (612) 225-8334

Ramsey County Continuum of Care:  
Loni Aadalen  
Saint Paul/Ramsey County CoC  
160 East Kellogg Boulevard  
Saint Paul, Minnesota 55101  
Phone: (651) 266-4116

Suburban Metro Area Continuum of Care:  
Abby Guilford  
Minnesota Engagement of Shelter and Housing  
740 East 17<sup>th</sup> Street  
Minneapolis, Minnesota 55435  
Phone: (763) 458-9790

Metropolitan Council/Metro HRA:  
Stephanie Paulson  
390 Robert Street North  
Saint Paul, Minnesota 55101  
Phone: (651) 602-1584

If Metro HRA or a CoC designates a different lead liaison, Metro HRA or the CoC will notify the other Parties about the designation. The lead liaisons may not execute amendments to this MOU unless their respective agencies have authorized them to execute amendments.

## **II. Administration of the EHV's**

**2.01 EHV Allocations.** Metro HRA will allocate the EHV's to individuals and families in the CoCs' jurisdictions generally as follows: 116 EHV's to Hennepin County; 52 EHV's to Ramsey County; and 50 EHV's to the jurisdictions represented by the Suburban Metro Area Continuum of Care. These allocations are based on total county population and the percentages of persons living in poverty. The number of EHV's allocated to the Suburban Metro Area Continuum of Care is based on a recognition that the area served by the Suburban Metro Area Consortium will only receive EHV's through Metro HRA while Hennepin and Ramsey Counties will also receive EHV's from the Saint Paul PHA and the Minneapolis Public Housing Authority. These allocations may increase or decrease depending on whether HUD awards Metro HRA additional EHV's or decreases the number of EHV's awarded to Metro HRA. To help ensure EHV's are made available to eligible individuals and families in a timely manner, Metro HRA may deviate from these general allocation targets if EHV's are available, but a CoC does not, or cannot, refer eligible families or individuals from its CES in a timely manner. On or about November 1, 2021, Metro HRA and the CoCs will determine how to most expeditiously use any

EHVs not yet issued. Metro HRA may adjust the numbers of EHVs allocated to each CoC based on rate of referral and circumstances existing as of November 1, 2021, to help ensure unissued EHVs can be used.

**2.02 *Emergency EHV Uses.*** Notwithstanding the allocation provisions of Section 2.01, Metro HRA may make an EHV available to facilitate an emergency transfer in accordance with the Violence Against Women Act (“VAWA”) as outlined in Metro HRA’s Emergency Transfer Plan.

**2.03 *Eligible Participants.*** The CoCs will directly refer individuals and families to Metro HRA. Individuals and families will be verified and referred by the CoCs’ CES according to the criteria established in HUD Notice PIH 2021-15. The CoCs will be responsible for verifying individual and family eligibility under one of the following categories (which are defined in more detail in the Attachment to this MOU and Section 8 of Notice PIH 2021-15 at pages 16-21):

- (a) Homeless; or
- (b) At risk of homelessness; or
- (c) Fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking; or
- (d) Recently homeless.

**2.04 *Priority Referrals.*** The CoCs will refer individuals or families who meet one of the eligibility criteria as they are prioritized in the CES(s). The CoCs will work with the Metro HRA to determine a system for tracking those whose primary nighttime residence is a Metro Transit light rail train, bus, station, or facility who are referred for an EHV and their prioritization order on the CES.

**2.05 *Metro HRA Roles and Responsibilities.*** Metro HRA will:

- (a) Coordinate and consult with the CoCs in expediting the utilization of EHVs.
- (b) Accept direct referrals for eligible individuals and families through the CoC CES.
- (c) Commit a sufficient number of staff and necessary resources to ensure that the application, certification, voucher issuance, and lease up processes and inspections are completed in a timely manner.
- (d) Advertise EHVs to Metro HRA’s Housing Choice Voucher waiting list, and direct applicants to a CoC if the applicants want to be assessed for placement through the CoC’s CES.
- (e) As provided in Section 2.07(d) of this MOU, accept referrals for security deposits, application fees, utility deposit assistance, utility arrears, moving expense assistance, or other expenses allowed under HUD Notice PIH 2021-15.
- (f) Comply with the provisions of this MOU and the applicable provisions of HUD Notice PIH 2021-15.

- (g) Designate and maintain a lead EHV liaison to communicate with the CoCs.

**2.06 CoC Roles and Responsibilities.** Each CoC will:

- (a) Designate and maintain a lead EHV liaison to communicate with Metro HRA and, as appropriate or necessary, the other CoCs.
- (b) Refer eligible individuals and families to Metro HRA using the CoC's CES verification of eligibility under Section 2.03 of this MOU and HUD Notice PIH 2021-15. The CoCs will provide supporting documentation to Metro HRA of the CoCs' verification that the individual and families meet one of the four eligible categories for EHV assistance.
- (c) Comply with the provisions of this MOU and the applicable provisions of HUD Notice PIH 2021-15.
- (d) Ensure connected service providers assist eligible individuals and families with success for up to one year following placement with an EHV. Service requirements are listed in Section 2.07.

**2.07 Services For Eligible EHV Individuals and Families.** The following services will be provided by a CoC, or a partnering service provider, as assigned by the CoC:

- (a) Support individuals and families in completing applications and obtaining necessary documentation to support the application process, including getting to meetings and appointments.
- (b) Provide housing search assistance for eligible individuals and families during their initial search which must include:
  - (1) Identifying potentially available housing units including physically accessible units, as well as units in low-poverty neighborhoods.
  - (2) Providing transportation assistance and directions to potential units.
  - (3) Conducting owner/landlord outreach.
  - (4) Assisting with completion of rental applications.
  - (5) Helping expedite leasing process for the individual or family.
- (c) Make assessments and referrals to mainstream resources, benefits, and support services.
- (d) Only after mainstream resource efforts have been exhausted, provide referrals to Metro HRA for security deposits, application fees, utility deposit assistance, utility arrears, moving expense assistance, landlord incentives or other expenses allowed by HUD Notice PIH 2021-15. If mainstream resource efforts have been exhausted and referrals are made to Metro HRA, Metro HRA will provide some or all of these types of assistance in an aggregate amount not to exceed \$3,000 per individual or family.

- (e) Provide post-move supports for one-year after lease-up to ensure the individual or family remains successfully housed. The individual or family receiving the EHV will be offered support services that can continue for at least 12 months.

### **III. General Provisions**

**3.01 Data Practices/Privacy.** The Parties will provide individuals and families with appropriate Tennessee warnings required under section 13.04, subdivision 2, of the Minnesota Government Data Practices Act, and will comply with applicable data privacy provisions of state and federal law. Data on individuals applying for or receiving benefits under housing assistance programs are classified as private data on individuals under Minnesota Statutes, section 13.462, subdivision 3, and will be treated accordingly by the Parties. Information collected from individuals and families under the EHV program may qualify as Homeless Management Information System (“HMIS”) information under applicable federal law and regulations.

**3.02 Administrative Fees; Costs and Expenses.** HUD will allocate to Metro HRA ongoing administrative fees and one-time services fees that Metro HRA must use only for EHV administration and other eligible expenses as described in HUD Notice PIH 2021-15. The CoCs and Metro HRA will not disburse any fees or other funds to the other Parties under this MOU. Metro HRA and each CoC will be responsible for its own costs and expenses and will not be responsible for any other Party’s costs and expenses.

**3.03 Initial Funding Allocation; MOU Term.** Under HUD Notice PIH 2021-15, the initial funding term of the EHV program will expire on December 31, 2022. HUD anticipates providing renewal funding to PHAs for EHV on a calendar year basis commencing with calendar year 2023. However, EHV funding is subject to congressional authorization and appropriation decisions, and the EHV program will effectively terminate when Metro HRA no longer has any EHV individuals or families under lease and Metro HRA cannot reissue any of its EHV because of the statutory September 30, 2023 reissuance prohibition. This MOU shall remain effective for HUD’s initial funding term and for the period(s) of time for which HUD provides renewal funding for EHV. Metro HRA will provide the CoCs with reasonable advance notice of any HUD decision to discontinue EHV funding, or the expiration or termination of the EHV program.

**3.04 Program Evaluation and Reporting.** Metro HRA and the CoCs will cooperate with HUD, provide requested data to HUD or HUD-approved contractors delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractors, including possible random assignment procedures. When requested, Metro HRA and the CoCs will provide timely and reasonable assistance to any other Party which may be required to report on the EHV program to HUD or other federal agencies or departments.

**3.05 Amendments.** This MOU may be altered only by written amendments executed by the Parties’ authorized signatories. If Metro HRA and a particular CoC wish to amend this MOU only with regard to Metro HRA and that CoC and the amendment does not affect the other CoCs’ roles and responsibilities under this MOU, Metro HRA and the CoC may execute a separate amendment to this MOU that applies only to Metro HRA and the particular CoC, and provide timely notice of such amendment to all Parties.

**3.06 Liability.** The Parties will be responsible for their own acts and omissions and the results of their own acts or omissions. The Parties do not waive any applicable liability limitations conferred on them by Minnesota Statutes, section, 466.04, or any other liability limitations or immunities conferred on them by state or federal law.

**3.07 Insurance.** The Parties shall purchase insurance or utilize a self-insurance program sufficient to cover the maximum level of Minnesota tort liability limits under Minnesota Statutes, Chapter 466.

**3.08 Execution and Effectiveness.** This MOU may be executed in counterpart. The electronic signatures of the Parties' authorized signatories shall be valid as an original signature of the authorized signatories and shall be effective to bind the Parties under this MOU. This MOU is effective as to Metro HRA and any particular CoC on the date that Metro HRA's and the CoC's authorized signatories have signed this MOU. The failure of one or more of the CoCs to execute this MOU or delay in executing this MOU does not affect the effectiveness of this MOU with regard to Metro HRA and the other CoC(s) that sign this MOU.

**3.08 Authorized Signatories.** Each Party represents and warrants that the individual(s) signing this MOU are duly authorized to execute this MOU on behalf of their respective entity.

**METROPOLITAN COUNCIL**

By: *Terri Smith*  
Terri Smith (Jul 28, 2021 13:52 PDT)  
Terri Smith, Director Metro HRA

Date: Jul 28, 2021

**HENNEPIN COUNTY**

By: *D. Hewitt*  
David Hewitt, Sr. Department Administrator

Date: Jul 30, 2021

Reviewed for Hennepin County by the  
County Attorney's Office

*Wendy Zellw*

Date: Jul 30, 2021

**RAMSEY COUNTY  
CONTINUUM OF CARE**

By: *Jim McDonough*  
McDonough Jim (Jul 30, 2021 05:58 CDT)  
Jim McDonough, County Commissioner

Date: Jul 30, 2021

**SUBURBAN METRO AREA  
CONTINUUM OF CARE**

By: *Abby Guilford*  
Abby Guilford (Jul 30, 2021 12:11 CDT)  
Abby Guilford

Its: CoC Coordinator

Date: Jul 30, 2021

By: *Loni Aadalen*  
Loni Aadalen

Its: CoC Coordinator

Date: Jul 28, 2021



**ATTACHMENT**  
**MEMORANDUM OF UNDERSTANDING**  
**For the Administration of HUD Emergency Housing Vouchers**

*Reproduced from Section 8 of HUD Notice PIH 2021-15 HA (issued May 5, 2021)*

**8. Individual and Family Eligibility under the Qualifying Categories**

In order to be eligible for an EHV, an individual or family must meet one of four eligibility categories:

- Homeless
- At risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
- Recently homeless and for whom providing rental assistance will prevent the family’s homelessness or having high risk of housing instability.

In general, the verification that the individual or family meets one of these four eligibility categories is conducted by the CoC or another partnering agency that makes direct referrals to the PHA. The CoC or other direct referral partner must provide supporting documentation to the PHA of the referring agency’s verification that the family meets one of the four eligible categories for EHV assistance.

The following definitions always apply with respect to EHV eligibility, regardless of whether the PHA may have established another definition for any of these terms in its PHA administrative plan.

**a. Individuals and families who are homeless**

The meaning of “homeless” is as such term is defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

*Homeless* means:

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;

(ii) No subsequent residence has been identified; and

(iii) The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing.

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

#### **b. Individuals or families who are at-risk of homelessness**

The meaning of “at-risk of homelessness” is as such term is defined in section 401(1) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(1)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

*At risk of homelessness.* (1) An individual or family who:

- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
- (ii) Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition above; and
- (iii) Meets one of the following conditions:
  - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
  - (B) Is living in the home of another because of economic hardship;
  - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;
  - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
  - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
  - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
  - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved consolidated plan.

(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

(3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

**c. Individuals or families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking**

This category is composed of any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This includes cases where a HUD-assisted tenant reasonably believes that there is a threat of imminent harm from further violence if they remain within the same dwelling unit, or in the case of sexual assault, the HUD-assisted tenant reasonably believes there is a threat of imminent harm from further violence if they remain within the same dwelling unit that they are currently occupying, or the sexual assault occurred on the premise during the 90- day period preceding the date of the request for transfer.

**Domestic violence** includes felony or misdemeanor crimes of violence committed by:

- a. a current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship),
- b. a person with whom the victim shares a child in common,
- c. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- d. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
- e. any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Dating violence** means violence committed by a person:

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  1. The length of the relationship;
  2. The type of relationship; and
  3. The frequency of interaction between the persons involved in the relationship.

**Sexual assault** means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

**Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (1) Fear for the person's individual safety or the safety of others; or
- (2) Suffer substantial emotional distress.

**Human trafficking** includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7102). These are defined as:

*Sex trafficking* means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; (and)

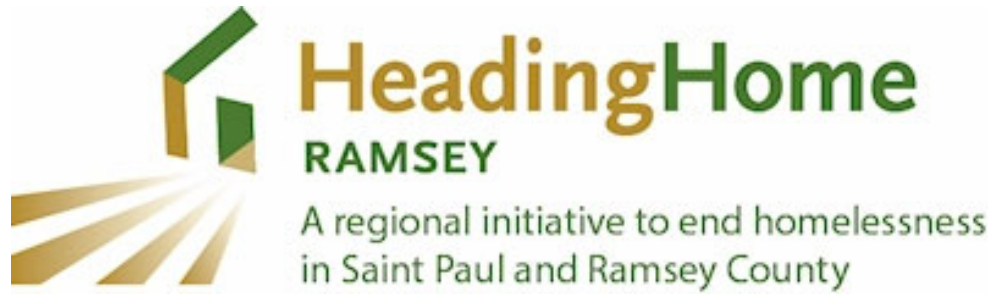
*Labor trafficking* means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

**d. Individuals or families who are recently homeless**

This category is composed of individuals and families determined by the CoC or its designee to meet the following definition.

**Recently homeless** is defined as individuals and families who have previously been classified by a member agency of the CoC as homeless but are not currently homeless as a result of homeless assistance (financial assistance or services), temporary rental assistance or some type of other assistance, and where the CoC or its designee determines that the loss of such assistance would result in a return to homelessness or the family having a high risk of housing instability. Examples of households that may be defined as recently homeless by the CoC include, but are not limited to, participants in rapid rehousing, and permanent supportive housing.

Individuals and families classified as recently homeless must be referred by the CoC or its designee.



**MN-501**

**1C-7: PHA Moving On Preference**

**Table of Contents**

<b>Document Satisfying Requirement</b>	<b>Page Number</b>
Cover Sheet	1
Letter from Saint Paul Public Housing Authority	2
Letter from Metro Housing Redevelopment Authority	3
St. Paul Public Housing Authority Administration Plan – Homeless Preference Excerpt	4-40
Metro Housing Redevelopment Authority Administration Plan – Homeless Preference Excerpt	41-61
CoC-Metro HRA Memorandum of Understanding	62-72



October 7, 2023

To: Ramsey County Continuum of Care: Heading Home Ramsey  
Attn: David Zaffrann, Interim CoC Coordinator

Re: Letter of Commitment—Move-Up Program

To Whom It May Concern:

This letter serves as documentation of the St. Paul Public Housing Agency's commitment to continue partnering with Heading Home Ramsey to transition existing PSH clients into Housing Choice Vouchers through the Move-Up (HUD Move On) Program.

On May 27, 2020, the PHA's Board of Commissioners approved a limited preference to their Housing Choice Voucher Admission and Occupancy Policies, where formerly homeless clients who are current residents of Permanent Supportive Housing (PSH) can be referred by the Continuum of Care for a "Move-Up" voucher. The Board of Commissioners agreed to reserve up to 100 vouchers for this purpose. Thirteen referrals have been processed in the last year, and the PHA and CoC are currently soliciting additional referrals.

The Board Report and the policy language are attached. If there are any questions, please let us know.

Sincerely,

Corina Serrano  
HCV Programs Director  
St. Paul Public Housing Agency  
[corina.serrano@stpha.org](mailto:corina.serrano@stpha.org)

Enclosure: Move-Up Board Report, dated May 27, 2020  
Appendix H; St. Paul PHA's Housing Choice Voucher Admission and Occupancy Policy



## METRO HRA

October 4, 2024

Ramsey County Continuum of Care: Heading Home Ramsey

Re: Letter of Commitment-Homelessness Partnership

To Whom It May Concern:

This letter serves as documentation of the Metropolitan Housing and Redevelopment Authority's (Metro HRA) commitment to partner with the Ramsey County Continuum of Care and its providers on a Move-Up preference and the Emergency Housing Voucher Program.

### Move-Up Preference

The Metro HRA adopted a waiting list preference for 40 vouchers per year, partnering with Hennepin, Ramsey and Suburban Metro Areas Continuums of Care to identify individuals and families ready to transition or "move up" from Permanent Supportive Housing Units. These are families that were homeless prior to entry into the PSH program who continue to need rental subsidy but no longer require intensive supportive services.

### Emergency Housing Voucher Program

The Metro HRA has an executed Memorandum of Understanding with Hennepin, Ramsey and Suburban Metro Area Continuums of Care for the operation of the Emergency Housing Voucher (EHV) program. EHV's serve individuals and families who are homeless, at-risk of homelessness, fleeing or attempting to flee domestic violence or recently homeless. EHV referrals come through the three CoC's Coordinated Entry Systems.

The Metro HRA looks forward to continuing the close partnership with the CoCs with efforts to end homelessness in the Twin Cities Region. I can be reached at [terri.smith@metc.state.mn.us](mailto:terri.smith@metc.state.mn.us) with questions.

Respectfully Submitted,

A handwritten signature in black ink that reads "Terri Smith".

Terri Smith  
Director  
Metro HRA



# **PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL**

## **SECTION 8 HOUSING CHOICE VOUCHER ADMISSION AND OCCUPANCY POLICIES**

**Approved by the PHA Board of Commissioners on February 23, 2000**

**Amended:**

August 2002	April 2008	January 2012	January 2016	May 2020	November 2022
January 2003	August 2008	February 2013	November 2016	June 2020	
August 2003	December 2008	February 2014	April 2017	September 2020	
December 2003	March 2009	April 2014	September 2017	November 2020	
February 2004	October 2009	May 2014	October 2017	December 2020	
July 2004	December 2009	September 2014	January 2018	July 2021	
October 2005	June 2010	October 2014	October 2018	September 2021	
December 2005	July 2010	January 2015	November 2018	October 2021	
January 2006	July 2011	May 2015	April 2019	September 2022	
April 2007	August 2011	October 2015	October 2019	October 2022	

**NOTICE TO ALL HOLDERS OF THE SECTION 8 HOUSING CHOICE VOUCHER  
ADMISSION AND OCCUPANCY POLICIES:**

The Policies contained herein are subject to change, without prior notice to Policyholders, by action of The Department Of Housing and Urban Development and/or the Commissioners Of The Public Housing Agency Of The City Of Saint Paul. The regulations of the Department of Housing and Urban Development for the Section 8 Housing Choice Voucher Admission and Occupancy Policies are incorporated by reference as if fully set forth herein.

# Section 8 Admission & Occupancy Policies

## Table of Contents

### Part One: Eligibility for Participation

I.	Overview.....	1-1
II.	Denial or Termination of Assistance .....	1-5
	<b>Table 1-1: Section 8 Income Limits</b> .....	1-4
III.	The Waiting List .....	1-9
IV.	Calculating Annual Income .....	1-10
	<b>Table 1-2: Assets</b> .....	1-19
V.	Verifying Applicants' Statements and Incomes .....	1-20
VI.	Eligibility Determination .....	1-23
VII.	Notification to Ineligible Families .....	1-23

### Part Two: Applicant Selection

I.	Overview.....	2-1
II.	Definitions of Preferences and Related Terms .....	2-1
III.	General Policies Regarding Preferences.....	2-3
IV.	Offering Assistance.....	2-4
V.	Monies Owed to a Housing Authority .....	2-7
VI.	Time Frame to Find a Suitable Unit .....	2-8
VII.	Public Housing Residents Requesting Section 8 Assistance .....	2-8
VIII.	Non-Discrimination in Applicant Selection.....	2-9
IX.	Applicants Ineligible for a Preference .....	2-9
X.	Misrepresentation.....	2-9

### Part Three: Rent Calculations

I.	Overview.....	3-1
II.	Total Tenant Payment.....	3-1
III.	Utility Allowances .....	3-6
	<b>Table 3-1: Utility Allowances</b> .....	3-7
IV.	Section 8 Rent Terms.....	3-8
V.	Voucher Program Rents .....	3-8
	<b>Table 3-3: Payment Standards</b> .....	3-10

## Part Four: Unit Selection

I. Overview.....	4-1
II. “Finder’s Keepers” Policy .....	4-1
III. Eligible Types of Housing .....	4-1
IV. Subsidy Standards.....	4-1
<b>Table 4-1: Subsidy Standards</b> .....	4-2
V. Leasing a Unit.....	4-3
VI. Rent Reasonableness.....	4-8
VII. Security Deposits .....	4-9
VIII. Portability.....	4-9

## Part Five: Leases and Housing Assistance Payments Contracts

I. Overview.....	5-1
II. Leases.....	5-1
III. Housing Assistance Payments (HAP) Contracts .....	5-3

## Part Six: Continued Participation

I. Overview.....	6-1
II. Requirements for Continued Eligibility.....	6-1
III. Terminating Assistance to Illegal Drug Users and Alcohol Abusers .....	6-6
IV. Annual Re-Examinations .....	6-7
V. Interim Re-Examinations .....	6-7
VI. Rent Changes .....	6-12
VII. Ineligibility Determinations .....	6-13
VIII. Notice to Ineligible Families.....	6-13
IX. Unit Size Determination .....	6-14
X. Unit Inspections .....	6-15
XI. Housing Assistance Payments to Owners.....	6-16
XII. Owner Termination of Tenancy.....	6-17

Appendix A .....	Section 8 Program Definitions
Appendix B .....	Section 8 Existing Moderate Rehabilitation Program
Appendix C .....	Minimum Rent Payment Waiver Based on Hardship
Appendix D.....	Shared Housing Program
Appendix E .....	Family Self-Sufficiency Program
Appendix F .....	Equal Opportunity Housing Plan
Appendix G.....	Informal Review and Hearing Procedures
Appendix H.....	Special Allocations
Appendix I .....	Reasonable Accommodation Policy
Appendix J.....	Hardship Transfers
Appendix K .....	Section 8 Project-Based Assistance (PBA) Program
Appendix L .....	LEP – Limited English Proficiency
Appendix M.....	VAWA – Policy on Protections for Victims of Domestic Violence

**Appendix N ..... Students**  
**Appendix O ..... Code of Conduct/Conflict of Interest**  
**Appendix P .....Choice Mobility Vouchers**

..... **Index**

<b>PART ONE: ELIGIBILITY FOR PARTICIPATION</b>
----------------------------------------------------

**I. Overview:**

Only families and individuals who meet program eligibility requirements may receive Section 8 rental assistance. The following six factors determine whether an applicant is eligible:

**Refer to:**

24 CFR  
§982.201(a),(c)

**A. Family Status Requirement:** A family is a person or group of persons, as determined by the PHA consistent with 24 CFR 5.403, approved to reside in a unit with assistance under the program. A “Family” includes but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

§5.403

1. A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or
2. A group of persons residing together, and such group includes but is not limited to:
  - a. A family with or without children (A child who is temporarily away from the home because of placement in foster care is considered a member of the family.);
  - b. An elderly family;
  - c. A near-elderly family;
  - d. A disabled family;
  - e. A displaced family; and
  - f. The remaining member of a tenant family.

**B. Owner-Occupant Restrictions:** The PHA cannot assist applicants who own or have a financial interest in the dwelling unit they intend to rent. If the unit is owned as a cooperative, an applicant who is a member of the cooperative may receive Section 8 rental assistance, provided they meet all other eligibility requirements.

§882.401(5)  
§982.306(d)-(f)

**C. Adult Head of Household:** The head of household must be age eighteen or older.

§982.308(a)

SECTION 8 ADMISSION & OCCUPANCY POLICIES

**D. Social Security Number Requirement:** The applicant must provide the Social Security number (SSN) and valid Social Security card for all family members unless one of the exceptions stated in HUD regulations applies.

§5.216;  
PIH 2010-3

§982.551(b)(3)

Citizens and lawfully present noncitizens who state that they have not been assigned a SSN by the SSA should make such declaration in writing and under penalties of perjury. The documentation must be disclosed in the tenant file.

**E. Penalties for Failure to Disclose Social Security Number and/or Provide Required Documentation.**

1. Unless one of the exceptions stated in HUD regulations applies, the PHA must deny the eligibility of an applicant if he or she (including each member of the household who is required to disclose his/her SSN) does not disclose a SSN and/or provide the required documentation for the SSN.
2. However, if the family is otherwise eligible for admission to public housing, the family may maintain its position on the waiting list for not more than 60 days after it is found to meet all other eligibility requirements.

**F. United States Citizenship Status Requirements:**

§982.551(b)

1. An applicant who is a citizen must sign a declaration of U.S. citizenship.
2. Applicants who are age 62 or older who are non-citizens must sign a declaration of eligible immigration status and provide a proof of age document.
3. Other non-citizen applicants must sign a declaration of eligible immigration status, a signed verification consent form, and U.S. Immigration and Naturalization Service forms to establish their eligibility for Section 8 rental assistance.

§5.508(b)(2)

§5.508(c)

**G. Income Limits Requirement:** The applicant family or individual must meet income requirements and the PHA must attempt to target 75% of new admissions to the Extremely Low Income category.

§982.201  
§982.201(b)(2)  
(i)

1. The family is eligible if their annual income is at, or below, the income limit set for Very Low Income Families. This income limit is based upon 50% of the median income for the area.
2. The family is eligible if their annual income is between 51-80% of the median income for the area, and any of the following categories apply:

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

- a. Families “continuously assisted” in Public/Indian, Section 23 or Section 8 housing;
  - b. Families physically displaced by rental rehabilitation;
  - c. Non-purchasing tenants of certain homeownership programs;
  - d. Tenants displaced from certain Section 221 and 236 projects;
    - e. Low income families residing in certain HUD-owned projects (these families are eligible for a Certificate only)
3. The Department of Housing and Urban Development (HUD) may authorize Section 8 assistance for specific uses. Under these circumstances, assistance could be provided to families with low incomes, meaning anticipated annual income between 51-80% of the median income for the area. §982.203(a)(b)
4. The PHA examines the current family income and projects it forward for the next twelve months to calculate anticipated annual income. A period of less than twelve months may be used if the family’s source of income is temporary or unusual and will not likely recur in the next twelve months. No deductions or allowances are subtracted from the total annual income in determining the family’s eligibility for the program. §982.201  
§5.653(e)
5. The income limit restrictions do not apply to a family already being assisted by the Section 8 Program. The family will not be required to leave the program if their income exceeds the current income limit.
6. In determining the income eligibility of a student at an institution of higher learning who is under age 24, the income eligibility of the parent(s) of the student may also have to be determined. See the section below and **Appendix N, Students’ Eligibility for Vouchers**. §5.612(g)

<b>Income Limits for Section 8 Vouchers in 2022</b>		
<b>Area Median Income \$118,200</b>		
	<b>Priority</b> for Section 8 Vouchers	<b>Maximum Income</b> for Section 8 Vouchers
<b>Household Size</b>	<b>Extremely Low Income (30% of AMI)</b>	<b>Very Low Income (50% of AMI)</b>
<b>1 Person</b>	\$24,650	\$41,100
<b>2 Person</b>	\$28,200	\$46,950
<b>3 Person</b>	\$31,700	\$52,800
<b>4 Person</b>	<b>\$35,200</b>	<b>\$58,650</b>
<b>5 Person</b>	\$38,050	\$63,350
<b>6 Person</b>	\$40,850	\$68,050
<b>7 Person</b>	\$43,650	\$72,750
<b>8 Person</b>	\$46,630	\$77,450

Effective 4/1/2022

#### **H. Eligibility of Adult Students for Section 8 Vouchers.**

An adult student under age 24, enrolled at an institution of higher learning, may be ineligible for Section 8 Housing Choice Vouchers or Project-Based Voucher (PBV) assistance, based on the financial situation of the student's parents.

In general, a student under age 24 can be eligible for Section 8 assistance if the student is:

1. Financially independent from his or her parents; or
2. A veteran of the U.S. military; or
3. Married, or
4. A person with disabilities who was receiving Section 8 assistance as of November 30, 2005; or
5. Has dependent children.

If the student does not meet one or more of those exceptions, the student will only be eligible for Section 8 if the student's parents' income is within the Section 8 income limits. The student's own income must also be within the Section 8 income limits.

The restrictions do not apply to students living with their parents in a Section 8-assisted unit or students who live with parents who are themselves applying to receive Section 8 assistance.

See **Appendix N, Students' Eligibility for Vouchers.**



## II. Denial or Termination of Assistance

**A. Denial of assistance for an applicant may include any or all of the following:** §982.552(a)(2)

1. Denying listing on the PHA waiting list,
2. Denying or withdrawing a certificate or voucher,
3. Refusing to enter into a HAP contract or approve a lease,
4. Refusing to process or provide assistance under portability procedures.

In deciding to deny or terminate assistance based on a violation of law, rules, or other requirements, the PHA has the discretion to consider all of the circumstances in each case, including but not limited to the following: §982.552(c)(2)

- The seriousness of the offense;
- The length of time since the offense;
- The number of offenses, and;
- The extent of participation or culpability of each family member.

In addition, the PHA may consider any mitigating circumstances related to a disability of a family member and the effects of denial or termination of assistance on other family members who were not involved in the action.

The Violence Against Women and Justice Department Reauthorization Act of 2005 (“VAWA”) protects qualified applicants or tenants and family members of applicants or tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based solely on acts of such violence against them. (See **Appendix M VAWA Policy**) §982.552(c)(2)  
(v)  
§5.2001

**B. Requirement to Deny or Terminate Assistance:**

1. The PHA must terminate assistance for a family evicted from housing assisted under Section 8 for a serious violation of the lease. §982.552(b)(2)
  - a. Victim of Domestic Violence. A property owner participating in the Section 8 program must not evict a family for serious or repeated lease violations or criminal activity related to domestic violence, dating violence or stalking, solely because a family member is a victim of domestic violence, dating violence or stalking. The property

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

- owner or the PHA may require that a household member who is the perpetrator of such criminal acts be removed from the lease. (See **Appendix M, VAWA Policy**) §884.216(c)
- b. The PHA may deny or terminate assistance, and the property owner may terminate the lease and evict the family, including the family member who is or claims to be a victim of such domestic violence if
- i. The tenant fails or refuses to provide a signed certification or other documentation within 14 business days after being asked to do so; or
- ii. There is an actual and imminent threat to other tenants, staff (of the property owner or the PHA) or persons providing service to the property if the tenant is not evicted or terminated from assistance. §5.2005
2. The PHA must deny admission or terminate assistance for a participant if any member of the family fails to sign and submit consent forms needed to obtain information required for administration of the program. §5.2007
3. The PHA must deny admission or terminate assistance for a participant if any family member fails to submit required evidence of citizenship or eligible immigration status. §5.2005(e)
4. The PHA must deny admission or terminate assistance for a participant who is required to register for life under any states' sex offender registration program. §982.553
5. The PHA must deny admission or terminate assistance for any household that includes a member who has been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of any federally assisted housing. §5.612
6. The PHA must deny or terminate assistance if any family member fails to meet the eligibility requirements concerning individuals enrolled at an institution of higher education as specified in 24 CFR 5.612. See **Appendix N, Students' Eligibility for Vouchers**. §982.551
- C. Grounds for Denial or Termination of Assistance:**
1. If the family violates any family obligations under the program, including the requirement that the family supplies any information that the PHA or HUD determines is necessary in the §982.552(c)

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

administration of the program. “Information” includes any requested certification, release or other documentation.

2. If any member of the family has been evicted from federally assisted housing in the past five (5) years;
3. If a Public Housing Authority (PHA) has ever terminated assistance under the certificate or voucher program for any member of the family within the past five (5) years ;
4. If any member of the family commits drug-related criminal activity; violent criminal activity; alcohol abuse that may threaten the health, safety or right to the peaceful enjoyment of the premises by other residents; or other criminal activity which may threaten the health, safety or right to the peaceful enjoyment of the premises by other residents, other persons residing in the immediate vicinity, property owners and management, or PHA staff and contractors. §982.553; §982.553(a)(2)(ii)
5. If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
6. If the family currently owes rent or other amounts to the PHA or to another HA in connection with Section 8 or public housing assistance under the 1937 Act;
7. If the family has not reimbursed any HA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;
8. If the family breaches an agreement with the PHA to pay amounts owed to a Housing Authority;
9. If the family has engaged in, or threatened, abusive or violent behavior toward PHA personnel;
10. If any member of the family fails to sign and submit consent forms for obtaining information.
11. If a Welfare to Work (WTW) family fails to fulfill its obligations under the WTW voucher program.
12. Victim of Domestic Violence. The PHA will not deny or terminate assistance solely because a family member is or has been a victim of domestic violence, dating violence or stalking. See above, Section B.1.b., and **Appendix M**.

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

13. Perpetrator of Domestic Violence. The PHA may deny or terminate the assistance of any member of an assisted household who engages in criminal activity directly related to actual or threatened domestic violence, dating violence, or stalking, without affecting the assistance of the remaining household members.

**D. Ineligibility If Evicted For Drug-Related Activity:** Persons evicted from public housing, Indian housing, Section 23, or any Section 8 Program because of a drug-related criminal activity are ineligible for admission to Section 8 Programs for a three-year period beginning on the date of such eviction.

**E. Denial or Termination for Illegal Use of Controlled Substance** §982.553

**and Alcohol Abuse:** The PHA may deny assistance for any person if the PHA determines that the person is illegally using a controlled substance or such use has occurred within three years before the date of denial. The PHA may terminate assistance of any person if the PHA determines that the person is illegally using a controlled substance or has illegally used a controlled substance within a reasonable time before the date of termination. The PHA may also deny or terminate assistance if there is reasonable cause to believe the person abuses alcohol in a way that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents; or that there is reasonable cause to believe that the person's pattern of illegal use of a controlled substance or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

1. The PHA may waive the policies prohibiting admission in these circumstances if the person demonstrates to the PHA's satisfaction that the person is no longer engaging in the illegal use of a controlled substance or abuse of alcohol and has successfully completed a supervised drug or alcohol rehabilitation program; has otherwise been rehabilitated successfully; or is participating in a supervised drug or alcohol rehabilitation program.

§982.316

**F.** The PHA may at any time refuse to approve or withdraw approval of a person as a live-in aide if the proposed live-in aide has:

- Committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program.
- Commits drug-related or violent criminal activity; or

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

- Currently owes rent or other amounts to the PHA or to another housing authority in connection with Section 8 or public housing.

### III. The Waiting List

- Households must complete a pre-application to be considered for the waiting list. §982.202  
§982.204(a)  
§982.205(a)
- Households must complete an application to participate in the Section 8 Program.
- Applicants must supply any information the PHA or HUD determines is necessary in the administration of the program. Information includes any requested certification, release or other documentation. §982.203
- Eligible applicants are put on a waiting list for admission that uses a randomized date and time of application, and preference factors to determine priority of placement.
- With HUD's approval, the PHA may admit a family that is not on the PHA waiting list or without considering that family's position on the waiting list as a special admission. §982.204
- If a family is currently on the St. Paul Section 8 waiting list and ports into St. Paul using another Housing Authority's voucher, that participant family's name will be removed from the St. Paul Section 8 waiting list.

#### A. When Applications Are Taken:

1. Applications for assistance are taken at all times unless, in the judgment of the PHA, it should close the waiting list because it has a sufficient number of applicants it can serve in a reasonable period of time. §982.206
2. When the waiting list is closed the PHA will accept an application under the following circumstances: §982.206
  - a. HUD provides a special allocation of Section 8 assistance for a specific use or program and there are not sufficient applicants on the waiting list who meet the program criteria for the specific use or program.

- B. Closing and Opening the Waiting List:** Before suspending or resuming taking applications for Housing Choice Vouchers, the PHA will issue a public announcement. The announcement will be published in local newspapers at least two weeks before the waiting list is opened or closed. §982.206(a)(2)

#### IV. Calculating Annual Income

- A. Annual Income:** Annual income is the anticipated total income from all sources listed in this section received by or on behalf of the head of household and spouse (*even if temporarily absent*); and any other family member unless specifically excluded by federal regulation. §5.609(a)

1. Annual income will be anticipated for the twelve-month period following the effective date of initial determination of eligibility or the effective date of the re-examination of income. If it is not feasible to anticipate a level of income for a twelve-month period, the income anticipated for a shorter period may be **annualized**, subject to a re-determination at the end of the shorter period.

2. Annual income includes, but is not limited to the following:

- a. The full amount, before any payroll deductions, of **wages and salaries**, including compensation for overtime and other compensation for personal services. §5.609(b)(1)

- b. Net income from operation of a **business or profession**. §5.609(b)(2)

(1) Expenditures for business expansion or amortization of capital indebtedness will not be used as deductions in determining net income.

(2) An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations.

(3) Any withdrawal of cash or assets from the operation of a business or profession shall be included in income,

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.

- c. Interest, dividends, and other **net income of any kind** from assets whether real or personal property or instruments such as stocks, bonds, certificates of deposit. §5.609(b)(3)
- (1) Expenditures for amortization of capital indebtedness shall not be used as a deduction in determining net income.
- (2) An allowance for depreciation of real or personal property may be deducted from the interest, dividends or other net income derived from the property (*straight line depreciation shall be used as provided in Internal Revenue Service regulations*).
- (3) Any withdrawal of cash or assets from an investment shall be included in income except to the extent the withdrawal is reimbursement of cash or assets invested by the family. §5.609(b)(3)
- (4) Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate as determined by the PHA in accordance with HUD guidelines.
- (5) Actual income from assets if total assets are \$5,000 or less.
- d. The full amount of periodic payments before deductions, received from **Social Security, annuities, periodic payments from insurance policies, retirement income, pensions, disability or death benefits**, and other similar types of periodic receipts. §5.609(b)(4)
- e. Payments in lieu of earnings, such as **unemployment and disability compensation, Worker's Compensation and severance pay**. (*Note the exclusion of lump sums to income listed in the following Section B. 4.*) §5.609(b)(5)
- f. **Welfare assistance payments:** §5.609(b)(6)
1. If the household's welfare payment (MFIP or other) is reduced because of an act of fraud by a family member or because of any family member's failure to comply

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.

2. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.
- g. Periodic and determinable allowances, such as **alimony, child support payments, and regular contributions or gifts**, including amounts received from any person not residing in the dwelling. §5.609(b)(7)
1. Child Support income will be calculated at each annual recertification by using a recent and consistent twelve-month history of child support income received.
- h. **All regular pay, special payments and allowances** (*such as longevity, overseas duty, rental allowances, allowances for dependents, etc.*), received by a **member of the Armed Forces** (*whether or not living in the dwelling*) who is head of the family, spouse, or other family member whose dependents are residing in the unit. §5.609(b)(8)
- i. Payments to the head of the household for **support of a minor**, or payments nominally to a minor for his support, but controlled for his benefit by the head of the household or a resident family member other than the head, who is responsible for his support. §5.609(b)(7)
- j. **Relocation payments** made to displaced households made under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 or under 104(d) of the Housing and Community Development Act. The amount of income to be included will be based upon the number of months remaining in their 42 or 60 months entitlement since the date the family received its first replacement housing payment. 49 CFR 24.208 (Department of Transportation Regulations), HUD Handbook 1378, §2-8
- k. Student Financial Assistance. Scholarships and grants (not loans) are included in Annual Income to the extent that the scholarships and grants exceed actual tuition costs, for a student under the age of 24 who is enrolled at an institution §5.609(b)(9)



## SECTION 8 ADMISSION & OCCUPANCY POLICIES

of higher learning and who is applying for or receiving Section 8 rent assistance on his or her own, and not as part of his or her parents' household. Such scholarship assistance is not counted as annual income if the student is younger than 18, or is 24 or older, or is financially independent from his or her parents, or is a veteran of the U.S. military, or is married, or has dependent children. See also VI.B.5. below and **Appendix N Students' Eligibility for Vouchers.**

### **B. Annual Income Does Not Include:**

1. **Non-recurring income**, defined as: 24 CFR 5
  - a. Temporary, non-recurring or sporadic income (including gifts). §5.609(c)(9)
  - b. Amounts which are specifically received for, or are a reimbursement of, the cost of medical expenses for any family member. §5.609(c)(4)
2. **Income from employment of minors (*including foster children*).** §5.609(c)(1)
3. **Income of certain care providers:**
  - a. **Foster Care:** Payments received for the care of foster children or foster adults. §5.609(c)(2)
  - b. **Care Attendant or Live-In Aide Income:** Income of a Live-In-Aide will not be counted in determining the family's income if the PHA determines that the live-in-aide has met the requirements under the federal regulations. §5.609(c)(5)
  - c. **Care of a Disabled Family Member:** Amounts paid by a state agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home. §5.609(c)(16)
4. **Lump-sum Additions:** Lump-sum additions to family assets; such as, but not necessarily limited to: §5.609(c)(3)
  - a. Inheritances;
  - b. Insurance payments, including payments under health and accident insurance and worker's compensation;

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

- c. Capital gains;
  - d. Settlements for personal or property losses;
  - e. Deferred periodic payments of Supplemental Security Income (SSI) and Social Security benefits that are received in a lump sum payment. §5.609(c)(14)
5. **Scholarships** §5.609(c)(6)
- a. **Student Financial Assistance;** The full amounts of student financial assistance, whether paid directly to the student or to the educational institution, are excluded from annual income if the student is younger than 18, or is 24 or older, or is financially independent from his or her parents, or is a veteran of the U.S. military, or is married, or has dependent children. See **Appendix N Students' Eligibility for Vouchers**
  - b. Scholarships that are included in annual income for determining eligibility: See VI.A.2.k. above.
6. **Hostile fire pay:** The special-duty pay to a family member serving in the Armed Forces who is exposed to hostile fire. §5.609(c)(7)
7. Income from **certain training programs:**
- a. Amounts received under training programs funded by HUD as determined by the program's guidelines. §5.609(c)(8)(i)
  - b. Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income (SSI) eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS). §5.609(c)(8)(ii)
  - c. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (*special equipment, clothing, transportation, child care, etc.*). The payments must be made solely to allow participation in a specific program. §5.609(c)(8)(iii)
  - d. A resident service stipend, not to exceed \$200 per month, received by a resident for performing a service for the owner, on a part-time basis, that enhances the quality of life in the development. Payment in excess of \$200 a month will cause the entire amount to be considered income. No resident may receive more than one such stipend during the same period of time. §5.609(c)(8)(iv)

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

- e. Compensation from state or local employment training programs and training of a family member as resident management staff; this income is excluded only for a limited period as provided for in the program's guidelines. §5.609(c)(8)(v)
  - f. Earnings and benefits to any family member resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437 t) or any comparable federal, state, or local law during exclusion period.
8. **Certain earnings disregarded:** Effective January 1, 2023, **for persons with disabilities**, the incremental earnings due to employment during a consecutive 12-month period following date of the initial hire shall be excluded. This exclusion is only available to the following families: §5.617
- a. Families whose income increases as a result of employment of a family member with a disability who was previously unemployed or underemployed (defined as having earned, in the twelve months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage) for one or more years prior to employment.
  - b. Families whose income increases as the result of new employment or increased earnings by a family member with a disability during participation in any economic self-sufficiency or other job training program.
  - c. Families whose income increases as the result of new employment or increased earnings by a family member with a disability during or within 6 months after receiving assistance, benefits or services under a State TANF or Welfare-to-Work Program, or received one-time payments for wage or transportation subsidies or other TANF related benefits or services that totaled at least \$500 over the preceding six-month period from the date of hire.

During the second consecutive 12-month period after the date of initial hire, 50% of the increased income shall be excluded from income.

The disallowance of increased income of an individual family member is limited to a lifetime 24-month period. It only applies

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

for 12 months of the 100% exclusion and 12 months of the 50% exclusion.

9. **Reparation payments:** Reparation payments paid by a foreign government pursuant to claims filed under the laws of the government by persons who were persecuted during the Nazi era. §5.609(c)(10)
10. **Earnings in excess of \$480 per year for each full-time student** 18 years old or older (*excluding the head of household or spouse*). §5.609(c)(11)
11. **Adoption assistance payments** in excess of \$480 per adopted child. §5.609(c)(12)
12. **Refunds or rebates** received by the family under state or local law for property taxes paid on the dwelling unit. §5.609(c)(15)
13. **Statutory Exclusions:** Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the National Housing Act of 1937 or Section 236 of the National Housing and Community Development Act of 1974. §5.609(c)(17)

The following are statutorily excluded from annual income:

- a. The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C. 2017(b));
- b. Payments to volunteers under the domestic Volunteer Services Act of 1973 (42 U.S.C. 5044(g), 5058);
- c. Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c));
- d. Income derived from certain submarginal land of the United States that is held in trust for certain Indian Tribes (25 U.S.C. 459e);
- e. Payments or allowances made under the Department of Health and Human Services Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f));
- f. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-2504);

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

- g. The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court, the interests of individual Indians in trust or restricted land, including the first \$2000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands (25 U.S.C. 1407);
- h. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070), including awards under Federal work-study program or under the Bureau of Indian Affairs student assistance programs (20 U.S.C. 1087uu). For Section 8 programs only (42 U.S.C. 1437f), any financial assistance in excess of amounts received by an individual for tuition and any other required fees and charges under the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.), from private sources, or an institution of higher education (as defined under the Higher Education Act of 1965 (20 U.S.C. 1002)), shall not be considered income to that individual if that individual is over the age of 23 with dependent children (Pub. L. 109-115, section 327)(as amended);
- i. Payments received from programs funded under Title V of the Older Americans Act of 1985 (42 U.S.C. 3056(g));
- j. Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund (Pub. L. 101-201) or any other fund established pursuant to the settlement in the *In Re Agent-* product liability litigation, M.D.L. No. 381 (E.D.N.Y.);
- k. Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721);
- l. The value of any child care provided or arranged (or any amount received as payment for such care or reimbursements for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q).
- m. Earned income tax credit (EITC) refund payments received on or after January 1, 1991 for programs administered under the United States Housing Act of 1937, title V of the Housing Act of 1949, section 101 of the Housing and Urban Development Act of 1965, and sections 221(d)(3), 235, and 236 of the National Housing Act (26 U.S.C. 32(l));

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

- n. Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation (Pub. L. 95-433);
- o. Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d));
- p. Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act (42 U.S.C. 10602); and
- q. Allowances, earnings and payments to individuals participating in programs under the Workforce Investment Act of 1998 (29 U.S.C. 2931).
- r. Any amount received under the Richard B. Russell School Lunch Act (42 U.S.C.1760(e)) and the Child Nutrition Act of 1966 (42 U.S.C. 1780(b)), including reduced-price lunches and food under the Special Supplemental Food Program for Women, Infants, and Children (WIC);
- s. Payments, funds, or distributions authorized, established, or directed by the Seneca Nation Settlement Act of 1990 (25 U.S.C. 1774f(b));
- t. Payments from any deferred Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts as provided by an amendment to the definition of annual income in the U.S. Housing Act of 1937 (42 U.S.C. 1437A) by section 2608 of the Housing and Economic Recovery Act of 2008 (Pub. L. 110-289);
- u. Compensation received by or on behalf of a veteran for service-connected disability, death, dependency, or indemnity compensation as provided by an amendment by the Indian Veterans Housing Opportunity Act of 2010 (Pub. L. 111-269; 25 U.S.C. 4103(9)) to the definition of income applicable to programs authorized under NAHASDA and administered by the Office of Native American Programs;
- v. A lump sum or a periodic payment received by an individual Indian pursuant to the Class Action Settlement Agreement in the case entitled *Elouise Cobell et al. v. Ken Salazar et al.*,

SECTION 8 ADMISSION & OCCUPANCY POLICIES

816 F. Supp. 2d 10 (Oct. 5, 2011 D.D.C.), as provided in the Claims Resolution Act of 2010 (Pub. L. 111-291); and

- w. Major disaster and emergency assistance received by individuals and families under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Pub. L. 93-288, as amended) comparable disaster assistance provided by States, local governments, and disaster assistance organizations shall not be considered as income or a resource when determining eligibility for or benefit levels under federally funded income assistance or resource-tested benefit programs (42 U.S.C. 5155(d)).

<b>Assets</b>	
<b>Table 1-2: A. Assets Include:</b>	<b>B. Assets Do Not Include:</b>
<ol style="list-style-type: none"> <li>1. Amounts in savings accounts and six- or twelve-month average (whichever bank provides) balance for checking accounts. If a bank does not provide a 6 or 12-month average for checking accounts, the current balance will be used.</li> <li>2. Stocks, bonds, savings certificates, money market funds and other investment accounts.</li> <li>3. Equity in real property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset <u>and</u> reasonable costs (<i>such as broker fees</i>) that would be incurred in selling the asset.</li> <li>4. The cash value of trusts that are available to the household.</li> <li>5. IRA, Keogh and similar retirement savings accounts, even though withdrawal would result in a penalty.</li> <li>6. Contributions to company retirement/ pension funds that can be withdrawn without retiring or terminating employment.</li> <li>7. Assets, which, although owned by more than one person, allow unrestricted access by the applicant.</li> <li>8. Lump sum receipts such as inheritances, capital gains, lottery winnings, insurance settlements,</li> </ol>	<ol style="list-style-type: none"> <li>1. Necessary personal property, except as noted in Column A; item 9 of this Table.</li> <li>2. Interest in Indian Trust lands.</li> <li>3. Assets that are a part of an active business or farming operation.</li> </ol> <p><b>NOTE:</b> Rental properties are considered personal assets held as an investment rather than business assets unless real estate is the family's main occupation.</p> <ol style="list-style-type: none"> <li>4. Assets not accessible to the family and which provide no income for the family.</li> <li>5. Vehicles especially equipped for the handicapped.</li> <li>6. Equity in owner-occupied cooperatives and manufactured homes in which the family lives.</li> </ol> <div style="background-color: #e0e0e0; padding: 10px; margin-top: 10px;"> <p><b>Counts as income:</b></p> <ol style="list-style-type: none"> <li>1. Actual income from assets if total assets are \$5,000 or less;</li> <li>2. If assets are more than \$5,000, the greater of actual income from assets, or</li> </ol> </div>

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

and other claims, deferred SSI and Social Security payments paid in a lump sum.	<b>Total assets x Passbook Savings Rate established by the PHA in accordance with HUD guidelines.</b>
9. Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.	
10. Cash value of life insurance policies.	
11. Assets disposed of for less than fair market value during two years preceding certification or recertification.	

### V. Verifying Applicants' Statements and Incomes

- Applicants shall be required to furnish proof of their statements when requested by the PHA.
  - All eligibility determinations will be fully documented in the files. 24 CFR §5.233
  - The PHA will utilize HUD's online "Upfront Income Verification" and "Enterprise Income Verification" (UIV/EIV) systems to the greatest extent feasible to verify employment, income and other eligibility information for all applicants and participants.
- A. Applicant Releases:** Applicants are required to sign release forms that authorize necessary third party verifications that include, but are not limited to, income and assets. If sufficient verification for some or all income sources is obtained through HUD's online UIV/EIV system or third party documentation provided by the applicant, the applicant will not be required to sign release forms for those income sources.
- B. Documentation from Applicant:** Applicants are required to submit documentation to the PHA to verify statements related to program eligibility.
- C. Use of Confidential Information:** Information that is obtained directly from applicants or from those persons authorized by the applicant will be used or disclosed only for purposes relating directly to the administration of the Section 8 Program. All information that is "private data on individuals" under the Minnesota Government Data Practices Act (*Minn. Statutes Sec. 13.01 and following*) will be handled in compliance with that law. Information obtained from HUD's online UIV/EIV systems will be used, stored and disposed of in compliance with HUD requirements.
- D. Family Composition and Residency:** Certification by applicants will normally be considered sufficient verification of family composition and residence as provided by the applicant's signature



## SECTION 8 ADMISSION & OCCUPANCY POLICIES

on the application. However, the PHA reserves the right to request additional verification.

- E. Income:** All earned and unearned income must be verified at the time of admission through third parties, which may include HUD's online UIV/EIV systems.
1. Written Third Party Verification. To the greatest extent feasible, income should be verified through acceptable documents that are generated by third parties, but are in the possession of and provided by the applicant.
  2. Verification Forms. If the applicant cannot provide acceptable third party documentation, the PHA may obtain the required verifications using forms sent to the third parties (employers, etc.).
  3. Oral Third Party Verification. If neither form of written verification can be obtained, the PHA may verify income information by contacting the income source(s) via telephone or in-person visit.
  4. Tenant Declaration. If none of the forms of third party verification listed above can be obtained, the PHA may at its discretion accept an affidavit or notarized statement by the applicant of reported income. Staff must document in the family's file the reason(s) why third party verification was not available.
  5. EIV Verification. Within 90 days after the subsidy start date, the family's earned income must be verified through HUD's online UIV/EIV systems.
  6. Preservation Vouchers. To facilitate the timely issuance of preservation vouchers to residents of a property that was formerly assisted under a contract between the owner and HUD for project-based rental assistance, the PHA may issue the preservation vouchers and calculate initial tenant rents and Housing Assistance Payments based on tenant income and other eligibility information that the property owner has already submitted to HUD's MTCS/PIC tenant data systems on the most recent form HUD-50059, "Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures". The PHA will verify income for participants who have HUD-50059 forms dated earlier than 6 months from the effective date of conversion to tenant-based voucher assistance, but reserves the right to conduct a full-income review in any circumstance.

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

7. **Portability Vouchers.** For voucher participants “porting in” to St. Paul from another jurisdiction, the PHA may use the household composition and income information submitted by the sending housing agency on HUD’s Tenant Data Form (HUD-50058) rather than re verifying all of the information immediately. The PHA will verify income for participants who have HUD-50058 forms dated earlier than 6 months from the effective date of porting in, but reserves the right to conduct a full-income review in any circumstance.
- F. Assets:** If the total value of reported assets is \$5,000 or more, their value must be verified in the same manner as income (see above). The PHA may accept the applicant’s declaration of the amount of assets equal to or less than \$5,000, and the amount of income expected to be received from those assets. In such cases the PHA must verify the information in accordance with HUD guidance.
- G. No Income:** The absence of income will be verified through third parties where possible. Applicants reporting no income will be required to sign a statement certifying that they are receiving no income.
- H. Misrepresentation:** Any material misrepresentation on the part of an applicant revealed through the application process or otherwise, may result in a determination of ineligibility. The applicant shall be notified in writing of such determination by the PHA, and shall be given the opportunity to request an informal review of the matter.
- I. Domestic Abuse Certification:** The PHA may require a applicant or participant who is or claims to be a victim of domestic violence to provide a signed certification or other documentation. (See **Appendix M, VAWA Policy**).

## VI. Eligibility Determination

- A. Verification of Statements:** Statements made by applicants on their application are verified, and a final determination of eligibility is made by the PHA before offering them rent assistance. §982.201
- B. Notification of Eligibility:** When evidence supports eligibility, applicants are notified in writing by the PHA.

## VII. Notification To Ineligible Families

§982.201(f)

## SECTION 8 ADMISSION & OCCUPANCY POLICIES

**A. Notice to Applicants:** The PHA will give an applicant prompt written notice of a decision denying their assistance. This includes a decision denying placement on the PHA waiting list and/or the issuance of a Housing Choice Voucher. The notice must contain a brief statement of the reasons for the PHA decision.

**B. Informal Review:** The notice shall also state that applicants may request an informal review of the decision and shall describe how to obtain the informal review.

§982.554

The PHA will not provide an informal review in the following instances:

1. Discretionary administrative determinations by the PHA.
2. General policy issues or class grievances.
3. A determination of the family unit size under the PHA Subsidy Standards.
4. A PHA determination not to approve an extension or suspension of a voucher term.
5. A PHA determination not to grant approval to lease a unit under the program or to approve a proposed lease.
6. A PHA determination that a unit selected by the applicant is not in compliance with HQS.
7. A PHA determination that the unit is not in accordance with HQS because of the family size or composition.

(See **Appendix G. for Informal Review Procedure**).

## PART TWO: APPLICANT SELECTION

### I. Overview:

- |                                                                                                                                                                                                                                                                                                                 |                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>A. Selecting Applicants:</b> Applicants will be selected from the waiting list. Their place on the waiting list will be determined by two factors:                                                                                                                                                           | <b><u>Refer to:</u></b><br>24 CFR<br>§982.204(a) |
| 1. Preference factors, and;                                                                                                                                                                                                                                                                                     |                                                  |
| 2. Date and time of application.                                                                                                                                                                                                                                                                                |                                                  |
| <b>B. Single Waiting List:</b> A single waiting list will be maintained for Vouchers.                                                                                                                                                                                                                           | §982.204(f)                                      |
| <b>C. Income Limits:</b> All applicants initially selected for Section 8 Rental Assistance must have annual income anticipated for the next twelve months that is at or below the current income limit set for Very Low Income families. This income limit is based upon 50% of the median income for the area. | §982.201(b)                                      |
| In addition, not less than 75 percent of the families admitted to the Section 8 Program shall be targeted to families whose income does not exceed 30% of the median income for the area (Extremely Low Income).                                                                                                | §982.201(b)(2)                                   |
| HUD may authorize Section 8 Rent Assistance for specific uses. Under these circumstances, assistance could be provided to families with low incomes, with annual income between 51-80% of median income for the area. Refer to Part One, Table 1-1 for current income limits.                                   |                                                  |
| <b>D. Special Allocations:</b> When HUD awards Section 8 funds for a specific category of applicants, the PHA will assist these households in accordance with HUD's special instructions.                                                                                                                       | §982.203<br>§982.204(e)                          |

### II. Definitions of Preferences and Related Terms

- |                                                                                                                                                                               |          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Local preferences are used in selecting applicants for Section 8 Assistance. The St. Paul PHA has established five local preferences. These local preferences are as follows: | §982.207 |
| 1. <b>Residency Preference:</b> This preference is given to applicants whose head of household or spouse:                                                                     | §982.207 |
| a. <b>Lives in Saint Paul;</b>                                                                                                                                                |          |

- b. Works in or has been notified that they have been hired to work in Saint Paul; or
  - c. Attends school or has been accepted to attend school in Saint Paul; or
  - d. **Currently “homeless,” verified through: 1) a metro area Continuum of Care assessment preceding their application, or 2) a shelter stay in the twelve months preceding their application.**
2. **Veteran’s or Service Person Preference:** This preference is given to an applicant where any member of the household is a Veteran or a Service Person.
- a. **“Veteran”** means any person who has served under the direction of the Armed Forces and clandestine forces of the United States.
  - b. A **“Service Person”** is part of an applicant’s family and is in the military forces of the United States at the time of application for housing. “Military forces” means the Army, Navy, Air Force, Marine Corps, Coast Guard and the commissioned corps of the U.S. Public Health Service.
3. **Preservation Preference:** This preference is given to current residents of a building approved by HUD for preservation or replacement vouchers.
4. **Project-Based Voucher (PBV) or Project-Based Assistance (PBA) Supportive Housing Preference:** This preference is given to applicants who have been approved to participate in a PHA PBV or PBA supportive housing program.
5. **Mainstream Preference:** This preference is given to applicants who have been approved to participate in a Mainstream Non-Elderly Disabled supportive housing program. The PHA receives referrals from pre-qualified partners for these vouchers.
6. **Special Programs Preference:** This preference is given to applicants who have been approved to participate in a program for which the PHA has received a special allocation of vouchers; for example, Family Unification Program (FUP), Veterans Administration – Supportive Housing (VASH), etc.

7. **Move-Up Preference:** This preference is given to applicants who have been approved by the Ramsey County Continuum of Care to transition from Permanent Supportive Housing (PSH) to a Housing Choice Voucher. The PHA will request referrals from the Ramsey County Continuum of Care, and will limit this preference to a maximum of 100 vouchers.

### III. General Policies Regarding Preferences

#### A. Use of Preferences:

1. **PBV Supportive Housing Preference:** Applicants who qualify for the PBV Supportive Housing Preference will receive 20 preference points.
2. **Preservation Preference:** Applicants who qualify for the Preservation Preference will receive 20 preference points.
3. **Special Programs Preference:** Applicants who qualify for the Special Programs Preference will receive 20 preference points.
4. **Mainstream Preference:** Applicants who qualify for the Mainstream Preference will receive 20 preference points.
5. **Move-Up Preference:** Applicants who qualify for the Move-Up Preference will receive 20 preference points.
6. **Residency Preference:** Applicants who qualify for a Residency Preference will receive four preference points. This includes those families who qualify as homeless under PHA policy (noted under Part 2, II., 1. d.).
7. **Veteran's Preference:** Applicants who qualify for a Veteran's Preference will receive two preference points.
8. Applicants with **no preferences** are given the lowest priority for assistance. They will be selected according to the date and time of their application.

- B. **Denial of Preferences:** No preference of any kind will be given to an applicant if any member of the applicant's family was evicted during the past three years from housing assisted under

§982.553

the 1937 Housing Act Program because of drug-related criminal activity, except that the PHA may give an admission preference if the PHA determines that the evicted person:

1. Has successfully completed a rehabilitation program approved by the PHA;
2. Clearly did not participate in or know about the drug-related criminal activity, or;
3. No longer participates in any drug-related criminal activity.

**C. Changes in Preference Status:** Occasionally families on the waiting list who did not qualify for a preference at the time they applied for rental assistance will experience a change in circumstances that now qualifies them for a preference. In such instances:

1. It is the family's responsibility to notify the PHA in writing.
2. Families certifying that they now qualify for a preference will be repositioned on the waiting list in accordance with their new preferences and their date and time of application.

#### **IV. Offering Assistance**

When an applicant's name rises to the top of the list in accordance with PHA policies, they will be offered the next available Voucher. If funds are not sufficient to house the family at the top of the waiting list in accordance with the PHA subsidy standards, no additional Vouchers will be issued until sufficient funds are available to cover the cost of the family's assistance. §982.204

**A.** When the PHA selects a family to participate in the Section 8 Program, the PHA must give the family an oral briefing, which need not be in-person. The briefing must include information on the following subjects: §982.301

1. A description of how the program works;
2. Family and owner responsibilities; and
3. Where the family may lease a unit, including renting a unit inside or outside the PHA's jurisdiction.

SECTION 8 ADMISSION & OCCUPANCY POLICIES

- B.** For a family that qualifies to lease a unit outside the PHA's jurisdiction under portability, the briefing must include an explanation of how portability works.
- C.** If the family is currently living in a high poverty census tract in the PHA's jurisdiction, the briefing must explain the advantages of moving to an area that does not have a high concentration of families living in poverty.
- D.** In a briefing that includes any disabled person, the PHA must take appropriate steps to ensure effective communication.
- E.** The PHA provides briefings to individuals or groups.
- F.** Spoken word and American Sign Language interpreters are available as needed. The PHA will inform applicants that interpreters must be requested prior to the scheduled meeting.
- G.** Family members, representatives, and service providers who assist families with special needs are encouraged to attend briefings.
- H. Information Packet:** An information packet will be provided to the family. It includes information on the following subjects: §982.301(b)
  - 1. The term of the Voucher (*how long the family has to locate a suitable unit to rent*), and the PHA policy on any extensions or suspensions of the term. The packet must explain how the family can request an extension.
  - 2. How the PHA calculates the housing assistance payment for a family including:
    - a. How the PHA determines the payment standard for a family;
    - b. How the PHA determines the Total Tenant Payment for a family;
    - c. Information on the Payment Standards and the PHA Utility Allowance Schedule, and the 40% affordability restriction.
  - 3. How the PHA determines the maximum rent for an assisted unit;
  - 4. What the family should consider in deciding whether to lease a unit, including:



SECTION 8 ADMISSION & OCCUPANCY POLICIES

- a. The condition of a unit;
  - b. Whether the rent is reasonable;
  - c. The cost of any tenant-paid utilities and whether the unit is energy-efficient; and
  - d. The location of the unit, including proximity to public transportation, centers of employment, schools and shopping:
5. Where the family may lease a unit. For a family that qualifies to lease a unit outside the PHA jurisdiction under portability procedures, the information packet must include an explanation of how portability works;
  6. The HUD-required “tenancy addendum.” The tenancy addendum is language that must be included in the lease;
  7. The Request for Tenancy Approval Form, and an explanation of how to request PHA approval to lease a unit;
  8. A statement of the PHA policy on providing information about a family to prospective owners;
  9. PHA Subsidy Standards (how many persons can live in each size unit), including when the Housing Authority will consider granting exceptions to the standards;
  10. The HUD brochure on how to select a unit;
  11. The HUD brochure on lead-based paint;
  12. Information on federal, state and local equal opportunity laws, and a copy of the HUD Housing Discrimination Complaint form;
  13. A list of landlords or other parties known to the PHA who may be willing to lease a unit to the family, or help the family find a unit;
  14. Notice that if the family includes a person with disabilities, the family may request a current listing of accessible units known to the PHA that may be available;
  15. Family obligations under the program;

16. The grounds on which the PHA may terminate assistance for a participant family because of family action or failure to act; and
17. PHA informal hearing and review procedures: This information will describe when the PHA is required to give a participant family the opportunity for an informal review, and how to request a review.
18. A notice about the Violence Against Women and Justice Department Reauthorization Act of 2005 (“VAWA”), that protects qualified applicants and tenants and family members of qualified applicants and tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based solely on acts of such violence against them.

## V. Monies Owed To A Housing Authority

The following policies apply to any monies owed to the PHA or another Housing Authority by current and former Public Housing residents and Section 8 participants.

§982.552(c)(v)

The PHA utilizes HUD’s online EIV system to determine whether an applicant owes money to another housing authority. The PHA also reports information through EIV about debts owed to this agency by former public housing residents and participants in the Section 8 Housing Choice Voucher Program.

- A. **Debt to Saint Paul PHA:** When an applicant owes money to this PHA from previous Public Housing residency or Section 8 participation, the PHA may, at their sole discretion, either deny the application, or require the applicant to repay that amount in full, or require the applicant to enter into a Payment Agreement before being admitted.
  1. To be eligible to enter into a Payment Agreement, the applicant must first demonstrate to the satisfaction of the PHA that they cannot pay the debt in full at the time of application.
  2. Payment Agreements require a **minimum payment of \$25 a month** on each claim for monies owed until the balance owed is paid in full.
  3. The repayment agreement shall require payment in full of the balance owing within twelve months, absent extraordinary circumstances.

- B. Debt to Another Housing Authority.** When an applicant owes money to another housing authority from previous public housing residency or Section 8 participation, the applicant will not be admitted without providing proof that the debt has been repaid in full, or the applicant has entered into a Payment Agreement with the other housing authority and is current on the payments.
- C. Consequences of Default:** Section 8 assistance may be denied or terminated if a family does not comply with the terms of a Payment Agreement. In addition, if the family is no longer assisted by Section 8, the balance owing may be submitted for recovery to the State Department of Revenue – Revenue Recapture Program. Names that have been submitted to the Revenue Recapture Program will be withdrawn if a former tenant is readmitted to the Section 8 Program and a new Payment Agreement is executed.

## VI. Time Frame To Find A Suitable Unit

- A. Initial Issuance:** Applicants who are issued a Voucher have a period of 60 days (*called the initial term*) in which to locate a suitable unit and notify the PHA of their intent to enter into a lease with an owner. §982.303
- B. Extensions of Term:**
  - 1. A voucher holder who cannot find a suitable unit within 60 days after a Voucher is issued, but who intends to continue to look for one, must request in writing an extension from the PHA before the voucher has expired. The PHA will grant a family up to two 60-day extensions (for a total of 180 days) unless the PHA has suspended voucher issuances due to current or projected overutilization of vouchers. §982.303(b)
  - 2. An additional 60-day extension (for a total of 240 days) may be granted to a participant family that needs and requests more time as a reasonable accommodation for a family member who is person with a disability, or if the family wishes to use their voucher outside of St. Paul and receiving housing agency has asked the PHA to extend the voucher. The request must be made before the family’s voucher has expired.
- C. Suspension of Term:** The PHA will grant a family a suspension of the Voucher term if the family has submitted a Request for Tenancy Approval during the term of the Voucher. A suspension means that the PHA will “stop the clock” on the term of the Voucher from the time when the family submits a Request for §982.303(c)

Tenancy Approval to lease a unit, until the time when the PHA approves or denies the request.

**VII. Public Housing Residents Requesting Section 8 Assistance**

- A. Residents with Special Housing Needs:** Residents of Public Housing are permitted to request a transfer to the Section 8 Program even when the Section 8 waiting list is closed to new applicants. They will be required to apply for a transfer in accordance with PHA policies on transfers. If their request is approved, the resident's name will be placed on a Section 8 Transfer Waiting List according to the date of the transfer approval. As Vouchers become available, these families will receive the next available form of assistance in rotation with applicants from the Section 8 Program waiting list who are currently not receiving any form of rental assistance.

**VIII. Non-Discrimination In Applicant Selection**

- A. No Discrimination:** The PHA will not discriminate against any applicant for public housing due to race, color, religion, creed, national origin or ancestry, sex, age, handicap, disability, receipt of public assistance, marital status, sexual or affectional orientation, or political or other affiliation.
- B. No Preferential Treatment:** No preference will be given to an applicant because of political affiliation or his or her acquaintance with any public official at the federal, state or local level.

§982.202(b)  
Minn. Stat.  
§363A.09,Subd1  
(1)-(2)  
St. Paul Leg.  
Code (SPLC),  
Chapter 183

**IX. Applicants Ineligible For A Preference**

When an applicant has claimed a preference in their application, and the information provided by the applicant shows that the necessary criteria cannot be met, the PHA shall do the following:

- A.** Promptly notify the applicant in writing of the determination and briefly state the reasons they are ineligible for the preference. The notification will offer the applicant an opportunity to meet with a PHA-designated representative to review the determination. The request to discuss the determination must be made in writing within 10 days of the date of the notification letter.
- B.** The PHA-designated representative may be an officer or employee, including the staff person who made or reviewed the determination.

**X. Misrepresentation**

Any material misrepresentation on the part of an applicant revealed through the application process or otherwise, may result in a

*SECTION 8 ADMISSION & OCCUPANCY POLICIES*

determination of ineligibility. The applicant shall be notified in writing of such determination by the PHA, and will be given the opportunity for an informal review of the matter.



# 2022 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN

Metropolitan Council Housing and Redevelopment Authority

Approved by Metropolitan Council:

October 12, 2022  
September 22, 2021  
September 23, 2020  
February 12, 2020  
September 25, 2019  
November 28, 2018

Copyright 2005 by Nan McKay & Associates, Inc.

All rights reserved

Permission to reprint granted only to the Public Housing Authority or Housing Agency that has purchased this plan from Nan McKay & Associates, Inc. This document may not be reprinted or distributed to any other person or entity other than the purchasing agency without the express written permission of Nan McKay & Associates, Inc.

# Table of Contents

<b>INTRODUCTION</b> .....	<b>1</b>
ABOUT THE REFERENCES CITED IN THE MODEL ADMINISTRATIVE PLAN .....	1
RESOURCES CITED IN THE MODEL ADMINISTRATIVE PLAN.....	2
<b>CHAPTER 1: OVERVIEW OF THE PROGRAM AND PLAN</b> .....	<b>1</b>
INTRODUCTION .....	1
PART I: THE PHA .....	2
1-I.A. Overview .....	2
1-I.B. Organization and Structure of the PHA.....	2
1-I.C. PHA Mission.....	2
1-I.D. The PHA’S Programs.....	3
1-I.E. The PHA’S Commitment to Ethics and Service .....	3
PART II. THE HOUSING CHOICE VOUCHER (HCV) PROGRAM .....	4
1-II.A. Overview and History of the Program .....	4
1-II.B. HCV Program Basics .....	5
1-II.C. The HCV Partnerships .....	6
1-II.D. Applicable Regulations.....	9
<b>PART III. THE HCV ADMINISTRATIVE PLAN</b> .....	<b>10</b>
1-III.A. Overview and Purpose of the Plan.....	10
1-III.B. Contents of the Plan.....	10
1-III.C. Organization of the Plan .....	11
1-III.D. Updating and Revising the Plan.....	11
<b>CHAPTER 2: FAIR HOUSING AND EQUAL OPPORTUNITY</b> .....	<b>1</b>
INTRODUCTION .....	1
PART I: NONDISCRIMINATION.....	2
2-I.A. Overview .....	2
2-I.B. Nondiscrimination.....	2
PART II: POLICIES RELATED TO PERSONS WITH DISABILITIES .....	5
2-II.A. Overview .....	5
2-II.B. Definition of Reasonable Accommodation .....	5
2-II.C. Request for an Accommodation.....	6
2-II.D. Verification of Disability.....	6
2-II.E. Approval/Denial of a Requested Accommodation .....	7
2-II.F. Program Accessibility for Persons with Hearing Or Vision Impairments.....	8
2-II.G. Physical Accessibility.....	8
2-II.H. Denial or Termination of Assistance .....	9
PART III: IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP). .....	11
2-III.A. Overview .....	11
2-III.B. Oral Interpretation .....	11
2-III.C. Written Translation.....	12
EXHIBIT 2-1: DEFINITION OF A PERSON WITH A DISABILITY UNDER FEDERAL CIVIL RIGHTS LAWS .....	13
EXHIBIT 2-2: ADDENDUM: SPECIFIC STEPS TO AFFIRMATIVELY FURTHER FAIR HOUSING .....	15
<b>CHAPTER 3: ELIGIBILITY</b> .....	<b>1</b>
INTRODUCTION .....	1
PART I: DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS.....	2
3-I.A. Overview .....	2



3-I.B. Family and Household.....	2
3-I.C. Family Break-Up and Remaining Member of Tenant Family Break-up.....	3
3-I.D. Head of Household.....	4
3-I.E. Spouse, Co-Head, and Other Adult.....	4
3-I.F. Dependent.....	4
3-I.G. Full-Time Student.....	5
3-I.H. Elderly and Near-Elderly Persons, and Elderly Family.....	5
3-I.I. Persons with Disabilities and Disabled Family.....	5
3-I.J. Guests.....	6
3-I.K. Foster Children and Foster Adults.....	6
3-I.L. Absent Family Members.....	7
3-I.M. Live in Aide.....	9
<b>PART II: BASIC ELIGIBILITY CRITERIA.....</b>	<b>11</b>
3-II.A. Income Eligibility and Targeting.....	11
3-II.B. Citizenship or Eligible Immigration Status.....	12
3-II.C. Social Security Numbers.....	15
3-II.D. Family Consent to Release of Information.....	15
3-II.E. Students Enrolled in Institutions of Higher Education.....	15
<b>PART III: DENIAL OF ASSISTANCE.....</b>	<b>22</b>
3-III.A. Overview.....	22
3-III.B. Mandatory Denial of Assistance.....	23
3-III.C. Other Permitted Reasons for Denial of Assistance.....	24
3-III.D. Screening.....	26
3-III.E. Criteria for Deciding to Deny Assistance.....	27
3-III.F. Notice of Eligibility or Denial.....	29
3-III.G. Prohibition Against Denial of Assistance to Victims of Domestic Violence, Sexual Assault, Dating Violence, and Stalking.....	30
EXHIBIT 3-1: DETAILED DEFINITIONS RELATED TO DISABILITIES.....	32
EXHIBIT 3-2: DEFINITION OF INSTITUTION OF HIGHER EDUCATION.....	34
<b>CHAPTER 4: APPLICATIONS, WAITING LIST AND TENANT SELECTION.....</b>	<b>1</b>
INTRODUCTION.....	1
<b>PART I: THE APPLICATION PROCESS.....</b>	<b>2</b>
4-I.A. Overview.....	2
4-I.B. Applying for Assistance.....	2
4-I.C. Accessibility of the Application Process.....	2
4-I.D. Placement on the Waiting List.....	3
<b>PART II: MANAGING THE WAITING LIST.....</b>	<b>4</b>
4-II.A. Overview.....	4
4-II.B. Organization of the Waiting List.....	4
4-II.C. Opening and Closing the Waiting List.....	5
4-II.D. Family Outreach.....	6
4-II.E. Reporting Changes in Family Circumstances.....	6
4-II.F. Updating the Waiting List.....	7
<b>PART III: SELECTION FOR HCV ASSISTANCE.....</b>	<b>8</b>
4-III.A. Overview.....	8
4-III.B. Selection and HCV Funding Sources.....	8
4-III.C. Selection Method.....	10
4-III.D. Notification of Selection.....	14
4-III.E. The Application Interview.....	14
4-III.F. Completing the Application Process.....	15

<b>CHAPTER 5: BRIEFINGS AND VOUCHER ISSUANCE .....</b>	<b>1</b>
INTRODUCTION .....	1
PART I: BRIEFINGS AND FAMILY OBLIGATIONS .....	2
5-I.A. Overview .....	2
5-I.B. Briefing .....	2
5-I.C. Family Obligations.....	6
PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE.....	8
5-II.A. Overview .....	8
5-II.B. Determining Family Unit (Voucher) Size .....	8
5-II.C. Exceptions to Subsidy Standards .....	9
5-II.D. Voucher Issuance .....	9
5-II.E. Voucher Term, Extensions, and Suspensions .....	10
<b>CHAPTER 6: INCOME AND SUBSIDY DETERMINATIONS.....</b>	<b>1</b>
INTRODUCTION .....	1
PART I: ANNUAL INCOME.....	2
6-I.A. Overview .....	2
6-I.B. Household Composition and Income .....	2
6-I.C. Anticipating Annual income.....	5
6-I.D. Earned Income .....	7
6-I.E. Earned Income Disallowance for Persons with Disabilities .....	10
6-I.F. Business Income .....	14
6-I.G. Assets .....	15
6-I.H. Periodic Payments .....	23
6-I.I. Payments in Lieu of Earnings.....	24
6-I.J. Welfare Assistance .....	25
6-I.K. Periodic and Determinable Allowances.....	26
6-I.L. Student Financial Assistance .....	26
6-I.M. Additional Exclusions From Annual Income .....	28
PART II: ADJUSTED INCOME .....	31
6-II.A. Overview .....	31
6-II.B. Dependent Deduction.....	32
6-II.C. Elderly or Disabled Family Deduction.....	32
6-II.D. Medical Expenses Deduction.....	32
6-II.E. Disability Assistance Expenses Deduction .....	33
6-II.F. Child Care Expense Deduction .....	34
PART III: CALCULATING FAMILY SHARE AND PHA SUBSIDY.....	38
6-III.A. Overview of Rent and Subsidy Calculations .....	38
6-III.B. Financial Hardships Affecting Minimum Rent .....	39
6-III.C. Applying Payment Standards.....	43
6-III.D. Applying Utility Allowances .....	45
6-III.E. Prorated Assistance for Mixed Families.....	46
EXHIBIT 6-1: ANNUAL INCOME INCLUSIONS .....	47
EXHIBIT 6-2: ANNUAL INCOME EXCLUSIONS.....	49
EXHIBIT 6-3: TREATMENT OF FAMILY ASSETS .....	51
EXHIBIT 6-4: EARNED INCOME DISALLOWANCE FOR PERSONS WITH DISABILITIES .....	52
EXHIBIT 6-5: THE EFFECT OF WELFARE BENEFIT REDUCTION .....	54
<b>CHAPTER 7: VERIFICATION .....</b>	<b>1</b>
INTRODUCTION .....	1
PART I: GENERAL VERIFICATION REQUIREMENTS .....	2

7-I.A. Family Consent to Release of Information .....	2
7-I.B. Overview of Verification Requirements .....	2
7-I.C. Upfront Income Verification (UIV) .....	3
7-I.D. Third-Party Written and Oral Verification .....	6
7-I.E. Self-Certification .....	8
<b>PART II. VERIFYING FAMILY INFORMATION .....</b>	<b>10</b>
7-II.A. Verification of Legal Identity .....	10
7-II.B. Social Security Numbers .....	10
7-II.C. Documentation of Age .....	12
7-II.D. Family Relationships .....	12
7-II.E. Verification of Student Status .....	12
7-II.F. Documentation of Disability .....	14
7-II.G. Citizenship or Eligible Immigration Status .....	15
7-II.H. Verification of Preference Status .....	16
<b>PART III: VERIFYING INCOME AND ASSETS .....</b>	<b>17</b>
7-III.A. Earned Income .....	17
7-III.B. Business and Self Employment Income .....	17
7-III.C. Periodic Payments and Payments in Lieu of Earnings .....	17
7-III.D. Spousal Maintenance or Child Support .....	18
7-III.E. Assets and Income From Assets .....	18
7-III.F. Net Income From Rental Property .....	19
7-III.G. Retirement Accounts .....	19
7-III.H. Income From Excluded Sources .....	20
7-III.I. Zero Annual income Status .....	20
7-III.J. Student Financial Assistance .....	21
7-III.K. Parental Income of Students Subject to Eligibility Restrictions .....	21
<b>PART IV: VERIFYING MANDATORY DEDUCTIONS .....</b>	<b>23</b>
7-IV.A. Dependent and Elderly/Disabled Household Deductions .....	23
7-IV.B. Medical Expense Deduction .....	23
7-IV.C. Disability Assistance Expenses .....	25
7-IV.D. Child Care Expenses .....	26
<b>EXHIBIT 7-1: SUMMARY OF DOCUMENTATION REQUIREMENTS FOR NONCITIZENS .....</b>	<b>29</b>
<b>CHAPTER 8: HOUSING QUALITY STANDARDS AND RENT REASONABLENESS DETERMINATIONS.....</b>	<b>1</b>
<b>INTRODUCTION .....</b>	<b>1</b>
<b>PART I: PHYSICAL STANDARDS .....</b>	<b>2</b>
8-I.A. General HUD Requirements .....	2
8-I.B. Additional Local Requirements .....	3
8-I.C. Life-Threatening Conditions .....	7
8-I.D. Owner and Family Responsibilities .....	9
8-I.E. Special Requirements for Children with Environmental Intervention Blood Lead Level .....	9
8-I.F. Violation of HQS Space Standards .....	10
<b>PART II: THE INSPECTION PROCESS .....</b>	<b>11</b>
8-II.A. Overview .....	11
8-II.B. Initial HQS Inspection .....	13
8-II.C. Annual/Biennial HQS Inspections .....	16
8-II.D. Special Inspections .....	16
8-II.E. Quality Control Inspections .....	17
8-II.F. Inspection Results and Reinspections for Units Under HAP Contract .....	17
8-II.G. Enforcing Owner Compliance .....	18
8-II.H. Enforcing Family Compliance with HQS .....	19
<b>PART III: RENT REASONABLENESS .....</b>	<b>20</b>

8-III.A. Overview .....	20
8-III.B. When Rent Reasonableness Determinations are Required .....	20
8-III.C. How Comparability is Established.....	21
8-III.D. PHA Rent Reasonableness Methodology .....	22
EXHIBIT 8-1: OVERVIEW OF HUD HOUSING QUALITY STANDARDS.....	23
EXHIBIT 8-2: SUMMARY OF TENANT PREFERENCE AREAS RELATED TO HOUSING QUALITY .....	26
<b>CHAPTER 9: GENERAL LEASING POLICIES .....</b>	<b>1</b>
INTRODUCTION .....	1
9-I.A. Tenant Screening .....	1
9-I.B. Requesting Tenancy Approval .....	2
9-I.C. Owner Participation.....	3
9-I.D. Eligible Units .....	4
9-I.E. Lease and Tenancy Addendum .....	6
9-I.F. Tenancy Approval.....	9
9-I.G. HAP Contract Execution .....	9
9-I.H. Changes in Lease or Rent .....	10
<b>CHAPTER 10: MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY .....</b>	<b>1</b>
INTRODUCTION .....	1
PART I. MOVING WITH CONTINUED ASSISTANCE .....	2
10-I.A. Allowable Moves .....	2
10-I.B. Restrictions on Moves .....	3
10-I.C. Moving Process.....	5
PART II: PORTABILITY .....	7
10-II.A. Overview .....	7
10-II.B. Initial PHA Role .....	7
10-II.C. Receiving PHA Role.....	12
<b>CHAPTER 11: REEXAMINATIONS .....</b>	<b>1</b>
INTRODUCTION .....	1
PART I: ANNUAL REEXAMINATIONS.....	2
11-I.A. Overview .....	2
11-I.B. Scheduling Annual Reexaminations .....	2
11-I.C. Conducting Annual Reexaminations.....	3
11-I.D. Determining Ongoing Eligibility of Certain Students .....	4
11-I.E. Effective Dates .....	4
PART II: INTERIM RENT CHANGES .....	6
11-II.A. Overview .....	6
11-II.B. Changes in Family and Household Composition .....	6
11-II.C. Changes Affecting Income or Expenses.....	8
11-II.D. Processing the Interim Reexamination .....	9
PART III: RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT .....	10
11-III.A. Overview .....	10
11-III.B. Changes in Payment Standards and Utility Allowances .....	10
11-III.C. Notification of New Family Share and HAP Amount.....	11
11-III.D. Discrepancies.....	12
<b>CHAPTER 12: TERMINATION OF ASSISTANCE AND TENANCY .....</b>	<b>1</b>
PART I: GROUNDS FOR TERMINATION OF ASSISTANCE .....	2
12-I.A. Overview .....	2
12-I.B. Family No Longer Requires Assistance .....	2

12-I.C. Family Chooses to Terminate Assistance.....	2
12-I.D. Mandatory Termination of Assistance.....	2
12-I.E. Mandatory Policies and Other Authorized Terminations.....	5
PART II: APPROACH TO TERMINATION OF ASSISTANCE .....	8
12-II.B. Method of Termination .....	8
12-II.C. Alternatives to Termination of Assistance.....	8
12-II.D. Criteria for Deciding to Terminate Assistance.....	9
12-II.E. Terminations Related to Domestic Violence, Dating Violence, SEXUAL ASSAULT or Stalking.....	9
12-II.F. Termination Notice .....	12
12-II.G. How Termination of Assistance Affects the HAP Contract and Lease .....	13
PART III: TERMINATION OF TENANCY BY THE OWNER .....	14
12-III.A. Overview .....	14
12-III.B. Grounds for Owner Termination of Tenancy.....	14
12-III.C. Eviction.....	16
12-III.E. Effect of Tenancy Termination of the Family's Assistance .....	16
EXHIBIT 12-1: METO HRA HCV STATEMENT OF RESPONSIBILITIES.....	17
<b>CHAPTER 13: OWNERS .....</b>	<b>1</b>
INTRODUCTION.....	1
PART I. OWNERS IN THE HCV PROGRAM.....	2
13-I.A. Owner Recruitment and Retention.....	2
13-I.B. Basic HCV Program Requirements.....	3
13-I.C. Owner Responsibilities.....	4
13-I.D. Owner Qualifications .....	5
13-I.E. Non-Discrimination.....	7
PART II. HAP CONTRACTS.....	9
13-II.A. Overview .....	9
13-II.B. HAP Contract Contents.....	9
13-II.C. HAP Contract Payments .....	10
13-II.D. Breach of HAP Contract.....	12
13-II.E. HAP Contract Term and Terminations.....	13
13-II.F. Change in Ownership/Assignment of the HAP Contract.....	14
13-II.G. Foreclosure.....	15
<b>CHAPTER 14: PROGRAM INTEGRITY .....</b>	<b>1</b>
INTRODUCTION.....	1
PART I: PREVENTING, DETECTING, AND INVESTIGATING ERRORS AND PROGRAM ABUSE.....	2
14-I.A. Preventing Errors and Program Abuse .....	2
14-I.B. Detecting Errors and Program Abuse .....	3
14-I.C. Investigating Errors and Program Abuse .....	4
PART II: CORRECTIVE MEASURES AND PENALTIES .....	6
14-II.A. Subsidy Under or Overpayments.....	6
14-II.B. Family-Caused Errors and Program Abuse .....	6
14-II.C. Owner-Caused Error or Program Abuse.....	8
14-II.D. PHA-Caused Errors or Program Abuse .....	9
14-II.E. Criminal Prosecution .....	10
14-II.F. Fraud and Program Abuse Recoveries.....	10
<b>CHAPTER 15: SPECIAL HOUSING TYPES .....</b>	<b>1</b>
INTRODUCTION.....	1
PART I: SINGLE ROOM OCCUPANCY .....	2
15-I.A. Overview .....	2

15-I.B. Payment Standard, Utility Allowance, and HAP Calculation.....	2
15-I.C. Housing Quality Standards (HQS).....	2
PART II. CONGREGATE HOUSING .....	4
15-I.A. Overview .....	4
15-I.B. Payment Standard, Utility Allowance, and HAP Calculation.....	4
PART III. MANUFACTURED HOMES .....	11
15-VI.A. Overview.....	11
15-VI.B. Special Policies for Manufactured Home Owners Who Lease a Space.....	11
15-VI.C. Payment Standard, Utility Allowance and HAP Calculation .....	11
15-II.D. Housing Quality Standards .....	13
<b>CHAPTER 16: PROGRAM ADMINISTRATION .....</b>	<b>1</b>
INTRODUCTION .....	1
PART I: ADMINISTRATIVE FEE RESERVE .....	2
PART II: SETTING PROGRAM STANDARDS AND SCHEDULES.....	3
16-II.A. Overview .....	3
16-II.B. Payment Standards.....	3
16-II.C. Utility Allowances .....	6
PART III: INFORMAL REVIEWS AND HEARINGS .....	8
16-III.A. Overview .....	8
16-III.B. Informal Reviews.....	8
16-III.C. Informal Hearings for Participants.....	12
16-III.D. Hearing and Appeal Provisions for Non-Citizens.....	20
PART IV: OWNER OR FAMILY DEBTS TO THE PHA .....	25
16-IV.A. Overview.....	25
16-IV.B. Repayment Policy.....	25
PART V: SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) .....	29
16-V.A. Overview .....	29
16-V.B. SEMAP Certification .....	29
16-V.C. SEMAP Indicators.....	30
PART VI: RECORD KEEPING.....	34
16-VI.A. Overview.....	34
16-VI.B. Record Retention.....	34
16-VI.C. Records Management .....	35
PART VII: REPORTING AND RECORD KEEPING FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL .....	37
16-VII.A. Overview.....	37
16-VII.B. Reporting Requirement.....	37
16-VII.C. Data Collection and Record Keeping .....	37
PART VIII: DETERMINATION OF INSUFFICIENT FUNDING .....	38
16-VIII.A. Overview .....	38
16-VIII.B. Methodology .....	38
PART IX: VIOLENCE AGAINST WOMEN ACT (VAWA): NOTIFICATION, DOCUMENTATION, CONFIDENTIALITY.....	39
16-IX.A. Overview.....	39
16-IX.B. Definitions .....	39
16-IX.C. Notification .....	40
16-IX.D. Documentation.....	41
16-IX.E. Confidentiality .....	43
EXHIBIT 16-1: NOTICE TO HCV APPLICANTS AND TENANTS REGARDING VAWA .....	45
EXHIBIT 16-2: NOTICE TO HCV OWNERS AND MANAGERS REGARDING VAWA.....	54
EXHIBIT 16-3 EMERGENCY TRANSFER PLAN FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING .....	64

<b>CHAPTER 17: PROJECT-BASED VOUCHERS .....</b>	<b>1</b>
INTRODUCTION .....	1
PART I: GENERAL REQUIREMENTS .....	2
17-I.A. Overview .....	2
17-I.B. Tenant-Based VS. Project-Based Voucher Assistance .....	3
17-I.C. Relocation Requirements .....	3
17-I.D. Equal Opportunity Requirements .....	4
PART II: PBV OWNER PROPOSALS .....	5
17-II.A. Overview .....	5
17-II.B. Owner Proposal Selection Procedures .....	5
17-II.C. Housing Type .....	9
17-II.D. Prohibition of Assistance for Certain Units Ineligible Housing Types .....	9
17-II.E. Subsidy Layering Requirements .....	10
17-II.F. Cap on Number of PBV Units in Each Project .....	11
17-II.G. Site Selection Standards .....	13
17-II.H. Environmental Review .....	14
PART III: DWELLING UNITS .....	16
17-III.A. Overview .....	16
17-III.B. Housing Quality Standards .....	16
17-III.C. Housing Accessibility for Persons with Disabilities .....	16
17-III.D. Inspecting Units .....	16
PART IV: REHABILITATED AND NEWLY CONSTRUCTED UNITS .....	19
17-IV.A. Overview .....	19
17-IV.B. Agreement to Enter into HAP Contract .....	19
17-IV.C. Conduct of Development Work .....	20
17-IV.D. Completion of Housing .....	21
PART V: HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP) .....	22
17-V.A. Overview .....	22
17-V.B. HAP Contract Requirements .....	22
17-V.C. Amendments to the HAP Contract .....	25
17-V.D. HAP Contract Year, Anniversary, and Expiration Dates .....	26
17-V.E. Owner Responsibilities Under the HAP .....	26
17-V.F. Additional HAP Requirements .....	27
PART VI: SELECTION OF PBV PROGRAM PARTICIPANTS .....	29
17-VI.A. Overview .....	29
17-VI.B. Eligibility for PBV Assistance .....	29
17-VI.C. Organization of the Waiting List .....	30
17-VI.D. Selection from the Waiting List .....	31
17-VI.E. Offer of PBV Assistance .....	32
17-VI.F. Owner Selection of Tenants .....	33
17-VI.G. Tenant Screening .....	33
PART VII: OCCUPANCY .....	35
17-VII.A. Overview .....	35
17-VII.B. Lease .....	35
17-VII.C. Moves .....	38
17-VII.D. Exceptions to the Occupancy Cap .....	40
PART VIII: DETERMINING RENT TO OWNER .....	43
17-VIII.A. Overview .....	43
17-VIII.B. Rent Limits .....	43
17-VIII.C. Reasonable Rent .....	46
17-VIII.D. Effect of Other Subsidy and Rent Control .....	47

PART IX: PAYMENTS TO OWNER.....	49
17-IX.A. Housing Assistance Payments .....	49
17-IX.B. Vacancy Payments .....	49
17-IX.C. Tenant Rent to Owner .....	49
17-IX.D. Other Fees and Charges .....	50
<b>CHAPTER 18: PROJECT BASED VOUCHERS (PBV) UNDER THE RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM.....</b>	<b>1</b>
INTRODUCTION .....	1
PART I: GENERAL REQUIREMENTS .....	2
18-I.A. Overview and History of the RAD Program.....	2
18-I.B. Applicable Regulations.....	2
18-I.C. Tenant-Based vs. Project-Based Voucher Assistance .....	4
18-I.D. Relocation REQUIREMENTS .....	4
18-I.E. Equal Opportunity Requirements .....	6
PART II: PBV PROJECT SELECTION .....	7
18-II.A. Overview .....	7
18-II.B. Ownership and Control.....	7
18-II.C. PHA-Owned Units.....	8
18-II.D. Subsidy Layering Requirements .....	8
18-II.E. PBV Percentage Limitation .....	9
18-II.F. Site Selection Standards .....	9
18-II.G. Environmental Review .....	10
PART III: DWELLING UNITS .....	11
18-III.A. Overview .....	11
18-III.B. Housing Quality Standards .....	11
18-III.C. Housing Accessibility for Persons with Disabilities.....	11
18-III.D. Inspecting Units.....	11
PART IV: HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT .....	14
18-IV.A. Overview .....	14
18-IV.B. HAP Contract Requirements .....	14
18-IV.C. Amendments to the HAP Contract .....	15
18-IV.D. HAP Contract Year and Anniversary Dates .....	16
18-IV.E. Owner Responsibilities UNDER THE HAP CONTRACT.....	16
18-IV.F. Vacancy Payments .....	17
PART V: SELECTION OF PBV PROGRAM PARTICIPANTS .....	18
18-V.A. Overview .....	18
18-V.B. Prohibited Rescreening of Existing Tenants Upon Conversion.....	18
18-V.C. Eligibility for PBV Assistance .....	18
18-V.D. Organization of the Waiting List.....	19
18-V.E. Selection from the Waiting List .....	19
18-V.F. Offer of PBV Assistance .....	20
18-V.G. Owner Selection of Tenants .....	21
18-V.H. Tenant Screening .....	22
PART VI: OCCUPANCY .....	24
18-VI.A. Overview .....	24
18-VI.B. Lease .....	24
18-VI.C. Public Housing FSS and ROSS PARTICIPANTS.....	28
18-VI.D. Resident Participation and Funding.....	28
18-VI.E. Moves .....	29
18-VI.F. Reexaminations .....	31
18-VI.G. Earned Income Disallowance .....	32



18-VI.H. Residents' Procedural Rights .....	32
18-VI.I. Informal Reviews and Hearings .....	33
PART VII: DETERMINING CONTRACT RENT .....	34
18-VII.A. Initial Contract Rents.....	34
18-VII.B. Adjusting Contract Rents .....	34
18-VII.C. Utility Allowances.....	35
18-VII.D. Reasonable Rent.....	36
PART VIII: PAYMENTS TO OWNER.....	37
18-VIII.A. Housing Assistance Payments .....	37
18-VIII.B. Vacancy Payments .....	37
18-VIII.C. Tenant Rent to Owner .....	38
18-VIII.D. Phase-In of Tenant Rent Increases.....	39
18.VIII.E. Other Fees and Charges .....	40
<b>GLOSSARY .....</b>	<b>1</b>
ACRONYMS USED IN SUBSIDIZED HOUSING .....	1
GLOSSARY OF TERMS IN SUBSIDIZED HOUSING .....	3

## **PART III: SELECTION FOR HCV ASSISTANCE**

### **4-III.A. OVERVIEW**

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

### **4-III.B. SELECTION AND HCV FUNDING SOURCES**

#### **Special Admissions** [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

#### **Targeted Funding** [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C, Order of Selection, and in accordance with HUD requirement for the program.

#### PHA Policy

The PHA administers the following types of targeted funding:

#### **Non-Elderly Disabled (NED) Vouchers**

- This program enables families having a person with disabilities to lease affordable private housing of their choice and also may assist persons with disabilities who often face difficulties in locating suitable and accessible housing on the private market.

- NED vouchers will be issued to qualified applicants on the PHA's Housing Choice Voucher waiting list according to the selection procedures outlined in Chapter 4.

### **Family Unification Program (FUP)**

- This program assists families for whom the lack of adequate housing is a primary factor in the separation, or the threat of imminent separation, of children from their families.
- Families applying for FUP must be referred by a Public Child Welfare Agency (PCWA).
- Families verified as eligible will be placed on the waiting list according to date and time of application.
- The PCWA will provide support services.

### **Foster Youth to Independence Initiative**

The Foster Youth to Independence Initiative is a cross-system collaborative effort to prevent and end homelessness among youth with a current or prior history of child welfare involvement. The program is a collaboration to identify, target and connect eligible youth at-risk of or experiencing homelessness to housing and related supports.

- Families applying for FYI must be referred by a Public Child Welfare Agency
- Youth are considered eligible when the youth:
  - Has attained at least 18 years and not more than 24 years of age;
  - Left foster care, or will leave foster care within 90 days; and
  - Is homeless or is at risk of becoming homeless at age 16 or older.
- Families verified as eligible will be placed on the waiting list according to date and time of application.
- The FYI Vouchers may only be used for a maximum of 36 months.
- The PCWA will provide support services, including a transition plan for after the 36-month period.

### **Veterans Affairs Support Housing (VASH) Program**

This program combines HUD Housing Choice Voucher program rental assistance for homeless veterans with case management and clinical services provided by the Department of Veterans Affairs (VA). HUD VASH vouchers are administered in accordance with the HCV tenant-based rental assistance regulations 24 CFR part 982 and the regulations specific to the VASH program including but not limited to the following:

- VASH serves homeless veterans who have an identified need for case management
- VASH participants must agree to receive and cooperate with intensive case management services provided by the VA.

- Assistance must be terminated for non-cooperation with the case management requirements.
- The VA will refer VASH-eligible families to the PHA and provide housing search assistance.
- Income and citizenship eligibility will be determined according to Housing Choice Voucher program rules.
- Admission will be prohibited for any member of the household that is subject to a lifetime sex offender registration. All other screening criteria will be waived.

### **Mainstream Voucher Program**

- This program provides funding to assist non-elderly persons with disabilities who are:
  - Transitioning out of institutional or other segregated setting,
  - At serious risk of institutionalization,
  - Homeless, or
  - At risk of becoming homeless
- Admission for the program will be made through referrals from contracted service partners working directly with the Metro Transit Homeless Action Team, through Coordinated Entry and through direct referrals from community and county partners, as appropriate.
- If additional Mainstream vouchers become available through HUD, the Metro HRA will apply to receive additional vouchers.

### **Emergency Housing Vouchers**

Emergency Housing Vouchers are tenant-based rent assistance for individuals and families who are experiencing homelessness, at risk of homelessness, fleeing or attempting to flee domestic violence or were recently homeless.

- Referrals much come through the County Continuum of Care Coordinated Entry System.
- The Counties and their service partners provide supportive services.
- The vouchers sunset after September 30, 2023. Vouchers continue to be provided to new families upon turnover if prior to the sunset date.

Other targeted funding, if awarded new funding.

### **Regular HCV Funding**

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

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

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

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

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

PHA Policy

The HRA has adopted the following category of preferences:

- Insufficient Funding (4 points)

Preference will be given to any family that has been terminated or is at imminent risk of being terminated from the following HRA programs due to insufficient funding:

- Housing Choice Voucher
- Project Based Voucher
- Bridges
- Continuum of Care
- Housing Opportunities for Persons with Aids
- Housing Trust Fund

- Mobility Demonstration Program (3 points)

The PHA, in partnership with Minneapolis Public Housing Authority, was awarded funds under the Housing Choice Voucher (HCV) Mobility Demonstration Program. The program will assist families with children in gaining better access to low-poverty neighborhoods with high-performing schools and other strong community resources. The program will offer mobility-related supports to a selected group of HCV holders to determine what services are most effective in helping families move and achieve success. The program will include an independent evaluation and research component.

- Preference will be given to families with at least one child aged 13 or under that live in census tracts with a family poverty rate of 30 percent or higher.
- If the PHA does not have enough families on the waiting list that meet the required preference, the PHA will select the next available family with at least one child 17 or under from the waiting list.

- This preference will be applied to a limited number of families each year in accordance with the enrollment schedule of the HCV Demonstration Program.
- The Metro HRA has a Joint Powers Agreement with MPHA to eliminate the portability requirement. Each agency will administer their own vouchers regardless of where the family chooses to live.
- Participants enrolled in the Mobility Demonstration Program that move to Minneapolis will be assigned bedroom space according to the MPHA's subsidy standards.
- Small Area Fair Market Rents (SAFMR) will be used for participants enrolled in the Mobility Demonstration Program that move to Minneapolis.

- "Move Up" from Permanent Supportive Housing (2 points)

The PHA will partner with the Hennepin, Ramsey and Suburban Metro Area Continuum of Care (CoC) to identify individuals and families ready to transition or "move up" from Permanent Supportive Housing (PSH) units. These are families that were homeless prior to entry into the PSH program and who continue to need a rental subsidy but no longer require intensive supportive services.

- The PHA will accept referrals from the CoC's Coordinated Entry Program. Move-Up applicants will be identified by PSH based on Move-Up eligibility criteria:

- A minimum of two years living in Permanent Supportive Housing
- Ongoing source of income
- Paid rent on-time and in full every month for at least ten of the past twelve months or are in compliance with the Housing Supports program.
- Connected to mainstream or community resources

PHA Moving On Preference

- The PHA will allocate up to 40 Housing Choice Vouchers per calendar year toward the Move-Up Preference. Once these vouchers have been utilized in a calendar year, no additional priority will be given under this category.

- Homework Starts with Home Preference (1 point)

The PHA will partner with suburban Ramsey County school districts, Solid Ground and Suburban Ramsey County Family Collaborative (program partners) to provide rent assistance to people of underserved and under-supported populations including black, indigenous and people of color, and lesbian, gay, bisexual, transgender, queer or questioning and Intersex (LGBTQI) students and families who are homeless, doubled up or at imminent risk of homelessness.

- The HSWH program partners provides rent subsidy and support services to enrolled families for 18 months.
  - The PHA will accept referrals from the program partners for families whose HSWH rent assistance has ended and who continue to have a need for rent assistance.
  - The program partners will continue to provide support services as the families transition to the Housing Choice Voucher program and for a two-year period thereafter.
  - The PHA will allocate up to 20 Housing Choice Vouchers per calendar year toward the HSWH partnership. Once these vouchers have been utilized in a calendar year, no additional priority will be given under this category.
- Residency Preference (1 point)
    - The PHA will offer a preference for 95% of waiting list placements to families who reside, work or have been hired to work or got to school full-time in the PHA's service area. Full-time student is defined as a person who is carrying a subject load that is considered full time by an educational institution with a degree or certificate program.

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

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

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

### **PHA Policy**

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

### **Order of Selection**

The PHA system of preferences may select families based on local preferences according to the date and time of application [24 CFR 982.207(c)]. If a PHA does not have enough funding

to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

#### PHA Policy

- Families will be selected from the waiting list according to their assigned date and time of application.
- Families that qualify for a specified category of program funding (targeted funding) or local preference may be selected from the waiting list ahead of higher placed families that do not qualify for the targeted funding or a preference. However, within any targeted funding category or eligible preference category, applicants will be selected according to the assigned date and time their application is received.

#### **4-III.D. NOTIFICATION OF SELECTION**

When a family has been selected from the waiting list, the PHA must notify the family.

#### PHA Policy

The PHA will electronically notify the family when it is selected from the waiting list. If the family does not attend the first scheduled interview, they will be provided a second and final opportunity to attend. The notice will inform the family of the following:

- Interview appointment requirement.
  - Who is required to attend the interview
  - All documents that must be provided at the interview, including information about what constitutes acceptable documentation.
- Other forms of communication will be considered under extenuating circumstances, to assist a family with LEP or as a reasonable accommodation, persons with disabilities.

#### **4-III.E. THE APPLICATION INTERVIEW**

The PHA will obtain the information and documentation needed to make an eligibility determination through a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2012-10].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.



## PHA Policy

- Families selected from the waiting list are required to participate in an eligibility interview.
- The head of household must attend the interview. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the PHA.
- Pending disclosure and documentation of social security numbers, the PHA will allow the family to retain its place on the waiting list for ninety (90) days. If not, all household members have disclosed their SSNs at the next time the PHA is issuing vouchers, the PHA will issue a voucher to the next eligible applicant family on the waiting list.
- The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are missing, the PHA will provide the family with a written list of items that must be submitted.
- Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview or the request by the PHA. If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).
- An advocate, interpreter, or other assistant may assist the family with the application and the interview process.
- Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation services upon request.
- Other forms of communication will be considered under extenuating circumstances or as a reasonable accommodation, persons with disabilities. If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the PHA will provide a second and final opportunity to attend the interview. Applicants who fail to attend two scheduled interviews without PHA approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

### **4-III.F. COMPLETING THE APPLICATION PROCESS**

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or

selection preference that affected the order in which the family was selected from the waiting list.

### PHA Policy

- If the PHA determines that the family is ineligible, the PHA will send electronic notification of the ineligibility. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal review (Chapter 16).
- Other forms of communication will be considered under extenuating circumstances, to assist a family with LEP or as a reasonable accommodation, persons with disabilities .
- If the PHA determines the family is eligible to receive assistance, the PHA will invite the family to attend a briefing in accordance with policies in Chapter 5.

## **Memorandum of Understanding**

### **For the Administration of HUD Emergency Housing Vouchers**

This Memorandum of Understanding (“MOU”) is entered into by the Metropolitan Council, acting through its Metropolitan Housing and Redevelopment Authority (“Metro HRA”), with offices located at 390 Robert Street North, Saint Paul, Minnesota 55101, and the Continuums of Care for County of Hennepin, State of Minnesota on behalf of the Hennepin County Continuum of Care, 300 South 6th Street, Minneapolis, Minnesota 55487, Ramsey County, and the Suburban Metro Area Continuum of Care (collectively, the “CoCs”). Metro HRA and each CoC is a “Party” and collectively are the “Parties” to this MOU.

### **Introduction and Background**

Metro HRA is a Public Housing Agency (“PHA”) under federal law and administers a federal Section 8 Housing Choice Voucher program in Anoka, Carver, and most of suburban Hennepin and Ramsey Counties in the seven-county Minneapolis-Saint Paul metropolitan area.

In May 2021 the U.S. Department of Housing and Urban Development (“HUD”) awarded Metro HRA 218 Emergency Housing Vouchers (“EHVs”) which are intended to help address and avoid homelessness of program-eligible individuals and families by providing permanent housing rental assistance vouchers.

Each Continuum of Care manages its own centralized Coordinated Entry System (“CES”) that coordinates program participant intake assessments and provides referrals for individuals and families seeking housing or services. HUD requires the EHV program to receive referrals through the CES. Each CoC CES will identify and refer program-eligible individuals and families to the Metro HRA to receive EHVs.

HUD Notice PIH 2021-15 (HA) (issued May 5, 2021) establishes operating requirements for the EHVs, including a requirement that PHAs which are awarded EHVs must enter into a memorandum of understanding with one or more Continuum of Care entities to establish a partnership for the administration of the EHVs.

### **I. Goals**

**1.01 *Partnership Goals.*** The Metro HRA and CoC partnership will be guided by the following goals:

- (a) Metro HRA and the CoCs are committed to administering the EHVs in accordance with all program requirements. The program requirements established in HUD Notice PIH 2021-15 (as amended, updated, or modified during the term of this MOU) are incorporated into and are part of this MOU. A copy of the Notice is available at: [Emergency Housing Vouchers-Operating Requirements](#).

(b) Metro HRA and the CoCs have established the following goals and standards of success in administering the program:

- (1) Reasonable efforts by the CoCs and Metro HRA will result in the issuance of all 218 EHV's by June 30, 2022;
- (2) Metro HRA will coordinate with the CoCs and associated service providers to match individuals and families with services they are eligible to receive, including mainstream resources; and
- (3) A minimum of 90% of the EHV participants will remain housed as of June 1, 2023.

**1.02 Lead Liaisons.** The following staff will serve as the lead liaisons for this EAV partnership:

Hennepin County Continuum of Care:  
Amy Donohue  
300 South 6<sup>th</sup> Street  
Mail Code 629  
Minneapolis, Minnesota 55487  
Phone: (612) 225-8334

Ramsey County Continuum of Care:  
Loni Aadalen  
Saint Paul/Ramsey County CoC  
160 East Kellogg Boulevard  
Saint Paul, Minnesota 55101  
Phone: (651) 266-4116

Suburban Metro Area Continuum of Care:  
Abby Guilford  
Minnesota Engagement of Shelter and Housing  
740 East 17<sup>th</sup> Street  
Minneapolis, Minnesota 55435  
Phone: (763) 458-9790

Metropolitan Council/Metro HRA:  
Stephanie Paulson  
390 Robert Street North  
Saint Paul, Minnesota 55101  
Phone: (651) 602-1584

If Metro HRA or a CoC designates a different lead liaison, Metro HRA or the CoC will notify the other Parties about the designation. The lead liaisons may not execute amendments to this MOU unless their respective agencies have authorized them to execute amendments.

## **II. Administration of the EHV's**

**2.01 EHV Allocations.** Metro HRA will allocate the EHV's to individuals and families in the CoCs' jurisdictions generally as follows: 116 EHV's to Hennepin County; 52 EHV's to Ramsey County; and 50 EHV's to the jurisdictions represented by the Suburban Metro Area Continuum of Care. These allocations are based on total county population and the percentages of persons living in poverty. The number of EHV's allocated to the Suburban Metro Area Continuum of Care is based on a recognition that the area served by the Suburban Metro Area Consortium will only receive EHV's through Metro HRA while Hennepin and Ramsey Counties will also receive EHV's from the Saint Paul PHA and the Minneapolis Public Housing Authority. These allocations may increase or decrease depending on whether HUD awards Metro HRA additional EHV's or decreases the number of EHV's awarded to Metro HRA. To help ensure EHV's are made available to eligible individuals and families in a timely manner, Metro HRA may deviate from these general allocation targets if EHV's are available, but a CoC does not, or cannot, refer eligible families or individuals from its CES in a timely manner. On or about November 1, 2021, Metro HRA and the CoCs will determine how to most expeditiously use any

EHVs not yet issued. Metro HRA may adjust the numbers of EHVs allocated to each CoC based on rate of referral and circumstances existing as of November 1, 2021, to help ensure unissued EHVs can be used.

**2.02 *Emergency EHV Uses.*** Notwithstanding the allocation provisions of Section 2.01, Metro HRA may make an EHV available to facilitate an emergency transfer in accordance with the Violence Against Women Act (“VAWA”) as outlined in Metro HRA’s Emergency Transfer Plan.

**2.03 *Eligible Participants.*** The CoCs will directly refer individuals and families to Metro HRA. Individuals and families will be verified and referred by the CoCs’ CES according to the criteria established in HUD Notice PIH 2021-15. The CoCs will be responsible for verifying individual and family eligibility under one of the following categories (which are defined in more detail in the Attachment to this MOU and Section 8 of Notice PIH 2021-15 at pages 16-21):

- (a) Homeless; or
- (b) At risk of homelessness; or
- (c) Fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking; or
- (d) Recently homeless.

**2.04 *Priority Referrals.*** The CoCs will refer individuals or families who meet one of the eligibility criteria as they are prioritized in the CES(s). The CoCs will work with the Metro HRA to determine a system for tracking those whose primary nighttime residence is a Metro Transit light rail train, bus, station, or facility who are referred for an EHV and their prioritization order on the CES.

**2.05 *Metro HRA Roles and Responsibilities.*** Metro HRA will:

- (a) Coordinate and consult with the CoCs in expediting the utilization of EHVs.
- (b) Accept direct referrals for eligible individuals and families through the CoC CES.
- (c) Commit a sufficient number of staff and necessary resources to ensure that the application, certification, voucher issuance, and lease up processes and inspections are completed in a timely manner.
- (d) Advertise EHVs to Metro HRA’s Housing Choice Voucher waiting list, and direct applicants to a CoC if the applicants want to be assessed for placement through the CoC’s CES.
- (e) As provided in Section 2.07(d) of this MOU, accept referrals for security deposits, application fees, utility deposit assistance, utility arrears, moving expense assistance, or other expenses allowed under HUD Notice PIH 2021-15.
- (f) Comply with the provisions of this MOU and the applicable provisions of HUD Notice PIH 2021-15.

- (g) Designate and maintain a lead EHV liaison to communicate with the CoCs.

**2.06 CoC Roles and Responsibilities.** Each CoC will:

- (a) Designate and maintain a lead EHV liaison to communicate with Metro HRA and, as appropriate or necessary, the other CoCs.
- (b) Refer eligible individuals and families to Metro HRA using the CoC's CES verification of eligibility under Section 2.03 of this MOU and HUD Notice PIH 2021-15. The CoCs will provide supporting documentation to Metro HRA of the CoCs' verification that the individual and families meet one of the four eligible categories for EHV assistance.
- (c) Comply with the provisions of this MOU and the applicable provisions of HUD Notice PIH 2021-15.
- (d) Ensure connected service providers assist eligible individuals and families with success for up to one year following placement with an EHV. Service requirements are listed in Section 2.07.

**2.07 Services For Eligible EHV Individuals and Families.** The following services will be provided by a CoC, or a partnering service provider, as assigned by the CoC:

- (a) Support individuals and families in completing applications and obtaining necessary documentation to support the application process, including getting to meetings and appointments.
- (b) Provide housing search assistance for eligible individuals and families during their initial search which must include:
  - (1) Identifying potentially available housing units including physically accessible units, as well as units in low-poverty neighborhoods.
  - (2) Providing transportation assistance and directions to potential units.
  - (3) Conducting owner/landlord outreach.
  - (4) Assisting with completion of rental applications.
  - (5) Helping expedite leasing process for the individual or family.
- (c) Make assessments and referrals to mainstream resources, benefits, and support services.
- (d) Only after mainstream resource efforts have been exhausted, provide referrals to Metro HRA for security deposits, application fees, utility deposit assistance, utility arrears, moving expense assistance, landlord incentives or other expenses allowed by HUD Notice PIH 2021-15. If mainstream resource efforts have been exhausted and referrals are made to Metro HRA, Metro HRA will provide some or all of these types of assistance in an aggregate amount not to exceed \$3,000 per individual or family.

- (e) Provide post-move supports for one-year after lease-up to ensure the individual or family remains successfully housed. The individual or family receiving the EHV will be offered support services that can continue for at least 12 months.

### **III. General Provisions**

**3.01 Data Practices/Privacy.** The Parties will provide individuals and families with appropriate Tennessee warnings required under section 13.04, subdivision 2, of the Minnesota Government Data Practices Act, and will comply with applicable data privacy provisions of state and federal law. Data on individuals applying for or receiving benefits under housing assistance programs are classified as private data on individuals under Minnesota Statutes, section 13.462, subdivision 3, and will be treated accordingly by the Parties. Information collected from individuals and families under the EHV program may qualify as Homeless Management Information System (“HMIS”) information under applicable federal law and regulations.

**3.02 Administrative Fees; Costs and Expenses.** HUD will allocate to Metro HRA ongoing administrative fees and one-time services fees that Metro HRA must use only for EHV administration and other eligible expenses as described in HUD Notice PIH 2021-15. The CoCs and Metro HRA will not disburse any fees or other funds to the other Parties under this MOU. Metro HRA and each CoC will be responsible for its own costs and expenses and will not be responsible for any other Party’s costs and expenses.

**3.03 Initial Funding Allocation; MOU Term.** Under HUD Notice PIH 2021-15, the initial funding term of the EHV program will expire on December 31, 2022. HUD anticipates providing renewal funding to PHAs for EHV on a calendar year basis commencing with calendar year 2023. However, EHV funding is subject to congressional authorization and appropriation decisions, and the EHV program will effectively terminate when Metro HRA no longer has any EHV individuals or families under lease and Metro HRA cannot reissue any of its EHV because of the statutory September 30, 2023 reissuance prohibition. This MOU shall remain effective for HUD’s initial funding term and for the period(s) of time for which HUD provides renewal funding for EHV. Metro HRA will provide the CoCs with reasonable advance notice of any HUD decision to discontinue EHV funding, or the expiration or termination of the EHV program.

**3.04 Program Evaluation and Reporting.** Metro HRA and the CoCs will cooperate with HUD, provide requested data to HUD or HUD-approved contractors delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractors, including possible random assignment procedures. When requested, Metro HRA and the CoCs will provide timely and reasonable assistance to any other Party which may be required to report on the EHV program to HUD or other federal agencies or departments.

**3.05 Amendments.** This MOU may be altered only by written amendments executed by the Parties’ authorized signatories. If Metro HRA and a particular CoC wish to amend this MOU only with regard to Metro HRA and that CoC and the amendment does not affect the other CoCs’ roles and responsibilities under this MOU, Metro HRA and the CoC may execute a separate amendment to this MOU that applies only to Metro HRA and the particular CoC, and provide timely notice of such amendment to all Parties.


**3.06 Liability.** The Parties will be responsible for their own acts and omissions and the results of their own acts or omissions. The Parties do not waive any applicable liability limitations conferred on them by Minnesota Statutes, section, 466.04, or any other liability limitations or immunities conferred on them by state or federal law.

**3.07 Insurance.** The Parties shall purchase insurance or utilize a self-insurance program sufficient to cover the maximum level of Minnesota tort liability limits under Minnesota Statutes, Chapter 466.

**3.08 Execution and Effectiveness.** This MOU may be executed in counterpart. The electronic signatures of the Parties' authorized signatories shall be valid as an original signature of the authorized signatories and shall be effective to bind the Parties under this MOU. This MOU is effective as to Metro HRA and any particular CoC on the date that Metro HRA's and the CoC's authorized signatories have signed this MOU. The failure of one or more of the CoCs to execute this MOU or delay in executing this MOU does not affect the effectiveness of this MOU with regard to Metro HRA and the other CoC(s) that sign this MOU.

**3.08 Authorized Signatories.** Each Party represents and warrants that the individual(s) signing this MOU are duly authorized to execute this MOU on behalf of their respective entity.

**METROPOLITAN COUNCIL**

By:   
Terri Smith (Jul 28, 2021 13:52 PDT)  
Terri Smith, Director Metro HRA

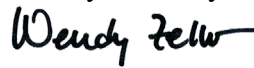
Date: Jul 28, 2021

**HENNEPIN COUNTY**

By:   
David Hewitt, Sr. Department Administrator


Date: Jul 30, 2021

Reviewed for Hennepin County by the  
County Attorney's Office




Date: Jul 30, 2021

**RAMSEY COUNTY  
CONTINUUM OF CARE**

By:   
McDonough Jim (Jul 30, 2021 05:58 CDT)  
Jim McDonough, County Commissioner

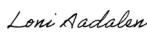
Date: Jul 30, 2021

**SUBURBAN METRO AREA  
CONTINUUM OF CARE**

By:   
Abby Guilford (Jul 30, 2021 12:11 CDT)  
Abby Guilford

Its: CoC Coordinator

Date: Jul 30, 2021

By:   
Loni Aadalen

Its: CoC Coordinator

Date: Jul 28, 2021



**ATTACHMENT**  
**MEMORANDUM OF UNDERSTANDING**  
**For the Administration of HUD Emergency Housing Vouchers**

*Reproduced from Section 8 of HUD Notice PIH 2021-15 HA (issued May 5, 2021)*

**8. Individual and Family Eligibility under the Qualifying Categories**

In order to be eligible for an EHV, an individual or family must meet one of four eligibility categories:

- Homeless
- At risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
- Recently homeless and for whom providing rental assistance will prevent the family’s homelessness or having high risk of housing instability.

In general, the verification that the individual or family meets one of these four eligibility categories is conducted by the CoC or another partnering agency that makes direct referrals to the PHA. The CoC or other direct referral partner must provide supporting documentation to the PHA of the referring agency’s verification that the family meets one of the four eligible categories for EHV assistance.

The following definitions always apply with respect to EHV eligibility, regardless of whether the PHA may have established another definition for any of these terms in its PHA administrative plan.

**a. Individuals and families who are homeless**

The meaning of “homeless” is as such term is defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

*Homeless* means:

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;

(ii) No subsequent residence has been identified; and

(iii) The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing.

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

#### **b. Individuals or families who are at-risk of homelessness**

The meaning of “at-risk of homelessness” is as such term is defined in section 401(1) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(1)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

*At risk of homelessness.* (1) An individual or family who:

- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
- (ii) Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition above; and
- (iii) Meets one of the following conditions:
  - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
  - (B) Is living in the home of another because of economic hardship;
  - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;
  - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
  - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
  - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
  - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved consolidated plan.

(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

(3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

**c. Individuals or families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking**

This category is composed of any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This includes cases where a HUD-assisted tenant reasonably believes that there is a threat of imminent harm from further violence if they remain within the same dwelling unit, or in the case of sexual assault, the HUD-assisted tenant reasonably believes there is a threat of imminent harm from further violence if they remain within the same dwelling unit that they are currently occupying, or the sexual assault occurred on the premise during the 90- day period preceding the date of the request for transfer.

**Domestic violence** includes felony or misdemeanor crimes of violence committed by:

- a. a current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship),
- b. a person with whom the victim shares a child in common,
- c. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- d. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
- e. any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Dating violence** means violence committed by a person:

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  1. The length of the relationship;
  2. The type of relationship; and
  3. The frequency of interaction between the persons involved in the relationship.

**Sexual assault** means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

**Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (1) Fear for the person's individual safety or the safety of others; or
- (2) Suffer substantial emotional distress.

**Human trafficking** includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7102). These are defined as:

*Sex trafficking* means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; (and)

*Labor trafficking* means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

**d. Individuals or families who are recently homeless**

This category is composed of individuals and families determined by the CoC or its designee to meet the following definition.

**Recently homeless** is defined as individuals and families who have previously been classified by a member agency of the CoC as homeless but are not currently homeless as a result of homeless assistance (financial assistance or services), temporary rental assistance or some type of other assistance, and where the CoC or its designee determines that the loss of such assistance would result in a return to homelessness or the family having a high risk of housing instability. Examples of households that may be defined as recently homeless by the CoC include, but are not limited to, participants in rapid rehousing, and permanent supportive housing.

Individuals and families classified as recently homeless must be referred by the CoC or its designee.

**TO:** FILE

**FROM:** Heading Home Ramsey Youth Advisory Board

**SUBJECT:** Overview of Youth Advisory Board

To Whom It May Concern:

The following is an overview and summary of the Heading Home Ramsey Youth Advisory Board.

### **Overview**

The Heading Home Ramsey Youth Advisory Board (YAB) was initially established on August 1, 2022. The first YAB meeting youth met to discuss the location, frequency, and type of governance the group wanted for the YAB. The youth decided to meet locally in central Saint Paul at the Rondo Community Library (located at 461 N. Dale Street Saint Paul, MN 55104). This location is near public transportation, free to use, open when youth have availability and has accessibility options. Initially, youth decided on meeting twice monthly to accommodate differing schedules and build rapport amongst themselves. Starting in January 2023, youth began meeting once a month to establish and discuss plans, actions, and goals. In April 2023, a new Ramsey County Planner was hired to assume the responsibilities of supporting the YAB and redeveloping of its structure.

### **Mission/Vision of YAB**

The revised mission of the Youth Advisory Board (YAB) is to increase awareness of youth homelessness and to advocate for them. The vision for YAB is to:

- Prioritize Awareness as a Collective Group
- Amplify Individual and Collective Voices
- For Youth to Seek and Live Their Truth
- To Advocate for Workforce and Housing Availability for Youth
- To Create a Connection to Those Affected by Homelessness to Key Lawmakers and Decision-Makers Directly Involved.
- Political Involvement by Advocating for Equitable Funding that is Responsive to the Needs of Youth.

### **Youth Advisory Board Members**

Currently there are five YAB members (ranging from 18-24 years old) who have consistently attended meetings over the last several months. They each possess a unique perspective with varying life experiences, some with a lived experience of homelessness. In all, they all are passionate about advocating for youth and connecting with the community.

## Trell



Trell serves as the Chair/President of the Youth Advisory Board. He comes to the Youth Advisory Board as an eager, exemplary of a youth leader. An Illinois native and now Minnesota resident, Trell has shared that he has had challenges with instability. He has also shared that he has experienced several instances of being an individual facing homelessness, cycling within the foster care system during his upbringing. To that, relationships (family, educators, etc.,) have varied through the years.

Trell has seen a lot of faces, been in a lot of situations, and met a lot of people from various backgrounds, all the while walking the line between homelessness and the foster care system. Trell has shared that the extra support and steps that are eliminated with youth when they hit the age of 18 plays a part in the instability youth and young adults face. He has discovered programs and organizations within and outside of the CoC that best serve his needs. Despite instability and fostering his own independence, Trell uses his experiences as fuel to propel himself forward - not hold him back.

Trell has been looking to pursue non-profit work within local communities, with a focus on helping youth. Trell believes his time served on the YAB has been an eye-opening experience that has aligned him with career goals that he wishes to pursue.

Shiloh serves as the Vice Chair/Vice President of the Youth Advisory Board. He was born in Minneapolis but moved to live with family on the East Coast at a young age. He then moved to North Dakota during his teenage years, and once again to attend college at South Dakota State University. When Shiloh returned to Minnesota in 2022, he experienced homelessness as a young adult. During this time of homelessness, Shiloh witnessed the struggles homeless individuals faced, as well as experienced these same struggles firsthand, which humbled him immensely.

Shiloh identifies as a person with a disability and believes he can bring forth that experience in addition to being a person with a lived experience of homelessness. Through his work with the Youth Advisory Board, Shiloh hopes to help youth experiencing homelessness access and utilize resources that are available within the community to better themselves and find stable housing.

Shiloh believes that this is the best time in his life, as he is a young adult who is learning and discovering about himself as he navigates through adulthood. He also believes the ages of 18-24 are the years in one's life for self-discovery. Lastly, Shiloh believes that serving on the Youth Advisory Board is fulfilling his life's

## Shiloh



purpose, because he is able to connect with and build relationships with others.

The additional members of the group include two males and one female who serve as advocates for youth homelessness. Their personal and professional experiences have led them to be involved with the Youth Advisory Board to help create systemic change for youth facing homelessness.

In the upcoming years, the Heading Home Ramsey Youth Advisory Board looks forward to establishing more connections, while providing a deeper network of resources for homeless and unsheltered youth within Ramsey County.

Respectfully,

Heading Home Ramsey's Youth Advisory Board

*Trell A.*

---

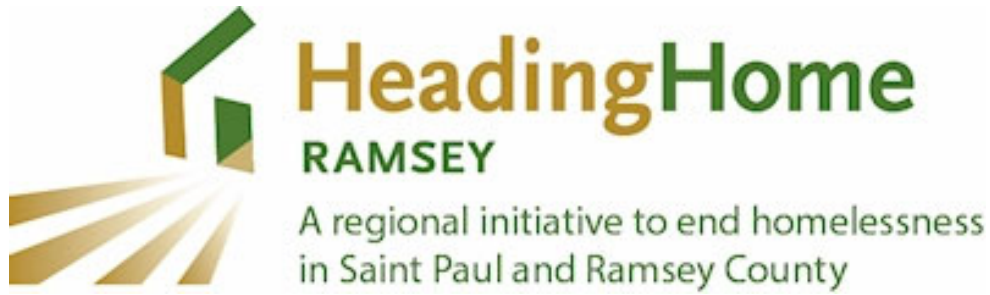
YAB Chair/President

*Shiloh K.*

---

YAB Vice-Chair/Vice-President





## **MN-501**

### **1D-2a: Housing First Evaluation**

Attached is a FY 2024 Housing First Evaluation. The evaluation discussion occurred via an on-site visit at the Provider’s location on May 29, 2024. The group discussed the Housing First Evaluation tool as part of a 2024 Coordinated Entry Systems (CES) monitoring visit. The discussion included self-evaluation of the housing program with a Housing First lens and setting at least one Housing First program goal to be revisited for progress at a 2025 CES Monitoring Visit.

#### **Table of Contents**

<b>Document Satisfying Requirement</b>	<b>Page Number</b>
Cover Sheet	1
Technical Assistance Site Visit Report	2-6

**FY 2024 Housing First Evaluation**

Attached is a FY 2024 Housing First Evaluation. The evaluation discussion occurred via an on-site visit at the Provider's location on May 29, 2024. The group discussed the Housing First Evaluation tool as part of a 2024 Coordinated Entry Systems (CES) monitoring visit. The discussion included self-evaluation of the housing program with a Housing First lens and setting at least one Housing First program goal to be revisited for progress at a 2025 CES Monitoring Visit.

**COORDINATED ENTRY SYSTEM/HOUSING FIRST EVALUATION  
ON-SITE VISIT SUMMARY LETTER  
MAY 29, 2024**

**Provider Name:** Catholic Charities

**Address:** 422 Dorothy Day Place

**City:** St. Paul

**Zip Code:** 55102

**Program:** Higher Ground St. Paul – CoC - PSH

**HSD Site Monitoring Staff:** Leigh Ann Ahmad, Heather Clemen

---

**Purpose:**

- 1) Housing First self-evaluations of all provider programs to determine if Housing First model is represented in current programming. To set Housing First program goal for Coordinated Entry System monitoring review in 2025.
- 2) To review and receive provider policy information regarding, at minimum:
  - a. Housing program policies and guideline requirements for clients, including house rules, if applicable.
  - b. Housing program appeal and grievance policies.
  - c. Housing program Violence Against Women Act (VAWA), violence and/or safety policies.
  - d. If not reflected in the above policy requests, a reflection to support how the RC CoC Emergency Transfer Policy for the Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking Policy adopted by the Heading Home Ramsey (HHR) Governing Board in July 2023 has been implemented.
- 3) Review of new 2024 CoC Provider Agreement and HHR Transfer Policy
- 4) Open discussion about challenges, positive outcomes, concerns, supportive needs, and new ideas within Coordinated Entry from both Housing Agency staff and Ramsey County HSD staff.

**Overview:**

An on-site visit was conducted on May 29, 2024, at Catholic Charities St. Paul Opportunity Center in St. Paul, MN. Catholic Charities attendees included, Kristen Brown, Emilia Lewin-Karras, Shannon Lowe, Katherine Day, Barnetta Anderson, Tanya Hildman, and Yar Bior. Group discussed the Housing First Evaluation self-evaluation tool, the addition to this year's tool to set a 2025 Housing First goal to be reviewed in 2025, and what challenges Catholic Charities is seeing in moving toward a more Housing First Focused lens. Ramsey County reviewed the new HHR Provider Agreement and HHR Transfer Policy approved in January 2024 by the Governing Board and had a question-and-answer discussion regarding the policy changes. During the visit, RC staff inquired about Catholic Charities policies listed above (Purpose 2) and requested copies of the policies and procedures. RC gave Catholic Charities staff the

opportunity to discuss challenges and strengths with the current CE system. This was the first Coordinated Entry System specific monitoring visit from the RC Housing Stability Department and was an opportunity to meet and strengthen partnerships.

**Findings:**

Catholic Charities reported that they believe the following implementation strengths, represent their current success in creating a solidified housing first program approach for clients:

- Agency supports and follows a harm-reduction model.
- Client-centered approach includes, engaging clients to discuss type of housing needs and wants, level of supportive services needed, and navigation of potential background challenges.
- Regular opportunities and discussion groups for persons with lived experience to share current challenges with agency.
- Assistance offered to help with application processes, lease signing dates, secure payments, connections to social security, mental health needs, employment services, and other supportive services, such as, CADI waivers, AHRMS workers, Housing Stabilization Services, MN Choices, and ACT teams through 1:1 case management services.
- Using the guideline of serving clients not exceeding 200% of the federal poverty guideline, versus 30% AMI, to serve a larger percent of clients.

Discussion with Catholic Charities regarding areas of challenges/strengths of Coordinated Entry:

- CC Staff reported that overall, they feel they work well with the CE Priority List Management Teams.
- Report due to staffing shortage issues, they are aware they have a high number of vacancies in their programs, but do not currently have the staff to support the referral process.
- Staff would like more support from RC overall with trainings for staff (Housing First, First and Secondary Trauma, Mental Illness, Working with Clients with High Vulnerability.)

**Next Steps:** Follow-up from CC due to RC within the next 30 days

- Signed copy of Provider Agreement
- Updated program eligibility criteria for review of standards and fair and equitable housing guidelines and Coordinated Entry staff for future program matching and decrease potential denials for all CC programs.
- Completed Housing First self-evaluations and Housing First goal for each program.
- Copies of the all policies and procedures reflected in Purpose 2.

**Notes**

Discussed current perceptions of CC programs in the community. RC offered meeting to discuss community partner challenges and messaging to work towards changing community perception. CC also talked about challenges with funding and actions that may have to be taken by CC for unpaid Housing Support units currently filled, but have prolonged lack of payment. RC offered opportunity to discuss actions that may be taken from CoC standpoint once CC comes to final action decision.

Heather Clemen  
Ramsey County HSD Staff

June 11, 2024  
Date

## 2024 HHR CoC CES Housing First Evaluation

Please complete each question below, do not leave any questions blank. Completion of all questions are required. If a question does not apply to this project, please answer "N/A". This information may be used for future funding rankings, including NOFO.

Agency Name	Catholic Charities Twin Cities
Project Name	Higher Ground St. Paul
Project's Provider ID Number	3643
Housing Type	<input type="checkbox"/> Scattered Site <input checked="" type="checkbox"/> Single Site Based <input type="checkbox"/> Clustered/Multi-Site Based
Does your agency own or master lease the unit(s) that participants reside in?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Some, but not all
Is access to the program contingent on client/household achieving and/or maintaining sobriety?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is access to the program contingent on client/household meeting any income requirements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes to question above, describe the income requirements that clients/households must meet. Describe any applicable minimum and maximum income thresholds and where these requirements come from.	Applicants must be at or below 30% AMI due to our tax credits and development agreements.
Is access to the program contingent on lack of criminal record?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Some types of criminal records will impact eligibility
If you answered "yes" or "some types" to question above, describe which types of criminal convictions/records will cause a client/household to be found ineligible. Include the rationale/source of these requirements.	Current tenant selection criteria exclude individuals with a level III sex offence registration.
Is access to the program contingent on	<input type="checkbox"/> Yes

participation in services?	<input checked="" type="checkbox"/> No
If your agency does not own the units that participants reside in, describe your program’s approach to landlord engagement. Explain how your program works with landlords to lower or remove tenant screening criteria. Include any incentives you offer to landlords in order to offset the real or perceived risks of renting to formerly homeless households.	N/A
Explain your program’s approach to serving clients with low or no credit history/score, lack of rental history, minor criminal convictions, or behaviors that are interpreted as indicating lack of “housing readiness.”	Current tenant selection plan requires applicants be at or below 30% AMI, other income or credit history is not a factor towards selection.
Explain your program’s approach to serving clients with disabilities. Include how clients are offered an opportunity to request reasonable accommodation with applications during screening process and during tenancy, if at all. If your agency owns, operates, or master leases the building or unit(s) that participants reside in, explain if and how buildings and units are accessible to people with disabilities. If not, all units are accessible, state the number and size of units that are accessible.	<p>Program has embedded case management, all residents have an assigned case manager who is available to support with referrals, paperwork completion and benefits monitoring, coordination of care with external providers, etc.</p> <p>Reasonable accommodations can be requested at any time, paperwork to request an accommodation can be provided by case management or property management.</p> <p>All units are accessible, elevators are available to all floors. Each floor is equipped with handicap-able bathrooms.</p>
Explain your program’s approach to harm reduction in relation to drug and alcohol use and addiction. How does/would your program engage a participant who is known or expected to be misusing drugs or alcohol?	All of Catholic Charities’ housing takes a harm reduction approach to tenancy. Tenants who are known or suspected to be struggling with addiction have access to case managers who will engage with them on education on harm reduction and harm reduction strategies, suggest options to reduce harm, how substance use can affect tenancy, link tenants to treatment programs if the tenant becomes interested.
Explain support offered to the clients in paying their share of rent and/or with financial management. Include methods of payment offered, available payment plans or arrangements, and financial education programs. Describe if and/or when the program will initiate project termination or eviction for nonpayment.	<p>Tenants are able to pay rent obligations via check or money order and through Rent Café.</p> <p>The program issues termination for nonpayment of rent after three months of non-payment. After each missed payment, the tenant receives a late rent notice from property management. That same</p>

	<p>notification goes to the tenant’s case manager who then works to engage the tenant on a resolution (payment plan, benefits recertification, etc.) Should after three consecutive months a resolution not be in process, a notice to vacate is issued.</p>
<p>Describe the reasons for which a participant may be terminated from the program. Include the support offered to the participant/household in order to help them secure alternative housing prior to termination rather than returning to homelessness.</p>	<p>Tenants are most often terminated from the program for non-payment of rent either because they are not paying a tenant rent obligation or because they are declining to participate in the recertification of benefits. Tenants may also be terminated for conduct issues including serious property damage or violent behavior towards others.</p> <p>Case management staff is available to support tenants asked to leave in looking for transfer options, other external housing options or support in navigating the shelter system to locate emergency shelter.</p>
<p>In focusing on moving your project forward with a Housing First lens approach, provide at least one Housing First goal that your program will focus on implementing over the next year.</p>	<p>Catholic Charities will continue to provide low barrier housing the vulnerable individuals. Catholic Charities will increase access to Housing First training to staff in the coming year.</p>

*I have fully completed the 2024 Housing First Survey for this project to the best of my ability. I understand that the information given, may be used in ranking of future funding requests, including NOFO.*

Emilia Lewin-Karras  
(Agency Representative Name Printed)

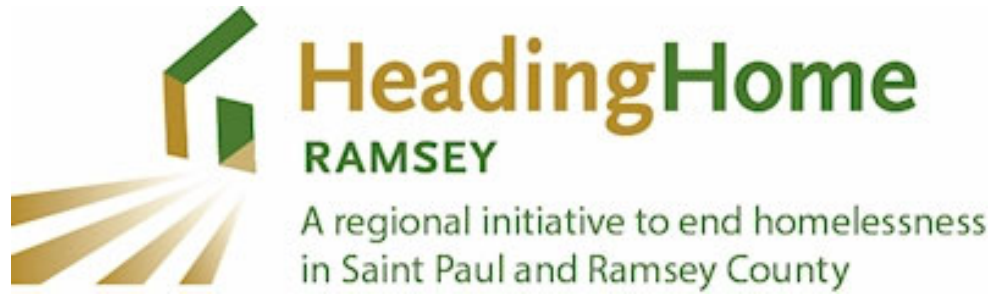
Emilia Lewin-Karras  
(Agency Representative Signature)

Director of Supportive Housing  
(Agency Representative Title)

6/4/2023  
(Date)

*Please return completed 2024 HHR CoC CES Housing First Evaluation to: [Heather.Clemen@ramseycounty.us](mailto:Heather.Clemen@ramseycounty.us)*

*Thank you!*



## MN-501

### 1E-2: Local Competition Scoring Tool

Attached is MN-501 Heading Home Ramsey’s Local Competition Scoring Tool for this year. It includes criteria matrices as well as the scoring rubrics for all project types.

#### Table of Contents

Document Satisfying Requirement	Page Number
Cover Sheet	1
Expansion and Renewal Project Matrix	2-3
New Project Matrix	4-5
PSH Rubric	6-13
RRH Rubric	14-21
TH-RRH Rubric	22-30
TH Rubric	31-38
CE Rubric	39-44
HMIS Rubric	45-46
New Project Rubrics	47-61

Expansion and Renewal Matrix

Application Factor Questions	HUD Requirement	Permanent Supportive Housing (PSH)	Rapid Rehousing (RRH)	Transitional Housing (TH)	TH/RRH	Coordinated Entry (CE)	Homeless Management Information System (HMIS)
CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures.	Yes	X	X	X	X		
Applicant's board of directors includes representation from more than one person with lived experience.	Yes	X	X	X	X	X	X
Applicant has relational process for receiving and incorporating feedback from more than one person with lived experience.	Should	X	X	X	X	X	X
Applicant has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers.	Yes	X	X	X	X	X	X
Applicant has reviewed program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, age, and/or underserved populations.	Should	X	X	X	X	X	
Applicant has identified programmatic changes needed to make program participant outcomes more equitable and developed a plan to make those changes.	Yes	X	X	X	X	X	
Applicant is working with HMIS lead to develop a schedule for reviewing HMIS data with disaggregation by race, ethnicity, gender identity, age, and/or other underserved populations.	Should	X	X	X	X	X	
Applicant effectively addresses the needs of LGBTQ+ individuals, including non-binary and trans individuals through specific programming and resources	Should	X	X	X	X	X	
Applicant effectively addresses the needs of individuals living with a disability/disabilities through specific resources and programming	Yes	X	X	X	X	X	
Agency conducts/provides racial equity training for all staff at least every three (3) years. Agency's date of last training is within last 3 years.	Should	X	X	X	X	X	X
Applicant has individuals in managerial and leadership positions that are representative of the homeless community, including Black, Indigenous, and trans individuals.	No	X	X	X	X	X	X
Applicant has demonstrated the capacity/ability to support participants on the priority list to ensure they are prepared to receive a CE referrals.	No					X	
The centralized or coordinated assessment system is easily available/reachable for all persons within the CoC's geographic area who are seeking homelessness assistance.	Yes					X	
There is a strategy for advertising that is designed specifically to reach individuals experiencing homelessness with the highest barriers within the CoC's geographic area.	Yes					X	
There is a standardized assessment process.	Yes					X	
<b>Objective Rating Factor Questions</b>	<b>HUD Requirement</b>						
On average, participants spend 15 days from project entry to residential move-in.	Should	X	X	X	X		
Minimum of 90% of exits move to permanent housing.	Should	X					



Expansion and Renewal Matrix

Minimum of 60% of exits move to permanent housing			X	X	X		
Maximum of 10% of participants return to homelessness within 12 months of exit to permanent housing. (non-DV Only)	Should	X	X	X	X		
Minimum 8% of participants had new or increased earned income for project stayers.	Should	X	X	X	X		
Minimum 10% of participants with new or increased non-employment income for project stayers.	Should	X	X	X	X		
Minimum 15% of participants with new or increased earned income for project leavers. (Non-DV only)	Should	X	X	X	X		
Minimum 25% of participants with new or increased non-employment income for project leavers. (Non-DV Only)	Should	X	X	X	X		
Costs are within local average cost per positive housing exit for project type.	No	X	X	X	X		
Minimum of 95% of entries to project come from a CE referral (or alternate system for DV). (Non-DV Only)	Should	X	X	X	X		
Project is operating in conformance with CoC standards.	Yes	X	X	X	X	X	X
Project would contribute to an increase in RRH beds.	Should	X	X	X	X		
Project leverages housing resources with housing subsidies or units not funded through the CoC or ESG programs.	Should	X	X	X	X		
Project leverages health resources, including a partnership commitment with a healthcare organization.	Should	X	X	X	X	X	
Project has not had more than 10% of funds recaptured by HUD in either of the last 2 years (1 year if first renewal).	No	X	X	X	X	X	X
Minimum of 90% of HMIS records without errors or missing data elements.	No	X	X	X	X	X	
Average bed/unit utilization rate at or above 90%.	No	X	X	X	X		
(Non-DV Only) Minimum 95% of participants in adult only households are chronically and/or MN Long Term homeless.	No	X	X	X	X		

New Project Matrix

Application Factor Questions	HUD Requirement	Permanent Supportive Housing (PSH)	Rapid Rehousing (RRH)	TH/RRH	Coordinated Entry (CE)	Homeless Management Information System (HMIS)
Applicant has experience working with the proposed population and in providing housing and/or services similar to that proposed in the application.	Yes	X	X	X	X	X
Applicant has sufficient experience or understanding of utilizing a Housing First approach. This includes 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, self-disclosed or perceived sexual orientation, gender identity or gender expression. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.	Yes	X	X	X		
Applicant demonstrates ability to effectively utilize federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants, as evidenced by timely reimbursement of subApplicants (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	Yes	X	X	X	X	X
Proposed project meets the needs of the clients to be served. This includes 1) Demonstrated understanding of the needs of the clients to be served. 2) Demonstration that type, scale, and location of the housing fit the needs of the clients to be served. 3) Demonstration that type and scale of the all supportive services, regardless of funding source, meet the needs of clients to be served. 4) Demonstration of how clients will be assisted in obtaining mainstream benefits. 5) Establishment of performance measures for housing and income that are objective, measurable, trackable, and meet or exceed any established HUD or CoC benchmarks.	Yes	X	X	X		
Applicant demonstrates an ability to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.	Yes	X	X	X	X	
Applicant demonstrates an ability to assist clients to increase employment and/or income. The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain benefits.	Yes	X	X	X		
Proposed project leverages housing resources with housing subsidies or units not funded through the CoC or ESG programs.	Yes	X	X	X		
Proposed project leverages health resources, including a partnership commitment with a healthcare organization.	Yes	X	X	X		
Applicant demonstrates an ability to rapidly implement the program, and provides a detailed schedule or proposed activities for 60, 120, and 180 days after grant award.	Yes	X	X	X	X	X
Documented match amount meets HUD requirements.	Yes	X	X	X	X	X
Budgeted costs are reasonable, allocable, and allowable.	Yes	X	X	X	X	X
Applicant's board of directors includes representation from more than one person with lived experience.	Yes	X	X	X	X	X
Applicant has relational process for receiving and incorporating feedback from more than one person with lived experience.	Yes	X	X	X	X	X
Applicant has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers.	Yes	X	X	X	X	X
Applicant has a plan to review program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, age, and/or underserved populations.	Yes	X	X	X	X	X
Applicant has a plan to identify programmatic changes needed to make program participant outcomes more equitable and developed a plan to make those changes.	Yes	X	X	X	X	

New Project Matrix

Applicant plans to work with HMIS lead to develop a schedule for reviewing HMIS data with disaggregation by race, ethnicity, gender identity, age, and/or other underserved populations.	Yes	X	X	X		
Applicant agrees that at least 95% of entries to project will come from a CE referral (or alternate, community-approved system for DV).	Yes	X	X	X		
Applicant effectively addresses the needs of LGBTQ+ individuals, including non-binary and trans individuals.	No	X	X	X		
Applicant effectively addresses the needs of individuals living with a disability/disabilities.	No	X	X	X		
Agency conducts/provides racial equity training for all staff at least every three (3) years. Agency's date of last training is within last 3 years.	No	X	X	X	X	X
Applicant has individuals in managerial and leadership positions that are representative of the homeless community, including Black, Indigenous, and trans individuals.	No	X	X	X	X	X
The proposed project will provide enough rapid rehousing assistance to ensure that at any given time, a program participant may move from transitional housing to permanent housing.	No	X	X	X		
Applicant has demonstrated the capacity/ability to support participants on the priority list to ensure they are prepared to receive a CE referrals.	No				X	
The centralized or coordinated assessment system is easily available/reachable for all persons within the CoC's geographic area who are seeking homelessness assistance.	Yes				X	
There is a strategy for advertising that is designed specifically to reach individuals experiencing homelessness with the highest barriers within the CoC's geographic area.	Yes				X	
There is a standardized assessment process.	Yes				X	
<b>Objective Factor Questions</b>	<b>HUD Requirement</b>					
Proposed project is cost-effective when projected cost per person served is compared to CoC average within project type.	Yes	X	X	X	X	
Project would contribute to an increase in RRH beds.	No	X	X	X		
Organization's most recent audit found no exceptions to standard practices.	Yes	X	X	X	X	X
Organization's most recent audit identified agency as "low risk".	Yes	X	X	X	X	X
Organization's most recent audit indicates no findings.	Yes	X	X	X	X	X
Applicant has demonstrated the capacity to successfully operate project type based on historical program performance from similar programs	No	X	X	X	X	X

Rating Factor	Source/Calculation	Score	Maximum
CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures.	Application		10 Application demonstrates that agency practices housing first to the full extent possible by imposing no barriers to entry other than what may be required by law or other regulations applicable to the project and its funding sources. Application includes multiple documents and/or questions used by the agency to screen potential participants and referrals from Coordinated Entry. If project utilizes a scattered-site model, Applicant employs landlord/property engagement proven to support clients with high barriers to housing in accessing diverse housing options.
Applicant's board of directors includes representation from more than one person with lived experience.	Application		10 More than one person with lived experience serves on the board of directors of the agency.
Applicant has relational process for receiving and incorporating feedback from more than one person with lived experience.	Application		10 Application demonstrates that agency engages more than one persons with lived experience through meaningful and relationship-based methods, such as a former client/person with lived experience advisory council. There is evidence that feedback from these individuals has been implemented into the project.
Applicant has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers.	Application		10 Application explains how and how often the agency reviews policies and procedures, what types of inequities were found during these reviews, and how these inequities were resolved/will be resolved.
Applicant has reviewed program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, age, and/or underserved populations.	Application		10 Applicant has a process for regular reviewing outcome data disaggregated by race, ethnicity, gender identity, age, and/or other demographics.
Applicant has identified programmatic changes needed to make program participant outcomes more equitable and developed a plan to make those changes.	Application		10 Application speaks to known disparities and specific strategies that have been used to minimize disparities.
Applicant is working with HMIS lead to develop a schedule for reviewing HMIS data with disaggregation by race, ethnicity, gender identity, age, and/or other underserved populations.	Application		10 Agency actively engages HMIS lead agency (ICA) at least quarterly to review disaggregated data.
Project is operating in conformance with CoC standards.	Application/HHH Monitoring Notes		10

PSH Rubric

High	Medium	Low
7.5	5	0
Application demonstrates that agency practices housing first to the full extent possible, and mentions landlord/property engagement practices. Application includes minimal documentation describing the agency's screening process.	Application mentions practicing housing first, but does not engage in landlord/property engagement practices. Application does not include documents or process describing the agencies screening process.	Agency imposes one or more barriers to entry (ex. minimum income requirements, requirement to be or remain sober, etc.) that are not required by laws or regulations applicable to project's funding sources.
5		0
Application does not state how many people with lived experience serve on the board of directors, but		Application does not state that any persons with lived experience serve on the board of directors.
7.5	5	0
Application demonstrates that agency engages more than one persons with lived experience through meaningful and relationship-based methods, however, there is no evidence that feedback from these individuals has been implemented into the project.	Application demonstrates that agency only engages one person with lived experience through relationship-based methods, and/or engagement with persons with lived experience is limited to transactional feedback methods, such as surveys.	Application does not demonstrate engagement with more than one person with lived experience.
7.5	5	0
Application demonstrates that agency has reviewed policies and procedures at least once and identified inequities.	Recipient has not yet reviewed policies and procedures but has plans to do so. Recipient clearly demonstrates an understanding of the importance of program policy on creating an equitable program and outcomes.	Applicant has not yet reviewed policies and procedures, and either has no plans to do so or does not demonstrate an understanding of the importance of policies and procedures on creating an equitable program and outcomes.
7.5	5	0
Applicant has reviewed disaggregated outcome data at least once and application speaks to known disparities.	Applicant has not yet reviewed disaggregated participant data, but has plans to do so. Applicant clearly demonstrates an understanding of the important of analyzing disaggregated data.	Applicant has not yet reviewed disaggregated outcome data, and either has no plans to do so or does not demonstrate an understanding of the importance of policies and procedures on creating an equitable program and outcomes.
7.5	0	
Application speaks to known disparities and details the agency's future plans and strategies that will be used to minimize disparities.	Application does not demonstrate that agency has identified any programmatic changes that need to be made in order to minimize disparities.	
7.5	5	0
Agency engages HMIS lead agency (ICA) every 6 months to review disaggregated data	Agency engages HMIS lead agency (ICA) annually to review disaggregated data.	Agency does not engage HMIS lead agency (ICA) to review disaggregated data.
		0

Project is operating in conformance with CoC standards.	Application/RRH Monitoring Notes	
Applicant effectively addresses the needs of LGBTQ+ individuals, including non-binary and trans individuals through specific programming and resources	Application	<p>Project does not have any unresolved monitoring issues.</p> <p style="text-align: right;">10</p> <p>Effectively serving the needs of LGBTQ+ households is clearly described in the application through the multiple programs, services, or resources provided to clients. Agency actively and regularly evaluates outcomes for LGBTQ+ households, and can speak to adjustments made to address disparities.</p>
Applicant effectively addresses the needs of individuals living with a disability/disabilities through specific resources and programming	Application	<p style="text-align: right;">10</p> <p>Effectively serving the needs of households living with disability/disabilities is clearly described in the application through the multiple programs, services, or resources provided to clients. Agency actively and regularly evaluates outcomes for individuals living with a disability/disabilities, and can speak to adjustments made to address disparities.</p>
Project would contribute to an increase in RRH beds.	Application (Objective)	<p style="text-align: right;">5</p> <p>Project is increasing the number of Rapid Rehousing beds to be served. Only New or Expansion Rapid Rehousing or Transitional Housing - Rapid Rehousing applications can receive these points.</p>
Project leverages housing resources with housing subsidies or units not funded through the CoC or ESG programs.	Application (Objective)	<p style="text-align: right;">10</p> <p>Some or all of the units/beds requesting supportive services through this competition will receive rental assistance or subsidies through sources other than CoC and ESG programs. Examples of eligible sources are Project Based Section 8, or Low Income Housing Tax Credits.</p>
Project leverages health resources, including a partnership commitment with a healthcare organization.	Application (Objective)	<p style="text-align: right;">10</p> <p>Project has a partnership with a healthcare provider dedicated to providing services to participants served through CoC Program-funded project. MOU outlining the partnership is included with application.</p>
Agency conducts/provides racial equity training for all staff at least every three (3) years. Agency's date of last training is within last 3 years.	Application	<p style="text-align: right;">10</p> <p>Agency has conducted/provided a racial equity training for staff in the last three years.</p>
Applicant has individuals in managerial and leadership positions that are representative of the homeless community, including Black, Indigenous, and trans individuals.	Application	<p style="text-align: right;">10</p> <p>Agency has multiple individuals from at least two groups that are overrepresented in the homeless community (ex. Black, Indigenous, or transgender) in managerial/leadership positions.</p>

PSH Rubric

		Project has unresolved monitoring issues.	
7.5	5		0
Effectively serving the needs of LGBTQ+ households is addressed by the application, but no programs or services are described. Agency has evaluated outcomes for LGBTQ+ households, but may not be able to point to adjustments that have been made to reduce disparities.	Effectively serving the needs of LGBTQ+ households is mentioned in the application, but programs services or outcomes are not described.	Program design and policy address serving LGBTQ+ households individuals through a non-discrimination policy, but no further than this.	
7.5	5		0
Effectively serving the needs of individuals living with a disability/disabilities is addressed by the application, but no programs or services are described. Agency has evaluated outcomes for individuals living with a disability/disabilities, but may not be able to point to adjustments that have been made to reduce disparities.	Effectively serving the individuals living with a disability/disabilities is mentioned in the application, but programs services or outcomes are not described.	Program design and policy address serving individuals with disabilities through non-discrimination policies and compliance with the Americans with Disabilities Act, but no further than this.	
0			
Project is not increasing the number of RRH beds. All renewals without expansions and all PSH, TH, SSO, and HMIS projects will receive zero points.			
0			
No units requesting supportive services through this competition will receive rental assistance or subsidies through non-Coc or ESG-funded programs.			
0			
Project does not have a healthcare partnership dedicated to the program participants of the CoC Program-funded project.			
	5		0
	Agency has conducted/provided a racial equity training for staff in the last 5 years.	Agency has not conducted/provided racial equity training for staff in the last 5 years, or has never conducted/provided racial equity training.	
5	0		
Agency has at least one individual from at least two groups that are overrepresented in the homeless community (ex. Black, Indigenous, or transgender) in managerial/leadership positions.	Agency has less than 2 individuals from overrepresented groups (ex. Black, Indigenous, or transgender) in managerial/leadership positions.		

			Objective Rating Factor
(Non-DV Only) Minimum 95% of participants in adult only households are chronically and/or MN Long Term homeless.	HMIS/Comparable Database: NOFO Scoring Report		10
		95% or more of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.	
On average, participants spend 15 days from project entry to residential move-in. - Calculation: Average of all LoT to HMI in EE Detail All Tab.	HMIS/Comparable Database: DV, APR; Non-DV, Core Report		20
		Average number of days from RRH component project entry to move-in is 15 days or less	
Minimum of 90% move to permanent housing.	HMIS/Comparable Database: APR		25
		90% or more of participants in RRH component move into PH	
Maximum of 10% of participants return to homelessness within 12 months of exit to permanent housing. (non-DV Only)	HMIS/Comparable Database: Returns to Homelessness Report		15
		10% or fewer of participants return to homelessness within 12 months of exit to PH	
Minimum 8% of participants had new or increased earned income for project stayers.	HMIS/Comparable Database: DV, APR; Non-DV, NOFO Scoring Report		2.5
		8% or more project stayers had new or increased earned income.	
Minimum 10% of participants with new or increased non-employment income for project stayers.	HMIS/Comparable Database: DV, APR; Non-DV, NOFO Scoring Report		2.5
		10% or more project stayers had new or increased non-employment income.	
Minimum 15% of participants with new or increased earned income for project leavers. (Non-DV only)	HMIS/Comparable Database: Non-DV, NOFO Scoring Report		2.5
		15% or more project leavers had new or increased earned income.	
Minimum 25% of participants with new or increased non-employment income for project leavers. (Non-DV Only)	HMIS/Comparable Database: Non-DV, NOFO Scoring Report		2.5
		25% or more project leavers had new or increased earned income.	
Costs are within local average cost per positive housing exit for project type.	HMIS/Comparable Database		20
		Costs are at or below local average cost per positive housing exit for project type.	
Project has not had more than 10% of funds recaptured by HUD in either of the last 2 years (1 year if first renewal).	SAGE		10
		The project spent 90% or more of it's full grant award in the last 2 operating years, or last single operating year if only one operating year has been completed.	
Minimum of 95% of entries to project come from a CE referral (or alternate system for DV). (Non-DV Only)	HMIS/Comparable Database: Core Report and CE Housing Provider Data Check		10
		95% or more entries to project come from a CE referral.	
Minimum of 99% of HMIS records without errors or missing	HMIS/Comparable Database: DV, APR; non		10



PSH Rubric

Factors - Scored by HHR			
	7.5	5	0
90-94% of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.	85-89% of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.	Fewer than 85% of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.	
	15	10	0
Average number of days from RRH component project entry to move-in is 16 - 45 days	Average number of days from RRH component project entry to move-in is 46 - 105 days	Average number of days from RRH component project entry to move-in is more than 105 days	
	20	10	0
Between 80 and 89% of participants in RRH component move into PH	Between 60 and 79% of participants in RRH component move into PH	Fewer than 59% of participants in RRH component move into PH	
	10	5	0
Between 11% and 20% of participants return to homelessness	21-30% of participants return to homelessness	31% or more participants return to homelessness	
	1.5		0
Between 1% and 7.99% of project stayers had new or increased earned income.		Less than 1% of project stayers had new or increased earned income.	
	1.5		0
Between 1% and 9.99% of project stayers had new or increased non-employment income.		Less than 1% of project stayers had new or increased non-employment income.	
	1.5		0
Between 1% and 14.99% of project leavers had new or increased earned income.		Less than 1% of project leavers had new or increased earned income.	
	1.5		0
Between 1% and 24.99% of project leavers had new or increased earned income.		Less than 1% of project leavers had new or increased earned income.	
	10	5	0
Costs per positive exit is no more than 50% higher than local average cost for project type	Costs per positive exit is between 51-100% higher than local average cost for project type	Cost per positive exit is more than 100% higher than the local average cost for project type	
	7.5	5	0
The project spent 90% or more of its full grant award in 1 of the last 2 operating years	The project spent between 80% and 89% of its full grant award in 1 of the last 2 operating years.	The project spent less than 80% of its grant award in the last 2 operating years, or last single operating year if only one operating year has been completed.	
	5		0
85-94.99% of entries to project come from CE referral.		Fewer than 85% of entries to project come from CE referral.	
	7.5	5	0





RRH Rubric

Rating Factor	Source	Score	Maximum
Costs are within local average cost per positive housing exit for project type.	Application (Objective)		20
			10
CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures.	Application		10
			10
Applicant's board of directors includes representation from more than one person with lived experience.	Application		10
			10
Applicant has relational process for receiving and incorporating feedback from more than one person with lived experience.	Application		10
			10
Applicant has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers.	Application		10
			10
Applicant has reviewed program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, age, and/or underserved populations.	Application		10
			10

RRH Rubric

High	Medium	Low
10	5	0
Costs per positive exit is no more than 50% higher than local average cost for project type	Costs per positive exit is between 51-100% higher than local average cost for project type	Cost per positive exit is more than 100% higher than the local average cost for project type
7.5	5	0
Application demonstrates that agency practices housing first to the full extent possible, and mentions landlord/property engagement practices. Application includes minimal documentation describing the agency's screening process.	Application mentions practicing housing first, but does not engage in landlord/property engagement practices. Application does not include documents or process describing the agencies screening process.	Agency imposes one or more barriers to entry (ex. minimum income requirements, requirement to be or remain sober, etc.) that are not required by laws or regulations applicable to project's funding sources.
5		0
Application does not state how many people with lived experience serve on the board of directors, but		Application does not state that any persons with lived experience serve on the board of directors.
7.5	5	0
Application demonstrates that agency engages more than one persons with lived experience through meaningful and relationship-based methods, however, there is no evidence that feedback from these individuals has been implemented into the project.	Application demonstrates that agency only engages one person with lived experience through relationship-based methods, and/or engagement with persons with lived experience is limited to transactional feedback methods, such as surveys.	Application does not demonstrate engagement with more than one person with lived experience.
7.5	5	0
Application demonstrates that agency has reviewed policies and procedures at least once and identified inequities.	Recipient has not yet reviewed policies and procedures but has plans to do so. Recipient clearly demonstrates an understanding of the importance of program policy on creating an equitable program and outcomes.	Applicant has not yet reviewed policies and procedures, and either has no plans to do so or does not demonstrate an understanding of the importance of policies and procedures on creating an equitable program and outcomes.
7.5	5	0
Applicant has reviewed disaggregated outcome data at least once and application speaks to known disparities.	Applicant has not yet reviewed disaggregated participant data, but has plans to do so. Applicant clearly demonstrates an understanding of the important of analyzing disaggregated data.	Applicant has not yet reviewed disaggregated outcome data, and either has no plans to do so or does not demonstrate an understanding of the importance of policies and procedures on creating an equitable program and outcomes.
7.5	0	

RRH Rubric

Applicant has identified programmatic changes needed to make program participant outcomes more equitable and developed a plan to make those changes.	Application		Application speaks to known disparities and specific strategies that have been used to minimize disparities.	
Applicant is working with HMIS lead to develop a schedule for reviewing HMIS data with disaggregation by race, ethnicity, gender identity, age, and/or other underserved populations.	Application		Agency actively engages HMIS lead agency (ICA) at least quarterly to review disaggregated data.	10
Project is operating in conformance with CoC standards.	Application/HUD Monitoring Notes		Project does not have any unresolved monitoring issues.	10
Applicant effectively addresses the needs of LGBTQ+ individuals, including non-binary and trans individuals through specific programming and resources	Application		Effectively serving the needs of LGBTQ+ households is clearly described in the application through the multiple programs, services, or resources provided to clients. Agency actively and regularly evaluates outcomes for LGBTQ+ households, and can speak to adjustments made to address disparities.	10
Applicant effectively addresses the needs of individuals living with a disability/disabilities through specific resources and programming	Application		Effectively serving the needs of households living with disability/disabilities is clearly described in the application through the multiple programs, services, or resources provided to clients. Agency actively and regularly evaluates outcomes for individuals living with a disability/disabilities, and can speak to adjustments made to address disparities.	10
Project would contribute to an increase in RRH beds.	Application (Objective)		Project is increasing the number of Rapid Rehousing beds to be served. Only New or Expansion Rapid Rehousing or Transitional Housing - Rapid Rehousing applications can receive these points.	5
Project leverages housing resources with housing subsidies or units not funded through the CoC or ESG programs.	Application (Objective)		Some or all of the units/beds requesting supportive services through this competition will receive rental assistance or subsidies through sources other than CoC and ESG programs. Examples of eligible sources are Project Based Section 8, or Low Income Housing Tax Credits.	10
				10

RRH Rubric

Application speaks to known disparities and details the agency's future plans and strategies that will be used to minimize disparities.	Application does not demonstrate that agency has identified any programmatic changes that need to be made in order to minimize disparities.	
7.5	5	0
Agency engages HMIS lead agency (ICA) every 6 months to review disaggregated data	Agency engages HMIS lead agency (ICA) annually to review disaggregated data.	Agency does not engage HMIS lead agency (ICA) to review disaggregated data.
		0
		Project has unresolved monitoring issues.
7.5	5	0
Effectively serving the needs of LGBTQ+ households is addressed by the application, but no programs or services are described. Agency has evaluated outcomes for LGBTQ+ households, but may not be able to point to adjustments that have been made to reduce disparities.	Effectively serving the needs of LGBTQ+ households is mentioned in the application, but programs services or outcomes are not described.	Program design and policy address serving LGBTQ+ households individuals through a non-discrimination policy, but no further than this.
7.5	5	0
Effectively serving the needs of individuals living with a disability/disabilities is addressed by the application, but no programs or services are described. Agency has evaluated outcomes for individuals living with a disability/disabilities, but may not be able to point to adjustments that have been made to reduce disparities.	Effectively serving the individuals living with a disability/disabilities is mentioned in the application, but programs services or outcomes are not described.	Program design and policy address serving individuals with disabilities through non-discrimination policies and compliance with the Americans with Disabilities Act, but no further than this.
0		
Project is not increasing the number of RRH beds. All renewals without expansions and all PSH, TH, SSO, and HMIS projects will receive zero points.		
0		
No units requesting supportive services through this competition will receive rental assistance or subsidies through non-Coc or ESG-funded programs.		
0		

RRH Rubric

Project leverages health resources, including a partnership commitment with a healthcare organization.	Application (Objective)		Project has a partnership with a healthcare provider dedicated to providing services to participants served through CoC Program-funded project. MOU outlining the partnership is included with application.	
Agency conducts/provides racial equity training for all staff at least every three (3) years. Agency's date of last training is within last 3 years.	Application		Agency has conducted/provided a racial equity training for staff in the last three years.	10
Applicant has individuals in managerial and leadership positions that are representative of the homeless community, including Black, Indigenous, and trans individuals.	Application		Agency has multiple individuals from at least two groups that are overrepresented in the homeless community (ex. Black, Indigenous, or transgender) in managerial/leadership positions.	10
<b>Objective Rating Factors - Sc</b>				
(Non-DV Only) Minimum 95% of participants in adult only households are chronically and/or MN Long Term homeless.	HMIS/Comparable Database: NOFO Scoring Report		95% or more of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.	10
(Non-DV) On average, participants spend 15 days from project entry to residential move-in. - Calculation: Average of all LoT to HMI in EE Detail All Tab.	HMIS/Comparable Database: Core Report		Average number of days from RRH component project entry to move-in is 15 days or less	20
(DV) On average, participants spend 30 days from project entry to residential move-in.	HMIS/Comparable Database: APR		Average number of days from RRH component project entry to move-in is 30 days or less	20
Minimum of 60% move to permanent housing. (Non-DV) - Calculation: Number of people enrolled for at least 30 days before report end date with HMI/number of people enrolled for at least 30 days	HMIS/Comparable Database: Core Report		60% or more of participants in RRH component move into PH	25
Minimum of 80% move to permanent housing. (DV)	HMIS/Comparable Database: APR		80% or more of participants in RRH component move into PH	25
Maximum of 10% of participants return to homelessness within 12 months of exit to permanent housing. (Non-DV Only)	HMIS/Comparable Database: Returns to Homeless Report		10% or fewer of participants return to homelessness within 12 months of exit to PH	15
Minimum 8% of participants had new or increased earned income for project stayers.	HMIS/Comparable Database: DV, APR; Non-DV, NOFO Scoring Report		8% or more project stayers had new or increased earned income.	2.5
Minimum 10% of participants with new or increased pay	HMIS/Comparable			2.5



RRH Rubric

Project does not have a healthcare partnership dedicated to the program participants of the CoC Program-funded project.		
	5	0
	Agency has conducted/provided a racial equity training for staff in the last 5 years.	Agency has not conducted/provided racial equity training for staff in the last 5 years, or has never conducted/provided racial equity training.
5	0	
Agency has at least one individual from at least two groups that are overrepresented in the homeless community (ex. Black, Indigenous, or transgender) in managerial/leadership positions.	Agency has less than 2 individuals from overrepresented groups (ex. Black, Indigenous, or transgender) in managerial/leadership positions.	
<b>Scored by HHR</b>		
7.5	5	0
90-94% of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.	85-89% of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.	Fewer than 85% of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.
15	10	0
Average number of days from RRH component project entry to move-in is 16 - 45 days	Average number of days from RRH component project entry to move-in is 46 - 105 days	Average number of days from RRH component project entry to move-in is more than 105 days
15	10	0
Average number of days from RRH component project entry to move-in is 31 - 60 days	Average number of days from RRH component project entry to move-in is 61 - 120 days	Average number of days from RRH component project entry to move-in is more than 120 days
20	10	0
Between 50 and 59% of participants in RRH component move into PH	Between 31 and 49% of participants in RRH component move into PH	Fewer than 30% of participants in RRH component move into PH
20	10	0
Between 70 and 79% of participants in RRH component move into PH	Between 50 and 69% of participants in RRH component move into PH	Fewer than 49% of participants in RRH component move into PH
10	5	0
Between 11% and 20% of participants return to homelessness	21-30% of participants return to homelessness	31% or more participants return to homelessness
1.5		0
Between 1% and 7.99% of project stayers had new or increased earned income.		Less than 1% of project stayers had new or increased earned income.
1.5		0

RRH Rubric

Minimum 10% of participants with new or increased non-employment income for project stayers.	Database: DV, APR; Non-DV, NOFO Scoring Report		10% or more project stayers had new or increased non-employment income.	2.5
Minimum 15% of participants with new or increased earned income for project leavers. (Non-DV only)	HMIS/Comparable Database: Non-DV, NOFO Scoring Report		15% or more project leavers had new or increased earned income.	2.5
Minimum 25% of participants with new or increased non-employment income for project leavers. (Non-DV Only)	HMIS/Comparable Database: Non-DV, NOFO Scoring Report		25% or more project leavers had new or increased earned income.	10
Minimum of 95% of entries to project come from a CE referral (or alternate system for DV). (Non-DV Only) - Calculation: Lists of all CE referrals received during reporting year and 6 months prior are compared to all	HMIS/Comparable Database: Core Report and CE Housing Provider Data Check		95% or more entries to project come from a CE referral.	10
Project has not had more than 10% of funds recaptured by HUD in either of the last 2 years (1 year if first renewal).	SAGE		The project spent 90% or more of it's full grant award in the last 2 operating years, or last single operating year if only one operating year has been completed.	10
Minimum of 90% of HMIS records without errors or missing data elements.	HMIS/Comparable Database: DV, APR; non-DV, Data Completeness Report		90% or more of HMIS records from the most recent operating year are error free and complete.	10
Average bed/unit utilization rate at or above 90%.	HMIS/Comparable Database: DV, APR; Non-DV Bed Utilization Report		Average bed utilization rate at 90% or above.	
			Total Possible Points	330

RRH Rubric

Between 1% and 9.99% of project stayers had new or increased non-employment income.		Less than 1% of project stayers had new or increased non-employment income.
1.5		0
Between 1% and 14.99% of project leavers had new or increased earned income.		Less than 1% of project leavers had new or increased earned income.
1.5		0
Between 1% and 24.99% of project leavers had new or increased earned income.		Less than 1% of project leavers had new or increased earned income.
5		0
85-94.99% of entries to project come from CE referral.		Fewer than 85% of entries to project come from CE referral.
7.5	5	0
The project spent 90% or more of its full grant award in 1 of the last 2 operating years	The project spent between 80% and 89% of its full grant award in 1 of the last 2 operating years.	The project spent less than 80% of its grant award in the last 2 operating years, or last single operating year if only one operating year has been completed.
7.5	5	0
85% - 89% of HMIS records from the most recent operating year are error free and complete.	80%-84% of HMIS records from the most recent operating year are error free and complete.	Fewer than 80% of HMIS records from the most recent operating year are error free and complete.
7.5	5	0
Average bed utilization rate from 85% - 89%.	Average bed utilization rate from 80%-84%.	Average bed utilization rate 80% or below.

TH-RRH Rubric

Rating Factor	Source	Score	Maximum
Costs are within local average cost per positive housing exit for project type.	Application		20
			Costs are at or below local average cost per positive housing exit for project type.
CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures.	Application		10
			Application demonstrates that agency practices housing first to the full extent possible by imposing no barriers to entry other than what may be required by law or other regulations applicable to the project and its funding sources. Application includes multiple documents and/or questions used by the agency to screen potential participants and referrals from Coordinated Entry. If project utilizes a scattered-site model, Applicant employs landlord/property engagement proven to support clients with high barriers to housing in accessing diverse housing options.
Applicant's board of directors includes representation from more than one person with lived experience.	Application		10
			More than one person with lived experience serves on the board of directors of the agency.
Applicant has relational process for receiving and incorporating feedback from more than one person with lived experience.	Application		10
			Application demonstrates that agency engages more than one persons with lived experience through meaningful and relationship-based methods, such as a former client/person with lived experience advisory council. There is evidence that feedback from these individuals has been implemented into the project.
Applicant has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers.	Application		10
			Application explains how and how often the agency reviews policies and procedures, what types of inequities were found during these reviews, and how these inequities were resolved/will be resolved.
Applicant has reviewed program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, age, and/or underserved populations.	Application		10
			Applicant has a process for regular reviewing outcome data disaggregated by race, ethnicity, gender identity, age, and/or other demographics.
Applicant has identified programmatic changes needed to make program participant outcomes more equitable and developed a plan to make those changes.	Application		10
			Application speaks to known disparities and specific strategies that have been used to minimize disparities.
Applicant is working with HMIS lead to develop a schedule for reviewing HMIS data with disaggregation by race, ethnicity, gender identity, age, and/or other underserved populations.	Application		10
			Agency actively engages HMIS lead agency (ICA) at least quarterly to review disaggregated data.
Project is operating in conformance with CoC standards.	Application/HUD Monitoring		10

TH-RRH Rubric

High	Medium
10	5
Costs per positive exit is no more than 50% higher than local average cost for project type	Costs per positive exit is between 51-100% higher than local average cost for project type
7.5	5
Application demonstrates that agency practices housing first to the full extent possible, and mentions landlord/property engagement practices. Application includes minimal documentation describing the agency's screening process.	Application mentions practicing housing first, but does not engage in landlord/property engagement practices. Application does not include documents or process describing the agencies screening process.
5	
Application does not state how many people with lived experience serve on the board of directors, but	
7.5	5
Application demonstrates that agency engages more than one persons with lived experience through meaningful and relationship-based methods, however, there is no evidence that feedback from these individuals has been implemented into the project.	Application demonstrates that agency only engages one person with lived experinece through relationship-based methods, and/or engagement with persons with lived experience is limited to transactional feedback methods, such as surveys.
7.5	5
Application demonstrates that agency has reviewed policies and procedures at least once and identified inequities.	Receipient has not yet reviewed policies and procedures but has plans to do so. Recipient clearly demonstrates an understanding of the importance of program policy on creating an equitable program and outcomes.
7.5	5
Applicant has reviewed disaggregated outcome data at least once and application speaks to known disparities.	Applicant has not yet reviewed disaggregated participant data, but has plans to do so. Applicant clearly demonstrates an understanding of the important of analyzing disaggregated data.
7.5	0
Application speaks to known disparities and details the agency's future plans and strategies that will be used to minimize disparities.	Application does not demonstrate that agency has identified any programmatic changes that need to be made in order to minimize disparities.
7.5	5
Agency engages HMIS lead agency (ICA) every 6 months to review disaggregated data	Agency engages HMIS lead agency (ICA) annually to review disaggregated data.

<b>Low</b>	
	0
Cost per positive exit is more than 100% higher than the local average cost for project type	
	0
Agency imposes one or more barriers to entry (ex. minimum income requirements, requirement to be or remain sober, etc.) that are not required by laws or regulations applicable to project's funding sources.	
	0
Application does not state that any persons with lived experience serve on the board of directors.	
	0
Application does not demonstrate engagement with more than one person with lived experience.	
	0
Applicant has not yet reviewed policies and procedures, and either has no plans to do so or does not demonstrate an understanding of the importance of policies and procedures on creating an equitable program and outcomes.	
	0
Applicant has not yet reviewed disaggregated outcome data, and either has no plans to do so or does not demonstrate an understanding of the importance of policies and procedures on creating an equitable program and outcomes.	
	0
Agency does not engage HMIS lead agency (ICA) to review disaggregated data.	
	0

TH-RRH Rubric

Project is operating in conformance with CoC standards.	Notes	Project does not have any unresolved monitoring issues.	10
Applicant effectively addresses the needs of LGBTQ+ individuals, including non-binary and trans individuals through specific programming and resources	Application	Effectively serving the needs of LGBTQ+ households is clearly described in the application through the multiple programs, services, or resources provided to clients. Agency actively and regularly evaluates outcomes for LGBTQ+ households, and can speak to adjustments made to address disparities.	10
Applicant effectively addresses the needs of individuals living with a disability/disabilities through specific resources and programming	Application	Effectively serving the needs of households living with disability/disabilities is clearly described in the application through the multiple programs, services, or resources provided to clients. Agency actively and regularly evaluates outcomes for individuals living with a disability/disabilities, and can speak to adjustments made to address disparities.	10
Project would contribute to an increase in RRH beds.	Application (Subjective)	Project is increasing the number of Rapid Rehousing beds to be served. Only New or Expansion Rapid Rehousing or Transitional Housing - Rapid Rehousing applications can receive these points.	5
Project leverages housing resources with housing subsidies or units not funded through the CoC or ESG programs.	Application (Subjective)	Some or all of the units/beds requesting supportive services through this competition will receive rental assistance or subsidies through sources other than CoC and ESG programs. Examples of eligible sources are Project Based Section 8, or Low Income Housing Tax Credits.	10
Project leverages health resources, including a partnership commitment with a healthcare organization.	Application (Subjective)	Project has a partnership with a healthcare provider dedicated to providing services to participants served through CoC Program-funded project. MOU outlining the partnership is included with application.	10
Agency conducts/provides racial equity training for all staff at least every three (3) years. Agency's date of last training is within last 3 years.	Application	Agency has conducted/provided a racial equity training for staff in the last three years.	10
Applicant has individuals in managerial and leadership positions that are representative of the homeless community, including Black, Indigenous, and trans individuals.	Application	Agency has multiple individuals from at least two groups that are overrepresented in the homeless community (ex. Black, Indigenous, or transgender) in managerial/leadership positions.	10
The proposed project will provide enough rapid rehousing assistance to ensure that at any given time, a program participant may move from transitional housing to permanent housing.	Application	Project will operate more rapid rehousing than transitional housing beds or has explained why not all households will move into RRH.	20
<b>Objective R</b>			
On average, participants remain in TH component of TH/RRH program	HMIS/Comparable Database:		10

TH-RRH Rubric

	7.5	5
Effectively serving the needs of LGBTQ+ households is addressed by the application, but no programs or services are described. Agency has evaluated outcomes for LGBTQ+ households, but may not be able to point to adjustments that have been made to reduce disparities.	Effectively serving the needs of LGBTQ+ households is mentioned in the application, but programs services or outcomes are not described.	
	7.5	5
Effectively serving the needs of individuals living with a disability/disabilities is addressed by the application, but no programs or services are described. Agency has evaluated outcomes for individuals living with a disability/disabilities, but may not be able to point to adjustments that have been made to reduce disparities.	Effectively serving the individuals living with a disability/disabilities is mentioned in the application, but programs services or outcomes are not described.	
	0	
Project is not increasing the number of RRH beds. All renewals without expansions and all PSH, TH, SSO, and HMIS projects will receive zero points.		
	0	
No units requesting supportive services through this competition will receive rental assistance or subsidies through non-Coc or ESG-funded programs.		
	0	
Project does not have a healthcare partnership dedicated to the program participants of the CoC Program-funded project.		
		5
	Agency has conducted/provided a racial equity training for staff in the last 5 years.	
	5	0
Agency has at least one individual from at least two groups that are overrepresented in the homeless community (ex. Black, Indigenous, or transgender) in managerial/leadership positions.	Agency has less than 2 individuals from overrepresented groups (ex. Black, Indigenous, or transgender) in managerial/leadership positions.	
	10	5
Project provides and equal amount of rapid rehousing and transitional housing beds.	Project provides fewer rapid rehousing than transitional housing beds and application does not explain why fewer rapid rehousing beds are necessary.	
<b>Rating Factors - Scored by HHR</b>		
	7.5	5



Project has unresolved monitoring issues.	0
Program design and policy address serving LGBTQ+ households individuals through a non-discrimination policy, but no further than this.	0
Program design and policy address serving individuals with disabilities through non-discrimination policies and compliance with the Americans with Disabilities Act, but no further than this.	0
Agency has not conducted/provided racial equity training for staff in the last 5 years, or has never conducted/provided racial equity training.	0

TH-RRH Rubric

for 180 days.	DV, APR	Average length of stay in TH component is 180 days or less	
On average, participants spend 15 days from entry into RRH component to residential move-in. - Calculation: Average of all LoT to HMI in EE Detail All Tab.	HMIS/Comparable Database: DV, APR; Non-DV, Core Report	Average number of days from RRH component project entry to move-in is 15 days or less	10
Minimum of 60% move to permanent housing. (Non-DV) - Calculation: Number of people enrolled for at least 30 days before report end date with HMI/number of people enrolled for at least 30 days	HMIS/Comparable Database: Core Report	60% or more of participants in RRH component move into PH	25
Maximum of 10% of participants in RRH component return to homelessness within 12 months of exit to permanent housing.	HMIS/Comparable Database	10% or fewer of participants return to homelessness within 12 months of exit to PH	15
Minimum 8% of participants had new or increased earned income for project stayers.	HMIS/Comparable Database: DV, APR; Non-DV, NOFO Scoring Report	8% or more project stayers had new or increased earned income.	2.5
Minimum 10% of participants with new or increased non-employment income for project stayers.	HMIS/Comparable Database: DV, APR; Non-DV, NOFO Scoring Report	10% or more project stayers had new or increased non-employment income.	2.5
Minimum 15% of participants with new or increased earned income for project leavers. (Non-DV only)	HMIS/Comparable Database: Non-DV, NOFO Scoring Report	15% or more project leavers had new or increased earned income.	2.5
Minimum 25% of participants with new or increased non-employment income for project leavers. (Non-DV Only)	HMIS/Comparable Database: Non-DV, NOFO Scoring Report	25% or more project leavers had new or increased earned income.	2.5
Minimum of 95% of entries to project come from a CE referral (non-DV)	HMIS/Comparable Database: Core Report and CE Housing Provider Data Check	95% or more entries to project come from a CE referral.	10
Project has not had more than 10% of funds recaptured by HUD in either of the last 2 years (1 year if first renewal).	SAGE	The project spent 90% or more of it's full grant award in the last 2 operating years, or last single operating year if only one operating year has been completed.	10
Minimum of 90% of HMIS records without errors or missing data elements.	HMIS/Comparable Database: DV, APR; non-DV, Data Completeness Report	90% or more of HMIS records from the most recent operating year are error free and complete.	10
Average bed/unit utilization rate at or above 90%.	HMIS/Comparable Database: DV, APR; Non-DV Bed Utilization Report	Average bed utilization rate at 90% or above.	10
(Non-DV Only) Minimum 95% of participants in adult only households are chronically and/or MN Long Term homeless.	HMIS/Comparable Database; NOFO Scoring Report	95% or more of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.	10
		Total Possible Points	
			305

TH-RRH Rubric

Average length of stay is between 181 days and 365 days	Average length of stay is between 366 days and 540 days
7.5	5
Average number of days from RRH component project entry to move-in is 16 - 45 days	Average number of days from RRH component project entry to move-in is 46 - 105 days
20	10
Between 50 and 59% of participants in RRH component move into PH	Between 31 and 49% of participants in RRH component move into PH
10	5
Between 11% and 20% of participants return to homelessness	21-30% of participants return to homelessness
1.5	
Between 1% and 7.99% of project stayers had new or increased earned income.	
1.5	
Between 1% and 9.99% of project stayers had new or increased non-employment income.	
1.5	
Between 1% and 14.99% of project leavers had new or increased earned income.	
1.5	
Between 1% and 24.99% of project leavers had new or increased earned income.	
5	
85-94.99% of entries to project come from CE referral.	
7.5	5
The project spent 90% or more of its full grant award in 1 of the last 2 operating years	The project spent between 80% and 89% of its full grant award in 1 of the last 2 operating years.
7.5	5
85% - 89% of HMIS records from the most recent operating year are error free and complete.	80%-84% of HMIS records from the most recent operating year are error free and complete.
7.5	5
Average bed utilization rate from 85% - 89%.	Average bed utilization rate from 80%-84%.
7.5	5
90-94% of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.	85-89% of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.

Average length of stay is greater than 541 days	0
Average number of days from RRH component project entry to move-in is more than 105 days	0
Fewer than 30% of participants in RRH component move into PH	0
31% or more participants return to homelessness	0
Less than 1% of project stayers had new or increased earned income.	0
Less than 1% of project stayers had new or increased non-employment income.	0
Less than 1% of project leavers had new or increased earned income.	0
Less than 1% of project leavers had new or increased earned income.	0
Fewer than 85% of entries to project come from CE referral.	0
The project spent less than 80% of its grant award in the last 2 operating years, or last single operating year if only one operating year has been completed.	0
Fewer than 80% of HMIS records from the most recent operating year are error free and complete.	0
Average bed utilization rate 80% or below.	0
Fewer than 85% of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.	

Rating Factor	Source	Score	Maximum
CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures.	Application		<p style="text-align: right;">10</p> <p>Application demonstrates that agency practices housing first to the full extent possible by imposing no barriers to entry other than what may be required by law or other regulations applicable to the project and its funding sources. Application includes multiple documents and/or questions used by the agency to screen potential participants and referrals from Coordinated Entry. If project utilizes a scattered-site model, Applicant employs landlord/property engagement proven to support clients with high barriers to housing in accessing diverse housing options.</p>
Applicant's board of directors includes representation from more than one person with lived experience.	Application		<p style="text-align: right;">10</p> <p>More than one person with lived experience serves on the board of directors of the agency.</p>
Applicant has relational process for receiving and incorporating feedback from more than one person with lived experience.	Application		<p style="text-align: right;">10</p> <p>Application demonstrates that agency engages more than one persons with lived experience through meaningful and relationship-based methods, such as a former client/person with lived experience advisory council. There is evidence that feedback from these individuals has been implemented into the project.</p>
Applicant has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers.	Application		<p style="text-align: right;">10</p> <p>Application explains how and how often the agency reviews policies and procedures, what types of inequities were found during these reviews, and how these inequities were resolved/will be resolved.</p>
Applicant has reviewed program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, age, and/or underserved populations.	Application		<p style="text-align: right;">10</p> <p>Applicant has a process for regular reviewing outcome data disaggregated by race, ethnicity, gender identity, age, and/or other demographics.</p>
<del>Applicant has identified programmatic changes needed to make</del>			<p style="text-align: right;">10</p>

TH Rubric

High	Medium	Low
7.5	5	0
Application demonstrates that agency practices housing first to the full extent possible, and mentions landlord/property engagement practices. Application includes minimal documentation describing the agency's screening process.	Application mentions practicing housing first, but does not engage in landlord/property engagement practices. Application does not include documents or process describing the agencies screening process.	Agency imposes one or more barriers to entry (ex. minimum income requirements, requirement to be or remain sober, etc.) that are not required by laws or regulations applicable to project's funding sources.
5		0
Application does not state how many people with lived experience serve on the board of directors, but		Application does not state that any persons with lived experience serve on the board of directors.
7.5	5	0
Application demonstrates that agency engages more than one persons with lived experience through meaningful and relationship-based methods, however, there is no evidence that feedback from these individuals has been implemented into the project.	Application demonstrates that agency only engages one person with lived experience through relationship-based methods, and/or engagement with persons with lived experience is limited to transactional feedback methods, such as surveys.	Application does not demonstrate engagement with more than one person with lived experience.
7.5	5	0
Application demonstrates that agency has reviewed policies and procedures at least once and identified inequities.	Recipient has not yet reviewed policies and procedures but has plans to do so. Recipient clearly demonstrates an understanding of the importance of program policy on creating an equitable program and outcomes.	Applicant has not yet reviewed policies and procedures, and either has no plans to do so or does not demonstrate an understanding of the importance of policies and procedures on creating an equitable program and outcomes.
7.5	5	0
Applicant has reviewed disaggregated outcome data at least once and application speaks to known disparities.	Applicant has not yet reviewed disaggregated participant data, but has plans to do so. Applicant clearly demonstrates an understanding of the important of analyzing disaggregated data.	Applicant has not yet reviewed disaggregated outcome data, and either has no plans to do so or does not demonstrate an understanding of the importance of policies and procedures on creating an equitable program and outcomes.
7.5	0	

TH Rubric

Applicant has identified programmatic changes needed to make program participant outcomes more equitable and developed a plan to make those changes.	Application	Application speaks to known disparities and specific strategies that have been used to minimize disparities.	
Applicant is working with HMIS lead to develop a schedule for reviewing HMIS data with disaggregation by race, ethnicity, gender identity, age, and/or other underserved populations.	Application	Agency actively engages HMIS lead agency (ICA) at least quarterly to review disaggregated data.	10
Project is operating in conformance with CoC standards.	Application/HUD Monitoring Notes	Project does not have any unresolved monitoring issues.	10
Applicant effectively addresses the needs of LGBTQ+ individuals, including non-binary and trans individuals through specific programming and resources	Application	Effectively serving the needs of LGBTQ+ households is clearly described in the application through the multiple programs, services, or resources provided to clients. Agency actively and regularly evaluates outcomes for LGBTQ+ households, and can speak to adjustments made to address disparities.	10
Applicant effectively addresses the needs of individuals living with a disability/disabilities through specific resources and programming	Application	Effectively serving the needs of households living with disability/disabilities is clearly described in the application through the multiple programs, services, or resources provided to clients. Agency actively and regularly evaluates outcomes for individuals living with a disability/disabilities, and can speak to adjustments made to address disparities.	10
Project would contribute to an increase in RRH beds.	Application (Objective)	Project is increasing the number of Rapid Rehousing beds to be served. Only New or Expansion Rapid Rehousing or Transitional Housing - Rapid Rehousing applications can receive these points.	5
Project leverages housing resources with housing subsidies or units not funded through the CoC or ESG programs.	Application (Objective)	Some or all of the units/beds requesting supportive services through this competition will receive rental assistance or subsidies through sources other than CoC and ESG programs. Examples of eligible sources are Project Based Section 8, or Low Income Housing Tax Credits.	10
Project leverages health resources, including a partnership commitment with a healthcare organization.	Application (Objective)	Project has a partnership with a healthcare provider dedicated to providing services to participants served through CoC Program-funded project. MOU outlining the partnership is included with application.	10
			10

TH Rubric

Application speaks to known disparities and details the agency's future plans and strategies that will be used to minimize disparities.	Application does not demonstrate that agency has identified any programmatic changes that need to be made in order to minimize disparities.		
7.5	5	0	
Agency engages HMIS lead agency (ICA) every 6 months to review disaggregated data	Agency engages HMIS lead agency (ICA) annually to review disaggregated data.	Agency does not engage HMIS lead agency (ICA) to review disaggregated data.	
		0	
		Project has unresolved monitoring issues.	
7.5	5	0	
Effectively serving the needs of LGBTQ+ households is addressed by the application, but no programs or services are described. Agency has evaluated outcomes for LGBTQ+ households, but may not be able to point to adjustments that have been made to reduce disparities.	Effectively serving the needs of LGBTQ+ households is mentioned in the application, but programs services or outcomes are not described.	Program design and policy address serving LGBTQ+ households individuals through a non-discrimination policy, but no further than this.	
7.5	5	0	
Effectively serving the needs of individuals living with a disability/disabilities is addressed by the application, but no programs or services are described. Agency has evaluated outcomes for individuals living with a disability/disabilities, but may not be able to point to adjustments that have been made to reduce disparities.	Effectively serving the individuals living with a disability/disabilities is mentioned in the application, but programs services or outcomes are not described.	Program design and policy address serving individuals with disabilities through non-discrimination policies and compliance with the Americans with Disabilities Act, but no further than this.	
0			
Project is not increasing the number of RRH beds. All renewals without expansions and all PSH, TH, SSO, and HMIS projects will receive zero points.			
0			
No units requesting supportive services through this competition will receive rental assistance or subsidies through non-CoC or ESG-funded programs.			
0			
Project does not have a healthcare partnership dedicated to the program participants of the CoC Program-funded project.			
	5	0	



TH Rubric

Agency conducts/provides racial equity training for all staff at least every three (3) years. Agency's date of last training is within last 3 years.	Application	Agency has conducted/provided a racial equity training for staff in the last three years.	10
Applicant has individuals in managerial and leadership positions that are representative of the homeless community, including Black, Indigenous, and trans individuals.	Application	Agency has multiple individuals from at least two groups that are overrepresented in the homeless community (ex. Black, Indigenous, or transgender) in managerial/leadership positions.	
<b>Objective Rating Factors - Sc</b>			
(Non-DV Only) Minimum 95% of participants in adult only households are chronically and/or MN Long Term homeless.	HMIS/Comparable Database: NOFO Scoring Report	95% or more of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.	10
On average, participants stay in project 180 days.	HMIS/Comparable Database: APR	Average length of stay in TH component is 180 days or less	10
Minimum of 90% move to permanent housing.	HMIS/Comparable Database: APR	90% or more of participants in RRH component move into PH	25
Maximum of 10% of participants return to homelessness within 12 months of exit to permanent housing. (Non-DV Only)	HMIS/Comparable Database: Returns to Homelessness Report	10% or fewer of participants return to homelessness within 12 months of exit to PH	15
Minimum 8% of participants had new or increased earned income for project stayers.	HMIS/Comparable Database: DV, APR; Non-DV, NOFO Scoring Report	8% or more project stayers had new or increased earned income.	2.5
Minimum 10% of participants with new or increased non-employment income for project stayers.	HMIS/Comparable Database: DV, APR; Non-DV, NOFO Scoring Report	10% or more project stayers had new or increased non-employment income.	2.5
Minimum 15% of participants with new or increased earned income for project leavers. (Non-DV only)	HMIS/Comparable Database: Non-DV, NOFO Scoring Report	15% or more project leavers had new or increased earned income.	2.5
Minimum 25% of participants with new or increased non-employment income for project leavers. (Non-DV Only)	HMIS/Comparable Database: Non-DV, NOFO Scoring Report	25% or more project leavers had new or increased earned income.	2.5
Costs are within local average cost per positive housing exit for project type.	HMIS/Comparable Database	Costs are at or below local average cost per positive housing exit for project type.	20

TH Rubric

	Agency has conducted/provided a racial equity training for staff in the last 5 years.	Agency has not conducted/provided racial equity training for staff in the last 5 years, or has never conducted/provided racial equity training.	
5		0	
Agency has at least one individual from at least two groups that are overrepresented in the homeless community (ex. Black, Indigenous, or transgender) in managerial/leadership positions.	Agency has less than 2 individuals from overrepresented groups (ex. Black, Indigenous, or transgender) in managerial/leadership positions.		
<b>ored by HHR</b>			
7.5		5	0
90-94% of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.	85-89% of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.	Fewer than 85% of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.	
7.5		5	0
Average length of stay is between 181 days and 365 days	Average length of stay is between 366 days and 540 days	Average length of stay is greater than 541 days	
20		10	0
Between 80 and 89% of participants in RRH component move into PH	Between 60 and 79% of participants in RRH component move into PH	Fewer than 59% of participants in RRH component move into PH	
10		5	0
Between 11% and 20% of participants return to homelessness	21-30% of participants return to homelessness	31% or more participants return to homelessness	
1.5			0
Between 1% and 7.99% of project stayers had new or increased earned income.		Less than 1% of project stayers had new or increased earned income.	
1.5			0
Between 1% and 9.99% of project stayers had new or increased non-employment income.		Less than 1% of project stayers had new or increased non-employment income.	
1.5			0
Between 1% and 14.99% of project leavers had new or increased earned income.		Less than 1% of project leavers had new or increased earned income.	
1.5			0
Between 1% and 24.99% of project leavers had new or increased earned income.		Less than 1% of project leavers had new or increased earned income.	
10		5	0
Costs per positive exit is no more than 50% higher than local average cost for project type	Costs per positive exit is between 51-100% higher than local average cost for project type	Cost per positive exit is more than 100% higher than the local average cost for project type	

TH Rubric

Minimum of 95% of entries to project come from a CE referral (or alternate system for DV). (non-DV Only)	HMIS/Comparable Database: Core Report and CE Housing Provider Data Check		95% or more entries to project come from a CE referral.	10
Project has not had more than 10% of funds recaptured by HUD in either of the last 2 years (1 year if first renewal).	SAGE		The project spent 90% or more of it's full grant award in the last 2 operating years, or last single operating year if only one operating year has been completed.	10
Minimum of 90% of HMIS records without errors or missing data elements.	HMIS/Comparable Database: DV, APR; non-DV, Data Completeness Report		90% or more of HMIS records from the most recent operating year are error free and complete.	10
Average bed/unit utilization rate at or above 90%.	HMIS/Comparable Database: DV, APR; Non-DV Bed Utilization Report		Average bed utilization rate at 90% or above.	10
			Total Possible Points	
				275

TH Rubric

	5		0
85-94.99% of entries to project come from CE referral.		Fewer than 85% of entries to project come from CE referral.	
	7.5	5	0
The project spent 90% or more of its full grant award in 1 of the last 2 operating years		The project spent between 80% and 89% of its full grant award in 1 of the last 2 operating years.	The project spent less than 80% of its grant award in the last 2 operating years, or last single operating year if only one operating year has been completed.
	7.5	5	0
85% - 89% of HMIS records from the most recent operating year are error free and complete.		80%-84% of HMIS records from the most recent operating year are error free and complete.	Fewer than 80% of HMIS records from the most recent operating year are error free and complete.
	7.5	5	0
Average bed utilization rate from 85% - 89%.		Average bed utilization rate from 80%-84%.	Average bed utilization rate 80% or below.

Rating Factor	Source	Score	Maximum
Applicant's board of directors includes representation from more than one person with lived experience.	Application		10 More than one person with lived experience serves on the board of directors of the agency.
Applicant has relational process for receiving and incorporating feedback from more than one person with lived experience.	Application		10 Application demonstrates that agency engages more than one persons with lived experience through meaningful and relationship-based methods, such as a former client/person with lived experience advisory council. There is evidence that feedback from these individuals has been implemented into the project.
Applicant has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers.	Application		10 Application explains how and how often the agency reviews policies and procedures, what types of inequities were found during these reviews, and how these inequities were resolved/will be resolved.
Applicant has reviewed program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, age, and/or underserved populations.	Application		10 Applicant has a process for regular reviewing outcome data disaggregated by race, ethnicity, gender identity, age, and/or other demographics.
Applicant has identified programmatic changes needed to make program participant outcomes more equitable and developed a plan to make those changes.	Application		10 Application speaks to known disparities and specific strategies that have been used to minimize disparities.
Applicant is working with HMIS lead to develop a schedule for reviewing HMIS data with disaggregation by race, ethnicity, gender identity, age, and/or other underserved populations.	Application		10 Agency actively engages HMIS lead agency (ICA) at least quarterly to review disaggregated data.
Project is operating in conformance with CoC standards.	Application/HUD Monitoring Notes		10 Project does not have any unresolved monitoring issues.
Applicant effectively addresses the needs of LGBTQ+ individuals, including non-binary and trans individuals through specific programming and resources	Application		10 Effectively serving the needs of LGBTQ+ households is clearly described in the application through the multiple programs, services, or resources provided to clients. Agency actively and regularly evaluates outcomes for LGBTQ+ households, and can speak to adjustments made to address disparities.
			10

CE Rubric

High	Medium	Low		
5		0		
Application does not state how many people with lived experience serve on the board of directors, but		Application does not state that any persons with lived experience serve on the board of directors.		
7.5	5	0		
Application demonstrates that agency engages more than one persons with lived experience through meaningful and relationship-based methods, however, there is no evidence that feedback from these individuals has been implemented into the project.	Application demonstrates that agency only engages one person with lived experience through relationship-based methods, and/or engagement with persons with lived experience is limited to transactional feedback methods, such as surveys.	Application does not demonstrate engagement with more than one person with lived experience.		
7.5	5	0		
Application demonstrates that agency has reviewed policies and procedures at least once and identified inequities.	Recipient has not yet reviewed policies and procedures but has plans to do so. Recipient clearly demonstrates an understanding of the importance of program policy on creating an equitable program and outcomes.	Applicant has not yet reviewed policies and procedures, and either has no plans to do so or does not demonstrate an understanding of the importance of policies and procedures on creating an equitable program and outcomes.		
7.5	5	0		
Applicant has reviewed disaggregated outcome data at least once and application speaks to known disparities.	Applicant has not yet reviewed disaggregated participant data, but has plans to do so. Applicant clearly demonstrates an understanding of the important of analyzing disaggregated data.	Applicant has not yet reviewed disaggregated outcome data, and either has no plans to do so or does not demonstrate an understanding of the importance of policies and procedures on creating an equitable program and outcomes.		
7.5	0			
Application speaks to known disparities and details the agency's future plans and strategies that will be used to minimize disparities.	Application does not demonstrate that agency has identified any programmatic changes that need to be made in order to minimize disparities.			
7.5	5	0		
Agency engages HMIS lead agency (ICA) every 6 months to review disaggregated data	Agency engages HMIS lead agency (ICA) annually to review disaggregated data.	Agency does not engage HMIS lead agency (ICA) to review disaggregated data.		
			0	
		Project has unresolved monitoring issues.		
7.5	5	0		
Effectively serving the needs of LGBTQ+ households is addressed by the application, but no programs or services are described. Agency has evaluated outcomes for LGBTQ+ households, but may not be able to point to adjustments that have been made to reduce disparities.	Effectively serving the needs of LGBTQ+ households is mentioned in the application, but programs services or outcomes are not described.	Program design and policy address serving LGBTQ+ households individuals through a non-discrimination policy, but no further than this.		
7.5	5	0		

CE Rubric

<p>Applicant effectively addresses the needs of individuals living with a disability/disabilities through specific resources and programming</p>	<p>Application</p>	<p>Effectively serving the needs of households living with disability/disabilities is clearly described in the application through the multiple programs, services, or resources provided to clients. Agency actively and regularly evaluates outcomes for individuals living with a disability/disabilities, and can speak to adjustments made to address disparities.</p>
<p>Agency conducts/provides racial equity training for all staff at least every three (3) years. Agency's date of last training is within last 3 years.</p>	<p>Application</p>	<p>Agency has conducted/provided a racial equity training for staff in the last three years.</p>
<p>Applicant has individuals in managerial and leadership positions that are representative of the homeless community, including Black, Indigenous, and trans individuals.</p>	<p>Application</p>	<p>Agency has multiple individuals from at least two groups that are overrepresented in the homeless community (ex. Black, Indigenous, or transgender) in managerial/leadership positions.</p>
<p>Applicant has demonstrated the capacity/ability to support participants on the priority list to ensure they are prepared to receive a CE referrals.</p>	<p>Application</p>	<p>Agency's application demonstrates that the project will have sufficient staff to connect with households awaiting referral at least once every month and that those staff have the skills and experience necessary to support participants in preparing to receive a coordinated entry referral (Ex. Connecting them to benefits, helping them to collect documents, etc.)</p>
<p>The centralized or coordinated assessment system is easily available/reachable for all persons within the CoC's geographic area who are seeking homelessness assistance.</p>	<p>Application</p>	<p>Project/staff are available through multiple methods of contact (i.e. phone, in-person), any in-person availability (i.e. assessors working with/as street outreach) is spread throughout Ramsey County to ensure that urban and suburban residents are able to get assessed, and hours of operation are convenient for population being served.</p>
<p>There is a strategy for advertising that is designed specifically to reach individuals experiencing homelessness with the highest barriers within the CoC's geographic area.</p>	<p>Application</p>	<p>Application demonstrates that project will utilize multiple types of public marketing specifically designed and placed to reach individuals experiencing homelessness with the highest barriers. Marketing will be offered in multiple languages</p>
		<p>20</p>

CE Rubric

Effectively serving the needs of individuals living with a disability/disabilities is addressed by the application, but no programs or services are described. Agency has evaluated outcomes for individuals living with a disability/disabilities, but may not be able to point to adjustments that have been made to reduce disparities.	Effectively serving the individuals living with a disability/disabilities is mentioned in the application, but programs services or outcomes are not described.	Program design and policy address serving individuals with disabilities through non-discrimination policies and compliance with the Americans with Disabilities Act, but no further than this.		
	5	0		
	Agency has conducted/provided a racial equity training for staff in the last 5 years.	Agency has not conducted/provided racial equity training for staff in the last 5 years, or has never conducted/provided racial equity training.		
5	0			
Agency has at least one individual from at least two groups that are overrepresented in the homeless community (ex. Black, Indigenous, or transgender) in managerial/leadership positions.	Agency has less than 2 individuals from overrepresented groups (ex. Black, Indigenous, or transgender) in managerial/leadership positions.			
10	5	0		
Agency's application demonstrates that the project will have sufficient staff to connect with individuals awaiting a coordinated entry referral multiple times and have some of the skills and experience necessary to support participants in preparing to receive a coordinated entry referral (Ex. Connecting them to benefits, helping them to collect documents, etc.)	Agency's application demonstrates that project staff are able to provide guidance and resources to participants that can help them prepare/stay prepared to receive and accept a coordinated entry referral. Staff may not contact participants between assessment and referral.	Agency's application does not indicate that project staff will have any contact with participants outside of assessment and referral, and that no support preparing to receive a referral will be offered.		
10	5	0		
Application meets 2 of the following 3 criteria: project/staff are available through multiple methods of contact, in-person availability is spread throughout urban and suburban Ramsey County, and hours of operation are convenient for population being served.	Application meets 1 of the following 3 criteria: project/staff are available through multiple methods of contact, in-person availability is spread throughout urban and suburban Ramsey County, and hours of operation are convenient for population being served.	Application demonstrates that people in one or more sections of Ramsey County will face barriers in accessing the Coordinated Entry system through this project.		
10		0		
Application demonstrates that project has a holistic advertising strategy that will reach the people experiencing homelessness living in the most populated areas of the CoC's geographic region, but is not necessarily designed with the people with the highest barriers in mind.		There is little to no strategy for advertising and the burden to access the project will be placed on people experiencing homelessness.		
10		0		



There is a standardized assessment process.	Application	The project will utilize a standardized process to determine eligibility and priority for services. The assessment has been designed to meet the needs of the specific population being served by the project. Frequent trainings of assessors occur to insure that clients receive equal treatment regardless of which agency or individual assesses them.
<b>Objective Rating</b>		
Project has not had more than 10% of funds recaptured by HUD in either of the last 2 years (1 year if first renewal).	SAGE	The project spent 90% or more of it's full grant award in the last 2 operating years, or last single operating year if only one operating year has been completed.
Minimum of 90% of HMIS records without errors or missing data elements.	HMIS/Comparable Database: DV, APR; non-DV, Data	90% or more of HMIS records from the most recent operating year are error free and complete.
		Total Possible Points
		210

CE Rubric

<p>The project will utilize a standardized assessment, but it may not be customized for the specific population or assessors may not be regularly (re)trained.</p>		<p>There is no standardized assessment in use.</p>		
<b>ng Factors - Scored by HHR</b>				
	7.5	5	0	
<p>The project spent 90% or more of its full grant award in 1 of the last 2 operating years</p>	<p>The project spent between 80% and 89% of its full grant award in 1 of the last 2 operating years.</p>	<p>The project spent less than 80% of its grant award in the last 2 operating years, or last single operating year if only one operating year has been completed.</p>		
	7.5	5	0	
<p>85% - 89% of HMIS records from the most recent operating year are error free and complete.</p>	<p>80%-84% of HMIS records from the most recent operating year are error free and complete.</p>	<p>Fewer than 80% of HMIS records from the most recent operating year are error free and complete.</p>		

HMIS Rubric

Rating Factor	Source	Score	Maximum
Applicant's board of directors includes representation from more than one person with lived experience.	Application		10 More than one person with lived experience serves on the board of directors of the agency.
Applicant has relational process for receiving and incorporating feedback from more than one person with lived experience.	Application		10 Application demonstrates that agency engages more than one persons with lived experience through meaningful and relationship-based methods, such as a former client/person with lived experience advisory council. There is evidence that feedback from these individuals has been implemented into the project.
Applicant has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers.	Application		10 Application explains how and how often the agency reviews policies and procedures, what types of inequities were found during these reviews, and how these inequities were resolved/will be resolved.
Agency conducts/provides racial equity training for all staff at least every three (3) years. Agency's date of last training is within last 3 years.	Application		10 Agency has conducted/provided a racial equity training for staff in the last three years.
Applicant has individuals in managerial and leadership positions that are representative of the homeless community, including Black, Indigenous, and trans individuals.	Application		10 Agency has multiple individuals from at least two groups that are overrepresented in the homeless community (ex. Black, Indigenous, or transgender) in managerial/leadership positions.
Project is operating in conformance with CoC standards.	Application/HUD Monitoring Notes		10 Project does not have any unresolved monitoring issues.
			<b>Objective Rat</b>
Project has not had more than 10% of funds recaptured by HUD in either of the last 2 years (1 year if first renewal).	SAGE		10 The project spent 90% or more of it's full grant award in the last 2 operating years, or last single operating year if only one operating year has been completed.
			Total Possible Points
			70

HMIS Rubric

High	Medium	Low			
5		0			
Application does not state how many people with lived experience serve on the board of directors, but		Application does not state that any persons with lived experience serve on the board of directors.			
7.5	5	0			
Application demonstrates that agency engages more than one persons with lived experience through meaningful and relationship-based methods, however, there is no evidence that feedback from these individuals has been implemented into the project.	Application demonstrates that agency only engages one person with lived experience through relationship-based methods, and/or engagement with persons with lived experience is limited to transactional feedback methods, such as surveys.	Application does not demonstrate engagement with more than one person with lived experience.			
7.5	5	0			
Application demonstrates that agency has reviewed policies and procedures at least once and identified inequities.	Receipient has not yet reviewed policies and procedures but has plans to do so. Recipient clearly demonstrates an understanding of the importance of program policy on creating an equitable program and outcomes.	Applicant has not yet reviewed policies and procedures, and either has no plans to do so or does not demonstrate an understanding of the importance of policies and procedures on creating an equitable program and outcomes.			
	5	0			
	Agency has conducted/provided a racial equity training for staff in the last 5 years.	Agency has not conducted/provided racial equity training for staff in the last 5 years, or has never conducted/provided racial equity training.			
5	0				
Agency has at least one individual from at least two groups that are overrepresented in the homeless community (ex. Black, Indigenous, or transgender) in managerial/leadership positions.	Agency has less than 2 individuals from overrepresented groups (ex. Black, Indigenous, or transgender) in managerial/leadership positions.				
		0			
		Project has unresolved monitoring issues.			
<b>ing Factors - Scored by HHR</b>					
7.5	5	0			
The project spent 90% or more of its full grant award in 1 of the last 2 operating years	The project spent between 80% and 89% of its full grant award in 1 of the last 2 operating years.	The project spent less than 80% of its grant award in the last 2 operating years, or last single operating year if only one operating year has been completed.			

New Project Rubrics

Rating Factor	Source	PSH	RRH	TH/RRH	CE	HMIS	Score
Applicant has experience working with the proposed population and in providing housing and/or services similar to that proposed in the application.	Application	X	X	X	X	X	
Applicant has sufficient experience or understanding of utilizing a Housing First approach. This includes 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, self-disclosed or perceived sexual orientation, gender identity or gender expression. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.	Application	X	X	X			
Applicant demonstrates ability to effectively utilize federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants, as evidenced by timely reimbursement of subApplicants (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	Application	X	X	X	X	X	
Proposed project meets the needs of the clients to be served. This includes 1) Demonstrated understanding of the needs of the clients to be served. 2) Demonstration that type, scale, and location of the housing fit the needs of the clients to be served. 3) Demonstration that type and scale of the all supportive services, regardless of funding source, meet the needs of clients to be served. 4) Demonstration of how clients will be assisted in obtaining mainstream benefits. 5) Establishment of performance measures for housing and income that are objective, measurable, trackable, and meet or exceed any established HUD or CoC benchmarks.	Application	X	X	X			
Applicant demonstrates an ability to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.	Application	X	X	X	X		
Applicant demonstrates an ability to assist clients to increase employment and/or income. The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain benefits.	Application	X	X	X			

New Project Rubrics

Maximum	High	Medium
15	10	5
Applicant has 10 or more years experience working with the proposed populations and in providing housing and/or services similar to that proposed in the application.	Applicant has 5-9 years experience working with the proposed populations and in providing housing and/or services similar to that proposed in the application.	Applicant has less than 5 years experience working with the proposed populations and in providing housing and/or services similar to that proposed in the application.
10	5	0
Application demonstrates that agency practices housing first to the full extent possible by imposing no barriers to entry other than what may be required by law or other regulations applicable to the project and its funding sources. If project utilizes a scattered-site model, Applicant employs landlord/property engagement proven to support clients with high barriers to housing in accessing diverse housing options.	Application demonstrates that agency practices housing first to the full extent possible, but does not engage in landlord/property engagement practices.	Agency imposes one or more barriers to entry (ex. minimum income requirements, requirement to be or remain sober, etc.) that are not required by laws or regulations applicable to project's funding sources.
5		0
Applicant has previously received federal or other government funding and has effectively utilized these funds.		Applicant has not previously received government funding, or has received government funding but failed to use the money efficiently.
15	10	5
Application demonstrates that the specific needs of the clients to be served were considered in the design of all aspects of the program. Application narrative contains at least one outcome or performance measure (ex. number or rate of people who will be placed into permanent housing), and thoroughly describes how clients will be connected to mainstream benefits.	Application demonstrates that the specific needs of the clients to be served were considered in the design of some but not all aspects of the program. Application narrative describes how clients will be connected to mainstream benefits.	Application demonstrates that the specific needs of the clients to be served in the design of some but not all aspects of the program.
5	3	
Applicant imposes minimal requirements to enter program, and either owns/master leases the units in which participants will live, or has strong partnerships with landlords/property owners, allowing clients to move quickly into safe, affordable, housing.	Applicant either owns/master leases the units in which participants will live, or has strong partnerships with landlords/property owners, allowing clients to move quickly into safe, affordable, housing.	
5	3	
Applicant demonstrates an ability to assist clients to increase employment and/or income. The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain benefits.	Applicant demonstrates the ability to assist with increasing either employment income or income from benefits.	
10	0	

<b>Low</b>	
	0
Applicant does not have experience working with the proposed population or in providing housing and/or services similar to that proposed in the application	
Application contains general project descriptions and does not clearly explain how the project was designed with the specific needs of the clients to be served.	
	0
Applicant imposes requirements to enter program that are not required by law or funding sources	
	0
Applicant does not outline specific plan for assisting clients in increasing income or accessing benefits.	

New Project Rubrics

Proposed project leverages housing resources with housing subsidies or units not funded through the CoC or ESG programs.	Application	X	X	X			
Proposed project leverages health resources, including a partnership commitment with a healthcare organization.	Application	X	X	X			
Applicant demonstrates an ability to rapidly implement the program, and provides a detailed schedule or proposed activities for 60, 120, and 180 days after grant award.	Application	X	X	X	X	X	
Budgeted costs are reasonable, allocable, and allowable.	Application	X	X	X	X	X	
Applicant's board of directors includes representation from more than one person with lived experience.	Application	X	X	X	X	X	
Applicant has relational process for receiving and incorporating feedback from more than one person with lived experience.	Application	X	X	X	X	X	
Applicant has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers.	Application	X	X	X	X	X	



New Project Rubrics

Some or all of the units/beds requesting supportive services through this competition will receive rental assistance or subsidies through sources other than CoC and ESG programs. Examples of eligible sources are Project Based Section 8, or Low Income Housing Tax Credits.	No units requesting supportive services through this competition will receive rental assistance or subsidies through non-Coc or ESG-funded programs.	
10	0	
Project has a partnership with a healthcare provider dedicated to providing services to participants served through CoC Program-funded project. MOU outlining the partnership is included with application.	Project does not have a healthcare partnership dedicated to the program participants of the CoC Program-funded project.	
10	5	
It is clear that Applicant is prepared to launch program nearly immediately upon execution of a grant agreement.	Applicant demonstrates that project will be able to enroll clients within 90 days after grant award.	
20	10	5
Cost per person served and per housing outcome are more than reasonable compared to other projects of the same type.	Cost per person served and per housing outcome are slightly less than those of other projects of the same type.	Cost per person served and per housing outcome are slightly higher than those of other projects of the same type.
10	5	
More than one person with lived experience serves on the board of directors of the agency.	Application does not state how many people with lived experience serve on the board of directors, but	
10	7.5	5
Application demonstrates that agency engages more than one persons with lived experience through meaningful and relationship-based methods, such as a former client/person with lived experience advisory council. There is evidence that feedback from these individuals has been implemented into the project.	Application demonstrates that agency engages more than one persons with lived experience through meaningful and relationship-based methods, however, there is no evidence that feedback from these individuals has been implemented into the project.	Application demonstrates that agency only engages one person with lived experience through relationship-based methods, and/or engagement with persons with lived experience is limited to transactional feedback methods, such as surveys.
10	7.5	5
Application explains how and how often the agency reviews policies and procedures, what types of inequities were found during these reviews, and how these inequities were resolved/will be resolved.	Application demonstrates that agency has reviewed policies and procedures at least once and identified inequities.	Recipient has not yet reviewed policies and procedures but has plans to do so. Recipient clearly demonstrates an understanding of the importance of program policy on creating an equitable program and outcomes.
10	7.5	5

	0
Applicant will not be able to enroll clients within 90 days of receiving grant award.	
	0
Cost per person served and per housing outcome are much higher than those of other projects of the same type.	
	0
Application does not state that any persons with lived experience serve on the board of directors.	
	0
Application does not demonstrate engagement with more than one person with lived experience.	
	0
Applicant has not yet reviewed policies and procedures, and either has no plans to do so or does not demonstrate an understanding of the importance of policies and procedures on creating an equitable program and outcomes.	
	0

New Project Rubrics

Applicant has a plan to review program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, age, and/or underserved populations.	Application	X	X	X	X	X	
Applicant has a plan to identify programmatic changes needed to make program participant outcomes more equitable and developed a plan to make those changes.	Application	X	X	X	X		
Applicant plans to work with HMIS lead to develop a schedule for reviewing HMIS data with disaggregation by race, ethnicity, gender identity, age, and/or other underserved populations.	Application	X	X	X			
Applicant agrees that at least 95% of entries to project will come from a CE referral (or alternate, community-approved system for DV).	Application	X	X	X			
Applicant effectively addresses the needs of LGBTQ+ individuals, including non-binary and trans individuals through specific resources and programming.	Application	X	X	X			
Applicant effectively addresses the needs of individuals living with a disability/disabilities through specific resources and programming.	Application	X	X	X			
Project would contribute to an increase in RRH beds.	Application	X	X	X	X	X	

New Project Rubrics

Applicant has a process for regular reviewing outcome data disaggregated by race, ethnicity, gender identity, age, and/or other demographics.	Applicant has reviewed disaggregated outcome data at least once and application speaks to known disparities.	Applicant has not yet reviewed disaggregated participant data, but has plans to do so. Applicant clearly demonstrates an understanding of the important of analyzing disaggregated data.
10	7.5	0
Application speaks to known disparities and specific strategies that have been used to minimize disparities.	Application speaks to known disparities and details the agency's future plans and strategies that will be used to minimize disparities.	Application does not demonstrate that agency has identified any programmatic changes that need to be made in order to minimize disparities.
10	7.5	5
Agency plans to engage with HMIS lead agency (ICA) at least quarterly to review disaggregated data.	Agency plans to engage with HMIS lead agency (ICA) every 6 months to review disaggregated data	Agency plans to engage with HMIS lead agency (ICA) annually to review disaggregated data.
5		0
Applicant agrees that at least 95% of entries to project will come from a CE referral (or alternate, community-approved system for DV).		Fewer than 95% of entries to project will come from a CE referral (or alternate, community-approved system for DV)
10	7.5	5
Effectively serving the needs of LGBTQ+ households is clearly described in the application through the multiple programs, services, or resources provided to clients. Agency actively and regularly evaluates outcomes for LGBTQ+ households, and can speak to adjustments made to address disparities.	Effectively serving the needs of LGBTQ+ households is addressed by the application, but no programs or services are described. Agency has evaluated outcomes for LGBTQ+ households, but may not be able to point to adjustments that have been made to reduce disparities.	Effectively serving the needs of LGBTQ+ households is mentioned in the application, but programs services or outcomes are not described.
10	7.5	5
Effectively serving the needs of households living with disability/disabilities is clearly described in the application through the multiple programs, services, or resources provided to clients. Agency actively and regularly evaluates outcomes for individuals living with a disability/disabilities, and can speak to adjustments made to address disparities.	Effectively serving the needs of individuals living with a disability/disabilities is addressed by the application, but no programs or services are described. Agency has evaluated outcomes for individuals living with a disability/disabilities, but may not be able to point to adjustments that have been made to reduce disparities.	Effectively serving the individuals living with a disability/disabilities is mentioned in the application, but programs services or outcomes are not described.
5	0	
Project is increasing the number of Rapid Rehousing beds to be served. Only New or Expansion Rapid Rehousing or Transitional Housing - Rapid Rehousing applications can receive these points.	Project is not increasing the number of RRH beds. All renewals without expansions and all PSH, TH, SSO, and HMIS projects will receive zero points.	
10		5

Applicant has not yet reviewed disaggregated outcome data, and either has no plans to do so or does not demonstrate an understanding of the importance of policies and procedures on creating an equitable program and outcomes.
0
Agency does not plan to engage HMIS lead agency (ICA) to review disaggregated data.
0
Program design and policy address serving LGBTQ+ households individuals through a non-discrimination policy, but no further than this.
0
Program design and policy address serving individuals with disabilities through non-discrimination policies and compliance with the Americans with Disabilities Act, but no further than this.
0

New Project Rubrics

<p>Agency conducts/provides racial equity training for all staff at least every three (3) years. Agency's date of last training is within last 3 years.</p>	<p>Application</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	
<p>Applicant has individuals in managerial and leadership positions that are representative of the homeless community, including Black, Indigenous, and trans individuals.</p>	<p>Application</p>	<p>X</p>	<p>X</p>	<p>X</p>			
<p>Applicant has demonstrated the capacity/ability to support participants on the priority list to ensure they are prepared to receive a CE referrals.</p>	<p>Application</p>				<p>X</p>		
<p>The centralized or coordinated assessment system is easily available/reachable for all persons within the CoC's geographic area who are seeking homelessness assistance.</p>	<p>Application</p>				<p>X</p>		
<p>There is a strategy for advertising that is designed specifically to reach individuals experiencing homelessness with the highest barriers within the CoC's geographic area.</p>	<p>Application</p>				<p>X</p>		
<p>There is a standardized assessment process.</p>	<p>Application</p>				<p>X</p>		

New Project Rubrics

Agency has conducted/provided a racial equity training for staff in the last three years.		Agency has conducted/provided a racial equity training for staff in the last 5 years.
10	5	0
Agency has multiple individuals from at least two groups that are overrepresented in the homeless community (ex. Black, Indigenous, or transgender) in managerial/leadership positions.	Agency has at least one individual from at least two groups that are overrepresented in the homeless community (ex. Black, Indigenous, or transgender) in managerial/leadership positions.	Agency has less than 2 individuals from overrepresented groups (ex. Black, Indigenous, or transgender) in managerial/leadership positions.
20	10	5
Agency's application demonstrates that the project will have sufficient staff to connect with households awaiting referral at least once every month and that those staff have the skills and experience necessary to support participants in preparing to receive a coordinated entry referral (Ex. Connecting them to benefits, helping them to collect documents, etc.)	Agency's application demonstrates that the project will have sufficient staff to connect with individuals awaiting a coordinated entry referral multiple times and have some of the skills and experience necessary to support participants in preparing to receive a coordinated entry referral (Ex. Connecting them to benefits, helping them to collect documents, etc.)	Agency's application demonstrates that project staff are able to provide guidance and resources to participants that can help them prepare/stay prepared to receive and accept a coordinated entry referral. Staff may not contact participants between assessment and referral.
20	10	5
Project/staff are available through multiple methods of contact (i.e. phone, in-person), any in-person availability (i.e. assessors working with/as street outreach) is spread throughout Ramsey County to ensure that urban and suburban residents are able to get assessed, and hours of operation are convenient for population being served.	Application meets 2 of the following 3 criteria: project/staff are available through multiple methods of contact, in-person availability is spread throughout urban and suburban Ramsey County, and hours of operation are convenient for population being served.	Application meets 1 of the following 3 criteria: project/staff are available through multiple methods of contact, in-person availability is spread throughout urban and suburban Ramsey County, and hours of operation are convenient for population being served.
20	10	
Application demonstrates that project will utilize multiple types of public marketing specifically designed and placed to reach individuals experiencing homelessness with the highest barriers. Marketing will be offered in multiple languages	Application demonstrates that project has a holistic advertising strategy that will reach the people experiencing homelessness living in the most populated areas of the CoC's geographic region, but is not necessarily designed with the people with the highest barriers in mind.	
20	10	
The project will utilize a standardized process to determine eligibility and priority for services. The assessment has been designed to meet the needs of the specific population being served by the project. Frequent trainings of assessors occur to insure that clients receive equal treatment regardless of which agency or individual assesses them.	The project will utilize a standardized assessment, but it may not be customized for the specific population or assessors may not be regularly (re)trained.	
<b>Objective Rating Factors - Scored by HHR</b>		

Agency has not conducted/provided racial equity training for staff in the last 5 years, or has never conducted/provided racial equity training.	
	0
Agency's application does not indicate that project staff will have any contact with participants outside of assessment and referral, and that no support preparing to receive a referral will be offered.	
	0
Application demonstrates that people in one or more sections of Ramsey County will face barriers in accessing the Coordinated Entry system through this project.	
	0
There is little to no strategy for advertising and the burden to access the project will be placed on people experiencing homelessness.	
	0
There is no standardized assessment in use.	



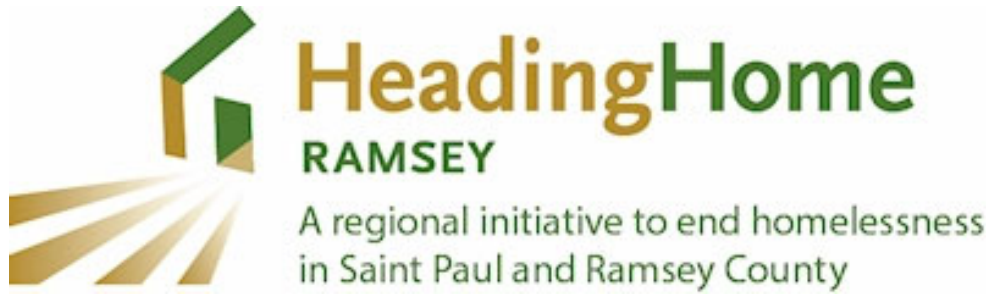
New Project Rubrics

Proposed project is cost-effective when projected cost per person served is compared to CoC average within project type.	Application (Objective)	X	X	X	X	X	
Organization's most recent audit found no exceptions to standard practices.	Application (Objective)	X	X	X	X	X	
Organization's most recent audit identified agency as "low risk".	Application (Objective)	X	X	X	X	X	
Organization's most recent audit indicates no findings.	Application (Objective)	X	X	X	X	X	
Applicant has demonstrated the capacity to successfully operate project type based on historical program performance from similar programs	Application (Objective)	X	X	X	X	X	

New Project Rubrics

	5	2.5	
Costs are at or below local average cost per person served for project type.		Costs per person served is no more than 100% higher than local average cost for project type	
	5	0	
Organization's most recent audit found no exceptions to standard practices.		Organization's most recent audit found exceptions to standard practices	
	5	0	
Organization's most recent audit identified agency as "low risk"		Organization's most recent audit identified agency as anything but "low risk"	
	5	0	
Organization's most recent audit indicates no findings.		Organization's most recent audit indicates anything but no findings	
	10	7.5	5
Application includes multiple documents or materials from similar programs demonstration operational success		Application includes a couple documents or materials from similar programs demonstration operational success	Application does not similar programs or include any materials or documents
Total Possible Points	325		

0
Cost per person served is more than 100% higher than the local average cost for project type



## **MN-501**

### **1E-2a: Scored Forms for One Project**

Attached is MN-501 Heading Home Ramsey's Local Competition Scoring Tool forms for one project, Amherst Wilder Foundation's Minnesota Place PSH Renewal project.

#### **Table of Contents**

<b>Document Satisfying Requirement</b>	<b>Page Number</b>
Cover Sheet	1
Scoring Tool forms	2-11

1E-2a Minnesota Place Renewal Scoring Tool

Rating Factor	Source/Calculation	Scorer 1	Scorer 2	Scorer 3	Avg Score	Maximum
CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures.	Application	10	9	10	9.6666667	10 Application demonstrates that agency practices housing first to the full extent possible by imposing no barriers to entry other than what may be required by law or other regulations applicable to the project and its funding sources. Application includes multiple documents and/or questions used by the agency to screen potential participants and referrals from Coordinated Entry. If project utilizes a scattered-site model, Applicant employes landlord/property engagement proven to support clients with high barriers to housing in accessing diverse housing options.
Applicant's board of directors includes representation from more than one person with lived experience.	Application	0	5	5	3.3333333	10 More than one person with lived experience serves on the board of directors of the agency.
Applicant has relational process for receiving and incorporating feedback from more than one person with lived experience.	Application	10	8	10	9.3333333	10 Application demonstrates that agency engages more than one persons with lived experience through meaningful and relationship-based methods, such as a former client/person with lived experience advisory council. There is evidence that feedback from these individuals has been implemented into the project.
Applicant has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers.	Application	10	7	10	9	10 Application explains how and how often the agency reviews policies and procedures, what types of inequities were found during these reviews, and how these inequities were resolved/will be resolved.
						10

1E-2a Minnesota Place Renewal Scoring Tool

High	Medium	Low
7.5	5	0
Application demonstrates that agency practices housing first to the full extent possible, and mentions landlord/property engagement practices. Application includes minimal documentation describing the agency's screening process.	Application mentions practicing housing first, but does not engage in landlord/property engagement practices. Application does not include documents or process describing the agencies screening process.	Agency imposes one or more barriers to entry (ex. minimum income requirements, requirement to be or remain sober, etc.) that are not required by laws or regulations applicable to project's funding sources.
5		0
Application does not state how many people with lived experience serve on the board of directors, but		Application does not state that any persons with lived experience serve on the board of directors.
7.5	5	0
Application demonstrates that agency engages more than one persons with lived experience through meaningful and relationship-based methods, however, there is no evidence that feedback from these individuals has been implemented into the project.	Application demonstrates that agency only engages one person with lived experinece through relationship-based methods, and/or engagement with persons with lived experience is limited to transactional feedback methods, such as surveys.	Application does not demonstrate engagement with more than one person with lived experience.
7.5	5	0
Application demonstrates that agency has reviewed policies and procedures at least once and identified inequities.	Receipient has not yet reviewed policies and procedures but has plans to do so. Recipient clearly demonstrates an understanding of the importance of program policy on creating an equitable program and outcomes.	Applicant has not yet reviewed policies and procedures, and either has no plans to do so or does not demonstrate an understanding of the importance of policies and procedures on creating an equitable program and outcomes.
7.5	5	0

1E-2a Minnesota Place Renewal Scoring Tool

Applicant has reviewed program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, age, and/or underserved populations.	Application	10	8	10	9.3333333	Applicant has a process for regular reviewing outcome data disaggregated by race, ethnicity, gender identity, age, and/or other demographics.
Applicant has identified programmatic changes needed to make program participant outcomes more equitable and developed a plan to make those changes.	Application	10	8	10	9.3333333	10 Application speaks to known disparities and specific strategies that have been used to minimize disparities.
Applicant is working with HMIS lead to develop a schedule for reviewing HMIS data with disaggregation by race, ethnicity, gender identity, age, and/or other underserved populations.	Application	10	8	10	9.3333333	10 Agency actively engages HMIS lead agency (ICA) at least quarterly to review disaggregated data.
Project is operating in conformance with CoC standards.	Application/HUD Monitoring Notes	10	10	10	10	10 Project does not have any unresolved monitoring issues.
Applicant effectively addresses the needs of LGBTQ+ individuals, including non-binary and trans individuals through specific programming and resources	Application	10	8	10	9.3333333	10 Effectively serving the needs of LGBTQ+ households is clearly described in the application through the multiple programs, services, or resources provided to clients. Agency actively and regularly evaluates outcomes for LGBTQ+ households, and can speak to adjustments made to address disparities.
						10

1E-2a Minnesota Place Renewal Scoring Tool

Applicant has reviewed disaggregated outcome data at least once and application speaks to known disparities.	Applicant has not yet reviewed disaggregated participant data, but has plans to do so. Applicant clearly demonstrates an understanding of the important of analyzing disaggregated data.	Applicant has not yet reviewed disaggregated outcome data, and either has no plans to do so or does not demonstrate an understanding of the importance of policies and procedures on creating an equitable program and outcomes.
7.5	0	
Application speaks to known disparities and details the agency's future plans and strategies that will be used to minimize disparities.	Application does not demonstrate that agency has identified any programmatic changes that need to be made in order to minimize disparities.	
7.5	5	0
Agency engages HMIS lead agency (ICA) every 6 months to review disaggregated data	Agency engages HMIS lead agency (ICA) annually to review disaggregated data.	Agency does not engage HMIS lead agency (ICA) to review disaggregated data.
		0
		Project has unresolved monitoring issues.
7.5	5	0
Effectively serving the needs of LGBTQ+ households is addressed by the application, but no programs or services are described. Agency has evaluated outcomes for LGBTQ+ households, but may not be able to point to adjustments that have been made to reduce disparities.	Effectively serving the needs of LGBTQ+ households is mentioned in the application, but programs services or outcomes are not described.	Program design and policy address serving LGBTQ+ households individuals through a non-discrimination policy, but no further than this.
7.5	5	0



1E-2a Minnesota Place Renewal Scoring Tool

Applicant effectively addresses the needs of individuals living with a disability/disabilities through specific resources and programming	Application	10	9	7.5	8.8333333	Effectively serving the needs of households living with disability/disabilities is clearly described in the application through the multiple programs, services, or resources provided to clients. Agency actively and regularly evaluates outcomes for individuals living with a disability/disabilities, and can speak to adjustments made to address disparities.
Project would contribute to an increase in RRH beds.	Application (Objective)	0	0	0	0	5 Project is increasing the number of Rapid Rehousing beds to be served. Only New or Expansion Rapid Rehousing or Transitional Housing - Rapid Rehousing applications can receive these points.
Project leverages housing resources with housing subsidies or units not funded through the CoC or ESG programs.	Application (Objective)	10	10	10	10	10 Some or all of the units/beds requesting supportive services through this competition will receive rental assistance or subsidies through sources other than CoC and ESG programs. Examples of eligible sources are Project Based Section 8, or Low Income Housing Tax Credits.
Project leverages health resources, including a partnership commitment with a healthcare organization.	Application (Objective)	10	0	10	6.6666667	10 Project has a partnership with a healthcare provider dedicated to providing services to participants served through CoC Program-funded project. MOU outlining the partnership is included with application.
Agency conducts/provides racial equity training for all staff at least every three (3) years. Agency's date of last training is within last 3 years.	Application	10	10	10	10	10 Agency has conducted/provided a racial equity training for staff in the last three years.
Applicant has individuals in managerial and leadership positions that are representative of the homeless community, including Black, Indigenous, and trans individuals.	Application	10	10	10	10	10 Agency has multiple individuals from at least two groups that are overrepresented in the homeless community (ex. Black, Indigenous, or transgender) in managerial/leadership positions.
<b>Objective Rating Factors - Scored by HHR</b>						
(Non-DV Only) Minimum 95% of						10

1E-2a Minnesota Place Renewal Scoring Tool

<p>Effectively serving the needs of individuals living with a disability/disabilities is addressed by the application, but no programs or services are described. Agency has evaluated outcomes for individuals living with a disability/disabilities, but may not be able to point to adjustments that have been made to reduce disparities.</p>	<p>Effectively serving the individuals living with a disability/disabilities is mentioned in the application, but programs services or outcomes are not described.</p>	<p>Program design and policy address serving individuals with disabilities through non-discrimination policies and compliance with the Americans with Disabilities Act, but no further than this.</p>
0		
<p>Project is not increasing the number of RRH beds. All renewals without expansions and all PSH, TH, SSO, and HMIS projects will receive zero points.</p>		
0		
<p>No units requesting supportive services through this competition will receive rental assistance or subsidies through non-Coc or ESG-funded programs.</p>		
0		
<p>Project does not have a healthcare partnership dedicated to the program participants of the CoC Program-funded project.</p>		
	5	0
5	<p>Agency has conducted/provided a racial equity training for staff in the last 5 years.</p>	<p>Agency has not conducted/provided racial equity training for staff in the last 5 years, or has never conducted/provided racial equity training.</p>
	0	
<p>Agency has at least one individual from at least two groups that are overrepresented in the homeless community (ex. Black, Indigenous, or transgender) in managerial/leadership positions.</p>	<p>Agency has less than 2 individuals from overrepresented groups (ex. Black, Indigenous, or transgender) in managerial/leadership positions.</p>	
7.5	5	0

1E-2a Minnesota Place Renewal Scoring Tool

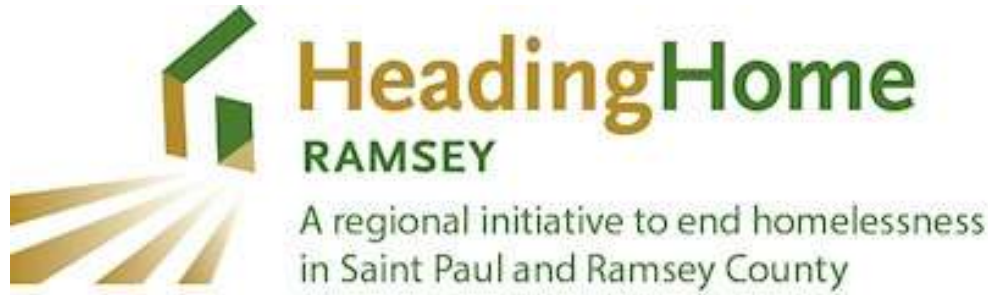
(Non-DV Only) minimum 95% of participants in adult only households are chronically and/or MN Long Term homeless.	HMIS/Comparable Database: NOFO Scoring Report	10	10	10	10	95% or more of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.
On average, participants spend 15 days from project entry to residential move-in. - Calculation: Average of all LoT to HMI in EE Detail All Tab.	HMIS/Comparable Database: DV, APR; Non-DV, Core Report	20	20	20	20	20 Average number of days from RRH component project entry to move-in is 15 days or less
Minimum of 90% move to permanent housing.	HMIS/Comparable Database: APR	25	25	25	25	25 90% or more of participants in RRH component move into PH
Maximum of 10% of participants return to homelessness within 12 months of exit to permanent housing. (non-DV Only)	HMIS/Comparable Database: Returns to Homelessness Report	15	15	15	15	15 10% or fewer of participants return to homelessness within 12 months of exit to PH
Minimum 8% of participants had new or increased earned income for project stayers.	HMIS/Comparable Database: DV, APR; Non-DV, NOFO Scoring Report	0	0	0	0	2.5 8% or more project stayers had new or increased earned income.
Minimum 10% of participants with new or increased non-employment income for project stayers.	HMIS/Comparable Database: DV, APR; Non-DV, NOFO Scoring Report	2.5	2.5	2.5	2.5	2.5 10% or more project stayers had new or increased non-employment income.
Minimum 15% of participants with new or increased earned income for project leavers. (Non-DV only)	HMIS/Comparable Database: Non-DV, NOFO Scoring Report	0	0	0	0	2.5 15% or more project leavers had new or increased earned income.
Minimum 25% of participants with new or increased non-employment income for project leavers. (Non-DV Only)	HMIS/Comparable Database: Non-DV, NOFO Scoring Report	2.5	2.5	2.5	2.5	2.5 25% or more project leavers had new or increased earned income.
Costs are within local average cost per positive housing exit for project type.	HMIS/Comparable Database	20	20	20	20	20 Costs are at or below local average cost per positive housing exit for project type.
Project has not had more than 10% of funds recaptured by HUD in either of the last 2 years (1 year if first renewal).	SAGE	5	5	5	5	10 5 The project spent 90% or more of it's full grant award in the last 2 operating years, or last single operating year if only one operating year has been completed.

1E-2a Minnesota Place Renewal Scoring Tool

90-94% of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.	85-89% of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.	Fewer than 85% of participants in adult only households served in the last year were chronically and/or MN Long Term homeless.
15	10	0
Average number of days from RRH component project entry to move-in is 16 - 45 days	Average number of days from RRH component project entry to move-in is 46 - 105 days	Average number of days from RRH component project entry to move-in is more than 105 days
20	10	0
Between 80 and 89% of participants in RRH component move into PH	Between 60 and 79% of participants in RRH component move into PH	Fewer than 59% of participants in RRH component move into PH
10	5	0
Between 11% and 20% of participants return to homelessness	21-30% of participants return to homelessness	31% or more participants return to homelessness
1.5		0
Between 1% and 7.99% of project stayers had new or increased earned income.		Less than 1% of project stayers had new or increased earned income.
1.5		0
Between 1% and 9.99% of project stayers had new or increased non-employment income.		Less than 1% of project stayers had new or increased non-employment income.
1.5		0
Between 1% and 14.99% of project leavers had new or increased earned income.		Less than 1% of project leavers had new or increased earned income.
1.5		0
Between 1% and 24.99% of project leavers had new or increased earned income.		Less than 1% of project leavers had new or increased earned income.
10	5	0
Costs per positive exit is no more than 50% higher than local average cost for project type	Costs per positive exit is between 51-100% higher than local average cost for project type	Cost per positive exit is more than 100% higher than the local average cost for project type
7.5	5	0
The project spent 90% or more of its full grant award in 1 of the last 2 operating years	The project spent between 80% and 89% of its full grant award in 1 of the last 2 operating years.	The project spent less than 80% of its grant award in the last 2 operating years, or last single operating year if only one operating year has been completed.







## MN-501

### 1E-5: Notification of Projects Rejected-Reduced

Attached are emails to all project applicants providing notification that their projects were Rejected or Reduced.

#### Table of Contents

Document Satisfying Requirement	Page Number
Cover Sheet	1
Notification Emails to Projects Reduced through Reallocation	2-7
Notification Emails to New Projects Accepted at an Amount Lower Than Requested	8-13
Email Memorializing Project Eliminated by Provider Choice	14

**From:** [Schmidt, MaryJo](#)  
**To:** [Allison Uthke-Scaletta](#); [Erin Foss](#)  
**Cc:** [Zaffrann, David M](#); [Catherine Blonigen](#); [Elzora Robinson](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - Salvation Army Northern Division  
**Date:** Wednesday, October 2, 2024 2:12:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 MN-501 NOFO Priority List.pdf](#)

---

Dear Allison and Erin,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking Committee on your project application to the 2024 HUD NOFO Competition. The information is summarized below.

The Coordinated Entry project you submitted is ranked #11 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank this project in this place is due to the new CoC policy that all Coordinated Entry and Homeless Management Information System Projects be ranking in the first third of all applications.

**Inclusion in Collaborative Application:** Reduced Reallocated

**Approved Budget Amount:** \$53,112

**Ranking:** 11 out of 33

**Tier Placement:** Tier 1

**Funding Source:** Renewal

**Reason(s) for Reduction:** Heading Home Ramsey Review, Scoring, and Ranking Policy & Procedures for the HUD CoC Program Section 3.b. Part 1 – Unspent Funds

**Updates Needed in e-snaps:** Reduce budget to \$53,112; Change CoC funding type in 6A.2 to Reallocation.

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



**From:** [Schmidt, MaryJo](#)  
**To:** [Julie Thelen](#)  
**Cc:** [Zaffrann, David M](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - YWCA  
**Date:** Wednesday, October 2, 2024 2:15:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 MN-501 NOFO Priority List.pdf](#)

---

Dear Julie,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking Committee on your project applications to the 2024 HUD NOFO Competition. The information is summarized below.

The Cleveland Saunders Supportive Housing project you submitted is ranked #18 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The Continuing Care Permanent Supportive Housing project is ranked #22 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The St. Paul Transitional Housing Project is ranked #24 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The Cleveland Saunders Permanent Supportive Housing Expansion project is ranked #28 in Tier 2 be funded through CoC Bonus funds. The decision to rank these projects in their respective places is due to the score the applications received from the Ranking Committee.

**Inclusion in Collaborative Application:** Accepted; Reduced Reallocated; Accepted; Accepted;

**Approved Budget Amount:** Cleveland Saunders - \$84,880; Continuing Care - \$131,782; St. Paul - \$80,585; Cleveland Saunders Expansion - \$84,880

**Ranking:** 18 out of 33; 22 out of 33; 24 out of 33; 28 out of 33

**Tier Placement:** Tier 1; Tier 1; Tier 1; Tier 2

**Funding Source:** Renewal; Renewal; Renewal; CoC Bonus

**Reason(s) for Reduction:** Heading Home Ramsey Review, Scoring, and Ranking Policy & Procedures for the HUD CoC Program Section 3.b. Part 1 – Unspent Funds

**Updates Needed in e-snaps:** Reduce budget for Continuing Care to \$131,782 and change CoC funding type in 6A.2 to Reallocation.

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**From:** [Schmidt, MaryJo](#)  
**To:** [Peter Elwell](#)  
**Cc:** [Zaffrann, David M](#); [janayah.bagurusi@ppl-inc.org](mailto:janayah.bagurusi@ppl-inc.org)  
**Subject:** RE: 2024 CoC Priority List Notification - Project for Pride in Living  
**Date:** Monday, October 7, 2024 5:37:00 PM  
**Attachments:** [Final MN-501 2024 NOFO Priority List.pdf](#)

---

Hello Peter,

I wanted to provide an update. An additional expansion project was not included in these ranking notifications. Due to their inclusion, the ranking for the Fort Road Flats Renewal project has moved to 32 out of 34 in Tier 2. The remaining information you received last week is accurate. I have attached the new finalized rankings, if you have any questions, please let myself or David know. Thank you!

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

---

**From:** Schmidt, MaryJo  
**Sent:** Wednesday, October 2, 2024 2:18 PM  
**To:** Peter Elwell <peter.elwell@ppl-inc.org>  
**Cc:** Zaffrann, David M <David.Zaffrann@co.ramsey.mn.us>; janayah.bagurusi@ppl-inc.org  
**Subject:** 2024 CoC Priority List Notification - Project for Pride in Living

Dear Peter,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/24. This email is to inform you of the decision of the Ranking Committee on your project applications to the 2024 HUD NOFO Competition. The information is summarized below.

The Crestview Communities Permanent Supportive Housing project you submitted is ranked #27 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The Fort Road Flats Permanent Supportive Housing project is ranked #31 in Tier 2 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank these projects in their respective places is due to the score the applications received from the Ranking Committee.

**Inclusion in Collaborative Application:** Accepted; Reduced Reallocated

**Approved Budget Amount:** Crestview Communities - \$292,896; Fort Road Flats - \$96,572

**Ranking:** 27 out of 33; 31 out of 33;

**Tier Placement:** Tier 1; Tier 2

**Funding Source:** Renewal

**Reason(s) for Reduction:** Heading Home Ramsey Review, Scoring, and Ranking Policy & Procedures for the HUD CoC Program Section 3.b. Part 1 – Unspent Funds

**Updates Needed in e-snaps:** Reduce budget for Fort Road Flats to \$96,572 and change CoC funding type in 6A.2 to Reallocation

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)

**From:** [Schmidt, MaryJo](#)  
**To:** [Samantha Hawkins](#)  
**Cc:** [Zaffrann, David M](#); [Joanie Goulart](#); [Courtney Knoll](#); [Charlyne Earley](#)  
**Subject:** RE: 2024 CoC NOFO Priority List Notification - Avivo  
**Date:** Monday, October 7, 2024 5:37:00 PM  
**Attachments:** [Final MN-501 2024 NOFO Priority List.pdf](#)

---

Hello all,

I wanted to provide an update. An additional expansion project was not included in these ranking notifications. Due to their inclusion, the ranking for the Ramsey PSH project has moved to 33 out of 34 in Tier 2. The remaining information you received last week is accurate. I have attached the new finalized rankings, if you have any questions, please let myself or David know. Thank you!

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

---

**From:** Schmidt, MaryJo  
**Sent:** Wednesday, October 2, 2024 2:18 PM  
**To:** Samantha Hawkins <samantha.hawkins@avivomn.org>  
**Cc:** Zaffrann, David M <David.Zaffrann@co.ramsey.mn.us>; Joanie Goulart <Joanie.Goulart@avivomn.org>; Courtney Knoll <Courtney.Knoll@avivomn.org>; Charlyne Earley <Charlyne.Earley@avivomn.org>  
**Subject:** 2024 CoC NOFO Priority List Notification - Avivo

Dear Samantha,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking committee on your project application to the 2024 HUD NOFO Competition. The information is summarized below.

The Ramsey Permanent Supportive Housing project you submitted is ranked #32 in Tier 2 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank this project in this place is due to the score the application received from the Ranking Committee.

**Inclusion in Collaborative Application:** Reduced Reallocated

**Approved Budget Amount:** \$203,873

**Ranking:** 32 out of 33

**Tier Placement:** Tier 2

**Funding Source:** Renewal

**Reason(s) for Reduction:** Heading Home Ramsey Review, Scoring, and Ranking Policy & Procedures for the HUD CoC Program Section 3.b. Part 1 – Unspent Funds

**Updates Needed in e-snaps:** Reduce budget to \$203,873 and change CoC funding type in 6A.2 to Reallocation

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)

**From:** [Schmidt, MaryJo](#)  
**To:** [Lesley Moore](#); [carolyncsp16@gmail.com](mailto:carolyncsp16@gmail.com)  
**Cc:** [Zaffrann, David M](#); [Cs Project](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - Community Stabilization Project  
**Date:** Wednesday, October 2, 2024 2:10:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 MN-501 NOFO Priority List.pdf](#)

---

Dear Lesley and Carolyn,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking committee on your project application to the 2024 HUD NOFO Competition. The information is summarized below.

The Transitional Housing—Rapid Rehousing Housing project you submitted is ranked #8 in Tier 1 and will be funded through the combination of Reallocation and CoC Bonus Funds. The decision to rank this project in this place is due to the score the application received from the Ranking Committee. Since the project received an application score above 80, it was able to be placed into Tier 1 with project renewal applications.

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:** \$105,977

**Ranking:** 8 out of 33

**Tier Placement:** Tier 1

**Funding Source:** Reallocation and CoC Bonus

**Reason(s) for Reduction:** Reduction is reflective of available remaining funds in Reallocation and Tier 1.

**Updates Needed in e-snaps:** Reduce grant year to one year and budget to \$105,977 and change CoC funding type in 6A.2 to Reallocation and CoC Bonus.

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*

**From:** [Schmidt, MaryJo](#)  
**To:** [Holly Henning](#); [Jake De Vera](#)  
**Cc:** [Zaffrann, David M](#); [Laura Jones](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - Women's Advocates  
**Date:** Wednesday, October 2, 2024 2:04:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 HHR NOFO Ranking.pdf](#)

---

Dear Jake and Holly,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking committee on your project applications to the 2024 HUD NOFO Competition. The information is summarized below.

The Coordinated Entry project you submitted is ranked #1 in Tier 1 and be funded through the reallocation of funds from other projects. The Rapid Rehousing Project is ranked #4 in Tier 1 and be funded through DV Bonus dollars. However, it's placement in Tier 1 means that the project will be funded regardless of the DV Bonus Funding available to the CoC through the national competition. The decision to rank these projects as they are is in part due to the high scores each application received, because both projects received an application score above 80, they were able to be placed into Tier 1 with project renewal applications (See Program Scoring and Ranking Policy 4.d.).

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:**

Coordinated Entry - \$136,551

Rapid Rehousing - \$371,234

**Ranking:** 1 out of 33; 4 out of 33

**Tier Placement:** Tier 1

**Funding Source:** Reallocation and DV Bonus

**Reason(s) for Reduction:** N/A

**Updates Needed in e-snaps:** Change CoC funding type in 6A.2 to Reallocation and to DV Bonus

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

## Zaffrann, David M

---

**From:** Zaffrann, David M  
**Sent:** Wednesday, October 23, 2024 4:49 PM  
**To:** Laura Jones; Jake De Vera  
**Cc:** Schmidt, MaryJo  
**Subject:** RE: E-SNAPS question - 2024 CoC NOFO Priority List Notification - Women's Advocates

Hi Jake and Laura – this is an email about what I just talked to Jake about by phone. We had a project choose not to re-apply this year, and those dollars count as Reallocation dollars, which I realized earlier today we had not accounted for that way in our Priority List.

The most expeditious way for us to address this on our Priority List without needing to re-visit ranking decisions is to fund your RRH project with Reallocation dollars rather than with DV Bonus. The downside to this is that it means funding the project at \$338,860 instead of at your requested amount of \$371,234.

**Please confirm for me via email that this works for you, and I will release the project application back to you in e-snaps to do as follows:**

- Reduce the total HUD funding request to \$338,860
- Change the funding source from DV Bonus to Reallocation

Thanks for your consideration on this, and please accept my apologies for this late change!

Sincerely,

**David Zaffrann**

*(he / him)*

**Interim Coordinator, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)

612-358-5315



**From:** [Schmidt, MaryJo](#)  
**To:** [Shanique Williams](#); [larene@mnonestop.org](mailto:larene@mnonestop.org)  
**Cc:** [Zaffrann, David M](#); [Ka Yang](#); [Jane Lawrenz](#)  
**Subject:** RE: 2024 CoC NOFO Priority List Notification - Minnesota One Stop  
**Date:** Monday, October 7, 2024 5:38:00 PM  
**Attachments:** [Final MN-501 2024 NOFO Priority List.pdf](#)

---

Hello Shanique and Larene,

I wanted to provide an update. An additional expansion project was not included in these ranking notifications. Due to their inclusion, the ranking for the MN One Stop New project has moved to 34 out of 34 in Tier 2. Their inclusion has reduced your project funding to \$736,161. Please update your e-snaps application with this new budget amount no later than this Wednesday, October 9<sup>th</sup>. I have attached the new finalized rankings, if you have any questions, please let myself or David know. Thank you!

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

---

**From:** Schmidt, MaryJo  
**Sent:** Wednesday, October 2, 2024 2:19 PM  
**To:** Shanique Williams <[swilliams@mnonestop.org](mailto:swilliams@mnonestop.org)>; [larene@mnonestop.org](mailto:larene@mnonestop.org)  
**Cc:** Zaffrann, David M <[David.Zaffrann@co.ramsey.mn.us](mailto:David.Zaffrann@co.ramsey.mn.us)>; Ka Yang <[accounting@mnonestop.org](mailto:accounting@mnonestop.org)>; Jane Lawrenz <[jlawrenz10@gmail.com](mailto:jlawrenz10@gmail.com)>  
**Subject:** 2024 CoC NOFO Priority List Notification - Minnesota One Stop

Dear Shanique and Larene,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking committee on your project application to the 2024 HUD NOFO Competition. The information is summarized below.

The Rapid Rehousing Housing project you submitted is ranked #33 in Tier 2 and will be funded through CoC Bonus Funds. The decision to rank this project in this place is due to the score the application received from the Ranking Committee.

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:** \$791,461

**Ranking:** 33 out of 33

**Tier Placement:** Tier 2

**Funding Source:** CoC Bonus

**Reason(s) for Reduction:** Reduction is reflective of remaining funding.

**Updates Needed in e-snaps:** Reduce budget to \$791,461 and change CoC funding type in 6A.2 to CoC Bonus.

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)

## Zaffrann, David M

---

**From:** Zaffrann, David M  
**Sent:** Thursday, October 24, 2024 10:32 AM  
**To:** 'Shanique Williams'  
**Cc:** Schmidt, MaryJo; Larene Randle Wade; 'Ka Yang'  
**Subject:** RE: 2024 CoC NOFO Priority List Notification - Minnesota One Stop

**Importance:** High

Hello Shanique – we needed to make a couple additional changes to our HUD CoC Priority List in order to be in compliance with their rules about funding sources. As a result, we can only include MN One Stop's project at **\$655,222**. The source is still CoC Bonus.

I have unlocked it in e-snaps so that you can make this adjustment and resubmit, and we need to finalize this today.

My apologies for this late change. Please confirm as soon as you are able.

Thank you,

**David Zaffrann**

Interim Coordinator, Heading Home Ramsey

Housing Stability

612-358-5315

[ramseycounty.us](http://ramseycounty.us)

## Zaffrann, David M

---

**From:** Zaffrann, David M  
**Sent:** Thursday, October 24, 2024 12:25 PM  
**To:** Keith Kozerski; Amanda Lube  
**Cc:** Schmidt, MaryJo; Lattimore, Keith  
**Subject:** CC RRH project

Hello Keith and Amanda – we are nearing the application deadline for this year’s HUD CoC Program, and I am working on all of our final documentation. I am writing this email to memorialize and confirm that:

- Prior to this year’s HUD NOFO release and prior to our pre-application process, Catholic Charities verbally informed HHR CoC staff that you did not intend to apply for Renewal for your RRH project.
- Catholic Charities did not submit a pre-application form or an application in our local competition.
- As such, the CC RRH project from FY2024 onward has been eliminated and those funds were reallocated to New project applications through our ranking process for our FY2024 HUD CoC Priority Listing application.

Thank you,

**David Zaffrann**

*(he / him)*

**Interim Coordinator, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)

612-358-5315

# MN-501

## 1E-5: Notification of Projects Accepted

Attached are emails to all project applicants providing notification that their projects were Accepted through our local competition for inclusion in our Priority Listing.

### Table of Contents

Document Satisfying Requirement	Page Number
Cover Sheet	1
Notification Emails to Projects Accepted	2-31

**From:** [Schmidt, MaryJo](#)  
**To:** [Holly Henning](#); [Jake De Vera](#)  
**Cc:** [Zaffrann, David M](#); [Laura Jones](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - Women's Advocates  
**Date:** Wednesday, October 2, 2024 2:04:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 HHR NOFO Ranking.pdf](#)

---

Dear Jake and Holly,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking committee on your project applications to the 2024 HUD NOFO Competition. The information is summarized below.

The Coordinated Entry project you submitted is ranked #1 in Tier 1 and be funded through the reallocation of funds from other projects. The Rapid Rehousing Project is ranked #4 in Tier 1 and be funded through DV Bonus dollars. However, it's placement in Tier 1 means that the project will be funded regardless of the DV Bonus Funding available to the CoC through the national competition. The decision to rank these projects as they are is in part due to the high scores each application received, because both projects received an application score above 80, they were able to be placed into Tier 1 with project renewal applications (See Program Scoring and Ranking Policy 4.d.).

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:**

Coordinated Entry - \$136,551

Rapid Rehousing - \$371,234

**Ranking:** 1 out of 33; 4 out of 33

**Tier Placement:** Tier 1

**Funding Source:** Reallocation and DV Bonus

**Reason(s) for Reduction:** N/A

**Updates Needed in e-snaps:** Change CoC funding type in 6A.2 to Reallocation and to DV Bonus

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

**From:** [Schmidt, MaryJo](#)  
**To:** [McConnell, Jennifer](#); [Clemen, Heather](#)  
**Cc:** [Zaffrann, David M](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - Ramsey County  
**Date:** Wednesday, October 2, 2024 2:04:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 HHR NOFO Ranking.pdf](#)

---

Dear Heather and Jen,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking committee on your project applications to the 2024 HUD NOFO Competition. The information is summarized below.

The Coordinated Entry project you submitted will be ranked #2 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank this project in this place is due to the high score the application received as well as the new CoC policy that all Coordinated Entry and Homeless Management Information System Projects be ranking in the first third of all applications.

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:** \$162,042

**Ranking:** 2 out of 33

**Tier Placement:** Tier 1

**Funding Source:** Renewal

**Reason(s) for Reduction:** N/A

**Updates Needed in e-snaps:** N/A

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



**From:** [Schmidt, MaryJo](#)  
**To:** [Angie Hays](#)  
**Cc:** [Zaffrann, David M](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - Theresa Living Center  
**Date:** Wednesday, October 2, 2024 2:05:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 HHR NOFO Ranking.pdf](#)

---

Dear Angie,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking committee on your project applications to the 2024 HUD NOFO Competition. The information is summarized below.

The Rapid Rehousing project you submitted is ranked #3 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank this project in this place is due to the high score the application received from the Ranking Committee.

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:** \$54,852

**Ranking:** 3 out of 33

**Tier Placement:** Tier 1

**Funding Source:** Renewal

**Reason(s) for Reduction:** N/A

**Updates Needed in e-snaps:** N/A

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

Thank you,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)



**From:** [Schmidt, MaryJo](#)  
**To:** [Kelli Collison](#); [Susan Buechler](#); [jacqueline.jones@wilder.org](mailto:jacqueline.jones@wilder.org)  
**Cc:** [Zaffrann, David M](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - Amherst Wilder Foundation  
**Date:** Wednesday, October 2, 2024 2:07:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 MN-501 NOFO Priority List.pdf](#)

---

Dear Kelli, Susan, and Jacqueline,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking Committee on your project applications to the 2024 HUD NOFO Competition. The information is summarized below.

The Minnesota Place Permanent Supportive Housing project you submitted is ranked #5 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank this project in this place is due to the score the application received from the ranking committee. The ROOF Rapid Rehousing Project you submitted is ranked #25 in Tier 1. The decision to rank this project in this place is due to the score the application received from the ranking committee.

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:** Minnesota Place - \$36,179; ROOF - \$817,173

**Ranking:** 5 out of 33; 25 out of 33

**Tier Placement:** Tier 1; Tier 1

**Funding Source:** Renewal

**Reason(s) for Reduction:** N/A

**Updates Needed in e-snaps:** N/A

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*

**From:** [Schmidt, MaryJo](#)  
**To:** [Jen Fairbourne](#)  
**Cc:** [Zaffrann, David M](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - Lutheran Social Services  
**Date:** Wednesday, October 2, 2024 2:08:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 MN-501 NOFO Priority List.pdf](#)

---

Dear Jen,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking Committee on your project applications to the 2024 HUD NOFO Competition. The information is summarized below.

The Coordinated Entry project you submitted is ranked #6 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank this project in this place is due to the score the application received from the ranking committee as well as the new CoC policy that all Coordinated Entry and Homeless Management Information System Projects be ranking in the first third of all applications. The Rezek House Transitional Housing project you submitted is ranked #13 in Tier 1. The decision to rank this project in this place is due to the score the application received from the ranking committee.

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:** Coordinated Entry - \$81,191; Rezek House - \$107,518

**Ranking:** 6 out of 33; 13 out of 33

**Tier Placement:** Tier 1; Tier 1

**Funding Source:** Renewal

**Reason(s) for Reduction:** N/A

**Updates Needed in e-snaps:** N/A

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*

**From:** [Schmidt, MaryJo](#)  
**To:** [Britt Heinz-Amborn](#)  
**Cc:** [Zaffrann, David M](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - Institute for Community Alliances  
**Date:** Wednesday, October 2, 2024 2:09:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 MN-501 NOFO Priority List.pdf](#)

---

Dear Britt,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking Committee on your project application to the 2024 HUD NOFO Competition. The information is summarized below.

The Homeless Management Information System project you submitted is ranked #7 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank this project in this place is due to the score the application received from the ranking committee as well as the new CoC policy that all Coordinated Entry and Homeless Management Information System Projects be ranked in the first third of all applications.

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:** \$259,947

**Ranking:** 7 out of 33

**Tier Placement:** Tier 1

**Funding Source:** Renewal

**Reason(s) for Reduction:** N/A

**Updates Needed in e-snaps:** N/A

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)

**From:** [Schmidt, MaryJo](#)  
**To:** [Lesley Moore](#); [carolyncsp16@gmail.com](mailto:carolyncsp16@gmail.com)  
**Cc:** [Zaffrann, David M](#); [Cs Project](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - Community Stabilization Project  
**Date:** Wednesday, October 2, 2024 2:10:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 MN-501 NOFO Priority List.pdf](#)

---

Dear Lesley and Carolyn,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking committee on your project application to the 2024 HUD NOFO Competition. The information is summarized below.

The Transitional Housing—Rapid Rehousing Housing project you submitted is ranked #8 in Tier 1 and will be funded through the combination of Reallocation and CoC Bonus Funds. The decision to rank this project in this place is due to the score the application received from the Ranking Committee. Since the project received an application score above 80, it was able to be placed into Tier 1 with project renewal applications.

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:** \$105,977

**Ranking:** 8 out of 33

**Tier Placement:** Tier 1

**Funding Source:** Reallocation and CoC Bonus

**Reason(s) for Reduction:** Reduction is reflective of available remaining funds in Reallocation and Tier 1.

**Updates Needed in e-snaps:** Reduce grant year to one year and budget to \$105,977 and change CoC funding type in 6A.2 to Reallocation and CoC Bonus.

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*

**From:** [Schmidt, MaryJo](#)  
**To:** [mcamara@emmanorton.org](mailto:mcamara@emmanorton.org)  
**Cc:** [Zaffrann, David M](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - Emma Norton  
**Date:** Wednesday, October 2, 2024 2:09:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 MN-501 NOFO Priority List.pdf](#)

---

Dear Mbemba,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking committee on your project applications to the 2024 HUD NOFO Competition. The information is summarized below.

The Emma's Place Permanent Supportive Housing project you submitted is ranked #9 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank this project in this place is due to the score the application received from the Ranking Committee.

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:** \$158,464

**Ranking:** 9 out of 33

**Tier Placement:** Tier 1

**Funding Source:** Renewal

**Reason(s) for Reduction:** N/A

**Updates Needed in e-snaps:** N/A

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

Thank you,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)

**From:** [Schmidt, MaryJo](#)  
**To:** [Amanda Lube](#); [Keith Kozerski](#)  
**Cc:** [Zaffrann, David M](#); [Kristen Brown](#); [Alanna Hinz-Sweeney](#)  
**Subject:** RE: 2024 CoC NOFO Priority List Notification - Catholic Charities  
**Date:** Monday, October 7, 2024 5:36:00 PM  
**Attachments:** [Final MN-501 2024 NOFO Priority List.pdf](#)

---

Hello all,

I wanted to provide an update. An additional expansion project was not included in these ranking notifications. Due to their inclusion, the ranking for the Higher Ground PSH Renewal Projects has moved to 31 out of 34 in Tier 2. The remaining information you received last week is accurate. I have attached the new finalized rankings, if you have any questions, please let myself or David know. Thank you!

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

---

**From:** Schmidt, MaryJo  
**Sent:** Wednesday, October 2, 2024 2:12 PM  
**To:** Amanda Lube <Amanda.Lube@cctwincities.org>; Keith Kozerski <KEITH.KOZERSKI@cctwincities.org>  
**Cc:** Zaffrann, David M <David.Zaffrann@co.ramsey.mn.us>; Kristen Brown <Kristen.Brown@cctwincities.org>; Alanna Hinz-Sweeney <alanna.hinz@cctwincities.org>  
**Subject:** 2024 CoC NOFO Priority List Notification - Catholic Charities

Dear Amanda and Keith,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking Committee on your project applications to the 2024 HUD NOFO Competition. The information is summarized below.

The Coordinated Entry project you submitted is ranked #10 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank this project in this place is due to the score the application received from the ranking committee as well as the new CoC policy that all Coordinated Entry and Homeless Management Information System Projects be ranked in the first third of all applications.

The Higher Ground Permanent Supportive Housing project you submitted is ranked #30 in Tier 2. The decision to rank this project in this place is due to the score the application received from the ranking committee.

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:** Coordinated Entry - \$203,000; Higher Ground - \$597,124

**Ranking:** 10 out of 33; 30 out of 33

**Tier Placement:** Tier 1; Tier 2

**Funding Source:** Renewal

**Reason(s) for Reduction:** N/A

**Updates Needed in e-snaps:** N/A

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)

**From:** [Schmidt, MaryJo](#)  
**To:** [Allison Uthke-Scaletta](#); [Erin Foss](#)  
**Cc:** [Zaffrann, David M](#); [Catherine Blonigen](#); [Elzora Robinson](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - Salvation Army Northern Division  
**Date:** Wednesday, October 2, 2024 2:12:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 MN-501 NOFO Priority List.pdf](#)

---

Dear Allison and Erin,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking Committee on your project application to the 2024 HUD NOFO Competition. The information is summarized below.

The Coordinated Entry project you submitted is ranked #11 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank this project in this place is due to the new CoC policy that all Coordinated Entry and Homeless Management Information System Projects be ranking in the first third of all applications.

**Inclusion in Collaborative Application:** Reduced Reallocated

**Approved Budget Amount:** \$53,112

**Ranking:** 11 out of 33

**Tier Placement:** Tier 1

**Funding Source:** Renewal

**Reason(s) for Reduction:** Heading Home Ramsey Review, Scoring, and Ranking Policy & Procedures for the HUD CoC Program Section 3.b. Part 1 – Unspent Funds

**Updates Needed in e-snaps:** Reduce budget to \$53,112; Change CoC funding type in 6A.2 to Reallocation.

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



**From:** [Schmidt, MaryJo](#)  
**To:** [Julie Pinomaki](#)  
**Cc:** [Zaffrann, David M](#)  
**Subject:** RE: 2024 CoC NOFO Priority List Notification - Solid Ground  
**Date:** Monday, October 7, 2024 5:22:00 PM  
**Attachments:** [Final MN-501 2024 NOFO Priority List.pdf](#)

---

Hello Julie,

I wanted to provide you with an update to this notification with the information on your expansion project. Please find the information summarized below.

**Inclusion in Collaborative Application:** Accepted  
**Approved Budget Amount:** \$55,300  
**Ranking:** 28 out of 34  
**Tier Placement:** Tier 2  
**Funding Source:** CoC Bonus  
**Reason(s) for Reduction:** N/A  
**Updates Needed in e-snaps:** Change CoC funding type in 6A.2 to CoC Bonus

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

---

**From:** Schmidt, MaryJo  
**Sent:** Wednesday, October 2, 2024 2:11 PM  
**To:** Julie Pinomaki <JPinomaki@SolidGroundMN.org>  
**Cc:** Zaffrann, David M <David.Zaffrann@co.ramsey.mn.us>  
**Subject:** 2024 CoC NOFO Priority List Notification - Solid Ground

Dear Julie,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking committee on your project applications to the 2024 HUD NOFO Competition. The information is summarized below.

The East Metro Place Permanent Supportive Housing project you submitted is ranked #12 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank this project in this place is due to the score the application received from the Ranking Committee.

**Inclusion in Collaborative Application:** Accepted  
**Approved Budget Amount:** \$71,330  
**Ranking:** 12 out of 33  
**Tier Placement:** Tier 1

**Funding Source:** Renewal  
**Reason(s) for Reduction:** N/A  
**Updates Needed in e-snaps:** N/A

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)

**From:** [Schmidt, MaryJo](#)  
**To:** [Shauna Kirkham](#)  
**Cc:** [Zaffrann, David M](#); [Allison Linsmeyer](#); [Alecia Leonard](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - CommonBond Communities  
**Date:** Wednesday, October 2, 2024 2:13:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 MN-501 NOFO Priority List.pdf](#)

---

Dear Shauna,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking Committee on your project applications to the 2024 HUD NOFO Competition. The information is summarized below.

The Wilder Square Permanent Supportive Housing project you submitted is ranked #14 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The Lexington Commons Permanent Supportive Housing project is ranked #21 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The Upper Post Permanent Supportive Housing Project is ranked #26 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank these projects in their respective places is due to the score the applications received from the Ranking Committee.

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:** Wilder Square - \$30,000; Lexington Commons - \$86,825; Upper Post - \$51,358

**Ranking:** 14 out of 33; 21 out of 33; 26 out of 33

**Tier Placement:** Tier 1; Tier 1; Tier 1

**Funding Source:** Renewal

**Reason(s) for Reduction:** N/A

**Updates Needed in e-snaps:** N/A

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**From:** [Schmidt, MaryJo](#)  
**To:** [jnelson@women-of-nations.org](mailto:jnelson@women-of-nations.org); [Nelson, Charles](#)  
**Cc:** [Zaffrann, David M](#)  
**Subject:** 2024 CoC NOFO Priority List Notification  
**Date:** Wednesday, October 2, 2024 2:14:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 MN-501 NOFO Priority List.pdf](#)

---

Dear Jessica and Charles,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking committee on your project applications to the 2024 HUD NOFO Competition. The information is summarized below.

The Rapid Rehousing project you submitted is ranked #15 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand as a part of the DV annual renewal demand. The decision to rank this project in this place is due to the score the application received from the Ranking Committee.

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:** \$64,416

**Ranking:** 15 out of 33

**Tier Placement:** Tier 1

**Funding Source:** Renewal (DV)

**Reason(s) for Reduction:** N/A

**Updates Needed in e-snaps:** N/A

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*

 **RAMSEY COUNTY**

**From:** [Schmidt, MaryJo](#)  
**To:** [Aileen Norris](#); [reinitz@face2face.org](mailto:reinitz@face2face.org)  
**Cc:** [Zaffrann, David M](#); [Rachel Greenwald](#); [Melissa Peterson](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - Face to Face  
**Date:** Wednesday, October 2, 2024 2:14:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 MN-501 NOFO Priority List.pdf](#)

---

Dear Aileen and Stephanie,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking committee on your project application to the 2024 HUD NOFO Competition. The information is summarized below.

The Rapid Rehousing project you submitted is ranked #16 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank this project in this place is due to the score the application received from the Ranking Committee.

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:** \$274,968

**Ranking:** 16 out of 33

**Tier Placement:** Tier 1

**Funding Source:** Renewal

**Reason(s) for Reduction:** N/A

**Updates Needed in e-snaps:** N/A

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)

**From:** [Schmidt, MaryJo](#)  
**To:** [Kizzy Downie](#)  
**Cc:** [Zaffrann, David M](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - Model Cities  
**Date:** Wednesday, October 2, 2024 2:15:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 MN-501 NOFO Priority List.pdf](#)

---

Dear Kizzie,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking committee on your project application to the 2024 HUD NOFO Competition. The information is summarized below.

The Families First Permanent Supportive Housing project you submitted is ranked #17 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank this project in this place is due to the score the application received from the Ranking Committee.

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:** \$250,795

**Ranking:** 17 out of 33

**Tier Placement:** Tier 1

**Funding Source:** Renewal

**Reason(s) for Reduction:** N/A

**Updates Needed in e-snaps:** N/A

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)

**From:** [Schmidt, MaryJo](#)  
**To:** [Julie Thelen](#)  
**Cc:** [Zaffrann, David M](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - YWCA  
**Date:** Wednesday, October 2, 2024 2:15:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 MN-501 NOFO Priority List.pdf](#)

---

Dear Julie,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking Committee on your project applications to the 2024 HUD NOFO Competition. The information is summarized below.

The Cleveland Saunders Supportive Housing project you submitted is ranked #18 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The Continuing Care Permanent Supportive Housing project is ranked #22 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The St. Paul Transitional Housing Project is ranked #24 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The Cleveland Saunders Permanent Supportive Housing Expansion project is ranked #28 in Tier 2 be funded through CoC Bonus funds. The decision to rank these projects in their respective places is due to the score the applications received from the Ranking Committee.

**Inclusion in Collaborative Application:** Accepted; Reduced Reallocated; Accepted; Accepted;  
**Approved Budget Amount:** Cleveland Saunders - \$84,880; Continuing Care - \$131,782; St. Paul - \$80,585; Cleveland Saunders Expansion - \$84,880  
**Ranking:** 18 out of 33; 22 out of 33; 24 out of 33; 28 out of 33  
**Tier Placement:** Tier 1; Tier 1; Tier 1; Tier 2  
**Funding Source:** Renewal; Renewal; Renewal; CoC Bonus  
**Reason(s) for Reduction:** Heading Home Ramsey Review, Scoring, and Ranking Policy & Procedures for the HUD CoC Program Section 3.b. Part 1 – Unspent Funds  
**Updates Needed in e-snaps:** Reduce budget for Continuing Care to \$131,782 and change CoC funding type in 6A.2 to Reallocation.

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**From:** [Schmidt, MaryJo](#)  
**To:** [Corinna Lowe](#)  
**Cc:** [Zaffrann, David M](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - Twin Cities Housing Development Corporation  
**Date:** Wednesday, October 2, 2024 2:16:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 MN-501 NOFO Priority List.pdf](#)

---

Dear Corinna,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking committee on your project application to the 2024 HUD NOFO Competition. The information is summarized below.

The St. Phillip's Gardens Permanent Supportive Housing project you submitted is ranked #19 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank this project in this place is due to the score the application received from the Ranking Committee.

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:** \$23,606

**Ranking:** 19 out of 33

**Tier Placement:** Tier 1

**Funding Source:** Renewal

**Reason(s) for Reduction:** N/A

**Updates Needed in e-snaps:** N/A

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)



**From:** [Schmidt, MaryJo](#)  
**To:** [Samantha Jacobson](#)  
**Cc:** [Zaffrann, David M](#)  
**Subject:** 2024 CoC NOFO Priority List Notification - Breaking Free  
**Date:** Wednesday, October 2, 2024 2:16:00 PM  
**Attachments:** [2024-07-18 HHR HUD CoC Program Appeals Policy and Procedure as approved.pdf](#)  
[2024-07-18 HHR HUD CoC Program Scoring and Ranking Policy as approved.pdf](#)  
[Final 2024 MN-501 NOFO Priority List.pdf](#)

---

Dear Samantha,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking committee on your project application to the 2024 HUD NOFO Competition. The information is summarized below.

The St. Phillip's Gardens Permanent Supportive Housing project you submitted is ranked #20 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank this project in this place is due to the score the application received from the Ranking Committee.

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:** \$588,858

**Ranking:** 20 out of 33

**Tier Placement:** Tier 1

**Funding Source:** Renewal

**Reason(s) for Reduction:** N/A

**Updates Needed in e-snaps:** N/A

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)

**From:** [Schmidt, MaryJo](mailto:Schmidt, MaryJo)  
**To:** [tasha@hearthconnection.org](mailto:tasha@hearthconnection.org)  
**Cc:** [Zaffrann, David M](mailto:Zaffrann, David M); [Laura Craig](mailto:Laura Craig); [Sarah Koschinska](mailto:Sarah Koschinska)  
**Subject:** RE: 2024 CoC NOFO Priority List Notification - Hearth Connection  
**Date:** Monday, October 7, 2024 5:37:00 PM  
**Attachments:** [Final MN-501 2024 NOFO Priority List.pdf](#)

---

Hello all,

I wanted to provide an update. An additional expansion project was not included in these ranking notifications. Due to their inclusion, the ranking for the Hearth Connection PSH Expansion project has moved to 30 out of 34 in Tier 2. The remaining information you received last week is accurate. I have attached the new finalized rankings, if you have any questions, please let myself or David know. Thank you!

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

---

**From:** Schmidt, MaryJo  
**Sent:** Wednesday, October 2, 2024 2:17 PM  
**To:** [tasha@hearthconnection.org](mailto:tasha@hearthconnection.org)  
**Cc:** Zaffrann, David M <[David.Zaffrann@co.ramsey.mn.us](mailto:David.Zaffrann@co.ramsey.mn.us)>; Laura Craig <[Laura@hearthconnection.org](mailto:Laura@hearthconnection.org)>; Sarah Koschinska <[Sarah@hearthconnection.org](mailto:Sarah@hearthconnection.org)>  
**Subject:** 2024 CoC NOFO Priority List Notification - Hearth Connection

Dear Tasha,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking Committee on your project applications to the 2024 HUD NOFO Competition. The information is summarized below.

The Permanent Supportive Housing project you submitted is ranked #22 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The Permanent Supportive Housing project you submitted is ranked #29 in Tier 2 and be funded through CoC Bonus funds. The decision to rank these projects in their respective places is due to the score the applications received from the Ranking Committee.

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:** Permanent Supportive Housing Renewal - \$1,669,526; Permanent Supportive Housing Expansion - \$150,000

**Ranking:** 22 out of 33; 29 out of 33;

**Tier Placement:** Tier 1; Tier 2

**Funding Source:** Renewal; CoC Bonus

**Reason(s) for Reduction:** N/A

**Updates Needed in e-snaps:** N/A

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)

**From:** [Schmidt, MaryJo](#)  
**To:** [Julie Thelen](#)  
**Cc:** [Zaffrann, David M](#)  
**Subject:** RE: 2024 CoC NOFO Priority List Notification - YWCA  
**Date:** Monday, October 7, 2024 5:36:00 PM  
**Attachments:** [Final MN-501 2024 NOFO Priority List.pdf](#)

---

Hello Julie,

I wanted to provide an update. An additional expansion project was not included in these ranking notifications. Due to their inclusion, the ranking for the Cleveland Saunders Expansion project has moved to 29 out of 34 in Tier 2. The remaining information you received last week is accurate. I have attached the new finalized rankings, if you have any questions, please let myself or David know. Thank you!

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

---

**From:** Schmidt, MaryJo  
**Sent:** Wednesday, October 2, 2024 2:16 PM  
**To:** Julie Thelen <jthelen@ywcastpaul.org>  
**Cc:** Zaffrann, David M <David.Zaffrann@co.ramsey.mn.us>  
**Subject:** 2024 CoC NOFO Priority List Notification - YWCA

Dear Julie,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking Committee on your project applications to the 2024 HUD NOFO Competition. The information is summarized below.

The Cleveland Saunders Supportive Housing project you submitted is ranked #18 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The Continuing Care Permanent Supportive Housing project is ranked #22 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The St. Paul Transitional Housing Project is ranked #24 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The Cleveland Saunders Permanent Supportive Housing Expansion project is ranked #28 in Tier 2 be funded through CoC Bonus funds. The decision to rank these projects in their respective places is due to the score the applications received from the Ranking Committee.

**Inclusion in Collaborative Application:** Accepted; Reduced Reallocated; Accepted; Accepted;  
**Approved Budget Amount:** Cleveland Saunders - \$84,880; Continuing Care - \$131,782; St. Paul - \$80,585; Cleveland Saunders Expansion - \$84,880  
**Ranking:** 18 out of 33; 22 out of 33; 24 out of 33; 28 out of 33

**Tier Placement:** Tier 1; Tier 1; Tier 1; Tier 2

**Funding Source:** Renewal; Renewal; Renewal; CoC Bonus

**Reason(s) for Reduction:** Heading Home Ramsey Review, Scoring, and Ranking Policy & Procedures for the HUD CoC Program Section 3.b. Part 1 – Unspent Funds

**Updates Needed in e-snaps:** Reduce budget for Continuing Care to \$131,782 and change CoC funding type in 6A.2 to Reallocation.

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)

**From:** [Schmidt, MaryJo](#)  
**To:** [Peter Elwell](#)  
**Cc:** [Zaffrann, David M](#); [janayah.bagurusi@ppl-inc.org](mailto:janayah.bagurusi@ppl-inc.org)  
**Subject:** RE: 2024 CoC Priority List Notification - Project for Pride in Living  
**Date:** Monday, October 7, 2024 5:37:00 PM  
**Attachments:** [Final MN-501 2024 NOFO Priority List.pdf](#)

---

Hello Peter,

I wanted to provide an update. An additional expansion project was not included in these ranking notifications. Due to their inclusion, the ranking for the Fort Road Flats Renewal project has moved to 32 out of 34 in Tier 2. The remaining information you received last week is accurate. I have attached the new finalized rankings, if you have any questions, please let myself or David know. Thank you!

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

---

**From:** Schmidt, MaryJo  
**Sent:** Wednesday, October 2, 2024 2:18 PM  
**To:** Peter Elwell <peter.elwell@ppl-inc.org>  
**Cc:** Zaffrann, David M <David.Zaffrann@co.ramsey.mn.us>; janayah.bagurusi@ppl-inc.org  
**Subject:** 2024 CoC Priority List Notification - Project for Pride in Living

Dear Peter,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/24. This email is to inform you of the decision of the Ranking Committee on your project applications to the 2024 HUD NOFO Competition. The information is summarized below.

The Crestview Communities Permanent Supportive Housing project you submitted is ranked #27 in Tier 1 and be funded through the renewal of the CoC's annual renewal demand. The Fort Road Flats Permanent Supportive Housing project is ranked #31 in Tier 2 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank these projects in their respective places is due to the score the applications received from the Ranking Committee.

**Inclusion in Collaborative Application:** Accepted; Reduced Reallocated

**Approved Budget Amount:** Crestview Communities - \$292,896; Fort Road Flats - \$96,572

**Ranking:** 27 out of 33; 31 out of 33;

**Tier Placement:** Tier 1; Tier 2

**Funding Source:** Renewal

**Reason(s) for Reduction:** Heading Home Ramsey Review, Scoring, and Ranking Policy & Procedures for the HUD CoC Program Section 3.b. Part 1 – Unspent Funds

**Updates Needed in e-snaps:** Reduce budget for Fort Road Flats to \$96,572 and change CoC funding type in 6A.2 to Reallocation

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)

**From:** [Schmidt, MaryJo](#)  
**To:** [Samantha Hawkins](#)  
**Cc:** [Zaffrann, David M](#); [Joanie Goulart](#); [Courtney Knoll](#); [Charlyne Earley](#)  
**Subject:** RE: 2024 CoC NOFO Priority List Notification - Avivo  
**Date:** Monday, October 7, 2024 5:37:00 PM  
**Attachments:** [Final MN-501 2024 NOFO Priority List.pdf](#)

---

Hello all,

I wanted to provide an update. An additional expansion project was not included in these ranking notifications. Due to their inclusion, the ranking for the Ramsey PSH project has moved to 33 out of 34 in Tier 2. The remaining information you received last week is accurate. I have attached the new finalized rankings, if you have any questions, please let myself or David know. Thank you!

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

---

**From:** Schmidt, MaryJo  
**Sent:** Wednesday, October 2, 2024 2:18 PM  
**To:** Samantha Hawkins <samantha.hawkins@avivomn.org>  
**Cc:** Zaffrann, David M <David.Zaffrann@co.ramsey.mn.us>; Joanie Goulart <Joanie.Goulart@avivomn.org>; Courtney Knoll <Courtney.Knoll@avivomn.org>; Charlyne Earley <Charlyne.Earley@avivomn.org>  
**Subject:** 2024 CoC NOFO Priority List Notification - Avivo

Dear Samantha,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking committee on your project application to the 2024 HUD NOFO Competition. The information is summarized below.

The Ramsey Permanent Supportive Housing project you submitted is ranked #32 in Tier 2 and be funded through the renewal of the CoC's annual renewal demand. The decision to rank this project in this place is due to the score the application received from the Ranking Committee.

**Inclusion in Collaborative Application:** Reduced Reallocated

**Approved Budget Amount:** \$203,873

**Ranking:** 32 out of 33

**Tier Placement:** Tier 2

**Funding Source:** Renewal

**Reason(s) for Reduction:** Heading Home Ramsey Review, Scoring, and Ranking Policy & Procedures for the HUD CoC Program Section 3.b. Part 1 – Unspent Funds

**Updates Needed in e-snaps:** Reduce budget to \$203,873 and change CoC funding type in 6A.2 to Reallocation



I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)

**From:** [Schmidt, MaryJo](#)  
**To:** [Shanique Williams](#); [larene@mnonestop.org](mailto:larene@mnonestop.org)  
**Cc:** [Zaffrann, David M](#); [Ka Yang](#); [Jane Lawrenz](#)  
**Subject:** RE: 2024 CoC NOFO Priority List Notification - Minnesota One Stop  
**Date:** Monday, October 7, 2024 5:38:00 PM  
**Attachments:** [Final MN-501 2024 NOFO Priority List.pdf](#)

---

Hello Shanique and Larene,

I wanted to provide an update. An additional expansion project was not included in these ranking notifications. Due to their inclusion, the ranking for the MN One Stop New project has moved to 34 out of 34 in Tier 2. Their inclusion has reduced your project funding to \$736,161. Please update your e-snaps application with this new budget amount no later than this Wednesday, October 9<sup>th</sup>. I have attached the new finalized rankings, if you have any questions, please let myself or David know. Thank you!

All my best,

**MaryJo Schmidt, MPH**

*(she/her)*

**System Performance Lead, Heading Home Ramsey**

---

**From:** Schmidt, MaryJo  
**Sent:** Wednesday, October 2, 2024 2:19 PM  
**To:** Shanique Williams <[swilliams@mnonestop.org](mailto:swilliams@mnonestop.org)>; [larene@mnonestop.org](mailto:larene@mnonestop.org)  
**Cc:** Zaffrann, David M <[David.Zaffrann@co.ramsey.mn.us](mailto:David.Zaffrann@co.ramsey.mn.us)>; Ka Yang <[accounting@mnonestop.org](mailto:accounting@mnonestop.org)>; Jane Lawrenz <[jlawrenz10@gmail.com](mailto:jlawrenz10@gmail.com)>  
**Subject:** 2024 CoC NOFO Priority List Notification - Minnesota One Stop

Dear Shanique and Larene,

Thank you again for taking the time to apply for funding through Heading Home Ramsey's 2024 HUD CoC Program Local Competition. The rating and ranking component of the local competition concluded on 10/02/2024. This email is to inform you of the decision of the Ranking committee on your project application to the 2024 HUD NOFO Competition. The information is summarized below.

The Rapid Rehousing Housing project you submitted is ranked #33 in Tier 2 and will be funded through CoC Bonus Funds. The decision to rank this project in this place is due to the score the application received from the Ranking Committee.

**Inclusion in Collaborative Application:** Accepted

**Approved Budget Amount:** \$791,461

**Ranking:** 33 out of 33

**Tier Placement:** Tier 2

**Funding Source:** CoC Bonus

**Reason(s) for Reduction:** Reduction is reflective of remaining funding.

**Updates Needed in e-snaps:** Reduce budget to \$791,461 and change CoC funding type in 6A.2 to CoC Bonus.

I have attached a listing to this email of all the projects, their ranking, and the amount they will be funded. All project applications are being notified today, but this listing is **not yet public**.

Please make all requested updates and resubmit your application in e-snaps by 10/09/2024. Please let us know ASAP if you have any technical issues doing so. If you would like to see your project's detailed scoring from the competition, and/or if you would like to appeal any part of this decision, please reach out to David Zaffrann ([david.zaffrann@co.ramsey.mn.us](mailto:david.zaffrann@co.ramsey.mn.us)).

Requests or notices of intent to appeal must be received in writing no later than 5pm on 10/03/2024.

All my best,

**MaryJo Schmidt, MPH**

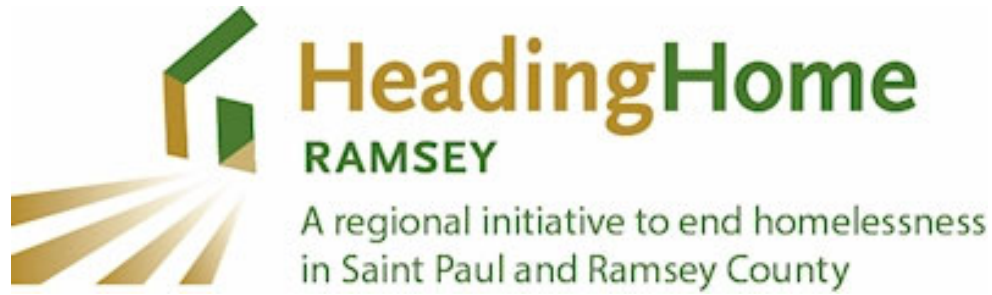
*(she/her)*

**System Performance Lead, Heading Home Ramsey**

Housing Stability | *Economic Growth and Community Investment*



[ramseycounty.us](http://ramseycounty.us)



## **MN-501**

### **1E-5b: Local Competition Selection Results**

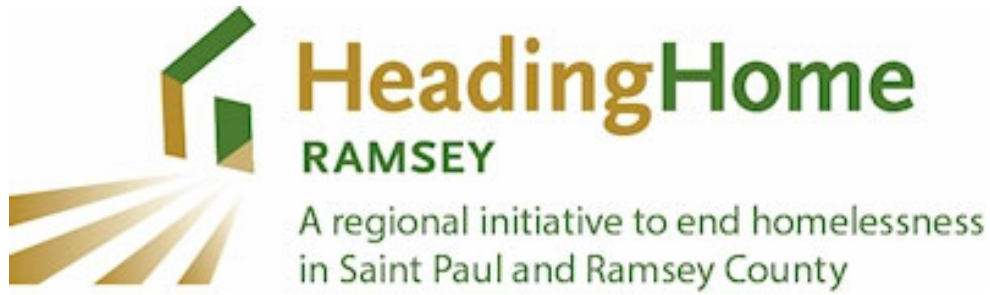
Attached is MN-501 Heading Home Ramsey's Local Competition Selection Results for FY2024.

#### **Table of Contents**

<b>Document Satisfying Requirement</b>	<b>Page Number</b>
Cover Sheet	1
Local Competition Selection Results	2

Ranking	Application	Program Type	Application Type	Score	Status	Tier	Funding Source	Amount Requested	Funding	Reallocation
1	Women's Advocates	CE	New	94.89	Accepted	Tier 1	Reallocation	\$136,551	\$136,551	\$136,551
2	Ramsey County	CE	Renewal	94.60	Accepted	Tier 1		\$162,042	\$162,042	
3	Theresa Living Center - Caroline Family Services	RRH	Renewal	90.90	Accepted	Tier 1		\$54,852	\$54,852	
4	Women's Advocates	RRH	New	89.73	Accepted	Tier 1	Reallocation	\$371,234	\$338,849	\$338,849
5	Amherst Wilder Minnesota Place	PSH	Renewal	89.12	Accepted	Tier 1		\$36,179	\$36,179	
6	Lutheran Social Services	CE	Renewal	88.41	Accepted	Tier 1		\$81,191	\$81,191	
7	Institute for Community Alliances	HMIS	Renewal	86.43	Accepted	Tier 1		\$259,947	\$259,947	
8	Community Stabilization Project	TH/RRH	New	86.05	Accepted	Tier 1	CoC Bonus	\$438,604	\$105,977	
9	Emma Norton - Emma's Place	PSH	Renewal	79.69	Accepted	Tier 1		\$158,464	\$158,464	
10	Catholic Charities	CE	Renewal	76.59	Accepted	Tier 1		\$203,000	\$203,000	
11	Salvation Army - Youth Housing Navigator	CE	Renewal	64.59	Reduced Reallocated	Tier 1		\$67,291	\$53,123	-\$14,179
12	Solid Ground - East Metro Place	PSH	Renewal	78.12	Accepted	Tier 1		\$71,330	\$71,330	
13	Lutheran Social Services - Rezek House	TH	Renewal	77.64	Accepted	Tier 1		\$107,518	\$107,518	
14	CommonBond Communitis - Wilder Square	PSH	Renewal	74.81	Accepted	Tier 1		\$30,000	\$30,000	
15	Women of Nations	RRH	Renewal (DV)	74.31	Accepted	Tier 1		\$64,416	\$64,416	
16	Face to Face	RRH	Renewal	73.74	Accepted	Tier 1		\$274,968	\$274,968	
17	Model Cities - Families First	PSH	Renewal	73.10	Accepted	Tier 1		\$250,795	\$250,795	
18	YWCA Cleveland Saunders	PSH	Renewal	73.09	Accepted	Tier 1		\$84,880	\$84,880	
19	Twin Cities Housing Development Corp. - St. Phillips Gardens	PSH	Renewal	73.04	Accepted	Tier 1		\$23,606	\$23,606	
20	Breaking Free - Village Place	PSH	Renewal	71.84	Accepted	Tier 1		\$588,858	\$588,858	
21	CommonBond Communities - Lexington Commons	PSH	Renewal	71.64	Accepted	Tier 1		\$86,825	\$86,825	
22	YWCA Continuing Care	PSH	Renewal	70.85	Reduced Reallocated	Tier 1		\$228,044	\$131,782	-\$96,262
23	Hearth Connection	PSH	Renewal	70.80	Accepted	Tier 1		\$1,669,526	\$1,669,526	
24	YWCA St. Paul Renewal	TH	Renewal	69.49	Accepted	Tier 1		\$80,585	\$80,585	
25	Amherst Wilder - ROOF	RRH	Renewal	69.24	Accepted	Tier 1		\$817,173	\$817,173	
26	CommonBond Communities - Upper Post	PSH	Renewal	66.35	Accepted	Tier 1		\$51,358	\$51,358	
27	Project for Pride in Living - Crestview Communities	PSH	Renewal	64.42	Accepted	Tier 1		\$292,896	\$292,896	
28	Solid Ground - East Metro Place	PSH	Expansion	78.12	Accepted	Tier 1 / 2	CoC Bonus	\$55,300	\$55,300	
29	YWCA Cleveland Saunders	PSH	Expansion	73.09	Accepted	Tier 2	CoC Bonus	\$84,880	\$84,880	
30	Hearth Connection	PSH	Expansion	73.07	Accepted	Tier 2	CoC Bonus	\$150,000	\$150,000	
31	Catholic Charities - Higher Ground	PSH	Renewal	61.46	Accepted	Tier 2		\$597,124	\$597,124	
32	Project for Pride in Living - Fort Road Flats	PSH	Renewal	60.70	Reduced Reallocated	Tier 2		\$132,112	\$96,572	-\$35,540
33	Avivo - Ramsey	PSH	Renewal	60.08	Reduced Reallocated	Tier 2		\$275,382	\$203,873	-\$71,509
34	MN One Stop	PSH	New	46.73	Reduced	Tier 2	CoC Bonus	\$807,600	\$655,222	

NOTE: One project informed the CoC prior to the Local Competition that they did not intend to apply for Renewal. An additional \$257,910 was available through Reallocation as an eliminated grant.



## **MN-501**

### **2A-6: HDX Competition Report**

Attached is MN-501 Heading Home Ramsey's HDX Competition Report for FY2024.

#### **Table of Contents**

<b>Document Satisfying Requirement</b>	<b>Page Number</b>
Cover Sheet	1
HDX Competition Report	2-22

# 2024 HDX Competition Report

## 2024 Competition Report - Summary

MN-501 - Saint Paul/Ramsey County CoC

### HDX Data Submission Participation Information

Government FY and HDX Module Abbreviation	Met Module Deadline*	Data From	Data Collection Period in HDX 2.0
2023 LSA	Yes	Government FY 2023 (10/1/22 - 9/30/23).	November 2023 to January of 2024
2023 SPM	Yes	Government FY 2023 (10/1/22 - 9/30/23).**	February 2024 to March 2024
2024 HIC	Yes	Government FY 2024. Exact HIC and PIT dates will vary by CoC. For most CoCs, it will be last Wednesday in January of 2024.	March 2024 to May 2024
2024 PIT	Yes	Government FY 2024. Exact HIC and PIT dates will vary by CoC. For most CoCs, it will be last Wednesday in January of 2024.	March 2024 to May 2024

1) FY = Fiscal Year

2) \*This considers all extensions where they were provided.

2) \*\*"Met Deadline" in this context refers to FY23 SPM submissions. Resubmissions from FY 2022 (10/1/21 - 9/30/22) were also accepted during the data collection period, but these previous year's submissions are voluntarily and are not required.

## 2024 HDX Competition Report

### 2024 Competition Report - LSA Summary & Usability Status

MN-501 - Saint Paul/Ramsey County CoC

FY 2023 Reporting Year: 10/1/2022 - 9/30/2023

#### LSA Usability Status 2023

Category	EST AO	EST AC	EST CO	RRH AO	RRH AC	RRH CO	PSH AO	PSH AC	PSH CO
Fully Usable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Partially Usable									
Not Usable									

#### EST

Category	2021	2022	2023
Total Sheltered Count	4,150	4,232	4,010
AO	3,249	3,138	2,773
AC	826	996	1,099
CO	71	86	116

#### RRH

Category	2021	2022	2023
Total Sheltered Count	763	768	620
AO	199	190	218
AC	565	569	404
CO	0	1	0



## 2024 HDX Competition Report

### 2024 Competition Report - LSA Summary & Usability Status

MN-501 - Saint Paul/Ramsey County CoC

FY 2023 Reporting Year: 10/1/2022 - 9/30/2023

#### PSH

Category	2021	2022	2023
Total Sheltered Count	2,494	2,365	2,457
AO	1,705	1,620	1,628
AC	783	743	829
CO	0	0	0

1) Glossary: EST = Emergency Shelter, Save Haven, & Transitional Housing; RRH = Rapid Re-housing; PSH = Permanent Supportive Housing; AO = Persons in Households without Children; AC = Persons in Households with at least one Adult and one Child; CO=Persons in Households with only Children

2) Because people have multiple stays in shelter over the course of a year and stay in different household configurations, a single person can be counted in more than one household type. Therefore, the sum of the number of people by household type may be greater than the unique count of people.

3) Total Sheltered count only includes those served in HMIS participating projects reported by your CoC.

4) For CoCs that experienced mergers during any of these reporting periods, historical data will include only the original CoCs.

# 2024 HDX Competition Report

## 2024 Competition Report - SPM Data

MN-501 - Saint Paul/Ramsey County CoC

FY 2023 Reporting Year: 10/1/2022 - 9/30/2023

### Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than the look back stop date or client's date of birth, whichever is later.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

Metric	Universe (Persons)	Average LOT Homeless (bed nights)	Median LOT Homeless (bed nights)
1.1 Persons in ES-EE, ES-NbN, and SH	3,682	69.0	32.0
1.2 Persons in ES-EE, ES-NbN, SH, and TH	3,946	101.0	38.0

## 2024 HDX Competition Report

### 2024 Competition Report - SPM Data

MN-501 - Saint Paul/Ramsey County CoC

FY 2023 Reporting Year: 10/1/2022 - 9/30/2023

b. This measure is based on data element 3.917

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

Metric	Universe (Persons)	Average LOT Homeless (bed nights)	Median LOT Homeless (bed nights)
1.1 Persons in ES-EE, ES-NbN, SH, and PH (prior to "housing move in")	4,359	763.0	292.0
1.2 Persons in ES-EE, ES-NbN, SH, TH, and PH (prior to "housing move in")	4,615	758.0	337.0

## 2024 HDX Competition Report

### 2024 Competition Report - SPM Data

MN-501 - Saint Paul/Ramsey County CoC

FY 2023 Reporting Year: 10/1/2022 - 9/30/2023

#### Measure 2: Returns to Homelessness for Persons who Exit to Permanent Housing (PH) Destinations

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

Metric	Total # of Persons Exited to a PH Destination (2 Yrs Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
	Count	Count	% of Returns	Count	% of Returns <sup>4</sup>	Count	% of Returns <sup>6</sup>	Count	% of Returns <sup>8</sup>
Exit was from SO	215	26	12.1%	14	6.5%	14	6.5%	54	25.1%
Exit was from ES	643	72	11.2%	33	5.1%	53	8.2%	158	24.6%
Exit was from TH	72	2	2.8%	1	1.4%	3	4.2%	6	8.3%
Exit was from SH	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Exit was from PH	692	35	5.1%	18	2.6%	25	3.6%	78	11.3%
<b>TOTAL Returns to Homelessness</b>	<b>1,622</b>	<b>135</b>	<b>8.3%</b>	<b>66</b>	<b>4.1%</b>	<b>95</b>	<b>5.9%</b>	<b>296</b>	<b>18.3%</b>

# 2024 HDX Competition Report

## 2024 Competition Report - SPM Data

MN-501 - Saint Paul/Ramsey County CoC

FY 2023 Reporting Year: 10/1/2022 - 9/30/2023

### Measure 3: Number of Homeless Persons

#### Metric 3.1 – Change in PIT Counts

Please refer to PIT section for relevant data.

#### Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

Metric	Value
Universe: Unduplicated Total sheltered homeless persons	4,439
Emergency Shelter Total	4,161
Safe Haven Total	0
Transitional Housing Total	321

## 2024 HDX Competition Report

### 2024 Competition Report - SPM Data

MN-501 - Saint Paul/Ramsey County CoC

FY 2023 Reporting Year: 10/1/2022 - 9/30/2023

#### Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

This measure is divided into six tables capturing employment and non-employment income changes for system leavers and stayers. The project types reported in these metrics are the same for each metric, but the type of income and universe of clients differs. In addition, the projects reported within these tables are limited to CoC-funded projects.

##### Metric 4.1 – Change in earned income for adult system stayers during the reporting period

Metric	Value
Universe: Number of adults (system stayers)	354
Number of adults with increased earned income	10
Percentage of adults who increased earned income	2.8%

## 2024 HDX Competition Report

### 2024 Competition Report - SPM Data

MN-501 - Saint Paul/Ramsey County CoC

FY 2023 Reporting Year: 10/1/2022 - 9/30/2023

#### Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

Metric	Value
Universe: Number of adults (system stayers)	354
Number of adults with increased non-employment cash income	89
Percentage of adults who increased non-employment cash income	25.1%

#### Metric 4.3 – Change in total income for adult system stayers during the reporting period

Metric	Value
Universe: Number of adults (system stayers)	354
Number of adults with increased total income	98
Percentage of adults who increased total income	27.7%

#### Metric 4.4 – Change in earned income for adult system leavers

Metric	Value
Universe: Number of adults who exited (system leavers)	178
Number of adults who exited with increased earned income	21
Percentage of adults who increased earned income	11.8%

## 2024 HDX Competition Report

### 2024 Competition Report - SPM Data

MN-501 - Saint Paul/Ramsey County CoC

FY 2023 Reporting Year: 10/1/2022 - 9/30/2023

#### Metric 4.5 – Change in non-employment cash income for adult system leavers

Metric	Value
Universe: Number of adults who exited (system leavers)	178
Number of adults who exited with increased non-employment cash income	36
Percentage of adults who increased non-employment cash income	20.2%

#### Metric 4.6 – Change in total income for adult system leavers

Metric	Value
Universe: Number of adults who exited (system leavers)	178
Number of adults who exited with increased total income	53
Percentage of adults who increased total income	29.8%



# 2024 HDX Competition Report

## 2024 Competition Report - SPM Data

MN-501 - Saint Paul/Ramsey County CoC

FY 2023 Reporting Year: 10/1/2022 - 9/30/2023

### Measure 5: Number of Persons who Become Homeless for the First Time

This measures the number of people entering the homeless system through ES, SH, or TH (Metric 5.1) or ES, SH, TH, or PH (Metric 5.2) and determines whether they have any prior enrollments in the HMIS over the past two years. Those with no prior enrollments are considered to be experiencing homelessness for the first time.

#### Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

Metric	Value
Universe: Person with entries into ES-EE, ES-NbN, SH or TH during the reporting period.	4,025
Of persons above, count those who were in ES-EE, ES-NbN, SH, TH or any PH within 24 months prior to their entry during the reporting year.	1,282
Of persons above, count those who did not have entries in ES-EE, ES-NbN, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	2,743

## 2024 HDX Competition Report

### 2024 Competition Report - SPM Data

MN-501 - Saint Paul/Ramsey County CoC

FY 2023 Reporting Year: 10/1/2022 - 9/30/2023

**Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS**

Metric	Value
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	4,687
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	1,413
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	3,274

## 2024 HDX Competition Report

### 2024 Competition Report - SPM Data

MN-501 - Saint Paul/Ramsey County CoC

FY 2023 Reporting Year: 10/1/2022 - 9/30/2023

#### **Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects**

Measure 6 is not applicable to CoCs in this reporting period.

#### **Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing**

This measures positive movement out of the homeless system and is divided into three tables: movement off the streets from Street Outreach (Metric 7a.1); movement into permanent housing situations from ES, SH, TH, and RRH (Metric 7b.1); and retention or exits to permanent housing situations from PH (other than PH-RRH).

##### **Metric 7a.1 – Change in SO exits to temp. destinations, some institutional destinations, and permanent housing destinations**

Metric	Value
Universe: Persons who exit Street Outreach	724
Of persons above, those who exited to temporary & some institutional destinations	106
Of the persons above, those who exited to permanent housing destinations	142
% Successful exits	34.3%

## 2024 HDX Competition Report

### 2024 Competition Report - SPM Data

MN-501 - Saint Paul/Ramsey County CoC

FY 2023 Reporting Year: 10/1/2022 - 9/30/2023

#### Metric 7b.1 – Change in ES, SH, TH, and PH-RRH exits to permanent housing destinations

Metric	Value
Universe: Persons in ES-EE, ES-NbN, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	3,354
Of the persons above, those who exited to permanent housing destinations	631
% Successful exits	18.8%

#### Metric 7b.2 – Change in PH exits to permanent housing destinations or retention of permanent housing

Metric	Value
Universe: Persons in all PH projects except PH-RRH who exited after moving into housing, or who moved into housing and remained in the PH project	2,764
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	2,554
% Successful exits/retention	92.4%

## 2024 HDX Competition Report

### 2024 Competition Report - SPM Data

MN-501 - Saint Paul/Ramsey County CoC

FY 2023 Reporting Year: 10/1/2022 - 9/30/2023

#### System Performance Measures Data Quality

Data coverage and quality will allow HUD to better interpret your SPM submissions.

Metric	All ES, SH	All TH	All PSH, OPH	All RRH	All Street Outreach
Unduplicated Persons Served (HMIS)	4,094	321	3,130	621	449
Total Leavers (HMIS)	3,598	131	721	277	262
Destination of Don't Know, Refused, or Missing (HMIS)	1,366	9	81	9	4
Destination Error Rate (Calculated)	38.0%	6.9%	11.2%	3.3%	1.5%

# 2024 HDX Competition Report

## 2024 Competition Report - SPM Notes

MN-501 - Saint Paul/Ramsey County CoC

FY 2023 Reporting Year: 10/1/2022 - 9/30/2023

### Notes For Each SPM Measure

Note: Cells may need to be resized to accomodate notes with lots

Measure	Notes
Measure 1	No notes.
Measure 2	No notes.
Measure 3	No notes.
Measure 4	No notes.
Measure 5	No notes.
Measure 6	No Notes. Measure 6 was not applicable to CoCs in this reporting period.
Measure 7	No notes.
Data Quality	No notes.

## 2024 HDX Competition Report

### 2024 Competition Report - HIC Summary

MN-501 - Saint Paul/Ramsey County CoC

For HIC conducted in January/February of 2024

#### HMIS Bed Coverage Rates

Project Type	Total Year-Round, Current Beds	Total Year-Round, Current Beds in HMIS or Comparable Database	Total Year-Round, Current, Non-VSP Beds	Removed From Denominator: OPH EHV <sup>†</sup> Beds or Beds Affected by Natural Disaster*	Adjusted Total Year-Round, Current, Non-VSP Beds	Adjusted HMIS Bed Coverage Rate for Year-Round, Current Beds
ES	955	661	754	0	754	87.7%
SH	0	0	0	0	0	NA
TH	584	257	570	0	570	45.1%
RRH	276	269	273	0	273	98.5%
PSH	1,747	1,452	1,695	0	1,695	85.7%
OPH	2,504	1,729	2,504	610	1,894	91.3%
<b>Total</b>	<b>6,066</b>	<b>4,368</b>	<b>5,796</b>	<b>610</b>	<b>5,186</b>	<b>84.2%</b>

## 2024 HDX Competition Report

### 2024 Competition Report

MN-501 - Saint Paul/Ramsey C

For HIC conducted in January/1

#### HMIS Bed Coverage Rates

Project Type	Total Year-Round, Current Beds	Total Year-Round, Current, VSP Beds in an HMIS-Comparable Database	Total Year-Round, Current, VSP Beds	Removed From Denominator: OPH EHV <sup>†</sup> Beds or Beds Affected by Natural Disaster**	Adjusted Total Year-Round Current, VSP Beds	HMIS Comparable Bed Coverage Rate for VSP Beds
ES	955	0	201	0	201	0.00%
SH	0	0	0	0	0	NA
TH	584	0	14	0	14	0.00%
RRH	276	3	3	0	3	100.00%
PSH	1,747	0	52	0	52	0.00%
OPH	2,504	0	0	0	0	NA
<b>Total</b>	<b>6,066</b>	<b>3</b>	<b>270</b>	<b>0</b>	<b>270</b>	<b>1.11%</b>



## 2024 HDX Competition Report

### 2024 Competition Report

MN-501 - Saint Paul/Ramsey C

For HIC conducted in January/I

#### HMIS Bed Coverage Rates

Project Type	Total Year-Round, Current Beds	Total Year-Round, Current, HMIS Beds and VSP Beds in an HMIS-Comparable Database	Adjusted Total Year-Round, Current, Non-VSP and VSP Beds	HMIS and Comparable Database Coverage Rate
ES	955	661	955	69.21%
SH	0	0	0	NA
TH	584	257	584	44.01%
RRH	276	272	276	98.55%
PSH	1,747	1,452	1,747	83.11%
OPH	2,504	1,729	1,894	91.29%
<b>Total</b>	<b>6,066</b>	<b>4,371</b>	<b>5,456</b>	<b>80.11%</b>

# 2024 HDX Competition Report

## 2024 Competition Report - HIC Summary

MN-501 - Saint Paul/Ramsey County CoC

For HIC conducted in January/February of 2024

### Rapid Re-housing Beds Dedicated to All Persons

Metric	2020	2021	2022	2023	2024
RRH beds available to serve all pops. on the HIC	461	472	487	360	276

1) † EHV = Emergency Housing Voucher

2) \*This column includes Current, Year-Round, Natural Disaster beds not associated with a VSP that are not HMIS-participating. For OPH Beds, this includes beds that are Current, Non-HMIS, and EHV-funded.

3) \*\*This column includes Current, Year-Round, Natural Disaster beds associated with a VSP that are not HMIS-participating or HMIS-comparable database participating. For OPH Beds, this includes beds that are Current, VSP, Non-HMIS, and EHV-funded.

4) Data included in these tables reflect what was entered into HDX 2.0.

5) In the HIC, "Year-Round Beds" is the sum of "Beds HH w/o Children", "Beds HH w/ Children", and "Beds HH w/ only Children". This does not include Overflow ("O/V Beds") or Seasonal Beds ("Total Seasonal Beds").

6) In the HIC, "Current" beds are beds with an "Inventory Type" of "C" and not beds that are Under Development ("Inventory Type" of "U").

7) For historical data: Aggregated data from CoCs that merged are not displayed if HIC data were created separately - that is, only data from the CoC into which the merge occurred are displayed. Additional reports can be requested via AAQ for any CoCs that have been subsumed into other CoCs.

## 2024 HDX Competition Report

### 2024 Competition Report - PIT Summary

MN-501 - Saint Paul/Ramsey County CoC

For PIT conducted in January/February of 2024

#### Submission Information

Date of PIT Count	Received HUD Waiver
1/24/2024	Not Applicable

#### Total Population PIT Count Data

Category	2019	2020	2021	2022	2023	2024
PIT Count Type	Sheltered and Unsheltered Count	Sheltered and Unsheltered Count	Sheltered and full unsheltered count	Sheltered and Unsheltered Count	Sheltered and Unsheltered Count	Sheltered and Unsheltered Count
Emergency Shelter Total	887	898	1,133	1,056	918	748
Safe Haven Total	0	0	0	0	0	0
Transitional Housing Total	375	394	425	357	394	482
Total Sheltered Count	1,262	1,292	1,558	1,413	1,312	1,230
Total Unsheltered Count	317	338	314	300	368	410
Total Sheltered and Unsheltered Count*	1,579	1,630	1,872	1,713	1,680	1,640

1) \*Data included in this table reflect what was entered into HDX 1.0 and 2.0. This may differ from what was included in federal reports if the PIT count type was either sheltered only or partial unsheltered count.

2) Aggregated data from CoCs that merged is not displayed if PIT data were entered separately - that is, only data from the CoC into which the merge occurred are displayed. Additional reports can be requested via AAQ for any CoCs that have been subsumed into other CoCs.