

**Application deadline: Wednesday, February 13, 2019 at 4:30 p.m. CST**

**NOTE:** Reference the [FHPAP RFP Application Instructions](#) for more information.

**Application steps:**

1. Font should be 11 pt. Calibri
2. **NOTE:** The application questions that follow equals 10 pages. For current grantees, the **total** number of pages (including questions) is limited to 20 pages. For new applicants, the **total** number of pages (including questions) is limited to 22 pages.

<b>Applicant Information</b>	
Organization Name	Anoka County
Legal Organization Name (if different than above)	
Contact Person	Michele Reid
Contact Title	Housing Program Coordinator
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<b>Overview</b>
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In the space below, provide an overview of the proposed project.

Anoka County is requesting \$906,514 to serve 219 households during the 2019-2021 biennium through the activities of Prevention and Rapid Re-Housing. Anoka County has the highest rate of eviction filings at 4%, according to MinnPost, June 12, 2018 and had to turn away a large number of households due to a lack of program funding.

Additionally, HHAHC held its first Anoka Community Connect event in 4 years. The collaboration with HHAHC providers, members of the community and businesses in Anoka County, have led HHAHC to make Anoka Community Connect an annual event. HHAHC understands the value such an event provides to the households who may be homeless, or at imminent risk of becoming homeless. These factors, along with the successful outcomes, spending and overall performance during the current biennium are presented in the application to support the request of \$906,514.

Anoka County has created a project for this biennium which has been developed over the last 10 months. This project has been thoroughly vetted by Heading Home Anoka Housing Collaborative – HHAHC, the FHPAP Advisory Committee for Anoka County. Candid conversations at regular monthly meetings have given way to Anoka County being on track to surpass the outputs for the current biennium. While HHAHC realizes this is progress for the community, it also caused

HHAHC to pause and reflect. How are we to ensure those who are the hardest to serve get served? Who is in greatest need? And how do we keep them housed? These are some of the questions posed after analyzing the data. These questions led to a Community Needs Assessment and have shaped the new flexible approach the community plans to undertake in this biennium.

While maintaining Housing First and Low barrier principles continues to be a top priority, the Community Needs Assessment further identified the need for increased flexibility in serving each household, the ability to serve households for longer periods of time and prevention solutions that are based around supportive services as opposed to “check cutting.” The May 2018 meeting of the HHAHC focused on a discussion about the preliminary practice model strategies. Staff presented a variety of strategies and *Progressive Engagement* set itself apart as one of the strategies to develop in the upcoming biennium. Anoka County will, therefore, be adjusting to a more “service delivery” model as opposed to merely “check-cutting” by implementing the Progressive Engagement strategy over the next biennium.

Additionally, after HHAHC reviewed data about the households that were turned away from services in the Community Needs Assessment, they found 55 households (families and singles) were unassisted due to lack of program funding. Shifting the focus back to preventing households from becoming homeless and looking at ways to assist households further “upstream” inspired the HHAHC to look at creative innovations to keep families and singles housed.

As part of our focus on prevention, Anoka County will also be piloting a pre-eviction program through Mediation and Restorative Services (MARS). This innovative collaboration will serve households who have received a threat of eviction, a notice to vacate, or an actual eviction notice. The Minnesota Prevention Assistance Tool will be used to evaluate and guide the work of the mediators as they work to repair damaged relationships between landlords and tenants.

A household in need of Rapid Re-housing will come from the Coordinated Entry priority list. Housing search and placement, direct financial assistance, and support services will be offered and based on client choice. These services will be tailored after the Progressive Engagement model. The amount and duration of financial assistance will be determined monthly based on household need. Households may receive short to medium term case management services (up to 24 months) to help increase self-sufficiency and successful exit of the program to safe, stable housing.

## **I. Planning (Possible Points: 20)**

### **A. Advisory Committee**

#### **ACCESS**

##### **1. Where and how often does your committee meet?**

The Heading Home Anoka Housing Collaborative (HHAHC), the designated FHPAP Advisory Committee for Anoka County, meets the second Wednesday of each month from 12:30pm – 2:30pm at the Church of St. Timothy at 707 89<sup>th</sup> Ave NE in Blaine, Minnesota 55434. Prevention and Outreach, a subcommittee of HHAHC, meets monthly, at the same location, on the first Wednesday from 1pm – 3pm. This location provides easy access for people who may not drive and are regular attendees, as the location is on a bus line and close in proximity to the Anoka County Human Services Building in Blaine. This location also has ample free parking and is handicapped accessible, reducing barriers to accessing the meeting.

HHAHC is structured with an elected Executive Committee comprised of the Chair and Vice Chair of HHAHC, along with the co-chairs of the Prevention and Outreach subcommittee and the local planning lead, who is also the grant administrator for FHPAP. Executive Committee meetings occur on the last Friday of each month from 8:30am – 10:30am at the Anoka County Government Center, 2100 Third Avenue, Suite 500 in Anoka, Minnesota 55303. Agendas are reviewed for the upcoming month’s meetings and trainings set to coincide with meeting times to maximize community participation. Anoka County provides web space for HHAHC to communicate information, resources, meeting agendas and minutes to the public as well as periodic social media communication to support HHAHC activities.

The HHAHC is a member of the Suburban Metro Area Continuum of Care (SMAC), which also includes the counties of Carver, Dakota, Scott and Washington. The mission of HHAHC as aligned with SMAC, is to ensure that every person in our community has access to safe and affordable housing and the supports needed to maintain housing. Our vision is that by the year 2020, all people facing homelessness in Anoka County will have access to safe, decent and affordable housing and the supports and resources to sustain it. This vision aligns with the State Office to End Homelessness and the Heading Home Together Plan.

HHAHC is comprised of a network of dedicated organizations and concerned individuals that serve as the primary community planning entity providing leadership and strategic planning to address the needs and resources of the homeless population in Anoka County. The HHAHC bylaws are reviewed annually, along with officer positions. Nominations and elections are held in March and/or as officer positions are vacated. HHAHC also has a handbook specifically for FHPAP. This useful resource outlines the established eligibility criteria, program guidelines, eligible activities by household type and Federal Poverty Guidelines for the current biennium. Voting requirements are listed in both the HHAHC bylaws and FHPAP handbook for Anoka County. It states "All FHPAP voting must ensure that no more than 20% of the voting members of the HHAHC Advisory Committee are representatives of organizations that receive FHPAP funding (sub-grantees)." This ensures that our planning process does not become dominated by sub-grantee organizations.

2. Does your committee have teleconferencing ability or use any other alternative meeting methods, such as GoToMeeting, to alleviate transportation issues?

Anoka County launched the use of WebEx as an alternative meeting method in February 2019. WebEx will provide the ability to connect members who are unable to attend in person. Full implementation of WebEx will be executed by the start of the biennium. HHAHC will take the next 3 months to test, gather feedback, and evaluate the use of WebEx as the alternative meeting method.

#### **INVOLVING PERSONS WITH LIVED EXPERIENCE**

3. How many committee members attending your meetings have experienced homelessness in the past three years?

HHAHC has one member attending monthly meetings who has experienced homelessness in the last 3 years. Engaging people with lived experience has proven to be a challenge for HHAHC. Active recruitment for all populations is a priority for HHAHC to take on in the first half of 2019.

4. How does your committee recruit people who have experienced homeless to attend your advisory committee meetings?

HHAHC members leverage their networks to recruit participation from targeted areas of expertise, re-engage those providers whose attendance has slipped below 50%, and/or people who have lived experienced. This is done in a variety of ways including face-to-face conversations, invitations through community events, and marketing about the Point-In-Time (PIT) count. Attendance is tracked monthly and if it is noticed an agency or provider has not attended in some time, HHAHC members will reach out to agency staff to re-engage.

As HHAHC members encounter people with lived experience, they invite them to attend a meeting. Evaluations were given to guests, volunteers, and resource providers at Anoka Community Connect, held in October 2018, asking for participation at a future event. Invitations were extended to those who expressed an interest. As staff promoted the PIT Count, a manager at a local restaurant shared his experience of being doubled up for over three years. All people encountered were invited to attend a HHAHC meeting and become an ongoing member.

5. Does your committee provide stipends or reimbursement for community members who have experienced homelessness to attend meetings? If not, how will your advisory committee ensure community members will attend?

The Anoka County sub-grantees provide a \$30 stipend for those who attend one meeting per month, and staff may offer to provide transportation to members with lived experience to the meeting of their choice. The meeting site is on a bus line, therefore, allowing those without vehicles the ability to attend. The HHAHC is focused on expanding the involvement to include members from each household type, as singles are the sole household type currently attending.

To increase participation, all new committee members are invited to meet with a member of the Executive Committee for an orientation. During the orientation, new members receive copies of the organizational chart for the Suburban Metro Area Continuum of Care (SMAC) and HHAHC, along with an acronym list of common housing terms and a one-page description of HHAHC’s mission, vision and guiding principles. This orientation also provides education on the Continuum of Care, HUD reporting and local meeting purpose and intent, and attendees are encouraged to ask clarifying questions. New members are also paired with an experienced committee member to provide guidance during a meeting and answer any additional questions that may come up between meetings.

6. What other methods does your committee use to engage people with lived experience to help you plan, implement and evaluate activities to prevent and end homelessness?

HHAHC committee members engage people with lived experience of homelessness through focus groups during the FHPAP needs assessment process. Focus groups are facilitated by committee members at the local homeless shelters, drop-in centers, Board and Lodge facilities, and food shelves. The information provided by the focus groups is instrumental in the planning of the next biennial activities. Anoka County held its first Anoka Community Connect event in 4 years on October 25, 2018. During this event, guests were invited to provide an evaluation of the event and asked if they’d be willing to participate in future events and with the HHAHC. All members of HHAHC are empowered to be ambassadors of the collaborative and actively encouraged to look for opportunities that will bring additional people with lived experience to participate on a HHAHC committee. The “Nothing About Us Without Us” component of the Preliminary Practice model is a focus for the upcoming biennium. Along with bringing individuals with lived experience to the table, the HHAHC will develop steps to collect input from those with lived experience and to represent those voices as decisions are voted on.

**MEMBERSHIP**

7. Indicate with a checkmark the composition and attendance of your advisory committee members. Note regular attendance is defined as attending at least 50 percent of your meetings if meetings are held monthly, 67 percent of meetings if meetings are held every two months, and 75 percent of meetings if meetings are held quarterly:

Committee member	Regular Attendance	Occasional Attendance	Not Currently Attending
Schools		X	
Employment programs	X		
County economic assistance programs	X		
Housing Trust Fund administrators	X		
Homeless provider (emergency shelter, transitional housing, etc.)	X		
Homeless advocate	X		
Homeless or formerly homeless persons who have experienced homelessness in the past three years		X	
Landlords	X		
Tribal nations (if applicable)			X

Anoka County has seven independent school districts within its boundaries, with Anoka-Hennepin ISD #11 being the largest in the county, as well as being one of the largest in the state. Each school district differs in the staff resources available to assist their students with housing instability and homelessness. Often the situations they encounter are closely connected to child protection and behavioral health services as well as with the court system

and corrections. HHAHC respects the fact that school resources are limited and regular participation with FHPAP via the HHAHC may not be practical. HHAHC will continue to reach out to the school districts on a regular basis and work to identify opportunities to work closely together. Although Anoka County does not have a Tribal Nation within its geographic borders, HHAHC does recognize that Native American people live in Anoka County and may experience homelessness. HHAHC would welcome representation from one or more Tribal Nations as participants or periodic contributors to the HHAHC and its activities.

8. If you do not have participation from a Housing Trust Fund administrator, how will you engage the local Housing Trust Fund administrator(s) to attend and actively participate on your advisory committee?

HHAHC has three Housing Trust Fund (HTF) administrators working within Anoka County. These include, Hearth Connection, Lutheran Social Service and Radias Health. Radias Health has a representative who is a member of the HHAHC and currently the Chair of SMAC. Outreach was done with the other administrators asking for participation, with the understanding that future collaboration will be expected from MN Housing. HTF providers are willing to explore how FHPAP and HTF can work together. Exploratory conversations with all HTF providers and HHAHC members will take place at future advisory meetings to see how the community can engage and provide wraparound services to households in need.

## B. Needs Assessment

Conduct a needs assessment of homelessness and those at risk of homelessness in your community, including the use of multiple data sources, analysis of trends, and comparison of homeless numbers and population types past to present, including those populations disparately impacted by homelessness. Communities should consider using data sources that provide a comparative analysis of resources versus community need. In addition, communities should consider analyzing their HMIS data over the past few years to determine if:

- The percentage stably housed at exit has increased or decreased
- The number of days from application to housing appears reasonable
- The rate of return to homelessness has decreased
- The outcomes for those households disparately impacted by homelessness are equitable.

1. Summarize the results of your needs assessment:

HHAHC conducted a needs assessment in the spring of 2018 to better understand the specific needs and barriers of each population. Questions related to barriers focused on the key areas of: income, housing, health and safety and other barriers. Similarly, questions related to the resources and/or services needed to prevent or end an episode of homelessness included: tenant support, financial assistance and services. Each respondent was asked to identify the top 3 in each category. The same questions were asked of both groups.

Participant input: Focus groups were facilitated by committee members at local homeless shelters, drop-in centers, Board and Lodge facilities, and food shelves. Committee members met with 66 participants in focus groups and had open conversations or asked them to complete a paper survey, about the barriers they experienced related to housing and what they felt would best meet their need in the coming biennium. The top needs identified by participants were: finding affordable housing, finding and keeping employment, connecting to mainstream resources and mental health/chemical health services. These top needs, created the foundation for the development of the services which Anoka County will deliver in this biennium.

Provider/community input: An online survey was sent electronically, and 107 responses were returned from community service providers and HHAHC committee members. Top system barriers included: Lack of affordable housing, lack of income, navigating systems (health care, financial benefits, housing and overall service coordination), sustaining/finding employment, access to healthcare services (mental, chemical and physical), and tenant/landlord mediations. At the May 2018 HHAHC meeting, program models were created, and new strategies identified based on provider and community input.

Data Analysis: Point-in-Time Count (PIT), Housing Inventory Count (HIC), Coordinated Entry System (CES) data of 2018, shelter length of stay, and turn away data were reviewed by HHAHC as part of the needs assessment process. The results of highest need are represented to support the Anoka County project.

- PIT: 65% of singles were literally homeless, 39% of families were doubled up and a total of 31% of unaccompanied youth (age 24 and under) were also doubled up.
- CES: singles and families were equally represented at 39% while youth were 22%. In 2019, the number of families on the priority list increased to 44%.
- HIC: Rapid Re-Housing total units: 59 - 24% of the RRH resources are designated for singles and families (12% each) while youth represent the other 76%.
- HMIS: Length of shelter stay from 7/1/2017 – 4/30/2018 = 405 total singles (less than 30 days = 255 singles)
- Turn away – The Salvation Army: 55 households were turned away due to lack of prevention program funding.

Households considered “homeless” this biennium, even though they may be doubled-up, will be considered prevention next biennium, therefore Anoka County’s project will shift to prevention service delivery and rapid re-housing models. Anoka County is dedicating 50% of the overall budget to providing support and financial assistance to families.

Anoka County lacks adequate family shelter thus, families are forced to live with others (39%) or on the streets. When living with families who are renters, it puts both households at risk of eviction and homelessness, because unauthorized guests are a lease violation. Many families in this instance are not able to be assessed with the CES, and therefore must wait until they become “homeless enough” (55 households turned away). Using the Minnesota Prevention Assistance Tool for the 2019-2021 biennium, may allow these households quicker access to services and resources.

The total singles during the reporting period from July 1, 2017 through April 30, 2018 in HMIS was 405. Of those, 255 singles stayed less than 30 days in shelter and 69% were literally homeless or in shelter the night of the PIT. Moving singles from shelter into stable housing will be an area of focus for this biennium. These individuals, 39%, were on the CES priority list, and therefore would be eligible to be referred to rapid re-housing programs.

Finally, according to PIT data, 31% of youth were doubled up. Youth program providers start by diverting youth households by problem solving or connecting to mainstream resources. Outreach teams are accessible to support youth through school social workers or by calling the youth resource line to explore additional resources if necessary.

HHAHC reviews HMIS data quarterly through an existing performance scorecard. When comparing 2015–2017 to 2017-2019 (thru Q6) data, the percentage of households stably housed at exit for all project types is over 91% for both biennia, indicating the current programs are working and this is a good intervention to continue using to address the needs of the community.

The average number of days from application to housing for the Rapid Re-Housing program, are significantly different. For 2015-2017, the average number of days was 11.43 compared to 78.76 for the current biennium. This increase is, in part, due to a new program which started this biennium. Locating and keeping households engaged, coupled with a tight rental market and to still have less than 80 days from applied to housed, does seem reasonable.

The rate of returns to homelessness is measured at the Continuum of Care level and since Anoka County is part of SMAC, the overall rate of return to homeless has decreased over time from 4.21% to 4.15% for the same time frame as the other measures. This overall drop would indicate the program is an effective intervention for building longer-term stability, therefore, justifying the continued use of the current programs to address the remaining need.

An analysis was completed using the Minnesota Needs Funding Activity Coordination Tool (MNFACT) to better understand the people served. FHPAP continues to serve a higher percentage of participants who identify as Black/African-American, 48 percent of those served compared to the 4 percent that this demographic represents in

the general population of Anoka County. This is consistent with the data from the FHPAP 2015-2017 biennium when 43 percent of participants identified as Black/African-American. The causes for this significant representation are complex and varied. They can include job instability, over representation in lower wage jobs, generational poverty, lack of natural support systems and racial and cultural bias that can impact landlord-tenant relations. The HHAHC has begun to look deeper into racial equity and disparities and the affect it has on housing and access to basic needs.

- Complete the following table by listing the top three needs of each population. Include needs of both the adult and child in the household, if applicable.

<b>Prevention Needs (households at imminent risk of homelessness)</b>			
<b>___ Families</b> <ul style="list-style-type: none"> <li>• Employment training &amp; support</li> <li>• Mental Health/Chemical Health Services</li> <li>• Connections to mainstream resources—SNAP, SSI, SOAR, etc.</li> </ul>	<b>___ Families (Youth) (age 24 and under)</b> <ul style="list-style-type: none"> <li>• Housing Search and Placement</li> <li>• Employment training &amp; support</li> <li>• Connections to mainstream resources—SNAP, SSI, SOAR, etc.</li> </ul>	<b>___ Singles (Adult)</b> <ul style="list-style-type: none"> <li>• Employment training &amp; support</li> <li>• Mental Health/Chemical Health Services</li> <li>• Connections to mainstream resources—SNAP, SSI, SOAR, etc.</li> </ul>	<b>___ Singles (Youth) (age 24 and under)</b> <ul style="list-style-type: none"> <li>• Housing Search and Placement</li> <li>• Employment training &amp; support</li> <li>• Connections to mainstream resources—SNAP, SSI, SOAR, etc.</li> </ul>
<b>Rapid Re-housing (homeless households)</b>			
<b>___ Families</b> <ul style="list-style-type: none"> <li>• Housing Search and Placement</li> <li>• Employment training &amp; support</li> <li>• Connections to mainstream resources—SNAP, SSI, SOAR, etc.</li> </ul>	<b>___ Families (Youth) (age 24 and under)</b> <ul style="list-style-type: none"> <li>• Housing Search and Placement</li> <li>• Employment training &amp; support</li> <li>• Connections to mainstream resources—SNAP, SSI, SOAR, etc.</li> </ul>	<b>___ Singles (Adult)</b> <ul style="list-style-type: none"> <li>• Housing Search and Placement</li> <li>• Employment training &amp; support</li> <li>• Connections to mainstream resources—SNAP, SSI, SOAR, etc.</li> </ul>	<b>___ Singles (Youth) (age 24 and under)</b> <ul style="list-style-type: none"> <li>• Housing Search and Placement</li> <li>• Employment training &amp; support</li> <li>• Connections to mainstream resources—SNAP, SSI, SOAR, etc.</li> </ul>

### C. Selecting Providers

**NOTE:** Minnesota Housing strongly encourages applicants to conduct a local Request for Proposals (RFP) or Letter of Interest (LOI) process to select providers that are best suited to meet the community’s homeless needs.

- Did your community conduct a local RFP or LOI process? If not, provide the rationale as to why your community did not use this process.

Anoka County issued a formal Request for Proposals (RFP) in July 2018 for FHPAP that resulted in four applicants submitting proposals. The RFP was crafted utilizing the Prevention and Outreach subcommittee of HHAHC. The RFP focused on the prevention of households experiencing repeat episodes of homelessness and the engagement work needed to assist households in finding and securing housing.

- Describe how advisory committee members were involved in your selection process.

Members were invited to participate in the review and selection process in late spring of 2018, sub-grantee agencies are not allowed to participate in the selection process. The Selection Committee was comprised of four Anoka

County staff, representing Financial Services, Social Services, Children and Family Services, and the Job Training Center. The community members and providers represented private landlords, community volunteers, Minnesota Engagement on Shelter and Housing (MESH), Minnesota Assistance Counsel for Veterans (MAC-V) and People Inc. A subcommittee of the Selection Committee assisted in the writing of the RFP, ensuring the needs and barriers expressed by the community were identified and expectations were clearly outlined to prospective applicants. The RFP was released on July 24, 2018, a Bidder's Conference held on July 31, 2018, and applications were due by noon on August 31<sup>st</sup>, 2018. Once received all were sent electronically to the Selection Committee along with the FHPAP scoring tool (listed in C. 4).

3. In one paragraph, describe the process you used to solicit providers, including how providers were notified about the opportunity.

The process Anoka County uses to solicit providers includes posting to <https://www.anokacounty.us/3484/Housing-Programs> and a distribution via email listserv to attendees of the HHAHC. The Request for Proposal (RFP) was sent electronically on July 24, 2018 to the HHAHC and included a request for other metro leaders to forward to additional interested organizations. A copy was posted to Anoka County's website the same day. This process complies with the Anoka County Financial Policies and the Human Services Division internal process.

4. List the criteria used to select providers, or copy and paste your selection scorecard here:

The following criteria was used to select providers.

- The intended target population is made clear and there is sufficient reason to believe the strategies proposed will be effective with this target population.
- The proposed target population aligns with the priority population described in the RFP.
- The priority services identified within the RFP are clearly incorporated into the proposed program model.
- The proposed model incorporates evidence-based best practices models or creative solutions that are supported by data and provider experience.
- Demonstrates knowledge and utilization of Housing First and Low Barrier Principles.
- The Program Model provides a logical connection between the program strategies, types of financial assistance, and support services proposed.
- Services offered match directly with the intended outcomes.
- Agencies proposing to serve families with school age children demonstrate a working relationship with all appropriate school districts, and outreach agencies, to ensure that housing solutions are compatible with school placement.

Sections of the RFP were assigned maximum points, with the total available points being 100. A scale was used to guide reviewers as they completed their evaluations (inadequate responses 0-19 points, medium responses 20-30 points and excellent responses 31-40 points).

The Selection Committee met on September 11, 2018 to review and discuss the applications received. Given the small number of applications, the Selection Committee opted to discuss each application individually naming the pros/cons of each and posing additional questions to be asked of applicants to expand on given answers. The Selection Committee emailed follow up questions to staff. A designated member of the Selection Committee held a teleconference with each agency to collect the additional information for their proposal. The results of these conversations were sent via email to the Selection Committee. The Selection Committee was given one week to review the updated applications at which time a meeting was held to select the sub-grantees. All applicants were notified in writing on October 3, 2018 if they were selected or if their proposal was not selected. All applicants who were not selected were offered the opportunity to receive feedback on their application from the Selection Committee.

At the October 10, 2018 meeting, the HHAHC formally accepted the recommendations from the Selection Committee and voted to proceed with The Salvation Army, the YMCA and Mediation and Restorative Services as

sub-grantees for the 2019-2021 biennium. The Anoka County Board will approve contracts with each sub-grantee once the award is announced and a formal contract is received from MN Housing.

- Describe the rationale for selecting providers, including who applied and whether or not they were selected. Indicate if providers were intending to provide culturally specific services as well.

The providers selected from the RFP process were The Salvation Army, the YMCA, and Mediation and Restorative Services. The Salvation Army and the YMCA were chosen based on agency capacity, level of experience with FHPAP, performance and community need. The Selection Committee was particularly intrigued at the model proposed by Mediation and Restorative Services. Their innovative idea to partner with the other agencies to assist households further “upstream” to prevent evictions was the reason they were selected as a sub-grantee.

The Salvation Army staff will refer households to culturally specific organizations in the metro area, on the other hand the YMCA recognizes connecting youth to culturally specific organizations is imperative to long-term success and stability therefore ensuring youth are connected. Finally, Mediation and Restorative Services is also committed to connecting, or providing, services to anyone regardless of sex, color, religion, orientation, beliefs, or lack thereof.

HOPE 4 Youth was not selected to be a provider of FHPAP services for the upcoming biennium. The Selection Committee found that their answers to the RFP questions did not adequately detail the proposed program or the desired outcomes with the accompanied budget narrative.

- If providers were not selected, describe your appeal process.

The Selection Committee does not have an official appeal process. However, the selection process has been established in a way that provides the opportunity for any applicant to bring forward concerns about the results of the RFP reviews. The Selection Committee makes their recommendations to the HHAHC, who also acts as the FHPAP Advisory Committee. It is this body that officially votes on which grant applicants are selected to participate in writing the grant application to MN Housing and if funded, become sub-grantees of Anoka County. Even after MN Housing releases the results for their RFP for the FHPAP grant, Anoka County has the sole authority to approve any sub-grantee agreements according to Anoka County policies.

The Selection Committee, notifies each applicant of the results of the committee’s decision and offers an opportunity to receive feedback on their application. This opportunity is provided to support and encourage applicants to improve on their understanding of FHPAP and how their agency could potentially partner to provide these needed services.

**II. Project Design (Possible Points: 25)**

- Select the populations and categories you will be providing by checking the boxes next to the population type:

Population	Category			
	Coordinated Entry	Street Outreach	Prevention	Rapid Re-housing
Family	_____	_____	<u>X</u>	<u>X</u>
Youth family	_____	_____	<u>X</u>	<u>X</u>
Single adult	_____	_____	<u>X</u>	<u>X</u>
Youth single	_____	_____	<u>X</u>	<u>X</u>

- If a population is **not** selected for the prevention or rapid re-housing categories, describe why you will not serve this (these) population(s) with these activities, and explain other ways they will be served in your community.

All populations will be served in Anoka County with prevention and rapid re-housing services. Anoka County has specified access points for clients to be assessed through Coordinated Entry. Shelters, drop-in centers, and other agency staff are also trained in conducting assessments for Coordinated Entry. Street Outreach is also done by a variety of participating agencies, therefore allowing the FHPAP resources to be dedicated to prevention and rapid re-housing. Priority populations are included in the program models, if applicable, and are listed in the tables below. (II.4.)

3. Are there additional sub-populations that you will prioritize such as those described below:

- Households scoring highest on the prevention targeting tool
- Households with incomes at or below 100 percent of federal poverty guidelines
- Households disparately impacted by homelessness such as Native Americans, people of color, or LGBTQI youth.

The additional sub-populations Anoka County will prioritize include those scoring highest on the Minnesota Prevention Assistance Tool, households with incomes at or below 150% of Federal Poverty Guidelines (FPG), and households disparately impacted by homelessness including people of color and LGBTQI youth. Reducing the threshold to 150%, allows for better service delivery to be provided to people of color and LGBTQI youth, as those disparately impacted groups fall into the 150% or less category at a higher rate than other groups. Anoka County will work towards the target of 50% or more of the prevention household scoring 21 or more on the tool being served. Data gathered through this initiative will further allow for targeted resources going to those in greatest need. Additionally, lowering the income guidelines for this biennia to 150% is an initial strategy that could result in a sustained 150% of federal poverty guidelines or a lowering to 100% during the 2021 – 2023 biennia. Both strategies will help Anoka County determine the likelihood of households becoming homeless if not for this assistance.

4. Describe any unique or innovative aspects of your program design that you would like us to know about:

A unique and innovative aspect of Anoka County’s program design for this biennium includes providing pre-eviction services to those who qualify based on the Minnesota Prevention Assistance Tool. The Community Needs Assessment conducted in 2018, indicated that 56.6% of all populations identified tenant/landlord mediation as a need, and 69% of providers recognized evictions as a barrier to housing. Additionally, according to MinnPost, June 12, 2018, “Anoka County had the highest rate of eviction filings at 4%”, compared to Hennepin and Ramsey at 3% and 3.6%, respectively. Therefore, Anoka County is requesting \$906,514 over the biennium to serve 219 households that are homeless or at imminent risk of homelessness, through prevention and rapid re-housing. FHPAP will be used to serve all household types: adult singles, adult families, youth singles and youth families. The following tables outline the model descriptions, additional eligibility requirements, other than those identified in II.3., and program strategies to be offered.

**Light Touch Assistance:** Services and Assistance listed need not be PROVIDED to each household and must be AVAILABLE to households as needed/requested (directly through the provider or by close access to partner organizations). Services provided beyond 3 months will be discussed as a community to explore/assess other options.

<i>Description of Model #1</i>	Light Touch Assistance - services accompanied at times with very minimal financial assistance (no more than \$100) to help resolve housing crisis.	
<i>Client Eligibility</i>	<ul style="list-style-type: none"> <li>• At imminent risk of homelessness or doubled-up</li> <li>• Low income (less than 150% poverty level) or no income</li> <li>• Scoring low (0-12) on MN Prevention Targeting Tool</li> <li>• Likely to stabilize with limited support services and no more than \$100 of financial assistance, though not expected.</li> </ul>	
<i>Program</i>	<b>Service Set (1-3 months)</b>	<b>Financial Assistance- no more than \$100</b>

<p><i>Strategies Offered</i></p>	<p>Case Management may include:</p> <ul style="list-style-type: none"> <li>• Information and Referral – wrap around services for: <ul style="list-style-type: none"> <li>○ Financial management, budgeting</li> <li>○ <b>Employment training &amp; support</b></li> <li>○ <b>MH/CD services</b></li> <li>○ Tenant education</li> <li>○ Legal assistance</li> <li>○ Established services/partnerships for immigrant populations</li> <li>○ <b>Connections to mainstream resources—SNAP, SSI, SOAR, etc.</b></li> </ul> </li> <li>• Landlord mediation, education, &amp; engagement</li> </ul>	<p>Financial assistance <i>is not expected</i> but, may include:</p> <ul style="list-style-type: none"> <li>• Housing application fees</li> <li>• Utility assistance (including past due)</li> <li>• Transportation assistance (when directly connected to housing stability services/assistance)</li> <li>• Paying for State IDs and Birth Certificates</li> <li>• Other material and financial assistance <ul style="list-style-type: none"> <li>○ Employment related costs (work boots, interview prep/clothes) (only upon approval of Grantee)</li> </ul> </li> </ul>
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**One-Time Assistance:** Households served *are considered homeless*, must complete Coordinated Entry Step 2 Assessment, but do not need to go through the CES prioritization list to be served. Services and Assistance listed as OFFERED need not be PROVIDED to each household but, must be AVAILABLE to households as needed/requested (directly through the provider or by close access to partner organizations). Services provided beyond 3 months will be based upon re-assessment, community input and must be directly related to housing stability.

<p><i>Description of Model #2</i></p>	<p>One – time Assistance - Basic services and/or financial assistance (not to exceed \$1000) to help quickly re-house households from homelessness or to prevent an episode of homelessness.</p>	
<p><i>Priority Populations</i></p>	<ul style="list-style-type: none"> <li>• Families and Singles who are doubled – up, at imminent risk of homelessness, or homeless households</li> </ul>	
<p><i>Client Eligibility</i></p>	<ul style="list-style-type: none"> <li>• Currently homeless and must have been assessed through Coordinated Entry</li> <li>• Doubled – up or at imminent risk of becoming homeless</li> <li>• Having proof of eviction, notice to vacate, or writ order</li> <li>• Proof that other community resources were used first (EA denial letter) – barring 24-hour window in order to avoid a crisis</li> <li>• Has housing/solution identified to end or avoid an episode of homelessness and likely to stabilize with one-time financial assistance</li> <li>• Scoring 13 – 15 on MN Prevention Targeting Tool</li> <li>• Low income (less than 150% poverty level)</li> <li>• Employed or connected to other income (SSI, etc.) sufficient to sustain housing after assistance</li> </ul>	
<p><i>Program</i></p>	<p><b>Service Set (1-3 months)</b></p>	<p><b>Financial Assistance (one-time)</b></p>

<p><i>Strategies Offered</i></p>	<p>Case Management may include:</p> <ul style="list-style-type: none"> <li>• Information and Referral – wrap around services for: <ul style="list-style-type: none"> <li>○ Financial management, budgeting</li> <li>○ <b>Employment training &amp; support MH/CD services</b></li> <li>○ Tenant education</li> <li>○ Legal assistance</li> <li>○ Established services/partnerships for immigrant populations</li> <li>○ <b>Connections to mainstream resources—SNAP, SSI, SOAR, etc.</b></li> </ul> </li> <li>• Landlord mediation, education, &amp; engagement</li> </ul>	<p>One-time financial assistance may include:</p> <ul style="list-style-type: none"> <li>• Rental Assistance <ul style="list-style-type: none"> <li>○ 1<sup>st</sup>/Last month’s rent</li> <li>○ Deposit</li> <li>○ Housing application/holding fees (no more than 2 per household)</li> </ul> </li> <li>• Utility assistance (including past due)</li> <li>• Furniture, Household items</li> <li>• Transportation assistance (when directly connected to housing stability services/assistance)</li> <li>• Other material and financial assistance <ul style="list-style-type: none"> <li>○ Employment related costs (work boots, interview prep/clothes) (only upon approval of Grantee)</li> </ul> </li> </ul>
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**Short Term Assistance:** Services and Assistance listed need not be PROVIDED to each household but must be AVAILABLE to households as needed/requested (directly through the provider or by close access to partner organizations). Households will be reassessed each month to determine need for continued service/assistance.

<i>Description of Model #3</i>	Short Term Assistance - Services and/or financial assistance (for up to 6 months) to help resolve homelessness and/or housing crisis.	
<i>Priority Populations</i>	<ul style="list-style-type: none"> <li>• Families and Youth</li> </ul>	
<i>Client Eligibility</i>	<ul style="list-style-type: none"> <li>• At imminent risk of homelessness or homeless or doubled-up</li> <li>• Low income (less than 150% poverty level)</li> <li>• Scoring 16-20 on MN Prevention Targeting Tool OR scoring 2-8 on VISPDAT, or discretion of program manager</li> <li>• No other means to resolve crisis, likely to become homeless but, for this assistance</li> </ul>	
<i>Program</i>	<b>Service Set (1-6 months)</b>	<b>Financial Assistance Set (1-6 months)</b>

<p><i>Strategies Offered</i></p>	<ul style="list-style-type: none"> <li>• Case Management may include: <ul style="list-style-type: none"> <li>○ Financial management, financial literacy, and budgeting</li> <li>○ Tenant education—client engagement and follow through, household cleaning, cooking, landlord relationships, etc.</li> <li>○ <b>Employment training and support</b></li> <li>○ MH/CD services</li> <li>○ <b>Connections to mainstream resources—SNAP, SSI, SOAR, etc.</b></li> <li>○ Proactive follow up visits to ensure stability and progression toward self-sufficiency</li> </ul> </li> <li>• <b>Housing search and placement (if moving)</b></li> <li>• Landlord mediation, education, &amp; engagement</li> <li>• Family Reunification</li> <li>• Legal assistance</li> <li>• Established services/partnerships for immigrant populations</li> </ul>	<p>Financial assistance may include:</p> <ul style="list-style-type: none"> <li>• Rental Assistance <ul style="list-style-type: none"> <li>○ 1<sup>st</sup>/Last month’s rent</li> <li>○ Deposit (including holding fees)</li> <li>○ Housing application fees</li> </ul> </li> <li>• Utility assistance (including past due)</li> <li>• Transportation assistance (when directly connected to housing stability services/assistance)</li> <li>• Other material and financial assistance (examples) <ul style="list-style-type: none"> <li>○ Bridging/moving costs</li> <li>○ Employment related costs (work boots, interview prep/clothes)</li> <li>○ Gap check</li> </ul> </li> </ul>
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**Medium Term Assistance:** No more than 20% of households served in this model may be previous Short-Term Assistance model households. Services and Assistance listed need not be PROVIDED to each household but, must be AVAILABLE to households as needed/requested (directly through the provider or by close access to partner organizations). Households will be reassessed each month to determine need for continued service/assistance.

<p><i>Description of Model #3</i></p>	<p>Medium Term Assistance - Services and/or financial assistance (for up to 24 months) to help resolve homelessness and/or housing crisis.</p>	
<p><i>Priority Populations</i></p>	<ul style="list-style-type: none"> <li>• Doubled up/Homeless Families and Singles</li> <li>• Homeless Youth</li> </ul>	
<p><i>Client Eligibility</i></p>	<ul style="list-style-type: none"> <li>• At imminent risk of homelessness or homeless or double up</li> <li>• Zero or low income (less than 150% poverty level)</li> <li>• Scoring 21 or more on MN Prevention Targeting Tool OR scoring 4-8 on VISPDAT, or discretion of program manager</li> <li>• No other means to resolve crisis, likely to become homeless but, for this assistance</li> <li>• Households served by the “Short-Term” model who are assessed, have housing plan, need further help at the end of 6 months with possible monthly extensions</li> </ul>	
<p><i>Program</i></p>	<p><b>Service Set (up to 24 months)</b></p>	<p><b>Financial Assistance Set (up to 24 months)</b></p>

<p><i>Strategies Offered</i></p>	<ul style="list-style-type: none"> <li>• Case Management may include: <ul style="list-style-type: none"> <li>○ Financial management, financial literacy, and budgeting</li> <li>○ Tenant education—client engagement and follow through, household cleaning, cooking, landlord relationships, etc.</li> <li>○ <b><u>Employment training and support</u></b></li> <li>○ MH/CD services</li> <li>○ <b><u>Connections to mainstream resources—SNAP, SSI, SOAR, etc.</u></b></li> <li>○ Proactive follow up visits to ensure stability and progression toward self-sufficiency</li> </ul> </li> <li>• <b><u>Housing search and placement (if moving)</u></b></li> <li>• Landlord mediation, education, &amp; engagement</li> <li>• Family Reunification</li> <li>• Legal assistance</li> <li>• Established services/partnerships for immigrant populations</li> </ul>	<p>Financial assistance may include:</p> <ul style="list-style-type: none"> <li>• Rental Assistance <ul style="list-style-type: none"> <li>○ 1<sup>st</sup>/Last month’s rent</li> <li>○ Deposit (including holding fees)</li> <li>○ Housing application fees</li> </ul> </li> <li>• Utility assistance (including past due)</li> <li>• Transportation assistance (when directly connected to housing stability services/assistance)</li> <li>• Other material and financial assistance (examples) <ul style="list-style-type: none"> <li>○ Bridging/moving costs</li> <li>○ Employment related costs (work boots, interview prep/clothes)</li> <li>○ Gap check</li> </ul> </li> </ul>
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**Eligibility**

Minnesota Housing requires:

- Households be at or below 200 percent of federal poverty guidelines
- Households be residents of Minnesota or households otherwise approved by Minnesota Housing
- Households who are homeless or at imminent risk of homelessness

**NOTE:** Beyond what is required by Minnesota Housing, describe any additional criteria established by the grantee or its subgrantees by completing the table below:

Provider	Additional Eligibility Criteria	Caps on Assistance	Comments
Ex. America Agency	Ex. Households must be 150% of federal poverty guidelines	Ex. \$1000 cap on assistance to families; \$800 cap to singles and youth.	
The Salvation Army	Households who fall below 150% of FPG’s will be prioritized	None	
YMCA	Households will be below 150% of FPG’s	None	
Mediation and Restorative Services	None	None	

5. **Other Funding Sources.** If this project includes street outreach, emergency shelter, a transitional housing program or rapid re-housing program describe:

- The staffing, activities or components funded with FHPAP compared to the other funding source(s) such as state Transitional Housing Program or Homeless Youth Act funding:

- The percent of the total budget funded with FHPAP

Other funding sources contributing the Anoka County project include: United Way, Office of Economic Opportunity - Homeless Youth Act and other county funds for rapid re-housing totaling 19% of the overall budget. 100% of activities provided by TSA are funded with FHPAP dollars. MARS will be performing Prevention activities and therefore, are not required to provide leverage.

### III. Equity (Possible Points: 10)

1. Did your needs assessment identify any groups that are overrepresented in the homeless population? Describe any specific strategies you will use to effectively reach and serve these households.

An analysis was completed using the Minnesota Needs Funding Activity Coordination Tool (MNFACT) to better understand the people served. FHPAP continues to serve a higher percentage of participants who identify as Black/African-American, 48 percent of those served compared to the 4 percent that this demographic represents in the general population of Anoka County. This is consistent with the data from the FHPAP 2015-2017 biennium when 43 percent of participants identified as Black/African-American. The causes for this significant representation are complex and varied. They can include job instability, over representation in lower wage jobs, generational poverty, lack of natural support systems and racial and cultural bias that can impact landlord-tenant relations. The HHAHC has begun to look deeper into racial equity and disparities and the affect it has on housing and access to basic needs.

Another strategy to be implemented over the course of the biennia is Anoka's participation with Supporting Partnerships for Anti-Racist Communities (SPARC) as a part of SMAC. The voting members on the SMAC Governing Board representing Anoka County will be responsible to bring conversations, trainings, and any action ideas back to the HHAHC. SMAC Governing Board representatives will work with the Executive Committee of HHAHC to develop a plan around racial justice in the homeless system within our community.

HHAHC will use CORE reports through HMIS to ensure overrepresented households are being served. Data will be reviewed quarterly as Equity is a key area of focus for Anoka County for this biennium.

2. Applicants will be expected to monitor outcomes in the core report, which are described in the FHPAP RFP Instructions. For Outcome #5, applicants are expected to compare intake demographics of the households served compared to exit demographics by destination. Describe how you intend to increase equity using the data collected for Outcome #5.

HHAHC currently reviews quarterly data for performance measures based on housing stability, increasing income and length of time from acceptance to housed. HHAHC will include demographics of households served at entry and exit from the CORE reports as another performance measure for the upcoming biennium and will explore additional ways to increase the equity.

3. Does the composition of leadership, staff and committee members represent those you serve, especially those overrepresented in homelessness?

Current leadership at the grantee level does not represent those overrepresented in the homeless system. Staff are more reflective of the population served as 40% of direct service staff are people of color. HHAHC is actively recruiting to ensure those overrepresented in homelessness are represented, as this will be an on-going area of focus throughout the biennium.

4. What steps will be taken to achieve greater parity between staff/FHPAP advisory group member composition and the overrepresented groups being served.

During the first half of 2019 HHAHC will explore and develop an intentional recruiting strategy to ensure all populations and stakeholders are participants. Invitations to participate in community meetings, focus groups, and community connect events are the strategies that will be used to achieve greater parity.

#### IV. Collaboration (Possible Points: 5)

1. How does your FHPAP project help to address Continuum of Care (CoC) priorities?

All SMAC counties will use the Minnesota Prevention Assistance Tool for households who do not qualify for a Coordinated Entry assessment and will provide assistance according to Minnesota Prevention Assistance Tool score outcomes and funding availability. Subgrantees are aligned with the priorities as established by SMAC, to serve literally homeless and chronically homeless households in their Rapid Re-housing programs. Lastly, the HHAHC is well represented through active participation at the Governing Board, Coordinated Entry workgroup and the Coordinated Entry Advisory group levels.

2. Does your program currently coordinate Housing Trust Fund (HTF) and FHPAP resources? If yes, how could you improve or expand this coordination during the upcoming biennium? If not, how will you begin to coordinate these resources during the upcoming biennium?

Currently, the Housing Trust Fund (HTF) administrators of Hearth Connection, Lutheran Social Service, and Radian Health are not coordinated with FHPAP resources. Conversations have started with each agency to explore how HTF resources can be used most effectively. Further discussions will be held at upcoming HHAHC meetings to identify what and how resources can be utilized.

#### V. New Applicants Only (Possible Points: 35)

1. Describe how you prepared to become an FHPAP applicant. Your response must include, but is not limited to:

- The formation of your advisory committee
  - Work performed by the advisory committee during the last year
  - Development of your overall project design
- \_\_\_\_\_

2. Describe your administrative experience with similar projects. Your response must include, but is not limited to:

- Previous experience with state or federal funding
  - Incorporating a data-driven program design
  - Project management, monitoring and evaluation
- \_\_\_\_\_

3. Are the activities you propose in your FHPAP project currently funded by other sources? If so, provide budget information to show how FHPAP funds will enhance and/or expand the activities.
- \_\_\_\_\_

4. Are you currently using the Homeless Management Information System (HMIS)? If not, staff must be trained and ready to use HMIS prior to July 1, 2019. Explain how and when you will implement training and meet this deadline.
- \_\_\_\_\_

#### VI. Preliminary Practice Model (Possible Points: 5)

In 2018, several state agencies and the Heading Home Minnesota Funders Collaborative (Funders Collaborative) identified key elements of a **preliminary practice model**. Grantees will need to identify which elements of the preliminary practice model are currently implemented, are in the process of being implemented or are not yet implemented. Check the box that corresponds with your answers.

Practice and Core Components	Fully Implemented	Partially Implemented	Not Yet Implemented
<p style="text-align: center;"><b>Equity Focus</b></p> <p>Staff and leadership represent the diversity of the populations served.</p> <p>Service strategies are representative and responsive to the needs of diverse populations.</p> <p>Stakeholders representing diverse populations have defined roles in the design and implementation of programs.</p> <p>The project evaluates disparities in outputs and outcomes and takes action to address these disparities.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p style="text-align: center;"><b>“Nothing about us without us.”</b></p> <p>Persons with lived experience (homeless or formerly homeless) have helped shape and design the project model through active roles in the development process, surveys or focus groups.</p> <p>Persons with lived experience are consulted during implementation and assist in evaluating or monitoring the project to ensure that the project model and deployed resources are effectively meeting the needs of those served.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p style="text-align: center;"><b>Early Identification and Trauma-informed Responses</b></p> <p>The organization <b>realizes</b> the widespread impact of trauma and understands potential paths for recovery.</p> <p>The organization <b>recognizes</b> the signs and symptoms of trauma in clients, families, staff and others involved with the system.</p> <p>The organization <b>responds</b> by fully integrating knowledge about trauma into policies, procedures and practices.</p> <p>The organization seeks to actively resist <b>re-traumatizing</b> those seeking assistance.</p> <p>Staff is trained in trauma-informed approaches and utilizes them in their daily work.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p style="text-align: center;"><b>Two-generational Approaches</b></p> <p>The needs and strengths of the entire family are assessed as part of</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Practice and Core Components	Fully Implemented	Partially Implemented	Not Yet Implemented
<p>routine intake processes.</p> <p>Referrals or connections are made simultaneously for parents and their children to appropriate programs for which they are eligible.</p> <p>Project outcomes focus on the impact of the whole family and help inform changes to delivery models if needed.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p style="text-align: center;"><b>Progressive Engagement</b></p> <p>Initial interventions are structured as short-term responses or on an “as needed” basis. The project provides the right amount of support/assistance for the right amount of time to meet the needs of the household.</p> <p>The project has established clear protocols for how services can be escalated, maintained or discontinued as household needs dictate.</p> <p>The project regularly reassesses the needs and barriers of a household and seeks to end support/assistance once housing retention barriers are resolved.</p> <p>The project avoids false assumptions that all persons want or need more intensive or longer-term assistance.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p style="text-align: center;"><b>Housing First</b></p> <p>The project has low barrier admission practices without requirements for entry such as sobriety or requirements to participate in services.</p> <p>Client choice in housing selection and supportive service participation is valued and built into the project model.</p> <p>The project has a regularly established process to review eligibility requirements and intake processes to ensure people experiencing homelessness have access to housing resources and/or supports.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p style="text-align: center;"><b>Leveraging Mainstream Resources</b></p> <p>The project’s intake and ongoing assessment process includes identifying mainstream resources for which a household may be eligible.</p> <p>The project provides support to households in enrolling in mainstream resources such as transportation to appointments, assistance with filling out applications, or obtaining needed documentation.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Practice and Core Components	Fully Implemented	Partially Implemented	Not Yet Implemented
Staff is knowledgeable of mainstream resources, provides a warm hand off and advocates for swift enrollment into mainstream resources.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The project may have established joint intake or expedited enrollment processes for mainstream economic assistance, public housing, mental health and substance disorder services or other resources so households can be quickly connected with mainstream resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Continuous Improvement</b>  The project has an established process to regularly evaluate the project’s outcomes and the evolving needs and trends of the households served.  The project has a regularly established process to evaluate the successes, areas of improvement and unanticipated needs of its existing project model and service delivery practices.  The project engages leadership and stakeholders in improving the impact of the project and deployed resources.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A. Of the practice(s) listed above, which ones will your project will work on this biennium?

The practices of Equity, “Nothing about us without us” and Progressive Engagement are the areas HHAHC will work on during this biennium.

Equity: While leadership does not represent those being served, current staff does. Many of the staff represent the populations of: people with lived experience, those who have been in the foster care system, becoming parents at a young age, communities of color, and LGBTQI. See table in IV. B. for further detail on actions to be taken by whom, and when.

“Nothing about us without us”: A single adult who has lived experience started recently attending HHAHC meetings. The feedback and suggestions already received to assist those still experiencing homelessness have been extremely valuable. The steps HHAHC will take are listed in the table below.

Progressive Engagement: Discussions on the preliminary practice model strategies occurred at the May 2018 meeting of HHAHC. This strategy set itself apart to meet the unique needs of each household by matching services with direct assistance. Therefore, Anoka County will move in the direction of “service delivery” versus “check cutting” model over the next biennium. See table in IV. B. for further details.

B. Describe the practice(s) you have chosen, which providers, advisory committee members and stakeholders will be involved, and a summary of your timeline and tasks:

Preliminary Practice Model Component	Providers/HHAHC Members/Stakeholders Accountable	Tasks	Timeline
Equity	HHAHC	Intentional recruiting	Early 2019
	HHAHC and ICA	Data review performance measures and CORE report	Quarterly
Nothing About Us without Us	HHAHC	Intentional recruiting – families and youth	Early 2019
	All HHAHC providers	Share and/or develop a best practice process for discharge planning	Quarter 2 of 2019
	All subgrantees	Create a program evaluation for exited households	Quarter 2 of 2019
Progressive Engagement	HHAHC	Training and implementation of best practice provided to direct service staff	Quarter 2 of 2019
	All subgrantees	Assess and evaluate service model through case discussions	Monthly

**Signature**

I certify and acknowledge, on behalf of the applicant and myself, that:

- A. The statements and information contained in this application, based upon reasonable inquiry and belief, are true, accurate and complete.
- B. I have been duly authorized and have full authority to execute this application on behalf of the applicant.
- C. The applicant will promptly notify Minnesota Housing Finance Agency in writing of a change of any fact or circumstance represented in this application, or in any other document furnished in connection with this application, which is reasonably likely to have a material effect on the information contain in this application.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date