River Valleys Continuum of Care (MN-502)

**Preparation & Performance Narrative**

This narrative is meant to demonstrate understanding of expectations for CoC project grantees and describe how the project applicant (and its subrecipients or other partners) will be ready to meet those expectations during the grant period.

# A. Rapid implementation plan

1. Provide a schedule of implementation milestones for 60 days, 120 days and 180 days after grant award announcement. Include elements such as hiring plans, training plans, program policy development, financial policy updates, partnership development, environmental review, and any other elements needed for rapid implementation.

**NOTE:** This chart should reflect steps to be taken BEFORE the grant contract is executed. The chart *e-snaps* should reflect steps taken AFTER the grant contract is executed.

|  |  |
| --- | --- |
| Date | Milestones |
| January 2024 | HUD funding award announcements |
| + 60 days (March 2024) |  |
| + 120 days (May 2024) |  |
| + 180 days (July 2024) | Grant executed with HUD |

2. Capacity to implement. If the project applicant has a CoC housing renewal project that is in the bottom 25% of renewal projects (by total score) for 2022: Provide an explanation of the applicant (or subrecipient) capacity to both a) implement a new project successfully and b) improve performance of the existing project.

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# B. Plan to achieve program outcomes

Identify specific steps the applicant will take during or before the first grant period to ensure that the project meets renewal project standards and advances CoC outcomes. Steps may include things like policy/procedure changes, staff training, agreements with other agencies, hiring goals, staff assignments, creation of peer roles, etc. For full points, include a completion date and responsible person/title for each standard. 100-word MAXIMUM per standard. Use a bulleted list where appropriate.

## 1. Program Management

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| --- | --- |
| **Standard** | **Plan /steps to meet or exceed standard** |
| **ALL projects** | |
| The recipient spends at least 95% of grant funds awarded. |  |
| The recipient makes regular funding draws to ensure services throughout the grant period. |  |
| The recipient provides training and support to staff/volunteers who deliver the program. | Suggestion: Refer to the [CoC Training and Development Policy](https://www.rivervalleyscoc.org/uploads/8/1/9/2/81921492/training_and_development_policy-adopted_3.21.19.pdf) for ideas. |
| **Housing or service projects only (not HMIS)** | |
| The project maintains full utilization of beds/units (or full caseload for SSO). |  |
| The project’s data in HMIS or a comparable database is at least 90% complete and accurate for universal data elements. |  |

## 2. Policy/System Alignment

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| --- | --- |
| **Standard** | **Plan /steps to meet or exceed standard** |
| **ALL projects** | |
| The recipient actively participates in CoC activities and decision-making. |  |
| The recipient actively participates in Coordinated Entry, including system improvement activities. |  |
| The recipient advances equity for groups least likely to access or find success in homeless response system. | Suggestion: Refer to the [Advancing Equity Review](https://www.rivervalleyscoc.org/uploads/8/1/9/2/81921492/2023_advancing_equity_review_-_fillable.pdf) for questions to consider. |
| **Housing and service projects only (not HMIS)** | |
| The project provides Equal Access to participants, regardless of participant’s gender. | Suggestion: Review the [Equal Access Self-Assessment](https://www.rivervalleyscoc.org/uploads/8/1/9/2/81921492/2023_equal-access-agency-assessment-tool.xlsm) for possible actions. |
| The project fully implements the Housing First model. | Suggestion: Review the [Housing First Assessment Tool](https://www.rivervalleyscoc.org/uploads/8/1/9/2/81921492/2022_hud-housingfirstaassessmenttool.xlsx) to clarify expectations. |
| The project promotes greater self-sufficiency for all participants. | Suggestion: Refer to the [Promoting Self-Sufficiency Review](https://www.rivervalleyscoc.org/uploads/8/1/9/2/81921492/2023_promoting_self_sufficiency_review_-_fillable.pdf) for questions to consider. |
| The project ensures that children and youth have access to the educational services to which they are entitled. | Suggestion: Review the [K-12/Early Childhood Collaboration checklist](https://www.rivervalleyscoc.org/uploads/8/1/9/2/81921492/2023_k12_early_childhood_collaboration_-_fillable.pdf) to clarify expectations. |

## 3. Serving High-Need Populations

This area will be assessed based on information provided in the *e-snaps* application.

## 4. Performance (Participant outcomes)

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| --- | --- |
| **Standard** | **Plan /steps to meet or exceed standard** |
| **Service projects only (not Housing or HMIS)** | |
| The project helps at least 85% of households complete Housing Problem Solving or Coordinated Entry assessment for referral to housing. |  |
| The project helps at least 60% of households meet an immediate need for shelter, food, or healthcare. |  |
| The project helps at least 25% of households access a mainstream benefit for which they are eligible. |  |
| **Housing projects only (not Services or HMIS)** | |
| The project helps participants access housing in the program within 30 days of referral/contact. |  |
| The project helps at least 90% of participants exit to or remain in permanent housing. |  |
| The project helps at least 25% of participants increase income from employment. |  |
| The project helps at least 40% of participants increase income from non-employment sources. |  |
| The project helps at least 40% of households obtain noncash benefits. |  |
| The project prevents returns to homelessness from the program for 95% of participants who exit. |  |
| **Housing or service projects serving special populations** | |
| **Survivors of Domestic Violence:** The project helps at least 75% of participants to achieve a reduction in perceived level of risk. |  |
| **Unaccompanied Youth:** The project supports at least 75% of youth to establish permanent connections to community or relevant persons in their lives. |  |
| **HMIS projects** | |
| The project supports CoC performance plans with adequate staffing, materials, and/or equipment for implementation and evaluation. |  |

# C. Experience with managing similar programs

Required only for new applicant or subrecipient that does not currently receive HUD CoC Program funding.

#### 1. Current/recent Federal funding grants or contracts administered by the agency

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| --- | --- | --- | --- | --- | --- | --- |
| **Federal Agency** | **Federal Grant/ Program Name** | **Agency Role in Grant** | **Amount of Grant** | **Grant Term (months)** | **Primary Activities of the Grant** | **Key Staff on Grant Funded Project** |
|  |  | Pick one:  Sole grantee  Primary grantee with subgrantees  Subgrantee  Contractor or vendor to a grantee |  |  |  |  |
|  |  | Pick one:  Sole grantee  Primary grantee with subgrantees  Subgrantee  Contractor or vendor to a grantee |  |  |  |  |
|  |  | Pick one:  Sole grantee  Primary grantee with subgrantees  Subgrantee  Contractor or vendor to a grantee |  |  |  |  |

#### 2. Current/recent State or other major funding grants or contracts administered by the agency

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| --- | --- | --- | --- | --- | --- | --- |
| **Funding Agency** | **Grant/ Program Name** | **Agency Role in Grant** | **Amount of Grant** | **Grant Term (months)** | **Primary Activities of the Grant** | **Key Staff on Grant Funded Project** |
|  |  | Pick one:  Sole grantee  Primary grantee with subgrantees  Subgrantee  Contractor or vendor to a grantee |  |  |  |  |
|  |  | Pick one:  Sole grantee  Primary grantee with subgrantees  Subgrantee  Contractor or vendor to a grantee |  |  |  |  |
|  |  | Pick one:  Sole grantee  Primary grantee with subgrantees  Subgrantee  Contractor or vendor to a grantee |  |  |  |  |

3. Name of agency’s financial management/accounting software:

4. Notes of clarification on any information above: