

TEMPORARY HOUSING DEMONSTRATION PROGRAM

ANNUAL REPORT STATE FISCAL YEAR 1989

MARCH 12, 1990

**PREPARED BY
THE MINNESOTA DEPARTMENT OF JOBS AND TRAINING
ECONOMIC OPPORTUNITY OFFICE
670 AMERICAN CENTER BUILDING
150 EAST KELLOGG BOULEVARD
ST. PAUL, MINNESOTA 55101
(612) 297-4657**

TABLE OF CONTENTS

	<u>PAGE</u>
Purpose	1
Legislative History	1
Funding History	1
Number of Programs Funded	1
Applications and Awards	2
Findings	3
Number of Requests	4
Individuals Served	4
Reasons For Seeking Assistance	5
Length of Stay	6
Reasons for Discharge	6
Demand For Support Services Upon Intake	7
Follow-Up Information on the Status of Persons Assisted	8
Sources of Income	8
Previous Housing Status	9
Previous Place of Residence	9
Conclusion	10
Recommendations	10

APPENDICES

Exhibit A - SFY 1989 Listing of Grantees
Exhibit B - SFY 1990 Transitional Housing Act
Exhibit C - SFY 1990 Transitional Housing Application Package
Exhibit D - SFY 1990 Listing of Grantees
Exhibit E - Reporting Fork Key
Exhibit F - Reporting Form

Contents

**TEMPORARY HOUSING DEMONSTRATION PROGRAM
ANNUAL REPORT - FY 1989**

PURPOSE

The purpose of this report is to provide information on the Temporary Housing Demonstration Program as required by MN Statutes Chapter 268.38. The report includes:

- (A) the number of programs funded;
- (B) the results of the evaluation of those programs;
- (C) the evaluation of data collected on the programs funded;
and
- (D) recommendations for future action by the legislature.

LEGISLATIVE HISTORY

In May 1984, The Minnesota Legislature established the Temporary Housing Demonstration Program (THDP) to assist homeless individuals in the progression towards securing stabilized housing. The THDP is administered jointly by the Minnesota Department of Jobs and Training (MnDJT) and the Minnesota Housing Finance Agency (MHFA), who in turn make grants to eligible recipients to initiate, maintain or expand programs to provide transitional housing and support services to homeless individuals.

The MnDJT funding assists programs in meeting operating costs such as rent, utilities, supportive services, transportation, or program administration. Capital costs including construction, acquisition or rehabilitation are eligible uses of MHFA funding.

Temporary housing is currently defined under state law as housing designed for independent living and provided to a homeless person or family at a rental rate of at least 25 percent of the family income for a period of up to twenty-four months.

FUNDING HISTORY

(A) The number of programs funded

The first THDP appropriation of \$250,000 was awarded to the MnDJT in Fiscal Year 1985. Nine applications were received requesting a total of \$470,472. All nine agencies received funding averaging \$30,936* per program, accounting for 32.9 percent of their operating budgets.

In FY 1986, MnDJT's funding under the THDP was reduced to \$170,000 and remained at the level through FY'89. In FY '90, the Minnesota Housing Finance Agency was awarded an additional \$50,000 under the Program which it was allowed to transfer to DJT.

- * This included \$28,425 of Community Services Block Grant Discretionary funding.

FUNDING BY YEAR

FISCAL YEAR	DJT APPROPRIATION	SUPPLEMENTAL FUNDING (CSBG-DJT)	TOTAL DJT FUNDING	NUMBER OF AGENCIES FUNDED	AVG. GRANT AMOUNT
1985	\$250,000	\$28,425	\$278,425	9	\$30,936
1986	\$170,000	0	\$170,000	10	\$17,000
1987	\$170,000	\$52,000	\$222,000	13	\$17,076
1988	\$170,000	\$47,000	\$217,000	16	\$13,502
1989	\$170,000	\$12,500	\$182,500	21	\$ 8,690
1990	\$220,000*	\$10,000	\$230,000	27	\$ 8,518

In FY '89, twenty-eight agencies requested funding totalling \$495,000**. Twenty-one programs received funding averaging \$8,690 per program accounting for 8.379 of their operating budgets. (Appendix A).

In FY '90, thirty-two programs requested funding totalling \$509,000. Requests were limited to \$20,000 by the Department. Twenty-seven programs received funding averaging \$8,518.00 per program, accounting for 6.78 percent of their operating budgets. The total operating budget for these twenty seven programs was reported to be \$3,244,837.

FY 1989 APPLICATION AND AWARDS

The 21 THDP FY 1989 recipients were required to include in their applications (268.38, Pubd. 4):

- (1) a proposal for the provision of temporary housing and support services, including program objectives, availability of adequate funding, appropriateness of the proposed program for the population to be served, and how the program will help individuals to move into permanent housing;
- (2) a proposed budget;
- (3) a plan for collection of required data and the method to be used for program evaluation; and
- (4) evidence of the participation in the development of the application of any agency or governmental body that will provide essential services or assistance to the program.

The criteria MnDJT used for awarding the FY 1989 grants were (268.38 Subd. 5):

- (1) evidence that the application meets all program requirements;
- (2) evidence of the need of the applicant for state assistance and of the need for the particular program;
- (3) indication of long-range plans for future funding if the need continues to exist for the service; and

* Includes \$50,000 transfer from MHFA Transitional Housing Program

** Requests were limited by the MnDJT to \$20,000.

- (4) assurance that grants are awarded to as wide a variety of programs as possible, with emphasis on the programs that concentrate on long-term solutions to individual housing problems.

Twenty-one out of the thirty-three transitional housing programs in operation in Minnesota in FY '89 were funded under the THDP. Current capacities by geographic area were taken into account in arriving at funding decisions.

GEOGRAPHIC DISTRIBUTION OF FUNDS

GEOGRAPHIC AREA	NUMBER OF PROGRAMS OPERATING	NUMBER OF PROGRAMS FUNDED	NUMBER OF BEDS PER SHELTER	PERCENT OF STATE'S CAPACITY	PERCENT OF FUNDING RECEIVED	AMOUNT OF FUNDING RECEIVED
Crookston	1	0	23	4.0		0
Duluth	3	2	55	9.5	10.9	20,000
Kimball	1		2	.3		0
Leech Lake	1	0	7	1.2		0
Mankato	1	1	30	5.2	5.5	10,000
Marshall	1	1	8	1.4	5.5	10,000
Minneapolis	13	8	311	53.4	37.0	67,500
Rochester	1	1	13	2.2	5.5	10,000
St. Cloud	1	1	11	1.9	5.5	10,000
St. Paul	6	4	98	16.8	15.1	27,500
in City						
Suburbs	3	2	16	2.7	12.3	22,500
Willmar	1	1	8	1.4	2.7	5,000
Total	33	21	582	100%	100%	182,500

- * \$5,00 of Elim Transitional Housing grant was used by their branch office in Anoka County.

FY 1989 FINDINGS

- (B) Results of the evaluation of the programs
(C) Evaluation of the data collected

Section 268.38, Subdivision 8, The Temporary Housing Demonstration Program, Program Information, requires, "In order to collect uniform data to better measure the nature and extent of the need of temporary housing, grant recipients shall collect and make available to the Commissioner the following information:

- (1) number of requests received for temporary housing including the number of persons requiring assistance;
- (2) number of persons requiring assistance;
- (3) reasons for seeking assistance;
- (4) length of stay;

- (5) reasons for leaving the housing program;
- (6) demand for support services;
- (7) follow-up information of the status of persons assisted;
- (8) source of income on entering the program, prior residence, race and sex of persons assisted".

The following findings resulted from data collected from the programs funded by the Department of Jobs and Training for Fiscal Year 1989 under the Temporary Housing Demonstration Program. Data is collected monthly from each grantee who in turn provided detailed information on each individual served in their program.

(1) NUMBER OF REQUESTS

The number of requests for temporary housing including the number of persons receiving assistance was 1390. Providers claim this is a low estimate since many referral agencies may have knowledge that a program is full and do not contact the temporary housing provider.

(2) INDIVIDUALS SERVED

A total of 1,050 individuals were served including 780 households. Six hundred and forty of these individuals comprising 460 households completed the program before the end of the reporting year. The remainder had either not yet finished their stay, left without completing the program, or had inconclusive data about their status. The remainder of this report is based on data from the 460 households who completed the program.

Of these 460 households, 45.2 percent were male headed, and 54.8 percent were female headed.

GENDER OF HEAD OF HOUSEHOLD

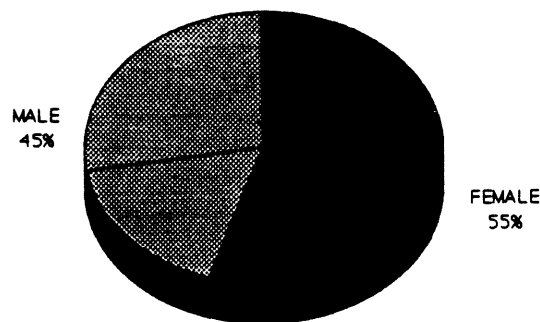


FIGURE 1

Racial minorities were over-represented as a percentage of individuals served as compared to their representation in general population. Figure 2 below provides a breakdown by race of the head of household.

(3) REASONS FOR SEEKING ASSISTANCE

When asked to state their reasons for seeking assistance under the THDP, a wide variety of responses were given. Among them, chemical dependency problems, (28.9%), relocating in area (18.9%), and housing too expensive (10.2%) were the most often cited. It should be noted that two of the programs funded served only people who had chemical dependency problems. It is also unclear if chemical dependency was a reason for requesting temporary housing assistance, a cause of their homelessness, or a symptom of a chain of events. It seems the most important conclusion to draw from this table is that there are a variety of factors which contribute to an individuals homelessness. (Table I)

REASONS FOR SEEKING ASSISTANCE*

	<u>FY 88</u>	<u>FY 89</u>	<u>FY 88</u>	<u>FY 89</u>
Stranded in Area	16	36	3.4%	7.8%
Relocating in Area	63	87	13.4%	18.9%
Spouse and/or child abuse	144	34	30.6%	7.4%
Medical Problems	11	12	2.3%	2.6%
Family Friction	33	35	7.0%	7.6%
Friction with Friends or Roommates	20	30	4.3%	6.5%
Loss of Income	45	40	9.6%	8.7%
Natural Disaster	9	2	1.9%	.4%
Eviction - non payment	0	17	0%	3.7%
Eviction - other reasons	24	25	5.1%	5.4%
Utility Problems	7	1	1.5%	.2%
Condemnation	6	0	1.3%	0%
Housing too Expensive	2	47	.4%	.4%
Displaced Homemaker	2	2	.4%	.4%
Refuge	9	0	1.9%	0%
Substandard Housing	3	5	.6%	1.0%
Chemical Dependency Problems	116	132	24.7%	28.7%
Friction with landlord	6	8	1.3%	1.7%
Mental Health Problems	4	45	.9%	9.8%
Incarceration	19	11	4.0%	2.4%
Over-crowding	0	16	0%	3.5%
Other	4	32	6.0%	7.0%

TABLE I

*Individuals were allowed to state more than one reason for seeking assistance.

(4) LENGTH OF STAY

The length of stay allowed using THDP funding in FY 1989 was limited to six months statutorily. Many programs find it necessary to extend that time period in certain cases. Since only a portion of program operating funds are provided through the THDP, other funding sources are used to cover the operating costs of an individuals or families staying longer than six months.

The appropriate length of stay varies depending on the needs of each individual or client group. Individuals needing extensive retraining or education such as displaced workers or long term public assistance recipients may need program assistance for an extended period of time.

Shorter stays may be appropriate for persons who are unemployed by possess marketable skills, or those only temporarily displaced from the housing market. Federal law allows for stays of up to twenty-four months under its transitional housing program, and the State legislature in the 1989 session also extended the permissible length of stay to twenty-four months.

The average length of stay per program was 74 days. Length of stay varied from an average of 182 days in one program to 25 days in another. Most programs averaged between one to four month stays. The impact of the law change to twenty-four months won't be known until the following years reporting is complete. However, many programs have stated that they will determine the appropriate length of stay on a case by case basis.

(5) REASONS FOR DISCHARGE

Almost half of the individuals (48.3%) served by THDP funded programs left the program because they found a long term housing alternative including: private housing (36.5%), institutional care (7.0%), or public housing/section 8 (9.8%). A significant percentage of individuals (7.6%) were referred to treatment programs. One out of five individuals admitted to the program did not complete it because they were dissatisfied with the program (2.4%) or were asked to leave (16.7%). Approximately a quarter of the individuals admitted to the program left the program without any record of their whereabouts. This latter figure indicates both the importance and difficulty of doing follow-up on individuals leaving transitional programs. (Table II).

REASON FOR DISCHARGE

	<u>FY 88</u>	<u>FY 89</u>	<u>FY 88</u>	<u>FY 89</u>
Public Housing/Section 8	35	45	7.4%	9.8%
Institutional Care	22	9	4.7%	2.0%
Private Housing	134	168	28.5%	36.5%
Time Limit Up	29	28	6.2%	6.1%
Dissatisfied with Program	10	11	2.1%	2.4%
Asked to Leave	83	77	17.7%	16.7%
Referred to Treatment	13	35	2.8%	7.6%
Unknown	88	53	18.7%	11.5%
Other	51	46	10.9%	10.0%

Table II

(6) DEMAND FOR SUPPORT SERVICES UPON INTAKE

A variety of support services were requested or needed at the time of intake. FY 1989 data shows a decline in most types of assistance needed or requested. The reason for this trend is not apparent. This may be due to more careful identification of needs by the intake staff of the programs. Two categories which were not listed as a potential service on the FY 1988 report form, child care and Section 8/Public Housing, were included as a choice on the FY 1989 form resulting in the increase listed in Table III.

SUPPORT SERVICES NEEDED OR REQUESTED UPON INTAKE

	<u>FY 88</u>	<u>FY 89</u>	<u>FY 88</u>	<u>FY 89</u>
Medical Assistance	114	70	24.2%	15.2%
Counseling	182	133	38.7%	28.9%
Job Training	87	59	18.5%	12.8%
Food	263	165	56.0%	35.9%
Clothing	131	76	27.9%	16.5%
Employment	168	145	35.7%	31.5%
Education	83	104	17.7%	22.6%
Utility Assistance	18	60	3.8%	13.0%
Furniture	41	78	8.7%	17.0%
Moving Assistance	68	52	14.5%	11.3%
Social Service Agency	155	113	33.0%	24.6%
Financial Assistance	165	115	35.1%	25.0%
Deposit Assistance	110	56	23.4%	12.2%
Legal Assistance	60	27	12.8%	5.9%
Section 8/Public Housing	0	82	0%	17.8%
Child Care	0	32	0%	7.0%
Other	20	80	4.3%	17.4%

Table III

(7) FOLLOW-UP INFORMATION ON THE STATUS OF PERSONS ASSISTED

Follow-up data has proven difficult to obtain. Once a resident leaves a program, continued contact is voluntary, calling to question the representativeness of such data. With program resources being scarce, efforts in collecting systematic follow-up data competes with general program functioning. Most follow-up efforts take place on informal basis.

(8a) SOURCES OF INCOME

Individuals were asked to report their sources of income both upon admission and upon leaving the program. Full-time employment of the head of household increased from 9.6% upon admission to 21.5% upon leaving the program. Part-time employment actually decreased from 10.0% to 7.0%.

It is important to note that only 3.0% of transitional housing program participants were receiving unemployment even though only 28.5% were either full-time or part-time employed. The remaining 68.5% of program participants are not counted in federal unemployment statistics.

SOURCES OF INCOME UPON ENTERING AND EXITING PROGRAM

	<u>PERCENTAGE UPON ENTERING PROGRAM</u>		<u>PERCENTAGE UPON EXITING PROGRAM</u>	
	<u>FY 88</u>	<u>FY 89</u>	<u>FY 88</u>	<u>FY 89</u>
Full-time Employment	7.4%	9.6%	13.8%	21.5%
Part-time Employment	9.1%	10.0%	12.7%	7.0%
GA/Meed	26.6%	40.9%	29.6%	35.4%
AFDC	20.4%	14.8%	22.5%	17.0%
Disability Payment	1.1%	2.8%	.9%	1.1%
Veterans Benefits	2.2%	1.3%	1.0%	.2%
Vocational Rehab	1.1%	0%	.2%	0%
Social Security	3.8%	6.5%	4.5%	5.7%
SSI	1.5%	2.6%	2.6%	3.0%
Unemployment	.4%	.2%	.2%	.2%
Pension	.2%	.2%	.2%	.2%
Alimony	.2%	0%	0%	.2%
Child Support	.2%	.7%	.2%	.7%
Sheltered Workshop	.4%	0%	0%	.2%
Grant/Scholarship	1.1%	.4%	1.9%	.7%
MSA	0%	.7%	0%	0%
Savings	.2%	.7%	1.9%	.4%
Assistance from Family	3.8%	.7%	1.9%	.4%
Unknown	9.6%	15.4%	3.0%	10.7%

TABLE IV

(8b) PREVIOUS HOUSING STATUS

The most prevalent previous housing status prior to entering the transitional programs were emergency shelters (23.8%), friends or relatives (17.0%), treatment programs (16.1%) and market rate rental housing (15.0%). (Table IV)

PREVIOUS HOUSING STATUS

	<u>FY 88</u>	<u>FY 89</u>	<u>FY 88</u>	<u>FY 89</u>
Market Rate Rental	63	69	14.0%	15.0%
Section 8 or Public Housing	4	4	.9%	.9%
Friends or Relatives (Temp)	27	68	6.0%	14.8%
Friends or Relatives (Perm)	1	10	.2%	2.2%
Owner-occupant	0	9	0%	2.0%
Emergency Shelter	168	105	37.2%	22.8%
MI/CD/MR Treatment Program	43	74	9.5%	16.1%
MI/CD/MR Halfway House	13	28	2.9%	6.1%
Hospitalized	5	5	1.1%	1.1%
Incarcerated	28	14	6.2%	3.0%
Vehicle	4	4	.9%	.9%
Outside	22	6	4.9%	1.1%
Indoors/non residential	0	13	0%	2.8%
Other	<u>92</u>	<u>51</u>	<u>15.1%</u>	<u>11.1%</u>
Total	470	460	100%	100%

TABLE V

(8c) PREVIOUS PLACE OF RESIDENCE

Most requests for transitional housing came from current Minnesota residents (87.4%). Another 7.2% reported being non-Minnesota residents. The other 10.4% of program participants previous place of residence was unknown. (Table IV).

PREVIOUS PLACE OF RESIDENCE FY '88

	<u>FY 88</u>	<u>FY 89</u>	<u>FY 88</u>	<u>FY 89</u>
Minnesota	309	402	65.8%	87.4%
Five State Area	16	10	3.4%	2.2%
Other	<u>145</u>	<u>48</u>	<u>30.8%</u>	<u>10.4%</u>
Total	470	460	100%	100%

TABLE VI

CONCLUSION

(D) Recommendations

The FY 1989 Temporary Housing Demonstration Program funded twenty-one transitional housing programs located in various parts of the state. Average funding per program totalled \$8,890 which accounted for 8.37% of their operating budgets. This is a considerable decrease from FY 1985 when the average grant was \$30,936 which accounted for 32.9% of the programs operating budgets.

As of the date of this report, there are forty-one transitional housing programs in operation in Minnesota, with a total capacity of 731 spots. The capacity of transitional housing has increased 34% in the last year and 67% in the past two years.

Transitional Housing Capacity

<u>Year</u>	<u>Spots</u>
1986	310
1987	440
1988	546
1989	731

TABLE VII

Recommendation: State funding for the Transitional Housing Program should be increased to meet the growing need for such programs.

Annualre

Exhibit A

TEMPORARY HOUSING DEMONSTRATION GRANTS FY 1989
DEPARTMENT OF JOBS AND TRAINING: ECONOMIC OPPORTUNITY OFFICE

<u>AGENCY</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>	<u>AMOUNT</u>
Domus Transitional Housing Catholic Charities St. Cloud	Fr. Timothy Wenzel	612/259-9270	\$ 10,000
Elim Transitional Housing Minneapolis	Sue Watlov Phillips	612/379-8520	10,000
St. Paul YWCA	Judy Justad	612/222-3741	7,500
Catholic Charities Minneapolis	Mary McNamara	612/340-7516	10,000
Community Action Council Burnsville	Brenda Joachim	612/431-2112	10,000
Western Community Action Council Burnsville	Carol Moseng	507/537-1417	10,000
Duluth Community Action Program	Steve Chadwick	218/724-8538	10,000
Salvation Army Minneapolis	Nelda Rhoades	612/722-7934	10,000
Salvation Army Duluth	Major Carl Reed	218/722-7934	10,000
Housing Resource Network Lutheran Social Service Minneapolis	Mary Jo Jackson	612/870-0810	10,000
Juel Fairbanks Chemical Dependency Service St. Paul	Marvin Hanks	612/644-6204	7,500
Region 6E Community Action Council Wilmar	Byron Zuidema	612/235-0850	5,000
Women's Shelter Program Rochester	Judy Miller	507/285-1010	10,000
Casa de Esperanza St. Paul	Pamela Zeller	612/772-1773	7,500
Welcome Inn Mankato	Keith Luebke	507/387-4061	10,000
Sarah Family Program St. Paul	Margaret Demco	612/292-1965	5,000
Family and Children's Services Minneapolis	Molly Greenman	612/340-7444	7,500
Ascension Place Minneapolis	Nancy Massey	612/588-0861	5,000

<u>AGENCY</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>	<u>AMOUNT</u>
Alexandra House Circle Pines	Pat Prinzevalle	612/871-0477	7,500
Kateri Residence Minneapolis	Mary Levi	612/871-0477	10,000
Simpson Transitional Housing Minneapolis	Therese Cain	612/874-8683	10,000
		<u>TOTAL</u>	<u>\$182,500</u>

11-8-88

[REVISOR] EB/LY 89-0327

Senators Beckman, Piper and Frank introduced--

S.F. No. 681 Referred to the Committee on Economic Development and
Housing

1 A bill for an act

2 relating to housing; changing terminology in the
3 temporary housing demonstration program; extending the
4 authorized duration of transitional housing; providing
5 for an annual report to the legislature; amending
6 Minnesota Statutes 1988, section 268.38, subdivisions
7 1, 2, 4, 8, 11, and 12.

8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

9 Section 1. Minnesota Statutes 1988, section 268.38,
10 subdivision 1, is amended to read:

11 268.38 ~~TEMPORARY~~ TRANSITIONAL HOUSING DEMONSTRATION PROGRAM.

12 Subdivision 1. [DEFINITIONS.] For the purpose of this
13 section the following terms have the meanings given:

14 (a) "Temporary Transitional housing" means housing designed
15 for independent living and provided to a homeless person or
16 family at a rental rate of at least 25 percent of the family
17 income for a period of up to ~~six~~ 18 months. If a temporary
18 transitional housing program is associated with a licensed
19 facility or shelter, it must be located in a separate facility
20 or a specified section of the main facility where residents can
21 be responsible for their own meals and other daily needs.

22 (b) "Support services" means an assessment service that
23 identifies the needs of individuals for independent living and
24 arranges or provides for the appropriate educational, social,
25 legal, advocacy, child care, employment, financial, health care,
26 or information and referral services to meet these needs.

1 (c) "Commissioner" means the commissioner of jobs and
2 training.

3 Sec. 2. Minnesota Statutes 1988, section 268.38,
4 subdivision 2, is amended to read:

5 Subd. 2. [ESTABLISHMENT AND ADMINISTRATION.] A
6 ~~temporary transitional~~ housing demonstration program is
7 established to be administered by the commissioner. The
8 commissioner may make grants to eligible recipients or enter
9 into agreements with community action agencies or other public
10 or private nonprofit agencies to make grants to eligible
11 recipients to initiate, maintain, or expand programs to
12 provide ~~temporary transitional~~ housing and support services for
13 persons in need of ~~temporary transitional~~ housing. The
14 commissioner shall ensure that money appropriated to implement
15 this section is distributed as soon as practicable. The
16 commissioner may make grants directly to eligible recipients.

17 Sec. 3. Minnesota Statutes 1988, section 268.38,
18 subdivision 4, is amended to read:

19 Subd. 4. [APPLICATIONS.] An eligible recipient may apply
20 to the commissioner, or to a nonprofit agency designated by the
21 commissioner, for a grant to initiate, maintain, or expand a
22 program providing ~~temporary transitional~~ housing and support
23 services for persons in need of ~~temporary transitional~~ housing.
24 The application must include:

25 (1) a proposal for the provision of ~~temporary transitional~~
26 housing and support services, including program objectives,
27 availability of adequate funding, appropriateness of the
28 proposed program for the population to be served, and how the
29 program will help individuals to move into permanent housing;

30 (2) a proposed budget;

31 (3) a plan for collection of required data and the method
32 to be used for program evaluation; and

33 (4) evidence of the participation in the development of the
34 application of any agency or governmental body that will provide
35 essential services or assistance to the program.

36 Sec. 4. Minnesota Statutes 1988, section 268.38,

1 subdivision 8, is amended to read:

2 Subd. 8. [PROGRAM INFORMATION.] In order to collect
3 uniform data to better measure the nature and extent of the need
4 for temporary transitional housing, grant recipients shall
5 collect and make available to the commissioner the following
6 information:

7 (1) number of requests received for temporary transitional
8 housing, including the number of persons requiring assistance;

9 (2) number of persons for whom services are provided,
10 listed by age;

11 (3) reasons for seeking assistance;

12 (4) length of stay;

13 (5) reasons for leaving the housing program;

14 (6) demand for support services;

15 (7) follow-up information on status of persons assisted,
16 including source of income and whether living independently,
17 employed, or in treatment, unless the information is not
18 available; and

19 (8) source of income on entering the program, prior
20 residence, race, and sex of persons assisted.

21 Sec. 5. Minnesota Statutes 1988, section 268.38,
22 subdivision 11, is amended to read:

23 Subd. 11. [REPORT TO THE LEGISLATURE.] The commissioner of
24 jobs and training shall report to the legislature annually by
25 March 15~~7~~-1985. The report must include:

26 (1) the number of programs funded;

27 (2) the results of evaluations of those programs;

28 (3) an evaluation of the data collected on the programs
29 funded and additional data available to the commissioner to
30 further identify the need for temporary transitional housing and
31 available resources; and

32 (4) recommendations for future action by the legislature.

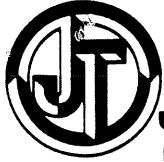
33 Sec. 6. Minnesota Statutes 1988, section 268.38,
34 subdivision 12, is amended to read:

35 Subd. 12. [LICENSING REQUIREMENTS NOT APPLICABLE.] The
36 requirements of sections 245.781 to 245.812 do not apply to

1 temporary transitional housing and support services funded under
2 this section unless the commissioner of human services
3 determines that the program is primarily a residential facility
4 within the meaning of section 245.782, subdivision 6.

5 Sec. 7. [EFFECTIVE DATE.]

6 Sections 1 to 6 are effective the day following final
7 enactment.



MINNESOTA DEPARTMENT OF

Jobs and Training

Economic Opportunity Office
670 American Center Building • 150 East Kellogg Boulevard
St. Paul, MN 55101
TTY 612/297-3944
612/296-0928

DATE: May 22, 1989

TO: Transitional Housing Program Applicants

FROM: Mark Kaszynski *Mark OKaszynski*
Housing Supervisor
Economic Opportunity Office
Department of Jobs and Training

SUBJECT: Grant Application Format

Transitional Housing Program funds of \$170,000 will be available for the State Fiscal year July 1, 1989 through June 30, 1990.

The purpose of the Transitional Housing Program is to initiate, maintain or expand programs which provide transitional housing and support services to the homeless. This funding is not intended for crisis overnight shelter services, but to provide support services to facilitate long-term independent living.

Grant packages submitted will be reviewed by both the Department of Jobs and Training and the Minnesota Housing Finance Agency and awards will be made on a competitive basis. No grant award will exceed \$20,000. An original and five copies of the completed application package must be received no later than 4:30 p.m. on June 30, 1989. The Department reserves the right to alter or reduce the amount of applicants request based on the number of eligible applications received, and the extent to which the grant request addresses the primary goal.

Enclosed are the following:

- 1) Proposal outline required to be followed in order as listed
- 2) Budget forms for the Transitional Housing Program
- 3) State Register, Monday, May 22, 1989, page 2843
- 4) Temporary Housing Demonstration Program FY 1988 Annual Report

You may contact Mark Kaszynski at 612/297-2590 or Pat Leary at 612/297-3409 for further information or questions.

MK:bk
Attachment
Trans M2

TRANSITION HOUSING PROGRAM

OUTLINE TO BE FOLLOWED

A. WORK PLAN

1. How many Transitional Housing beds will the program provide starting July 1, 1989? _____
2. How many Transitional Housing beds were available last fiscal year?
(July 1, 1988 - June 30, 1989) _____
3. Is funding request (circle and explain):
 - a) to initiate a new program;
 - b) expand existing program;
 - c) maintain current program.
4. Identify the type of facility to be used for the program.
(owned, leased or rented?)
5. What is the population to be served? Is there a target population?
6. How does the program select it's clients?
7. Explain the appropriateness of the program for the population to be served.
8. What support services are provided?
9. How are support services provided? (Explain and provide evidence of the participation in the development of any agency or government today that will provide essential services or assistance to the program.)
10. What services are provided to help individuals move into permanent housing?
11. What services are provided to assist individuals gain employment?
12. How does the program collect rents?
13. How are meals or other daily needs met?
14. How will the program collect the required data?
15. What method of program evaluation will be used? How will this be conducted? Explain.
16. What are the programs plans for long-range funding?

17. Provide a brief narrative of how your program operates.

B. Budget Forms

1. Requested funding from the Transitional Housing Program
\$ _____
2. Proposed program budget all sources (July 1, 1988 - June 30, 1989) \$ _____
3. Current or existing budget all sources \$ _____
State Fiscal Year 1988 (July 1, 1988 - June 30, 1989)
4. Complete budget Form A Transitional Housing Program Budget
(July 1, 1989 - June 30, 1990) *year of request*
5. Complete budget Form B (July 1, 1988 - June 30, 1989)

C. Assurances

1. Enclose the Assurance and Certification page with the appropriate signature and dated.

ASSURANCES AND CERTIFICATIONS

The Transitional Housing Program makes the following assurances and certifications with respect to the Transitional Housing Program:

1. The program will ensure that if the Transitional Housing Program is associated with a licensed facility or shelter, it is located in a separate facility or a specific section of the main facility.
2. The program will ensure that the housing is designed for independent living and provided to a homeless person or family at a rental rate of at least 25 percent of the family income.
3. The program will ensure that the housing is designed for independent living and provided to a homeless person or family for a period of up to twenty-four months.
4. The administering agency is either a housing and redevelopment authority established under MN Statute Section 462.425 or a Community Action Agency recognized under Section MN Statute Chapter 268.53 or is established and in compliance with MN Statute Chapter 317.
5. The program shall collect and make available to the Department of Jobs and Training, Economic Opportunity Office, the following information:
 - (a) number of requests received for transitional housing, including the number of persons requiring assistance;
 - (b) number of persons for whom services are provided, listed by age;
 - (c) reasons for seeking assistance;
 - (d) length of stay;
 - (e) reasons for leaving the housing program;
 - (f) demand for support services;
 - (g) follow-up information on status of persons assisted, including source of income and whether living independently, employed, or in treatment, unless the information is not available; and
 - (h) source of income on entering the program, prior residence, race, and sex of persons assisted.
6. Personal history information and other information collected, used, or maintained by a grant recipient from which the identify of any individual receiving services may be determined is private data on individuals, as defined in section 13.02, subdivision 12, and the grant recipient shall maintain the data in accordance with the provisions of chapter 13.

Program Name

Program Director Signature

Date

EOO-DJT —670 AMERICAN CENTER BUILDING, 150 EAST KELLOGG BLVD., ST. PAUL, MN 55101

BUDGET SUMMARY

NAME OF APPLICANT

DATE SUBMITTED

CONTACT PERSON — PHONE NO.

BUDGET FORM B

(7-1-88 - 6-30-89)

**FUNDING PERIOD FOR WHICH
FUNDS ARE REQUESTED**

BEGINNING DATE

ENDING DATE

Projected # Households to be served _____

Projected # Individuals to be served _____

COST CAT. NO.	COST CATEGORY	\$ STATE	\$ OTHER	\$ OTHER	\$ FEMA	\$ OTHER	\$ OTHER	TOTAL \$
1.1	Salaries and Wages							
1.2	Fringe Benefits							
1.3	Consultants and Professional Services							
2.1	Travel							
2.2	Space Costs and Rentals							
2.3	Consumable Supplies							
2.4	Lease and Purchase of Equipment							
2.5	Indirect Costs							
3.0	Other							
	TOTAL							

EOO-DJT — 670 AMERICAN CENTER BUILDING, 150 EAST KELLOGG BLVD., ST. PAUL, MN 55101

BUDGET SUMMARY

NAME OF APPLICANT

DATE SUBMITTED

CONTACT PERSON — PHONE NO.

BUDGET FORM A

TRANSITIONAL HOUSING PROGRAM

(7-1-89- - 6-30-90)

FUNDING PERIOD FOR WHICH
FUNDS ARE REQUESTED

BEGINNING DATE

ENDING DATE

Projected # Households to be served

Projected # Individuals to be served

COST CAT. NO.	COST CATEGORY	\$ STATE	\$ OTHER	\$ OTHER	\$ FEMA	\$ OTHER	\$ OTHER	TOTAL \$
1 1	Salaries and Wages							
1 2	Fringe Benefits							
1 3	Consultants and Professional Services							
2 1	Travel							
2 2	Space Costs and Rentals							
2 3	Consumable Supplies							
2 4	Lease and Purchase of Equipment							
2 5	Indirect Costs							
3 0	Other							
	TOTAL							

Professional, Technical & Consulting Contracts

Anticipated Date of Award

The IRRRB anticipates award of this contract by June 23, 1989.

Tentative Proposal/Contract Timelines

Publication in *State Register*: Monday, May 22, 1989.

Response Period: Tuesday, May 23, 1989-4:30 P.M., Wednesday, June 14, 1989.

Tentative Respondent Interviews: June 19-22, 1989.

Anticipated Date of Contract Award: June 23, 1989.

Effective Contract Date: On or near July 1, 1989.

Term of Contract: July 1, 1989-June 30, 1990.

Cancellation of Solicitation

This request for proposal does not obligate the IRRRB to complete the project, and the IRRRB reserves the right to cancel the solicitation if it is considered to be in its best interest.

Statutory Proposal Requirements

In accordance with the provisions of *Minnesota Statute* § 363.073, for state contracts in excess of \$50,000.00, all responders having more than 20 full-time employees at any time during the previous 12 months must have a certificate of compliance issued by the Commissioner of Human Rights before a proposal may be accepted. *The proposal will not be accepted unless it includes one of the following:*

- A. A copy of the firm's current certificate issued by the Commissioner of Human Rights.
- B. A statement certifying that the firm has a current certificate of compliance issued by the Commissioner of Human Rights.
- C. A statement certifying that the firm has not had more than 20 full-time employees in Minnesota at any time during the previous 12 months.

Any questions concerning a Certificate of Compliance may be referred to the Contract Compliance Unit of the Minnesota Department of Human Rights at (612) 296-5663.

Department of Jobs and Training

Request for Proposals for the Transitional Housing Program

The Minnesota Department of Jobs and Training seeks proposals from community action agencies, housing and redevelopment authorities and other public and private non-profit agencies for projects to be funded under the Transitional Housing Program, formerly called the Temporary Housing Demonstration Program. Jobs and Training is expecting to receive an appropriation of \$170,000 to make grants in this fiscal year. Actual appropriations is unknown and grants will be awarded on funding available.

Jobs and Training will accept proposals that initiate, maintain or expand programs which provide housing and support services for the homeless. Applicants wishing application guideline packages or further information regarding the program may contact Barbara Krech 612-296-4658 (for application packages) or Mark Kaszynski (information) at 612-297-2590. An original and five copies of the completed application package must be received no later than 4:30 p.m. on June 30, 1989.

Applications should be sent to:

Department of Jobs and Training
Economic Opportunity Office
670 American Center Building
150 East Kellogg Boulevard
St. Paul, MN 55101
ATTN: Mark Kaszynski

An announcement of awards is expected in July, 1989. This request for proposals is subject to all laws, rules and regulations promulgated by a federal, state and municipal authority having jurisdiction as the same and may be amended from time to time. Applications for this RFP are prepared at the sole risk, cost and expense of the applicant.



MINNESOTA DEPARTMENT OF

Jobs and Training

390 North Robert Street • St. Paul, Minnesota 55101

Public Information & Education Office

NEWS RELEASE

August 18, 1989
FOR IMMEDIATE
RELEASE

Contact: Mark Kaszynski
Economic Opportunity Office
612/297-2590

State allocates \$230,000 for transitional housing for homeless ST. PAUL -- More homeless Minnesotans will have access to transitional housing this fall and winter as a result of \$230,000 in state and federal funds that have been allocated by the Minnesota Department of Jobs and Training.

Funds will be granted to 27 programs in the cities of Burnsville, Circle Pines, Detroit Lakes, Duluth, Fridley, Mankato, Marshall, Minneapolis, Moorhead, St. Cloud, St. Paul, Rochester, Virginia and Willmar, reported Jobs and Training Commissioner Joe Samargia.

"We are committed to programs such as these that will help people get back on their feet," Samargia said. "Our department tries to find jobs for people who are out of work, but we also provide assistance with training, shelter, food, education and other needs," he added.

The agencies selected for the grants will provide shelter to people on a 24-hour basis for up to 24 months, Samargia said. In addition, the agencies will provide support services to help the homeless find their own housing. Most existing shelters for the homeless offer a bed for 12 hours a day and less extensive support services.

The 27 programs will offer advocacy, education, legal and employment assistance, child care, case management and information and referral. Ninety-five percent of the funds are appropriated from the state Legislature under the Transitional Housing Program and the remaining five percent is from the Minnesota Community Services Block Grant Program.

-30-

Note to editor: See attached list for names of agencies and grant amounts.

Attachment

TRANSITIONAL HOUSING PROGRAM GRANTS FY 1990
DEPARTMENT OF JOBS AND TRAINING: ECONOMIC OPPORTUNITY OFFICE

<u>AGENCY</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>	<u>AMOUNT</u>
Alexandra House Inc. Circle Pines	Janeen Melmer	612/780-2332	\$ 7,500
Anoka County Community Action Program Fridley	Patrick McFarland	612/784-2443	10,000
Arrowhead Economic Opportunity Agency Virginia	Vince Gentilini	218/749-2912	5,000
Ascension Place Minneapolis	Nancy Massey	612/588-0861	5,000
Catholic Charities of the Archdiocese of Minneapolis and St. Paul Minneapolis	Mary Kay McNamara	612/340-7500	12,500
Catholic Charities of the Diocese of St. Cloud St. Cloud	Rev. Timothy Wenzel	612/252-0412	12,500
Community Action Council, Inc. Burnsville	Francis B. Brennan	612/431-2112	5,000
Elim Transitional Housing Minneapolis	Sue Watlov-Phillips	612/379-2779	15,000
Family and Children's Service Minneapolis	Molly Greenman	612/340-7444	7,500
Heartland Community Action Agency, Inc. Willmar	Byron Zuidiama	612/235-0850	5,000
Home of The Good Shepherd, Joseph's Portion St. Paul	Sr. Donna Freres	612/484-0221	5,000
Incarnation House Minneapolis	Maggie McGlynn	612/827-5776	5,000
Juels Fairbanks Chemical Dependency Services St. Paul	Marvin E. Hanks	612/644-6204	7,500
Mahube Community Council, Inc. Detroit Lakes	Don McGillis	218/847-1385	5,000
Mother Cabrini House Minneapolis	J. Neil Tift	612/331-7390	5,000

<u>AGENCY</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>	<u>AMOUNT</u>
Sarah Family Programs St. Paul	Margaret A. Demco	612/292-1965	5,000
St. Paul YWCA St. Paul	Pam McCrea	612/222-3741	15,000
The Salvation Army Duluth	Major Carl Reed	218/722-7934	10,000
The Salvation Army Minneapolis	Nelda Rhoades-Clarke	612/338-0113	12,000
Simpson Transitional Housing Minneapolis	Therese Cain	612/874-8683	12,500
Welcome Home Transitional Living Program for Women Mankato	Kathy Kremer-Yarusso	507/387-8207	7,500
Welcome Inn Transitional Living Center Mankato	Keith Luebke	507/388-1928	10,000
Western Community Action, Inc. Marshall	Carol Moseng	507/537-1417	10,000
Women's Community Housing Minneapolis	Hester Stone	612/872-9553	5,000
Women's Shelter Rochester	Judy Miller	507/285-1010	13,000
Women's Transitional Housing Coalition Duluth	Nancy Burns	218/728-6437	12,500
YWCA Fargo-Moorhead Moorhead	Barb Stanton	701/232-2547	5,000

KEY FOR FILLING OUT TRANSITIONAL HOUSING REPORTING FORM

FORWARD

Transitional Housing grantees are to complete and return a copy of the Transitional Housing **MONTHLY** Reporting Form to the Minnesota Department of Jobs and Training (MDJT)/Economic Opportunity Office (EOO) for each month of the grant period, due within thirty days after each month. Information from these reports will be compiled to fulfill legislative requirements, for public education and needs assessment.

INSTRUCTIONS

The reporting form requires information on each individual admitted to your transitional housing program. Columns 1-7 will be completed during an intake interview; and columns 8-11 completed upon discharge. Do not report on clients who are not entering or leaving the program during the month in question.

Please use the codes provided for in this key for each column.

NUMBER OF PERSONS REQUESTING ASSISTANCE

Count the number of persons requesting entry into your program including those persons who are admitted. Do not include persons who inquire who are inappropriate for your program.

COLUMN 1 - CLIENT NUMBER

Assign each individual or family unit a client number of your choice - preferably four digits starting with 1000 (Family unit means any individuals entering the program together). Fill out only one line per individual or family unit. The number of children should follow the client number (example: 1000-3 means a family with three children).

COLUMN 2 - RACE AND SEX

List race and sex of each individual or adult members of family unit (If there are two adults in the family unit, provide this information for both in the one box).

RACE

W - White
B - Black
H - Hispanic
I - Indian
A - Asian

SEX

M - Male
F - Female

COLUMN 3 - SOURCES OF INCOME UPON INTAKE

- | | |
|--------------------------------------|---|
| A. Full-time Employment | K. Alimony |
| B. Part-time employment | L. Child Support |
| C. General Assistance/MEED Allowance | M. Sheltered Workshop |
| D. AFDC | N. Student grant/scholarship |
| E. Disability Payment | O. MSA |
| F. Veterans Benefits | P. Savings |
| G. Social Security | Q. Loans or assistance, family or friends |
| H. Supplemental Security | R. Food stamps |
| I. Unemployment Compensation | S. WIC |
| J. Pension | X. Not applicable |

COLUMN 4 - REASON FOR SEEKING ASSISTANCE UPON INTAKE

- | | |
|--|----------------------------------|
| A. Stranded in area | N. Rent increase |
| B. Relocating in area | O. Substandard housing |
| C. Fleeing spouse and/or child abuse | P. Chemical dependency problems |
| D. Family Friction | R. Mental health problems |
| E. Friction with friends or roommates | S. Leaving correctional facility |
| F. Loss of Job | T. Leaving State hospital |
| G. Loss of benefits | X. Not applicable |
| H. Over-crowding | |
| I. Disaster (fire, flood, or displacement, etc.) | |
| J. Eviction-nonpayment | |
| K. Eviction-other reasons | |
| L. Utility shut-off | |
| M. Condemnation | |

COLUMN 5 - PREVIOUS HOUSING STATUS

- | | |
|---|---|
| A. Rental - Market rate | J. Hospitalized - physical problems |
| B. Section 8, Public housing or other subsidy | K. Incarcerated |
| C. Temporarily staying with friends/relatives | L. NPA - vehicle not intended for housing |
| D. Permanently staying with friend/relatives | M. NPA - outside/streets |
| E. Owner-occupant | O. NPA - nightly arrangements |
| F. Emergency shelter | X. Not applicable |
| G. Transitional housing | |
| H. MI/CD/MR Treatment Program | |
| I. MI/CD/MR Halfway house or SLR | |

COLUMN 6 - PREVIOUS RESIDENCE ONE YEAR BEFORE ENTERING PROGRAM

- | |
|---|
| A. Same city or area as program |
| B. Outside of city or area but within state |
| C. Outside of state |

COLUMN 7 - SUPPORT SERVICES NEEDED UPON INTAKE

List only those support services which are needed but are not currently being accessed.

- | | |
|------------------------------|--|
| A. Medical Assistance | K. Social Services Agency |
| B. Counseling | L. Financial Assistance |
| C. Job Training | M. Deposit Assistance |
| D. Food shelve | N. Legal Assistance |
| E. Clothing | O. Section 8/Public Subsidized Housing |
| F. Employment | P. Child Care |
| G. Education (school or GED) | Q. Other |
| H. Utility Assistance | R. Sobriety Support |
| I. Furniture | S. Head Start |
| J. Moving Assistance | X. Not applicable |

COLUMN 8 - SUPPORT SERVICES ACCESSED

(Same List as Column 7)

COLUMN 9 - REASON(S) FOR DISCHARGE

- A. Received Public housing or Section 8, etc.
- B. Institutional care
- C. Private housing
- D. Have stayed as long as policy allows
- E. Were dissatisfied with your program
- F. Were asked to leave
- G. Went into treatment
- H. Reason for leaving unknown
- X. Other

COLUMN 10 - INCOME AT DISCHARGE

- | | |
|--------------------------------------|---|
| A. Full-time employment | L. Alimony |
| B. Part-time employment | M. Child Support |
| C. General Assistance/MEED Allowance | N. Sheltered Workshop |
| D. AFDC | O. Student grant/scholarship |
| E. Disability Payment | P. MSA |
| F. Veterans Benefits | Q. Savings |
| G. Vocation Rehab. | R. Loans or assistance, family or friends |
| H. Social Security | X. Not applicable |
| I. Supplemental Security | |
| J. Unemployment Compensation | |
| K. Pension | |

COLUMN 11 - NUMBER OF DAYS IN PROGRAM

Report the total number of days in the program from intake to discharge.

[illegible]