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TRANSITIONAL HOUSING PROGRAM

Report to the Legislature State Fiscal Year 1990

**MINNESOTA DEPARTMENT OF JOBS AND TRAINING
ECONOMIC OPPORTUNITY OFFICE**

**IN ACCORDANCE WITH
MINNESOTA STATUTES CHAPTER 268.38**

TRANSITIONAL HOUSING PROGRAM

**Report to the Legislature
State Fiscal Year 1990**

**Minnesota Department of Jobs and Training
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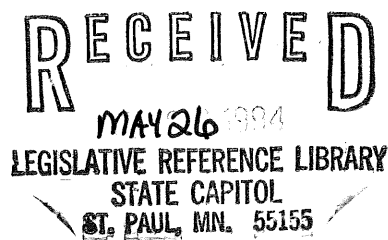
March 1991

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TRANSITIONAL HOUSING PROGRAM ANNUAL REPORT SFY 1990

I. INTRODUCTION

Transitional housing provides housing and supportive services for homeless persons to enable them to move to independent living in stable, permanent housing.

A wide variety of services are included in the service aspect of the program depending on the individual needs of the participants. While some programs are structured specifically for a certain population, others serve a general population of homeless people with a diversity of needs.

The housing component is generally provided in one of two ways. The first type of housing involves program ownership of a congregate facility. The second type is scattered-site transitional housing which places people in houses or apartments "scattered" throughout the community. With the scattered-site model, programs may own housing in the community* or choose to utilize rental housing in the community and enable participants to continue living in the housing after they have completed the program.

Funding for transitional housing comes from a number of state, local, federal and private resources including the **State Transitional Housing Program**.

II. PURPOSE

The purpose of this report is to provide information on the State Transitional Housing Program as required by Minnesota Statutes Chapter 268.38. The report includes the following required information:

- (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 to be taken by the Legislature.*

III. 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. In 1989 the Legislature recognized the effectiveness of the program and changed the name from the Temporary Housing Demonstration Program to the Transitional Housing Program (THP).

The THP is administered jointly by the Minnesota Department of Jobs and Training (DJT) and the Minnesota Housing Finance Agency (MHFA). The Minnesota DJT assists transitional housing programs in meeting operating costs such as rent, utilities, supportive services, transportation, or program administration. MHFA administers the capital

** Many THPs make use of homes through the U.S. Department of Housing and Urban Development's Property Disposition Program which allows non-profit organizations to lease HUD properties for \$1 per year.*

component of the program and provides funding for construction, acquisition or rehabilitation.

Transitional 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.

IV. FUNDING HISTORY

Number of Programs Funded

The DJT was first granted an appropriation of \$250,000 in FY 1985. Table 1 indicates the award levels for the subsequent years and also shows the supplemental funding that the Transitional Housing Program has received in certain years from Community Services Block Grant Discretionary funding.

In FY 1985, nine applications were received by DJT requesting a total of \$470,472. All nine agencies were awarded funding averaging \$30,936 per program, which accounted for 32.9 percent of their operating budgets.

In FY 1990, thirty-two programs requested funding totalling \$509,000 (requests were limited to \$20,000). Twenty-seven programs received funding averaging \$8,518 per program, accounting for 6.8 percent of their operating budgets. The total operating budget for these twenty-seven programs was reported to be \$3,244,837.

Table 1

FUNDING BY YEAR

Fiscal Year	Appropriation Level	Supplemental Funding (DJT-CSBG)	Total Funding	Number of Agencies Funded	Average 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

** Includes \$50,000 transfer from MHFA's capital component of the Transitional Housing Program.

V. FY90 APPLICATION AND AWARDS

The twenty-seven THP FY90 grant recipients were required to include the following information in their applications:

- (1) a proposal for the provision of transitional 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 DJT used for awarding the FY90 grants were:

- (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
- (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.

Other factors taken into consideration when making awards included location and the type of housing provided. The Department seeks to fund programs throughout the state and considers the percentage of an area's transitional bed capacity in comparison to the statewide capacity. As shown in Table 2, the majority of the programs are located in the Minneapolis/St. Paul area; however, the largest increase in programs has occurred in suburban and Greater Minnesota areas.

There were forty-five programs located throughout the state in FY90, an increase from the thirty-three programs in operation in FY89 (currently, in FY91 there are 48 programs in operation). The capacity of the total number of programs operating in the state increased from 582 beds in FY89 to 906 beds in FY90. (Table 2).

Table 2

GEOGRAPHIC DISTRIBUTION OF FUNDS

	Number of Programs	Number of Programs Funded	Number of Beds	% of State's Capacity	Total Funding Received	% of State's Funding
Crookston	1	0	28	3.6	0	0
Detroit Lakes	1	1	2	0.2	5,000	2.2
Duluth	4	2	106	11.7	22,500	9.8
Grand Rapids	1	0	15	1.6	0	0
Inter. Falls	1	0	3	0.3	0	0
Kimball	1	1	7	0.7	5,000	2.2
Leech Lake	1	0	1	0.1	0	0
Mankato	2	2	61	6.7	17,500	7.6
Marshall	1	1	10	1.1	10,000	4.3
Minneapolis	14	9	330	36.4	79,500	34.6
Moorhead	1	1	22	2.4	5,000	2.2
Rochester	1	1	10	1.1	13,000	5.6
St. Cloud	1	1	35	3.9	12,500	5.4
St. Paul	8	3	206	22.7	27,500	11.9
Twin City Suburbs	6	3	63	6.9	22,500	9.8
Willmar	1	1	7	0.8	5,000	2.2
Virginia	1*	1	NA	0	5,000	2.2
TOTAL	45	27	906	100%	230,000	100%

* The program was in the development stage.

VI. FY90 FINDINGS

*Results of the evaluation of the programs**Evaluation of the data collected on the programs funded*

Section 268.38, Subdivision 8, Transitional Housing Program, Program Information, requires:

In order to collect uniform data to better measure the nature and extent of the need for transitional housing, grant recipients shall collect and make available to the Commissioner the following information:

- the number of requests received for transitional housing including the number of persons requiring assistance;
- number of persons for whom services are provided;
- reasons for seeking assistance;

- length of stay;
- reasons for leaving the housing program;
- demand for support services;
- follow-up information on the status of persons assisted;
- source of income on entering the program, prior residence, race and sex of persons assisted.

The following findings result from data collected from the programs funded by the Department of Jobs and Training for Fiscal Year 1990 under the Transitional Housing Program. Data is collected monthly from each grantee who in turn provide detailed information on each individual served in their program.

A. Number of Requests and Individuals Served

Grantees are asked to report the total number of requests they received for transitional housing. During FY90, 5,300 housing requests were made to the twenty-seven programs. Eight hundred and ninety (890) individuals from 582 households were served.

B. Race and Sex of Persons Assisted

Of the 890 individuals served, 27% were men, 39% were women and 34% were children (see Figure 1). Of the households (families and individuals), 41% were headed by men and 59% were headed by women. The racial composition of program participants is illustrated in Figure 2.

Gender of Program Participants

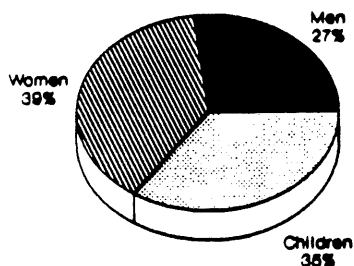


Figure 1

Race of Program Participants

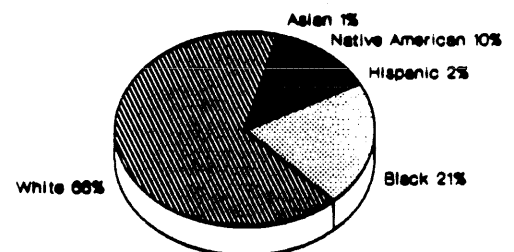


Figure 2

C. Reasons for Seeking Assistance

Participants gave a variety of reasons for seeking transitional housing assistance. In FY90, twenty-three percent (23%) of the 582 households cited mental health problems as a reason for seeking assistance. Over half of the 134 persons with mental health problems were served by two programs that work specifically with this population.

The next highest responses were relocation in the area (20.4%), which may refer to relocation from another area within the state or from another state, chemical dependency problems (14.1%), and domestic abuse (11.3%). The percentage of persons reporting chemical dependency problems has decreased from 29.7% in FY89. Most transitional housing programs serve people with a variety of problems and Table 3 illustrates the numerous other reasons people give for seeking assistance and the frequency with which they were given.

The high occurrence of answers such as mental illness, chemical dependency, and domestic abuse indicate the need for the supportive services, as well as housing, that transitional housing programs provide.

Table 3

REASONS FOR SEEKING ASSISTANCE

	FY90	FY89	% of FY90 Households	% of FY89 Households
Chemical Dependency	82	123	14.1	28.7
Disaster	5	2	0.9	0.4
Eviction - Non-Pay	11	17	1.4	3.7
Eviction - Other Reasons	34	25	5.8	5.4
Family Friction	36	35	6.2	7.6
Friend/Roommate Friction	45	30	7.7	6.5
Housing too Expensive	42	47	7.2	9.9
Leaving Correctional Fac.	17	11	2.9	2.4
Leaving State Hospital	51	**	8.8	**
Loss of Jobs	31	40*	5.3	8.7*
Loss of Benefits	30	*	5.1	*
Mental Health Problems	134	45	23.0	9.8
Other, N/A	15	32	2.6	7.0
Overcrowding	23	16	3.9	3.5
Relocated in Area	119	87	20.4	18.9
Spouse/Child Abuse	66	34	11.3	7.4
Stranded in Area	18	36	3.1	7.8
Substandard Housing	9	5	1.5	1.0

* Loss of Income -- previous reporting form did not distinguish between Loss of Jobs and Loss of Benefits.

** Was not a response on previous reporting forms.

(Individuals could provide more than one response.)

D. Prior Residence/Previous Housing Status

Participants are asked the location of their residence prior to entering the transitional housing program. **Seventy percent (70%)** were from the same city or area as the program, **fifteen percent (15%)** were outside of the city or area but still within the state of Minnesota, and the remaining **fifteen percent (15%)** were from outside of Minnesota.**

In response to the question about the previous housing status of clients, the grantees reported an increase in the percentage of participants who entered transitional housing from a temporary residence with friends or relatives. There were 111 households (19.1%) whose previous housing status was reported as this doubled up situation. A significant percentage of program participants also came from emergency shelters (17%), treatment facilities (16.3%), and market-rate rental housing (14.9%).

Table 4

PREVIOUS HOUSING STATUS

	FY90	FY89	FY90 % of Households	FY89 % of Households
Friends/Relatives (temp)	111	10	19.1	14.8 *
Emergency Shelter	99	105	17.0	22.8
Treatment	95	74	16.3	16.1
Market Rate Rental	87	69	14.9	15.0
Half-way House	49	28	8.4	6.1
Friends/Relatives (perm)	29	10	4.9	2.2
Incarcerated	27	14	4.6	1.1
Transitional Housing	18	*	3.1	*
Owner Occupied	13	9	2.2	2.2
Unknown	13	51	2.2	11.1
No Permanent Address	12	*	2.1	*
Nightly				
Section 8	12	4	2.1	0.9
NPA Outside	7	6	1.2	1.1
Hospitalized - physical	4	5	0.7	1.1
NPA - Vehicle	2	4	0.3	0.9

* Was not a response on past reporting forms.

** Due to a change in the report form in the middle of the contract period, these statistics are based on the responses of 234 households.

E. Demand for Support Services

A variety of services were needed or requested by participants upon entering the program. Counseling received the highest response (44.5%) followed by food shelf services (34.3%), employment (25%), and education (24.4%). Counseling encompasses a variety of services and may include financial, budgeting, legal, emotional, living skills, mental health, and chemical dependency support. Table 5 shows the numerous support services that are needed and/or requested by participants.

Table 5

SUPPORT SERVICES NEEDED UPON INTAKE

	# of Individuals		% of Total Responses	
	FY90	FY89	FY90	FY89
Counseling	259	133	44.5	28.9
Food Shelf	200	165	34.3	35.9
Employment	147	145	25.0	31.5
Education	142	104	24.4	22.6
Financial Assistance	121	115	20.1	25.0
Social Svs. Agency	113	113	19.4	24.6
Section 8 Cert.	108	82	18.5	17.8
Furniture	106	78	18.2	17.0
Deposit Insurance	105	56	18.0	12.2
Clothing	98	76	16.8	16.5
Medical Assistance	93	70	15.9	15.2
Moving Assistance	91	52	15.6	11.3
Job Training	87	59	14.9	12.8
Utility Assistance	77	60	13.2	13.0
Sobriety Support	67	*	11.5	*
Unknown	61	*	10.5	*
Child Care	58	32	9.9	7.0
Other	45	80	7.7	17.4
Legal Assistance	33	27	5.7	5.9
HeadStart	1	*	0.2	*

* Was not a response on past reporting forms.
(Individuals could provide more than one response.)

Table 6, on page 9, compares the support services needed by individuals upon entering the program to the number of services that were accessed by the time of exiting the program. The third column represents the percentage of households that accessed services out of those that initially requested them.

Those services that were most often provided to persons while in transitional housing include sobriety support (128%), medical assistance (113%), clothing (112%), and financial

assistance (103%). Requested services that participants did not access by the time they left the program include job training (26%), legal assistance (24%), education (23%), deposit insurance (19%), and employment (16%).

Table 6

SUPPORT SERVICES ACCESSED

	FY90 # of Persons Who Requested	FY90 # of Persons Who Accessed	% of Persons Who Accessed Services
Counseling	259	245	95
Food Shelf	200	202	101*
Employment	147	123	84
Education	142	110	77
Financial Assistance	121	125	103*
Social Svs. Agency	113	114	101*
Section 8 Cert.	108	96	89
Furniture	106	104	98
Deposit Insurance	105	85	81
Clothing	98	110	112*
Medical Assistance	93	105	113*
Moving Assistance	91	90	99
Job Training	87	64	74
Utility Assistance	77	69	89
Sobriety Support	67	86	128*
Unknown	61	67	**
Child Care	58	54	93
Other	45	37	**
Legal Assistance	33	25	76
HeadStart	1	1	100

* Percentages greater than 100% indicate services were accessed by households that did not originally request them.

** The Unknown and Other categories contain a variety of responses so are not comparable.

F. Sources of Income upon Entering and Exiting

Although long-range goals of transitional housing are to enable people to become independent of public assistance, many people come to the programs with great financial need. Connection with public assistance along with other supportive services to households in transitional housing is an important step for people seeking self-sufficiency. General Assistance (GA) and Aid for Families with Dependent Children (AFDC) served as income for the largest percentage of participants both upon entering and exiting the program. There was a slight increase in persons collecting AFDC (19.4% to 21.9%) and a slight decrease in those collecting GA (34.2% to 30.9%). There was an increase of those persons employed full-time from 11.9% to 19.8%. The various sources of income reported by participants is listed in Table 7.

Table 7**SOURCES OF INCOME**

	Income Upon Entering % of Households		Income Upon Exiting % of Households	
	FY90	FY89	FY90	FY89
Full-time Employment	11.9	9.6	19.8	21.5
Part-time Employment	9.6	10.0	10.3	7.0
GA/MEED	34.2	40.9	30.9	35.4
AFDC	19.4	14.8	21.9	17.0
Unemployment Compensation	1.4	0.2	1.9	0.2
WIC	0.5	0	0	0
Social Security	1.5	6.5	0.7	5.7
SSI	7.4	2.6	8.4	3.0
Disability	1.0	2.8	1.2	1.1
Veterans Benefits	0.3	1.3	0.2	0.2
Vocational Rehab	0	0	0	0
MSA	0.3	0.7	0.7	0
Alimony	0.5	0	0	0.2
Child Support	0.3	0.7	0.5	0.7
Loans	2.2	0	1.0	0
Savings	1.5	0.7	1.2	0.4
Pension	0.5	0.2	0.5	0.2
Food Stamps	1.2	*	1.9	*
Shelter Workshop	1.0	0	1.0	0.2
Unknown	0.5	15.4	0.2	10.7

* Was not a response on past reporting forms.
(Individuals could provide more than one response.)

G. Length of Stay

The length of stay in a transitional housing program was originally limited by state statute to six months. In FY89 the limit was extended to twenty-four months to make the state regulation consistent with federal regulations and to allow program operators greater flexibility in serving clients.

In FY90, the average length of stay per program was 98 days, with the program averages ranging from 24 to 394 days. In comparison, during FY89 when the program limit was six months the average length of stay was 74 days. The average stays ranged from 25 days to 182 days among the programs.

H. Reasons for Leaving the Program

The reasons for participants leaving the program are given in Table 8. Forty-nine percent (49%) of persons leaving transitional housing attained permanent housing, either private housing (25.4%) or a Section 8 Certificate/Public Housing (13.4%).

The number of people asked to leave the program increased from FY89. This can be attributed to variety a of factors. Persons may be admitted to a transitional housing program and upon further assessment, hidden disabilities or additional needs of a person may be discovered, after which the program will make appropriate referrals elsewhere. For example, if a person's chemical dependency problems surface while in the program, they may be referred to a more appropriate program.

Others may be asked to leave because they are not willing to participate in both the housing and services aspects of the program. Programs are strict about requiring people to follow the guidelines of the program and work towards the goals of self-sufficiency and stabilized, independent living. People need to be willing to work towards these goals to benefit from transitional housing.

Table 8

REASONS FOR LEAVING

	FY90	FY89	FY90 % of households	FY89 % of households
Private Housing	157	168	25.4	36.5
Asked to Leave	146	77	23.6	16.7
Section 8/Public Housing	83	45	13.4	9.8
Unknown	53	53	8.6	11.5
Stayed as Long as Policy Allows	48	28	7.8	6.1
Treatment	41	35	6.6	7.6
Other	35	46	5.7	10.0
Living with Friends/Relatives	32	*	5.2	*
Dissatisfied with the Program	12	11	1.9	2.4
Institutional Care	11	9	1.8	2.0

* Was not a response on past reporting forms.

I. 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. With program resources being scarce, efforts in collecting systematic

follow-up data compete with general program functioning. Most follow-up efforts take place on an informal basis.

In response to a request from DJT in the Fall of 1990, those programs that monitor the progress of former clients provided their results. Four programs currently follow-up on clients, either formally or informally, and a fifth is in the process of developing an evaluation of their program which will include client follow-up statistics. Table 9 contains the information that was provided by these programs.

Table 9

FOLLOW-UP INFORMATION

Program	Methodology	Results
Number 1	30-60-90 day follow-up Staff contact Three years of data	80% - Permanent Housing 62% - Maintained sobriety 40% - Subsidized Housing 38% - Lost their sobriety 22% - In school 18% - No forwarding address 14% - Employed 8% - Full-time, good paying jobs
Number 2	Informal contact 16 former clients	31% - Subsidized Housing 31% - Receiving AFDC 31% - Private Housing 25% - Employed 19% - In School 13% - Whereabouts Unknown 6% - Psychiatric Treatment
Number 3	Follow-up survey Mailed yearly 10 clients surveyed	60% - Private Housing 40% - Full-time Employment 40% - In School 30% - Subsidized Housing 20% - Part-time Employment 20% - Public Assistance 10% - Staying with Family or Friends
Number 4	Telephone Questionnaire 3 mos., 6 mos., annual Completes profile on each family with follow-up information	76.0% - Permanent Housing/Maintaining Sobriety 13.3% - Permanent Housing/Difficulty Maintaining Sobriety 10.1% - Returned to Former Lifestyles Whereabouts Unknown
Number 5	Working with the U of M-Duluth to develop follow-up statistics	

EXHIBIT A

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. Denna 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

Trans90
M3

EXHIBIT B
MN. STATUTES DEPARTMENT OF JOBS AND TRAINING

CHAPT.

268.38 TRANSITIONAL HOUSING PROGRAMS.

Subdivision 1. **Definitions.** For the purpose of this section the following terms have the meanings given:

(a) "Transitional housing" means 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 24 months. If a transitional housing program is associated with a licensed facility or shelter, it must be located in a separate facility or a specified section of the main facility where residents can be responsible for their own meals and other daily needs.

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

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

Subd. 2. **Establishment and administration.** A transitional housing program is established to be administered by the commissioner. The commissioner may make grants to eligible recipients or enter into agreements with community action agencies or other public or private nonprofit agencies to make grants to eligible recipients to initiate, maintain, or expand programs to provide transitional housing and support services for persons in need of transitional housing. The commissioner shall ensure that money appropriated to implement this section is distributed as soon as practicable. The commissioner may make grants directly to eligible recipients.

Subd. 3. **Eligible recipients.** A housing and redevelopment authority established under section 469.003 or a community action agency recognized under section 268.53 is eligible for assistance under the program. In addition, a partnership, joint venture, corporation, or association that meets the following requirements is also eligible:

- (1) it is established for a purpose not involving pecuniary gain to its members, partners, or shareholders;
- (2) it does not pay dividends or other pecuniary remuneration, directly or indirectly, to its members, partners, or shareholders; and
- (3) in the case of a private, nonprofit corporation, it is established under and in compliance with chapter 317.

Subd. 4. **Applications.** An eligible recipient may apply to the commissioner, or to a nonprofit agency designated by the commissioner, for a grant to initiate, maintain, or expand a program providing transitional housing and support services for persons in need of transitional housing. The application must include:

- (1) a proposal for the provision of transitional 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.

4/23/90

Subd. 5. **Criteria for grant awards.** Criteria for the award of grants must include:

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

Subd. 6. **Programs designated.** At least two programs funded must be located in the seven-county metropolitan area and at least one program must be located outside of the metropolitan area. The commissioner may fund programs designed primarily to serve families with children, single persons, and persons leaving a shelter for family abuse.

Subd. 7. **Funding coordination.** Grant recipients shall combine funds awarded under this section with other funds from public and private sources. Programs receiving funds under this section are also eligible for assistance under section 462A.05, subdivision 20.

Subd. 8. **Program information.** In order to collect uniform data to better measure the nature and extent of the need for transitional housing, grant recipients shall collect and make available to the commissioner the following information:

- (1) number of requests received for transitional housing, including the number of persons requiring assistance;
- (2) number of persons for whom services are provided, listed by age;
- (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 on status of persons assisted, including source of income and whether living independently, employed, or in treatment, unless the information is not available; and

Subd. 9. **Private data.** Personal history information and other information collected, used, or maintained by a grant recipient from which the identity 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.

Subd. 10. **Rules.** The commissioner may adopt emergency rules, in accordance with chapter 14, as necessary to implement this section. Notwithstanding section 14.35, emergency rules adopted under this section shall remain in effect until June 30, 1985.

Subd. 11. **Report to the legislature.** The commissioner of jobs and training shall report to the legislature annually by March 15. The report must include:

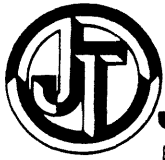
- (1) the number of programs funded;
- (2) the results of evaluations of those programs;
- (3) an evaluation of the data collected on the programs funded and additional data available to the commissioner to further identify the need for transitional housing and available resources; and
- (4) recommendations for future action by the legislature.

Subd. 12. **Licensing requirements not applicable.** The requirements of sections 245.781 to 245.812 do not apply to transitional housing and support services funded under this section unless the commissioner of human services determines that the program is primarily a residential facility within the meaning of section 245.782, subdivision 6.

History: 1989 c 47 s 1-6

4/22/90

EXHIBIT C



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: April 23, 1990

TO: Transitional Housing Program Applicants

FROM: Mark Kaszynski *Mark Kaszynski*
Emergency Food & Housing Program Manager
Economic Opportunity Office

SUBJECT: Grant Application Format---SFY 1991

Transitional Housing Program funds of \$220,000 will be available for the State Fiscal year July 1, 1990 through June 30, 1991.

The purpose of the Transitional Housing Program, MN Stat. Chapter 268.38, 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 on Project Information Forms A-D 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. An original and five copies of the completed application package, along with a signed Assurances and Certifications page, must be received no later than 4:30 PM on June 22, 1990. 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.

The following criteria will be used to grant awards:

- 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;



EQUAL OPPORTUNITY EMPLOYER

DJT-11T (JT-00150)

Memo to: Transitional Housing Program Applicants
April 23, 1990
- 2 -

- 4) Evidence of cooperation and commitment from other social service agencies whose support is essential for the conduct of the program and appropriateness of the collaborative arrangements;
- 5) Adequacy and availability of facilities, organizational environment and core resources to conduct the program;
- 6) How individuals are moved into permanent housing; and
- 7) Grants will be awarded to as wide a variety of programs as possible, with emphasis on programs that concentrate on long-term solutions to individual housing problems.

Enclosed are the following:

- 1) Project Information Forms A, B, C, and D
- 2) Assurances and Certifications page
- 3) Definitions page
- 4) State Register, Monday, April 23, 1990, page #2516
- 5) Temporary Housing Demonstration Program FY 1989 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
encs.
Trans M2

"FORM A"
SPY 1991 MN DJT TRANSITIONAL HOUSING PROGRAM
JULY 1, 1990-JUNE 30, 1991

PROJECT INFORMATION

NAME OF PROJECT:

ADDRESS:

TELEPHONE NO.:

NAME OF CONTACT PERSON:

FUNDS REQUESTED:

NUMBER OF HOUSEHOLDS TO BE SERVED 7/1/90 TO 6/30/91:

TRANSITIONAL HOUSING PROGRAM (THP) DESCRIPTION
JULY 1, 1990-JUNE 30, 1991

Briefly describe the program objectives, population to be served, identification and type of facility(ies) to be used, support services to be provided, rent collection activities/or assistance, daily needs and meal activities, and any other general program information.

"FORM A" (continued)

Program/Project Name _____

THP DESCRIPTION (continued):

"FORM B"
TRANSITIONAL HOUSING PROGRAM
PREVIOUS ACTUAL PROGRAM/PROJECT BUDGET
STATE FISCAL YEAR JULY 1, 1989-JUNE 30, 1990

Program/Project Name _____
Transitional Program Households served _____

Fill in below or attach a 1990 line item budget of actual expenditures for the entire project including actual revenue sources (fill out one form for each program/project).

<u>ACTUAL EXPENDITURES</u>	<u>AMOUNT</u>
<u>Salaries/Wages&Fringe (F.T.E.=)</u>	_____
<u>Rent Assistance Payments</u>	_____
<u>Space Cost & Rentals</u>	_____
<u>Consultant & Professional Services</u>	_____
<u>Travel</u>	_____
<u>Consumable Supplies</u>	_____
<u>Lease & Purchase Equipment</u>	_____
<u>Other Costs</u>	_____
_____	_____
_____	_____
TOTAL ACTUAL EXPENDITURES	_____

<u>ACTUAL REVENUE SOURCE(S)</u>	<u>AMOUNT</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL ACTUAL REVENUE	_____

"FORM C"
SFY 1991 TRANSITIONAL HOUSING PROGRAM
PROPOSED PROGRAM/PROJECT BUDGET
(JULY 1, 1990-JUNE 30, 1991)

Program/Project Name _____
Number of Households to be served _____

Fill in below or attach a SFY 1991 proposed line item budget for the entire program/project including all proposed revenue sources (fill out one form for each program/project).

PROPOSED EXPENDITURES

AMOUNT

Salaries/Wages&Fringe (F.T.E.=)

Rent Assistance Payments

Space Cost & Rentals

Consultant & Professional Services

Travel

Consumable Supplies

Lease & Purchase Equipment

Other Costs

TOTAL PROPOSED EXPENDITURES

PROPOSED REVENUE SOURCES

AMOUNT

TOTAL ACTUAL REVENUE

"FORM D"
SFY 1991 MINNESOTA TRANSITIONAL HOUSING PROGRAM FUNDS
PROPOSED BUDGET
JULY 1, 1990-JUNE 30, 1991

Fill in below or attach a SFY 1991 proposed line item budget for MN DJT Transitional Housing Program funds only. (Fill out one form for each program/project).

Program/Project Name _____

PROPOSED EXPENDITURES

AMOUNT

Salaries/Wages&Fringe (F.T.E.= _____)

Rent Assistance Payments

Space Cost & Rentals

Consultant & Professional Services

Travel

Consumable Supplies

Lease & Purchase Equipment

Other Costs

TOTAL REQUESTED

ASSURANCES AND CERTIFICATIONS

The SFY 1991 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 where residents can be responsible for their own meals and other daily needs.
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

DEFINITIONS

Definitions to be used by the Transitional Housing Program (THP) in describing the THP Program:

Transitional Housing means 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 24 months. If a transitional housing program is associated with a license facility or shelter, it must be located in a separate facility or a specified section of the main facility where residents can be responsible for their own meals and other daily needs.

Support Services means an assessment service that identifies the needs of individuals for independent living and arranges or provides for the appropriate educational, social, legal, advocacy, child care, employment, financial, health care, or information and referral services to meet these needs. Also, services provided to individuals of the purpose of facilitating the movement of individuals to independent living.

- a) **Direct Services**: Those support services provided by the THP-funded program staff.
- b) **Indirect Services**: Those support services provided by agencies or organizations other than the THP which is requesting funding under this appropriation.

Facility means an existing structure providing housing for independent living to homeless persons or families. This includes single-family houses and multi-family structures.

- a) **Site Controlled**: The structure is owned by the THP (or by an entity controlled by the THP) or the THP has a multi-year lease controlled by the THP whereby the homeless person or family must vacate the premise upon completion or termination of their participation in the program.
- b) **Scattered Site**: Structure leased or rented by the THP participant or co-leased by the THP with the THP participants where the structure is not controlled by the THP.

Definitions - p. #2

Homeless Individual/Person means:

- a) an individual who lacks a fixed, regular, and adequate nighttime residence;
- b) an individual who has a primary nighttime residence that is:
 - a supervised publicly or privately-operated shelter or dwelling designed to provide temporary living accommodations.
 - an institution that provides a temporary residence for individuals intended to be institutionalized, or
 - a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for humans.

The term "homeless individual" does not include any individual imprisoned or otherwise detained pursuant to federal or state law.

F.T.E. means Full-Time Equivalency positions paid for by salaries/wages plus fringe listed on this budget line item. Identify an estimated number.

Rent Assistance Payments means that rent paid by the THP on behalf of the THP participant to a landlord other than the THP. This applies to scattered site THP's.

Professional, Technical & Consulting Contracts

B. Applicants will submit applications specifying in appropriate detail how they will fulfill the above requirements. The proposal will also be accompanied by a budget breakdown that would define the objectives and specifications.

C. Other specifications which must be adhered to are as follows:

1. The activities described above must be of wide perspective in their underlying philosophy.
2. Use the maximum number of blind participants in order to provide a true consumer viewpoint.
3. Be prepared to provide current information about and access to the blind community, statewide.
4. Demonstrate skills and expertise to conduct inservice training or staff training.
5. Broad knowledge of the needs of all ages and conditions of blind persons.
6. Demonstratable skills to communicate on issues of blindness and rehabilitation.
7. Provide an adequate evaluation plan of training.

D. The training for counselors will consist of two four hour spaced sessions in each district office (12 sessions). \$7,200.00 is available for a one year period. Applications are due at State Services for the Blind, 1745 University Ave. W., St. Paul, MN 55104-3690, 30 days after the date of publication in the *State Register*. Reviewers will be members of the Independent Living Workgroups. Successful applicants will be notified of award by July 1. Five copies of Braille and 5 copies of print version of the application should be submitted. Training must begin before September 30, 1990.

Dated: 10 April 1990

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 Minnesota Transitional Housing Program. Jobs and Training has FY 1991 appropriation of \$220,000 available to make grants in this fiscal year.

Jobs and Training will accept proposals that initiate, maintain or expand programs which provide housing and support services for the homeless. Applicants wishing an *application package* 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 Friday, June 22, 1990.

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: Minnesota FY 1991 Transitional Housing Program

An announcement of awards is expected in July, 1990. The anticipated project funding start up will be August 1990. 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. Grants will be awarded at the discretion of the Department.

Pollution Control Agency

Notice of Request for Proposals for Qualifications of Petroleum Storage Tank Release Corrective Action

NOTICE OF AVAILABILITY OF CONTRACT AND NOTICE OF REQUEST FOR PROPOSAL for contractual services to conduct corrective actions at sites where petroleum has been or may have been released from aboveground or underground storage tanks located in Minnesota.

The Minnesota Pollution Control Agency (MPCA) is seeking proposals from contractors qualified in conducting investigations and taking other corrective actions at sites where a release of petroleum from a storage tank has occurred or is suspected. The MPCA

EXHIBIT D

AUGUST 1, 1990
FOR IMMEDIATE
RELEASE

Contact: Pat Leary
Economic Opportunity Office
612/297-3409

State allocates \$220,000 for transitional housing for homeless St. Paul -- More homeless Minnesotans will have access to transitional housing this fall and winter as a result of \$220,000 in state 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, Duluth, Mankato, Marshall, Minneapolis, Moorhead, St. Cloud, St. Paul, Spring Lake Park, Rochester, 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. The 27 programs will offer advocacy, education, legal and employment assistance, child care, case management, information and referral services. In addition, the agencies will provide support services to help the homeless find permanent housing. Most existing shelters for the homeless offer a bed for 12 hours a day and less extensive support services.

Funding for the program is appropriated by the State Legislature under the Transitional Housing Program which has provided operating assistance for Transitional Housing programs since 1985.

EXHIBIT E

TRANSITIONAL HOUSING PROGRAM GRANTS FY1991
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	Lilyan Frank	612/780-4081	\$ 7,500
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
Dakota County Community Action Council Burnsville	Ann Mehl	612/431-2112	5,000
Elim Transitional Housing Minneapolis	Sue Watlov-Phillips	612/379-8520	12,500
Family and Children's Service Minneapolis	Molly Greenman	612/340-7444	7,500
Heartland Community Action Agency, Inc. Willmar	Dee Evenson	612/235-0850	5,000
Home of the Good Shepherd St. Paul	Sr. Virginia Hinks	612/484-0221	8,000
Incarnation House Minneapolis	Maggie McGlynn	612/827-5776	5,000
Juel Fairbanks Chemical Dependency Service St. Paul	Marvin E. Hanks	612/644-6204	5,000
Lutheran Social Service Minneapolis	Patricia Buschmann	612/871-0221	5,000

<u>AGENCY</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>	<u>AMOUNT</u>
MN. AIDS Project Minneapolis	Roland Westerlund	612/870-7773	7,5000
Mother Cabrini House Minneapolis	J. Neil Tift	612/331-7390	5,000
RISE, Inc. Spring Lake Park	Becky Fink	612/786-8334	5,000
Sarah Family Programs St. Paul	Margaret A. Demco	612/292-1965	5,000
St. Paul YWCA St. Paul	Pam McCrea	612/222-3741	12,500
The Salvation Army Duluth	Bernadine Martin	218/722-7934	10,000
The Salvation Army Minneapolis	Capt. David Dalberg	612/388-0113	12,500
Simpson Transitional Housing Minneapolis	Therese Cain	612/874-8683	12,500
Welcome Home Transitional Living Program for Women Mankato	Kathy Kremer	507/387-8207	7,500
Welcome Inn Transitional Living Center Mankato	Keith Luebke	507/388-1928	7,500
Western Community Action, Inc. Marshall	Patricia Neahr	507/537-1416	7,500
Women's Community Housing Minneapolis	Sharon Rice Vaughan	612/872-9553	7,000
Women's Shelter Rochester	Judy Miller	507/285-1010	12,500
Women's Transitional Housing Coalition Duluth	Nancy Burns	218/728-6437	12,500
YWCA Fargo-Moorhead Moorhead	Barb Stanton	701/232-2547	5,000

August 7, 196

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 Income | R. Food stamps |
| I. Unemployment Compensation | S. WIC |
| J. Pension | X. Not applicable |

COLUMN 4 - REASONS 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 | Y. Physical illness |
| 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 IMMEDIATELY PRECEDING ADMISSION TO PROGRAM

- | | |
|---|---|
| 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 | C. Outside of state |
| B. Outside of city or area but within 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. Found 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
- I. Went to live with relatives or friends
- X. Other

COLUMN 10 - SOURCES OF INCOME AT DISCHARGE

- | | |
|--------------------------------------|---|
| 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 11 - NUMBER OF DAYS IN PROGRAM

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

Key
PL-II

TRANSITIONAL HOUSING MONTHLY REPORT FORM

DEC 18, 1989

NUMBER OF PERSONS REQUESTING ASSISTANCE

MONTH OF

AGENCY NAME

COMPLETED BY

[illegible]

EXHIBIT G