

Winona County Criminal Justice Coordinating Council

Sentencing Orders Workgroup Minutes

November 2021 – November 2023*

*The committee may not have had a meeting in every month. The attached minutes are from every month in which a meeting was held

**Supportive Housing Workgroup of the
CJCC Jail & Jail Alternatives Committee
November 19, 2021 at 9:00 a.m. via Zoom**

Present: Chris Meyer, Justin Green, Bill Moe, Linda Soderstrom, Ken Fritz, Rachel Stoll, Crystal Hegge, Anne Vandenberg, Karin Sonneman, Zarna Polus, Aimee Buckmaster, Audrey Rivenburg

Minutes by: Kalene Engel

Introductions: Persons present introduced themselves and their connection or interest in supportive housing.

Review of CJCC: Kalene reviewed the purpose and structure of the Criminal Justice Coordinating Council. She discussed the Sequential Intercept Map Workshop that was held earlier this year and which identified criminal justice system gaps for persons with mental health and/or substance abuse issues. The current workgroup (and six others) were formed to address some of these gaps. This workgroup reports to the Jail & Jail Alternatives Committee which reports to the CJCC Main Council.

Review of SHOCC: Rachel reviewed the history of the Shelter and Housing Opportunity Coordinating Council, which is a grassroots organization of persons concerned about housing issues in the Winona Community. SHOCC members have a desire to create a structure similar to CJCC and has already replicated some of that structure, such as meeting monthly and creating committees. One of the committees that was created was a supportive housing workgroup and another was the grants committee, of which Ken, Kalene and Justin are members. Duane Voegeli and Brian Voerding of Engage Winona were instrumental in starting SHOCC (though it was called something else), but when neither was able to facilitate the meeting, Rachel became the convener.

Review of Warming and Day Center: Audrey discussed the history of the Winona Community Warming Center and Day Center. Several years ago, a group of concerned citizens (including Anne) saw a need for an overnight warming shelter and partnered with Community Bible Church to provide that shelter during the winter months. This effort started in 2017 with largely volunteer efforts with Catholic Charities serving as the fiscal agent. Since that time, Catholic Charities has assumed the administration of the Warming Shelter and also added a Day Center. With the receipt of grant funding, the program became more structured including the addition of paid staff.

Review of Poverty Roundtable: Justin noted that, even prior to the above-described efforts, the Poverty Roundtable was interested in pursuing permanent or transitional housing rather than emergency shelters. Justin obtained a grant from Winona Community Foundation to hire a

technical assistance provider to assist that effort. Unfortunately, he was not able to locate an expert so he had to give the money back.

Minnesota Housing Partnership (MHP) Strengthening Rural Communities (SRC) Grant:

Earlier this year, Justin and Kalene authored a grant application on behalf of Winona County for an SRC Grant to seek technical assistance to help with expanding supportive housing in the community. At the end of October, we were notified that Winona County was among the finalists for an SRC grant and that representatives from MHP wanted to come to Winona meet with local housing leaders (this workgroup). In a conversation with an MHP representative immediately prior to the meeting, Kalene confirmed that, in addition to the requested technical assistance, there may also be funding available for a paid coordinator position (similar to the role Kalene has with CJCC). MHP also feels that Winona would be a good candidate for the Housing Institute.

Site Visit: The site visit from MHP has been scheduled for December 1st. Discussion was held on a proposed agenda, and the following is the agenda that Kalene will propose to MHP:

- 9:45 a.m: Arrival to Winona
- 10am-11am: Tours of the Winona Community Warming Center (69 East 3rd Street) and the Winona Community Day Center (151 E. 3rd Street) – Host Audrey Rivenburg of Catholic Charities of Southeast Minnesota
- 11 am-noon: Meeting with Winona Supportive Housing Workgroup at Advocacy Center of Winona Conference Room, 120 E 2nd, Suite 203, Winona
- Noon to 1pm: Attend CJCC Meeting virtually at Advocacy Center of Winona Conference Room
- 1pm to 2pm: Lunch and debrief with Winona Supportive Housing Workgroup at Advocacy Center of Winona Conference Room. Advance orders to Kalene Engel (kalene@engellawoffice.com) from the Acoustic Café Menu (<https://www.acousticcafewinona.com/>) by November 29 at noon.
- 2pm-3pm: Possible tour of a Hiawatha Valley Mental Health Center Board and Lodge (address TBA)
- 3pm: depart for home

All workgroup members were encouraged to review the grant application and information on the MHP website:

- Main Website: <https://mhponline.org/>

- Housing Institute Page: <https://www.mhponline.org/community-development/programs-and-services/housing-institute>
- Housing Institute One Pager: http://www.mhponline.org/images/MHP-Housing-Institute-Brochure-2018_med.pdf

Additional Funding Sources: Discussion was held on other possible funding sources, including Winona Community Foundation and American Rescue Plan funds. Ken noted that some funding has been earmarked for housing from the allotment received by Winona County.

Identifying Additional Members: Attendees were asked to identify other persons whose presence would be necessary or helpful to the work of the workgroup. Suggestions included Jen Shea of Grace House, Karen Bunkowski of Winona County Health and Human Services, Nick Larson of the City of Winona, Buffy Beranek of SEMMCHRA, Carrie McKee of SHOCC, Nick Koverman or another representative from St. Charles and Sheila Todd from SEMCAC. Kalene will extend an invitation to the persons identified by the workgroup.

Leadership: Kalene is seeking one or two people to lead this workgroup. She asked attendees to give it some thought and e-mail her if they were interested in serving in that role.

Next Meetings: The next meeting of the workgroup will be on December 1, 2021 (as listed above). The January meeting will be held via Zoom on January 14, 2022. Kalene will send out invites to all meetings.

Adjournment: Meeting adjourned 9:45 a.m.

**Supportive Housing Workgroup of the
CJCC Jail & Jail Alternatives Committee
Meetings on December 1, 2021**

Participant List:					
Name	Title/Role	Organization	Warming & Day Center Tours 9:45-10:23	Workgroup Meeting 10:23-11:58 am	Debrief and MHP Presentation 1:30 pm - 2:50 pm
Bellefui, Sarah	Community Dvlpt Director	Minnesota Housing Partnership	X	X	X
Buckalew, Harlan	Community Dvlpt Officer	Minnesota Housing Partnership	X	X	X
Buckmaster, Aimee	Substance Abuse Counselor	Common Ground			X
Bunkowski, Karen	Supervisor-Adult Services,	Winona County Heath and Human Services		X	X
Dolan, Barbara	Community Dvlpt Manager	Minnesota Housing Partnership	X	X	X
Engel, Kalene	Executive Director	Winona Co Criminal Justice Coordinating Council	X	X	X
Ferrington, Christy	Adult Services Director	Hiawatha Valley Mental Health Center		X	X
Fritz, Ken	County Administrator	Winona County		X	X
Gilow, Judy	Vice-Chair/Lived Experience	Winona Co Criminal Justice Coordinating Council		X	X
Green, Justin	Deacon	Diocese of Winona		X	X
Hegge, Crystal	Executive Director	Advocacy Center of Winona		X	X
Kovecsi, Marie	County Commissioner	Winona County		X	X
Madsen, Laura	Independent Living Coordinator	SEMCIL		X	
Meyer, Chris	County Commissioner	Winona County		X	X
Michener, Patrick	Outreach Coordinator	Catholic Charities of So. MN	X	X	X
Polus, Zarna	Peer Recovery Specialist & Lived Experience	Common Ground	X	X	
Rivenburg, Audrey	Housing Director	Catholic Charities of So. MN	X	X	X
Soderstrom, Linda	Housing Advocate/Lived Experience	SHOCC & Multiple other housing organizations		X	X
Stoll, Rachel	Community Connector	Winona Health		X	X
VandeBerg, Anne	Winona State University	Professor – Social Work		X	X

1. Arrival of MHP Staff, Introductions and Tour of Winona Community Warming Center and Winona Community Day Center (9:45 a.m. – 10:20 a.m.)

Audrey R. and Patrick M. provided tours of the Winona Community Day Center at 151 E. 3rd St and the Winona Community Warming Center at 69 East 3rd St. During the tour, background information about the history, funding, staffing, hours and services for each location was discussed. The tour ended earlier than anticipated so the group reconvened at the Advocacy Center Conference Room.

2. Winona Supportive Housing Workgroup Meeting at Advocacy Center of Winona Conference Room (120 East 2nd) and via Zoom (10:30 – 11:58 am)

Pre-Zoom Meeting Discussion: Prior to the scheduled start of the workgroup meeting of 11 a.m., Kalene provided an overview of the Winona County Criminal Justice Coordinating Council history, structure and membership. She discussed the Sequential Intercept Map Workshop and explained how one of the gaps identified through the SIM process was supportive housing, so a workgroup was formed to address that gap.

She provided a brief history of the Shelter and Housing Opportunity Council, noting that one of the SHOCC committees that was created earlier this year was a “Supportive and Transitional Housing Committee.” Flowcharts and committee charges/descriptions were provided to the MHP representatives. At this point, attendees for the scheduled start time of the workgroup meeting were present.

11 a.m Workgroup Meeting: Attendees introduced themselves and described their connection to or interest in housing issues. Rachel provided an overview of the history of SHOCC, as follows:

- SHOCC was started organically in direct response to the COVID-related displacement of individuals from the warming center.
- After dealing with the immediate crisis of finding emergency shelter at the YMCA for persons who were displaced, the group continued to meet to troubleshoot other issues, including meals and warm places to stay during the day.
- As the people who were meeting to discuss the COVID-related emergency shelter issues began to talk more, other housing issues emerged. Group members were interested in going beyond the emergency issues to address other community housing needs.
- The five committees that were created in SHOCC were done so mainly due to the interest level of the persons who were present when the committees were formed
- Even before the SHOCC name was adopted, there were prior grassroots efforts going back 8-10 years aimed at addressing housing needs. It is out of these prior efforts that the first warming center was launched.
- SHOCC was an effort to put some organizational structure to the grassroots efforts and to possibly secure some funding/resources to help with the housing efforts.

Justin noted that the City of Winona commissioned a housing study several years ago, but there was little attention paid to needs on the “emergency to supportive housing” end of the housing continuum. Anne noted that SHOCC started with a crisis focus knowing that the community really needs to address the full spectrum of housing supports.

Rachel currently convenes the monthly SHOCC meetings, which consists mostly of housing-related updates by attendees. This information is beneficial and shows that there a lot of great things happening and people who are working on housing issues—but in siloes. She noted that everyone who volunteers for SHOCC has other work or commitments, and there is no one to hold people accountable and no paid staff to move things forward, so progress is stagnating.

Justin noted that the Poverty Roundtable convened several years ago to discuss housing issues and decided that it needed expert assistance to move forward. Justin applied for and received a \$10,000 grant from Winona Community Foundation. Unfortunately, he was unable to find a housing expert to assist the group, so he had to return the money.

Since SHOCC is a new organization that does not have a formal existence (i.e. non-profit status, etc), MHP raised a question about fiscal agency or a supporting organization. Crystal noted that the Advocacy Center might have an interest in serving in this capacity. Catholic Charities may as well, but have recently taken on some significant housing projects. Winona Community Foundation was also raised as a possibly fiscal sponsor. United Way is not an option in Winona, as the organization folded several years ago. Linda gave examples of two organizations (Housing Justice Center and Freedom from the Streets), both of which have become independent housing organizations.

Challenges associated with being a “college town” were raised. Few landlords will accept Section 8 Vouchers because they can rent for more money (on a per room basis) to college students. Laura noted that Olmsted County has a “sludge fund” to back up Section 8 voucher holders who cause damage to rental properties. She knows of a local landlord who has been “burned” by damages caused by Section 8 voucher holders so many times that he is no longer willing to offer Section 8 housing, such that backup funding could entice landlords to offer Section 8 Housing. Kalene noted that CJCC sponsored a virtual Section 8 Workshop in August aimed at recruiting local landlords; the video of the presentation is posted on the CJCC website.

The meeting was ended at 11:57 a.m. to allow setup for the CJCC, which was scheduled to start at noon.

3. Collaborative Debrief and MHP Presentation on Strengthening Rural Communities Program and TA Models (1:30 p.m. to 2:50 p.m.) at Winona Advocacy Center and Via Zoom

MHP Representatives provided the following observations/information:

- It’s clear that we have a lot of passionate people who are willing to work together on housing issues, but are there people who are not currently involved who need to be present to make housing happen.
- Winona County made application for assistance and MHP’s visit today is a needs assessment; the information we have provided has been very helpful.
- MHP provides technical assistance (TA) through Rural Capacity Building Funds and they have a couple of different ways to provide that TA. They can provide direct technical assistance to entities, but another way they provide the TA is through a Housing Institute, which is a peer-to-peer learning environment, with dedicated TA.
- Harlan Buckalew shared a Powerpoint (see attached outline).
- The Community Development Team at MHP is a “small but mighty” team of 7 people who work directly in the field with beneficiaries.
- The direct TA model of assistance provides direct access to MHP staff.
- The Housing Institute also provides direct access to MHP staff, but combines that with a curriculum to reinforce program and project development in a peer to peer learning environment. The Institute brings together housing leaders and stakeholders to share experiences, learn best practices and develop creative solutions to bring quality housing to communities. In this way, it helps establish enduring relationships.
- The state financing agency (Minnesota Housing) looks favorably on applicants who have gone through the Institute. Developers are also attracted to Institute graduates.
- Institute curriculum is tailored to meet the needs of participants. They bring in regional experts to provide foundational knowledge and enhanced resources. MHP will seek resources relevant to your team.
- A hybrid format for the Institute was developed in response to COVID; however, they prefer an in person Institute as it is more conducive to developing relationships and allows people to be more focused.
- To participate in the Institute, Winona would need to identify a team of 7 housing leaders from across different sectors, with a blend of people who are worker bees, supervisors and those with political influence.
- Although only 7 people can participant in the Institute on the “travel team” (due to funding restrictions), MHP recommends that we convene a larger team to provide local support (and substitutes).
- It is essential to have a strong point person or coordinator to organize local efforts.
- The team needs to identify a focus area.
- The Institute is 18 months long and includes an in person workshop every 3-4 months along with at least monthly local meetings. The in person workshops include speakers, activities and homework.

- A dedicated MHP staff liaison would provide ongoing TA, and would attend the local monthly meetings and provide ongoing support and resources.
- The meal and lodging costs for the in-person workshops is covered by MHP. The location is a central location for the participating teams (so they all drive approximately the same distance).
- MHP is constantly gathering data and evaluating its work.
- MHP often requests a match of some sort, whether it be money or volunteer time.
- Additional funding in the form of a Strengthening Rural Communities Grant is available to people who receive TA from MHP. This is a \$10,000 capped matching grant, available during the time that the entity is receiving TA. Often this is used to achieve additional objectives that were not originally identified, but are relevant to the workplan and activity (such as conducting a housing needs assessment or creating a website).
- A predevelopment, zero interest loan of up to \$75,000 is also available to pay for things like engineering or architecture costs.
- Much more information is available on the MHP website: www.MHPonline.org.
- Winona representatives discussed some of the current needs, ideas and challenges related to emergency, supportive and subsidized housing. Crystal shared a new “master lease” program that the Advocacy Center is piloting to provide emergency housing for up to 30 days for clients. The Advocacy Center is the lessee in a non-congregate setting. Rachel noted that the main subsidized housing complexes in Winona are segregated with low access to resources. Justin talked about having employers offering housing and training in the trades for persons leaving the jail. Linda mentioned that several college dormitories were for sale (and still are).
- Other entities are also being evaluated for the workshop. MHP will make a final decision before the Housing Support Workgroup’s next meeting on January 14th.
- In the meantime, our group can be thinking about a specific focus and identifying “travel” and “home” team members.

Minutes by: Kalene Engel

1 **Building Community Through Collaboration**

2 **Minnesota Housing Partnership (MHP)**

Founded in 1989, MHP supports, leads, and collaborates with a diversity of partners to stimulate innovation and drive positive impact in affordable housing and community development in Minnesota and beyond.

3 **Rooted in Minnesota**

4 **Working Nationwide**

5 **Areas of Focus**

Research | Policy | Community Development

6 **Community Development**

7 **MHP's Institute Model for Community & Regional Collaboration**

8 **Overview**

- Designed to build the capacity of local housing leaders and stakeholders by
 - Working collaboratively to address needs
 - Sharing their experiences
 - Learning best practices
 - Developing creative solutions to bring quality affordable housing to their communities
 - Forming enduring relationships

9 **Overview**

Flexible Model

- Works for different communities
 - Rural
 - Native Communities
- Works for different projects
 - Housing
 - Economic Development
 - Organizational Development
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10 **Key Characteristics**

Team Approach

- Build strong, effective and enduring partnerships
- Expertise contributed from each team member
- Balance between visionaries and realists

- Public/private/non-profit representation
- Broad spectrum of expertise
- Decision makers and implementers
- Political Influence
- Uniform voice in community
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11 **Key Characteristics**

Include Area Stakeholders

- Local government, city council members
- Mayors, county commissioners
- EDAs, HRAs, Police Department
- Faith Community, Salvation Army
- Local employers and other businesses
- Developers, builders, trades
- Bankers/lenders
- State agencies, federal partners
- Educational and health care Institutions

12 **Key Characteristics**

Identify a Shared Focus

- Lack of affordable housing
- Need for Market Rate Housing
- Homelessness
- Social enterprises, job creation
- Economic growth
- Decreasing Population
- Demographic shifts
- Social needs, local challenges

13 **Key Characteristics**

Sustaining Partnerships

- Ongoing commitments, collaborations
- New projects and programs
- Identifying new members/stakeholders
- Expanding focus

14 **Key Characteristics**

- Set goals
- Establish action steps
- Establish timelines
- Member responsibilities
- Implementation
- Accountability

15 **Format**

- 18 months start-to-finish
- 5 workshops spaced 3-4 months
 - Speakers, activities, homework
- MHP staff liaison
 - Monthly team meetings
 - Resources
 - Point person between MHP and team

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17 **Housing Institute**

- The Housing Institute model was initiated in 2009 to address rural Minnesota housing needs
 - Economic crisis
 - Limited funding to address aging housing stock
 - Need for new/rehabilitated affordable housing
 - Limited staffing to tackle big projects
 - Geographic isolation

18 ***“One of the great things to come out of the collaborative effort is we know and trust each other now. The HRA and KOOTASCA were never partners but now we work well together. I have a dream for senior housing and I’m thinking of moving forward with that. As I do, I know I can turn to any of these team members.”***

19 **Evaluation**

- Gather Data
 - Housing Institute application
 - Team evaluations after each Housing Institute cohort meeting
 - Follow-up with teams after the Housing Institute cohort has been completed
 - Follow-up survey

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20 **Evaluation**

- Create Housing Institute white paper
 - Includes information about the evolution of the Housing Institute
 - Data on Housing Institute teams, topics, and outcomes
 - Housing Institute impacts through stories and first-person accounts

21 **MHP Lessons learned**

- Team leaders are imperative
- Recognize regional differences
- Funding for participant support costs
- Match funding helped facilitate action
- Connect teams to developers and funders
- Staff turnover can impede continuity
- Buy-in from community leaders important

22 Your Institute

- What would your focus be? What is your biggest housing/development need?
- Who will make up your teams?
- What partners would you need at the table?
- How would you measure success?

23 How to proceed...

- Request for Technical Assistance – online application – 1st step!
- Work with MHP staff to prioritize projects to implement
- Form your team – could be local or regional
- Establish team meeting times and attend workshops

24 Connect with MHP!

Website: mhponline.org

Twitter: @followMHP

Facebook: facebook.com/mnhousingpartnership

CJCC Jail & Jail Alternatives Committee
Supportive Housing Workgroup
December 3, 2021 at 9:00 p.m.

Present: Linda Soderstrom, Laura Madsen, Kalene Engel, Audrey Rivenburg, Crystal Hegge, Aimee Buckmaster, Chris Meyer, Judy Gilow, Karen Bunkowski, Rachel Stoll, Marie Kovecs1

Thoughts on Institute: Judy felt that it was a good idea and feels that we need something to move forward. Rachel noted that it involves a good deal of commitment from leadership, which is a good thing, because we are all interested, but it is difficult to carve out space. Audrey felt that if we are going to move forward, we need someone from the City or County involved—it cannot just be nonprofits. Crystal believes we need to create buy-in and find the right mix of people. The consensus was that the Institute would be beneficial, but that we would need to have the right people attending the meetings.

Area of Focus: Discussion was held on what type of project or focus area we would have if awarded the grant. The grant proposal references a supportive housing project, but maybe that needs to be further explored.

Karen Bunkowski provided an overview of Housing Support (Group Residential Housing) as follows:

- It is referred to as “eats and sheets”—providing lodging and meals plus some basic hygiene and grooming products and cleaning once a week.
- If the vendor doesn’t actually provide food, it must give the tenant enough money for food.
- Staff time or supportive services are not required. It looks more like some of the things you might see in a hotel room.
- To be eligible for Housing Support, a person must be blind, aged or disabled and the disability must impact the person’s ability to be employed.
- A professional statement of need must be signed by the appropriate professional to verify the disability
- Some vendors choose to pay for staff
- The amount per person is over \$900 so it is typically not a situation where the landlord loses money on it.
- A person getting out of treatment could be considered disabled, but the statement of need would have to be put in place in advance to get the funding.
- The disability can be reviewed.

Karen also discussed Rate 2 Housing Support funding. Rate 2 is a separate payment of \$460 per month to pay for supportive services. All of Winona County’s Rate 2 beds are used on Hiawatha Bluffs Living. The county cannot authorize more Rate 2 beds, but must get them from other counties. The County doesn’t have a lot of experience with Rate 2. Adult Foster Homes (now called Community Residential services) also receive Housing Support and can get MA Waivers.

Laura noted that SEMCIL is or soon will be enrolled as a Housing Stabilization Services provider. Audrey stated that Catholic Charities is also applying to be a HSS provider.

Kalene screen-shared the housing continuum diagram. Attendees confirmed that the main area of focus should be in the transitional housing to permanent supportive housing area.

Meeting adjourned: 9:30 a.m.

Minutes by Kalene Engel

CJCC Jail & Jail Alternatives Committee
Supportive Housing Workgroup
January 14, 2022 at 9:00 a.m.

Present: Crystal Hegge, Judy Gilow, Rachel Stoll, Kalene Engel, Chris Meyer, Ken Fritz, Justin Green, Audrey Rivenburg, Karin Sonneman, Anne Vandenberg, Aimee Buckmaster, Christy Ferrington

Chairperson: Crystal Hegge has agreed to chair this workgroup. Thank you Crystal!

Fiscal Sponsor for MHP Project and possibly SHOCC: The Advocacy Center of Winona has offered to ask as a fiscal sponsor for the Minnesota Housing Partnership grant project and SHOCC (if that is the direction SHOCC wants to go). If, for some reason, the fiscal sponsorship doesn't work out, Catholic Charities is willing to step in. The main focus right now for the fiscal sponsorship is for the MHP grant project.

Document Storage/Sharing: Crystal asked for suggestions on a document repository for the agendas/minutes and other documents related to the workgroup. One possibility would be to use a Google drive. Kalene offered to create a dedicated webpage on the CJCC website for that purpose as a temporary solution. Attendees were fine with that proposal and gave suggestions as to where it could be located to make it easy to find.

Minnesota Housing Partnership Grant: Kalene reached out to Harlan Buckalew and MHP for more information about the grant, namely, who else received it, where would the in person sessions be held and when would it start. At the time of the meeting, she had not received a reply. Several people volunteered to be on the travel team or backup travel team for the grant, as follows: Linda Soderstrom, Christy Ferrington or someone from Hiawatha Valley Mental Health Center, Audrey Rivenburg, Justin Green, Karin Sonneman, Chris Meyer, Anne Vandenberg, Crystal Hegge and Nick Larson. Once we learn more from MHP, we can finalize the participants.

Workplan: Crystal led the group in a discussion on the proposed workplan. Some of the items will be addressed in the Housing Institute, while others can be worked on in the meantime. Volunteers were solicited for completing tasks the latter tasks. With respect to input from persons with lived experience, Audrey noted that Jay Palmer (a professor at Winona State University) has already begun talking to folks at the Warming Center about their desired housing arrangements.

Homeless Count: Justin inquired as to who performs the annual homeless count. Audrey stated that Catholic Charities is required to do this as part of their grant. January 26th is the day of the count. Due to a slight difference in the definition of homeless the HUD numbers may vary from the Minnesota homeless numbers.

Next Steps:

- Kalene will follow up with MHP on the grant.
- People who have been assigned tasks via the workplan (attached) should start working on them

- Reconvene on February 11, 2022 at 10 a.m.; meetings will be on the 2nd Friday of the month at 10 a.m.

Meeting adjourned: 9:45 a.m.

Minutes by Kalene Engel

Housing Licenses in Winona County

From Karen Bunkowski
2/8/22

For the foster care sites you'll be able to find what you are looking for on the state of MN site, Licensing Lookup. In a search bar, just type in [MN Licensing Lookup](#) and it should take you to the site. Then when at the site under County select Winona. For Licensing Type you'll want to search Adult Foster Care; Home and Community Based Services- Community Residential Setting (CRS) (this is the new terminology for Corporate Group Homes). If you search SUD you should be able to find information on the two Common Ground sites also (these are not licensed by the state and this are not Housing Support funded).

Additionally:

- HVMHC (all sites and most beds are Housing Support with Services (Rate 2) beds
 - has 4 Board and Lodge sites that total 38 Housing Support Beds for persons with primary mental health (MH) needs
 - Hiawatha Bluff Living (HBL) Supportive Housing Site has 20 supported apartment units for persons with primary MH needs
- Fresh Start Board and Lodge
 - Phase 1 has 10 Housing Support Beds
 - Phase 2 has 5 Housing Support Beds
- Mosher Veteran's Home
 - Has 6 Housing Support Beds

Of those above, only HVMHC has sites where services required to be offered/provided. Neither Fresh Start nor Mosher are required to provide any services beyond Board and Care so food and lodging (see the attached for details of what it is expected a vendor provides). There is no expectation of staffing support at these sites as they do not receive the additional Housing Support w/ Services rate (Rate 2). Also, just in case anyone is wondering, Winona County has no more Rate 2 beds. Rate 2 can be a bit of complicated topic so if there are questions on that, it would be better suited to a verbal discussion.

To get an idea of what are the basic expectations of a vendor accepting Housing Support Funding, I included a blank SFY 2022 Housing Support Agreement. On this document you'll see language regarding staffing qualifications so don't be confused. While the site may not be staffed like one would see in a group home for example, anyone having *Direct Contact* with the residents would be considered staff by the state and as such, would need to meet these standards.

For community members that are elderly or otherwise eligible, we also have a number of Assisted Living facilities as well as nursing homes in our county.



SFY 2022 Housing Support Agreement - Group Settings

Housing Support is an income supplement to help people with low-income and disabilities pay for their housing expenses. Requirements for Housing Support are in Minnesota Statute, chapter 256I.

AGENCY (COUNTY, TRIBE, OR MULTICOUNTY COLLABORATIVE) INFORMATION	
AGENCY (COUNTY, TRIBE, OR MULTICOUNTY COLLABORATIVE) Winona County Health and Human Services	
CONTACT PERSON Karen Bunkowski	PHONE NUMBER 507-457-6264
EMAIL kbunkowski@co.winona.mn.us	
VENDOR BUSINESS INFORMATION	
BUSINESS NAME	
BUSINESS ADDRESS	
CONTACT PERSON	PHONE NUMBER
EMAIL	

General Agreement Conditions

- a. This agreement applies to all Housing Support settings for which a completed Housing Support Vendor Profile, incorporated here by reference, has been completed and attached to this agreement, and is non-transferable. This agreement is effective on July 1, 2021, or upon the date that the required signatures are obtained, whichever occurs later, and will remain in effect through June 30, 2022.
- b. The agreement is subject to Minnesota Statutes, chapter 256I.
- c. The Minnesota Department of Human Services (“the Department”) has the authority to supervise and monitor the administration of Housing Support activities. This includes, but is not limited to, assuring timely and accurate distribution of benefits, completeness of service, and quality program management.
- d. The county, tribe, or multicounty collaborative (the “Agency”) named in this agreement may develop a quality control program or other monitoring program to review vendor performance. This includes, but is not limited to, ensuring the detection, prevention, investigation, and resolution of fraudulent activities or behavior by applicants, recipients, vendors, or other participants in the Housing Support program. The Agency may require and examine supporting documentation, and conduct site visits to the Housing Support setting named in the Vendor Profile to ensure quality and compliance.
- e. The agreement may be terminated with or without cause by the Department, the Agency, or the vendor with two calendar months prior notice.

- f. The Department has the right to suspend or terminate this agreement immediately when the health or welfare of the housing or service recipients is endangered, or when the Department has reasonable cause to believe that the vendor has breached a material term of the agreement.
- g. If the Department learns of a curable material breach of the agreement by the vendor, the Department will provide written notice of the breach and allow ten days to cure the breach. If the breach is not cured within the time allowed, the Department may immediately terminate the agreement. If a cure to the breach is not possible, the Department may immediately terminate the agreement.

Provider Standards

- h. Minimum Staff Qualifications
 - i. When Housing Support staff operate under a license issued by the Minnesota Department of Health or the Minnesota Department of Human Services, the minimum staff qualification requirements shall be the qualifications listed under the related licensing standards.
 - ii. All staff who have direct contact* with individuals in Board and Lodging, Housing with Services Establishments, Assisted Living, or Tribe-Certified Housing, and do not also operate under an additional license, must meet or exceed the following minimum staff qualification requirements, and provide documentation to the Agency when requested:
 - 1. Have skills and knowledge acquired through **at least one** of the following:
 - a. a course of study in a health or human services related field leading to a bachelor of arts, bachelor of science, or associate's degree;
 - b. one year of experience with the target population served;
 - c. experience as a certified peer specialist according to Minnesota Statutes section 256B.0615; or
 - d. meets the requirements for unlicensed personnel under Minnesota Statutes sections 144A.43 to 144A.483.
 - 2. Hold a current driver's license appropriate to the vehicle used if transporting recipients of Housing Support.
 - 3. Completion of vulnerable adult mandated reporter training (or child maltreatment mandated reporter training where applicable).
 - 4. Completion of orientation training when offered by the Department.
- i. Background Study Requirements
 - i. The following individuals are subject to background studies according to Minnesota Statutes section 245C:
 - 1. Controlling individuals as defined in section 245A.02; and
 - 2. Managerial officials as defined in section 245A.02; and
 - 3. All employees and volunteers of the establishment who have direct contact* with Housing Support recipients, or have unsupervised access to Housing Support recipients, their personal property, or their private data.

*Direct contact means providing face-to-face care, training, supervision, counseling, consultation, or medication assistance to recipients of Housing Support.

Room and Board Standards

- j. The vendor must ensure that Housing Support recipients have at a minimum:
 - i. food preparation and service for three nutritional meals a day on site;
 - ii. a bed, clothing storage, linen, bedding, laundering, and laundry supplies or service;
 - iii. housekeeping, including cleaning and lavatory supplies or service; and

- iv. maintenance and operation of the building and grounds, including heat, water, garbage removal, electricity, telephone for the site, cooling, supplies, and parts and tools to repair and maintain equipment and facilities.
- k. The vendor is required to uphold the quality standards of the license for their setting, including storage and handling of medications, according to related licensure or registration from the Minnesota Department of Health or the Minnesota Department of Human Services or tribal government.
- l. Vendors must report recipient move in, move out, and absence days as requested by the Agency.

Supplemental Service Standards

- m. If authorized by the Agency, the vendor shall provide supplemental services to eligible Housing Support recipients including, but not limited to, oversight and up to 24-hour supervision, medication reminders, assistance with transportation, arranging for meetings and appointments, and arranging for medical and social services.
- n. In addition, vendors must ensure that recipients have, at a minimum, assistance with services needed according to their Professional Statement of Need.
- o. Additional service requirements may apply if the provider is authorized in Minn. Stat. 256I.04 or 256I.05 to receive a special Housing Support Supplemental Service rate due to serving a special needs population or providing specialized services.
- p. All vendors providing supplemental services must maintain case notes with date and description of services provided to individual recipients.

Payment Standards

- q. Room and Board
 - i. The maximum Housing Support room and board rate is \$954 per month for State Fiscal Year 2022.
 - ii. Room and board payments cannot be used to pay for foster care for children who are not blind, child welfare services, medical care, dental care, hospitalization, nursing care, drugs or medical supplies, program costs, or other social services.
 - iii. The vendor must be able to verify upon request that at least \$204 per month is spent for the purchase of food for each Housing Support recipient.
 - iv. In the event of an overpayment, vendor is required to return funds according to terms of notification by the Agency or the Department.
- r. Supplemental Services
 - i. The maximum Housing Support supplemental service payment is \$482.84 per month, unless authorized by Minnesota Statute, chapter 256I, to be higher.
 - ii. The vendor must not use supplemental service payments to pay for housing, utilities, household supplies, or other things related to room or board.
 - iii. If authorized to provide supplemental services by the Agency, the vendor must enroll as a Minnesota Health Care Provider (MHCP) in order to bill and receive payment.
 - iv. Vendors are not eligible for supplemental service payments if concurrently receiving funding for a recipient under, or if funding is available through, a home-and-community-based waiver or personal care assistance under Minnesota Statute 256B.0659.
- s. Negotiated Rate
 - i. The Agency may at any time negotiate a lower Housing Support rate if in accordance with MN Statute 256I.

Other Requirements

- t. Vendors must inform the Agency of adverse events involving Housing Support recipients, including recipient death or serious injury.
- u. Vendors that operate emergency shelters must participate in the Homeless Management Information System (HMIS).
- v. Any vendor with a Board and Lodging license must also have a Special Service Registration with the Department of Health if providing any supportive services or health supervision services according to Minnesota Statute 157.17, even if not receiving Housing Support supplemental service payments.
- w. All vendors of Board and Lodging with Special Services are required to encourage sobriety on their premises and make referrals to volunteer and employment opportunities for residents.
- x. Vendors are prohibited from limiting or restricting the number of hours an applicant or recipient is employed.
- y. Some individuals have a basis of eligibility for up to three months of Housing Support after leaving residential mental health or substance use disorder treatment. Vendors must help these individuals apply for ongoing Housing Support if needed after this transition period.

Required Disclosures

- z. The vendor must submit the following information to the Agency prior to approval of this agreement and upon request, unless waived under the authority of an Executive Order for COVID-19 response:
 - i. Proof of current license and/or registration from state, or authorization from tribe.
 - ii. A list of residency requirements that could result in eviction.

Signatures / Dates

By signing this agreement, the vendor representative confirms that the vendor has read and meets all standards and requirements for Housing Support.

SIGNATURE OF VENDOR REPRESENTATIVE	NAME OF VENDOR REPRESENTATIVE (PLEASE PRINT)	DATE
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SIGNATURE OF AGENCY REPRESENTATIVE	NAME OF AGENCY REPRESENTATIVE (PLEASE PRINT) Karen Bunkowski	DATE
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Supportive Housing - pros and cons of programs that are happening in other jurisdictions.

Much of the information comes from SAMHSA – Substance Abuse and Mental Health Services Administration – a federal agency within HUD. The agency’s assessment of Permanent Supportive Housing (PSH) programs is based on the population for whom the housing is designed. The best practices and standards are different depending upon age (juvenile, single adult, adult family, seniors), gender, defining characteristics, etc. Home and Community Options, for example, is a PSH project. So are a number of residential facilities for seniors, for drug abusers, etc.

We really cannot answer the question about the operation and impact of other programs until we define the population. Several years ago, the Poverty Roundtable supported PSH for adults discharged from jail or prison and seeking an opportunity to change their lives. The more recent conversation about populations in need of PSH started in the CJCC Jail and Jail Alternatives Committee as a result of its experience with programs that would facilitate transition from incarceration to life in the community. In almost every case, the client’s most difficult challenge was housing. It should be noted that both the Roundtable and the JJA assumed that many if not most clients also would be homeless – which connects us to a significant amount of research and best practices. In past decades, HUD used the term “transitional housing” to describe a housing resource for this population.

The Committee should take up the challenge of defining the population for which the PSH would be developed. Once that is accomplished, there are manuals and procedure manuals on the SAMHSA web site that will help us to assess the operation of existing programs and provide at least a skeleton for organizing our own program. Presumably, defining the population will be one of the major questions to consider in the technical assistance program.

Justin Green

Day Center conversation notes:

Assets:

- + Things are convenience being downtown
- + Like the river
- + I like to be outside- travelled the whole river
- + A lot of stuff for kids
- + Rotary is a good club
- + Museum is good- 2nd Saturday of the month

Concerns:

- Too many drugs- worry I will be robbed- we have been robbed and kicked at the levee at night- it is not safe there at night
- “Stop the crime”
- Parking improved a lot- towed car and can't afford to get the car out- parking reinforcement
- City does not get \$
- Should have a payment plan to get or lower costs
- Volunteer opportunities- hard to advertise- get people info- how do you get there
- Gap in hours for warming center- drop in is a problem
- Transportation to and from is needed
- Don't like the bars- but want good music
- I have to walk around streets until the next one is open
- 7-9, no one has anywhere to go
- Need to build apartments for homeless like what desMoines is doing- hotel is just short term
- I wish the heroine and meth were out of this time
- There are a lot of support systems- I wish more people would use them (case workers, arms, UFW, therapist)
- Wonder if it would be helpful for case workers to come into the drop in center
- I like drop in center, I have friends there
- +Churches can be helpful- St. Mary's -generous donations
- I wish crime rates would go down
- Taxi prices are high- they should cut the rates



- A partnership between the public schools, the city and business leaders to collaborate in a way that lifts up the working poor. No one entity can do it alone, but a comprehensive program might. <https://swifoundation.org/what-we-do/grow-our-own/>
 - Commitment to improve the public pre-k 12 school system, including programming, quality and facilities.
 - Improvement across the board in education - lots of options, but it's not universally supported and celebrated. Certain groups focus on areas that need to be improved, but there's a lot to celebrate. Intentional about making improvements, and leverage relationships among educational institutions. Improve the narrative, especially for K12
 - High school internship connections- this feels really possible to have during the school day, trade experience→ Build greater relationships within the town, kids identify what they want/enjoy
2. Partnerships and shared planning with local education institutions.
- Winona should strive to maintain its educational facilities, both public and private. At the higher education level, there are fewer residential students than in the past. The comprehensive plan should address what will happen when WSU rebuilds its central campus dormitories. When completed, the new dormitories may allow for less student housing off-campus, enabling the city to convert residences now used for student housing into single or multi-family homes.
 - WSU enrollment- big part of economy- general college enrollment, getting that back
 - Partnerships- buy energy together with the city schools etc. buy in bulk for LEDS etc.

Housing and neighborhoods

Responses about housing focused on increasing the amount and variety of housing, with an emphasis on affordability for families and working-age folks. There were 209 comments about housing across all responses to questions about issues and ideas for Winona's future.

Connections to values

Housing choice and quality matter to Winona's shared values of livability and economy, and comprehensive plan themes of equity and sustainability.

Issues and ideas

1. Housing choice. Respondents expressed a need for more housing that meets a variety of needs.
 - Winona needs to concentrate on affordable housing - difficult to find land that can be developed reasonably, especially with the bluffs and the river. Twin homes and quad homes would be advantageous. We hear that housing is expensive here. Sometimes this is a drawback to winona - tough to find a place to live.
 - Winona NEEDS more homes for families especially for those who have walked a bad past and are trying to get back on their feet! It's hard for those like myself and my husband that have a bad past and a record to find a decent place to live. To many homes for college students and not enough for families in need!
 - 8000 people commute into winona, 11,000 commute out. There seems to be college housing, but what about family housing? Family rentals, starter homes, more housing



- inventory options - many single family homes have been converted into rentals for college students
- Housing. Housing is affordable here in my opinion, but finding a home to purchase was challenging and I would have preferred being able to buy a new-build which was unavailable.
2. Housing quality. Respondents noted that housing quality varies in Winona, and much of the housing that is available is not desirable. The age of Winona's housing stock is of note as well - 40% of housing units in Winona were built in 1939 or earlier.
- Housing-not enough quality homes for everyone. The ones on market are very run down
 - Improve property maintenance codes and compliance inspections.
 - I do think that the housing situation is the one that comes up the most. Rentals are mostly for college kids and they can be gross and are not always taken care of, but the new apartments are too expensive for a single person.
 - Housing being addressed with so many neighborhoods with houses in need of repair and yards a mess
 - housing - very old housing, built before 1900, tree roots cause problems in sewer pipes, leaders have to have a program to rebuild very old houses
 - there are rentals on the edges of the neighborhood - we should encourage landlords to worry about their exterior appearance. and I know it's not just landlords, sometimes it's a homeowner, but I hate driving through town and you can pick out the rental units just by how they look from the outside. some way to incentivize that. that's a sore thumb- a lot of the main roads in town are filled with rental units, and people visiting never get to see other areas of town. (first impression) what we can do to incentivize that - make winona pretty, homes have so many cool architectural features and it would be kind of cool to see that.
3. Historic neighborhoods in the heart of Winona.
- Love to see more single family ownership of homes. Many young families or individuals would like to live in affordable housing in the heart of Winona so they can walk, but they can't find housing so they live outside Winona. Housing is either expensive but not nice, or really expensive and nice, but not affordable.
 - more education (about historic preservation) - not only business owners and people in historic preservation districts, but also education on their responsibility as a property owner in a historic district. more education on behalf of the people who are responsible for making these decisions. When votes would go to the city council, the whole mission of the HPC would have to be described. Council should be more aware of what historic preservation commission does.
 - maybe a historic homeowners group would be helpful - or a historic building group for commercial building owners. Getting support, learning rules and opportunities. Windom park neighborhood has an informal (group like that). build support from fans, and excitement too.
 - WSU selling off three of the old st teresa's buildings - want to see reuse of those. hope demolition by neglect doesn't happen, and someone finds use for them.
 - up in the twin cities, the neighborhoods around the lake area, people tear down a small home and build a bigger home. When people knock down homes, it's important for them



to be rebuilt in the style of the neighborhood. It's important for us to have high standards in our community - all neighborhoods have really cute charm and character and that might apply - have high standards for that type of rebuild or remodel, so it's not just fast/inexpensive. When we're reinvesting in the core of the city, how can we best facilitate that without detriment to neighborhoods.

4. Housing affordability. Respondents noted that both apartment and home prices create barriers for growth.
 - Improved housing that is affordable for manufacturing operators
 - Twin homes, 4-6 unit homes that people can get into. La crosse, onalaska, and holmen do that. It seems to work. 200-300,000 range.
 - new homes being built are too expensive
 - There are lots of nice new rental options, but not everybody wants to rent, and homeownership is still really important to people. Lack of affordable startup housing limits our growth
 - to do that (edu-industry partnership), we need more affordable housing for young professionals and young families. We have this kind of gap here. there's never a middle that really gets on the market. How do we create that 125-150 nice neighborhoods for up and coming professionals.
5. Housing equity. Respondents expressed concern that Winona's housing is segregated by income level, and a desire to see mixed neighborhoods across the city.
 - Housing seems segregated. I don't know this issue through and through, or how to fix it, but I suspect there's a need for more affordable housing all over town instead of in specific areas.
 - Safe and secure permanent housing for low income residents. Public housing is not safe and secure for long term.
 - housing access: MN Supreme Court decision only allow certain number of renter on one block: systemic, racist, classist policy on the books that needs to be removed
 - concentrations of poverty creates more poverty behaviors. i think winona's neighborhoods could relax their covenants and we'd see better outcomes. mixed income reduces property crime and helps people feel like they are in a vibrant place and not stuck there
 - new condos, apartments, should have a certain percentage set aside for working-class affordable or section-8 affordable and required to do that. reduce segregation, and make the community more diverse.
 - winona needs to accept density in some of its developments. be amenable to mixed income housing, so poverty is not concentrated resulting in neighborhood issues. be amenable to apartments.

Economic development

Responses about economic development were wide-ranging, reflecting Winona's strong, diverse economic base. In response to questions about issues and ideas for Winona's future, there were 202 comments about economic development.



Housing Stability Budget

Governor Walz’s budget proposes strategic investments of \$1 billion in improving access to affordable housing and supporting people facing housing crises over the next three years, with most funding allocated for State Fiscal Year 2023. This document describes the proposed investments and the impact they will have for Minnesotans, listed by agency and by whether they are investments in the capital or operating budgets. A summary table of all proposed funding levels appears at the end of the document.

Minnesota Department of Human Services (DHS)

Capital

Emergency Shelter Facilities

The Governor recommends \$72.006 million for the Emergency Shelter Facilities grant program, providing grants to local government units, Tribal governments, and nonprofit organizations to acquire land, predesign, design, construct, or renovate, furnish and equip facilities for emergency homeless shelters for individuals and families experiencing homelessness in accordance with Minnesota Statute 256E.36. This project would improve and expand overnight emergency shelter options throughout the state. Funds would support adding additional emergency shelters by renovating existing facilities not currently operating as overnight, emergency shelter; adding additional emergency shelter beds through renovations of existing emergency shelters; and improving the safety, sanitation, and habitability of existing emergency shelters.

Operating

Addressing Deep Poverty

The Governor recommends advancing initiatives to ensure people living in deep poverty are offered supports to meet their basic needs and to live in dignity. This proposal increases General Assistance for the first time since 1986 by indexing the benefits to an annual cost of living adjustment. This would raise the maximum GA benefit from \$203 per month to \$344 per month. This proposal also disregards pandemic periods from the Emergency General Assistance formula, making it more equitable for Tribes and Counties and streamlines the standard for lead agency overpayment errors.

AmeriCorps Heading Home Corps Initiative

The Governor recommends investing in a state match to help fund 100 positions for non-profits participating in the AmeriCorps Heading Home Corp Initiative. The initiative is a federal grant program that has provided 100 volunteers across 40 different shelter sites across Minnesota. Staff help individuals experiencing homelessness with navigating and accessing resources to permanent housing. This funding would provide the state-match requirement to ensure the positions continue to serve beyond 2022.

Community Living Infrastructure Program

The Governor recommends permanent funding for the Community Living Infrastructure Program. This grant program offers financial assistance to individuals with disabilities struggling with housing stability so they can move out of group homes or other congregate settings and return to permanent housing in the community. The program can cover rent and security deposits, utility set-up, and furnishing costs. The current appropriation is temporary and is set to expire on March 31, 2024.

ESP Funding for Shelter Services

The Governor recommends additional funding for the Emergency Services Program (ESP) to support Minnesota adults, youth, and families experiencing homelessness. This investment will increase shelter capacity and services across the state, giving shelter providers that were under financial strain even before the COVID-19 pandemic the resources necessary to support increased operations costs, manage safe facilities, and deliver enhanced services to Minnesotans experiencing homelessness.

Homeless Management Information System

The Governor recommends funding to assist with the ongoing maintenance and improvement of the Homeless Management Information System (HMIS). The database supports programs across multiple agencies to serving individuals experiencing homelessness and allows the state to partner with other stakeholders to track progress and determine the best ways to target resources to meet the needs of this population.

Homeless Youth Act Expansion

The Governor recommends expanding services under the Homeless Youth Act (HYA). This is the primary program to assist homeless youth around the state. This additional investment in the HYA would enhance the supports provided to youth and young adults in need of assistance and increase the number of housing units for youth experiencing homelessness. This proposal also places an emphasis on young parents who are homeless and LGBTQ+ youth, who are disproportionately homeless compared to other young people.

Housing Stabilization Services eligibility staff

The Governor recommends establishing permanent funding for additional staffing that assess eligibility for individuals applying for Housing Stabilization Services financial assistance. The current appropriation is temporary and is set to expire on March 31, 2024.

Housing Support for Adults with Serious Mental Illness Program Expansion

The Governor recommends expanding the Housing Support for Adults with Serious Mental Illness (HSASMI) program. The program provides support services to individuals with substance use disorders who are also homeless, long-term homeless, or at-risk for homelessness. These services help individuals to transition to and sustain permanent supporting housing.

Housing Transition Services through Housing Stabilization Services

The Governor recommends ongoing funding to assist people using Housing Stabilization Services Medical Assistance benefit as they move to stable housing in the community. The proposal would provide up to \$3,000 per individual in moving assistance to cover rent or security deposits, utility set-up, and home furnishing. The current appropriation is temporary and is set to expire on March 31, 2024.

Housing Workforce Study

The Governor recommends funding for the Department of Employment and Economic Development (DEED) and Department of Human Services (DHS) to work with Minnesota Housing and the Minnesota Interagency Council on Homelessness to survey and study the housing/shelter industry. This would include employees who work at shelters, transitional housing settings, street outreach, and site-based housing for the long-term homelessness.

Increase Transitional Housing Program

The Governor proposes expanding the existing transitional housing program. This program is the primary state program that funds temporary housing and wrap-around support services for individuals and families experiencing homelessness as they prepare to transition to long-term housing stability. The funds would be used to expand existing services, particularly in preventative programming.

Joint Homelessness Prevention Initiative

The Governor recommends an extension of current funding for the Joint Homelessness Prevention Initiative sponsored by the Department of Corrections (DOC) and the Department of Human Services (DHS). This proposal would maintain two temporary staff positions funded under DHS. The 2017 initiative was established to work with individuals identified as being at high risk of recidivism and to assist them in applying for public assistance benefits.

PATH Program Expansion

The Governor recommends expanding the Projects for Assistance in Transition from Homelessness (PATH) program. The program provides outreach and support services for individuals with serious mental illness who are experiencing homelessness, particularly individuals who are living in encampments, under highways or bridges, and other areas that are not fit for human living.

Staff position in the Housing Division for stakeholder engagement

The Governor recommends funding for additional staffing to assist in the administration of housing assistance programs. The position would assist with current and new programming, with a focus on community outreach and equity.

Minnesota Department of Public Safety (DPS)

Operating

Domestic Violence Housing First

The Governor recommends funding a new program that provides resources for survivors of domestic and sexual violence to access safe and stable housing, which reduces homelessness and promotes stability, safety, and well-being of victims and their families. Funding would be used to provide grants ranging from \$30,000 to \$150,000 to service providers and for support staff that offer community

engagement, advocacy, and expertise in housing resources. Providers may use funds to provide support such as rental assistance, security deposits, utility costs, transportation costs, and childcare expenses.

Transitional Supportive Housing for Survivors of Domestic and Sexual Violence

The Governor recommends funding transitional housing programming to provide medium-to-longer term housing (up to 24 months+) and advocacy services for survivors of domestic and sexual violence to aid in their recovery and healing. Funding would be used to provide grants to 5 – 10 service providers and for staff support for program implementation, including culturally specific transitional housing.

Minnesota Department of Health (MDH)

Operating

HIV Prevention for people experiencing homelessness

The Governor recommends funding to expand harm reduction services, including syringe services programs (SSPs), to improve linkages to care and prevent drug overdoses, HIV/AIDS, hepatitis C, and other infectious diseases for those experiencing homelessness or housing instability. Services include (1) linkage to substance use disorder treatment; (2) access to and disposal of sterile syringes and injection equipment; (3) vaccination, testing, and linkage to care and treatment for infectious diseases; and (4) education about overdose prevention and in some cases, access to medication that can reverse an overdose.

Minnesota Department of Human Rights (MDHR)

Operating

Prohibit Rental Discrimination Based on Public Housing Assistance Status

The Governor proposes establishing capacity for the Minnesota Department of Human Rights to investigate charges of source of income discrimination in housing that would result from a proposed policy to expanded protections for individuals and families using rental assistance for housing.

Minnesota Department of Veterans Affairs (MDVA)

Operating

Increase engagement and outreach activities

The Governor recommends additional funding for the hotel and outreach program for Minnesota Veterans. This proposal is intended to reduce chronic and long-term homelessness and disparities within the response system. Hotel rooms that have been provided to Veterans experiencing homelessness throughout the pandemic have proven successful in increasing engagement and housing outcomes and reducing average days to housing. Additional outreach in encampments and shelters, and peer supports are needed to engage with individuals in the pre-contemplative stage of change. This proposal will provide continued support for the hotel program and

increase outreach capacity throughout Minnesota. This proposal will also provide additional staffing for outreach efforts.

Low-barrier, permanent supportive housing for Veterans

The Governor recommends establishing permanent supportive housing options for Minnesota veterans. These housing options will have no barriers to entry and will support the goal of ending chronic and long-term homelessness among Veterans. This proposal is intended to construct 50 Accessory Dwelling Units (ADUs) throughout Minnesota and convert or construct a Safe Haven for 50 Veterans in the 7-county metro area. These housing options will have permanent supportive services available.

Tenancy supports and landlord engagement activities

The Governor recommends increased funding for the Minnesota Department of Veterans Affairs (MDVA) Homes for Veterans program, creating additional incentives provided to landlords who are renting units to Veterans experiencing homelessness. This program will create additional staffing for tenancy support services and landlord engagement and will create a Flex Fund to remove housing barriers.

Minnesota Housing

Capital

General Obligation Bonds for Public Housing Rehabilitation program

The Governor recommends \$60 million for the Public Housing Rehabilitation program to preserve existing public housing and keep it safe and healthy for residents. Funds are awarded statewide on a competitive basis to local public housing authorities for improvements in fire suppression systems, accessibility improvements, heating and cooling systems, building envelopes, energy efficient windows, elevators, and other critical health and safety items.

Housing Infrastructure Bonds

The Governor recommends authorizing the Minnesota Housing Finance Agency to sell \$250 million in Housing Infrastructure Bonds and recommends a corresponding appropriation of up to \$20 million annually for 20 years from the general fund to pay the debt service on the bonds. Funds will be awarded through competitive request for proposal processes to for-profit developers, non-profit developers, Indian Tribes or tribal housing corporations, and local units of government for supportive housing, preservation, senior housing, single family development, and manufactured home communities. The Governor also recommends expanding the eligible uses of Housing Infrastructure Bonds to include new construction of rental housing for households with incomes at or below 50% of area median income.

Operating

Challenge

The Governor recommends a \$25 million increase to the Economic Development and Housing Challenge program in FY 2023 and \$25 million in FY 2024-25 to produce more new housing opportunities across the state. Many employers across the state are hiring more people, but often the limited supply of housing is impacting business expansion. The priority for the funding will be on increasing rental and homeownership housing opportunities in communities where the lack of housing is impacting job growth, as well as providing downpayment assistance to first-time homebuyers through community-

based nonprofit organizations and local units of government. This recommendation will create an estimated 1,225 housing opportunities across the state over three years.

Community Stabilization

The Governor recommends \$100 million in FY 2023 to preserve and improve existing housing commonly referred to as Naturally Occurring Affordable Housing. Investing in existing housing is an important and cost-effective way to maintain housing that is currently affordable to low-income households. In recent years the affordability of housing throughout the state has been eroded as older apartments and single-family homes are purchased and upscaled, leading to increased rents or home values. Community Stabilization is a new program, and the resources will be used to acquire, rehabilitation and preserve existing rental and homeownership housing so that it remains affordable for current and future households. With \$100 million, the state will preserve an estimated 2,850 homes.

Downpayment assistance

The Governor recommends \$12 million in FY 2023 and \$20 million in FY 2024-25 for additional downpayment and closing cost assistance. Minnesota has one of the nation's highest rates of homeownership (more than 70 percent), and also has one of the largest disparities in homeownership rates between white households and Black, Indigenous and households of color. There are an estimated 179,000 renter households between the ages of 25 and 44 who are potentially income-ready to buy a home. With home prices increasing significantly in recent years and interest rates on the rise, the need for additional downpayment and closing cost assistance is critical to address the wealth needed to become a first-time homebuyer. There This recommendation will help an estimated 2,667 households become first-time homebuyers over three years.

Greater Minnesota Workforce Housing

The Governor recommends \$10 million in FY 2023 and \$16 million in FY 2024-25 for the Greater Minnesota Workforce Housing Development program. This program builds new rental housing in Greater Minnesota, typically in cities and towns with populations under 5,000. While many communities have had increased jobs in the region, the market has not added adequate new housing. The development of new housing in all regions of Greater Minnesota is critical for economic growth and job creation. The additional funding will create an estimated 865 new units of housing in Greater Minnesota over three years.

Flexible Financing for Capital Costs

The Governor recommends \$10 million in FY 2023 for a Flexible Financing for Capital Costs program to fund financing gaps in housing development. The program will provide deferred loans or grants to developments that need additional financing due to either ineligible costs from a specific funding source or to help with unanticipated gaps in financing due to changing market conditions. For example, the costs of construction materials increased 17% last year compared to the previous year. This funding will assist around 333 units of rental housing.

Homelessness Prevention

The Governor recommends an increase of \$19.5 million in FY 2023 and an increase of \$19 million in FY 2024-25 to the Family Homelessness Prevention and Assistance Program. Significant one-time federal resources, including the COVID-19 Emergency Rental Assistance program, will run out of funding in 2022, leaving many renters one life incident away from losing their housing without adequate homelessness prevention resources. The priority for funding will be on direct assistance, but the funds may also be used to better coordinate access to prevention services and funding. The housing assistance

is typically paid to the housing provider or property owner. We estimate that the new funding will serve an estimated 19,250 households over three years.

Housing Trust Fund – Rental Assistance

The Governor recommends a \$10 million increase in FY 2023 and a base increase of \$25 million in FY 2024-25 to the Housing Trust Fund program to provide rental assistance for individuals and families. The state's rental assistance program helps meet the overall need in the state that is not met through federal programs. Only one out of every four individuals/families that is income-qualified for federal rent assistance receives rental assistance. The new funding will provide housing assistance to an estimated 1,500 households each year.

Landlord Risk Mitigation Fund

The Governor recommends \$5 million in FY 2023 to expand the Landlord Risk Mitigation Fund program. The purpose of the program is to provide a financial guarantee and case management services to incentivize rental housing owners to rent to tenants they would otherwise not likely rent to. With a tight rental market, it can be challenging for any renter to find housing and people with felony records, multiple evictions, behavioral health challenges, and long-term or chronic homelessness face significant challenges in finding stable housing and meeting the rental screening criteria. The funding will help an estimated 2,000 households find stable housing.

Pre-Natal to Pre-K Housing Assistance (Homework Starts with Home Expansion)

The Governor recommends \$10 million each year starting in FY 2023 to add to and expand the Homework Starts with Home program. On any given day, around 8,000 school-age children are identified as homeless or highly mobile in school districts across the state. This impacts more than 1,400 schools in 300 school districts that cover 77 of Minnesota's 87 counties. Priority for the new funding will be to serve younger children and pregnant families experiencing or at-risk of homelessness. An estimated 5,000 young children not yet in school are identified when they access certain state early childhood programs as being at-risk of or experiencing homelessness. The funding will provide rent and other housing assistance to families with or expecting children that lack housing stability. The funding will provide housing assistance for an estimated 1,425 families each year.

Strengthen the Supportive Housing Model

The Governor recommends \$12 million in FY 2023 and \$30 million in FY 2024-25 to strengthen supportive housing for individuals and families who are at-risk of or have experienced homelessness. Certain costs associated needed for permanent supportive housing to operate effectively (such as front desk and security costs) do not have a reliable or coordinated source of funding, creating up-front and ongoing challenges to building and maintaining this critical type of housing. The funding may be used to create partnerships with the health care sector to demonstrate more sustainable ways to provide services for supportive housing residents, improve access to health care, and reduce use of expensive emergency and institutional care.

Workforce and Affordable Homeownership

The Governor recommends an increase of \$12 million per year starting in FY 2023 to increase the supply of single-family homes across the state. The Workforce and Affordable Homeownership Program finances homeownership development grants to cities, tribal governments, nonprofit organizations, cooperatives and community land trusts for development of workforce and affordable homeownership projects. Funds can be used for development costs, rehabilitation, land development and manufactured home park infrastructure. This recommendation will create an estimated 900 homes over three years.

Housing Stability Budget Summary by agency, budget, and program	FY2023 (millions)	FY2024 (millions)	FY2025 (millions)	Total (millions)
DHS	\$118.1	\$69.1	\$88.2	\$275.4
Capital	\$72.0	--	--	\$72.0
Emergency Shelter Facilities	\$72.0	--	--	\$72.0
Operating	\$46.1	\$69.1	\$88.2	\$203.4
Addressing Deep Poverty	\$0.1	\$19.4	\$26.7	\$46.2
AmeriCorps Heading Home Corps Program	\$1.1	\$1.1	\$1.1	\$3.3
Community Living Infrastructure Program	--	--	\$11.0	\$11.0
ESP Funding for shelter services	\$35.0	\$30.0	\$30.0	\$95.0
Homeless Management Information System	\$1.6	\$2.0	\$2.0	\$5.6
Housing Stabilization Services eligibility staff	--	--	\$0.8	\$0.8
Housing Support for Adults with Serious Mental Illness Program Expansion	\$3.1	\$3.1	\$3.1	\$9.2
Housing Transition Services through Housing Stabilization Services	--	\$1.1	\$1.1	\$2.3
Housing Workforce Study	\$0.2	\$0.2	--	\$0.4
Increase Homeless Youth Act Program	--	\$5.6	\$5.6	\$11.2
Increase Transitional Housing Program	--	\$1.5	\$1.5	\$3.0
Joint homelessness prevention initiative	--	--	\$0.2	\$0.2
PATH Program Expansion	\$5.0	\$5.0	\$5.0	\$15.0
Staff position in the Housing Division for stakeholder engagement	\$0.1	\$0.1	\$0.1	\$0.2
DPS	\$1.3	\$2.0	\$2.0	\$5.3
Operating	\$1.3	\$2.0	\$2.0	\$5.3
Domestic Violence Housing First	\$0.5	\$0.8	\$0.8	\$2.0
Transitional Supportive Housing for Survivors of Domestic and Sexual Violence	\$0.8	\$1.3	\$1.3	\$3.3
MDH	\$1.1	\$1.1	\$1.1	\$3.4
Operating	\$1.1	\$1.1	\$1.1	\$3.4
HIV Prevention for people experiencing homelessness	\$1.1	\$1.1	\$1.1	\$3.4
MDHR	\$0.4	\$0.4	\$0.4	\$1.1
Operating	\$0.4	\$0.4	\$0.4	\$1.1
Prohibit Rental Discrimination Based on Public Housing Assistance Status	\$0.4	\$0.4	\$0.4	\$1.1
MDVA	\$11.6	\$6.9	\$3.9	\$22.4
Operating	\$11.6	\$6.9	\$3.9	\$22.4
Increase engagement and outreach activities	\$1.7	\$1.7	\$1.7	\$5.1
Low-barrier, permanent supportive housing for Veterans	\$8.8	\$4.2	\$1.2	\$14.2
Tenancy supports and landlord engagement activities	\$1.1	\$1.0	\$1.0	\$3.1

Housing Stability Budget Summary by agency, budget, and program	FY2023 (millions)	FY2024 (millions)	FY2025 (millions)	Total (millions)
Minnesota Housing	\$535.5	\$92.0	\$92.0	\$719.5
Capital	\$310.0	--	--	\$310.0
General Obligation Bonds for Public Housing Rehabilitation program	\$60.0	--	--	\$60.0
Housing Infrastructure Bonds	\$250.0	--	--	\$250.0
Operating	\$225.5	\$92.0	\$92.0	\$409.5
Challenge	\$25.0	\$15.0	\$15.0	\$55.0
Community Stabilization	\$100.0	--	--	\$100.0
Downpayment assistance	\$12.0	\$10.0	\$10.0	\$32.0
Flexible Financing for Capital Costs	\$10.0	--	--	\$10.0
Greater Minnesota Workforce Housing	\$10.0	\$8.0	\$8.0	\$26.0
Homelessness Prevention	\$19.5	\$9.5	\$9.5	\$38.5
Housing Trust Fund -- Rental Assistance	\$10.0	\$12.5	\$12.5	\$35.0
Landlord Risk Mitigation Fund	\$5.0	--	--	\$5.0
Pre-Natal to Pre-K Housing Assistance (Homework Starts with Home Expansion)	\$10.0	\$10.0	\$10.0	\$30.0
Strengthen the Supportive Housing Model	\$12.0	\$15.0	\$15.0	\$42.0
Workforce and Affordable Homeownership	\$12.0	\$12.0	\$12.0	\$36.0
Grand Total	\$668.0	\$171.5	\$187.6	\$1,027.1

Winona County Sequential Intercept Map
Strategic Plan
Updated 1/14/2022

Goal: Expand local supportive housing options.		Intercept: 4	Reports to: Jail & Jail Alt. Committee
Objectives	Actions	Who	Reports Due
Expand knowledge of existing local supportive housing options.	<ul style="list-style-type: none"> Gather data from licensors about current licenses that have been granted 	Karen Bunkowski	February 11th
	<ul style="list-style-type: none"> Gather information about services offered and current capacity of existing local supportive housing options. 	<ul style="list-style-type: none"> Get list of existing options from Karen Bunkowski. Christy Ferrington will develop list from HWVMHC. 	February 11 th
Expand knowledge of mandated/evidence-based supportive housing processes	<ul style="list-style-type: none"> Research/review legal authority (statutes/rules/regulations) for supportive housing; involve experts as necessary 	MHP – Karin Sonneman to review	?
	<ul style="list-style-type: none"> Research/review on elements of an evidence-based supportive housing program 	MHP – Karin Sonneman to review	?
	<ul style="list-style-type: none"> Receive presentation/overviews on supportive housing programs by other entities providing supportive housing (i.e. Zumbro Valley Scattered Sites) 	Kalene will contact ZVSS to review their framework.	February 11 th
	<ul style="list-style-type: none"> Obtain information (policies, flowcharts, etc) from other supportive housing programs 		
Identify strategies for expanding supportive housing options	<ul style="list-style-type: none"> Research on what other jurisdictions are doing 	Justin Green will work with Linda Soderstrom to develop list and pros and cons from other jurisdictions.	February 11 th

	<ul style="list-style-type: none"> • Workgroup brainstorming session to identify possible solutions 		
	<ul style="list-style-type: none"> • Solicit input from potential consumers of supportive housing 	Audrey will connect with Jay Palmer about recent discussions at the Day Center.	February 11 th
Evaluate strategies for improving access	<ul style="list-style-type: none"> • Identify the persons affected by the suggestion & include them in the discussion 		
	<ul style="list-style-type: none"> • Evaluate availability/expansion of resources 		
	<ul style="list-style-type: none"> • Identify cost of proposed strategy 		
	<ul style="list-style-type: none"> • Weigh pros/cons of strategy 		

CJCC Jail & Jail Alternatives Committee
Supportive Housing Workgroup
February 11, 2022 at 10:00 a.m.

Present: Crystal Hegge, Kalene Engel, Judy Gilow, Chris Meyer, Ken Fritz, Bill Moe, Justin Green, Christy Ferrington, Anne Vandeberg, Amanda Hedlund, Karen Bunkowski, Marie Kovcesi, Rachel Stoll

I. Update from workplan assignments

- a. Gather Data on Licenses in the County (Karen Bunkowski): See the Housing Licenses in Winona County and Housing Support Agreement – Group Settings attachments. Karen provided the following information at the meeting:
- The Department of Health licenses structures for board and lodge. Board and lodges are simply food and a place to sleep. Board and lodges do not have to have staff.
 - Group homes have a different type of license; they get housing support and have more scrutiny because they have staffing.
 - Common Ground is not approved or inspected by the county.
 - Rate 2 beds:
 - Winona County has no available Rate 2 beds, nor are there any beds available in Region 10 (which Winona County is a part of). Three available Rate 2 beds have been committed to the Waters Edge development for persons with disabilities (PWDs) and two more beds are being sought from other counties.
 - The Rate 2 beds that were allocated to Hiawatha Bluff Living were from other projects that closed and other regions.
 - The reason there are so few Rate 2 beds is that about 10 years ago, people became aware of them and started building more.
 - HPH or LTH: There are beds available for High Priority Homeless (HPH) or Long Term Homeless (LTH) under a separate funding stream. For the Waters Edge Program, Zumbro Valley will be managing the HPH and Hiawatha Valley will be managing the PWD. These beds are separate from Rate 2.
- b. List of Supportive Housing Types and Capacity at HVMHC (Christy Ferrington):
- Capacity in HVMHC is different right now because a major flood at Hiawatha Bluffs Living destroyed 7 apartments and displaced several residents. (Amanda Hedlund suggested Christy contact her about workers to help repairing the damaged apartments). Typically there is room for up to 58 clients.
 - HVMHC has 4 Board and Lodge Facilities with 38 beds available. These are Rate 1 and Rate 2 Housing Support Beds. (Rate 2 allows additional staffing support, some transportation, medication monitoring, and some care coordination services.) There are approximately 30-33 Rate 2 beds for those facilities.
 - The names of those facilities are: Bluffview B & L, Winona Hall B &L, Gheel B&L, and Parkview B & L.

- Hiawatha Bluffs Living has 20 1-bedroom apartments that are also licensed as a Board and Lodge and receives Rate 2 Housing Support.

- c. Review Framework of Zumbro Valley Scattered Sites (Kalene): Kalene has arranged for representatives of ZVSS to give a presentation during the March meeting.
- d. Examples from Other Jurisdictions (Justin Green & Linda Soderstrom): See attached document entitled Supportive Housing - pros and cons of programs that are happening in other jurisdictions. Justin noted that it would be helpful to narrow the focus to one population because there is a lot of information to wade through. Kalene noted that the original “ask” in the MN Housing Partnership (MHP) grant application was for a scattered sites supportive housing model like ZVSS. Karen noted that it is important to clarify expectations when vendors approach you about developments in your community so that you know what you are committing to up front. As noted above, some resources—such as Rate 2 beds—are not currently available in Winona County. Justin stated that if we focus on who we want to serve, rather than what we want to do, it may help narrow the focus.
- e. Update from Jay Palmer at Day Center: See attached Day Center conversation notes.

II. **Update on Minnesota Housing Partnership**: We still have not been assigned a liaison yet. Kalene will contact Harlan Buckalew and set up a Zoom meeting with him and Crystal to talk about next steps and a timeline.

III. **Housing Initiatives:**

- a. Engage Winona: See the attached excerpt from the Phase 1 Engagement Report. Housing is listed as one of the top three areas that residents wanted Winona County to work on.
- b. Walz Flannagan proposed housing budget: See attached proposal. The Governor is recommending \$12 million in FY 2023 and \$30 million in FY 2024-25 to strengthen supportive housing for individuals and families who are at-risk of or have experienced homelessness. See page 8 for full budget details.

IV. **Other Discussion**: Per Ken Fritz, the county will soon be opening up the funding portal for ARPA funding proposals. Administration will be reviewing projects and making recommendations to the County Board. This presents an opportunity to secure funding for a project, but the project needs to be defined in a way that makes sense to the county board for funding. Advocacy Center is willing to serve as fiscal agent for ARPA funding as well as for the Housing Institute project. Ideas for proposals included SHOCC administrative support, a “slush fund” as a safety net for landlords who were willing to rent to people with less than stellar rental histories and start-up funding for a program like ZVSS. Kalene will reach out to the ZVSS representatives to inquire about start-up costs, which could then be incorporated into a proposal.

Next Steps:

- Kalene/Crystal speak with MHP's Harlan Buckalew about assigned expert and timeline.
- Kalene follow up with ZVSS representatives about start-up costs
- Reconvene on March 11, 2022 at 10 a.m.; meetings will be on the 2nd Friday of the month at 10 a.m.

Meeting adjourned: 10:50 a.m.

Minutes by Kalene Engel

CJCC Jail & Jail Alternatives Committee
Supportive Housing Workgroup
March 11, 2022 at 10:00 a.m.

Present: Crystal Hegge, Kalene Engel, Chris Meyer, Justin Green, Rebecca Lundeen, Sheryl Block, Maria Slawson, Audrey Rivenburg, Karin Sonneman

- I. **Zumbro Valley Scattered Sites Presentation:** Sheryl Block and Maria Slawson from Zumbro Valley Mental Health Center provided the following information on the Zumbro Valley Scattered Sites Program:
- a. **History and Startup:** The program began about 6 years ago. They received some seed money and encouragement from Hearth Connections. When they first heard about the program, they thought it was too good to be true so they were hesitant. The first step was meeting with Olmsted County and getting them on board with the funding piece. They started with a ½ person and seed money from Hearth Connections to cover costs of the staff person and pay deposits.
 - b. **Funding:**
 - Housing Support (formerly GRH; also referred to as Rate 1) is used to pay for the rent and utilities for qualified individuals. The current rate 1 amount is \$954 per month. After the rent and utilities are paid, 30% of the remaining amount is retained by the program and put into the flex account that is used for security deposits, damages to apartments, infestations of bugs and the purchase of a new bed and vacuum cleaner for every new tenant. ZVSS takes each tenant to Walmart with the money left over to purchase housing related items—such as food and household goods.
 - Because all of the tenants are long term homeless individuals, they also get Rate 2 funding, which pays for the services that are provided. That amount is \$483 per month. There is NO LIMIT on Rate 2 bed for long term homeless individuals. Rate 2 money is used to pay for a form of transportation (bus pass), laundry (coins for laundromat), cleaning supplies and personal hygiene products plus the services.
 - Each tenant also received the full general assistance and full food support each month.
 - c. **Who Qualifies:**
 - Persons who meet the Minnesota definition of long term homeless. The state definition of LTH is 1 year of continuous homelessness or four episodes of homelessness within the past 3 years. The State definition of homelessness is more flexible than the federal definition, so couch hopping counts. This includes being doubled up with family or staying with someone where it could jeopardize their lease. Under the MN definition, if a person goes into jail homeless, they are

coming out of jail homeless—so, basically, the jail time is excluded. Under the Federal definition, if a person is jailed 90 days or more, they are considered to be housed.

- The person must also have a qualifying disability, which means they have a mental health illness, chronic substance use disorder or a physical disability. The mental health illness does not need to be a SPMI (serious and persistent mental illness); SMI qualifies. The persons who can certify the disability are also flexible; ranging from a therapist to a licensed alcohol and drug counselor to a county designee (like Maria) who can certify disability for one year.

- d. Target Population: This program works the best for people who have zero income. If a person is on Social Security, all of the SS money goes toward housing and they receive \$111 of personal needs money. It's a really good program for clients and works for the population of people that are not quite to the level of certified disabled for SS but really cannot maintain employment. Once people are on the program, if they do become employed a portion of the earned income goes to rent. Some people who get on Social Security decide to stay on the program because they like the security.

For people who qualify but are actively using drugs or alcohol, the key question is whether the person can live independently. If a person cannot function in an apartment or will burn bridges with the landlord by inviting their using friends over who create problems, then it won't work.

- e. Services Provided: The services provided by the Housing Advocates are pretty intense. The HA spend a lot of time with their clients and provide hands on housing support, especially in the beginning. Once the client stabilizes, the service level decreases. HAs work hard on building rapport, which Maria describes as a partnership. Some of the things the HA assist with are setting up doctor's appointments, getting an ID card, setting up health insurance or an EBT card and similar activities. Building self esteem is very important so that the tenant can prove to themselves and the landlord that they can be a good tenant. The ideal caseload per HA is 20 persons, but as clients become more stable, the caseload can increase. Currently the four ZVSS clients have an average of 22-23 clients per person.

Some of the clients are also receiving ARMHS and case management as well as the Rate 2 services, which provides multiple layers of support. There are different funding streams and having multiple services is totally legitimate and not double dipping.

- f. Coordinated Entry: They must use coordinated entry, which means that they have to collect information from prospective tenants and put that information into the HMIS coordinated entry system. The coordinated entry system prioritizes the top 100 chronic homeless people from the entire southern region of the state and when ZVSS has an opening they previously had to ask for the top referrals from that list. Unfortunately, the

referrals that they receive are usually people that need a higher level of support than ZVSS can provide. The State has recognized that the coordinated entry system is not working and has somewhat relaxed the restrictions, allowing the County to set more of the parameters. However, Coordinated Entry continues to be an issue.

- g. Program Length/Graduation: Many people “graduate” off of their program and then come back to them later to report on their successes. A graduation from the program can include having a tenant get to the point where they can sign their own private lease with their existing landlord. There is no time limit for length of participation; a client could stay on the program indefinitely.
- h. Landlords: Landlord recruitment is important. It’s important to treat landlords well so they keep working with you. The security deposit provides a bit of a safety net for the landlords as they usually allow the landlord to keep the deposit.
- h. Ease of Administration: Olmsted County has had a great experience with this program. It’s self-sustaining and an easy program to run and provides great benefits to its clients.

II. Update on Minnesota Housing Partnership: Crystal and Kalene recently had a Zoom Meeting with Harlan Buckalew of MHP, who provided the following updates on the Housing Institute Grant:

- Our liaison will be assigned to use by the end of today.
- A site visit will be scheduled in late March, after our liaison is assigned. Members from this workgroup and SHOCC will be invited to that meeting. At that meeting, the liaison will help us identify who would be the best representatives to participate in the Institute.
- There is tentative schedule of on site workshops. The first workshop is scheduled for April 27th and 28th. The workshops will take place in Rochester and will be livestreamed for people who want to attend virtually.
- The other communities chosen for the institute are Wabasha and Winnebago.
- There may be some money available through MHP for a small grant for a project such as a website, but that money will not be immediately available.
- Harlan stated that we can complete more than one project during the course of our participation in the Institute.

Chris Meyer noted that the City of Winona was interested in exploring the use of some of their ARPA funds on mental health and homelessness. Nick Larson is the official liaison for the MHP grant and is on the list of people to be considered for the “travel team.” Chris asked Crystal to add Chad Ubl to the distribution list also. Crystal signed up to be part of the City of Winona housing initiative workgroup which was created as a result of the City’s work on its Comprehensive Plan.

III. ARPA Funding: Kalene and Crystal had a meeting with Maria and Sheryl of ZVSS in early March to discuss the startup costs for the program, with the idea that a funding request for some of Winona County’s ARPA allotment would be submitted by Advocacy Center (fiscal agent).

Based upon that discussion, tentative plans were developed to submit a request for a Housing Advocate, flex fund account, training and the building of a comprehensive housing website. A website is needed because there is otherwise no one-stop place where people can go to find information about housing. Landlord engagement would be a big piece of what the Housing Advocate would need to do initially.

Although some ideas had been thrown around about purchasing an existing building, that is not something that is currently being considered. Audrey noted that Olmsted County did purchase a hotel in Rochester which is housing 18 homeless persons with 24/7 staffing. Audrey feels that, based upon her experience in Rochester, those people in recovery would do better in a scattered site system. Karin also supported a funding request for a scattered sites program.

Next Steps:

- MHP Initial Meeting at end of March.
- Identify Housing Institute team members.
- Crystal and Kalene prepare and submit a funding request for ARPA funding for startup costs for a Scattered Sites Program and website.
- Reconvene on April 8, 2022 at 10 a.m.; meetings will be on the 2nd Friday of the month at 10 a.m.

Meeting adjourned: 11:05 a.m.

Minutes by Kalene Engel

CJCC Jail & Jail Alternatives Committee
Supportive Housing Workgroup
April 8, 2022 at 10:00 a.m.

Present: Crystal Hegge, Kalene Engel, Chris Meyer, Justin Green, Rebecca Lundeen, Audrey Rivenburg, Nick Larson, Christy Ferrington, Aimee Buckmaster, Rachel Stoll

I. Minnesota Housing Partnership Updates:

- a. Liaison Assignment: Rosemary Fagrelus has been assigned by MHP as the Technical Assistance Advisor for Winona. She has a lot of experience in community development and rural housing issues. She will primarily be communicating with one or two representatives from Winona, but is available for consultation between the site visits
- b. Liaison Site Visit: Rosemary will be in Winona on April 21st for a site visit. The visit will take place at the Advocacy Center of Winona Conference Room from 9:30 am to 11:30 am. Anyone is welcome to attend. At that time, Rosemary will likely go over more specifics of the workshop.
- c. In-Person Workshop Dates: The in-person workshop will take place on April 27th from 3pm to 8pm and on April 28th from 8am to 3:30 pm at as “as yet to be named” location in Rochester. Eight people from Winona have indicated a willingness to serve on the travel team: Linda Soderstrom, Kalene Engel, Justin Green, Audrey Rivenberg, Nick Larson, Karin Sonneman, Crystal Hegge and Anne Vandenberg (alternate). The first seven have indicated that they are able to attend the April site visit

II. ARPA Funding Through Winona County: Crystal has roughed out a request for ARPA Funding for a Housing Specialist and will share it with Kalene for review/revision. The application is due on May 30th.

Meeting adjourned: 10:20 a.m.

Minutes by Kalene Engel

CJCC Jail & Jail Alternatives Committee
Supportive Housing Workgroup-MHP Housing Institute Meeting
April 21, 2022 at 9:30 a.m. at Advocacy Center of Winona

Present: Crystal Hegge, Kalene Engel, Chris Meyer, Justin Green, Audrey Rivenburg, Nick Larson, Judy Gilow, Anne Vandeberg, Linda Soderstrom (Zoom) and Rosemary Fagrelus.

1. **Introductions, Background/History of Housing Institute:** Rosemary provided background information on MHP and the Housing Institute. MHP is a technical assistance provider for HUD, which has roots in Minnesota but provides technical assistance throughout the nation. The Housing Institute started approximately 10 years ago and is now funded by Minnesota Housing Finance Agency and the Minnesota Housing Fund.
2. **Introduction to Workshop:** Rosemary distributed binders of information containing agendas, contact information and worksheets. At the upcoming workshop, we will receive multiple presentations and be asked to complete a team registration packet where we identify three possible goals or projects that we would like to pursue, identify what is need, who could provide those services and what other community organizations to involve. There are seven slots available for in-person attendees, i.e. the travel team. One person (Crystal) serves as the team coordinator. The stakeholder group is comprised of others (travel team plus others who assist at the local level). In Winona, we have both the CJCC workgroup plus the SHOCC membership. Much discussion was held about who could fill the travel team slots, as some people who committed previously have conflicts. A list was developed of people to contact to fill in for the April session; Crystal will coordinate. All persons planning attend the workshop were encouraged to sign up as soon as possible to get their Eventbrite “ticket.”
3. **Ongoing Technical Assistance:** Rosemary will be available for support and assistance throughout the 18-month Housing Institute. There will be homework assignments to complete between workshops. There will also be questions and issues that arise that we will want to talk about. Because the Supportive Housing Workgroup already has a standing meeting date for the 2nd Friday of each month at 10:00 a.m., we will use that date as a default meeting date, making adjustments as needed. We will encourage people to attend in person, but will have a hybrid option for persons wanting to appear via Zoom. The next meeting will be on May 13th at 10:00 a.m.; Rosemary will be appearing via Zoom. The June meeting will be on June 3rd at 10:00 a.m.

Recap of Next Steps:

- Persons attending workshop next week register as soon as possible.
- Crystal reach out to possible subs for workshop
- Crystal send out Housing Institute Agenda to SHOCC and members of Supportive Housing Workgroup
- Workshop attendees review materials in binder

Meeting adjourned: 11:02 a.m.

Minutes by Kalene Engel

CJCC Jail & Jail Alternatives Committee
Supportive Housing Workgroup-MHP Housing Institute
April 27-28, 2022 Mayo Civic Center

Present: Day 1 – 3pm to 8pm: Crystal Hegge, Kalene Engel, Audrey Rivenburg, Linda Soderstrom, Judy Gilow, Marie Kovecsi and Rosemary Fagrelus.

Present: Day 2 – 9am to 3pm: Crystal Hegge, Kalene Engel, Linda Soderstrom, Marie Kovecsi, Judy Gilow (via Zoom) and Rosemary Fagrelus

Summary: See the attached Agenda for presentations and group activities that were completed during the Workshop. Recordings and powerpoints from the presentations are located in the Google Drive for the Institute:

https://drive.google.com/drive/folders/1i3CHnB415gvzMeZv3_6WsX4dxdwZZJpu?usp=sharing

The poem created by the Winona Team on Day 1 and the commercial created on Day 2 are also in the share drive.

Homework for the team includes the following:

- completing and signing the team contract,
- completing and submitting the Registration Packet,
- identifying a stakeholder from each of the following categories: funder, partner and recipient and then sharing with the cohort the name of the organization and why they are important to the success of our project via a 10 minute presentation to be delivered at the July institute
- Schedule the next team meeting with Rosemary

Recap of Next Steps and Responsible persons:

- Kalene type notes into Team Contract for distribution and signatures from all team members, type minutes, update website and Google Share folder.
- Crystal complete Registration Packet for circulation and approval among team members.
- Rosemary to contact Buffy Beranek of SEMMCHRA about Winona housing trust fund history and opportunities.
- Crystal complete/submit ARPA Funding Request to Winona County for scattered sites. supportive housing program costs.
- Next Team (Workgroup) Meeting on May 13 at 10:00 a.m.; next Institute on July 27-28th.
- Team members who could not attend workshop review presentations recordings and handouts.
- All members think about possible funders, partners and recipients for scattered sites supportive housing project.

Minutes by Kalene Engel



2022-2023 Housing Institute Workshop 1 – Agenda April 27th and 28th, 2022

Wednesday, April 27th

- 4:00 pm** Housing Institute Welcome and Opening Remarks
Anne Mavity, MHP Executive Director
- 4:15 pm** Housing Institute Orientation and Participant Introductions
Barbara Dolan, MHP Community Development Manager
- 4:45 pm** Team Activity: “We Are”
Barbara Dolan, MHP Community Development Manager
- 5:15 pm** Social Hour
- 6:15 pm** Dinner
- 7:00 pm** **Keynote Presentation: The State of the State of Housing**
Anne Mavity, MHP Executive Director

Thursday, April 28th

Full breakfast to be provided by hotel, continental breakfast at the Workshop.

- 9:00 am** Day 2 Introduction and Agenda Review
- 9:15 am** Regional Collaboration in Preston: An Institute Case Study
Gabby Kinneberg, City of Preston, MN EDA and Tourism Director
- 10:15 am** Break
- 10:30 am** Team Activity: Defining and Introducing Your Team
Barbara Dolan, MHP Community Development Manager
- 11:30 am** Introduction to Housing Development
Leah Hall, Three Rivers Community Action Community Development Director
- 12:30 pm** Lunch
- 1:30 pm** Team Activity: Setting the Expectations
Barbara Dolan, Community Development Manager
- 2:30 pm** The Capital Round Up: Latest News from the active State Legislative Session
Libby Murphy, MHP Director Of Policy
- 3:00 pm** Wrap Up, Workshop Evals, Homework, and Closing



The Housing Institute is made possible by local and federal funders:



CJCC Jail & Jail Alternatives Committee
Supportive Housing Workgroup
May 13, 2022 at 10:00 a.m.

Present: Crystal Hegge, Kalene Engel, Chris Meyer, Christy Ferrington, Marie Kovcesi, Audrey Rivenberg, Rosemary Fagrelus, Judy Gilow, Rebecca Lundeen, Linda Soderstrom, Nick Larson

1. **Introductions:** Attendees introduced themselves and their interest/role in supportive housing.
2. **Team Contract:** One of the assignments from the April Housing Institute was to complete a Team Contract, setting forth team members, roles and expectations. Crystal screen-shared the Contract and minor corrections were made. Christy noted that Tim Hunter was joining Hiawatha Valley Mental Health Center as a Development Director and that he may be attending the meetings as the HVMHC representative in the future. Attendees agreed that the substitute list can be very fluid. Kalene will circulate the revised contract among the team members for signatures.
3. **Registration Packet:** A second homework assignment from the Institute is the completion of the Registration Packet. The main portion of the packet is to identify three possible projects or programs that the team is thinking about pursuing during the Institute. Following is the discussion of the three projects Winona is considering:
 - a. **Scattered Sites Supportive Housing:** This was the main project outlined in the grant application to MN Housing Partnership. It involves placing long term homeless individuals into scattered site rentals owned by private landlords (as opposed to a congregate living site). Like the existing scattered sites program in Olmsted County, Housing Support and Rate 2 Supplemental Service funding would be sought to pay for the housing and supports. Originally, Advocacy Center of Winona was going to submit an ARPA Funding Request to Winona County for this project. However, after further consideration, the project fits better under Catholic Charities so CC will be submitting the request. The target population is long-term homeless individuals.
 - b. **Local Housing Trust Fund (HTF):** The concept of a Local Housing Trust Fund was suggested by Rosemary at the Institute, after she learned that we did not have one.

Description of HTF: Per Rosemary, the city or county can establish a trust fund to which anyone can donate, but which must be used for housing purposes. The statute actually specifies that a local government can establish a trust fund alone or jointly. The trust must have a group of stakeholders to determine who funds will be spent. The funds can be used for loans or grants or guarantees or financing, down payment assistance, housing counseling, leverage for obtaining other funds. Kalene suggested a possible use of trust funds could be to provide funding for needed repairs/upgrades for landlords who agreed to participate in the Scattered Sites Supportive Housing Program. Ten percent of the funds can be used for administrative costs. The HTF can be administered through a non-

profit organization. Rosemary will distribute research and samples on Housing Trust Funds to the group.

Funding for HTF: Some HTF are initially funded through donations from philanthropists. The legislature has set aside some money as matching funds for local housing trust funds. Nick believes that the match is only for new trust funds. Kalene inquired as to whether ARPA Funds could be used to fund a HTF. Rosemary stated that Lake County did put some of its ARPA money into a HTF. It is not clear whether putting the money into a HTF fulfills the obligation to expend the ARPA funds by 12/31/24 or if the funds must actually be spent from the trust to accomplish that objective.

Entity to Create a HTF: Rosemary spoke with Buffy Beranek of SEMMHCRA who stated that SEMMCHRA cannot operate an HRA for the Housing Institute Group. She felt that the City should be asked to establish the housing trust; however, if the city establishes it, it can only be used within the city of Winona. Buffy expressed concern that the MHFA allocations are not coming to Southeast Minnesota and felt that a group like our could have an impact on some of the decision makers to change that pattern. She would like to see more developers work on affordable housing solutions in Southeast Minnesota. Marie observed that the County Board has been very conservative on its allotments to SEMMCHRA over the past several years and hasn't increased its allotment for many years. Recently, an additional allotment was provided via ARPA Funding. However, a county-wide HTF would be able to serve both the City of Winona and other areas of the County. Contracting with a non-profit would relieve some of the administrative burden from the County.

- c. Website on Housing Resources: A third project, which was identified in the MHP grant application, is the creation of a county-wide housing resource website. Crystal noted that the City of Preston created a website which linked to a Google spreadsheet of rental properties. It is currently very difficult for people seeking housing in Winona to find housing or housing resources. There is no "one stop shop" for finding housing and people often end up going in circles. Linda noted that it would be helpful to have information about organizations who do NOT provide housing resources or assistance, so that people seeking housing don't need to tell their story multiple times to people/entities that cannot help them anyway. MHP does offer a matching grant of up to \$10,000 for Institute groups which could be used for that purpose. The match could possibly come from ARPA funds, a local grant from Winona Community Foundation and in-kind (up to 50% or \$5,000 can be in-kind).

Curriculum: The registration packet also requests participants to specify topics they would like covered at future institutes. Kalene requested information about Minnesota Housing Support and other Medicaid funding for housing. After reviewing a list of suggested topics from MHP, attendees also identified Community Engagement, Preservation of Rural Rentals and Data as topics of interest.

4. **Stakeholder Identification/Presentation:** As a homework assignment, the Institute Team is expected to identify a stakeholder from each of the following categories: Funder, Partner, Recipient. In addition, the group is expected to prepare a 10 minute presentation for the July workshop, stating the name of the organization and why they are important to the success of the project.

Possible stakeholders were identified by the group as follows:

- a. Funder: Winona Community Foundation, Minnesota Housing Partnership, ARPA from County, Otto Bremer Foundation, Federal Home Loan Bank, Chamber Foundation, Local businesses like Peerless, Fastenal, local philanthropists/benefactors, local lenders (who earn community points for investing in local housing)
- b. Partner: Chamber of Commerce, Southeast Technical, Habitat for Humanity, Winona County, local landlords (Winona Housing Association).
- c. Recipient: People that have some sort of criminal justice background/recently incarcerated, homeless individuals and families, domestic violence survivors, veterans, immigrants, persons living with a mental illness or chemical dependency

Next Steps:

- Kalene send out Team Contract via AdobeSign for all team members to sign.
- Rosemary send information on LHTF to Crystal for distribution to the group.
- Kalene talk to Karin Sonneman re: having the County Attorney's Office do research on the legal structure of a HTF.
- Crystal update Registration Packet; Kalene will help
- Audrey complete ARPA Funding Request for Scattered Sites Supportive Housing
- Group reconvene on Friday, June 10th at 10 a.m.

Meeting adjourned: 11:30 a.m.

Minutes by Kalene Engel

CJCC Jail & Jail Alternatives Committee
Supportive Housing Workgroup
June 3, 2022 at 10:00 a.m.

Present: In person: Crystal Hegge, Kalene Engel, Chris Meyer, Marie Kovcesi, Audrey Rivenberg. Via Zoom: Rosemary Fagrelus, Judy Gilow, Rachel Stoll, Linda Soderstrom

1. **Discussion about future meetings:** The goal of today's meeting is to discuss the 10 minute presentation that the travel team will present at the July Housing Institute. Crystal reviewed the upcoming meetings, as follows:
 - a. June 10th, 10:00 - 10:30 a.m.: Workgroup meeting to update workgroup
 - b. July 8th, 10-11 a.m.: Small group meeting to work on presentation, if needed.
 - c. July 27th-28th: MHP Housing Institute in Rochester.
 - d. August 12th, 10-11:30 a.m.: Workgroup meeting

2. **Team Contract & Registration Packet:** Kalene uploaded the e-signed Team Contract to the team's Google Drive. Crystal is finishing up the Registration Packet and will get it uploaded soon.

3. **Presentation:** As a homework assignment, the Institute Team is expected to identify a stakeholder for its top project from each of the following categories: Funder, Partner, Recipient. In addition, the group is expected to prepare a 10-minute presentation for the July workshop, identifying the stakeholders, why the stakeholders are important to the success of the project, how to get everyone on board and the timeframe for the project. Per Rosemary, most teams create a Powerpoint for their presentations. The presentation can be used to explain the project to other groups/organizations to gain support for the project.
 - a. Top Project: Scattered Sites Supportive Housing: This was the main project outlined in the grant application to MN Housing Partnership. It involves placing individuals into scattered site rentals owned by private landlords (as opposed to a congregate living site). Kalene offered to create the content for the Powerpoint to describe the project that was and the reasons why it was chosen. An extended discussion about the name of the project took place, in the end, the group agreed to call the project the Scattered Sites Supportive Housing Program.

 - b. Who Needs to Be Involved to Make the Project Successful: Originally, the project was intended to replicate a similar program in Rochester, which serves long-term homeless individuals with a qualifying disability. Audrey met with Jill Schmidt, the contract manager for Olmsted County and Karen Bunkowski, Supervisor at Winona DHS. The meeting went very well. Jill is a big proponent of the program and offered the assistance of an Olmsted County Financial Worker to help with Housing Support eligibility applications. Audrey is concerned that limiting the recipients to long-term homeless will not generate the numbers needed to justify the effort to create the program. Kalene

reviewed the eligibility criteria for Minnesota Housing Support, as it is that funding that will be used to pay for the rent and housing expenses. For homeless individuals, the Rate 2 Homeless funding can be used to pay for the supportive services, but other sources of income will need to be located for individuals who do not qualify for Rate 2 Homeless. The following ideas were discussed for funders, partners and recipients:

- i. Funder (Audrey will create the slide):
 1. Winona County ARPA Funding;
 2. State of Minnesota (MN Housing Support + Rate 2 Homeless for Supplemental Services) + possible funding through Community Living Infrastructure Grant that could pay personnel and admin costs for the housing specialist;
 3. Medical Assistance (for possible ARMHS reimbursement for supportive services);
 4. ??-Winona County Economic Development Authority (which must get permission from DEED);
 5. ??-Winona Community Foundation, possibly through a “transformational” grant which the Board of Directors is discussing;
 6. Private Foundation/Funding
- ii. Recipient (Judy and Linda will create the slide): Persons eligible for Minnesota Housing Support and in need of supportive services, namely, long-term homeless and disabled or 18+ and disabled
- iii. Partner (Crystal will create the slide):
 1. Private landlords (for scattered sites);
 2. Catholic Charities (program administration and employment of housing specialist);
 3. County of Winona (eligibility determination, licensing);
 4. Contractor such as Habitat for Humanity or Southeast Tech to do repairs to apartments to make them habitable
 5. Hiawatha Valley Mental Health Center (providing supportive services and diagnosis)
 6. State of Minnesota (licensing/oversight)
- c. How do we get everyone on board? (Marie will create slide)
 - i. Presentations
 - ii. Data/showing need
- d. Timeframe (Assigned to Nick)

Next Steps:

- Crystal send out template for slideshow.
- Crystal will follow-up with Nick on his assignment.
- Persons listed above create content for slides
- Next meeting as listed above.

Meeting adjourned: 11:30 a.m.

Minutes by Kalene Engel

CJCC Jail & Jail Alternatives Committee

Supportive Housing Workgroup

June 10, 2022 at 10:00 a.m.

Present: In person: Crystal Hegge and Marie Kovecsi; Via Zoom: Kalene Engel, Justin Green, Rebecca Church, Ann VanDeBerg, Chirs Meyer, Tim Hunter, Linda Soderstrom, Rachel Stoll, Nick Larsen

1. **Introductions:** Welcome to Tim Hunter, the new Director of Development at Hiawatha Valley Mental Health Center.
2. **Status Update/Recap of June 6th Meeting:** Crystal gave a recap of the June 6th meeting. The main purpose of that meeting was to discuss the presentation our travel team will do for the July Housing Institute. The top project we chose was the Scattered Sites Supportive Housing Program. The other two projects that we identified were (1) establishment of a housing trust fund and (2) consolidation of resources into a “one-stop shop” website for people seeking housing. Each of the travel team members were assigned parts of the presentation. Crystal will be sending out a blank slide for the travel team to complete on their portion of the presentation. The next meeting will be scheduled for 1.5 hours to allow additional time to complete the presentation.
3. **July Housing Institute:** It appears as though everyone on the travel team is able to attend the July Housing Institute. The travel team consists of Crystal, Kalene, Judy, Linda, Marie, Audrey and Nick.
4. **Registration Packet:** Crystal asked for the group’s assistance in completing a few of the questions from the registration packet. She will use the feedback received to update the packet and will send it out to the larger group for review.
5. **Other:**
 - a. During the discussion of the Registration Packet, Tim asked whether anyone from our group is engaged with the CoC or aware of the Housing Assessment being coordinated by LaRissa Ripley of the CREST Region. Justin stated that he had previously attended the in-person CoC Meetings in Owatonna but was unable to continue to do so. Thus, our group is not really engaged with the CoC, nor were we aware of the Housing Assessment.
 - b. Tim will connect with Crystal to catch up to speed on our work.
 - c. Linda raised concerns about the QRP through Minnesota Housing Finance Agency. This is on a three-year cycle so if we miss out on an opportunity, we must wait three years. Crystal will ask Rosemary for more information.
 - d. Nick will share an email about community surveys for a HUD 5-year plan.

Meeting adjourned: 10:35 a.m.

Minutes by Kalene Engel

CJCC Jail & Jail Alternatives Committee

Supportive Housing Workgroup

July 8, 2022 at 10:00 a.m.

Present: In person: Crystal Hegge, Marie Kovcesi, Kalene Engel, Chris Meyer, Nick Larsen. Via Zoom: Rosemary Fagrelus, Linda Soderstrom, Judy Gilow, Tim Hunter, Maureen Holte, Aimee Buckmaster

1. Updates:

- Crystal: Crystal completed the registration packet based upon the information provided at the last meeting.
- Rosemary: Rosemary reminded travel team members to register for the July in-person workshop (July 27th and 28th). The workshop will feature two speakers: Fatima Said of Project FINE and Rick Harrison of Harrison Design Studio.

2. Discussion of Grant Opportunities: Per Rosemary, Minnesota Housing offers two grants each year: an organizational capacity building grant and an intermediary capacity building grant. The second grant is one that our group is not eligible for as it funds things like the Housing Institute. Our group could make a good case for the organizational capacity building grant, but we would need a lead fiscal agent and it is due on July 25th. This grant is different than the capacity building grant offered by Minnesota Housing Partnership, which resulted in our group being selected for the Institute. After discussion, the group decided to forgo an application this year, but to start working on it now for a possible application next year.

3. Presentation: The rest of the meeting was spent discussing reviewing the presentation slides prepared by the travel team and providing feedback and suggestions on the presentation. Some observations and comments from this discussion include the following:

- The presentation can be adapted for different audiences, so the level of detail provided may vary according to the audience.
- Starting small (with 6 or so landlords) and having some immediate successes will be important to the success of the program.
- Three issues that landlords have traditionally been concerned about when leasing properties to persons with less than stellar rental histories are (1) payment of rent; (2) damage to apartment and (3) someone to call if there are problems (someone to make sure the tenant is a good tenant).
- Cook County had a robust landlord mitigation program which might be a model to look into.
- Can master leases (where the fiscal agent/program is the tenant) be used for MN Housing Support funding?
- Marty Krueger was identified as a possible landlord who would be interested in talking with our group about the program.
- The Chamber of Commerce recently received a grant for Main Street Revitalization that could possibly be used to revitalize some of the scattered sites apartments in the downtown area.
- Private foundations and donors should not be overlooked as contributors to the project.
- The Catholic Charities request for a housing specialist and the scattered sites program has been recommended by county administration as a project to support with ARPA funds.
- By preparing the slideshow presentation, we have basically outlined a grant application.

Anyone who has edits to make to their slides should get them to Crystal as soon as possible so she can polish it up and have it ready for the Institute.

Meeting adjourned: 11:21 a.m.

Minutes by Kalene Engel

Next Meeting (after the Institute): August 12th at 10:00 am

CJCC Jail & Jail Alternatives Committee
Supportive Housing Workgroup-MHP Housing Institute
July 27-28, 2022 Mayo Civic Center

Present: Day 1 – 3pm to 8pm: Crystal Hegge, Kalene Engel, Linda Soderstrom (via Zoom), Judy Gilow, Marie Kovecsi, Nick Larson, Karin Sonneman and Rosemary Fagrelus.

Present: Day 2 – 9am to 3pm: Crystal Hegge, Kalene Engel, Linda Soderstrom (via Zoom), Marie Kovecsi, Judy Gilow (via Zoom), Nick Larson and Rosemary Fagrelus

Summary: See the attached Agenda for presentations and group activities that were completed during the Workshop. Recordings and powerpoints from the presentations are located in the Google Drive for the Institute:

https://drive.google.com/drive/folders/1i3CHnB415gvzMeZv3_6WsX4dxdwZZJpu?usp=sharing

The Elevator Pitch and photos of the Stakeholder Analysis are also in the share drive.

Homework for the team includes the following:

- completing the Team’s Stakeholder Analysis Activity
- Prepare a 5-10 minute presentation on an engagement strategy or strategies that you developed through the activity.
- Finish the Team’s elevator Pitch
- Start thinking about a concept paper.
- Schedule the next team meeting with Rosemary

Minutes by Kalene Engel



2022-2023 Housing Institute Workshop 2 – Agenda July 27th and 28th, 2022

Wednesday, July 27th

- 4:00 pm Workshop 2 Welcome and Opening Remarks
Barbara Dolan, MHP Deputy Director of Community Development
- 4:15 pm Housing Institute Team Stakeholder Presentations
- 5:00 pm Social Hour and Ice Breaker Activity
- 6:00 pm Dinner
- 7:00 pm **Keynote Presentation: Best Practices for Impactful Community Engagement**
Fatima Said, Executive Director, Project FINE

Thursday, July 28th

- 8:00 am Full Breakfast hosted at the Workshop
- 9:00 am Day 2 Introduction and Agenda Review
- 9:15 am Developing Communication Strategies
Jenny Jones, MHP Communications Manager
- 10:15 am Break
- 10:30 am Team Activity: Developing your Elevator Pitch
Jenny Jones, MHP Communications Manager
- 11:30 am Project Site Design 101: Ground Zero for Affordable Housing Innovation
Rick Harrison, President, Rick Harrison Site Design Studio & Neighborhood Innovations, LLC
- 12:30 pm Lunch
- 1:30 pm **Stakeholder Analysis**
Barbara Dolan, MHP Deputy Director of Community Development
- 2:45 pm Wrap Up, Workshop Evals, Homework, and Workshop Close



The Housing Institute is made possible by local and federal funders:



CJCC Jail & Jail Alternatives Committee

Supportive Housing Workgroup

August 12, 2022 at 10:00 a.m.

Present: In person: Crystal Hegge, Kalene Engel, Audrey Rivenburg, Rosemary Fagrelus, Marie Kovecsi, Tim Hunter; Via Zoom: Rebecca Lundeen, Linda Soderstrom

1. **Update on ARPA Funding (Audrey):** Winona County awarded all three of the Catholic Charities proposals: continued funding of the Warming Center, funding of a Community Connector based at the Day Center and the Scattered Sites Supportive Housing Program.
 - a. **Community Connector:** The Community Connector position has been posted.
 - b. **Scattered Sites:**
 - i. The grant contract won't be received until early September. Part of the sustainability plan for the program was to have Winona County apply for a Community Infrastructure Grant to fund the Housing Specialist. It is not clear whether the County Board was informed about this. Kalene offered to speak with Karin about the grant to get it before the County Board.
 - ii. The amount awarded was \$152,940.
 - iii. The two positions funded by the grant include a Housing Resource Specialist (HRS) and a Housing Advocate (HA). The HRS will inventory rental properties into a database, recruit landlord willing to participate in the program, oversee a county-wide housing website and develop policies and procedures, leases and other documents necessary for the program. The HA will work directly with persons seeking housing, helping them locate, apply for and obtain suitable housing. The Advocate will also provide supportive services to the tenants.
 1. Trent Flugel is the person in Rochester knowledgeable about the Housing Resource Specialist funding and duties.
 - iv. The funding request included funds to cover security deposits and damages to the apartments.
2. **Other Supportive Housing Programs/Coordinated Entry Issues:** The Water's Edge Apartments in Winona has a few apartments set aside for long term homeless. These have been difficult to fill thus far due to challenges with coordinated entry (CE). CE has a priority process for placement such that placements are not based upon how long a person has been waiting for housing. With Water's Edge, the first people who were pulled were rejected due to their criminal histories. Despite CE, the landlord can still deny a person from living in their unit. Kathryn Cross and Jennifer Prins are knowledgeable about CE and could possibly provide information to this group (however Jennifer is currently administering a new HUD grant).
3. **Homework Assignment – Elevator Pitch:** The elevator pitch that the travel team developed at the Institute is geared towards landlords, and goes as follows:

As a collective group of eight (8) local agencies, our community coalition is the only organization in Winona County providing solutions to ending homelessness through the use of scattered site rentals, while providing supportive services to the tenant. As a landlord/property owner partnering with us, you will have access to ready-to-rent tenants, guaranteed monthly payments, along with security and

damage deposits and access to a 24-hour emergency line with a real human on the other end of the line. Tenants will be provided with supportive services. As a partner, you will be providing a safe and stable home for those in need.

Here's a flyer for an informational event we are hosting on (date) at (time) at Sobieski Park to announce the program and all of the community partners, which I hope includes you. I look forward to seeing you there.

Comments on the Pitch: The 24/7 hotline is aspirational as it is unknown who would be providing that service. The Advocacy Center of Winona is hosting a Landlords Rights & Responsibilities Talk and Luncheon on October 12 from noon to 1pm at Sobieski Lodge, 965 East 7th Street in Winona. A portion of the talk time could be used to talk about the Supportive Housing Project.

4. **Homework – Stakeholder Analysis:** A second homework assignment is to prepare a 5-10 minute presentation on an engagement strategy (or strategies). The following prompts can be used for guidance:
- a. **Who are your stakeholders?**
 - b. **How will you engage them in your project?**
 - c. **How can they influence the outcome?**
 - d. **Who in your team is responsible for contacting them?**

The stakeholder matrix that the travel team completed at the Institute was copied and shared. Below is a summary of the names/groups that were listed in the different squares:

<p><u>High Power, Low Interest</u> Jon Powell, MN State College SE Tech County Commissioners City Council – funding Local Businesses Laura Petterson (ARPA Grant Manager) Scott Sherman (Mayor of Winona) Erik Sievers, HVMHC Exec Dir Sheriff Ron Ganrude Chamber of Commerce – Kristi Ransom Steve Buswell, Dave Glithero from the Jail Winona Co Atty Karin Sonneman Amanda Hedlund, Habitat for Humanity</p>	<p><u>High Power, High Interest</u> Drave Pringle, landlord Other local landlords Families and guardians of homeless/disabled persons Homeless/disabled individuals Individuals at Warming Center/Day Center State Dept of Human Services Tim Hunter Christy Ferrington Karen Bunkowski Jill Schmidt</p>
<p>Low Power, Low Interest Sandra Burke, WVS Rep Pelowski – legislation Newspapers (Winona Post, Winona Daily News) Senator Miller Jennifer Prins, CoC Dan Wilson, Candidate for Senate</p>	<p>Low Power, High Interest Churches Neighbors Nancy Brown, Winona Community Foundation Communities Not Cages Rosemary Fagrelus, MN Housing Partnership Referral Services -Jail Social Worker -Adult Mental Health Case Manager -Community Connectors</p>

Focus Audience - Landlords: After discussing the various stakeholders, the group decided to focus on landlord engagement strategies. Below are ideas that were discussed:

- Landlord Education: About the program, funding, what to do if there are issues. Possibly include education on Section 8 and/or low income tenants.
- Tenant Education: Providing education to the tenants (and telling the landlords that tenant education is a part of the program) could help alleviate concerns about renting to this group of tenants
- Landlord Inventory Compilation: Kay Peterson has a list of landlords and has spent time developing relationships with landlords, so she may be protective of the list. Crystal obtained a list from the City and culled it to eliminate out-of-state landlords, leaving a list of 835 landlords. This does not include non-City of Winona landlords. This will be more difficult to obtain.
- Benefits to Landlord:
 - Guaranteed rent from state of MN
 - Placement fee – nonrefundable
 - Someone to notify if there are problems
 - Potential rehabilitation to substandard apartments (possible incentives, tied to length of time a landlord is enrolled in the program)
 - Tenant will get services
 - Month to month
 - Fill empty apartments (Though, per the landlords present, getting tenants for vacant apartments is pretty easy)
 - Provide homes for needy
- Getting the word out there
 - Brochures
 - Postcards
 - Community Meetings

THINGS TO DO: Audrey will reach out to Olmsted County and get copies of whatever she can get—leases, policies, ads, outreach materials, etc. and bring them back to the next meeting.

5. Other Updates:

- a. **Housing Trust Fund:** Chris Meyer talked to the local Economic Development Authority about establishing a Housing Trust Fund and using the revolving loan fund to fund one. The EDA only meets quarterly. Resemary could possibly speak at the next EDA meeting to talk more about a HTF. She notes that it is unusual for a city of Winona's size not to have a HTF.
- b. **Winona Comp Plan:** There are a few references in the draft Comp Plan to homeless or supportive housing. Crystal received permission not share the draft with the group.

Meeting adjourned: 11:35 a.m.

Minutes by Kalene Engel

CJCC Jail & Jail Alternatives Committee

Supportive Housing Workgroup

September 23, 2022 at 3:00 p.m.

Present: Tim Hunter, Marie Kovecsi, Kalene Engel, Crystal Hegge, Rosemary Fagrelus, Chris Meyer, Audrey Rivenburg, Linda Soderstrom

1. **Scattered Sites Supportive Housing Program:** Catholic Charities is without a controller or lead staff accountant so the hiring of the Housing Support Specialist has stalled out. Audrey suggests that the team refocus its efforts on the housing trust fund project until we know when the housing resource specialist can be hired. Karin Sonneman is willing to seek preapproval from the County Board for the county to apply for the Community Living Infrastructure Grant, which is the sustainability plan for the Housing Resource Specialist position. The preapproval is necessary because the request for proposals, when released by the Dept. of Human Services, has a very short turnaround time.

Workgroup members discussed how to proceed on the Supportive Housing Program in light of Catholic Charities current challenges. After extensive discussion the group agreed to temporarily pause the Scattered Sites project, while completing a concept paper or fact sheet to update others on the project update (which Kalene offered to draft). This would allow the group to shift gears towards the Housing Trust Fund project while remaining ready to pursue the Scattered Sites Project when appropriate.

2. **Housing Trust Fund (HTF):** Rosemary previously provided the group with information on a Housing Trust Fund. The Winona Community Foundation was identified as an entity that could possibly hold and manage the funds. Funding can come from anywhere—private donations, possibly EDA revolving loan fund money, the City of Winona, grants, etc. The funds, once donated, could only be used for housing purposes and those purposes should be defined in the documents which establish the trust fund. Rosemary suggested making the trust fund as broad as possible but incorporate a group of people (like a board of directors) who review the requests for funding and determine recipients. If the HTF monies could be used to rehab apartments for the Scattered Sites Rosemary and Crystal will schedule a meeting with Nancy Brown of Winona Community Foundation to discuss a possible HTF.
3. **Strengthening Rural Communities Grant:** Rosemary reminded the group of the grant, which would provide up to \$10,000 in funding for groups participating in the Institute. There is a 1:1 match required and the funds should be used for something related to the project(s) being pursued in the Institute. She suggested that funds could be used for drafting legal documents for the HTF. Another suggestion was to host community listening sessions about the project(s).
4. **Leadership:** The original plan for the Scattered Sites was to have Advocacy Center of Winona serve as the overseeing agency, but that has shifted to Catholic Charities. Given the change in direction, Crystal feels that it might be more effective to have a different char, as the nature of the relationship of ACW is more distant than originally anticipated. The possibility of having a rotating chairperson was discussed. This item will be placed on the agenda for the next meeting for further discussion.
5. **Lived Experience Input:** Linda asked if there is anyone that can provide lived experience input in addition to her. Tim stated that Hiawatha Valley Mental Health Center is looking into a shift in focus for its local advisory council. With the shift, he felt that the advisory council could possibly be levered for this group.

Next steps:

- Crystal and Rosemary meet with Nancy Brown on HTF.
- Kalene draft concept paper.
- October 12th Landlord Event at noon at Sobieski Park sponsored by ACW; Crystal will take a targeted approach to introducing the Scattered Sites Housing Project.

Meeting adjourned: 4:03 p.m.

Minutes by Kalene Engel

CJCC Jail & Jail Alternatives Committee

Supportive Housing Workgroup

October 14, 2022 10:00 AM

Present: Crystal Hegge, Judy Gilow, Tim Hunger, Audrey Rivenburg, Kalene Engel, Rebecca Lundeen, Nick Larson, Heather Stillwill, Linda Soderstrom, Marie Kovecsi, Nancy Brown, Rosemary Fagrelus

1. Welcome & Introductions

2. Recap of Housing Institute Programs (Crystal): Our primary project was the Scattered Sites Supportive Housing Project. Catholic Charities has received the funding and the next step is to hire the Housing Resource Specialist and then the Housing Advocate. We have a commitment from Karin Sonneman to ask the County Board for permission to apply for the Community Living Infrastructure Grant, which would provide funding for the Housing Specialist. While waiting for the positions to be hired, we decided to shift to the second project, which is the establishment of a Housing Trust Fund.

3. Local Housing Trust Fund:

- a. **Winona Community Foundation (Crystal & Rosemary):** Crystal and Rosemary talked to Nancy Brown at Winona Community Foundation (WCF) and she confirmed that WCF would be willing to hold the fund. Nancy sent out a request to her organization of community foundations to see if any of them were repositories for HTF and go no response. She believes this fund would be a field of interest fund with advisory privileges. Nancy is not supportive of a loan program where WCF collects payments. They would be in favor of a system whereby they collect funds and distribute them out. No more than 10% of the funding can go for administrative expenses; Nancy said that would not be a problem. Nancy also suggested that someone from the foundation be on the advisory board for the LHTF.
- b. **Procedure to Establish (Crystal and Rosemary):** To establish a local housing trust fund, an ordinance would need to be passed by a government agency that established an HRA. Thus, if the City of Winona HRA wanted to establish a HTF, the City of Winona would have to pass an ordinance. However, since Winona County does not have an HRA, Winona's situation is unique and we could work with the City of Winona HRA. Buffy from SEMMCHRA would consider holding the trust but is not interested in establishing it. Winona County and the City of Winona (or another municipality) could enter into a Joint Powers Agreement to form a regional HTF. The joint powers agreement would specify where the funds could be used, could specify the process for application and could also contain information about how the advisory board is chosen. The parameters of what can be funded can change, but it all must be related to housing. All funds must be used for housing and specific uses could be defined. This would require an annual commitment of funding, which could be from any entity that commits to provide funding and which could be in any amount. Rosemary intends to speak with the attorney who establishes HTF and will get examples of Joint Powers Agreements.
- c. **Funding a HTF:** Discussion was had on the source of the funding to establish a HTF. Debate was held on whether ARPA funding could be used for this purpose, although there is no known ARPA funding available. We can apply to the state for matching funds.

4. **Scattered Sites Housing Update:** Kalene created a FAQ handout to describe the SS project and current status. She asked that everyone review the document and provide her with corrections. Rosemary feels that the group should present the FAQ as a team at the Housing Institute. Karin agreed to bring the Community Living Infrastructure Grant to the County Board but is waiting for some information from Audrey. Crystal did not bring up the SS project at ACW's landlord education event at Sobieski because it was not the right time. Audrey noted that Sherry from Zumbro Valley was having difficulty finding people to place at the Water's Edge Apartments, mostly due to issues with how Coordinated Entry works.
5. **Education about HI Projects:** Nick noted that educating the City Council and County Commissioners (and others) about a HTF would be very important. Marie stated that she did not believe the County Board was aware of the Supportive Housing Program progress. Crystal suggested that Nancy and Rosemary be the ones to present the ideas to the County Board. Tim noted that the CREST Regional Housing Evaluation Report would be released in January and would be a nice tie-in to the SS project. The report does outline different housing options and might be helpful with the education piece.
6. **Workgroup Chair:** Marie agreed to chair the group going forward.

Next steps:

- Rosemary speak with attorney on LHTF legal documents and draft an outline of the LHTF project for presentation at the Institute.
- Everyone review the FAQs paper on SS and provide Kalene with any changes.
- Travel Team will present the papers at the next Housing Institute as a team

Meeting adjourned: 11:20 p.m.

Minutes by Kalene Engel

CJCC Jail & Jail Alternatives Committee

Supportive Housing Workgroup

November 18, 2022 10:00 AM

Present: Crystal Hegge, Tim Hunter, Audrey Rivenburg, Kalene Engel, Heather Stillwill, Linda Soderstrom, Marie Kovecsi, Nancy Brown, Maureen Holte, Chris Meyer

1. **Welcome**

2. **Recap of Housing Institute Programs:** The focus of the 3rd Institute was strategic planning and legislative advocacy. There was also a presentation on Supportive Housing from Corporation for Supportive Housing (CSH). We had some good discussions and created planning charts.

3. **Updates on Projects:**

- a. Supportive Housing: Catholic Charities has hired a controller but still does not have an accounting time, thus, hiring new staff is not currently on the agenda. Hiawatha Valley Mental Health Center would be interested in taking on the Supportive Housing Project because they are already providing similar services, the project fits within HVMHC's mission and the staff could fit into HVMHC's current housing structure. They, like Catholic Charities, would want the County to apply for the Community Living Infrastructure Grant in the spring. From HVMHC's perspective, the biggest barrier is to work off the coordinated entry list¹ for occupants. Tim had a discussion with the county to see if there was any way that they would be able to do the project without pulling from the coordinated entry list and it sounds like that is possible. Audrey has talked to Laura Petterson at the County about shifting the grant from Catholic Charities to HVMVC and she did not think it would be a problem and would not require county approval as long as the scope of the work does not shift.

HVMHC is reformulating its local advisory council of persons with lived experience and would plan to have that group engaged in the project, to provide formalized input on policy changes.

- b. Local Housing Trust Fund: Nancy has done more research into the possibility of Winona Community Foundation holding the trust fund and confirmed that the Foundation could hold the fund. Rochester has a similar fund called Coalition for Rochester Housing and has also obtained bylaws from a similar entity. She wanted confirmation about the scope of the fund. Kalene confirmed that the fund was larger in scope than the supportive housing project, in that it could be set up to fund workforce housing, first time homebuyer assistance, rental assistance, rental rehabilitation and more. The larger the scope of the fund, the more donors and other supporters (like the Chamber of Commerce) would be interested in supporting it. Nancy is excited about the possibility of sponsoring such a fund and plans to reach out to JoMarie Morris, who is the head of the Rochester fund.

4. **Education/Publicity about HI Projects/HI Homework:** Kalene described the format of the January 14th CJCC Elected Officials Outreach Event. The event is not a place where the team could do a formal presentation on the projects, but it is a place where concept papers/white papers on the project could be

¹Long Term Homeless beds must be pulled from the coordinated entry list and Water's Edge has had a hard time finding people to fill those beds, as the people being pulled from the coordinated entry list are not local and do not want to live in in Winona. PWD (Person's with disabilities) beds do not need to be pulled from the coordinated entry list.

distributed. It is also a place where local officials could be asked about their support for such projects. Tim agreed to review and update the Supportive Housing FAQ paper that Kalene drafted. Rosemary was assigned the task of converting the Housing Trust Fund document into a concept paper.

Next steps:

- Tim updated Supportive Housing FAQ and convert into a concept paper
- Rosemary convert LHTF document into a concept paper
- Audrey/Tim work with County to transfer ARPA grant to HVMHC
- Nancy speak with JoMarie Morris to gather more information about Rochester's LHTF
- Crystal circulate the LHTF documentation to all members

Meeting adjourned: 11:25 p.m.

Minutes by Kalene Engel

Housing for All
Meeting Minutes
December 9, 2022 at 10:00 AM

Present: Rosemary Fagrelus, Tim Hunter, Kalene Engel, Linda Soderstrom, Marie Kovecsi, Nancy Brown, Chris Meyer, Judy Gilow, Nick Larson

1. **Welcome**
2. **Recap of Housing Institute Programs:** Marie has transcribed the information from the large charts we completed at the Institute. Electronic versions of the powerpoints are located in the Institute Google Drive at https://drive.google.com/drive/folders/1i3CHnB415gvzMeZv3_6WsX4dxdwZZJpu.
3. **Water's Edge Update:** No updates available.
4. **Legislative Forum Update:** The Elected Officials Forum is scheduled for January 14, 2023 from 9-11 am at the History Center. Invites have not yet been sent out, but should go out this weekend. The format of the forum does not lend itself to a formal presentation by our group. However, having concept papers available for distribution to attendees (including elected officials) is a good way to start getting the word out there about our work. Tim will update the supportive housing concept paper and Rosemary will update the housing trust fund concept paper. The papers will then be circulated to the rest of the group for review/comment. Marie will take care of making copies of the papers for the forum.
5. **ARPA Funding:** Tim met with Laura Petterson (ARPA Grant Administrator for the County) and he believes the transfer of funds from Catholic Charities to HVMHC is "good to go." Apparently, as long as the scope of the project remains the same, the funds can be switched over. HVMHC plans on posting for the Housing Resource Specialist position in January and will wait to post for the Housing Advocate until the Specialist is on board.
6. **Community Living Infrastructure (CLI) Grant:** The CLI grant has not yet appeared on the County Board Agenda for approval. This is the grant funding that would sustain the Housing Specialist position, once ARPA funding runs out. The County has to be the applicant, thus the County Board needs to give approval for the application so that there are no delays when the RFP is released. Noting that last year's RFP was released in March, Kalene offered to send a reminder email to Karin to get the item on an upcoming County Board Agenda.
7. **Organizational Structure:** Kalene suggested that the group consider forming two smaller groups, one for supportive housing and one for the HTF, so that some of the issues and homework could be completed in a smaller group setting in between the larger group monthly meetings. She offered to lead the HTF group and Nancy, Nick and Judy agreed to serve on that group.
8. **Housing Trust Fund:** Rosemary reviewed the methods by which a HTF could be created. One involves finding donors and creating a "donor-advised" type fund at Winona Community Foundation. The other involves having two governmental entities agree to enter into a joint powers agreement per the LHTF statute. If the latter is pursued, having support and buy-in from the cities and townships will be critical. Concerns were raised about the willingness of local governments to enter into a joint powers agreement or provide annual funding for a trust fund. Once a fund is established, donations could be received from anywhere and anyone.

9. **Housing Institute Homework:**

- a. Finish Concept Paper and Present: See above discussion under #4.
- b. Complete Action Plan with Goals:
 - i. Supportive Housing: Marie will update the Action Plan template with information from the last housing institute. The remainder of the action plan can be completed in January.
 - ii. Housing Trust Fund: A smaller group consisting of Kalene, Nancy, Nick and Judy will meet separately and work on the action plan for that project.
- c. Prepare 10 Questions Relevant to the Project:
 - i. Supportive Housing: Rosemary has already drafted some questions for the supportive housing project. Linda contributed additional questions in the Zoom chat. Kalene noted that the FAQ document she compiled had several questions.
 - ii. Housing Trust Fund: The concept paper that Rosemary drafted contains some questions. Others will be generated when the smaller HTF group meets to develop the action plan.

10. **New Name for the Group**: Due to the expanded scope of our work at the Housing Institute, it is necessary to re-label ourselves. After discussion, the name “Housing for All” was chosen. Nancy knows an individual who can work on a logo.

11. **Membership:**

- a. Institute attendees: The next Institute is on 2/1 and 2. The following plan to attend: Marie, Chris, Kalene, Linda, Nick and possibly Tim. Other people have agreed to be fill-ins so as soon as we know who can/will attend, we should reach out to the back-ups.
- b. Persons with lived experience: The HVMHC local advisory council is being restructured and one of the priorities is housing. NAMI is being pulled into the discussion. This will hopefully result in identifying more people who could serve on this committee so that it doesn't all fall on Linda's shoulders.

Next steps:

- Tim revise the scattered sites concept paper and distribute
- Rosemary revise the trust fund paper and distribute
- Marie work on action plan for scattered sites with Tim's input
- The smaller HTF group meet and work on the HTF action plan. This will include identifying people who need to be involved in this project.
- Nancy talk to Zoe Kwitek about creating a logo
- Rosemary and Marie will update the email distribution list
- Everyone send Rosemary questions for the “10 questions” homework assignment

Meeting adjourned: 11:26 p.m.

Minutes by Kalene Engel

Hope for Homes Meeting Minutes
January 13, 2023 at 10:00 AM at Winona Community Foundation and online

Present: Rosemary Fagrelus, Tim Hunter, Kalene Engel, Linda Soderstrom, Marie Kovcesi, Nancy Brown, Chris Meyer, Judy Gilow, Nick Larson, Patrick Michener, Audrey Riverberg, Crystal Hegge, Maureen Holte

1. **Welcome**
 2. **Contact Information/Emails:** Marie's email is mariekov@gmail.com. Zarna works at Common Ground and her email is zarna@commongroundmn.org. Veronica is an advocate at Advocacy Center.
 3. **Concept Papers:** Thank you to Tim and Nick for drafting the concept papers and Zoe Kwitek of Winona Community Foundation for making them pretty. The group spent time proofreading both papers and provided changes to Zoe. Kalene will make copies and bring them to the Elected Official's Forum and upload them to the CJCC website and Institute Google Drive at https://drive.google.com/drive/folders/1i3CHnB415gvzMeZv3_6WsX4dxdwZZJpu.
 4. **Elected Official's Forum:** Several members of the group will be attending the Elected Official's Forum on January 14th. Kalen explained the format for the event. Chris plans to talk about the two Hope for Homes projects during her opening remarks.
 5. **Local Housing Trust Fund:** Nancy explained the interrelationship between the LHTF Board of Directors and the Winona Community Foundation Board of Directors. Essentially, as long as the LHTF Board of Directors makes grants/awards in compliance with their bylaws/organizational documents, the WCF Board of Directors would approve (rubber stamp).
 6. **Action Plan Templates:** Nancy screen-shared the Action Plan for the Local Housing Trust Fund. Kalene will update the template. The travel team started the Supportive Housing action plan template and Marie wrote the information down. She will provide that to Kalene who will start an Action Plan template and send it to Tim for updating.
 7. **Ten Questions:** Our third homework assignment is to compile a list of 10 questions to ask developers. Because our projects are not construction projects, we have to adapt our questions accordingly. Possible questions for the LHTF donors or board members are as follows:
 - a. What kind of recognition would you like for donating funds?
 - b. How much are you willing to donate?
 - c. What kind of projects/items are you interested in funding and in what percentages?
 - d. What service area are you willing to support?
- Rosemary will work on the 10 questions for the LHTF. Tim will work on questions for the Supportive Housing Projects. Some of the questions can be drawn from the concept papers.
8. **Housing Institute Attendance:** Kalene, Chris, Marie, Patrick, Tim and Linda are all planning on attending. Nick can attend Wednesday afternoon and Crystal can possibly attend part of Thursday. Rosemary will forward the registration link as some people have not yet received it.

Meeting adjourned: 11:26 p.m.
Minutes by Kalene Engel

Hope for Homes Meeting Minutes
February 10, 2023 at 10:00 AM at Winona Community Foundation and online

Present: Judy Gilow, Rosemary Fagrelus, Linda Soderstrom, Justin Green, John Breske, Ann Gibson, Ruth Peterson, Anne Vandenberg, Maureen Holte, Chris Meyer, Marie Kovcesi, Kalene Engel, Ann McLaughlin, Nancy Brown, Kathy Sublett

1. **Welcome & Introductions**

2. **Community Living Infrastructure Grant:** Kalene corresponded with Karin last week on the status of County Board approval to apply for the grant, once it was released. Karin stated that preapproval wasn't an option, but was going to check with Maureen. Maureen had not yet heard from Karin, so Kalene agreed to send the grant and other information to Maureen and copy Karin.

3. **Update on hiring of staff person:** The Housing Resource Specialist position has been posted and is available at <https://hvmhc.bamboohr.com/careers/89>

4. **Hope for Homes Housing Trust Fund:**

- a. **Fund Agreement:** Nancy Brown drafted a fund agreement to establish the Hope for Homes Fund at Winona Community Foundation. The agreement was reviewed, revised and approved by the attendees. A separate agreement, such as bylaws, would need to be created to govern the work of the advisory board.
- b. **Advisory Board Structure:** Marie suggested that a smaller group be convened to discuss and identify possible members of an advisory board. Kathy, Kalene, Nancy and Marie volunteered to be on this group.
- c. **MHP Strengthening Rural Communities Grant:** Rosemary confirmed that the funds could be used for the trust fund, provided there was sufficient documentation to show how the money would be used. The grant is \$10,000 with a 1:1 match. Half of the match can be in-kind and the rest must be in cash. We will be able to use the HVMHC time on the supportive housing project as a match as well as our intern's time. Winona County must be the applicant. Rosemary will send a copy of the application to Kalene for forwarding to Maureen.
- d. **Winona Community Foundation Grant:** WCF is accepting applications for community grant applications of up to \$7,500. Our group could apply for funding for the match requirement of the MHP grant. The deadline is March 1st. It is questionable whether Hope for Homes could be the applicant. Kalene will ask Maureen if we could submit an applicant with the County as fiscal agent and, if so, will complete an application.

5. **Workshop Homework:**

- a. **Development Team Worksheet:** Rosemary discussed the worksheet, noting that it would need to be modified to fit our project. We will work on this at the next meeting.
- b. **10 Questions for Landlord and Funders:** These are complete and uploaded to our HI drive.
- c. **Team's Concept Paper:** Our concept papers are done but need to be carefully proofread.

6. **List of Potential Landlords:** At the last HI, the team generated a list of approximately 7 landlords. Crystal has the master list and volunteered to recruit more landlords.

7. **Potential Student Internship:** John Breske was introduced and welcomed as our new student intern. He is doing this as part of a class and will be able to spend 7-10 hours per week on Hope for Homes work for the rest of

the semester. John is a double major in Public Administration and Political Science and a double minor in Legal Studies and Economics.

8. **Next Meeting:** March 10, 2023 from 10-11:30 am

Meeting adjourned: 11:00 p.m.

Minutes by Kalene Engel

MINUTES, HOPE FOR HOMES, APRIL 14, 2023

Attending: Judy Gilow, Linda Soderstrom, Nancy Brown, Nick Larson, John Breske, Patrick Mitchener, Crystal Hegge, Marcia Ratliff, Kalene Engel, Tim Hunter, Rosemary Fagrelus, Marie Kovecsi

1. Marcia Ratliff (Engage Winona) introduced herself and a new project "Winona Area Kitchen Table" which will organize panels of citizens with lived experience to address areas of their concern. She had a handout which is not yet a public document. Welcome, Marcia, and thanks for the work that Engage Winona does in our community. We look forward to working together.

2. FUNDING/GRANT UPDATES:

a. Winona Community Foundation Grant (not awarded).

Nancy Brown explained that WCF does not generally provide the "first funds". We are eligible to revise and resubmit (due August 1).

b. MHP SRCG grant (no decision yet).

Rosemary explained that they typically fund a development, and our request is to fund our Local Housing Trust Fund (LHTF), which then funds renters, landlords, etc). We can use volunteer time as a match and Kalene volunteered to compile hours from meetings.

c. Community Living Infrastructure Grant (CLIG)

This grant comes through the State DHS and we are waiting to hear the grant application timeline. Funding is for 2 years. Tim talked to Karen Sanness (Winona County DHS Department Head) who will take this to the County Board when we do apply (should be June/July).

Questions arose— Linda mentioned a State budget release of 50M\$ for homeless prevention. Marie volunteered to work with Linda on this. Update: This is MN funding through FHPAP, Family Homeless Prevention and Assistance Program. Local funds are handled through SEMCAC grants. Last year's state allocation was 20.5 M\$ so thanks go to MHP and other groups that lobbied for the increase.

3. WINONA LOCAL HOUSING TRUST FUND UPDATE

Kalene explained that the Operating Agreement (modeled after Sioux Falls) is being revised by Nancy. Two agreements are being drafted— one to hold the funds with Winona Community Foundation and one on how we plan to operate the fund in a separate committee.

4. HOUSING SPECIALIST POSITIONS

Tim addressed this— the first applicant declined the position and HVMHC is continuing the search.

5. DISCUSSION ON ADDITIONAL COMMITTEE MEMBERS

Suggestions were to add someone from Commonwealth Property Management since they currently develop and manage the scattered sites supported by HVMHC. These sites have no real relation to our proposed sites but their success would be very helpful for us when working with local landlords. There is also the possibility that Commonwealth will have additional developments in our area.

ACTION: Tim will identify and send information on a contact person.

In addition, we discussed adding a Goodview contact. Dusty Liston is a CEDA (Community Economic Development) person who works with Goodview and several other County areas.

ACTION: Nick will forward her email to me.

Update: I met Dusty at the Winona County meeting to County Housing Study. She is very interested to work with us. Email at the end of these minutes.

6. INTERN UPDATE

(John was attending while riding the baseball team bus and had spotty connections.)

Kalene updated his work— the LHTF bro here, website and help with grant applications. Further ideas included a brochure on Scattered Sites, and work with the Housing Resource Specialist (to be hired by HVMHC). Thanks to John (and Kalene) for the good work.

7. MARKET/OUTREACH TO BUSINESS COMMUNITY

Action: Crystal will send the local landlord list to Marie and it will be sent out for committee updates.

We also discussed the possibility of developing a list of characteristics/agency contacts, etc to identify potential renters.

8. TRAINING OPPORTUNITIES:

May 16, 2023, 1-3 pm, HVMHC "Understanding Housing Support", Megan Toney (HVMHC Housing Director). Need to invite our list of landlords as education about Housing Support programs.

9. FUTURE DATES:

Hope for Homes meeting (hybrid) May 12th, 10:00-11:30

MHP Housing Workshop— May dates cancelled and shifted to July 12-13. Hold these dates.
Training HVMHC May 16, 1-3 pm, "Understanding Housing Support".

ACTION STEPS:

email for Marcia Ratliff: engagewinona@gmail.com

email for Dusty Liston: liston@cedausa.com

Winona County Housing Study: Marie will continue to meet with this planning group.

WINONA COUNTY LOCAL HOUSING TRUST FUND



WHY A LOCAL HOUSING TRUST FUND?

Throughout Winona County, there is a growing need for decent homes that are affordable to residents of all income ranges. Leaders across the County recognize this critical need and are eager to address housing challenges in their communities.

In Winona County, 44% of renters and 14% of homeowners pay more than 30% of their income towards housing costs, putting them at risk of being unable to afford basic needs like food and medicine.

In all communities in Winona County, it is challenging for individuals and families to find an affordable place to call home. This challenge limits economic growth, as businesses are unable to expand or hire new employees because workers cannot find an affordable home. Additionally, as the cost of homes increases, incomes are not keeping pace, so prospective homeowners are not able to afford down payment and closing costs, thereby hindering their dream of homeownership.

Many rural communities struggle with adequately meeting housing needs. This can result from a lack of affordable housing options, a greater prevalence of substandard housing conditions or less access to mortgage products and local down payment assistance programs. Furthermore, there is often limited capacity to provide housing for underserved populations.

A LHTF is an important tool to address these needs. LHTFs can be used to increase rural homeownership, rehabilitate existing housing stock, provide affordable rental housing and supportive housing options, and help prevent homelessness, among other housing-related uses.

The long-term purpose of the LHTF is to provide incentives for new developments and provide financing for the rehabilitation of existing housing, which is our most affordable housing.

WHAT IS A LOCAL HOUSING TRUST FUND?

Local Housing Trust Funds (LHTF) are funds established locally by dedicating local revenue for housing. LHTFs provide a consistent, flexible resource for housing within communities. Trust funds help communities leverage public and private resources and jump-start projects that draw investment and jobs. LHTFs enable communities to prioritize housing that maximizes benefits to the local community and its citizens.

GOALS OF THE LOCAL HOUSING TRUST FUND

- ✓ Provide a consistent, dedicated revenue stream for affordable housing
- ✓ Serve as local leverage for affordable housing programs and developments
- ✓ Provide an economic multiplier by supporting investment in housing construction and rehabilitation, including redevelopment sites, leading to job creation and increases in the community's property tax base
- ✓ Catalyze revitalization of a community via reinvestment in the existing housing stock
- ✓ Support public health by increasing housing options for vulnerable populations in the community
- ✓ Improve educational outcomes for children by promoting housing stability
- ✓ Increase housing inventory, accessibility, and stability
- ✓ Reduce housing insecurities and their long-term consequences
- ✓ Align the community network of nonprofit providers to support property owners and residents with needed services

Mirroring the state trend, the price of rent continues to rise and incomes are not keeping up, making it increasingly challenging for renters to make ends meet.



RENTER HOUSEHOLDS

5,749 | 30% of all households

Median rent, 2000:	\$696	↑ rent up 11%
Median rent, 2019:	\$629	
Renter income, 2000:	\$29,311	↓ income down -7%
Renter income, 2019:	\$31,594	

The income for families is not rising at the same pace as home values, making it more difficult for families to purchase and own a home.



OWNER HOUSEHOLDS

5,749 | 30% of all households

Home value, 2000:	\$167,300	↑ value up 17%
Home value, 2019:	\$142,672	
Owner income, 2000:	\$73,812	↑ income up 5%
Owner income, 2019:	\$70,368	

Source: Minnesota Housing Partnership.

HOW WILL THE LOCAL HOUSING TRUST FUND BE FINANCED?

The LHTF can be financed from revenue derived from:

- Private donations and gifts
- Grant funding
- Appropriations by Local Governments (City, County, Port Authority, HRA)
- Matching funds (governmental, business or private)
- Employer Contributions
- Tax Increment Financial Pooling

WHAT IS "HOPE FOR HOMES"?

Hope for Homes is a coalition of community leaders from across systems dedicated to addressing housing needs in Winona County. During 2022-23, members of this coalition participated in the Minnesota Housing Partnership's Southern Minnesota Housing Institute. It was through this participation that the Winona County Local Housing Trust Fund was developed.

HOW WILL THE HOUSING TRUST FUND BE MANAGED?



WINONA COMMUNITY FOUNDATION

Funds provided to and managed by the Winona Community Foundation.



STRATEGIC ADVISORY BOARD

Review requests for funds to develop or rehabilitate housing and make recommendation to Winona Community Foundation Board.



HOPE FOR HOMES

Winona Community Foundation Board makes final decision for Hope for Homes.

WINONA COUNTY SCATTERED SITES SUPPORTIVE HOUSING



HOMELESSNESS IN MINNESOTA

On a single night in January 2022 in Minnesota, 7917 people experienced homelessness. Of those, 22% were unsheltered, 78% were in emergency shelters and 22% were in transitional housing; 62% of individuals were single adults; 290 were veterans. These numbers are considered to be low because not all regions conduct unsheltered counts.

Individuals experiencing homelessness often face many challenges and barriers to health care. There is a strong linkage between homelessness and mental health and/or substance use disorders. Barriers such as lack of transportation, stigma or difficulty with communication frequently prevent homeless individuals from accessing appropriate healthcare. The need to focus on basic needs is often prioritized over seeking care. Oftentimes, the result is decreased life expectancy due to infectious diseases, cardiovascular disease, cancer, unintentional injury, substance use, suicide and homicide.

SOLUTIONS

Developing a Scattered Sites Supportive Housing Program will provide supportive housing in scattered community settings for eligible low-income individuals with disabilities. Participants will live in apartments or homes (as opposed to a group setting) and will have their own lease with the landlord.

A key element to this program is that supportive services will be provided to participants for identified needs such as transportation, medical and social services and basic living skills. The supportive services will help the participant remain housed and be a good tenant as well as create pathways out of homelessness.

BENEFITS



Participants will enjoy stable housing without having to worry about where the next months' rent will come from. They will also have supports in place to help them with identified areas of needs, so that they can have the highest quality of life possible.

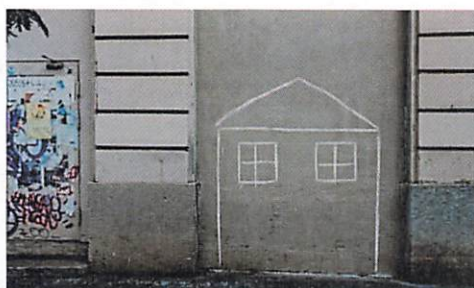


Landlords will have ready-to-rent tenants, will receive guaranteed rent payments and will have someone to call if issues arise during the tenancy. If funding efforts are successful, there may be funding to help rehabilitate apartments to habitability standards and to mitigate any damage caused by tenants.



Public safety will increase through the reduction of homelessness among disabled and formerly incarcerated individuals will be reduced creating a healthier community. By helping marginalized populations, the program will also increase community efforts at inclusion and diversity.

WHERE ARE WE TODAY?



Hope for Homes is a coalition of community leaders from across systems dedicated to addressing housing needs in Winona County. In 2022, this coalition was successful in obtaining American Rescue Plan (ARP) funding to develop and administer a Scattered Sites Supportive Housing Program in Winona County which will be managed by Hiawatha Valley Mental Health Center.

These ARP funds will be used to support necessary staff (including a Housing Resource Specialist and Housing Advocate) to see through the vision of this group. In addition, there are limited funds available for security deposits (placement fees) for prospective tenants, but additional funding will be needed for these fees. Funding is also needed for a landlord mitigation fund, which would compensate landlords for damages caused to their property by a program participant. In early 2023, Hiawatha Valley Mental Health Center will post to hire a Housing Resource Specialist to focus on connecting to our community, facilitating the development of a tenant selection process and beginning to identify potential landlords.

WHAT IS NEEDED MOVING FORWARD?

Partnerships are critical to the success of this initiative. Champions for the program are necessary to avoid the NIMBY (not in my backyard) opposition. It will be important to engage community partners in the project so they possess accurate information about the program and can champion the cause.

We must identify and engage with those who have experienced homelessness and the barriers associated with housing instability to best inform the development of the program.

Participants should be willing to rent from the landlord, receive supportive services, and comply with the terms of the lease.

Landlords must sign a standardized housing support agreement with the county; must pass a habitability inspection; must provide a bed and bedding, clothing storage, linen, laundry and housekeeping supplies or services; and must keep up the building and grounds.

Winona County Department of Health and Human Services will determine whether a person qualifies for Housing Support (financial) and supportive services, conduct habitability inspections on housing units and oversee the supportive services provider.

As the vision becomes a reality, a shift to sustainability will become important. By securing additional funding through Community Living Infrastructure grants, the Housing Resource Specialist can be subcontracted on a biennial basis. Identification and engagement with additional funders will be necessary to make the program successful.

WINONAHOPEFORHOMES@GMAIL.COM



What is Hope for Homes?

Hope for Homes is a coalition of community leaders from across systems dedicated to addressing housing needs in Winona County. During 2022-23, members of this coalition participated in the Minnesota Housing Partnership's Southern Minnesota Housing Institute. It was through this participation that the Winona County Local Housing Trust Fund was developed.

Contact Us

Hope for Homes
Winona County Local Housing Trust
Fund
Winona, MN 55987
WINONAHOPEFORHOMES@GMAIL.COM

<https://winonahopeforhomes.wixsite.com/winona-county-local>

Goals

- Provide a consistent, dedicated revenue stream for affordable housing.
- Serve as local leverage for affordable housing programs and developments.
- Provide an economic multiplier by supporting investment in housing construction and rehabilitation, including redevelopment sites, leading to job creation and increases in the community's property tax base.
- Catalyze revitalization of a community via reinvestment in the existing housing stock.
- Support public health by increasing housing options for vulnerable populations in the community.
- Improve educational outcomes for children by promoting housing stability.
- Increase housing inventory, accessibility, and stability.
- Align the community network of nonprofit providers to support property owners and residents with needed services.

How will the trust fund be financed?

- Private donations and gifts
- Grant funding Appropriations by Local Governments (City, County, Port Authority, HRA)
- Matching funds (governmental, business, or private)
- Employer Contributions
- Tax Increment Financial Pooling

How will the trust fund be managed?



The funds will be managed by the Winona Community Foundation.

A strategic advisory board will review requests for funds to develop or rehabilitate housing and make recommendations to the Winona Community Foundation Board.

The Winona Community Foundation Board makes final decisions for Hope for Homes.

Why Us?

Throughout Winona County, there is a growing need for decent homes that are affordable to residents of all income ranges.

In all communities in Winona County, it is challenging for individuals and families to find an affordable place to call home. This challenge limits economic growth, as businesses are unable to expand or hire new employees because workers cannot find an affordable home.

An LHTF (local housing trust fund) is an important tool to address these needs. LHTFs can be used to increase rural homeownership, rehabilitate existing housing stock, provide affordable rental housing and supportive housing options, and help prevent homelessness, among other housing-related uses.

The long-term purpose of the LHTF is to provide incentives for new developments and provide financing for the rehabilitation of existing housing, which is our most affordable housing.

Donate Now

Enclosed is my contribution of

\$ _____

PAYABLE TO WINONA COMMUNITY
FOUNDATION In support of the
Winona County Local Housing Trust
Fund

Name: _____

Address: _____

City: _____

State: _____

ZIP: _____

Mail check and this slip to:
Winona Community Foundation 111
Riverfront, Suite 2E Winona, MN
55987

Or donate online at:
<https://www.winonacf.org/give/donate/> and specify Winona County Local
Housing Trust Fund

Winona County Local Housing Trust Fund

This Local Housing Trust
Fund will provide a
consistent, flexible resource
for housing within Winona
County



Hope for Homes
Landlord List

Landlord	Phone Number	e-mail	Notes
William Hesch	507-313-5631	hesch.will@gmail.com	Crystal's husband
Sarah Berg	507-319-9317	csberg2@charter.net	Supportive of the ACW's housing initiatives
Marci Hitz(?)	507-4503877	mhitz1313@gmail.com	recommended by Chris Meyer
Dave Pringle	507-458-8396	rentfrompringle@gmail.com	Was on the City of Winona's comprehensive plan work group for Housing and Neighborhoods
Greg Simpson	507-429-5236		attended Advocacy Center of Winona's landlord event and expressed interent in partnering
Michelle (?)	507-313-0487		owns apartments above 3rd Street Liquor, has expressed interest in partnering with ACW
Judy Gilow		jgilow@hotmail.com	on the Hope for Homes workgroup
Buswell Properties			experiance and knowledge of circumstances for incarcerated individuals
Marty Krueger			Judy Gilow's son

Dear Prospective Donors,

We hope this letter finds you well. As a member of the Winona County community, you know firsthand the growing need for decent and affordable housing. That is why we are reaching out to you today to introduce you to the Winona County Local Housing Trust Fund (LHTF), and to ask for your support in helping us address the housing challenges in our communities.

LHTFs are established by dedicating local revenue for housing. These funds provide a consistent and flexible resource for housing within communities. They help leverage public and private resources to jump-start projects that draw investment and jobs and enable communities to prioritize housing that maximizes benefits to the local community and its citizens.

Throughout Winona County, 44% of renters and 14% of homeowners pay more than 30% of their income towards housing costs, putting them at risk of being unable to afford basic needs like food and medicine. In all communities in Winona County, it is challenging for individuals and families to find an affordable place to call home. This challenge limits economic growth, as businesses are unable to expand or hire new employees because workers cannot find an affordable home.

A LHTF is an important tool to address these needs. LHTFs can be used to increase rural homeownership, rehabilitate existing housing stock, provide affordable rental housing and supportive housing options, and help prevent homelessness, among other housing-related uses. The long-term purpose of the LHTF is to provide incentives for new developments and provide financing for the rehabilitation of existing housing, which is our most affordable housing.

We cannot do this work alone, and that is why we are turning to you for support. The LHTF can be financed from revenue derived from private donations and gifts, grant funding, appropriations by local governments (City, County, Port Authority, HRA), matching funds (governmental, business, or private), employer contributions, and tax increment financial pooling.

Your contribution to the Winona County Local Housing Trust Fund will help us provide a consistent, dedicated revenue stream for affordable housing, serve as local leverage for affordable housing programs and developments, provide an economic multiplier by supporting investment in housing construction and rehabilitation, catalyze revitalization of a community via reinvestment in the existing housing stock, and align the community network of nonprofit providers to support property owners and residents with needed services.

We appreciate your consideration of this request, and we hope you will join us in our efforts to make decent and affordable housing a reality for all residents of Winona County. Together, we can make a difference in the lives of our neighbors and friends.

Sincerely,

Winona County Local Housing Trust Fun

Dear Prospective Landlords,

I hope this letter finds you well. I am writing to introduce you to the Winona County Scattered Sites Program and to invite you to partner with us in providing supportive housing for eligible low-income individuals with disabilities.

On a single night in January 2022 in Minnesota, 7917 people experienced homelessness. Of those, 22% were unsheltered, 78% were in emergency shelters and 22% were in transitional housing. Individuals experiencing homelessness often face many challenges and barriers to health care. There is a strong linkage between homelessness and mental health and/or substance use disorders, and barriers such as lack of transportation, stigma, or difficulty with communication frequently prevent homeless individuals from accessing appropriate healthcare. The need to focus on basic needs is often prioritized over seeking care, which can result in decreased life expectancy due to infectious diseases, cardiovascular disease, cancer, unintentional injury, substance use, suicide, and homicide.

To address this issue, we have developed a Scattered Sites Supportive Housing Program that will provide supportive housing in scattered community settings for eligible low-income individuals with disabilities. Participants will live in apartments or homes (as opposed to a group setting) and will have their own lease with the landlord. A key element of this program is that supportive services will be provided to participants for identified needs such as transportation, medical and social services, and basic living skills. The supportive services will help the participant remain housed and be a good tenant as well as create pathways out of homelessness.

The Winona County Scattered Sites Program is managed by Hiawatha Valley Mental Health Center and has obtained American Rescue Plan (ARP) funding to develop and administer a Scattered Sites Supportive Housing Program in Winona County. These ARP funds will be used to support necessary staff (including a Housing Resource Specialist and Housing Advocate) to see through the vision of this group. In addition, there are limited funds available for security deposits (placement fees) for prospective tenants, but additional funding will be needed for these fees. Funding is also needed for a landlord mitigation fund, which would compensate landlords for damages caused to their property by a program participant.

By partnering with us in this program, you will benefit from ready-to-rent tenants, guaranteed rent payments, and someone to call if issues arise during the tenancy. If funding efforts are successful, there may be funding to help rehabilitate apartments to habitability standards and to mitigate any damage caused by tenants. Public safety will increase through the reduction of homelessness among disabled and formerly incarcerated individuals, creating a healthier community. By helping marginalized populations, the program will also increase community efforts at inclusion and diversity.

We are seeking partners who share our vision of creating a community where everyone has access to safe, affordable, and supportive housing. If you are interested in learning more about this program or becoming a partner, please reach out to us.

Thank you for considering this opportunity to make a positive impact in our community.

Sincerely,

[Your Name]

Dear [Name],

I am writing to you to express my appreciation for the support and assistance you have provided me during my recent visit to your office. Your expertise and guidance were invaluable in helping me navigate the complex process of [specific task or project].

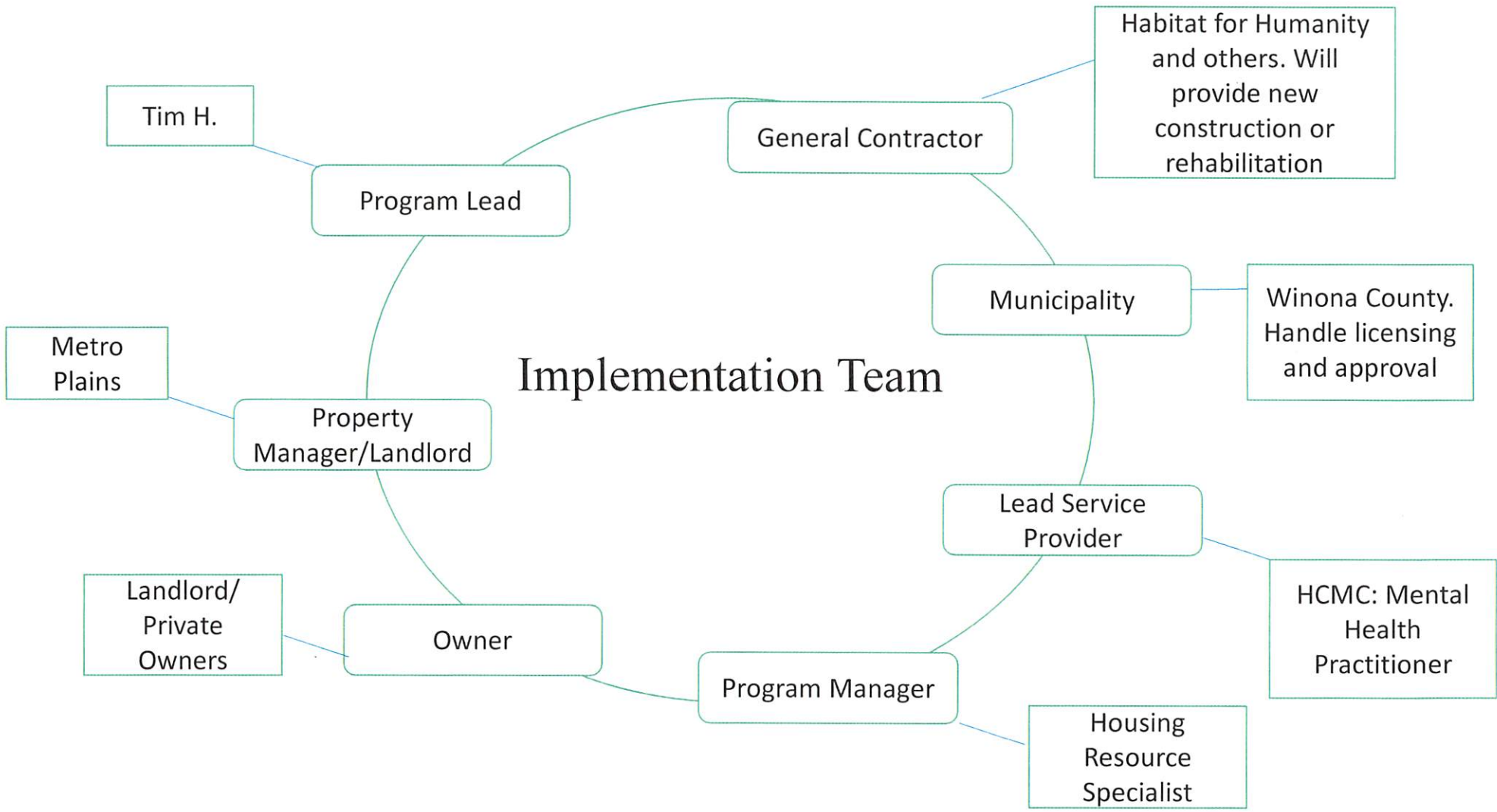
I am particularly grateful for the time you spent with me, and for the thoroughness of your explanations. Your insights have been instrumental in shaping my approach to [specific task or project], and I am confident that the results will reflect the high quality of your input.

I hope to have the opportunity to work together again in the future, and I am sure that your continued support and expertise will be a great asset to our team. Thank you again for everything, and please do not hesitate to contact me if you have any questions or suggestions.

I am sure that your continued support and expertise will be a great asset to our team. Thank you again for everything, and please do not hesitate to contact me if you have any questions or suggestions.

I am sure that your continued support and expertise will be a great asset to our team. Thank you again for everything, and please do not hesitate to contact me if you have any questions or suggestions.

Implementation Team





Winona County Local Housing Trust Fund

10 Questions to ask Donors.

1. After a presentation about the Winona County LHTF and reviewing the printed materials, do you have some additional questions that you would like to ask?
2. Would you consider making a one-time donation to the Winona County LHTF to support affordable housing development?
3. Would you consider making a 3 to 5-year commitment to support this LHTF effort?
4. Would your financial support to the Winona LHTF have specific requirements to the type of housing it would support?
5. Would you want to see specific types of housing using your financial resources, such as homelessness, transitional, homeownership, rental?
6. If you are a local business, would you limit the use of these funds outside the community of your business or just within Winona County?
7. Would you consider reaching out to government officials encouraging financial support for the LHTF?
8. The Winona LHTF will be administered by the Winona Community Foundation and an advisory board will be established to review and approve funding requests for the use of these funds. Would you or someone you know of, be interested in serving on this advisory board?
9. What would be your greatest concern on what and how the funds were being used?
10. Ideally, what type of reporting would you expect to receive after your financial support has been made?
11. Would you consider making an annual contribution to this LHTF in the future?
12. Would you be interested in continued involvement with this program and the development of affordable housing in Winona County?
13. Does your company/business have an employer matching program for employee donations?
14. Would you be able to suggest other businesses, entrepreneurs or individual donors who may be interested in hearing more about the Winona LHTF and the efforts being made toward developing affordable housing in Winona County?
15. What type of recognition would you want if you provide financial resources to the Local Housing Trust Fund?



Winona Community Foundation

Special Purpose Fund Agreement

The intent and purpose of this agreement is to establish a housing trust fund, **Winona County Hope for Homes**, for the benefit of current and future residents of Winona County, Winona County Hope for Homes (the Fund) shall be an on-going and continually renewable source of revenue from various sources to meet, in part, the housing needs of middle- and lower-income households and individuals in need of supportive housing in Winona County. Assets from the Fund may be used for eviction mitigation and rent assistance, the acquisition, capital and soft costs necessary for the creation of new affordable rental housing; and the preservation and rehabilitation of existing affordable rental housing and other purposes as determined from time to time as determined by a board of advisors.

Initial and future contributions to the Fund shall be used to establish and maintain a component fund of the Winona Community Foundation to be held and administered as follows:

1. The Fund shall be known as **Winona County Hope for Homes** a Fund of the Winona Community Foundation and shall be identified as such by the Foundation in the course of the administration and distribution thereof.
2. An Advisory Board of no fewer than three individuals shall be established to define criteria for making recommendations to the Foundation for disbursements of funds as defined by this agreement. Advisory members shall consist of representatives having an interest in housing opportunities in Winona County. The Advisory Board shall appoint a spokesperson and all communications to and from the Foundation shall be through this person. The Committee shall notify the Foundation in writing of the name and contact information of this spokesperson as well as the name and contact information of all Advisory Board members whenever changes occur. The Foundation shall be entitled to rely upon such written designation in communicating with the Committee and making distributions from the Fund. The Advisory Board shall serve in accordance with the policies established by the Foundation and **Winona County Hope for Homes**.
3. The recommendations of the Advisory Board shall be advisory only, will not be binding upon the Foundation, and will not be the sole criteria used by the Foundation in determining whether to make such distributions. If the Advisory Board ceased to function and a new Board is not named, the assets of this Fund shall revert back to the Winona Community Foundation General Fund with distributions for such purposes of the Foundation as the Board of Directors, in its sole discretion, shall determine.
4. Distributions from the Fund may be made on a "spend down" basis, with the expectation that the Fund's balance not fall below \$1,000 at the end of any given calendar quarter. Should the fund fall below \$1,000 at the end of any given calendar quarter, the expectation is the balance shall be restored to \$1,000 by the end of the following calendar quarter. Should the fund balance be less than \$1,000 at the end of two consecutive calendar quarters, the remaining assets of the Fund

shall be distributed as soon as reasonably practicable to a related cause or revert to the Foundation's Community Impact Fund, effectively closing the Fund.

5. The Board of Directors of the Foundation shall have sole discretion as to the investment and reinvestment of the assets of the Fund, including the selection of investment managers, and as to the selection of custodians of the assets of the Fund. All contributions to the Fund are irrevocable and the property of the Foundation.
6. Notwithstanding anything herein contained to the contrary, the Fund shall at all times be held and administered in accordance with the provisions of the Articles and Bylaws of the Foundation, all of which are hereby accepted and agreed to by the undersigned, including those provisions relating to amendment, termination, and variance from donors' directions. The undersigned acknowledges that under the provisions of the Articles and Bylaws and applicable tax regulations, the Board of Directors of the Foundation has the power and the duty to modify any restriction or condition of the distribution of the funds for any specified charitable purpose if, in the sole judgment of the Foundation's Board (without the approval of any participating trustee, custodian or agent), such restrictions or conditions become, in effect unnecessary, incapable of fulfillment or inconsistent with the charitable needs served by the Foundation.
7. The Fund shall be administered in accordance with the Uniform Prudent Management of Institutional Funds Act, provided that in all events the term "income" as used in this letter shall mean the amount available for distribution from the Fund as determined in accordance with the Foundation's spending policy in effect from time to time.
8. Consistent with its practice adopted from time to time with respect to other funds of the Foundation, the Foundation shall from time to time make a charge to the Fund in an amount reasonably calculated to reimburse the Foundation's direct and indirect costs incurred in the administration of the Fund. As of the date of this agreement, the Foundation's current fee structure is as follows:
 - 1.7% assessed quarterly based on the average daily balance calculated on a four-quarter rolling average for non-endowed fund types. Funds shall be assessed a minimum annual fee of \$300 or \$75 quarterly.
9. Assets of the Fund may be commingled for purposes of investment with other assets of the Foundation, provided that the separate identity of the Fund and the distributions from the Fund are at all times maintained.

Advisor

Advisor

Accepted this _____ day of _____, _____.

(date) (month) (year)

Winona Community Foundation

By: _____
President

Advisor Contact Information:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-mail: _____

**WINONA COUNTY HOPE FOR HOMES LOCAL HOUSING TRUST FUND
OPERATING AGREEMENT**

I. PURPOSE

There is hereby created and established for the Winona County, Minnesota area, a fund to be known and denominated as the Winona County Hope for Homes Local Housing Trust Fund (the "Trust Fund"). The Trust Fund shall be an on-going and continually renewable source of revenue from various sources to meet, in part, the housing needs of lower to moderate income households in Winona County. The Trust Fund is to provide grants to prospective tenants and homeowners, landlords, housing developers, service providers, and others interested in addressing the need for decent affordable homes for residents of all income ranges in Winona County, especially those with low to moderate income. Assets from the Trust fund may be used for eviction mitigation and rental assistance; the acquisition, capital and soft costs necessary for the creation of new affordable rental housing; the preservation and rehabilitation of existing affordable rental housing and other purposes as determined by the advisory board based upon local needs.

II. MANAGEMENT AND ADMINISTRATION OF THE TRUST FUND

A. **Winona Community Foundation.** The management, powers, business, and property of the Trust Fund shall be exercised, conducted, and controlled by the Winona Community Foundation ("WCF"). WCF shall have full oversight and authority over the Trust Fund and the Trust Fund Account. WCF will prepare and maintain adequate records to be kept as may be necessary to fulfill the principal purposes of the Trust Fund, to document its activity and to generally provide information as may be necessary to document the validity and regularity of all Trust Fund proceedings, transactions, and accounts. WCF shall be responsible for the general management and control of all employees, agents and contractors of the Trust Fund. WCF may exercise all powers that the Trust Fund has except as may be otherwise delegated herein.

B. **Winona County Hope for Homes Advisory Board.** The Winona County Hope for Homes Advisory Board will assist WCF with the management and operation of the Trust Fund by serving as the primary advisor for allocation of Trust Fund assets. The Advisory Board will review applications for funds, assist with the recruitment of resources, and help identify needs in the community. The Advisory Board will provide recommendations for WCF to consider in pursuit of Trust Fund objectives.

(1) **Qualifications, Number, and Vacancies.** Members of the Advisory Board shall have a demonstrated commitment to community service, Local Housing, philanthropic work or advancement of Affordable housing efforts. The number of Advisory Board members will be determined by the Advisory Board and adjusted thereafter by a majority vote of the Advisory Board. The following organizations shall have a representative on the Advisory Board at all times with said representative being appointed by that organization:

- a. The Winona Community Foundation;
- b. Winona Area Chamber of Commerce;
- c. Winona County;
- d. Habitat for Humanity; and
- e. Winona Housing Association

At any time a vacancy exists for one of these organizations, that organization shall provide an appointee to the Advisory Board as soon as practicable. In all other cases, vacancies shall be filled by a majority vote of the Advisory Board.

(2) **Initial Advisory Board Members.** The initial Advisory Board shall consist of the following individuals:

Winona Community Foundation:
Winona Area Chamber of Commerce:
Winona County:
Habitat for Humanity:
Winona Housing Association:

(3) The Advisory Board members shall be appointed or re-appointed by a majority vote of the Advisory Board.

(4) **Advisory Board Chair.** The Advisory Board Chair, shall be elected by majority vote of the Advisory Board and shall preside at all meetings and shall be the authorized signatory and designee of the Advisory Board,

(5) **Term.** Members shall serve for a term of three years and may not be elected to more than four consecutive terms without the approval of a supermajority vote (67% or greater) of the Advisory Board.

(6) **Removal, Resignation or Withdrawal.** Any Advisory Board member may resign or withdraw at any time by giving notice in writing of that individual's resignation to the Program Director. The Advisory Board members, by affirmative vote of a supermajority (67% or greater) may suspend or expel a member for cause after an appropriate hearing.

(7) **No Compensation.** Advisory Board members shall not receive any compensation for serving on the Advisory Board with the exception of preapproved expenses and costs.

(8) **Meetings.** The Advisory Board shall meet at least quarterly to review funding requests and the make decision regarding distribution of funds and other programmatic issues. Special meetings may be called by by three members of the

Advisory Board. At all meetings, a quorum will consist of a majority of Advisory Board members present in person or electronic presence for the transaction of business. Assigned proxy(s) may be used in casting votes but will not count toward quorum requirements. Any or all Advisory Board members may participate in any regular or special meeting by, or conduct the meeting using, any means of communication by which all members participating may simultaneously hear each other during the meeting. Members participating in a meeting by this means shall be deemed to be present in person at the meeting. The Advisory Board may determine any procedures or protocols which will govern the operation of meetings, including who will chair the meetings and what, if any, parliamentary rules will apply.

(9) Electronic Communication. Electronic communications, records, meeting minutes, and signatures may be used in connection with all matters contemplated by this Operating Agreement except to the extent prohibited by applicable law. Except as may be specifically set forth herein, the Advisory Board may use and rely upon electronic communications, records, and signatures for all notices, waivers, consents, undertakings, and other documents, communications, or information of any type sent or received in connection with the matters contemplated by this Operating Agreement. An electronically transmitted (but not oral) document will be deemed to satisfy any requirement under this Operating Agreement or applicable law that such document be "written", "in writing" or the like. An electronic signature or electronically transmitted signature by any person on any document (properly authenticated) will be deemed to satisfy any requirement under this Operating Agreement or applicable law that such document be "signed" or "executed" by such person. An electronic transmittal or communication (but not oral) of a document will constitute delivery of such document. Neither the Trust Fund nor any member of the Advisory Board may contest the authorization for, or validity or enforceability of, electronic records and electronic signatures, or the admissibility of copies thereof, under any applicable law relating to whether certain agreements, files, or electronic records are to be in writing or signed by the party to be bound thereby.

(10) Restrictions. No part of the net earnings of the Trust Fund shall inure to the benefit of or be distributable to members of the Advisory Board, or any private person (except that reasonable compensation may be paid for services actually rendered to or for the Trust Fund, effecting one or more of its purposes), and no Advisory Board member, or any private individual shall be entitled to share in the distribution of any of the assets of the Trust Fund upon dissolution. Notwithstanding the foregoing, Advisory Board members may receive reimbursement for approved costs and expenses incurred for the benefit of, or pursuant to, services rendered for the Trust Fund.

(11) Liability Exemption and Indemnification. The private property of the Advisory Board members shall be exempt from liability from any and all debts, obligations, or liabilities of the Trust Fund. Every person who at any time shall serve, or shall have served, as an Advisory Board member, and the heirs, executors, and administrators of such persons, shall be indemnified by the Trust Fund against all costs and expenses (including but not limited to counsel fees, amounts of judgment paid, and amounts paid in settlement) reasonably incurred in connection with the defense of any claims, actions, suits, or proceedings, whether criminal, civil, administrative, or other, in which such Advisory Board member may be involved by virtue of such person being or having been an Advisory Board member, provided, however, that such indemnity shall not be operative with respect to (a) any matter as to which such person shall have been finally adjudged in such action, suit, or proceeding to be liable for negligence in the performance of such person's duty as an Advisory Board member, or (b) any matter settled or compromised, unless, in the opinion of independent counsel selected by or in a manner determined by the Advisory Board, there is no reasonable grounds for such person being adjudged liable for negligence in the performance of such person's duties as an Advisory Board member. The foregoing indemnification shall not be deemed exclusive of any other rights to which those indemnified may be entitled under this Operating Agreement or a vote of the Advisory Board.

C. The Advisory Board's Duties and Responsibilities.

(1) The Advisory Board shall have the following duties and responsibilities:

- a. Create and manage the application and application review process;
- b. Recommend to WCF policies, goals and objectives for the Trust Fund;
- c. Review project funding requests and make recommendations to WCF for all disbursements from the Trust Fund;
- d. Investigate and pursue sources of money and other assets for investment in the Trust Fund, including without limitation, private, philanthropic and public sources;
- e. Publish and distribute requests for proposals and notices of funding availability;
- f. Develop internal and external guidelines and policies for the application and disbursement of Trust Fund assets; and

g. Promote the objectives and resources of the Trust Fund.

- (2) The Advisory Board shall within 60 days following the close of each fiscal year prepare and submit an annual report to WCF, investors and stakeholders on the activities and projects supported by the Trust Fund.

The report shall specify the number and types of units assisted, the amount granted, the amount of state, federal and private funds leveraged, the geographic distribution of Assisted Units and a summary of statistical data relative to the incomes of assisted households, if available.

III. REVENUES

A. Trust Fund Account; Sources of Trust Fund Assets.

- (1) There is hereby established the Winona County Hope for Homes Local Housing Trust Fund Account ("Trust Fund Account"), to be maintained by WCF with direction and guidance from the Advisory Board. The Trust Fund Account shall be a component fund of the Winona Community Foundation to be administered in accordance with the Uniform Prudent Management of Institutional Funds Act and in accordance with the Special Purpose Fund Agreement. All funds received by WCF on behalf of the Trust Fund shall be deposited in the Winona County Hope for Homes Fund at Winona Community Foundation. All income from Trust Fund activities, shall be deposited in the Trust Fund Account. All interest earnings from the Trust Fund Account shall be reinvested and dedicated to the Trust Fund Account.

- (2) The Trust Fund shall consist of funds derived from the following, but not limited to:
- a. Private cash contributions and other appreciated assets, including contributions from foundations, individuals, and businesses. Assets must align with the gift acceptance policy of the Foundation;
 - b. Contributions from the City of Winona, Winona County, other local municipalities, and other government sources;
 - c. Matching funds from federal and state sources;
 - d. All other income from Trust Fund activities; and
 - e. Employer based funds and matches.

IV. DISTRIBUTIONS

A. The Trust Fund is to function as a special purpose fund fund to provide grants to achieve the purpose of the Trust Fund. The Trust Fund program of work shall be administered by the Advisory Board and Trust Fund Advisor. No disbursements may be made from the Trust Fund Account without the prior approval of WCF.

B. Disbursements from the Trust Fund Account shall be made as grants to Recipients in the creation of, for assistance with, Assisted Units. Recipients may use the funds to pay for: capital costs, including but not limited to the actual costs of rehabilitating or constructing Assisted Units; preservation of existing Affordable units; demolition or conversion of existing non-residential buildings to create new Assisted Units; real property acquisition costs; eviction mitigation and professional service costs, including but not limited to, those costs incurred for architectural, engineering, planning and legal services which are attributable to the creation of Assisted Units.

C. Rental and utilities assistance for Affordable housing units.

D. The Advisory Board shall periodically review the terms of assistance, and structure these terms to encourage the longest period of affordability possible.

V. PROJECT GUIDELINES

A. **TO BE DETERMINED**

VI. DEFINITIONS

The following definitions are signified by capital letters and each term has the following meaning throughout this document:

(1) "Advisory Board" means the Winona County Hope for Homes Local Housing Trust Fund Advisory Board.

(2) "Affordable" means a housing unit that has an Affordable Housing Cost.

(3) "Affordable Housing Cost" means for rental or cooperative housing, a housing payment, inclusive of a reasonable allowance for utilities, which allows a household to rent a unit while paying no more than thirty percent of gross household income.

(4) "Area Median Income" means the median income for the Pennington County area adjusted for family size, as published by the United States Department of Housing and Urban Development.

- (5) "Assisted Unit" means a housing unit that receives assistance from the Trust Fund.
- (6) "WCF" means The Winona Community Foundation.
- (7) "Advisory Board Chair" means the chair of the Advisory Board.
- (8) "Recipient" means any recipient of funds in the form of a grant from the Trust Fund Account. A Recipient may be an individual, partnership, joint venture, limited liability company or partnership, association or corporation.
- (9) "Trust Fund" means the Winona County Hope for Homes Local Housing Trust Fund.

VII. AMENDMENT AND RECORD KEEPING

A. This Operating Agreement may be amended, altered, or repealed and a new Operating Agreement made, by a vote of a supermajority (67% or greater) of the Advisory Board present at any regular or special meeting, provided that written notice of the intention to consider revision of the Operating Agreement is given to each Advisory Board member not less than ten (10) days prior to the meeting at which the action is to be taken.

B. The WCF shall keep correct and complete books, records of accounts and tax returns for the Trust Fund. The Advisory Board and shall also keep minutes of the proceedings of the Advisory Board, and other committee meetings having the authority of the Advisory Board. Records pertaining to the Trust Fund shall be maintained for at least three (3) years.

VIII. CONFLICTS OF INTEREST

A. Any perceived or actual duality or conflict of interest or possible conflict of interest on the part of any Advisory Board member shall be disclosed in writing to the Advisory Board Chair within fifteen (15) business days of becoming aware that a potential duality or conflict of interest exists.

B. An interested person may make a presentation at the Advisory Board, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The Advisory Board Chair, if appropriate, may appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the Advisory Board or committee shall determine whether the Trust Fund can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a duality of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a duality of interest, the Advisory Board or committee shall determine by a majority (51% or greater) vote of the disinterested Advisory Board members

whether the transaction or arrangement is in the Trust Fund's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

C. Any member of the Advisory Board having a duality of interest or any possible conflict of interest which could conflict with the interests of the Trust Fund shall abstain from voting on the matter in question and shall abstain from using his or her personal influence in any way on the matter. His or her vote shall not be counted in determining the quorum for the meeting, even where otherwise permitted by law. The minutes of the meeting shall reflect that a disclosure was made, his or her abstention from voting, and the quorum situation.

[Signature Appear on following page]

Approved by the Advisory Board on the _____ day of _____, 2023.

_____, Advisory Board Chair
Approved by the WCF Board on the _____ day of _____, 2023.

_____, Board Chair

Hope for Homes Meeting Minutes
June 24, 2023 at 10:00 AM at Engage Winona and online

Present: Judy Gilow, Rosemary Fagrelus, Linda Soderstrom, Marie Kovecsi, Marcia Ratliff, Nick Larson, Crystal Hegge, Tim Hunter, Danielle Walther, Kalene Engel

1. **Welcome & Introductions**

2. **Update on Grants:**

- a. **Winona Community Foundation:** We did not receive the grant but were encouraged to reapply. We learned that WCF does not like to be the first funder for a project.
 - b. **Strengthening Rural Communities Grant:** We were not awarded the SRCG Grant either. The reasons provided were that our activities would not be completed in 12 months and the volunteer hours for our intern would not qualify for in-kind. Discussion was held on whether and when we are eligible to reapply. A possible use of the funds would be to rehab housing units for the scattered sites project. Rosemary would like MHP to speak with our group about this at the Institute; hopefully they can provide some parameters for the award so we do not have to guess at what they will fund.
 - c. **Community Living Infrastructure Grant:** The RFP was supposed to be released already but hasn't. Tim has emailed DHS. Winona County needs to be the applicant and Tim has made arrangements with Karen Sanness for the County to apply.
3. **Scattered Sites Project:** Lisa Lind has been hired as the Housing Resource Specialist and starts on July 10th. She will be helping people obtain the professional statement of need and do housing retention plans. HVMHC recently took over four high priority homeless (HPH) beds at Water's Edge; they already are providing services for the persons with disabilities (PWD) beds. Megan Toney is overseeing the housing offered by HVMHC, which includes a range of options (scattered sites, board and lodge, 24/7 services. [Click here](#) to watch the Housing Supports Webinar that was presented as part of the WRAP+ Training Series: <https://www.youtube.com/watch?v=IbEEMSik1no>. The plan is to have one point of entry at HVMHC for housing and then help people get the housing that best meets their needs.
4. **Housing Institute Attendees for the Housing Institute on July 12 (4-8pm) and July 13 (9-3pm):**
- a. Can attend both days: Judy, Crystal, Marie and Tim
 - b. Can attend Wed and Thursday til noon: Nick
 - c. Thursday only; but would give up seat to someone else and participate online: Kalene
 - d. Not sure: Danielle (Walther) and Lisa (Lind)
 - e. Online: Linda
5. **Workshop Homework:** John Breske (intern) did a draft of our development team worksheet, which was modified from the template because our project does not fit the "mold." Tim will make revisions prior to the institute.
6. **Hope for Homes Housing Trust Fund:**

- a. Fund Agreement/Operating Agreement: The Fund Agreement with Winona Community Foundation was drafted/approved a few months ago. A draft Operating Agreement was submitted as part of the grant applications.
 - b. Other Work Completed: John B. created a draft website, a brochure and proposed letter to donors (plus a proposed letter to prospective landlords). He also reviewed and revised our concept papers.
7. **List of Potential Landlords**: At the last HI, the team generated a list of approximately 7 landlords. Crystal compiled the list and will e-mail it to Kalene for distribution with the minutes.
8. **Member Updates**:
 - a. Dusty Liston of CEDA is assisting with the Winona County Housing Study. There is a survey available online at <https://www.surveymonkey.com/r/VK92QWT>. Members were encouraged to take the survey and utilize the comments section as needed to address issues/concerns that are not otherwise asked about in the main survey. The EDA webpage with notes and explanation of Housing Study can be found here: <https://www.co.winona.mn.us/379/Economic-Development>
 - b. Linda is interested in starting a local chapter of MICAH (Metropolitan Interfaith Council on Affordable Housing), including a speaker's bureau who could tell their housing stories at the state legislature.
 - c. Marcia gave an update on the Kitchen Table Project. Dan Wilson was hired and has been interviewing people. A cohort of 15 community members with lived experience are having their first "kitchen table gathering" tomorrow. The goal is to provide leadership development so the cohort can begin to advocate and build solutions. The Winona cohort is connected to cohorts in Duluth and the Twin Cities area. All cohorts will come together next year to advance some policy level changes.
9. **Next Meeting**: TBA

Meeting adjourned: 11:00 p.m.
Minutes by Kalene Engel

Attachments:

- Concept paper on Winona County Local Housing Trust Fund
- Concept paper on Winona County Scattered Sites Supportive Housing
- Brochure on Local Housing Trust Fund
- Hope for Homes Landlord List
- Draft letter to prospective donors of LHTF
- Draft letter to prospective landlords of SS Program
- Draft chart of players (homework for the Housing Institute)
- 10 Questions to Ask Donors about LHTF (previous homework for Housing Institute)

- Draft WCF Special Purpose Fund Agreement for LHTF
- Draft Operating Agreement for LHTF

Links:

- Registration link for July 12th & 13th Housing Institute: **[Register HERE](#)**
- Housing Supports Webinar that was presented as part of the WRAP+ Training Series:
<https://www.youtube.com/watch?v=IbEEMSik1no>
- EDA webpage with notes and explanation of Housing Study: <https://www.co.winona.mn.us/379/Economic-Development>
- Winona County Housing Study Survey: <https://www.surveymonkey.com/r/VK92QWT>
- Draft Local Housing Trust Fund Website (created by John Breske):
<https://winonahopeforhomes.wixsite.com/winona-county-local>
- Link to Google Drive for Housing Institute:
https://drive.google.com/drive/folders/1i3CHnB415gvzMeZv3_6WsX4dxdwZZJpu
- Link to CJCC webpage on Hope for Homes: <https://winonacountycjcc.org/hope-for-homes/>
- Engage Winona “Winona Area Kitchen Table” webpage:
<https://www.engagewinona.org/winona-kitchen-table>
- MICAH Link: <https://www.micah.org/>

Hope for Homes Meeting Minutes
July 28, 2023 at 10:00 AM at Engage Winona and online

Present: Marie Kovecsi, Nancy Brown, Kalene Engel, Rachel Stoll, Patrick Michener, Dan Wilson, Rosemary Fagrelus, Ndea Young, Judy Gilow, Maureen Holte, Tim Hunter

1. **Welcome & Introductions**

2. **Update on Grants:**

- a. **Strengthening Rural Communities Grant:** At the July MHP Institute, Harlan Buckalew of MHP provided additional information SRCG Grant. Although the original grant submission was strong and well-written, Harlan was unable to convince the review committee that our goals with the Local Housing Trust Fund meshed with the grant purposes. However, he did state that tweaking the grant application to use the grant funds for improvement of the units of the Scattered Sites Supportive Housing Project would likely be approved. Match for the grant could come from activities related to the SS project, such as advertising and costs incurred by HVMHC for the Housing Support Specialist position. *Marie, Tim, Rosemary and Crystal will meet to review and revise the original grant application.* The new timeline for submitting the revised grant is August 31st, but Harlan is attempting to get the deadline extended to the end of November.
- b. **Winona Community Foundation:** The deadline for the 2nd round application is September 1, 2023. The max award is \$7,500.
- c. **Community Living Infrastructure Grant:** The state has decided that it will not release the RFP for the CLI Grant until 2025.

3. **Scattered Sites Project:** The Housing Resource Specialist position has been offered to another individual and there are two other strong candidates who are interested in the position.

4. **Local Housing Trust Fund:** The Winona County Board recently approved a preliminary levy for SEMMCHRA (Southeast Minnesota Multi-County Housing and Redevelopment Authority), which is the HRA that serves Winona County OTHER than the City of Winona (which has its own HRA). The levy included \$40,000 to hire a grant writer to pursue additional state housing funding on behalf of Winona County. It also included an allocation of \$50,000 to a Local Housing Trust Fund, the details of which are yet to be determined. However, if the \$134,000 of housing funding that was awarded to Winona County from the state can be used for the SEMMCHRA levy, those funds will be used for the “Option B” portion of the levy of \$90,000. *Rosemary will reach out to Buffy Beranek of SEMMCHRA to bring her up to speed on what our group is doing and to discuss Buffy’s intentions regarding the grant and Winona County LHTF.*

It is unknown whether the City of Winona will be receiving a similar allocation of funding from the state to address housing needs. The establishment of a County LHTF will likely prompt questions about/interest in a LHTF for the City of Winona. Kalene suggested that Nick or someone else talk to Chad Ubl, City Manager, to give him a heads up about LHTFs. *Marie will*

talk to Chris Meyer about reaching out to Chad about LHTFs. The Hope for Homes page on the CJCC website contains resources on LHTFs: <https://winonacountycjcc.org/hope-for-homes/>.

5. **Housing Study:** A preliminary draft of the Winona County Housing Study has been released. Dusty Liston of CEDA is assisting with the Winona County Housing Study. The housing study survey has been reopened for additional feedback and is available online at <https://www.surveymonkey.com/r/VK92QWT>. *Members were encouraged to take the Housing Study Survey and utilize the comments section to advocate for the Hope for Homes projects.* The Housing Study group is expected to meet at the end of August. The EDA webpage with notes and explanation of Housing Study can be found here: <https://www.co.winona.mn.us/379/Economic-Development>
6. **Debrief on Housing Institute:** There were several interesting presentations, including one from the Federal Home Loan Bank in Des Moines, which can provide up to 1 million in funding for projects. Crystal asked about funding for a program called “rehab in place” where older adults living in large houses are provided with funding to divide up a house and add rental units while still allowing the homeowner to remain in the home. People at the Institute thought it was a good idea but were not sure how to implement it.
7. **Member Updates:**
 - a. **Hub:** The Hub works with a lot of housing insecure people, but the Hub’s focus is on health and they would prefer not to be so focused on housing and are supposed to be referring housing issues elsewhere. Unfortunately, there’s no one place for people to go for housing services in Winona. The HUB has a lot of data on housing insecurity that they are willing to share.
 - b. **Engage Winona Kitchen Table:** N’Dea and Dan are part of Engage Winona’s new Winona Area Kitchen Table Program, which is a cohort of local community members who have faced housing instability or homelessness who are working together on solutions to housing issues. Currently the group is working on learning how to tell their stories and build relationships. Dan is meeting with a lot of different people to get feedback on housing issues.
 - c. **Winona Community Foundation:** Emily L. has been hired part-time as a replacement for Zoe.
 - d. **Day Center/Warming Center:** There is a huge amount of funding available for overnight shelters, so Catholic Charities is looking at suitable locations for a shelter in Winona. They would like to include space for families.
8. **Next Meeting:** August 11th at Winona Community Foundation. Regular meetings will be held on the 2nd Friday of each month at 10:00 a.m.

Marie will send an e-mail to all persons currently on the distribution list to see if they are still interested in participating.

Meeting adjourned: 11:30 a.m.

Minutes by Kalene Engel

Summary of Action Steps:

- *Marie, Tim, Rosemary and Crystal will meet to review and revise the original grant application.*
- *Rosemary will reach out to Buffy Beranek of SEMMCHRA to bring her up to speed on what our group is doing and to discuss Buffy's intentions regarding the grant and Winona County LHTF.*
- *Marie will talk to Chris Meyer about reaching out to Chad about LHTFs.*
- *Members were encouraged to take the Housing Study Survey and utilize the comments section to advocate for the Hope for Homes projects.*
<https://www.surveymonkey.com/r/VK92QWT>.
- *Marie will send an e-mail to all persons currently on the distribution list to see if they are still interested in participating.*

Hope for Homes Meeting Minutes
August 11, 2023 at 10:00 AM at Winona Community Foundation and online

Present: Marie Kovecsi, Nancy Brown, Kalene Engel, Rachel Stoll, Patrick Michener, Dan Wilson, Rosemary Fagrelus, Maureen Holte, Tim Hunter, Linda Soderstrom, Chris Meyer, Marcia Ratliff.

1. **Welcome & Introductions**
2. **Approval of Minutes:** Tim moved to approve the minutes from the July meeting; Linda seconded the motion. Motion carried unanimously.
3. **Approval of Agenda:** Marcia moved to approve the agenda as presented; Chris seconded the motion. Motion carried unanimously.
4. **Update on Grants:**
 - a. **Strengthening Rural Communities Grant:** Marie, Tim, Rosemary and Crystal have met and revised the original grant application. Funding will be requested for a flex fund (not trust fund) and mitigation expenses. The group is meeting with Harlan Buckalew next week to discuss the application, after which it will be submitted for consideration by Minnesota Housing Partnership.
 - b. **Winona Community Foundation:** The deadline for the 2nd round application is September 1, 2023 at 11:59 p.m.. The max award is \$7,500. One of the reasons the prior grant application was not funded is because WCF does not like to be the first funder of any project. It is possible that we may know whether the SRCG was funded prior to September 1st. Kalene forwarded the Word version of the WCF Grant to Tim so the grant subcommittee could rework the language and submit it for consideration.
5. **Scattered Sites Project:**
 - a. **Personnel:** The person hired for the Housing Resource Specialist position starts on August 21st. Hiawatha Valley would like to shift some of the money from the ARP allocation to create a separate office space for the HRS and Scattered Sites ARMHS Practitioner at Hiawatha Bluffs Living. Attendees were in support of this idea. Tim will be talking to Laura (who is administering the ARP funds for the County) about the shift in funding.
 - b. **Other:** WECare is going to establish a location in Winona. Among other services, it will be offering Housing Stabilization Services—which is a service believed to be offered by anyone in Winona County.
6. **Local Housing Trust Fund:**
 - a. **Rosemary's Discussion with Buffy Beranek of SEMMCHRA about the Winona County LHTF:** Rosemary spoke to Buffy and brought her up to speed on the activities of our group. Buffy stated that it may be a while before the trust fund is in place, but once

it is, she plans to solicit businesses and others to contribute to the fund. The County trust fund will support a broad range of activities. She does not have staff to administer the trust fund and does not intend to apply for Federal Home Loan Funds. She strongly supports this group's efforts to establish a trust fund at WCF as it can be used for the specific purposes that will benefit our programs. Buffy will be invited to a future meeting of this group.

- b. Hope for Hopes LHTF:** Buffy strongly supports the Hope for Homes' efforts to establish a trust fund at WCF as it can be used for the specific purposes that will benefit our programs. Solicitation letters have already been drafted for the WCF Fund, so once the HRS is on board, we might be able to move forward to establish the fund.
 - c. City of Winona HRA/Trust Fund:** Because Winona has its own HRA, SEMMCHRA is only able to serve Winona County (excluding the City of Winona). They also administer the Section 8 Program for the City of Winona, as city HRA turned it over to them. The City of Winona could establish its own Local Housing Trust Fund, but the HRA leadership does not seem interested in doing so and has seemed generally opposed to raising taxes for the HRA.
- 7. Purpose/Status of Hope for Homes and Responsibility for Housing Issues in Winona County:** A robust discussion was held on the desired purpose and structure of Hope for Homes going forward. At present, the group is a workgroup of the CJCC and does not have a formal structure, nor is it a 501(c)(3). Grants have been applied for using Winona County as the applicant. Kalene described how the Alliance for Substance Abuse Prevention morphed from a CJCC Committee into its own entity, under the umbrella of Livewell Winona/Winona Health. There are several organizations in Winona that are working on different areas in housing currently. Winona Area Kitchen Table is working on building advocacy for housing. Winona HRA operates public housing and doesn't seem to want to do more than that. HVMHC will be handling the Scattered Sites Supportive Housing Project. SEMMCHRA will be setting up the Local Housing Trust Fund and working on pursuing additional grant funding using the money provided by the County to hire a grant writer. The City of Winona staff are interested in creating housing opportunities and were good working partners for Waters Edge. Chris and Marie were planning to speak to Nick Larson after the July meeting but were not able to connect. A county-commissioned housing study is in progress. Despite all these efforts, there is no central agency or organization working on housing. Kalene noted that if there were a central agency, there would need to be paid staff to run it. Dan said that there is a grant that will be available in 2024 to build capacity for community housing organizations. Rosemary suggests that this group apply for an implementation grant from MHP.
- 8. Housing Study:** A preliminary draft of the Winona County Housing Study has been released. Dan read the study which lays out the needs fairly well but does not provide a lot of recommendations for tangible next steps. The Housing Study group was supposed to meet at the end of August, but that has been pushed to early September. The EDA webpage with notes and explanation of Housing Study can be found here: <https://www.co.winona.mn.us/379/Economic-Development>

9. **Member Updates:**

- a. CJCC/WRAP+: WRAP+ is sponsoring a Poverty Simulation on October 12th from 9-11 am and 1-3pm at the VFW. Signup at hvmhc.org by clicking on the Community Mental Health Trainings button.
 - b. Engage Winona Kitchen Table: The City of Winona budget includes funding for a Community Economic Development Specialist, which is an added position.
 - c. MHP: There is a lot of money available for housing through the legislative allocations, but it will take some time to roll out the programs as many new staff are being added. Some of the funding for new builds has already been committed.
10. **Thank you, Rosemary!:** Thank you to Rosemary Fagrelus for being our Technical Assistance Advisor for the past 18 months. We greatly appreciate Rosemary's help and will miss her greatly!
11. **Next Meeting:** September 8, 2023 at Winona Community Foundation. Regular meetings will be held on the 2nd Friday of each month at 10:00 a.m.

Meeting adjourned: 11:29 a.m.

Minutes by Kalene Engel

Hope for Homes Meeting Minutes
September 8, 2023 at 10:00 AM at Winona Community Foundation and online

Present: Marie Kovecsi, Nancy Brown, Kalene Engel, Patrick Michener, Dan Wilson, Rosemary Fagrelus, Linda Soderstrom, Chris Meyer, Judy Gilow, Megan Toney, Adam Moeschler, Danielle Walther, Dina Robinson, Crystal Hegge

1. **Welcome & Introductions.**
2. **Approval of Minutes:** Minutes were approved by consensus.
3. **Update on Grants:**
 - a. **Winona Community Foundation:** The revised grant application was submitted by Kalene on August 31st. Per Nancy, the reviewers have been sent the applications and will come together on September 18th to make recommendations for funding. The full board will meet on September 26th to consider awards and notifications will start to be made no later than October 1st.
 - b. **Strengthening Rural Communities Grant:** The revised grant deadline is October 12th; however, Harlan would like to have the application by mid-September. MHP would like the grant to include funding for more direct services, so dollars will be allocated to renovation and mitigation (cleanup of units), education for landlords about housing support and a small amount of advertising. The application can be submitted as an e-mail; Kalene will submit the application once it has been revised.
4. **Scattered Sites Project:**
 - a. **Personnel:** Welcome to Danielle Walther, who was hired as the Housing Resource Specialist and is in the process of onboarding and learning more about community resources. Danielle will be the front-end person to work with clients to form relationships with clients and get them into housing. The housing advocate is the person who will be providing services to the tenant. Currently, an ARMHS practitioner is filling in temporarily as the housing advocate, but the new position is posted.
 - b. **Office:** HVMHC is working on getting final bids for the renovation of the Hiawatha Bluffs Living location to create office space for the HVMHC housing staff, including Danielle, Megan and an as-yet-to-be-hired housing advocate.
 - c. **Funding:** The State of Minnesota has made pathways to housing easier than accessing ARMHS services. The Professional Statement of Need is what is required to qualify someone for housing; not a comprehensive evaluation. Thus, HVMHC will be able to put people into housing who may qualify for clinical services as long as they have a professional statement of need.

5. Local Housing Trust Fund/Flexible Housing Fund/Other Funding:

- a. Winona County LHTF:** As noted in previous meetings, the County has approved an increased allocation to SEMMHCRRA for 2024 for the purpose of pursuing additional grant dollars and funding a County Local Housing Trust Fund. A joint city-county trust fund could be established through a Joint Powers Agreement.
 - b. Hope for Hopes Flexible Housing Fund:** Both of the above-mentioned grants seek money to be placed into a flexible housing fund held at Winona Community Foundation. The advisors of the fund would be the Hope for Homes group. A subcommittee or workgroup of Hope for Homes will need to develop policies/procedures for receiving donations, accepting applications and approving and distributing funding. Coordinating this fund with other entities offering emergency or housing-related funding will be important. Nancy noted that WCF has an Emergency Assistance Fund that was established many years ago by an anonymous donor; funds are distributed by various community organizations. Kalene noted that she recently completed updates to the WRAP+ Policies and Procedures Manual which includes policies and forms for accessing funding.
 - c. Other Funding:** Both Winona County and the City of Winona will be getting over \$130,000 each from the state for housing purposes, two years in a row, for a total of over \$500,000. Supportive housing is one of the allowable uses of the funding, as is creating a housing trust fund. This group might consider lobbying the County or City for some of those funds.
- 6. Structure Options for Hope for Homes:** Marie suggested that the group continue to operate under the CJCC for now, but keep other options in mind for the future. Rosemary suggests that this group apply for an implementation grant from MHP.
- 7. Mailing List:** Marie reviewed the current members on the mailing list and make revisions based upon input from those present.
- 8. Member Updates:**
- a. CJCC/WRAP+:** WRAP+ is sponsoring a Poverty Simulation on October 12th from 9-11 am and 1-3pm at the VFW. Signup at hvmhc.org by clicking on the Community Mental Health Trainings button. Volunteers (to man the agency stations) and participants are both needed.
 - b. Engage Winona Kitchen Table:** The Kitchen Table is working with 14 participants who have gone through their personal stories and identified themes that are occurring in Winona. Dan is working on a reader's guide to the Winona County Housing Study.
 - c. MHP Stats:** Linda shared Minnesota Housing Partnerships most recent housing stats for Winona County.

- d. Catholic Charities: Catholic Charities hired a new executive director, John Meyers. He will be in Winona twice a week.
 - e. Advocacy Center: Peter's Biergarten is hosting an event on September 9th and will be donating some of the proceeds to the Advocacy Center.
 - f. Hiawatha Valley Mental Health Center: HVMHC is hosting, Bringing Light Into Darkness, a suicide prevent event. Duelling Pianos will be at the Minnesota Marine Art Museum on October 6th from 5-8pm. Registration is available at: <https://www.hvmhc.org/bringing-light-into-darkness/>
 - g. NAMI: Judy is co-teaching the NAMI Family to Family Class at Winona Middle School. The class is four weeks long and meets on Mondays and Wednesdays at the Winona Middle School from 6:30 to 9:00 a.m. The purpose of the class is to help people better understand mental illness and how to deal with it.
9. **Next Meeting**: Due to the unavailability of several persons, the date was changed to October 6, 2023 at Winona Community Foundation. Future regular meetings will be held on the 2nd Friday of each month at 10:00 a.m.

Meeting adjourned: 11:40 a.m.

Minutes by Kalene Engel

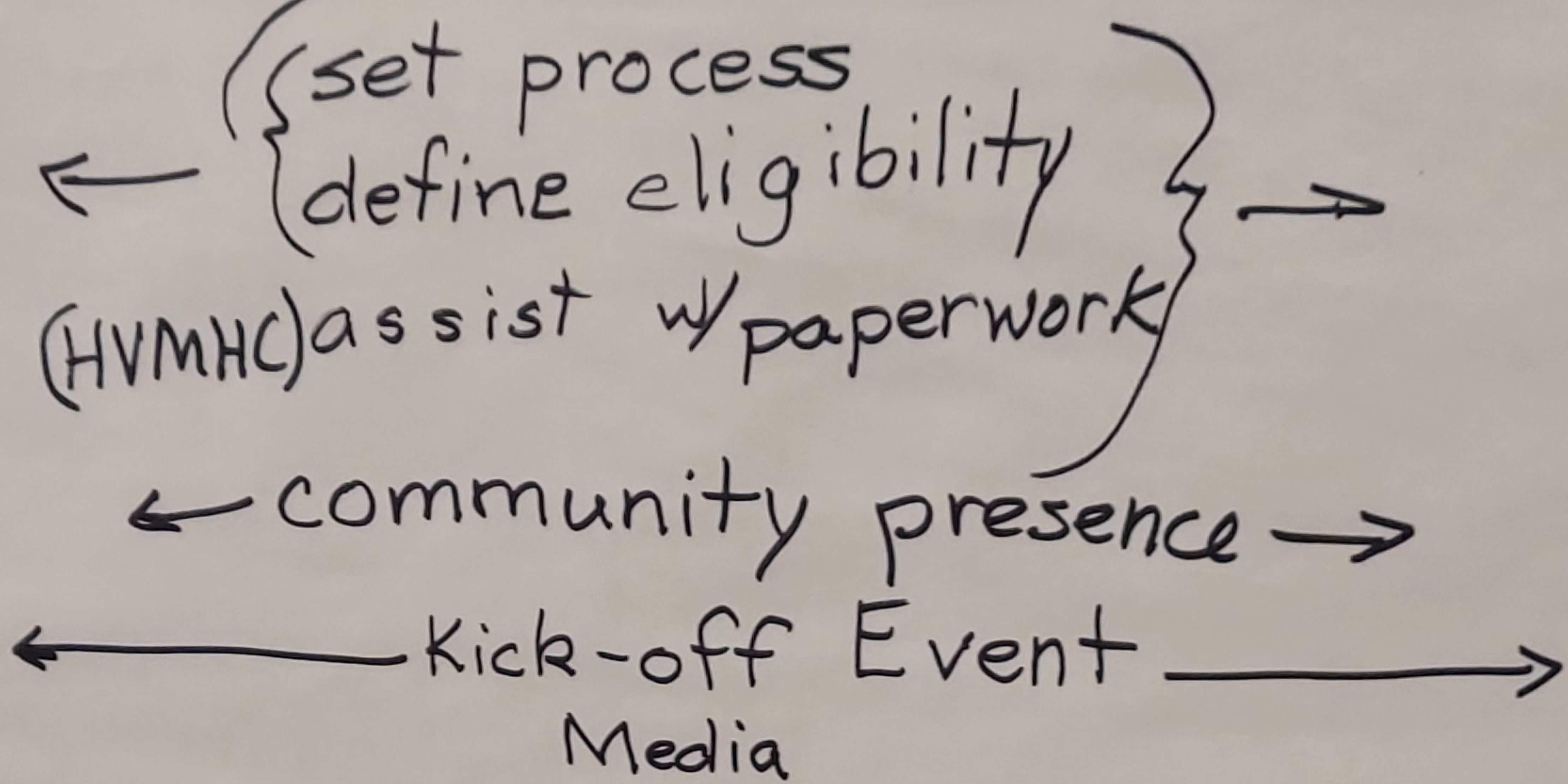
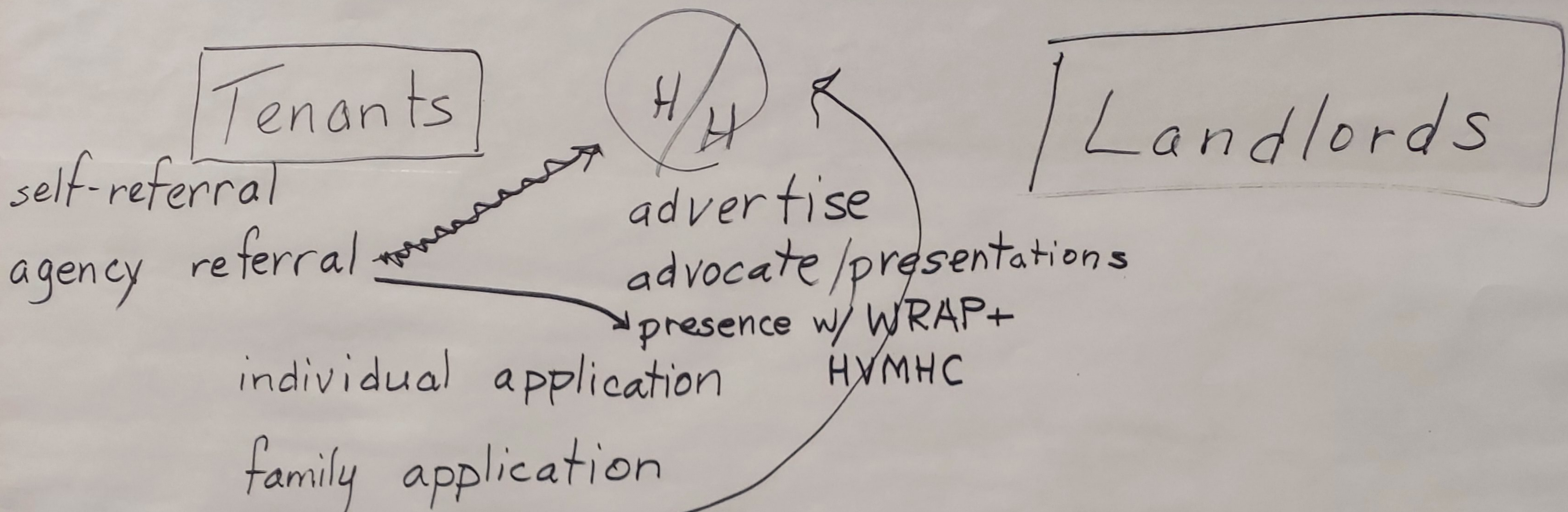
Hope for Homes Meeting Minutes
October 6, 2023 at 10:00 AM at Winona Community Foundation and online

Present: Marie Kovcesi, Nancy Brown, Kalene Engel, Patrick Michener, Linda Soderstrom, Chris Meyer, Judy Gilow, Danielle Walther, Crystal Hegge, Tim Hunter, Marcia Ratliff, Ndea Young, Jeff Sullivan (HVMHC Intern)

1. **Welcome & Introductions.**
2. **Approval of Agenda & Minutes:** Agenda and minutes were approved by consensus.
3. **Update on Grants:**
 - a. **Winona Community Foundation:** We received the \$7,500 WCF grant for the flexible housing fund. Thank you to the people involved in writing the grant. Members of the team recorded a Facebook live post about the grant and Hope for Homes which can be found on the Winona Community Foundation Facebook page.
 - b. **Strengthening Rural Communities Grant:** The grant committee of Crystal, Tim and Danielle revised the grant and Crystal sent it to Kalene for review, vision and submission. Kalene screen shared the proposed revisions, noting that additional documentation was needed. Danielle agreed to make the changes and send it to Crystal for final approval so Kalene could submit it, hopefully by the end of the business day on October 6th.
4. **Scattered Sites Project:** Danielle is taking applications for all of the board and lodges and will be setting up an application process. Currently, the nine supportive housing units managed by HVMHC are full. Danielle is also meeting with people and doing research to understand the housing landscape and create a housing asset map. It is not clear how many supportive housing units exist in Winona County. Accessing housing resources is very complicated and it is clear that additional education must be done to demystify the process. Interviews for the second position for the project have occurred.
5. **Flexible Housing Fund:** Marie and Danielle met to map the flow of how and when people could access the flexible housing fund. (see attached). Tim noted that some entities are missing (HRA) and that they should be invited to meetings to create awareness of and support for the program and possibly have a seat at the table. The flexible housing fund is lower barrier than many other housing funding options and the process should be kept simple. There was a lengthy discussion of who should receive applications and potential conflicts that might exist. The group decided that, since Danielle does not provide direct services, having the application sent to Danielle should work. Danielle and Marie will meet to refine the flowchart.
6. **Updates:** Linda wrote a Letter to the Editor which was published in the Daily News. There is a housing study meeting scheduled for October 12th in the County Board Room; Marcia will attend.
7. **Next Meeting:** November 106, 2023 at Winona Community Foundation. Future regular meetings will be held on the 2nd Friday of each month at 10:00 a.m.

Meeting adjourned: 11:33 a.m.

Minutes by Kalene Engel



- (Real Estate Agent? / Developers / Prop Mgm't
- Landlord Ass'n
- MH / Soc Serv Agencies
- Public
- City / County Representation
- SEMCAAC / SEMMCHRA
- HRA
- Lived Experience / Kitchen Table

Referral
 Qualification for Housing Support

Pre-Housing

Advocacy ^{O T L GP}

Community Awareness ^{O T L GP}

Advertising ^{O T L GP}

Media Event ^{T L GP}

Housing

Past Housing

Services
agr to meet w "man" → "ten"
HVMHC - ~~ARMHS~~ (Service Plan)
(Hsg Supp Worker)

(Program Expectations)

Optional med asst
case mgmt
ARMHS
...

← HVMHC →
primary contact
(betw prop mgr/tenant to resolve...)

Referral ^(T)
"At Risk"
(Current Tenants/Landlords)
HRA - Where do they fit in
"Homeless"
Indiv Released from LEC Hospitals/Residential
Indiv Agency
Individuals

→ to HVMHC
or
Housing Stabilization
(We Care MN)
Medicaid MA Waiver
Referral by Provider
→ HVMHC

Referral Process ^(L)

Hope for Homes Meeting Minutes
October 6, 2023 at 10:00 AM at Winona Community Foundation and online

Present: Marie Kovcesi, Nancy Brown, Kalene Engel, Patrick Michener, Linda Soderstrom, Chris Meyer, Judy Gilow, Danielle Walther, Crystal Hegge, Tim Hunter, Marcia Ratliff, Ndea Young, Jeff Sullivan (HVMHC Intern)

1. **Welcome & Introductions.**
2. **Approval of Agenda & Minutes:** Agenda and minutes were approved by consensus.
3. **Update on Grants:**
 - a. **Winona Community Foundation:** We received the \$7,500 WCF grant for the flexible housing fund. Thank you to the people involved in writing the grant. Members of the team recorded a Facebook live post about the grant and Hope for Homes which can be found on the Winona Community Foundation Facebook page.
 - b. **Strengthening Rural Communities Grant:** The grant committee of Crystal, Tim and Danielle revised the grant and Crystal sent it to Kalene for review, vision and submission. Kalene screen shared the proposed revisions, noting that additional documentation was needed. Danielle agreed to make the changes and send it to Crystal for final approval so Kalene could submit it, hopefully by the end of the business day on October 6th.
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5. **Flexible Housing Fund:** Marie and Danielle met to map the flow of how and when people could access the flexible housing fund. (see attached). Tim noted that some entities are missing (HRA) and that they should be invited to meetings to create awareness of and support for the program and possibly have a seat at the table. The flexible housing fund is lower barrier than many other housing funding options and the process should be kept simple. There was a lengthy discussion of who should receive applications and potential conflicts that might exist. The group decided that, since Danielle does not provide direct services, having the application sent to Danielle should work. Danielle and Marie will meet to refine the flowchart.
6. **Updates:** Linda wrote a Letter to the Editor which was published in the Daily News. There is a housing study meeting scheduled for October 12th in the County Board Room; Marcia will attend.
7. **Next Meeting:** November 106, 2023 at Winona Community Foundation. Future regular meetings will be held on the 2nd Friday of each month at 10:00 a.m.

Meeting adjourned: 11:33 a.m.

Minutes by Kalene Engel

Hope for Homes Meeting Minutes
November 3, 2023 at 10:00 AM at Winona Community Foundation and online

Present: Marie Kovecsi, Nancy Brown, Kalene Engel, Linda Soderstrom, Chris Meyer, Judy Gilow, Megan Toney, Danielle Walther, Crystal Hegge, Nick Larsen, Austin Klein, Jess Sullivan

1. **Welcome & Introductions.** Special welcome to Austin Klein, who was recently hired as the Community Development Specialist for the City of Winona. Kalene has accepted employment with SMRLS and will not be able to attend meetings (or take minutes) after the December meeting.
2. **Approval of Minutes:** Minutes were approved by consensus.
3. **Update on Grants:**
 - a. **Winona Community Foundation:** The check that was issued needs to be re-issued in the name of Winona County. The County has signed the grant agreement.
 - b. **Strengthening Rural Communities Grant:** The grant was submitted prior to the October 12th deadline, but Harlan Buckalew of MHP requested some additional clarifications on a few items before he presented it to the grant committee. Crystal spoke with him and clarified that no MHP funds would be used for food or entertainment and that the staff time listed was being paid by a different source. She also provided additional information about how the funds would be used by one year from receipt of funds. Harlan intends to present the information in front of the grant committee, but is currently dealing with a family emergency that has prevented him from doing so thus far. He anticipates that it will take 1-2 weeks before we receive a firm answer. During his conversation with Crystal, Harlan noted that we need to show a 1:1 match for every dollar used.
 - c. **Winona Community Foundation Impact Grant:** The Winona Community Foundation is offering a \$100,000 impact grant to one grantee for a project that will be of benefit to the Winona community. WCF is accepting letters of intent through Sunday, November 5th at midnight. From the applicants, 3-5 entities will be chosen to fill out the grant application. The lead applicant must be a 501(c)(3). Discussion was held about whether this group would want to submit a letter of intent for the Scattered Sites Project. By the end of the meeting, Megan had confirmed that Hiawatha Valley Mental Health Center was submitting a letter of intent which included a portion of funding for the Scattered Sites Project.
4. **Scattered Sites Project:**
 - a. **Project Updates:** Tim Hunter, Danielle and Jennifer Prins (of the Rochester/Southeast MN Continuum of Care) will be meeting soon to discuss processes and develop and agenda of next steps, which are likely to include MOUs (Memoranda of Understanding) to create strong landlord relationships as well as identifying areas of high need. HVMHC has learned a lot with its work at Waters Edge insofar as the landlord arrangement is

concerned. The county is involved because it holds the vendor agreements and reviews all of the documentation. Recently, they also participated in the site inspections. Karen Bunkowski has included Andrea Smith of her department on these activities. However, that landlord is a corporation, not a private landlord. HVMHC wants to develop a clear process detailing the expectations and roles of landlords, tenants, county and HVMHC. Construction on the new housing office starts next week!

- b. Community Event:** Discussion was held on the community event. The event will tentatively be scheduled for the 2nd week of March from 1-2pm at the Garden Room at HVMHC. At the event, HVMHC staff will discuss the Scattered Sites Project and answer questions. This will be an opportunity to get the word out to the community about the program as well as recruit landlords.
5. **Collaborator's List:** Marie had distributed a draft of a collaborator's list prior to the meeting. Additions were made to the list as follows (changes shown in bold:

(People, Organizations, Government Units that need to know about us or that we can work with...)

SEMCAC— housing upgrades? heating assistance? **Sheila, Tressa, Cindy Biste, Melissa FEIN**

SEMMCHRA— Buffy **Beranek** (Local Housing Trust Fund?)

Habitat for Humanity— Brittany Hennessy (rehab assistance?)

MN State College SE (rehab assistance?) **Scott Herold**

Engage Winona—Marcia Ratliff, plus (Kitchen Table/Advocacy?) **Dan Wilson, NDea Young**

Fox Hole Discovery— Malia Fox (Advocacy/Referrals?)

Catholic Charities— Patrick Michener (Advocacy/Referrals)

Winona County Criminal Justice Coordinating Council-**as of 1/1/24 – Kalene's replacement Karlene Engel (Advocacy/Referrals/Workgroup Assistance)**

Winona County—Commissioners, Administrator, DHS **Karen Bunkowski, Andrea Smith, Maureen Holte**

Advocacy/Referrals/Individual client assistances

Winona City—Council Members, City Manager, Housing Staff **Chad Ubl, Nick Larson, Austin Klein, Scott Sherman, Lucy McMartin**

Advocacy/Referrals ???

Hiawatha Valley Mental Health Center

Erik Siever, plus ... Housing Resource Specialist (Danielle Walther), **Megan Toney**
Advocacy/Applications/Services/ongoing assistance

Winona Community Foundation— Nancy Brown

Collect/Disburse flexible housing funds

Advocacy Center of Winona— Crystal Hegge (Advocacy/Referrals)

WeCare MN—Dina Nelson (Housing Provider) **Housing Stabilization Service (MA)**

HUB—Winona Health Clinic— Rachel Stoll (Advocacy/ Referrals) **Jackie Henderson**

Landlord Association **Dave Pringle?**

Winona State University (Bridges Health Care?) **Jen Timm**

CEDA— Dusty Liston (Advocacy/City and County Planning)

Winona Volunteer Services – Kay Peterson

WRAP+-Kalene Engel

6. **Hope for Homes Task List**

- **Charter?:** After discussion, it was agreed that we do not need a charter for the Scattered Sites Program as that is being run under HVMHC.
- **Policies/Guidelines:** Linda, Megan and Crystal volunteered to form a workgroup to develop a flowchart and funding guidelines for the disbursement of funds from the Flex Fund. Kalene will send Crystal the WRAP+ flowchart and documents so she can edit accordingly. The same group will review/revise the Hope for Homes Operating Agreement. Danielle will receive the applications for funding to determine eligibility, but would not be part of the team deciding funding requests. It's not necessary to recreate a new application for housing because all supportive housing has the same requirements for qualification (i.e. Professional Statement of Need).

7. **Other:** (Some of these items were discussed at other points during the meeting, but are included here for clarify in the minutes)

- a. **New housing in Winona:** The 64 unit apartment building going in by Ace Hardware is receiving no government funding, so there are no set asides for low income or disabled persons. It's a 64 unit apartment building.
- b. **New Laws:** Per Linda, there are 20+ new tenant protections as a result of the recent legislative session. Homelinemn.org has webinars and other information on these changes.
- c. **Advocacy:** Make sure to have your voices heard on the comp plan recommendations. Think about writing a letter to the editor as an educational tool.

Meeting adjourned: 11:35 a.m.

Next Meeting: December 8, 2023 at 10:00 a.m.

Minutes by Kalene Engel