River Valleys Continuum of Care (MN-502)

Preparation & Performance Narrative (CE)

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

A. Rapid implementation plan

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

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

Date	Milestones
January 2025	HUD funding award announcements
+ 60 days (March 2025)	
+ 120 days (May 2025)	
+ 180 days (July 2025)	Grant executed with HUD

2. **Capacity to implement.** If the project applicant also has a CoC housing renewal project that is in the bottom 25% of renewal projects (by total score) for 2024: Provide an explanation of the applicant's capacity to both a) implement a new project successfully and b) improve performance of the existing project. If not applicable, write "N/A."

B. Plan to achieve program outcomes

Identify <u>specific steps the applicant will take during or before the first grant period</u> to ensure that the project meets renewal project standards and advances CoC outcomes.

Steps may include things like policy/procedure changes, staff training, agreements with other agencies, hiring goals, staff assignments, creation of peer roles, etc. For full points, include a completion date and responsible person/title for each standard. ==100-word MAXIMUM per standard. Use a bulleted list where appropriate.==

1. Program Management

Standard	Plan /steps to meet or exceed standard
The recipient make regular funding draws and spends at least 95% of grant funds awarded.	
The recipient provides training and support to staff/volunteers who deliver the program.	Suggestion: Refer to the CoC Training and Development Policy for ideas.
The project maintains full utilization of caseload (serves number of households intended)	
The project's data in HMIS or a comparable database is at least 90% complete and accurate for universal data elements.	

2. Policy/System Alignment

Standard	Plan /steps to meet or exceed standard
The recipient actively participates in CoC activities and decision-making.	

The recipient actively participates in Coordinated Entry, including system improvement activities.	
The recipient advances equity for groups least likely to access or find success in homeless response system.	Suggestion: Refer to the Advancing Equity Review for questions to consider.
The project provides Equal Access to participants, regardless of participant's gender.	Suggestion: Review the Equal Access Self-Assessment for possible actions.
The project fully implements the Housing First model.	Suggestion: Review the Housing First Assessment Tool to clarify expectations.
The project ensures that children and youth have access to the educational services to which they are entitled.	Suggestion: Review the K-12/Early Childhood Collaboration checklist to clarify expectations.
The project promotes greater self-sufficiency for all participants.	Suggestion: Refer to the Promoting Self-Sufficiency Review for questions to consider.

3. Serving High-Need Populations
This area will be assessed based on information provided in the *e-snaps* application.

4. Performance (Participant outcomes)

Standard	Plan /steps to meet or exceed standard
The project helps at least 85% of households complete Housing Problem Solving or Coordinated Entry assessment for referral to housing.	
The project helps at least 60% of households meet an immediate need for shelter, food, or healthcare.	
The project helps at least 25% of households access a mainstream benefit for which they are eligible.	
The project prevents returns to homelessness from the program for 95% of participants who exit.	

Applicant: _____   Project: _____

C. Experience with managing similar programs

1. Name of agency's financial management software and company that makes it: _____

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

Federal Agency	Federal Grant/ Program Name	Agency Role in Grant	Amount of Grant	Grant Term (months)	Primary Activities of the Grant	Key Staff on Grant Funded Project

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

Funding Agency	Grant/ Program Name	Agency Role in Grant	Amount of Grant	Grant Term (months)	Primary Activities of the Grant	Key Staff on Grant Funded Project

4. Notes of clarification on any information above (optional):