

**MEMORANDUM OF UNDERSTANDING**  
**Between Mankato Economic Development Authority (Grantee),**  
**Southwest Minnesota Housing Partnership (non-profit Sponsor),**  
**And Blue Earth County Human Services (Service Provider)**  
**Regarding HUD Continuum of Care Program for**  
**Cherry Ridge Rental Assistance**

**Grant Number:** MN0300L5K022211

**Federal Award Date:** 07-25-2023

**Performance Period:** 08-01-24 to 07-31-2025

**Grant Award:** \$61,986                      **Supportive Services:** \$61,986

**Cash Match:** Project-Based HCV Rental Assistance \$66,000

This memorandum of understanding, entered into on March 10, 2025, details the roles and responsibilities of the grantee, Mankato Economic Development Authority (hereinafter the “EDA”); a non-profit housing sponsor, owner of Cherry Ridge Apartments, the Southwest Minnesota Housing Partnership (hereinafter the “SWMHP”); and a service provider, Blue Earth County Human Services (hereinafter “BEC”); in meeting the specific requirements of the Continuum of Care Program (hereinafter the “CoC Program”) as detailed in U.S. Department of Housing and Urban Development (hereinafter “HUD”) grant agreements and in 24 CFR Part 578 - Continuum of Care Program for Cherry Ridge (hereinafter “Cherry Ridge”) in Mankato, Minnesota.

HUD Continuum of Care funds are designed to promote a community-wide commitment to the goal of ending homelessness and supports partnerships between local governments/public housing agencies and non-profits to serve a population that has been traditionally hard to reach. Homeless persons with disabilities such as serious mental illness, chronic substance abuse, and or AIDS and related diseases. The program was built on the premise that housing and services need to be connected to ensure the stability of housing for this population. The EDA, SWMHP, and BEC will work together to provide rental assistance and supportive services using the Housing First approach to assist eight (8) dedicated plus households to find and maintain permanent affordable housing. As a Sponsor Based CoC Program, supportive services can be used at sponsor properties within the EDA service area of Blue Earth County including but not limited to Cherry Ridge Apartments, Sibley Parkway Apartments and Homestead Apartments.

**PROGRAM GOALS:**

A. The goals of this CoC Program are to help qualifying households to

1. Remain in permanent supportive housing or exit to other permanent housing,
2. Maintain or increase income (from all sources)
3. Address and achieve one of the self-determined needs in the household's plan within the first twelve months.

B. Qualifying households for the CoC program are those that qualify for “Dedicated PLUS” housing, meaning, the head of household has a disability and meet any of the following criteria at project entry:

1. Experiencing chronic homelessness as defined in 24 CFR 578.31.
2. Residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project.
3. Residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement.
4. Residing in transitional housing funded by a Joint transitional housing (TH) and rapid re-housing (PH-RRH) component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project.
5. Residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
6. Receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

All referrals for the CoC Program come through the River Valleys Continuum of Care Coordinated Entry System (CES). This CoC Program uses the HUD "Dedicated Plus" level of eligibility for its participants.

In the absence of a qualified household immediately meeting this criterion, the highest priority household may be considered for an opening.

**MATCH REQUIREMENTS:** EDA agrees to match all grant funds with no less than 25 percent Cash contributions. The EDA will provide Project Based Housing Choice Voucher rental assistance payments as match documentation and verify its eligibility with ledger documentation. For this MOU parties are estimating costs to be used as match, however actual costs will be documented and submitted by the EDA. Documentation of cash matches will be provided monthly and annually to close out the program grant.

The EDA will coordinate with SWMHP to ensure that match information is entered into the APR for reporting to HUD.

**Operational Responsibilities:** It is understood that the EDA, SWMHP, and BEC must work together as a team to effectively meet the needs of CoC Program participants. This level of collaboration will require thorough and timely communication between all parties.

Together, the EDA, SWMHP and BEC resolve to:

- Work cooperatively to achieve the stated CoC Program goals.
- Annually review and adopt all related written standards, policies, and procedures to ensure alignment with referral, prioritization, and enrollment processes.
- All Partners of the CoC Program are required to implement adopted policies and procedures.
- Coordinate with each other to meet the needs of each household eligible for and enrolled in the CoC Program, ensuring that services are based on household needs, preferences, and desires. Offered in the least restrictive manner and flexible in terms of scheduling.

- Work with contracted property management to insure notification of open units and lease compliance.
- Follow the Coordinated Entry System (CES) policies and written standards adopted by River Valleys CoC.
- Comply with any other terms or conditions established by NOFA.
- Provide each party with data and supplemental information necessary for required reports to HUD, or any other governing or funding entity, such as Minnesota Housing Finance Agency (MHFA), or Minnesota Department of Human Services (DHS), that may have an interest or stake in the project.
- Ensure client/tenant privacy and obtain releases of information for private data as required by applicable state and federal laws, including, where applicable, the Minnesota Government Data Practices Act (Minn. Stat. § 13) and The Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191.
- Comply with HUD-approved CoC applications, grant agreements, and regulations (24 CFR 578) as attached in Exhibit A.

### **Grantee Responsibilities - The Mankato Economic Development Authority:**

The EDA serves as the grant recipient for the CoC Program. In this role, the EDA:

- Register with listservs at: <https://www.hud.gov/subscribe/localmailinglist#mn> to ensure proper notifications for training and reporting requirements.
- Ensure the CoC Program is operated in accordance with the McKinney-Vento Act and CoC Program interim rule – from eligible activities, supportive services, rental assistance, to involvement of people who are homeless in project operation to recordkeeping.
- Administer matching funds through the Project Based Housing Choice Voucher rental assistance in accordance with HUD Guidelines and established policies and procedures. The EDA will follow their agency Administrative Plan.
- Conduct annual and interim Housing Quality Standards Inspections.
- Monitor and coordinate with SWMHP to report the progress of the CoC Program to the Continuum of Care and to HUD.
- Monitor grant expenditures and report to HUD using LOCCs.
- Monitor match expenditures provided EDA HCV program and coordinate with SWMHP to report matching funding to HUD.

### **Sponsor Responsibility - The Southwest Minnesota Housing Partnership:**

The SWMHP serves as the sponsor of this CoC Program. In this role, the SWMHP:

- Completes annual renewal applications and performance reporting for this CoC program. This includes:
  - a. Registering with listservs at: <https://www.hud.gov/subscribe/localmailinglist#mn> to ensure proper notifications for training and reporting requirements.
  - b. Maintenance of accounts in e-snaps and SAGE reporting systems

- c. Complete and submit annual performance report in SAGE within 90 days of the grant term ending. This includes entering data in HMIS and pulling a CSV report to be uploaded in SAGE.
  - d. Monitor and coordinate with EDA to report the progress of the CoC Program to the Continuum of Care and to HUD.
  - e. Coordinating with other partners and parties to collect and document supplemental information and data necessary for local competition submissions and HUD submissions.
  - f. Monitor match expenditures and coordinate with EDA to report matching funding in APR for reporting to HUD.
  - g. Providing the EDA with completed reports and applications in a timely manner for review and approval prior to submission.
- Monitor requirements for lead based paint.
  - Provides any needed support to other parties of CoC Program.
  - Acts as service provider for when service provider is not accessible and will comply with provisions of service provider under this MOU and CoC Program policies and procedures.
  - Provide EDA documentation of actual cost for services provided monthly, annually to close out the grant, or upon request.

### **Service Provider Responsibilities - Blue Earth County Human Services:**

BEC serves as the service provider for the CoC Program. In this role, BEC:

- Register with listservs at: <https://www.hud.gov/subscribe/localmailinglist#mn> to ensure proper notifications for training and reporting requirements.
- Administers case management services in accordance with policies and procedures established by the CoC Program.
- Referral: Case Manager will request a referral from the Coordinated Entry System within 5 business days of notification of anticipated vacancy.
- Intake and Screening: Case Manager will conduct intake and screening of CES referrals to fill openings in accordance with policies and procedures.
- Case Management: Assess, coordinate, and monitor service delivery individualized to meet specific needs for each enrolled household for the duration of the program. While enrolled households are not required to participate in service, BEC makes case management services available and offers referrals and links to other community resources and services.
- Case management services are provided for up to eight (8) enrolled households at a time throughout the grant term.
- Enrolled households participate in an average of 2 hours of case management services per week.
- Conduct initial, interim, and annual assessment of need using the self-sufficiency matrix, or an approved alternative assessment tool, and as outlined in policies and procedures.
- Complete Homeless Management Information System (HMIS) data entry.
- Maintain necessary files and data as established in CoC Program policies and procedures.
- Provide supplemental information and data as requested by SWMHP for purposes of annual renewal applications and reporting.

- Provide EDA documentation of actual cost for services provided monthly, annually to close out the grant, or upon request.

**Primary Contacts** The following are the primary contacts for the CoC Program:

Mankato Economic Development Authority

Nancy Bokelmann, Associate Director of Housing and Economic Development,

[nbokelmann@mankatomn.gov](mailto:nbokelmann@mankatomn.gov), 507-387-8623

Nicole Cunningham, Housing Coordinator, [ncunningham@mankatomn.gov](mailto:ncunningham@mankatomn.gov), 507-387-8675

Jodi Jallow, Housing Specialist for Housing Specialist, [jjallow@mankatomn.gov](mailto:jjallow@mankatomn.gov), 507-387-8512

Blue Earth County

Andrew Pietsch, Human Services Supervisor, [andrew.pietsch@blueearthcountymn.gov](mailto:andrew.pietsch@blueearthcountymn.gov), 507-304-4442

Jamie Kuehn, Program Coordinator – Supportive Housing, [jamie.kuehn@blueearthcountymn.gov](mailto:jamie.kuehn@blueearthcountymn.gov), 507-304-4446.

Southwest Minnesota Housing Partnership

Ashley McCarthy, Director of Supportive Services, [ashleym@swmhp.org](mailto:ashleym@swmhp.org), 507-836-1628

**NON-DISCRIMINATION AND EQUAL OPPORTUNITY** The EDA, BEC, and the SWMHP, agree that no person shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, handicap, ancestry, familial status, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program participating in CoC Program or funded in whole in part with funds made available to the EDA (grantee) pursuant to this agreement.

**TERM** This agreement will be renewed annually with the CoC Program funding operating at Cherry Ridge Apartments and sponsor properties under the DedicatedPlus grant.

**AMENDMENT OR CANCELLATION OF THIS MOU** This agreement may be amended or renegotiated with the written agreement by all parties during the term of the contract. In addition, any party may cancel this MOU with sixty (60) days advance written notice to the other Parties.

All partners agree to the terms, definitions, and conditions of this memorandum of understanding by signing below:

By: \_  
Susan MH Arntz, Executive Director  
Mankato Economic Development Authority (Grantee)

Date: \_\_\_\_\_

By: \_  
Kip Bruender, Chair  
Blue Earth County (Service Provider)

Date: \_\_\_\_\_

By: \_  
Robert Meyer, County Administrator

Date: \_\_\_\_\_

Blue Earth County (Service Provider)

By: \_

Phil Claussen, County Human Services Director

Blue Earth County (Service Provider)

Date: \_\_\_\_\_

By: \_

Chad Adams, Chief Executive Officer

Southwest Minnesota Housing Partnership (Sponsor)

Date: \_\_\_\_\_

#### Exhibits

A- 24 CFR 578

Link: <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578?toc=1>

B- HUD Grant Agreement

C- Application for Funding

D- CoC Program Policies and Procedures