

MEMORANDUM OF UNDERSTANDING
Between
Mankato Economic Development Authority (Grantee)
and
Southwest Minnesota Housing Partnership (Supportive Service Provider)
Regarding the Continuum of Care Permanent Supportive Housing Program
Cherry Ridge Apartments
Mankato, Minnesota

Grant Number: MN0300L5K022512

Federal Award Date: 05-06-2026

Performance Period: 2/1/2026 - 1/31/2027

Grant Award: \$62,867

Supportive Services: \$64,266

In-Kind Match: \$66,000.00

This memorandum of understanding, entered into on August 10, 2026, details the roles and responsibilities of the grantee, Mankato Economic Development Authority (hereinafter the "EDA"); and service provider, owner of Cherry Ridge Apartments, the Southwest Minnesota Housing Partnership (hereinafter the "SWMHP"); 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 Rental Assistance (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 and SWMHP will work together to provide rental assistance and supportive services to assist eight (8) dedicated plus households to find and maintain permanent affordable housing.

The EDA serves as the CoC Program grantee and administers the rental assistance component of the project through project-based vouchers. SWMHP serves as the supportive service provider and is responsible for delivering participant-centered supportive services that promote housing stability, self-sufficiency, and long-term successful housing outcomes. Although the project is primarily associated with Cherry Ridge Apartments, project-based vouchers may also be utilized at other SWMHP-owned properties within the EDA service area, including but not limited to Sibley Park Apartments and Homestead Apartments, when necessary to facilitate timely housing placements and minimize vacancies.

Both parties agree to administer the project in accordance with applicable HUD regulations, including 24 CFR Part 578, HUD grant agreements, Coordinated Entry policies adopted by the River Valleys Continuum of Care, and all applicable federal, state, and local laws.

PROGRAM GOALS

The goals of this Permanent Supportive Housing project are to assist eligible households in:

1. Remaining permanently housed or exiting to other permanent housing.
2. Increasing earned and/or non-employment income.
3. Achieving participant-identified goals through individualized service planning.
4. Increasing housing stability while reducing returns to homelessness.
5. Connecting participants to mainstream benefits and community resources that promote long-term independence.

ELIGIBLE PARTICIPANTS

A. 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

The EDA agrees to match all grant funds with no less than 25 percent in-kind contributions. The EDA will collect match documentation and verify its eligibility. For this MOU parties are estimating costs to be used as match however actual costs will be documented by the EDA.

Documentation of in-kind match will be provided monthly. This will include monthly rental assistance reports.

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 and SWMHP 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 and SWMHP 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 ensure 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, rental assistance, to involvement of people who are homeless in project operation to recordkeeping.
- Administer rental assistance in accordance with CoC Program grant agreement and established policies and procedures. Where specific guidelines are not addressed in regulations or grant agreement, the EDA will follow their agency Administrative Plan.

- Referral: EDA will request a referral from the Coordinated Entry System within 5 business days of notification of anticipated vacancy.
- 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 by the EDA 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 support needed 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 the EDA documentation of actual in-kind matches on a quarterly basis, annually to close out the grant, or upon request.

Service Provider Responsibilities - The Southwest Minnesota Housing Partnership:

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

- 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.
- Intake and Screening: EDA 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, SWMHP 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 for purposes of annual renewal applications and reporting.
- Connect participants with: employment and CareerForce services, education and vocational training, mainstream benefits, behavioral health services, substance use treatment and recovery supports, physical health care, transportation resources, childcare resources, financial literacy and homeownership education, Other community resources identified by participants.
- Coordinate with landlords and the EDA to resolve tenancy concerns before housing is jeopardized whenever possible.
- Prepare the Annual Performance Report (APR) in collaboration with the EDA.
- Participate in River Valleys CoC case conferencing and Coordinated Entry activities as appropriate.

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, 507-387-8623

Nicole Cunningham, Housing Coordinator, ncunningham@mankatomn.gov, 507-387-8675

Jodi Jallow, Housing Specialist for Housing Specialist, jjallow@mankatomn.gov, 507-387-8512

Southwest Minnesota Housing Partnership

Ashley McCarthy, Director of Supportive Services, ashley@swmhp.org, 507-836-1628

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

The EDA 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 sponsored properties under the DedicatedPlus grant.

AMENDMENT OR CANCELLATION

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) day advance written notice to the other Parties.

SIGNATORIES

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: _____
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