

Process for grantees with subgrantees:

Anoka County
Bi-CAP
Ramsey County
Three Rivers
St. Louis County
Tri-Valley
Washington County
Carver/Scott Counties.

1. Two weeks before reports are due to Minnesota Housing: Wilder runs subgrantee counting reports and e-mails them to the grantee.
2. The next report due date is May 14 . Grantees will receive subgrantee summary reports from Wilder by May 1.
3. If you are a subgrantee reporting to a grantee, **make every effort to correct your data by April 31**, when Wilder will begin running reports.
4. By May 14th, Grantee will let Wilder know data from all subgrantees are acceptable. Wilder also needs to know the total number of households served for each subgrantee. Subgrantees can also pass on this information to Wilder directly if the grantees think this is acceptable.
5. Wilder will run the grantee counting reports and e-mail to grantee and Minnesota Housing as soon as possible .

Wilder can answer any questions you may have about the reports, including how to read them and how to determine data quality. Wilder will also post the report timelines on the Minnesota HMIS website: www.hmismn.org.

You may already have some procedures in place, as well. Please contact Laura McLain or me if you have further questions about this new process and how it fits in with what you may be doing currently. Also, if you have questions about the best way to work with subgrantees to help support data quality, contact Wilder staff or me.

Keep in mind that grantees can also ask for subgrantees to send them counting reports via e-mail at any other time that makes sense, as well. If you want to work with your subgrantees above and beyond the process above, note that there are now updated versions of the counting reports in ART.

Best,

Jamey
Jamey Burden
Minnesota Housing
400 Sibley Street, Suite 300
Saint Paul, MN 55101

651.296.9839 | 800.657.3647 | tty: 651.297.2361

Minnesota Housing finances and advances affordable housing opportunities for low and moderate income Minnesotans to enhance quality of life and foster strong communities.