

## Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.

- Using the CoC Application Detailed Instructions while completing the application in e-snaps.

- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:

- This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.

- For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.

- For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.

- Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.

- All questions marked with an asterisk (\*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click [here](#).

## 1A. Continuum of Care (CoC) Identification

### **Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1A-1. CoC Name and Number:** IA-501 - Iowa Balance of State CoC

**1A-2. Collaborative Applicant Name:** Iowa Finance Authority

**1A-3. CoC Designation:** CA

**1A-4. HMIS Lead:** Institute for Community Alliances

## 1B. Continuum of Care (CoC) Engagement

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.**

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	Yes
Local Jail(s)	Yes	Yes	Yes
Hospital(s)	Yes	Yes	Yes
EMT/Crisis Response Team(s)	Yes	Yes	Yes
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Public Housing Authorities	Yes	No	No
CoC Funded Youth Homeless Organizations	Yes	No	No
Non-CoC Funded Youth Homeless Organizations	Yes	No	No
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	No	No
Street Outreach Team(s)	Yes	Yes	Yes
Youth advocates	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Veterans Service Organizations	Yes	Yes	Yes
State Government Staff/Officials	Yes	Yes	Yes
Faith-Based Organizations	Yes	Yes	Yes

**1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.**

The CoC is governed by the 38-member governor-appointed board, the Iowa Council on Homelessness. It is comprised of service providers, representatives of state and local government, individuals who have experienced homelessness, advocates, and other stakeholders. The Nominations Committee invites potential new members from the public that will maintain the council's diversity or expand its expertise in addressing homeless concerns. Examples from above: the Iowa Dept of Ed has a standing position on the council that represents school admin & homeless liaisons; the Council chair is the executive director of Cedar Valley Friends of the Family, which is a CoC funded victim service provider. The Council and its committees follow state open meeting standards to ensure transparency and maximize participation, and policies and documents undergo a public comment process.

**1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.**

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
Lutheran Services in Iowa	No	Yes	Yes
United Action for Youth	Yes	No	No
Foundation 2	Yes	No	No
Forest Ridge Youth Services	No	No	No
Youth and Shelter Services	Yes	No	No
Hillcrest Family Services	No	No	No
Bethany for Children and Families	No	No	No
Four Oaks	No	No	No

**1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.**

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
YWCA Clinton	Yes	No
Cedar Valley Friends of the Family	Yes	Yes
Crisis Intervention and Advocacy Center	Yes	No
Crisis Intervention Services	Yes	No
Family Resources	Yes	Yes
Assault Care Center Extending Shelter and Support	Yes	No
Dubuque Community YWCA	Yes	No
DV Alternatives/Sexual Assault Center	No	No
NIAD Center for Human Development	No	No
Waypoint Services	Yes	No

**1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)**

The CoC accepts applications for new projects through a competitive process that uses the priorities identified by the CoC and in the federal Opening Doors Plan to End Homelessness. The application is made available to all attendees at the bi-monthly CoC meetings, via emails, and posted on the CoC website. The CoC Committee provides training and online technical assistance to all interested applicants. For this competition, the CoC invited applications for new PSH or RRH projects for the bonus funds, and selected the highest-scoring project to place in Tier 1. The CoC also invited applications for Coordinated Entry, and reallocated funds from the bottom of the ranked Tier 2 renewal projects to place the Coordinated Entry project also in Tier 1. New entities not previously funded by the CoC are scored on equal footing to CoC-funded entities.

**1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation?**      Annually

## 1C. Continuum of Care (CoC) Coordination

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.**

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Housing and service programs funded through Federal, State and local government resources.	Yes

**1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.**

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	8
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	8
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	8
How many of the Con Plan jurisdictions are also ESG recipients?	1
How many ESG recipients did the CoC participate with to make ESG funding decisions?	1
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	1

**1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)**

The largest Con Plan jurisdiction in the CoC's large 96-county geography is the state plan, completed jointly by the Iowa Economic Development Authority and the Iowa Finance Authority; the Iowa Finance Authority is also the CoC Collaborative Applicant and the ESG grantee for the state. All parties involved work closely together, with frequent joint meetings (multiple times per month with various committees). For the smaller Con Plan city jurisdictions within the CoC, collaboration happens at the local level, with individual members of the CoC participating on behalf of their local communities at a grassroots level. These Con Plan city jurisdictions also work with the CoC's HMIS Lead for PIT and other data. The CoC Planning Project will move the CoC toward a regionalized plan for coordination of services, which will further Con Plan coordination.

**1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)**

The CoC works closely with the Iowa Finance Authority (the statewide ESG grantee and also the CoC Collaborative Applicant) to plan how ESG funds are prioritized and allocated. Together, the state and the CoC agreed to priorities for ESG funding that include: services for families with children and/or unaccompanied youth, services for veterans, services for the literally homeless (HUD Category 1), and services in a rural area. The state and the CoC also agreed to prioritize at least 50% of ESG funds for Rapid Rehousing. The CoC has delegated to the Research and Analysis Committee the task of developing a more formal biannual performance evaluation for ESG service providers. CoC representatives also serve as grant application reviewers for the ESG program, including scoring applications and recommending funding amounts.

**1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)**

The current CoC chair and several voting members of the Iowa Council on Homelessness are affiliated with victim services. Iowa has six coordinated regional systems of care for victims and their families. Each region includes at least emergency safe shelter, hotel/motel vouchers, shelter diversion, HP, RRH, TH and PSH. Services are available 24 hours a day through coordinated tool-

free crisis lines. The CoC also coordinates with non-victim providers by lowering barriers to accessing programs, ensuring privacy safeguards in the HMIS, and advocating for stronger state victim protection laws (such as address confidentiality of voting records and safeguards against eviction for calling the police). The Coordinated Entry process is also collaborating with both to ensure needs are being met for victims, including confidentiality and client choice.

**1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
Iowa City Housing Authority	10.00%	Yes-HCV
Cedar Rapids Housing Services	0.00%	Yes-Both
Davenport Housing Commission	86.00%	Yes-HCV
Dubuque Housing & Community Development	0.00%	No
Waterloo Housing Authority	0.00%	No

**If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.**

**1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness. (limit 1000 characters)**

There are many subsidized or low-income housing opportunities, and availability varies throughout the CoC. SSVF and VASH are available for veterans experiencing homelessness. HOME TBRA assistance is available for families to move into low-income permanent housing. Funding is available through VOCA and VAWA for TH and RRH for victims of DV. Iowa's Low Income Housing Tax Credit program included a new Homeless Demonstration Set-Aside for the first time in 2016, with a project selected to provide PSH for the long-term homeless in Cedar Rapids. The CoC also has several programs that serve people experiencing DV: FIPSA and VAWA-TH.

**1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all**

**that apply.**

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 1000 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

## 1D. Continuum of Care (CoC) Discharge Planning

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.**

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.**

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input type="checkbox"/>
Mental Health Care:	<input type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons**

**discharged are not discharged into homelessness.  
(limit 1000 characters)**

The Iowa Balance of State's coordination with these institutions is better in some local areas than others. Coordination is taking place at a grassroots level and is being driven by a volunteer process. The CoC is working on leveraging resources to develop a more effective statewide collaboration. The addition of a CoC wide Coordinated Entry project in the application this year will allow for a more structured referral system for individuals leaving these types institutions. These partners will be engaged in the Coordinated Entry planning process to ensure homeless individuals are referred to permanent housing and included on the prioritization lists. The CoC will be utilizing planning funds to assist in development of a stronger regional system of care for persons experiencing homelessness, and coordination with the systems above will be part of implementation, coordination, and data collection on a regional and CoC basis in the future.

## **1E. Centralized or Coordinated Assessment (Coordinated Entry)**

### **Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.**

**1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.  
(limit 1000 characters)**

The CoC has a geographic area of 96 counties, both rural and urban. The CoC began a Coordinated Entry pilot site in 2013 in Cedar Rapids, representing 9% of the CoC population. The pilot site is based on a centralized access point, utilizes HMIS and the VI-SPDAT assessment tool, and has started a data sharing network using a modified closed-with-exceptions HMIS. Based on lessons learned from the pilot, the CoC adopted the VI-SPDAT as a CoC-wide common assessment tool in July 2015, and approved a CoC-wide closed-with-exceptions HMIS system in May 2016. Other communities throughout the CoC have also developed processes for Coordinated Entry that are mirrored off the experience in Cedar Rapids. The Balance of State Coordinated Entry project that is included this year's application will allow the CoC to make significant progress on connecting these systems and being able to ensure all those in need of assistance are connected to a proper housing resource in the community.

**1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list,**

**enter the information in the blank text box, click "Save" at the bottom of the screen, and then select the applicable checkboxes.**

Organization/Person Categories	Participate s in Ongoing Planning and Evaluation	Makes Referrals to the Coordinate d Entry Process	Receives Referrals from the Coordinate d Entry Process	Operates Access Point for Coordinate d Entry Process	Participate s in Case Conferenci ng	Does not Participate	Does not Exist
Local Government Staff/Officials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDBG/HOME/Entitlement Jurisdiction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Jail(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT/Crisis Response Team(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Administrators/Homeless Liaisons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Outreach Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless or Formerly Homeless Persons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 1F. Continuum of Care (CoC) Project Review, Ranking, and Selection

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	24
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	4
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	20
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	100.00%

### 1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.

<b>Performance outcomes from APR reports/HMIS:</b>	
% permanent housing exit destinations	<input checked="" type="checkbox"/>
% increases in income	<input checked="" type="checkbox"/>

<b>Monitoring criteria:</b>	
Utilization rates	<input checked="" type="checkbox"/>
Drawdown rates	<input checked="" type="checkbox"/>
Frequency or Amount of Funds Recaptured by HUD	<input checked="" type="checkbox"/>

**Need for specialized population services:**

Youth	<input checked="" type="checkbox"/>
Victims of Domestic Violence	<input checked="" type="checkbox"/>
Families with Children	<input checked="" type="checkbox"/>
Persons Experiencing Chronic Homelessness	<input checked="" type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)**

Out of 100 points available on the competitive renewal application that determined ranking, 34 points were based on prioritization of program participants with the highest needs and greatest vulnerability. Questions included: 1) Project Type (partial points for TH projects prioritizing youth, DV, or recovery housing, and full points for PSH or RRH projects following CoC-approved prioritization order); 2) HIC bed availability and bed utilization for the chronically homeless; 3) Entrance prioritization of unsheltered or those accessing emergency shelter; 4) Low-barrier policies (removal of barriers according to HUD E-snaps project application items); and 5) Housing-first policies (ensuring termination of services only in the most severe cases, according to E-snaps project application items). New project threshold eligibility addressed many of the items above, with scored items as well for prioritization related to low-barrier and housing-first polices.

**1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached. (limit 750 characters)**

The draft CoC competitive renewal selection criteria was emailed to the full CoC and posted online on 4/19/16 for comment, a plan approved by the CoC on 5/20/16, and CoC Committee reviews on 7/12/16. The full CoC approved scores on 7/15/16. The new project selection criteria was emailed and posted online for comment on 7/8/16, the application plan approved on 7/15/16, and CoC Committee reviews on 8/23/16. The full CoC approved all new and renewal rankings and reallocations on 8/26/16. An appeals process was incorporated at each step. All CoC and committee meetings are open to the public (in-person and by phone), and all applications and scores posted publicly online. Applicable dated minutes and documents are attached in 4C.

**1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached).** 09/06/2016

**1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.)** Yes

**1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.)** 08/30/2016

**1F-6. In the Annual Renewal Demand (ARD) is the CoC's FY 2016 CoC's FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW?** Yes

# 1G. Continuum of Care (CoC) Addressing Project Capacity

## Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)

The CoC Committee reviews performance outcomes as part of the application process for all renewal projects. The Research and Analysis Committee is working with the HMIS Lead to develop a bi-annual performance review process. In early 2016, the CoC Committee developed a new on-site program monitoring review process, with the first visits taking place in July 2016. Each visit has at least two CoC Committee lead members, with other CoC member encouraged to join as well. A site visit checklist with suggested questions was developed by the CoC Committee to guide each visit and to serve as a template to report back to the CoC. All CoC-funded programs are scheduled for a visit from July through September 2016, with annual visits anticipated thereafter.

**1G-2. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing?** Yes

## **2A. Homeless Management Information System (HMIS) Implementation**

**Intructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit.** Yes

**2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA.** GC pg 2-3; GC pg 10-13

**2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application.** Yes

**2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)?** Yes

**2A-4. What is the name of the HMIS software** ServicePoint

**used by the CoC (e.g., ABC Software)?**

**2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)?** Bowman Internet Systems

## 2B. Homeless Management Information System (HMIS) Funding Sources

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2B-1. Select the HMIS implementation coverage area:** Statewide

**\* 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.**

### 2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$346,578
ESG	\$39,372
CDBG	\$0
HOME	\$0
HOPWA	\$7,000
<b>Federal - HUD - Total Amount</b>	<b>\$392,950</b>

### 2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$0
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$16,301
Other Federal	\$0
<b>Other Federal - Total Amount</b>	<b>\$16,301</b>

### 2B-2.3 Funding Type: State and Local

Funding Source	Funding
----------------	---------

City	\$0
County	\$0
State	\$23,972
<b>State and Local - Total Amount</b>	<b>\$23,972</b>

**2B-2.4 Funding Type: Private**

Funding Source	Funding
Individual	\$0
Organization	\$0
<b>Private - Total Amount</b>	<b>\$0</b>

**2B-2.5 Funding Type: Other**

Funding Source	Funding
Participation Fees	\$0
<b>Other - Total Amount</b>	<b>\$0</b>

<b>2B-2.6 Total Budget for Operating Year</b>	<b>\$433,223</b>
---	------------------

## 2C. Homeless Management Information System (HMIS) Bed Coverage

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy):** 04/22/2016

**2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.**

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	920	256	536	80.72%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	1,433	172	1,143	90.64%
Rapid Re-Housing (RRH) beds	387	216	171	100.00%
Permanent Supportive Housing (PSH) beds	472	0	256	54.24%
Other Permanent Housing (OPH) beds	4	0	0	0.00%

**2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)**

Although ES bed coverage stands at a 80.72%, this is a significant increase over the 2015 rate of 51.39%. This is the result of the targeted efforts of our HMIS Lead agency along with community partners to promote the use of HMIS. These efforts include contact with non-contributing providers and meetings with agency staff and local communities to share information about the benefits and uses of data from HMIS. These meetings result in determining local incentives for participation. The poor bed coverage in the area of PSH falls almost squarely on two of the CoC's VASH programs. If we were able to include these projects, our bed coverage for PSH would be at 94%. Our HMIS Lead will continue to pursue the two VASH projects to encourage participation. We intend to set up meetings with the two VASH programs that do contribute data to HMIS to share experiences and benefits of HMIS participation. The OPH coverage reflects the remaining beds of a project that is now closed.

**2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.**

VA Grant per diem (VA GPD):	<input type="checkbox"/>
VASH:	<input checked="" type="checkbox"/>
Faith-Based projects/Rescue mission:	<input checked="" type="checkbox"/>
Youth focused projects:	<input type="checkbox"/>
Voucher beds (non-permanent housing):	<input type="checkbox"/>
HOPWA projects:	<input type="checkbox"/>
Not Applicable:	<input type="checkbox"/>

**2C-4. How often does the CoC review or assess its HMIS bed coverage?** Quarterly

## 2D. Homeless Management Information System (HMIS) Data Quality

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.**

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	2%	10%
3.3 Date of birth	0%	0%
3.4 Race	1%	1%
3.5 Ethnicity	1%	1%
3.6 Gender	0%	0%
3.7 Veteran status	1%	0%
3.8 Disabling condition	0%	0%
3.9 Residence prior to project entry	1%	2%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	14%	0%
3.15 Relationship to Head of Household	1%	0%
3.16 Client Location	1%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	5%	1%

**2D-2. Identify which of the following reports your HMIS generates. Select all that apply:**

CoC Annual Performance Report (APR):	<input checked="" type="checkbox"/>
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	<input checked="" type="checkbox"/>
Annual Homeless Assessment Report (AHAR) table shells:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

None	<input type="checkbox"/>
------	--------------------------

**2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?** 12

**2D-4. How frequently does the CoC review data quality in the HMIS?** Monthly

**2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both.** Both Project and CoC

**2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.**

VA Supportive Services for Veteran Families (SSVF):	<input checked="" type="checkbox"/>
VA Grant and Per Diem (GPD):	<input checked="" type="checkbox"/>
Runaway and Homeless Youth (RHY):	<input checked="" type="checkbox"/>
Projects for Assistance in Transition from Homelessness (PATH):	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date. (limit 750 characters)**

Not applicable, the Federal Partners listed above are all currently entering data in the Iowa HMIS Network.

## 2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.**

- 2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count?** Yes
- 2E-2. Indicate the date of the most recent sheltered PIT count: (mm/dd/yyyy)** 01/27/2016
- 2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD?** Not Applicable
- 2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: (mm/dd/yyyy)** 04/22/2016

## 2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:**

Complete Census Count:	<input checked="" type="checkbox"/>
Random sample and extrapolation:	<input type="checkbox"/>
Non-random sample and extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

**2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:**

HMIS:	<input checked="" type="checkbox"/>
HMIS plus extrapolation:	<input type="checkbox"/>
Interview of sheltered persons:	<input checked="" type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

**2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)**

HMIS network agencies participated in the count through their ongoing data entry. An aggregate count is tabulated directly from the HMIS database imbedded HMIS reporting tools. HMIS agencies had direct access to reporting

tools to allow them to view their PIT count totals and client level detail to verify results. Every non-HMIS program was contacted prior to the count by letter and email to participate in PIT training. Any agency that did not attend the training was contacted by email after the training and provided with the data collection forms and instructions. Any program that did not submit within the reporting deadline was contacted by phone and email until results were submitted. The complete census methodology was approved by the Research & Analysis Committee, and subsequently by the full CoC prior to the PIT count. The HMIS Lead agency recommended this methodology and it was agreed that, although highly labor intensive, provided the most comprehensive data.

**2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)**

There was no change in methodology from 2015 to 2016. The practices described above continue to provide confidence to the CoC that the data collected and submitted is as comprehensive as possible.

**2F-5. Did your CoC change its provider coverage in the 2016 sheltered count? No**

**2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)**

Not Applicable.

## 2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:**

Training:	<input checked="" type="checkbox"/>
Follow-up:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Non-HMIS de-duplication techniques:	<input type="checkbox"/>
	<input type="checkbox"/>

**2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)**

The only significant change in the PIT count planning and implementation was the outreach and inclusion of representatives from the VA in Iowa. This resulted in a customized planning and training session with the SSVF, GPD, and VASH programs. Otherwise, our implementation strategy remained the same.

## 2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.**

**2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count?** Yes

**2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy):** 01/27/2016

**2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD?** Not Applicable

**2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy):** 04/22/2016

## 2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:**

Night of the count - complete census:	<input type="checkbox"/>
Night of the count - known locations:	<input checked="" type="checkbox"/>
Night of the count - random sample:	<input type="checkbox"/>
Service-based count:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

**2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)**

A combination of known locations and service based counts, supported by HMIS data, was determined to be the best approach to meet the needs of the CoC. During two webinar sessions, led by the HMIS Lead and a CoC street outreach specialist, training was provided statewide on a timetable for mapping of known locations where homeless persons are living or typically gather. Training was also provided on engaging community partners to support local street count efforts. Training was provided on the use of the interview survey to be used uniformly by all groups. The survey collected personally identifiable information including name, age or birthdate, and other details to help ensure accurate data. Survey data was compared to longitudinal HMIS data entry done by homeless programs to both verify accuracy and also to eliminate any possible duplication of persons that might occur.

**2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count). (limit 1000 characters)**

There was no change in our unsheltered PIT count methodology from 2015 to 2016.

**2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count?** Yes

**2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth. (limit 1000 characters)**

Not applicable.

## 2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:**

Training:	<input checked="" type="checkbox"/>
"Blitz" count:	<input checked="" type="checkbox"/>
Unique identifier:	<input type="checkbox"/>
Survey questions:	<input checked="" type="checkbox"/>
Enumerator observation:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method). (limit 1000 characters)**

During the planning and implementation of the 2016 PIT count, the CoC proactively worked with the VA in Iowa, and youth providers across the state to enhance the thoroughness of reach and quality of the data captured for those two special populations. The strategies included the intentional inclusion of VA and youth agency staff as part of street outreach teams in locations across Iowa. The trainings offered included specific strategies for engaging both populations for the unsheltered count for those parts of the balance of state who did not have VA program or youth program staff to serve as part of the count

teams.

## 3A. Continuum of Care (CoC) System Performance

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

#### \* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1,975	1,923	-52
Emergency Shelter Total	737	758	21
Safe Haven Total	0	0	0
Transitional Housing Total	1,139	1,100	-39
Total Sheltered Count	1,876	1,858	-18
Total Unsheltered Count	99	65	-34

#### 3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	6,248
Emergency Shelter Total	4,613
Safe Haven Total	0
Transitional Housing Total	2,123

### 3A-2. Performance Measure: First Time Homeless.

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.

**(limit 1000 characters)**

In order to successfully reduce the number of individuals and families experiencing homelessness for the first time, the CoC had adopted a two-pronged approach. First, the CoC has prioritized proper identification of those individuals and families who will actually become homeless, recognizing that this is not always an easy task and that the factors that lead to homelessness are complex but most often include: loss of income, health care crisis and lack of social support. This is why the CoC requires all grantees to use VI-SPDAT, to ensure that individuals and families at risk of homelessness are identified in a consistent manner. Second, once the individuals and families at most risk of homelessness have been identified, the CoC has supported those tactics that have been most shown to prevent homelessness: legal assistance and rental support.

**3A-3. Performance Measure: Length of Time Homeless.**

**Describe the CoC’s efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.**

**(limit 1000 characters)**

The CoC utilizes HMIS data to track the average length of time individuals and families remain homeless. Projects are encouraged to fully collaborate with local partners, including RRH, to quickly move individuals and families off the streets and out of emergency shelters to stable housing. The CoC incentivizes programs to implement a housing first approach. This is demonstrated through the competitive narrative CoC grant applications. This has been a long-term policy within the CoC. The CoC has approved the use of the VI-SPDAT for its common assessment tool. The CoC has approved the use of a statewide prioritization list [PL] that integrates a households[HHs] VI score, length of time homeless, chronic and veteran status to facilitate rapid placement of high risk HHs. The PL can be regionalized based upon client choice; the PL has reporting tools to track service providers placement rates.

**\* 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

**In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.**

**3A-4a. Exits to Permanent Housing Destinations:**

**Fill in the chart to indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the retention of program participants in CoC Program-funded permanent supportive housing.**

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	1,410
Of the persons in the Universe above, how many of those exited to permanent destinations?	847
% Successful Exits	60.07%

**3A-4b. Exit To or Retention Of Permanent Housing:**  
 In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	185
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	162
% Successful Retentions/Exits	87.57%

**3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. (limit 1000 characters)**

Three key strategies are: 1) Providers work with participants for up to six months after securing permanent housing in order to assist participants to retain housing, secure and maintain employment, and engage with mainstream supports; 2) 100% of partner agencies assist participants in obtaining mainstream benefits; several agencies are themselves becoming Medicaid-certified to provide supportive services for the most vulnerable and disabled participants; 3) Through CoC funding, providers are increasingly able to provide longer term rental assistance to more vulnerable households. All ESG- and CoC-funded projects participate in HMIS, and the HMIS administrator reports bi-monthly to the CoC on a variety of reporting domains including the incidence of returns to homelessness across the CoC.

**3A-6. Performance Measure: Job and Income Growth. Performance Measure: Job and Income Growth. Describe the CoC's specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources. (limit 1000 characters)**

CoC program staff assist participants with job searches, applications, and job placements. Staff address barriers to work such as transportation, child care,

clothing, and obtaining identification either through program or leveraged community resources. Referrals to Vocational Rehabilitation and Goodwill of the Heartland are made for clients requiring supported employment. Staff assist participants to apply for benefits such as FIP, SNAP, Medicaid and Child Care Assistance, SSI/SSDI, and VA Pension and Disability Benefits. CoC staff are trained in SOAR and community partnerships are leveraged to secure benefits as in the case of Iowa City, the UI Counseling Psychology provides testing, and on-site pro-bono legal services establish representation for SSI/SSDI and veteran's pension and benefit appeals. The CoC is comprised of a geographic area spanning 96 counties. Individual CoC organizations are responsible for carrying out strategies specific to their unique service area.

**3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.  
(limit 1000 characters)**

Representatives from the Iowa Departments of Human Services and Workforce Development participate in the CoC through the committees of the Iowa Council on Homelessness. Individual CoC programs work directly with local offices of Vocational Rehab and Iowa Workforce Development to ensure that participants come prepared with necessary documentation, testing, and records to meet qualifying criteria. CoC staff work with participants through program and community resources to address barriers to service engagement and employment placement and retention by providing support with transportation, education and skill development, childcare, and clothing. The foundational service that CoC staff provide is to help participants connect to housing, mental health and substance abuse treatment services and other income supports and health care so that they are able to persevere with mainstream employment organizations once connected.

**3A-7. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?  
(limit 1000 characters)**

Not applicable; no areas were excluded.

**3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)?** No

**3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)?  
(limit 1000 characters)**

Not applicable; no areas were excluded.

**3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached.  
(mm/dd/yyyy)** 07/26/2016

**3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data.  
(limit 1500 characters)**

Not applicable. System Performance Measures were reported by the deadline.

## 3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

### Objective 1: Ending Chronic Homelessness

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.**

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
3. The highest needs for new and turnover units.

**3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	135	101	-34
Sheltered Count of chronically homeless persons	126	88	-38
Unsheltered Count of chronically homeless persons	9	13	4

**3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015.  
 (limit 1000 characters)**

Most chronically homeless persons were sheltered in both years. The number of unsheltered chronically homeless persons in both years is small, with an increase of 4 persons in 2016. In 2016, a more robust effort was made to actively reach out to all areas of the state, specifically targeting rural communities, to increase participation in the PIT count. An increase in efforts in rural communities to count unsheltered chronically homeless helps to identify housing and services needs. Though there is a slight increase in the number of unsheltered chronically homeless persons counted in the PIT, the total number of chronically homeless decreased by 33.7% (a decrease of 34 individuals from 135 to 112), and the number of sheltered chronically homeless decreased by 43%. This demonstrates the CoC's diligent work on meeting the needs of the chronically homeless.

**3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.**

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC.	42	408	366

**3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count. (limit 1000 characters)**

The number of CoC program and non-CoC program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC increased from 42 beds to 408 beds in 2016 due to quality assurance work that was done with specific programs by the HMIS provider. Many programs were identifying as dedicating or prioritizing beds for chronically homeless on the grant applications. However, the information provided on the HIC was not consistent with the information provided on the grant applications. The HMIS provider connected individually with each program to clarify how many beds are dedicated/prioritized, resulting in an accurate number of PSH beds this year that are dedicated and/or prioritized.

**3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status?** Yes

**3B-1.3a. If “Yes” was selected for question 3B-1.3, attach a copy of the CoC’s written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found.** Page 1

**3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017?** Yes

This question will not be scored.

**3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017? (limit 1000 characters)**

During the summer of 2015 the CoC adopted the HUD PSH Notice prioritizing persons experiencing chronic homelessness (CPD-14-012) and aligned the CoC competition to prioritize projects targeting chronically homeless and adopting a Housing First approach. Both voluntary and involuntary reallocations were used to achieve this goal in the most recent CoC competition with funds reallocated to new PSH projects prioritizing beds for persons experiencing chronic homelessness. Simultaneously, renewal PSH projects were further required to demonstrate that beds were either dedicated to or prioritized for persons experiencing chronic homelessness and had adopted a Housing First approach. Longer term rent assistance available through CoC funded RRH projects is also expected to support this effort. CoC-sponsored trainings increasing the number of providers trained in SOAR and CoC providers certified in Medicaid funded services are longer-term strategies intended to achieve this goal.

## 3B. Continuum of Care (CoC) Strategic Planning Objectives

### 3B. Continuum of Care (CoC) Strategic Planning Objectives

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.**

**3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).**

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Number of previous homeless episodes:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Criminal History:	<input checked="" type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder):	<input checked="" type="checkbox"/>
Head of household has mental/physical disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless. (limit 1000 characters)**

The CoC Planning Project launched in the fall of 2016 will develop a regionalized system of services throughout the CoC, with a baseline of services available in each region that includes at least emergency shelter and rapid rehousing. Services will be prioritized by need according to the VI-SPDAT. RRH continues to expand throughout the CoC through CoC reallocation, ESG prioritization of RRH, SSVF for veterans, and a state-funded DV RRH program. This is evidenced by the increase in the HIC in RRH beds for families from 65 last year to 116 this year. Support for rapidly rehousing families also comes from continued training for agencies on Housing First and on developing relationships with landlords. Finally, the CoC voted in May 2016 to move from a closed to a “closed-with-exceptions” HMIS system, which will support limited data sharing and Coordinated Entry, both of which are important to quickly being able to provide the most appropriate assistance to rehouse families in need.

**3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.**

	2015	2016	Difference
RRH units available to serve families in the HIC:	65	116	51

**3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)**

CoC policies and procedures prohibit involuntary family separation:	<input checked="" type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

**PIT Count of Homelessness Among Households With Children**

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	355	334	-21
Sheltered Count of homeless households with children:	354	334	-20
Unsheltered Count of homeless households with children:	1	0	-1

**3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)**

Iowa reports a decrease of 5.65% in the total number of households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. This is consistent with Iowa's plan to rapidly rehouse every family that becomes homeless within 30 days of becoming homeless on the street or entering shelter. Training CoC providers on the Housing First model and use of VI-SPDAT assessment tools are reducing barriers for Iowa's families and enabling them to access safe, affordable permanent housing throughout the CoC.

**3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.**

Human trafficking and other forms of exploitation?	Yes
LGBTQ youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes
Unaccompanied minors/youth below the age of 18?	Yes

**3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.**

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	<input checked="" type="checkbox"/>
Increase housing and service options for youth fleeing or attempting to flee trafficking:	<input checked="" type="checkbox"/>
Specific sampling methodology for enumerating and characterizing local youth trafficking:	<input checked="" type="checkbox"/>

Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	<input checked="" type="checkbox"/>
Community awareness training concerning youth trafficking:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)**

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Length of time homeless:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Lack of access to family and community support networks:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).**

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2105)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	70	77	7

**3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why.**

**(limit 1000 characters)**

The total number of unsheltered youth is relatively low in both years, and the numbers reflect this for youth entering HMIS-contributing programs (70 and 77, respectively). The increase of seven youth from FY 2014 to FY 2015, who were unsheltered prior to entry, is attributable to programs effectively targeting the most vulnerable youth. The CoC has encouraged prioritization of the most vulnerable participants throughout all programs, including training on the VI-SPDAT, approval of a written Prioritization List for Coordinated Entry in July 2016, and points on the annual competitive CoC applications for programs based on the percentages of participants that come from an unsheltered situation.

**3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2016 and CY 2017.**

	Calendar Year 2016	Calendar Year 2017	Difference
<b>Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):</b>	\$746,187.00	\$1,097,356.00	\$351,169.00
<b>CoC Program funding for youth homelessness dedicated projects:</b>	\$388,245.00	\$388,245.00	\$0.00
<b>Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):</b>	\$357,942.00	\$709,111.00	\$351,169.00

**3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?**

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	8
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	61
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	91

**3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts.  
 (limit 1000 characters)**

The Iowa Department of Education liaison participates in bi-monthly meetings of the CoC and as an alternate in bi-monthly meetings of the CoC Executive Committee. The Iowa Council on Homelessness has developed statewide guidance on McKinney-Vento requirements for grantees with feedback and technical assistance from the Iowa Department of Education and local educational liaisons in each region of the state. This guidance has assisted in the development of policies and procedures which support vital access to education for homeless children throughout the CoC. In Johnson County,

monthly case management meetings are held with the School District Liaison and representatives from partners, both public and private, that work with families and youth experiencing homelessness. Discussions are focused on addressing the service needs of individual families and youth, gaps and current needs as related to these individuals and households, and methods to better streamline and target services.

**3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow.  
(limit 2000 characters)**

It is a requirement of all Iowa Emergency Solutions Grant subrecipients, state Shelter Assistance Fund grantees, and CoC grantees to have written policies and procedures to comply with McKinney-Vento laws. These policies must connect children to education and supportive services, and include collaboration with school systems to ensure safe access and transportation. Homeless services providers have developed a variety of different local supports to ensure all children are enrolled in school or in early childhood education and referrals are made to Iowa Department of Human Services, Iowa Department of Human Rights, and/or Division of Criminal & Juvenile Justice Planning. Each grantee provides proof of these policies and notes public visual displays of McKinney-Vento rights on site visits during the grant year as mandated by the CoC. The Iowa Department of Education's Homeless Coordinator is our CoC representative from this agency, and she acts as liaison when necessary between CoC service providers and local school districts. For example, if there are problems with a school district arranging transportation or other required services in a particular situation, CoC agencies will contact the Dept of Ed Homeless Coordinator to intervene on the child's behalf.

**3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others?  
(limit 1000 characters)**

The majority of CoC programs have frequent contact and referral relationships with programs serving infants, toddlers, and youth children. The McKinney-Vento Act ensures immediate enrollment and educational stability for homeless children and youth. CoC projects and other HUD funded projects collaborate with the Head Start program for prioritized enrollment when slots become available. Homeless children are categorically eligible for Head Start services. Enrollment in these programs allows for children to receive a quality education and provides caregivers the ability to work towards their earned income goals. The CoC has developed statewide written guidance on McKinney-Vento requirements for grantees with technical assistance from the Department of Education and local liaisons. The Iowa Department of Education's Homeless Coordinator is a voting CoC board member, and acts as liaison when necessary

between CoC providers and local school districts.

## 3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

### Objective 3: Ending Veterans Homelessness

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.**

**3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	81	58	-23
Sheltered count of homeless veterans:	64	55	-9
Unsheltered count of homeless veterans:	17	3	-14

**3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)**

The total number of homeless veterans in the 2016 PIT count decreased by 23 from the 2015 PIT yielding a 28.4% decrease. The decrease is understood as a result of the success in SSVF and HUD-VASH services throughout the CoC, a focus CoC-wide on ending veterans homelessness, and guidance from Vets@Home technical assistance.

**3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veterean's Affairs services and housing to appropriate reources such as HUD-VASH and SSVF. (limit 1000 characters)**

Four SSVF service providers exist within the CoC. Where SSVF services are available, CoC-funded grantees direct referrals to SSVF programs during the initial assessment process. From that point, homeless veterans are engaged and assisted by the available SSVF program. VASH vouchers are available in some urban centers of the CoC. Two-way referral systems exist between SSVF providers and the PHAs that manage the VASH resources to ensure veterans in need receive the services that best meet their situation. Grant Per Diem programming is also available throughout the region. Staff assists veterans in applying for VA benefits through the GPD program, along with accessing housing services. The CoC and its HMIS provider collaborate with SSVF and VASH providers to integrate services.

**3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).**

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	57	55	-3.51%
Unsheltered Count of homeless veterans:	3	3	0.00%

**3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016.** Yes

This question will not be scored.

**3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016? (limit 1000 characters)**

The Iowa Council on Homelessness has established a working group focused on ending veteran homelessness within the CoC. In addition to the working group the CoC has been receiving technical assistance since late 2015 from Vets@Home to reach functional zero. The technical assistance is focused on planning across a large geographic area, where gaps in resources for veterans may be located, and establishing a statewide prioritized list of homeless veterans in the CoC. Increased PIT efforts across the state have continued to identify chronically homeless veterans who have not previously been in the homeless system. The CoC continues to work in tandem with the Veteran Affairs Medical Centers, VA funded homeless programs (HUD VASH, GPD, and SSVF) and the CoC and ESG providers to identify programming that best fits homeless veterans' needs using a housing first

approach.

## 4A. Accessing Mainstream Benefits

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients?** Yes

**4A-2. Based on the CoC's FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?**

### FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	25
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	25
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	100%

**4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)**

Iowa is a Medicaid expansion state, and in April of 2016, transitioned to a privately-administered system with three MCOs (Amerihealth Caritas, Amerigroup, and United Healthcare) to provide managed care. The CoC has been in discussion with MCO representatives regarding partnering to regularly identify program participants that are enrollees of each MCO, to help persons access regular care.

In local partnerships, the University of Iowa, College of Nursing staffs an on-site weekly health clinic at the regional shelter, as well as a weekly session to assist

participants with health insurance enrollment. The University of Iowa, Counseling Psychology Program provides weekly psychological services, counseling, therapy, and psychological and intellectual assessments. Shelter House is a Medicaid-certified provider and begins the enrollment process working with the Mental Health Disability Services of East Central Region. Outreach from the VA Medical Center is available weekly.

**4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?**

Educational materials:	<input checked="" type="checkbox"/>
In-Person Trainings:	<input checked="" type="checkbox"/>
Transportation to medical appointments:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not Applicable or None:	<input type="checkbox"/>

## 4B. Additional Policies

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?**

### FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	25
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	22
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	88%

**4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?**

### FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	25
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	20
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	80%

**4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?**

Direct outreach and marketing:	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">X</div>
--------------------------------	---

Use of phone or internet-based services like 211:	<input checked="" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input checked="" type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

**4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.**

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	77	189	112

**4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction?** No

**4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135? (limit 1000 characters)**

Not Applicable.

**4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes?** No

**4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons**

**defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)**

Not Applicable.

**4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition?** No

**4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD.**

**(limit 1500 characters)**

Not Applicable.

**4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application.** Yes

**4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.**

This response does not affect the scoring of this application.

CoC Governance:	<input type="checkbox"/>
CoC Systems Performance Measurement:	<input type="checkbox"/>
Coordinated Entry:	<input type="checkbox"/>
Data reporting and data analysis:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>

Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	<input checked="" type="checkbox"/>
Maximizing the use of mainstream resources:	<input type="checkbox"/>
Retooling transitional housing:	<input type="checkbox"/>
Rapid re-housing:	<input type="checkbox"/>
Under-performing program recipient, subrecipient or project:	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

**4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.**

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance
Vets@Home NetZero TA	12/08/2015	5
Vets@Home NetZero TA	01/28/2016	5
Vets@Home NetZero TA	05/25/2016	5
Vets@Home NetZero TA	05/26/2016	5
Vets@Home NetZero TA	06/20/2016	5

## 4C. Attachments

**Instructions:**

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:  
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	2016 IA-501 Appli...	08/30/2016
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	2016 IA-501 Conso...	09/09/2016
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	2016 IA-501 Ratin...	09/02/2016
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	2016 IA-501 Ratin...	09/02/2016
05. CoCs Process for Reallocating	Yes	2016 IA-501 Proce...	08/30/2016
06. CoC's Governance Charter	Yes	IA-501 Signed Gov...	08/30/2016
07. HMIS Policy and Procedures Manual	Yes	Iowa HMIS Policie...	09/09/2016
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	2016 PHA Admin Pl...	08/04/2016
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No		
11. CoC Written Standards for Order of Priority	No	2016 IA-501 Prior...	08/04/2016
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	2016 IA-501 Syste...	08/04/2016
14. Other	No		
15. Other	No		

## **Attachment Details**

**Document Description:** 2016 IA-501 Applicant Rejection Letters

## **Attachment Details**

**Document Description:** 2016 IA-501 Consolidated Application Public Posting

## **Attachment Details**

**Document Description:** 2016 IA-501 Rating and Review Procedures

## **Attachment Details**

**Document Description:** 2016 IA-501 Rating and Review Public Postings

## **Attachment Details**

**Document Description:** 2016 IA-501 Process for Reallocating

## **Attachment Details**

**Document Description:** IA-501 Signed Governance Charter

## **Attachment Details**

**Document Description:** Iowa HMIS Policies & Procedures Manual

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** 2016 PHA Admin Plan w Hmls Preference

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** 2016 IA-501 Prioritization List

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** 2016 IA-501 System Performance Measures

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## Submission Summary

**Ensure that the Project Priority List is complete prior to submitting.**

Page	Last Updated
1A. Identification	09/06/2016
1B. CoC Engagement	09/09/2016
1C. Coordination	09/09/2016
FY2016 CoC Application	Page 63
	09/14/2016

<b>1D. CoC Discharge Planning</b>	09/09/2016
<b>1E. Coordinated Assessment</b>	09/09/2016
<b>1F. Project Review</b>	09/09/2016
<b>1G. Addressing Project Capacity</b>	08/22/2016
<b>2A. HMIS Implementation</b>	08/22/2016
<b>2B. HMIS Funding Sources</b>	08/22/2016
<b>2C. HMIS Beds</b>	09/09/2016
<b>2D. HMIS Data Quality</b>	08/22/2016
<b>2E. Sheltered PIT</b>	08/25/2016
<b>2F. Sheltered Data - Methods</b>	08/25/2016
<b>2G. Sheltered Data - Quality</b>	08/25/2016
<b>2H. Unsheltered PIT</b>	08/25/2016
<b>2I. Unsheltered Data - Methods</b>	08/25/2016
<b>2J. Unsheltered Data - Quality</b>	08/25/2016
<b>3A. System Performance</b>	09/12/2016
<b>3B. Objective 1</b>	09/09/2016
<b>3B. Objective 2</b>	09/12/2016
<b>3B. Objective 3</b>	08/22/2016
<b>4A. Benefits</b>	09/09/2016
<b>4B. Additional Policies</b>	09/02/2016
<b>4C. Attachments</b>	09/09/2016
<b>Submission Summary</b>	No Input Required

**From:** Lewis, Amber [IFA]  
**To:** "Marilyn Fisher"  
**Cc:** [Tim Wilson \(tslwilson@gmail.com\)](mailto:tslwilson@gmail.com); [Ford, Karin \[IDPH\]](#); [Vipond, Carole \[IFA\]](#)  
**Subject:** Notification of 2016 CoC New Project Denial: CHI  
**Date:** Tuesday, August 30, 2016 1:56:21 PM  
**Attachments:** [2016 CoC New Project Denial CHI.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image008.jpg](#)

---

Marilyn,

Please find, attached, notification from the Iowa Balance of State CoC regarding the 2016 new project housing bonus application from Community Housing Initiatives. This is sent on behalf of the Iowa Council on Homelessness, including the Executive Committee and the Appeals Committee.

Sincerely,



**Amber Lewis**  
HOMELESS PROGRAMS MANAGER  
2015 Grand Avenue | Des Moines, Iowa 50312  
515.238.1930 | 800.432.7230 | fax 515.725.4901  
[IowaFinanceAuthority.gov](http://IowaFinanceAuthority.gov)





August 30, 2016

Marliegh Fisher  
Supportive Housing Director  
Community Housing Initiatives

Re: 2016 Continuum of Care New Housing Bonus Project Application and Appeal from  
Community Housing Initiatives

Dear Ms. Fisher:

Thank you for Community Housing Initiatives' recent new project application for the 2016 Iowa Balance of State Continuum of Care competition. Thank you also for participating in the appeals process. The Iowa Council on Homelessness received eight new project applications for the housing bonus. Given very limited funding from HUD for the housing bonus this year, the council voted in advance to select just one highest-scoring project to rank in Tier 1 of HUD's application.

The Iowa Council on Homelessness Continuum of Care Committee met on Tuesday, August 23, 2016, to provide preliminary scoring and ranking of new project applications. Following this meeting, the Iowa Council on Homelessness Appeals Committee met on the morning of Friday, August 26, 2016, to review any appeals submitted for the new project competition. Finally, the Executive Committee met afterwards on August 26, 2016, to review the recommendations of the Continuum of Care Committee and Appeals Committee, and to finalize all project rankings.

As you know, the new application from Community Housing Initiatives was not initially selected as the highest-scoring housing bonus project. Scoring information for all applicants has been made available online and distributed by email, which outlines the reasons for all project scores. The appeal letter from Community Housing Initiatives requested review of several items. The Appeals Committee reviewed these items but voted to uphold the scoring recommendations of the Continuum of Care Committee. Therefore the application for a new project from Community Housing Initiatives will not move on to the next phase in the competition.

Your active participation in this process has been much appreciated.

Sincerely,

Karin Ford

Vice-Chair, Iowa Council on Homelessness  
Vice-Chair, Executive Committee  
Chair, Appeals Committee

Tim Wilson

Secretary, Iowa Council on Homelessness  
Chair, Continuum of Care Committee

**Theresa Armstrong**  
Iowa Department of Human Services

**Diogenes Ayala**  
Simpson College

**Allan Axeen**  
Coralville, Iowa

**Zebulon Beilke-McCallum**  
Iowa Coalition Against Domestic Violence

**Steven Benne**  
Iowa Economic Development Authority

**Julie Bergeson**  
Iowa Department on Aging

**David Binner**  
Wells Fargo

**Jessica Bleile**  
Opening Doors

**Paige Boyer**  
City of Iowa City

**Bill Brand**  
Iowa Department of Human Rights

**Anne Brown**  
Iowa Department of Corrections

**Ben Brustkern (Chair)**  
Cedar Valley Friends of the Family

**Christina Canganeli**  
Shelter House

**Jamie Cashman**  
Iowa State Association of Counties

**Chris Coleman**  
Iowa League of Cities

**Carrie Dunnwald**  
Emergency Residence Project

**Marliegh Fisher**  
Community Housing Initiatives

**Karin Ford (Vice-Chair)**  
Iowa Department of Public Health

**David Hagen**  
Hawkeye Area Community Action Program

**Kristine Harris**  
Consumer Representative

**Ann Hearn**  
Linn County Community Services

**Sandra Johnson**  
Iowa Department of Education

**Rhonda Jordal**  
Family Alliance for Veterans of America

**Dennis Lauterbach**  
Lutheran Services in Iowa

**Scott Mather**  
Iowa Workforce Development

**Wes Peterson**  
Iowa Finance Authority

**Donna Phillips**  
Iowa Office of the Attorney General

**Joanie Poore**  
Heartland Family Services

**Ashley Schwalm**  
Family Resources

**Bob Steben**  
Iowa Department of Veteran Affairs

**Deborah Stine**  
Iowa Department of Public Safety

**Anthony Timm**  
Amerihealth Caritas

**Roberta Wahl**  
Des Moines Area Community College

**Tim Wilson (Secretary)**  
Home Forward Iowa

**Mike Wood**  
Mental Health Association of Siouland

**Amber Lewis, Manager**  
Iowa Finance Authority

800.432.7230  
515.725.4900

2015 Grand Avenue  
Des Moines, Iowa 50312



**From:** Lewis, Amber [IFA]  
**To:** "Ashley S"  
**Cc:** [Tim Wilson \(tslwilson@gmail.com\)](mailto:tslwilson@gmail.com); [Ford, Karin \[IDPH\]](#); [Vipond, Carole \[IFA\]](#)  
**Subject:** Notification of 2016 CoC New Project Denial: Family Resources  
**Date:** Tuesday, August 30, 2016 1:59:57 PM  
**Attachments:** [2016 CoC New Project Denial Family Resources.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image008.jpg](#)

---

Ashley,

Please find, attached, notification from the Iowa Balance of State CoC regarding the 2016 new project housing bonus application from Family Resources. This is sent on behalf of the Iowa Council on Homelessness, including the Executive Committee and the Appeals Committee.

Sincerely,



**Amber Lewis**  
HOMELESS PROGRAMS MANAGER  
2015 Grand Avenue | Des Moines, Iowa 50312  
515.238.1930 | 800.432.7230 | fax 515.725.4901  
[IowaFinanceAuthority.gov](http://IowaFinanceAuthority.gov)





August 30, 2016

Mary Macumber-Schmidt, MCJ  
President  
Family Resources

Re: 2016 Continuum of Care New Housing Bonus Project Application and Appeal from Family Resources

Dear Ms. Macumber-Schmidt:

Thank you for Family Resources' recent new project application for the 2016 Iowa Balance of State Continuum of Care competition. Thank you also for participating in the appeals process. The Iowa Council on Homelessness received eight new project applications for the housing bonus. Given very limited funding from HUD for the housing bonus this year, the council voted in advance to select just one highest-scoring project to rank in Tier 1 of HUD's application.

The Iowa Council on Homelessness Continuum of Care Committee met on Tuesday, August 23, 2016, to provide preliminary scoring and ranking of new project applications. Following this meeting, the Iowa Council on Homelessness Appeals Committee met on the morning of Friday, August 26, 2016, to review any appeals submitted for the new project competition. Finally, the Executive Committee met afterwards on August 26, 2016, to review the recommendations of the Continuum of Care Committee and Appeals Committee, and to finalize all project rankings.

As you know, the new application from Family Resources was not initially selected as the highest-scoring housing bonus project. The appeal letter from Family Resources discussed the proposed service area for the project. The committee reviewed the appeal but voted to uphold the scoring recommendations of the Continuum of Care Committee. Therefore the application for a new project from Family Resources will not move on to the next phase in the competition.

Your active participation in this process has been much appreciated.

Sincerely,

Karin Ford

Vice-Chair, Iowa Council on Homelessness  
Vice-Chair, Executive Committee  
Chair, Appeals Committee

Cc: Ashley Schwalm

Tim Wilson

Secretary, Iowa Council on Homelessness  
Chair, Continuum of Care Committee

**Theresa Armstrong**  
Iowa Department of Human Services

**Diogenes Ayala**  
Simpson College

**Allan Axeen**  
Coralville, Iowa

**Zebulon Beilke-McCallum**  
Iowa Coalition Against Domestic Violence

**Steven Benne**  
Iowa Economic Development Authority

**Julie Bergeson**  
Iowa Department on Aging

**David Binner**  
Wells Fargo

**Jessica Bleile**  
Opening Doors

**Paige Boyer**  
City of Iowa City

**Bill Brand**  
Iowa Department of Human Rights

**Anne Brown**  
Iowa Department of Corrections

**Ben Brustkern (Chair)**  
Cedar Valley Friends of the Family

**Christina Canganelli**  
Shelter House

**Jamie Cashman**  
Iowa State Association of Counties

**Chris Coleman**  
Iowa League of Cities

**Carrie Dunnwald**  
Emergency Residence Project

**Marileigh Fisher**  
Community Housing Initiatives

**Karin Ford (Vice-Chair)**  
Iowa Department of Public Health

**David Hagen**  
Hawkeye Area Community Action Program

**Kristine Harris**  
Consumer Representative

**Ann Hearn**  
Linn County Community Services

**Sandra Johnson**  
Iowa Department of Education

**Rhonda Jordal**  
Family Alliance for Veterans of America

**Dennis Lauterbach**  
Lutheran Services in Iowa

**Scott Mather**  
Iowa Workforce Development

**Wes Peterson**  
Iowa Finance Authority

**Donna Phillips**  
Iowa Office of the Attorney General

**Joanie Poore**  
Heartland Family Services

**Ashley Schwalm**  
Family Resources

**Bob Steben**  
Iowa Department of Veteran Affairs

**Deborah Stine**  
Iowa Department of Public Safety

**Anthony Timm**  
Amerihealth Caritas

**Roberta Wahl**  
Des Moines Area Community College

**Tim Wilson (Secretary)**  
Home Forward Iowa

**Mike Wood**  
Mental Health Association of Siouland

**Amber Lewis, Manager**  
Iowa Finance Authority



**From:** Lewis, Amber [IFA]  
**To:** [jennifer@cmc-cr.org](mailto:jennifer@cmc-cr.org); [paula@cmc-cr.org](mailto:paula@cmc-cr.org)  
**Cc:** [Ford, Karin \[IDPH\]](#); [Tim Wilson \(tslwilson@gmail.com\)](mailto:Tim.Wilson@gmail.com); [Vipond, Carole \[IFA\]](#)  
**Subject:** Notification of New Project Denial: Catherine McAuley Center  
**Date:** Tuesday, August 30, 2016 2:25:32 PM  
**Attachments:** [2016 CoC New Project Denial Catherine McAuley Center.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.jpg](#)

---

Dear Paula,

Please find, attached, notification from the Iowa Balance of State CoC regarding the 2016 new housing bonus project application from Catherine McAuley Center. This is sent on behalf of the Iowa Council on Homelessness, including the Executive Committee and the Appeals Committee.

Sincerely,



**Amber Lewis**  
HOMELESS PROGRAMS MANAGER  
2015 Grand Avenue | Des Moines, Iowa 50312  
515.238.1930 | 800.432.7230 | fax 515.725.4901  
[IowaFinanceAuthority.gov](http://IowaFinanceAuthority.gov)





August 30, 2016

Paula Land  
Executive Director  
Catherine McAuley Center

Re: 2016 Continuum of Care New Housing Bonus Application from Catherine McAuley Center

Dear Ms. Land,

Thank you for Catherine McAuley Center's recent new project application for the 2016 Iowa Balance of State Continuum of Care competition. The Iowa Council on Homelessness received eight new project applications for the housing bonus. Given very limited funding from HUD for the housing bonus this year, the council voted in advance to select just one highest-scoring project to rank in Tier 1 of HUD's application.

The Iowa Council on Homelessness Continuum of Care Committee met on Tuesday, August 23, 2016, to provide preliminary scoring and ranking of new project applications. Following this meeting, the Iowa Council on Homelessness Appeals Committee met on the morning of Friday, August 26, 2016, to review any appeals submitted for the new project competition. Finally, the Executive Committee met afterwards on August 26, 2016, to review the recommendations of the Continuum of Care Committee and Appeals Committee, and to finalize all project rankings.

The new application from Catherine McAuley Center was not selected as the highest-scoring housing bonus project. Scoring information for all applicants has been made available online and distributed by email, which outlines the reasons for all project scores. No subsequent appeal was received regarding the scoring of the project. Therefore the application for a new project from Catherine McAuley Center will not move on to the next phase in the competition.

Your interest and participation in this process has been much appreciated.

Sincerely,

Karin Ford

Vice-Chair, Iowa Council on Homelessness  
Vice-Chair, Executive Committee  
Chair, Appeals Committee

Cc: Jennifer Tibbetts

Tim Wilson

Secretary, Iowa Council on Homelessness  
Chair, Continuum of Care Committee

**Theresa Armstrong**  
Iowa Department of Human Services

**Diogenes Ayala**  
Simpson College

**Allan Axeen**  
Coralville, Iowa

**Zebulon Beilke-McCallum**  
Iowa Coalition Against Domestic Violence

**Steven Benne**  
Iowa Economic Development Authority

**Julie Bergeson**  
Iowa Department on Aging

**David Binner**  
Wells Fargo

**Jessica Bleile**  
Opening Doors

**Paige Boyer**  
City of Iowa City

**Bill Brand**  
Iowa Department of Human Rights

**Anne Brown**  
Iowa Department of Corrections

**Ben Brustkern (Chair)**  
Cedar Valley Friends of the Family

**Christina Canganeli**  
Shelter House

**Jamie Cashman**  
Iowa State Association of Counties

**Chris Coleman**  
Iowa League of Cities

**Carrie Dunnwald**  
Emergency Residence Project

**Marileigh Fisher**  
Community Housing Initiatives

**Karin Ford (Vice-Chair)**  
Iowa Department of Public Health

**David Hagen**  
Hawkeye Area Community Action Program

**Kristine Harris**  
Consumer Representative

**Ann Hearn**  
Linn County Community Services

**Sandra Johnson**  
Iowa Department of Education

**Rhonda Jordal**  
Family Alliance for Veterans of America

**Dennis Lauterbach**  
Lutheran Services in Iowa

**Scott Mather**  
Iowa Workforce Development

**Wes Peterson**  
Iowa Finance Authority

**Donna Phillips**  
Iowa Office of the Attorney General

**Joanie Poore**  
Heartland Family Services

**Ashley Schwalm**  
Family Resources

**Bob Steben**  
Iowa Department of Veteran Affairs

**Deborah Stine**  
Iowa Department of Public Safety

**Anthony Timm**  
Amerihealth Caritas

**Roberta Wahl**  
Des Moines Area Community College

**Tim Wilson (Secretary)**  
Home Forward Iowa

**Mike Wood**  
Mental Health Association of Siouland

**Amber Lewis, Manager**  
Iowa Finance Authority

800.432.7230  
515.725.4900

2015 Grand Avenue  
Des Moines, Iowa 50312



**From:** Lewis, Amber [IFA]  
**To:** ["jroyal-goodwin@muscatineiowa.gov"](mailto:jroyal-goodwin@muscatineiowa.gov)  
**Cc:** [Ford, Karin \[IDPH\]](#); [Tim Wilson \(tslwilson@gmail.com\)](mailto:tslwilson@gmail.com); [Vipond, Carole \[IFA\]](#)  
**Subject:** Notification of New Project Denial: City of Muscatine  
**Date:** Tuesday, August 30, 2016 2:21:01 PM  
**Attachments:** [2016 CoC New Project Denial City of Muscatine.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.jpg](#)

---

Ms. Royal-Goodwin,

Please find, attached, notification from the Iowa Balance of State CoC regarding the 2016 new housing bonus project application from the City of Muscatine. This is sent on behalf of the Iowa Council on Homelessness, including the Executive Committee and the Appeals Committee.

Sincerely,



**Amber Lewis**  
HOMELESS PROGRAMS MANAGER  
2015 Grand Avenue | Des Moines, Iowa 50312  
515.238.1930 | 800.432.7230 | fax 515.725.4901  
[IowaFinanceAuthority.gov](http://IowaFinanceAuthority.gov)





August 30, 2016

Jodi Royal-Goodwin  
City of Muscatine

Re: 2016 Continuum of Care New Housing Bonus Application from the City of Muscatine

Dear Ms. Royal-Goodwin:

Thank you for the City of Muscatine's recent new project application for the 2016 Iowa Balance of State Continuum of Care competition. The Iowa Council on Homelessness received eight new project applications for the housing bonus. Given very limited funding from HUD for the housing bonus this year, the council voted in advance to select just one highest-scoring project to rank in Tier 1 of HUD's application.

The Iowa Council on Homelessness Continuum of Care Committee met on Tuesday, August 23, 2016, to provide preliminary scoring and ranking of new project applications. Following this meeting, the Iowa Council on Homelessness Appeals Committee met on the morning of Friday, August 26, 2016, to review any appeals submitted for the new project competition. Finally, the Executive Committee met afterwards on August 26, 2016, to review the recommendations of the Continuum of Care Committee and Appeals Committee, and to finalize all project rankings.

The new application from the City of Muscatine was not selected as the highest-scoring housing bonus project. Scoring information for all applicants has been made available online and distributed by email, which outlines the reasons for all project scores. No subsequent appeal was received regarding the scoring of the project. Therefore the application for a new project from the City of Muscatine will not move on to the next phase in the competition.

Your interest and participation in this process has been much appreciated.

Sincerely,

Karin Ford

Vice-Chair, Iowa Council on Homelessness  
Vice-Chair, Executive Committee  
Chair, Appeals Committee

Tim Wilson

Secretary, Iowa Council on Homelessness  
Chair, Continuum of Care Committee

**Theresa Armstrong**  
Iowa Department of Human Services

**Diogenes Ayala**  
Simpson College

**Allan Axeen**  
Coralville, Iowa

**Zebulon Beilke-McCallum**  
Iowa Coalition Against Domestic Violence

**Steven Benne**  
Iowa Economic Development Authority

**Julie Bergeson**  
Iowa Department on Aging

**David Binner**  
Wells Fargo

**Jessica Bleile**  
Opening Doors

**Paige Boyer**  
City of Iowa City

**Bill Brand**  
Iowa Department of Human Rights

**Anne Brown**  
Iowa Department of Corrections

**Ben Brustkern (Chair)**  
Cedar Valley Friends of the Family

**Christina Canganelli**  
Shelter House

**Jamie Cashman**  
Iowa State Association of Counties

**Chris Coleman**  
Iowa League of Cities

**Carrie Dunnwald**  
Emergency Residence Project

**Marileigh Fisher**  
Community Housing Initiatives

**Karin Ford (Vice-Chair)**  
Iowa Department of Public Health

**David Hagen**  
Hawkeye Area Community Action Program

**Kristine Harris**  
Consumer Representative

**Ann Hearn**  
Linn County Community Services

**Sandra Johnson**  
Iowa Department of Education

**Rhonda Jordal**  
Family Alliance for Veterans of America

**Dennis Lauterbach**  
Lutheran Services in Iowa

**Scott Mather**  
Iowa Workforce Development

**Wes Peterson**  
Iowa Finance Authority

**Donna Phillips**  
Iowa Office of the Attorney General

**Joanie Poore**  
Heartland Family Services

**Ashley Schwalm**  
Family Resources

**Bob Steben**  
Iowa Department of Veteran Affairs

**Deborah Stine**  
Iowa Department of Public Safety

**Anthony Timm**  
Amerihealth Caritas

**Roberta Wahl**  
Des Moines Area Community College

**Tim Wilson (Secretary)**  
Home Forward Iowa

**Mike Wood**  
Mental Health Association of Siouland

**Amber Lewis, Manager**  
Iowa Finance Authority

800.432.7230  
515.725.4900

2015 Grand Avenue  
Des Moines, Iowa 50312



**From:** Lewis, Amber [IFA]  
**To:** [Vic Moss \(erp@midiaowa.net\)](mailto:erp@midiaowa.net)  
**Cc:** [Ford, Karin \[IDPH\]](#); [Tim Wilson \(tslwilson@gmail.com\)](mailto:tslwilson@gmail.com); [Vipond, Carole \[IFA\]](#)  
**Subject:** Notification of New Project Denial: Emergency Residence Project  
**Date:** Tuesday, August 30, 2016 2:15:53 PM  
**Attachments:** [2016 CoC New Project Denial ERP.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.jpg](#)

---

Carrie,

Please find, attached, notification from the Iowa Balance of State CoC regarding the 2016 new housing bonus project application from Emergency Residence Project. This is sent on behalf of the Iowa Council on Homelessness, including the Executive Committee and the Appeals Committee.

Sincerely,



**Amber Lewis**  
HOMELESS PROGRAMS MANAGER  
2015 Grand Avenue | Des Moines, Iowa 50312  
515.238.1930 | 800.432.7230 | fax 515.725.4901  
[IowaFinanceAuthority.gov](http://IowaFinanceAuthority.gov)





August 30, 2016

Carrie Dunnwald  
Executive Director  
Emergency Residence Project

Re: 2016 Continuum of Care New Housing Bonus Application from Emergency Residence Project

Dear Ms. Dunnwald:

Thank you for Emergency Residence Project's recent new project application for the 2016 Iowa Balance of State Continuum of Care competition. The Iowa Council on Homelessness received eight new project applications for the housing bonus. Given very limited funding from HUD for the housing bonus this year, the council voted in advance to select just one highest-scoring project to rank in Tier 1 of HUD's application.

The Iowa Council on Homelessness Continuum of Care Committee met on Tuesday, August 23, 2016, to provide preliminary scoring and ranking of new project applications. Following this meeting, the Iowa Council on Homelessness Appeals Committee met on the morning of Friday, August 26, 2016, to review any appeals submitted for the new project competition. Finally, the Executive Committee met afterwards on August 26, 2016, to review the recommendations of the Continuum of Care Committee and Appeals Committee, and to finalize all project rankings.

The new application from Emergency Residence Project was not selected as the highest-scoring housing bonus project. Scoring information for all applicants has been made available online and distributed by email, which outlines the reasons for all project scores. No subsequent appeal was received regarding the scoring of the project. Therefore the application for a new project from Emergency Residence Project will not move on to the next phase in the competition.

Your active participation in this process has been much appreciated.

Sincerely,

Karin Ford

Vice-Chair, Iowa Council on Homelessness  
Vice-Chair, Executive Committee  
Chair, Appeals Committee

Tim Wilson

Secretary, Iowa Council on Homelessness  
Chair, Continuum of Care Committee

**Theresa Armstrong**  
Iowa Department of Human Services

**Diogenes Ayala**  
Simpson College

**Allan Axeen**  
Coralville, Iowa

**Zebulon Beilke-McCallum**  
Iowa Coalition Against Domestic Violence

**Steven Benne**  
Iowa Economic Development Authority

**Julie Bergeson**  
Iowa Department on Aging

**David Binner**  
Wells Fargo

**Jessica Bleile**  
Opening Doors

**Paige Boyer**  
City of Iowa City

**Bill Brand**  
Iowa Department of Human Rights

**Anne Brown**  
Iowa Department of Corrections

**Ben Brustkern (Chair)**  
Cedar Valley Friends of the Family

**Christina Canganeli**  
Shelter House

**Jamie Cashman**  
Iowa State Association of Counties

**Chris Coleman**  
Iowa League of Cities

**Carrie Dunnwald**  
Emergency Residence Project

**Marileigh Fisher**  
Community Housing Initiatives

**Karin Ford (Vice-Chair)**  
Iowa Department of Public Health

**David Hagen**  
Hawkeye Area Community Action Program

**Kristine Harris**  
Consumer Representative

**Ann Hearn**  
Linn County Community Services

**Sandra Johnson**  
Iowa Department of Education

**Rhonda Jordal**  
Family Alliance for Veterans of America

**Dennis Lauterbach**  
Lutheran Services in Iowa

**Scott Mather**  
Iowa Workforce Development

**Wes Peterson**  
Iowa Finance Authority

**Donna Phillips**  
Iowa Office of the Attorney General

**Joanie Poore**  
Heartland Family Services

**Ashley Schwalm**  
Family Resources

**Bob Steben**  
Iowa Department of Veteran Affairs

**Deborah Stine**  
Iowa Department of Public Safety

**Anthony Timm**  
Amerihealth Caritas

**Roberta Wahl**  
Des Moines Area Community College

**Tim Wilson (Secretary)**  
Home Forward Iowa

**Mike Wood**  
Mental Health Association of Siouland

**Amber Lewis, Manager**  
Iowa Finance Authority

800.432.7230  
515.725.4900

2015 Grand Avenue  
Des Moines, Iowa 50312



**From:** Lewis, Amber [IFA]  
**To:** [cindy.hess@hillcrest-fs.org](mailto:cindy.hess@hillcrest-fs.org); [cathy.ahrens@hillcrest-fs.org](mailto:cathy.ahrens@hillcrest-fs.org)  
**Cc:** [Ford, Karin \[IDPH\]](#); [Tim Wilson \(tslwilson@gmail.com\)](mailto:Tim.Wilson@gmail.com); [Vipond, Carole \[IFA\]](#)  
**Subject:** Notification of New Project Denial: Hillcrest Family Services  
**Date:** Tuesday, August 30, 2016 2:30:32 PM  
**Attachments:** [2016 CoC New Project Denial Hillcrest.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.jpg](#)

---

Dear Cindy and Cathy,

Please find, attached, notification from the Iowa Balance of State CoC regarding the 2016 new housing bonus project application from Hillcrest Family Services. This is sent on behalf of the Iowa Council on Homelessness, including the Executive Committee and the Appeals Committee.

As a reminder, this is separate from the new voluntary reallocation project from Hillcrest that was accepted by the CoC and is continuing in the competition.

Sincerely,



**Amber Lewis**  
HOMELESS PROGRAMS MANAGER  
2015 Grand Avenue | Des Moines, Iowa 50312  
515.238.1930 | 800.432.7230 | fax 515.725.4901  
[IowaFinanceAuthority.gov](http://IowaFinanceAuthority.gov)





August 30, 2016

Cindy Hess  
Hillcrest Family Services

Re: 2016 Continuum of Care New Housing Bonus Application from Hillcrest Family Services

Dear Ms. Hess,

Thank you for Hillcrest Family Services' recent new housing bonus project application for the 2016 Iowa Balance of State Continuum of Care competition. The Iowa Council on Homelessness received eight new project applications for the housing bonus. Given very limited funding from HUD for the housing bonus this year, the council voted in advance to select just one highest-scoring project to rank in Tier 1 of HUD's application.

The Iowa Council on Homelessness Continuum of Care Committee met on Tuesday, August 23, 2016, to provide preliminary scoring and ranking of new project applications. Following this meeting, the Iowa Council on Homelessness Appeals Committee met on the morning of Friday, August 26, 2016, to review any appeals submitted for the new project competition. Finally, the Executive Committee met afterwards on August 26, 2016, to review the recommendations of the Continuum of Care Committee and Appeals Committee, and to finalize all project rankings.

The new application from Hillcrest Family Services was not selected as the highest-scoring housing bonus project. Scoring information for all applicants has been made available online and distributed by email, which outlines the reasons for all project scores. No subsequent appeal was received regarding the scoring of the project. Therefore the application for a new project from Hillcrest Family Services will not move on to the next phase in the competition.

Your interest and participation in this process has been much appreciated.

Sincerely,

Karin Ford

Vice-Chair, Iowa Council on Homelessness  
Vice-Chair, Executive Committee  
Chair, Appeals Committee

Cc: Cathy Ahrens

Tim Wilson

Secretary, Iowa Council on Homelessness  
Chair, Continuum of Care Committee

**Theresa Armstrong**  
Iowa Department of Human Services

**Diogenes Ayala**  
Simpson College

**Allan Axeen**  
Coralville, Iowa

**Zebulon Beilke-McCallum**  
Iowa Coalition Against Domestic Violence

**Steven Benne**  
Iowa Economic Development Authority

**Julie Bergeson**  
Iowa Department on Aging

**David Binner**  
Wells Fargo

**Jessica Bleile**  
Opening Doors

**Paige Boyer**  
City of Iowa City

**Bill Brand**  
Iowa Department of Human Rights

**Anne Brown**  
Iowa Department of Corrections

**Ben Brustkern (Chair)**  
Cedar Valley Friends of the Family

**Christina Canganeli**  
Shelter House

**Jamie Cashman**  
Iowa State Association of Counties

**Chris Coleman**  
Iowa League of Cities

**Carrie Dunnwald**  
Emergency Residence Project

**Marileigh Fisher**  
Community Housing Initiatives

**Karin Ford (Vice-Chair)**  
Iowa Department of Public Health

**David Hagen**  
Hawkeye Area Community Action Program

**Kristine Harris**  
Consumer Representative

**Ann Hearn**  
Linn County Community Services

**Sandra Johnson**  
Iowa Department of Education

**Rhonda Jordal**  
Family Alliance for Veterans of America

**Dennis Lauterbach**  
Lutheran Services in Iowa

**Scott Mather**  
Iowa Workforce Development

**Wes Peterson**  
Iowa Finance Authority

**Donna Phillips**  
Iowa Office of the Attorney General

**Joanie Poore**  
Heartland Family Services

**Ashley Schwalm**  
Family Resources

**Bob Steben**  
Iowa Department of Veteran Affairs

**Deborah Stine**  
Iowa Department of Public Safety

**Anthony Timm**  
Amerihealth Caritas

**Roberta Wahl**  
Des Moines Area Community College

**Tim Wilson (Secretary)**  
Home Forward Iowa

**Mike Wood**  
Mental Health Association of Siouland

**Amber Lewis, Manager**  
Iowa Finance Authority

800.432.7230  
515.725.4900

2015 Grand Avenue  
Des Moines, Iowa 50312



**From:** Lewis, Amber [IFA]  
**To:** [crissy@shelterhouseiowa.org](mailto:crissy@shelterhouseiowa.org)  
**Cc:** [Ford, Karin \[IDPH\]](#); [Tim Wilson \(tslwilson@gmail.com\)](mailto:tslwilson@gmail.com); [Vipond, Carole \[IFA\]](#)  
**Subject:** Notification of New Project Denial: Shelter House FUSE  
**Date:** Tuesday, August 30, 2016 2:14:33 PM  
**Attachments:** [2016 CoC New Project Denial Shelter House.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.jpg](#)

---

Crissy,

Please find, attached, notification from the Iowa Balance of State CoC regarding the 2016 new housing bonus project application from Shelter House. This is sent on behalf of the Iowa Council on Homelessness, including the Executive Committee and the Appeals Committee.

Sincerely,



**Amber Lewis**  
HOMELESS PROGRAMS MANAGER  
2015 Grand Avenue | Des Moines, Iowa 50312  
515.238.1930 | 800.432.7230 | fax 515.725.4901  
[IowaFinanceAuthority.gov](http://IowaFinanceAuthority.gov)





August 30, 2016

Crissy Canganelli  
Executive Director  
Shelter House

Re: 2016 Continuum of Care New Housing Bonus Application from Shelter House

Dear Ms. Canganelli:

Thank you for Shelter House's recent new project application for the 2016 Iowa Balance of State Continuum of Care competition. The Iowa Council on Homelessness received eight new project applications for the housing bonus. Given very limited funding from HUD for the housing bonus this year, the council voted in advance to select just one highest-scoring project to rank in Tier 1 of HUD's application.

The Iowa Council on Homelessness Continuum of Care Committee met on Tuesday, August 23, 2016, to provide preliminary scoring and ranking of new project applications. Following this meeting, the Iowa Council on Homelessness Appeals Committee met on the morning of Friday, August 26, 2016, to review any appeals submitted for the new project competition. Finally, the Executive Committee met afterwards on August 26, 2016, to review the recommendations of the Continuum of Care Committee and Appeals Committee, and to finalize all project rankings.

The new application from Shelter House was not selected as the highest-scoring housing bonus project. Scoring information for all applicants has been made available online and distributed by email, which outlines the reasons for all project scores. No subsequent appeal was received regarding the scoring of the project. Therefore the application for a new project from Shelter House will not move on to the next phase in the competition.

Your active participation in this process has been much appreciated.

Sincerely,

Karin Ford

Vice-Chair, Iowa Council on Homelessness  
Vice-Chair, Executive Committee  
Chair, Appeals Committee

Tim Wilson

Secretary, Iowa Council on Homelessness  
Chair, Continuum of Care Committee

**Theresa Armstrong**  
Iowa Department of Human Services

**Diogenes Ayala**  
Simpson College

**Allan Axeen**  
Coralville, Iowa

**Zebulon Beilke-McCallum**  
Iowa Coalition Against Domestic Violence

**Steven Benne**  
Iowa Economic Development Authority

**Julie Bergeson**  
Iowa Department on Aging

**David Binner**  
Wells Fargo

**Jessica Bleile**  
Opening Doors

**Paige Boyer**  
City of Iowa City

**Bill Brand**  
Iowa Department of Human Rights

**Anne Brown**  
Iowa Department of Corrections

**Ben Brustkern (Chair)**  
Cedar Valley Friends of the Family

**Christina Canganelli**  
Shelter House

**Jamie Cashman**  
Iowa State Association of Counties

**Chris Coleman**  
Iowa League of Cities

**Carrie Dunnwald**  
Emergency Residence Project

**Marileigh Fisher**  
Community Housing Initiatives

**Karin Ford (Vice-Chair)**  
Iowa Department of Public Health

**David Hagen**  
Hawkeye Area Community Action Program

**Kristine Harris**  
Consumer Representative

**Ann Hearn**  
Linn County Community Services

**Sandra Johnson**  
Iowa Department of Education

**Rhonda Jordal**  
Family Alliance for Veterans of America

**Dennis Lauterbach**  
Lutheran Services in Iowa

**Scott Mather**  
Iowa Workforce Development

**Wes Peterson**  
Iowa Finance Authority

**Donna Phillips**  
Iowa Office of the Attorney General

**Joanie Poore**  
Heartland Family Services

**Ashley Schwalm**  
Family Resources

**Bob Steben**  
Iowa Department of Veteran Affairs

**Deborah Stine**  
Iowa Department of Public Safety

**Anthony Timm**  
Amerihealth Caritas

**Roberta Wahl**  
Des Moines Area Community College

**Tim Wilson (Secretary)**  
Home Forward Iowa

**Mike Wood**  
Mental Health Association of Siouxland

**Amber Lewis, Manager**  
Iowa Finance Authority

800.432.7230  
515.725.4900

2015 Grand Avenue  
Des Moines, Iowa 50312



**From:** Lewis, Amber [IFA]  
**To:** "Ashley S"  
**Cc:** [Tim Wilson \(tslwilson@gmail.com\)](mailto:tslwilson@gmail.com); [Ford, Karin \[IDPH\]](#); [Vipond, Carole \[IFA\]](#)  
**Subject:** Notification of Renewal Project Denial: Family Resources  
**Date:** Tuesday, August 30, 2016 2:01:45 PM  
**Attachments:** [2016 CoC Renewal Project Denial Family Resources.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.jpg](#)

---

Ashley,

One more message here today: Please find, attached, notification from the Iowa Balance of State CoC regarding the 2016 renewal project application from Family Resources. This is sent on behalf of the Iowa Council on Homelessness, including the Executive Committee and the Appeals Committee.

Sincerely,



**Amber Lewis**  
HOMELESS PROGRAMS MANAGER  
2015 Grand Avenue | Des Moines, Iowa 50312  
515.238.1930 | 800.432.7230 | fax 515.725.4901  
[IowaFinanceAuthority.gov](http://IowaFinanceAuthority.gov)





August 30, 2016

Mary Macumber-Schmidt, MCI  
President  
Family Resources

Re: 2016 Continuum of Care Renewal Project Application from Family Resources

Dear Ms. Macumber-Schmidt:

Thank you for Family Resources' recent renewal project application for the 2016 Iowa Balance of State Continuum of Care (CoC) competition. The Iowa Council on Homelessness received 25 renewal project applications. HUD's structure requires CoCs to rank all projects based on several criteria, such as past performance, a housing-first/low-barrier approach, project type, needs of the population served, and more. HUD also encourages CoCs to reallocate lower-scoring projects.

The Continuum of Care Committee met on July 12, 2016 to provide preliminary scoring and ranking of renewal projects. Following this meeting, the Iowa Council on Homelessness approved renewal project rankings on July 15, 2016. Family Resources' renewal project application scored 77.5 out of 100 points, which is not high enough to be included in the final Tier 1 or Tier 2 rankings of the 2016 application to HUD. The project will therefore not progress to the next phase in the competition.

We do, however, recognize that the project has value in your community and in that spirit, we would be happy to try to arrange a meeting to discuss possible next steps if you would find that helpful. Such a meeting would take place later this year. Discussion would presumably focus on ways to make the project better fit HUD's evolving priorities and/or alternative funding sources. This could still be an on-site meeting or a combination of on-site and conference call, depending on who needs to participate. Please contact Tim Wilson if this is something you'd like to pursue and we can schedule a time to talk via telephone about what kind of conversation might be most helpful and who should be included.

Your active participation in this process has been much appreciated.

Sincerely,

Karin Ford

Vice-Chair, Iowa Council on Homelessness  
Vice-Chair, Executive Committee  
Chair, Appeals Committee

Cc: Ashley Schwalm

Tim Wilson

Secretary, Iowa Council on Homelessness  
Chair, Continuum of Care Committee

**Theresa Armstrong**  
Iowa Department of Human Services

**Diogenes Ayala**  
Simpson College

**Allan Axeen**  
Coralville, Iowa

**Zebulon Beilke-McCallum**  
Iowa Coalition Against Domestic Violence

**Steven Benne**  
Iowa Economic Development Authority

**Julie Bergeson**  
Iowa Department on Aging

**David Binner**  
Wells Fargo

**Jessica Bleile**  
Opening Doors

**Paige Boyer**  
City of Iowa City

**Bill Brand**  
Iowa Department of Human Rights

**Anne Brown**  
Iowa Department of Corrections

**Ben Brustkern (Chair)**  
Cedar Valley Friends of the Family

**Christina Canganelli**  
Shelter House

**Jamie Cashman**  
Iowa State Association of Counties

**Chris Coleman**  
Iowa League of Cities

**Carrie Dunnwald**  
Emergency Residence Project

**Marileigh Fisher**  
Community Housing Initiatives

**Karin Ford (Vice-Chair)**  
Iowa Department of Public Health

**David Hagen**  
Hawkeye Area Community Action Program

**Kristine Harris**  
Consumer Representative

**Ann Hearn**  
Linn County Community Services

**Sandra Johnson**  
Iowa Department of Education

**Rhonda Jordal**  
Family Alliance for Veterans of America

**Dennis Lauterbach**  
Lutheran Services in Iowa

**Scott Mather**  
Iowa Workforce Development

**Wes Peterson**  
Iowa Finance Authority

**Donna Phillips**  
Iowa Office of the Attorney General

**Joanie Poore**  
Heartland Family Services

**Ashley Schwalm**  
Family Resources

**Bob Steben**  
Iowa Department of Veteran Affairs

**Deborah Stine**  
Iowa Department of Public Safety

**Anthony Timm**  
Amerihealth Caritas

**Roberta Wahl**  
Des Moines Area Community College

**Tim Wilson (Secretary)**  
Home Forward Iowa

**Mike Wood**  
Mental Health Association of Siouland

**Amber Lewis, Manager**  
Iowa Finance Authority



**From:** Lewis, Amber [IFA]  
**To:** [Kathy Meier \(kmeier@humilityofmaryhousing.com\)](mailto:kmeier@humilityofmaryhousing.com)  
**Cc:** [Tim Wilson \(tslwilson@gmail.com\)](mailto:tslwilson@gmail.com); [Ford, Karin \[IDPH\]](#); [Vipond, Carole \[IFA\]](#)  
**Subject:** Notification of Renewal Project Denial: Humility of Mary SSO  
**Date:** Tuesday, August 30, 2016 2:04:31 PM  
**Attachments:** [2016 CoC Renewal Project Denial\\_Hum of Mary SSO.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.jpg](#)

---

Kathy,

Please find, attached, notification from the Iowa Balance of State CoC regarding the 2016 SSO renewal project application from Humility of Mary Shelter. This is sent on behalf of the Iowa Council on Homelessness, including the Executive Committee and the Appeals Committee.

Sincerely,



**Amber Lewis**  
HOMELESS PROGRAMS MANAGER  
2015 Grand Avenue | Des Moines, Iowa 50312  
515.238.1930 | 800.432.7230 | fax 515.725.4901  
[IowaFinanceAuthority.gov](http://IowaFinanceAuthority.gov)





August 30, 2016

Kathy Meier  
Humility of Mary Shelter

Re: 2016 Continuum of Care SSO Renewal Project Application from Humility of Mary Shelter

Dear Ms. Meier:

Thank you for Humility of Mary's recent renewal project application for the 2016 Iowa Balance of State Continuum of Care (CoC) competition. The Iowa Council on Homelessness received 25 renewal project applications. HUD's structure requires CoCs to rank all projects based on several criteria, such as past performance, a housing-first/low-barrier approach, project type, needs of the population served, and more. HUD also encourages CoCs to reallocate lower-scoring projects.

The Continuum of Care Committee met on July 12, 2016 to provide preliminary scoring and ranking of renewal projects. Following this meeting, the Iowa Council on Homelessness approved renewal project rankings on July 15, 2016. Humility of Mary Shelter's SSO renewal project application scored 81.75 out of 100 points, which is not high enough to be included in the final Tier 1 or Tier 2 rankings of the 2016 application to HUD. The project will therefore not progress to the next phase in the competition.

We do, however, recognize that the project has value in your community and in that spirit, we would be happy to try to arrange a meeting to discuss possible next steps if you would find that helpful. Such a meeting would take place later this year. Discussion would presumably focus on ways to make the project better fit HUD's evolving priorities and/or alternative funding sources. This could still be an on-site meeting or a combination of on-site and conference call, depending on who needs to participate. Please contact Tim Wilson if this is something you'd like to pursue and we can schedule a time to discuss what kind of conversation might be most helpful and who should be included.

We also offer congratulations to Humility of Mary Shelter for the successful new Rapid Rehousing project application this year for the housing bonus, as well as for the other successful renewal project applications this year from Humility of Mary Shelter.

Your active participation in this process has been much appreciated.

Sincerely,

Karin Ford

Vice-Chair, Iowa Council on Homelessness  
Vice-Chair, Executive Committee  
Chair, Appeals Committee

Tim Wilson

Secretary, Iowa Council on Homelessness  
Chair, Continuum of Care Committee

Cc: Emily Harvey



*Committed to ensuring all Iowans have access to safe, decent and affordable housing, health care and education.*

**Theresa Armstrong**  
Iowa Department of Human Services

**Diogenes Ayala**  
Simpson College

**Allan Axeen**  
Coralville, Iowa

**Zebulon Beilke-McCallum**  
Iowa Coalition Against Domestic Violence

**Steven Benne**  
Iowa Economic Development Authority

**Julie Bergeson**  
Iowa Department on Aging

**David Binner**  
Wells Fargo

**Jessica Bleile**  
Opening Doors

**Paige Boyer**  
City of Iowa City

**Bill Brand**  
Iowa Department of Human Rights

**Anne Brown**  
Iowa Department of Corrections

**Ben Brustkern (Chair)**  
Cedar Valley Friends of the Family

**Christina Canganelli**  
Shelter House

**Jamie Cashman**  
Iowa State Association of Counties

**Chris Coleman**  
Iowa League of Cities

**Carrie Dunnwald**  
Emergency Residence Project

**Marileigh Fisher**  
Community Housing Initiatives

**Karin Ford (Vice-Chair)**  
Iowa Department of Public Health

**David Hagen**  
Hawkeye Area Community Action Program

**Kristine Harris**  
Consumer Representative

**Ann Hearn**  
Linn County Community Services

**Sandra Johnson**  
Iowa Department of Education

**Rhonda Jordal**  
Family Alliance for Veterans of America

**Dennis Lauterbach**  
Lutheran Services in Iowa

**Scott Mather**  
Iowa Workforce Development

**Wes Peterson**  
Iowa Finance Authority

**Donna Phillips**  
Iowa Office of the Attorney General

**Joanie Poore**  
Heartland Family Services

**Ashley Schwalm**  
Family Resources

**Bob Steben**  
Iowa Department of Veteran Affairs

**Deborah Stine**  
Iowa Department of Public Safety

**Anthony Timm**  
Amerihealth Caritas

**Roberta Wahl**  
Des Moines Area Community College

**Tim Wilson (Secretary)**  
Home Forward Iowa

**Mike Wood**  
Mental Health Association of Siouland

**Amber Lewis, Manager**  
Iowa Finance Authority

**800.432.7230**  
**515.725.4900**

**2015 Grand Avenue**  
**Des Moines, Iowa 50312**

Agencies Online Services

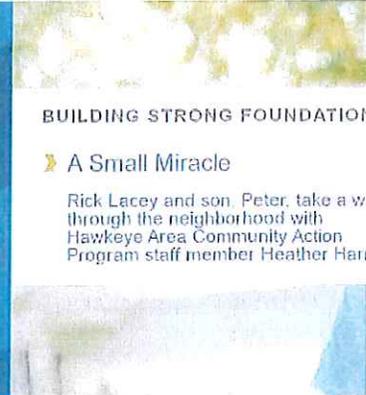
Search All of Iowa.gov...



IOWA FINANCE AUTHORITY

HOME INFORMATION FOR PROGRAMS TOPICS ABOUT US CONTACT

SEARCH IOWAFINANCEAUTHORITY.GOV GO



Iowa Balance of State Continuum of Care (CoC)

- Information
- 2016 New Project Applications
- New Project Applications - LOI
- Renewal Project Applications
- 2016 CoC Competition
- 2015 CoC Competition

2016 CoC Project Priority Listing

Postings at left here for Priority Listing and Consolidated Application. Originally posted on 9/6/2016; the date below shows the date it was printed from the web page, on 9/9/2016.

2016 CoC Consolidated Application Draft

2016 CoC New App Scoring Worksheet--FINAL FROM COC CMTE

Preliminary 2016 CoC New Bonus Scores Set 1 of 2

Preliminary 2016 CoC New Bonus Scores Set 2 of 2

Preliminary 2016 CoC New VR and CE Scores

REVISED Iowa CoC 2016 Ranking Reallocation Plan

2016 Coordinated Entry Application Instructions

Reviewer Scoring Form for New Projects

July 2016 Final Draft CoC New Housing Project App. Instructions

2016 CoC App Timeline DRAFT 7.14.2016

2016 Final Approved CoC Renewal Application Plan

Iowa CoC Appeals Policy Approved 5-20-16

Balance of State 2016 Housing Inventory Chart

2016 CoC Renewal App Ranking Worksheet w Amounts--FOR ICH REVIEW

2016 CoC Review Score Forms-Proj's 5-11

2016 CoC Review Score Forms-Proj's 12-18

2016 CoC Review Score Forms-Proj's 19-25

Reviewer Scoring Form-New Coordinated Entry Applications

**From:** Lewis, Amber [IFA]  
**To:** [Lewis, Amber \[IFA\]](#)  
**Cc:** [Vipond, Carole \[IFA\]](#); [Hartman, Judy \[IFA\]](#); [Tim Wilson \(tslwilson@gmail.com\)](mailto:tslwilson@gmail.com); [Zebulon Beilke-McCallum](#); [Julie Eberbach \(julie.eberbach@icalliances.org\)](mailto:julie.eberbach@icalliances.org); [rclark@operationnewview.org](mailto:rclark@operationnewview.org); [CarrieDunnwald@outlook.com](mailto:CarrieDunnwald@outlook.com); [dhagen@HACAP.ORG](mailto:dhagen@HACAP.ORG); [crissy@shelterhouseiowa.org](mailto:crissy@shelterhouseiowa.org)  
**Bcc:** ["aaxeen@mchsi.com"](mailto:aaxeen@mchsi.com); ["ann.hearn@linncounty.org"](mailto:ann.hearn@linncounty.org); [Brown, Anne \[DOC\]](#); ["aschwalm@famres.org"](mailto:aschwalm@famres.org); ["atimm@amerihealthcaritasia.com"](mailto:atimm@amerihealthcaritasia.com); ["ben@cvfriendsofthefamily.org"](mailto:ben@cvfriendsofthefamily.org); ["Bob.Steben@iowa.gov"](mailto:Brand, Bill [DHR]</a>; <a href=); ["CarrieDunnwald@outlook.com"](mailto:Jensen, Carolann [IFA]</a>; <a href=); ["cathy.ahrens@hillcrest-fs.org"](mailto:cathy.ahrens@hillcrest-fs.org); ["cburtness@masoncity.net"](mailto:cburtness@masoncity.net); ["ccoleman@dmgov.org"](mailto:ccoleman@dmgov.org); ["cindy.hess@hillcrest-fs.org"](mailto:cindy.hess@hillcrest-fs.org); ["connotpe@iastate.edu"](mailto:connotpe@iastate.edu); ["crissy@shelterhouseiowa.org"](mailto:crissy@shelterhouseiowa.org); ["David.A.Binner@wellsfargo.com"](mailto:David.A.Binner@wellsfargo.com); ["david@iowainstitute.net"](mailto:david@iowainstitute.net); ["david\\_mollenhoff@usc.salvationarmy.org"](mailto:david_mollenhoff@usc.salvationarmy.org); ["dennisrl@hotmail.com"](mailto:dennisrl@hotmail.com); ["dhagen@HACAP.ORG"](mailto:dhagen@HACAP.ORG); ["diogenes.avala@simpson.edu"](mailto:diogenes.avala@simpson.edu); ["diogenes.avala@verizonwireless.com"](mailto:diogenes.avala@verizonwireless.com); [Phillips, Donna \[AG\]](#); [Stine, Deborah \[DPS\]](#); ["eharvey@humilityofmaryhousing.com"](mailto:eharvey@humilityofmaryhousing.com); ["ehaugen@cityofdubuque.org"](mailto:ehaugen@cityofdubuque.org); ["execdirector@project-concern.org"](mailto:execdirector@project-concern.org); ["financialdev@vwcaclinton.org"](mailto:financialdev@vwcaclinton.org); ["georginad.cis@gmail.com"](mailto:georginad.cis@gmail.com); ["gqluba@asac.us"](mailto:gqluba@asac.us); ["grace\\_kole@usc.salvationarmy.org"](mailto:grace_kole@usc.salvationarmy.org); ["hharney@hacap.org"](mailto:Pieper, Greg [DHR]</a>; <a href=); ["homelessco@project-concern.org"](mailto:homelessco@project-concern.org); ["j.rockwell@humilityofmaryshelter.com"](mailto:j.rockwell@humilityofmaryshelter.com); ["Jawalker@cityofdubuque.org"](mailto:Jawalker@cityofdubuque.org); ["jbleile@openingdoorsdbq.org"](mailto:jbleile@openingdoorsdbq.org); ["jcashman@iowacounties.org"](mailto:jcashman@iowacounties.org); ["jdrapaux@hacap.org"](mailto:jdrapaux@hacap.org); ["jenr@stopdvsa.org"](mailto:jenr@stopdvsa.org); ["jerilyn@ciac91.org"](mailto:jerilyn@ciac91.org); ["jgarringer@asac.us"](mailto:Bartruff, Jerry [DOC]</a>; <a href=); ["johna@ciac91.org"](mailto:johna@ciac91.org); ["jordal@wctatel.net"](mailto:jordal@wctatel.net); ["jpoore@heartlandfamilyservice.org"](mailto:jpoore@heartlandfamilyservice.org); ["judy\\_gilstrap@usc.salvationarmy.org"](mailto:judy_gilstrap@usc.salvationarmy.org); [Bergeson, Julie \[IDA\]](#); ["julie.eberbach@icalliances.org"](mailto:julie.eberbach@icalliances.org); ["jwalker.icoh@gmail.com"](mailto:jwalker.icoh@gmail.com); [Ford, Karin \[IDPH\]](#); [Hyatt, Karen \[DHS\]](#); ["kiserwilleys@verafrenchmhc.org"](mailto:kiserwilleys@verafrenchmhc.org); ["kmeier@humilityofmaryhousing.com"](mailto:kmeier@humilityofmaryhousing.com); ["kristi.harris1257@gmail.com"](mailto:kristi.harris1257@gmail.com); ["laura.lindsay@westcare.com"](mailto:laura.lindsay@westcare.com); [Nelson-Brown, Luana \[AG\]](#); ["marilieghf@chihousing.com"](mailto:marilieghf@chihousing.com); ["mbrown@openingdoorsdbq.org"](mailto:mbrown@openingdoorsdbq.org); ["mfinn@hacap.org"](mailto:mfinn@hacap.org); ["MHASIOUJLAND@AOL.COM"](mailto:MHASIOUJLAND@AOL.COM); ["nancyr@stopdvsa.org"](mailto:nancyr@stopdvsa.org); ["nichole.warren@iowa.gov"](mailto:nichole.warren@iowa.gov); ["paige-boyer@uiowa.edu"](mailto:paige-boyer@uiowa.edu); ["phoenixhousing@project-concern.org"](mailto:phoenixhousing@project-concern.org); ["pwilling@hotmial.com"](mailto:pwilling@hotmial.com); ["rmillinsky@yss.org"](mailto:rmillinsky@yss.org); ["rschloemer@housingcluster.org"](mailto:rschloemer@housingcluster.org); [Johnson, Sandra \[IDOE\]](#); [Mather, Scott \[IWD\]](#); ["shelterpluscare@project-concern.org"](mailto:shelterpluscare@project-concern.org); [Benne, Steven \[IEDA\]](#); [Armstrong, Theresa \[DHS\] \(TArmstr1@dhs.state.ia.us\)](#); ["tavila@famres.org"](mailto:tavila@famres.org); ["therese.maiers@hillcrest-fs.org"](mailto:therese.maiers@hillcrest-fs.org); ["thochwender@councilbluffs-ia.gov"](mailto:thochwender@councilbluffs-ia.gov); ["tommy.lange@hillcrest-fs.org"](mailto:Fitzpatrick, Tim [DHR]</a>; <a href=); ["tslwilson@gmail.com"](mailto:tslwilson@gmail.com); ["wahlr777@peacocks.uiu.edu"](mailto:wahlr777@peacocks.uiu.edu); [Peterson, Wes \[IFA\]](#); ["zebb@icadv.org"](mailto:zebb@icadv.org)  
**Subject:** 2016 CoC Consolidated Application: Final Review Tuesday, 9/6, 1:00 p.m.  
**Date:** Friday, September 2, 2016 12:39:52 PM  
**Attachments:** [2016 CoC Consolidated App DRAFT 9-2-2016.pdf](#)  
[2016 IA-501 Ranking.xlsx](#)  
[2016 Planning Project App.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
**Importance:** High

---

Good Afternoon,

This message is for Iowa Balance of State Continuum of Care (CoC) grantees and members of the Iowa Council on Homelessness (the decision-making body for the CoC).

We are nearing completion of this year's 2016 CoC Consolidated Application to HUD. This is the overall application that contains all 28 individual projects this year from various service agencies, in addition to system performance data and narrative information about planning and policies throughout our Iowa CoC. An in-progress draft of the 2016 CoC Consolidated Application is attached. The final 2016 Iowa Balance of State CoC Project Ranking is also attached. Finally, the 2016 CoC Planning Project application is attached.

We have a small group that has been involved in drafting and submitting information to complete the overall Consolidated Application. This group is meeting on **Tuesday, September 6<sup>th</sup>, at 1:00 p.m. at the Iowa Finance Authority**, for a final and thorough review of all components of the Consolidated Application. Scheduling conflicts have resulting in meeting changes, and not everyone from the original group can make it on Tuesday. Therefore, we are **expanding the invitation to anyone who is available and interested in joining this Tuesday**. In addition, we will open a conference phone line at (866) 685-1580; code 515-725-4942.

You do not have to have specialized knowledge of the CoC application in order to contribute. We welcome input of any kind. If you cannot make this meeting on Tuesday but have comments or input regarding the application, please email [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov), no later than 12:00 noon next Friday, 9/9/2016.

Please rsvp to [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov) if you plan to attend on Tuesday!

Thank you,



Amber Lewis  
HOMELESS PROGRAMS MANAGER  
2015 Grand Avenue | Des Moines, Iowa 50312  
515.238.1930 | 800.432.7230 | fax 515.725.4901  
[iowaFinanceAuthority.gov](http://iowaFinanceAuthority.gov)



**40** in a state of  
years **HAPPINESS!**

**From:** Lewis, Amber [IFA]  
**To:** [Lewis, Amber \[IFA\]](#)  
**Cc:** [Vipond, Carole \[IFA\]](#); [Hartman, Judy \[IFA\]](#); [Tim Wilson \(tslwilson@gmail.com\)](#)  
**Bcc:** ["ann.hearn@linncounty.org"](#); ["aschwalm@famres.org"](#); ["ben@cvfriendsofthefamily.org"](#); ["CarrieDunnwald@outlook.com"](#); ["cathy.ahrens@hillcrest-fs.org"](#); ["cburtness@masoncity.net"](#); ["cindy.hess@hillcrest-fs.org"](#); ["connotpe@iastate.edu"](#); ["crissy@shelterhouseiowa.org"](#); ["david\\_mollenhoff@usc.salvationarmy.org"](#); ["dennisrl@hotmail.com"](#); ["dhagen@HACAP.ORG"](#); ["eharvey@humilityofmaryhousing.com"](#); ["ehaugen@cityofdubuque.org"](#); ["execdirector@project-concern.org"](#); ["financialdev@ywcacalinton.org"](#); ["georginad.cis@gmail.com"](#); ["ggluba@asac.us"](#); ["grace\\_kole@usc.salvationarmy.org"](#); ["hharney@hacap.org"](#); ["homelessco@project-concern.org"](#); ["j.rockwell@humilityofmaryshelter.com"](#); ["Jawalker@cityofdubuque.org"](#); ["jbleile@openingdoorsdbq.org"](#); ["jdrapeaux@hacap.org"](#); ["jenr@stopdvsa.org"](#); ["jerilyn@ciac91.org"](#); ["jgarringer@asac.us"](#); ["johna@ciac91.org"](#); ["jordal@wctatel.net"](#); ["judy\\_gilstrap@usc.salvationarmy.org"](#); ["julie.eberbach@icalliances.org"](#); ["jwalker.icoh@gmail.com"](#); ["kiserwilleys@verafrenchmhc.org"](#); ["kmeier@humilityofmaryhousing.com"](#); ["laura.lindsay@westcare.com"](#); ["marillegfh@chihousing.com"](#); ["mbrown@openingdoorsdbq.org"](#); ["mfinn@hacap.org"](#); ["nancyr@stopdvsa.org"](#); ["phoenixhousing@project-concern.org"](#); ["pvwillqing@hotmail.com"](#); ["rmilinsky@yss.org"](#); ["rschloemer@housingcluster.org"](#); ["shelterpluscare@project-concern.org"](#); ["tavila@famres.org"](#); ["therese.maiers@hillcrest-fs.org"](#); ["tommy.lange@hillcrest-fs.org"](#); ["tslwilson@gmail.com"](#); ["CarrieDunnwald@outlook.com"](#); ["rclark@operationnewview.org"](#)  
**Subject:** FW: 2016 CoC Consolidated Application: Final Review Tuesday, 9/6, 1:00 p.m.  
**Date:** Friday, September 2, 2016 3:24:57 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[2016 CoC Project Priority Listing 9-2-16.pdf](#)  
**Importance:** High

---

Good afternoon, again,

For CoC grantees and stakeholders—one more item for review, attached, related to the final documents for the 2016 Iowa Balance of State CoC Consolidated Application to HUD. Because this is a joint application we submit to HUD on behalf of 28 separate projects within our CoC, this final review step is very important. Please let us know if we've missed anything.

To recap, then, here is what we will submit to HUD, likely on Monday, September 12<sup>th</sup>:

- 1) [The 2016 CoC Consolidated Application](#) (sent in the email earlier today, and referred to in the email chain below): This is a big document (168 pages so far, with attachments) that pulls together system-wide data and planning related to homelessness throughout the 96 counties of the Iowa Balance of State. This draft is still rough in areas, and still waiting on just a few final pieces.
- 2) [The 2016 CoC Project Priority Listing](#) (attached here): This document lists all the new and renewal projects, along with their rankings, and all reallocations. It doesn't include the actual individual project applications; these are separate and have already undergone extensive review.

And again, for anyone interesting in helping with the final review, or just simply learning more, you are welcome to join a meeting/conference call on **Tuesday, September 6<sup>th</sup>, at 1:00 p.m., at the Iowa Finance Authority or at (866) 685-1580; code 515-725-4942.**

Sincerely,



Amber Lewis  
HOMELESS PROGRAMS MANAGER  
2015 Grand Avenue | Des Moines, Iowa 50312  
515.725.2209 | 800.432.7230 | fax 515.725.4901  
Amber.lewis@iowa.gov  
[IowaFinanceAuthority.gov](http://IowaFinanceAuthority.gov)



---

**From:** Lewis, Amber [IFA]  
**Sent:** Friday, September 2, 2016 12:40 PM  
**To:** Lewis, Amber [IFA]  
**Cc:** Vipond, Carole [IFA]; Hartman, Judy [IFA]; Tim Wilson (tslwilson@gmail.com); Zebulon Beilke-McCallum; Julie Eberbach (julie.eberbach@icalliances.org); rclark@operationnewview.org; CarrieDunnwald@outlook.com; 'dhagen@HACAP.ORG'; crissy@shelterhouseiowa.org  
**Subject:** 2016 CoC Consolidated Application: Final Review Tuesday, 9/6, 1:00 p.m.  
**Importance:** High

Good Afternoon,

This message is for Iowa Balance of State Continuum of Care (CoC) grantees and members of the Iowa Council on Homelessness (the decision-making body for the CoC).

We are nearing completion of this year's 2016 CoC Consolidated Application to HUD. This is the overall application that contains all 28 individual projects this year from various service agencies, in addition to system performance data and narrative information about planning and policies throughout our Iowa CoC. An in-progress draft of the 2016 CoC Consolidated Application is attached. The final 2016 Iowa Balance of State CoC Project Ranking is also attached. Finally, the 2016 CoC Planning Project application is attached.

We have a small group that has been involved in drafting and submitting information to complete the overall Consolidated Application. This group is meeting on **Tuesday, September 6<sup>th</sup>, at 1:00 p.m. at the Iowa Finance Authority**, for a final and thorough review of all components of the Consolidated Application. Scheduling conflicts have resulting in meeting changes, and not everyone from the original group can make it on Tuesday. Therefore, we are **expanding the invitation to anyone who is available and interested in joining this Tuesday**. In addition, we will open a conference phone line at (866) 685-1580; code 515-725-4942.

You do not have to have specialized knowledge of the CoC application in order to contribute. We welcome input of any kind. If you cannot make this meeting on Tuesday but have comments or input regarding the application, please email [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov), no later than 12:00 noon next Friday, 9/9/2016.

Please rsvp to [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov) if you plan to attend on Tuesday!

Thank you,

Reviewer scoring form for renewal projects, detailing the criteria that would be used to score and rank all projects. This was made available publicly online before applications were due.

Iowa Balance of State Continuum of Care  
2016 CoC Renewal Project Narrative

REVIEWER SCORING FORM/SCORING GUIDE FOR RENEWAL PROJECTS--PSH, TH, SSO

Agency name: \_\_\_\_\_

Reviewer name: \_\_\_\_\_

Project name: \_\_\_\_\_

(as it appears on Housing Inventory Chart)

Question/Item	Scoring Guidance	Points Possible	Comments	Points Awarded
	<b>Instructions.</b> Instructions are followed. Application is complete and all application requirements met.	3		
	<b>AGENCY &amp; PROJECT SUMMARY (3 TOTAL POINTS)</b>			
1	<b>Agency summary.</b> Applicant provides a brief description of agency relevant to project.	1		
2	<b>Project summary.</b> Applicant provides a description addressing entire scope proposed project	2		
	<b>CONTINUUM OF CARE PARTICIPATION (10)</b>			
3	<b>Annual Performance Report (APR) Submission.</b> 2 points if within acceptable timeframe; 0 if not.	2		
4	<b>Local Collaboration.</b> Applicant is to describe levels of planning/ coordination, organization and agency participation.	3		
5	<b>Iowa Council on Homelessness (ICH) Council meeting participation.</b> Applicant should briefly describe participation in bi-monthly ICH meetings.	3		
6	<b>ICH Committee Participation.</b> Applicant should briefly describe participation in ICH committee planning and activities.	2		
	<b>BUDGET AND CAPACITY (14)</b>			
7	<b>HUD Grant Monitoring.</b> 0, 1 or 2 pts; see application.	2	Scored item here is an objective measure relating to past grant monitoring history.	
8	<b>Administrative Cost Rate.</b> Administrative Costs submitted in E-SNAPS should be 7% or less.	1		
9	<b>Quarterly draws.</b> Applicant's current grant should be drawing down funds at least quarterly.	1		
10	<b>Spending History.</b> All funds from most recently completed should be spent. 1 point is to be deducted from maximum 10 points for each 1% not expended.	10		
	<b>PRIORITIZATION (34)</b>			
11	<b>Project Type.</b> Applicant is to indicate project type. Point options are 0, 4 and 9.	9		

12	<b>HIC Bed Count.</b> Applicant is to transfer information from Housing Inventory Chart; weblink is provided.		2		
13	<b>Beds dedicated to PSH.</b> Applicants are to answer a OR b to indicate how well project matches with HUD priority for permanent supportive housing.		3		
14	<b>Prioritization of need.</b> Applicants are to indicate how persons unsheltered or accessing shelter are prioritized after chronically homeless. Applicants are to be awarded 1 point each for answering a) and b) and between 0 and 8 points for c). See application for specific criteria.	a) 1 b) 2 c) 8	10		
15	<b>Removal of barriers to accessing housing and services.</b> Applicants are to indicate that identified barriers do not exist in accessing and maintaining housing and services. Up to 4 points are awarded for a), up to 5 points for b) and 1 point for c), which is yes/no.	a) 4 b) 5 c) 1	10		Scored item here relates to low-barrier and housing-first approach (severity of needs and vulnerabilities of program participants).
<b>PERFORMANCE (36)</b>					
16	<b>Project Activities.</b> Applicants are to indicate whether or not five specific activities are included in the project. Up to 2 points can be awarded for each.		10		Scored items in this section relate to objective criteria for measuring project performance.
17	<b>Supportive Services.</b> Clients are to indicate from a list those services which are provided as part of the project, who is providing them and how often. 16 services are listed. If 10 services are provided with appropriate frequency, all 10 points are to be awarded. Fewer points should be awarded if less than 10 services are listed and/or if services seem inappropriately limited in availability.		10		
18	<b>Outcomes and Costs per Successful Outcome.</b> Applicants are to complete a table with descriptions and numbers defining their projects and information on clients who exit successfully. Four tables are included; applicants are to complete only the table that matches their project type. 1 or 2 points are to be awarded for each box that is filled in; 2 points for all client numbers and costs as long as they match same categories included in narrative and/or budget.		16		
21	<b>(HMIS PROJECTS ONLY) See alternate scoring sheet.</b>		N/A		N/A
<b>Total</b>			100		<b>0</b>



**Iowa Balance of State Continuum of Care  
2016 CoC Renewal Project Narrative  
REVIEWER SCORING FORM/SCORING GUIDE  
HMIS RENEWAL ONLY**

Agency name: \_\_\_\_\_

Reviewer name: \_\_\_\_\_

Project name: \_\_\_\_\_

Question / Item	Scoring Guidance	Points Possible	Comments	Points Awarded
	<b>Instructions.</b> Responses are concise). Application is complete and all application requirements met.	3		
1	<b>Agency summary</b>	1		
2	<b>Project summary</b>	1		
13	<b>(CONTINUUM OF CARE PARTICIPATION) APR submission.</b> APRs should have been submitted on time.	2		
14	<b>(CONTINUUM OF CARE PARTICIPATION) Iowa Council on Homelessness participation.</b> For full points, applicants will show a history of participation in council meetings (this does not need to include official voting membership).	5		
15	<b>(CONTINUUM OF CARE PARTICIPATION) Iowa Council on Homelessness committees/workgroup participation.</b> For full points, applicants will show a history of participation in committees/workgroups of the council.	5		
16	<b>(BUDGET AND CAPACITY) HUD grant monitoring.</b> For full points, applicants will describe a history of few monitoring issues, or at least a history of quickly resolving any monitoring issues.	2		
17	<b>(BUDGET AND CAPACITY) Admin costs.</b> Applicants should verify admin costs will not exceed the limit (either 7% or the amount listed on the Grant Inventory Worksheet for their project).	1		
18	<b>(BUDGET AND CAPACITY) CoC fund drawdowns.</b> Applicant should describe at least the minimum quarterly drawdowns.	1		
19	<b>(BUDGET AND CAPACITY) Project leverage.</b> Higher leverage is desirable. For full points, applicants should describe significant leverage contributions, including the sources and amounts.	3		
20	<b>(BUDGET AND CAPACITY) Spending history.</b> For full points, applicants will describe a history of spending down the full amount of funds that they request each year, or at least a compelling reason for any difference.	10		

21a	<b>(HMIS) Governance charter.</b> HMIS items should be up to date.	1		
21b	<b>(HMIS) Privacy, security, data quality plans.</b> These should all be in place. 1 point for each.	3		
21c	<b>(HMIS) Review of plans.</b> Should discuss plan for regularly review by CoC and HMIS lead.	3		
21d	<b>(HMIS) Non-HUD funding sources.</b> Higher non-HUD funding sources are valued.	3		
21e	<b>(HMIS) Point-In-Time (PIT) null or missing values.</b> Lower null or missing values are better. Should describe support for CoC.	3		
21f	<b>(HMIS) Policies/procedures to ensure valid entry/exit dates.</b> Policies/procedures should be reasonable and adequate.	3		
21g	<b>(HMIS) PIT results reported on time.</b>	3		
21h	<b>(HMIS) Support for CoC for collecting data for sheltered homeless during PIT.</b> Should describe adequate support.	3		
21i	<b>(HMIS) Support for methods to reduce double-counting of unsheltered during PIT.</b> Should describe adequate support.	3		
21j	<b>(HMIS) Overall bed coverage rate, and support for CoC to increase bed coverage.</b> Higher bed coverage rates show higher participation by service agencies in the data system. Rates of at least 60% are sought. Response should show efforts to support CoC in increasing rate.	5		
21k	<b>(HMIS) Response to identified HMIS-related CoC project needs.</b> Response should include specific and compelling examples.	10		
21l	<b>(HMIS) Response to identified HMIS-related CoC system needs.</b> Response should include specific and compelling examples.	10		
21m	<b>(HMIS) Support for move to measuring CoC system performance.</b> Response should include specific and compelling examples.	10		
21n	<b>(HMIS) Support for non-HMIS agencies' data collection and reporting needs.</b> Response should describe adequate support.	6		
<b>Total</b>		<b>100</b>		<b>0</b>

Instructions for new project applicants, detailing points available for each item and how each item would be scored.

**[Exhibit A]**  
**2016 Iowa Balance of State Continuum of Care (CoC)**  
**Letter of Intent Form**  
**For New Projects and Voluntary Reallocation New Projects**

<b>All New Projects</b>	
a. Name and Location of Agency	
b. Name and Location of New Project	
c. Type of Project	<input type="checkbox"/> New Project <input type="checkbox"/> Voluntary Reallocation New Project
d. Project Component	<input type="checkbox"/> Permanent Supportive Housing for chronically homeless individuals and families <input type="checkbox"/> Rapid Rehousing for individuals, including HUD-prioritized populations <input type="checkbox"/> Supportive Services for centralized/coordinated assessment
e. Amount Requested	\$ _____
f. Primary Agency Contact Person	Name: Email: Phone:
g. Alternate Agency Contact Person	Name: Email: Phone:
h. Federal identification/ registration	DUNS #: _____ Date of IRS 501(c)(3) status determination letter: _____ SAM Registration Current? <input type="checkbox"/> yes <input type="checkbox"/> no
i. Two-three sentence description of project	
<b>Additional Items for Voluntary Reallocation Projects</b>	
j. Name of renewal project being reallocated	
k. Eligible current renewal amount	\$ _____
l. Retained by renewal project: \$ _____	Reallocated for new project: \$ _____  Additional requested for new project: \$ _____

**[Exhibit B]**



- a. **Barracks:** Individuals and/or families sleep in a large room with multiple beds. Also includes large shelters which are traditionally used in the Emergency Solutions Grants Program.
- b. **Dormitory, shared or private rooms:** Individuals and/or families share sleeping rooms or have private rooms; persons share a common kitchen, common bathrooms, or both.
- c. **Shared housing:** Shared housing is defined as an arrangement in which two or more unrelated people share a house or an apartment. Each unit must contain private space for each assisted household, plus common space for shared use by the residents of the unit. Common space must be appropriate for shared use by the residents and private space must contain at least one bedroom for each two persons in the family. A zero or one bedroom unit may not be used for shared housing.
- d. **Clustered apartments:** Each individual or family has a self-contained housing unit located within a building or complex that houses both (1) persons with special needs—e.g., homeless or formerly homeless persons, persons with substance abuse problems persons with mental illness, or persons with AIDS/HIV—and (2) persons without any special needs.
- e. **Scattered-site apartments (including efficiencies):** Each individual or family has a self-contained apartment. Apartments are scattered throughout the community.
- f. **Single family homes/townhouses/duplexes:** Each individual or family has a self-contained, single family home/townhouse/duplex that is dispersed throughout the community.

**AGENCY EXPERIENCE (20 points)**

- 5) **Describe the experience of the agency in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.** *Describe why the applicant, subrecipients, and partner organizations (e.g., developers, key contractors, subcontractors, service providers) are the appropriate entities to receive funding. (For housing projects) Provide concrete examples that illustrate their experience and expertise in the following: 1) working with and addressing the target population’s identified housing and supportive service needs; 2) developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation; 3) identifying and securing matching funds from a variety of sources; and 4) managing basic organization operations including financial accounting systems. (10 points)*
- 6) **Describe the experience of the agency in leveraging other federal, state, local, and private sector funds.** *Include experience with leveraging all Federal, State, local and private sector funds. (5 points)*
- 7) **Describe the basic organization and management structure of the agency. Include evidence of internal and external coordination and an adequate financial accounting system.** *Include the organization and management structure of the applicant and all subrecipients; be sure to include a description of internal and external coordination and the financial accounting system that will be used to administer the grant. (5 points)*

## PROJECT DETAIL (26 points)

- 8) **Describe the scope of the project. (10 Points)**
- Describe the target population(s) to be served (*Be specific*) (2 Points)
  - Describe the project community/service area including a clear and concise description existing housing needs including a list of other currently funded ESG/COE projects in the project's service area (2 Points)
  - Describe how the project will work in coordination with other funding sources and other mainstream and homelessness provider's partners (2 Points)
  - Please provide the project plan for addressing the identified housing and supportive service needs, (2 Points)
  - Please describe how these projected project outcome(s) will enhance the COC system wide performance outcomes (These performance measures track the average length of homeless episodes, rates of return) (2 Points)
- 9) **Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.** *Demonstrate how full capacity will be achieved over the term requested in this application. Keep in mind, in order to expend funds within statutorily required deadlines, NOTE: all RRH project must begin rental assistance within the first 10 months of award for full points (5 points)*
- 10) **Housing First.** *The Housing First model is an approach to: 1) quickly and successfully connect individuals and families experiencing homelessness to permanent supportive housing 2) without barriers to entry, such as sobriety, treatment or service participation requirements or 3) related preconditions that might lead to the program participant's termination from the program. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry. Review Sections II.A.6. and VII.A.1.h. of the FY 2015 CoC Program Competition NOFA and the Housing First in PSH brief at [www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/](http://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/) for more information. (11 points)*
- (a) Has the project removed the following barriers to accessing housing and services? Check the box next to each item to confirm that the project has removed (or never had) barriers to program access related to each of the following (select all that apply):
- Having too little or no income (all projects should check this; the Iowa Council on Homelessness voted in 2015 to prohibit CoC-funded projects from screening applicants out due to too little or no income); (1 point)
  - Active or history of substance abuse; (1 point)
  - Having a criminal record with exceptions for state-mandated restrictions; (1 point)

- Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). (1 point)

(b) Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply. Please also attach a copy of the project's termination/appeals policy; no points may be awarded in this section if the policy is not included, or if the policy includes contradictory information.

- Failure to participate in supportive services; (1 point)
- Failure to make progress on a service plan; (1 point)
- Loss of income or failure to improve income; (1 point)
- Being a victim of domestic violence; (1 point) or
- Any other activity not covered in a lease agreement typically found in the project's geographic area. (1 point)

(c) Verify that the project's termination policy clearly matches with the responses above. (1 point for Yes; no point for No) Yes/No

(d) Verify that the project's admissions and terminations don't discriminate on the basis of residency requirements Yes/No (1 point)

**SUPPORTIVE SERVICES FOR PARTICIPANTS (20 points)**

11) For all supportive services available to participants, indicate who will provide them, how they will be accessed, and how often they will be provided: **(10 points)**

Assessment of Service Needs	-- select --	-- select --
Assistance with Moving Costs	-- select --	-- select --
Case Management	-- select --	-- select --
Child Care	-- select --	-- select --
Education Services	-- select --	-- select --
Employment Assistance and Job Training	-- select --	-- select --
Food	-- select --	-- select --
Housing Search and Counseling Services	-- select --	-- select --
Legal Services	-- select --	-- select --
Life Skills Training	-- select --	-- select --
Mental Health Services	-- select --	-- select --
Outpatient Health Services	-- select --	-- select --
Outreach Services	-- select --	-- select --
Substance Abuse Treatment Services	-- select --	-- select --
Transportation	-- select --	-- select --

-- select --    -- select --

**12) Describe how participants will be assisted to obtain and remain in permanent housing:**

*Describe plans to move program participants from the streets, other places not meant for human habitation, emergency shelters, and safe havens into PH, as well as plans to ensure that program participants stabilize in PH. A good response will acknowledge the needs of the target population and include plans to address those needs through current and proposed case management activities and the availability and accessibility of supportive services through primary health services, mental health services, educational services, employment services, life skills, and/or child care services. Good strategies should be highly population specific and will look markedly different for youth, older adults, and families. For example, youth may require a more time intensive service array including specifically tailored life skills, housing, and education programming with more points of contact with a case manager meeting them at their apartment or in youth relevant locations. Similarly, a young parents program might include parenting classes and other child care services. If program participants will be housed in units not owned by the project applicant, the narrative must also indicate how appropriate units will be identified and how the project applicant or subrecipient will ensure that rents are reasonable. Established arrangements and coordination with landlords and other homeless services providers should be detailed in the narrative. (5 points)*

**13) Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently:**

*Address the needs of the target population, the required supportive services, the availability and accessibility of those supportive services, and any coordination with other homeless services providers and mainstream systems. Describe how service delivery directly leads to program participant employment; how service delivery leads directly to program participants accessing SSI, SSDI, or other mainstream services; and how the requested funds contribute to program participants becoming more independent. **Note:** Education plays an important role in the personal development of program participants, **especially youth participants**, and should be considered a strategy to maximize their ability to live independently. Youth are also unlikely to have job experience or familiarity with the workforce and government-provided supplementary income sources and so may require unique programming to meet their needs. (5 points)*

**OUTREACH FOR PARTICIPANTS (4 points)**

**14) Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations:** Indicate the percentage of homeless persons who are (or have been) admitted from each of the listed locations. **(2 points)**

- a. Directly from the street or other locations not meant for human habitation.      \_\_\_ %
- b. Directly from emergency shelters.      \_\_\_ %
- c. Directly from safe havens.      \_\_\_ %
- d. Persons fleeing domestic violence (or attempting to flee).      \_\_\_ %
- e. **Total of above percentages (must be 95% for full points):**      \_\_\_ %

- 15) **Outreach** *Explain how program participants will be identified and connected with the offered housing and services below. (2 points)*
- a. *Is there a current coordinated entry system in all or part of the project service area yes/no*
  - b. *Does the project participate in Coordinated Entry? yes/no or a Domestic Violence Organization*

**CONTINUUM OF CARE PARTICIPATION (10 points)**

- 16) Local Collaboration: Does the agency participate in any local regional planning group? If so, what is it called and how does the agency participate? **(3 points)**
- 17) Has any representative of the program been an active participant in 2016 meetings of the Iowa Council on Homelessness? *(Note that anyone can participate in council meetings even if not a voting member.)* Briefly describe. **(2 points)**
- 18) Has any representative of the program been an active participant in Iowa Council on Homelessness committees and working groups? Briefly explain. **(5 points)**

**BUDGET AND CAPACITY (15 points)**

- 19) **Budget request:** Provide a summary budget for the proposed project. Include the amounts that will be requested in each relevant category, according to HUD's rules for the particular proposed project. Include the total budget request. Also include the amount that will be requested for Administration. **(10 points)**
- 20) **Match** Provide a summary of how the proposed project will meet the HUD matching requirement (25% for all categories except leasing) **(5 Points)**

**BONUS:**

21. Does the proposed project service area (Answer 8b.) include no other ESG/COC currently funded projects or proposes a service area in which all existing ESG/COC projects have been defunded yes/no? **(5 Points for new service area projects)**

**Iowa Balance of State Continuum of Care (CoC)**  
**2016 CoC Renewal Project Application Plan**

**Final Version Approved by the Iowa Council on Homelessness**  
**on May 20, 2016**

**Process of Drafting and Approval**

On behalf of the Iowa Council on Homelessness, the Iowa Finance Authority invited comments on the initial DRAFT 2016 CoC Renewal Project Application Plan. Comments were submitted by Friday, May 6, 2016. A final proposed version was updated per the comments received and the ensuring further consideration of the Continuum of Care Committee of the Iowa Council on Homelessness. This document was approved by the Iowa Council on Homelessness on May 20, 2016, with minor updates from the version submitted for review.

**Part 1: 2016 Renewal Project Narrative and Most Recent APR are due by Friday, June 24, 2016.**

**Introduction**

**The Iowa Balance of State Continuum of Care (CoC) is requesting 2016 Project Applications for Renewal Projects.**

*The Continuum of Care (CoC) Program:* This is a competitive program of the U.S. Department of Housing and Urban Development (HUD). CoC Program information from HUD can be found at this link: <https://www.onecpd.info/coc/>.

*The 2016 CoC Competition:* HUD structures the CoC competition so that communities (called Continuums of Care or CoCs) typically apply for the program through one large annual Consolidated Application, made up of many components. Within this larger Consolidated Application, all individual CoC projects also submit Renewal or New Project Applications.

*The Iowa Balance of State CoC:* In Iowa, the Balance of State CoC includes most of the state, with the exception of Polk, Woodbury, and Pottawattamie Counties. The decision-making body for the Iowa Balance of State CoC is the Iowa Council on Homelessness; the Continuum of Care Committee of the council leads the application process. Any CoC project applicant within the Balance of State must submit their application for review by the Continuum of Care Committee and the council; the council then votes on the entire CoC Project Rankings and any related materials to submit to HUD. During this process, the Iowa Finance Authority provides administrative support, including submitting the final approved application materials and project rankings to HUD.

*Resources:* Application resources and materials will be posted to this page, as they are available: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>.

*Contact Information for Iowa Balance of State CoC Competition:*

Amber Lewis Iowa Finance Authority <a href="mailto:Amber.lewis@iowa.gov">Amber.lewis@iowa.gov</a> (515) 725-2209	Judy Hartman Iowa Finance Authority <a href="mailto:Judy.Hartman@iowa.gov">Judy.Hartman@iowa.gov</a> (515) 725-4960
Tim Wilson Chair, CoC Committee <a href="mailto:tslwilson@gmail.com">tslwilson@gmail.com</a>	Donna Phillips Chair, Iowa Council on Homelessness Chair, Executive Committee <a href="mailto:donna.phillips@iowa.gov">donna.phillips@iowa.gov</a> (515) 281-7215

## **2016 Renewal Application Process**

*Application Requirements:* Renewal Project Applicants must complete and submit the following:

- **Part 1: 2016 Project Narrative and Most Recent APR**
  - Submit by email to [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov).
  - **Deadline: Friday, June 24<sup>th</sup>, 2016**
- **Part 2: 2016 Project Application in HUD's online E-snaps system:**
  - <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources>
  - **Deadline: TBD, based on when HUD opens the competition.**
- **Part 3: Other Attachments**
  - HUD Form 2991: Certificates of Consistency with the Consolidated Plan
  - Leveraging Letters
  - Other
  - **Deadline: TBD, depending on final details when HUD opens the competition.**

*Application Reviews:* Project Applications will be reviewed first by the Continuum of Care Committee at a meeting tentatively scheduled for Tuesday, July 12, 2016, at 9:00 a.m. at the Iowa Finance Authority, 2015 Grand Avenue, Des Moines, 50312. Recommendations for Project Application scoring and ranking will be made at a meeting of this committee; resources for this meeting will be available in advance on this page online:

<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/95>). The Iowa Council on Homelessness will vote on these recommendations at their regularly-scheduled meeting on Friday, July 15, 2016. This meeting is an open, public meeting, and anyone can join in one of three ways: in person at the Iowa Finance Authority, 2015 Grand Avenue, Des Moines, Iowa, 50312; by conference call at (866) 685-1580, code 515-725-4942; or at one of several ICN

locations around the state, with locations published online in advance of the meeting on this page: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/165>.

*Voluntary Reallocations:* HUD encourages communities to analyze their portfolio of grants to determine if there is the right mix of housing and services and whether funding for some projects, in whole or in part, should be reallocated to make resources available for new efforts. More information is available from HUD's 2014 "Letter from Ann Oliva to Grant Recipients, CoC Leaders, and Stakeholders:" <https://www.hudexchange.info/resources/documents/letter-from-ann-oliva-to-grant-recipients-coc-leaders-and-stakeholders-fy-2014.pdf>.

We assume HUD will follow a similar process for reallocation in 2016, encouraging voluntary reallocations. This means that instead of submitting a renewal application to continue with a current project, an applicant could choose to submit a new project instead, with the same amount of funds that would have been otherwise available for their renewal project. In some cases, it could even be for a higher amount of funds. There are likely to be two new project types that HUD would allow in this situation: Permanent Supportive Housing for the Chronically Homeless; or Rapid Rehousing.

Renewal project applicants may submit an initial application for scoring. Based on the score and ranking approved by the Iowa Council on Homelessness, renewal applicants may choose to resubmit their application as a voluntary reallocation to a new type of project, according to HUD's final rules published with the NOFA. Any new projects submitted in this way will be re-scored, which may result in a change of rankings for all projects.

*Appeals Process:* The CoC's Appeals Process was updated in 2016 by the CoC Committee; the full council is scheduled to vote on the updated process at the council's meeting on May 20, 2016. The Appeals Process will be posted to this page: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>.

*Notice of Public Posting:* Project Narratives will be posted online for review. Project Applicants should ensure that no confidential information is submitted which cannot be posted publicly.

## **2016 Renewal Project Application Timeline**

**Wednesday, April 20, 2016:** DRAFT 2016 CoC Renewal Project Competition Plan released for stakeholder comment.

**Friday, May 6<sup>th</sup>, 2016:** Comments due.

**Tuesday, May 10<sup>th</sup>, 2016:** CoC Committee meets at 10:30 a.m. at the Iowa Finance Authority to review comments and recommend updates for a final 2016 CoC Renewal Project Competition Plan.

**Friday, May 20<sup>th</sup>, 2016:** Iowa Council on Homelessness meeting; council votes on 2016 CoC Renewal Project Competition Plan; the competition opens this day if approved.

**Friday, June 24<sup>th</sup>, 2016:** CoC Renewal Project Applications due. Applicants' most recent APRs must also be submitted to the Iowa Finance Authority by this date, if not done already.

**Tuesday, July 12<sup>th</sup>, 2016:** CoC Committee members have scored applications independently; committee meets at 9:00 a.m. at the Iowa Finance Authority to discuss scoring and recommend rankings.

**Friday, July 15<sup>th</sup>, 2016:** Iowa Council on Homelessness meeting: Council reviews and votes on renewal project scoring and rankings.

**Appeals Policy followed as applicable, dates of meetings TBD.**

**Voluntary Reallocation/New Project Applications, date TBD, based on HUD NOFA:** Voluntary reallocation applications due from any renewal applicants that wish to submit as new projects for re-scoring.

**Additional dates TBD:** Additional items will be added to the timeline as they are available, mostly based on HUD's NOFA.

## **2016 Project Scoring, Ranking, and Funding**

The process for project funding based on ranking consists of the following:

- Renewal projects will be scored and ranked according to the information in this application.
- Other aspects of funding will be decided after HUD provides details on the funding available for this competition, with consideration for comments submitted by stakeholders.
- New reallocated projects awarded during the federal FY 2015 funding cycle will be exempt from submitting the Project Narrative contained in the document. They will instead be automatically ranked at the top of Tier 1, in the order they were initially ranked in the Priority Rankings submitted to HUD in 2015, as follows:
  - Shelter House Rapid Rehousing Services
  - Humility of Mary Shelter PSH for Chronically Homeless
  - Hawkeye Area Community Action Program Housing First
  - Cedar Valley Friends of the Family Rapid Rehousing Initiative of North Iowa
- Additional points to project applicants for leverage may be added in later on, after the Notice of Funding Availability (NOFA) has been released. This could change the final ranking.

## **2016 Renewal Project Narrative**

### **INSTRUCTIONS (3 points for following application instructions)**

*Answer the questions below. Submit the 2016 Renewal Project Narrative by email to [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov) by Friday, June 24<sup>th</sup>, 2016. Please only include this project narrative, not the introductory plan items on pages 1-4 of this document. Please be concise in your responses. Using 12-point font, one-inch margins, and single-spacing, most responses should be no more than 1/2-page.*

*HMIS Project Applicants, answer Questions 1 and 2, then skip to Question 13 and continue through Question 21. All other Renewal Project Applicants, answer Questions 1 – 20.*

*Points possible: 100*

### **APPLICANT NAME AND LOCATION**

Organization Name:

Project Name:

Project Name as it is listed on the Housing Inventory Chart (HIC):

Type of Project (PSH, RRH, TH, SSO, HMIS):

Federal DUNS Number:

Address:

Contact Person:

E-mail & Phone:

Secondary Contact Person:

Email & phone:

Is your organization registered in the federal System for Award Management (SAM)?

### **AGENCY AND PROJECT SUMMARY (3 points)**

- 1) Provide a brief introduction to your agency. **(1 point)**
- 2) Provide a description that addresses the entire scope of the proposed project. **(2 points)**

### **CONTINUUM OF CARE PARTICIPATION (10 points)**

- 3) Annual Performance Report (APR) Submission:
  - a. What is your project's operating year end date? \_\_\_\_\_
  - b. APRs are due to HUD 90 days after the end of a project's operating year. On what date did you submit your most recently completed APR to HUD? \_\_\_\_\_

- c. On what date did you forward a copy of your APR to the Iowa Finance Authority? \_\_\_\_\_
  - d. Did your project meet the 90 day requirement? \_\_\_\_\_ If an extension was granted or if HUD's E-snaps system was unavailable to complete your APR, describe this. For either an extension or E-snaps being unavailable, submit documentation to verify this. **(2 points if within 90 days or an acceptable extension granted or E-snaps unavailable; no points if not)**
- 4) Local Collaboration: How does your local region plan and collaborate together regarding homelessness? If your local region has an organized planning group, what is it called? How does your agency participate? **(3 points)**
- 5) Has any representative of your program been an active participant in the Iowa Council on Homelessness? *(Note that anyone can participate in council meetings even if not a voting member.)* Briefly describe. **(3 points)**
- 6) Has any representative of your program been an active participant in Iowa Council on Homelessness committees and working groups? Briefly explain. **(2 points)**

#### **BUDGET AND CAPACITY (14 points)**

- 7) HUD Grant Monitoring: Check the box to describe any HUD CoC Project monitoring results during the current program year and the previous two program years (select only ONE option): **(2 points)**
- No monitoring visits from HUD **(2 points);**
  - Monitoring visit(s) from HUD with no findings or concerns **(2 points);**
  - Monitoring visit(s) from HUD with fewer than three findings or concerns, all of which have been resolved in the time requested by HUD **(1 point);**
  - Monitoring visit(s) from HUD with more than three findings or concerns, and/or findings or concerns that were not resolved in the time requested by HUD **(no points).**
- 8) Will the amount requested for Administration Costs in the E-snaps Project Application be less than or equal to 7% (or the amount listed on the GIW)? Yes/No (circle) **(1 point for "yes"; no point for "no")**
- 9) Is your agency drawing down CoC funds from HUD at least quarterly? Yes/No (circle) **(1 point for "yes"; no point for "no")**
- 10) Spending history: Provide your project's spending history as follows. All information should reflect the most recently-completed operating year for which an APR has been submitted: **(10 points)**
- a. Project operating year end date: \_\_\_\_\_
  - b. Amount of grant: \_\_\_\_\_

- c. Total funds expended: \_\_\_\_\_
- d. Funds remaining (unexpended funds): \_\_\_\_\_
- e. Unexpended funds percentage (d) / (b): \_\_\_\_\_ **(10 points if funds were fully expended (0% unexpended); 9 points if up to 1% of funds are unexpended; 8 points if up to 2% of funds are unexpended; 7 points if up to 3% of funds are unexpended, and so forth down to zero points if 10% or more of funds are unexpended)**

**PRIORITIZATION: PROJECT TYPE, CHRONICALLY HOMELESS, LITERALLY HOMELESS, & HOUSING FIRST (34 points)**

11) Indicate the project type. Select only **ONE** (this should match your earlier project type indicated). **(9 points)**

- Permanent Supportive Housing **(9 points)**
- Rapid Rehousing **(9 points)**
- Transitional Housing exclusively for DV, youth, or substance abuse **(4 points)**
- Transitional Housing for the general homeless population **(no points)**
- Supportive Services Only **(no points)**

*The Iowa Balance of State CoC has adopted HUD CPD 14-012, Notice on Prioritizing Persons Experiencing Chronic Homelessness in PSH:*  
<https://www.hudexchange.info/resource/3897/notice-cpd-14-012-prioritizing-persons-experiencing-chronic-homelessness-in-psh-and-recordkeeping-requirements/>. For PSH projects, also note that the Iowa Council on Homelessness voted in 2015 to require all PSH projects to prioritize all beds available through turnover to the chronically homeless.

12) Open the 2016 Housing Inventory Chart (HIC) for the Iowa Balance of State; this will be available online here when the competition has opened: **(2 points)**

<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>, in the section for the 2016 Competition. (If your project is not listed in the HIC, explain why not.)

- a. Which row on the HIC lists your project? \_\_\_\_\_
- b. How many total beds are listed for your project (Column U)? \_\_\_\_
- c. How many total beds are for chronically homeless (dedicated or prioritized) (Column L) \_\_\_\_\_
- d. What is HIC utilization rate (Column V) \_\_\_\_\_

13) Answer the following as applicable (answer only (a) OR (b)): **(3 points)**

- a. PSH projects:
  - i. Given the answers to the above question, what is your project's percentage of beds committed to the chronically homeless? **(1 point)**
  - ii. How many beds does your project anticipate being made available through turnover in the upcoming grant year? **(1 point)**

- iii. How many beds made available through turnover is your project committing to chronically homeless in the upcoming grant year (should be 100%)? **(1 point)**
- b. For non-PSH projects:
  - i. What specific steps is your agency taking to increase the number of PSH beds for the chronically homeless in your community? **(3 points)**

*As a second priority population for CoC programs, HUD encourages communities to serve adults, youth, and families who are unsheltered and those accessing emergency shelter, before serving persons experiencing other forms of homelessness.*

- 14) Prioritizing those who are unsheltered or accessing emergency shelter: **(10 points)**
- a. Based on your most recently submitted program year APR, what is the total number of participants that entered your program? \_\_\_\_\_ **(1 point)**
  - b. Based on your most recently submitted program year APR, how many participants entered the program as unsheltered or from an emergency shelter? \_\_\_\_\_ **(1 point)**
  - c. Based on your responses above, what is the percentage of participants that entered your program unsheltered or from emergency shelter (b/a)? \_\_\_\_\_ **(8 points for 100%; 7 points for higher than 95%; 6 points for higher than 90%; 5 points for higher than 85%; 4 points for higher than 80%; no points for lower than 80%)**

*HUD encourages programs to follow Housing First practices. The U.S. Interagency Council on Homelessness and HUD offer several resources regarding Housing First:*

- *Housing First/Rapid Rehousing Webinar:*  
[http://usich.gov/media\\_center/videos\\_and\\_webinars/hud-and-usich-core-principles-of-housing-first-and-rapid-re-housing-webinar](http://usich.gov/media_center/videos_and_webinars/hud-and-usich-core-principles-of-housing-first-and-rapid-re-housing-webinar).
- *Housing First Checklist:*  
[http://usich.gov/usich\\_resources/fact\\_sheets/the\\_housing\\_first\\_checklist\\_a\\_practical\\_tool\\_for\\_assessing\\_housing\\_first\\_in](http://usich.gov/usich_resources/fact_sheets/the_housing_first_checklist_a_practical_tool_for_assessing_housing_first_in).
- *HUD's SNAPS In Focus, "Why Housing First:"*  
<https://www.hudexchange.info/news/snaps-in-focus-why-housing-first/>.

- 15) (a) Has the project removed the following barriers to accessing housing and services? Check the box next to each item to confirm that your project has removed (or never had) barriers to program access related to each of the following (select all that apply): **(10 points total)**

- Having too little or no income (all projects should check this; the Iowa Council on Homelessness voted in 2015 to prohibit CoC-funded projects from screening applicants out due to too little or no income); **(1 point)**
- Active or history of substance abuse; **(1 point)**
- Having a criminal record with exceptions for state-mandated restrictions; **(1 point)**

- Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). **(1 point)**
- None of the above (click this if all of these barriers still exist). **(no points)**

(b) Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply. **Please also attach a copy of the project's termination/appeals policy; no points may be awarded in this section if the policy is not included, or if the policy includes contradictory information.**

- Failure to participate in supportive services; **(1 point)**
- Failure to make progress on a service plan; **(1 point)**
- Loss of income or failure to improve income; **(1 point)**
- Being a victim of domestic violence; **(1 point)** or
- Any other activity not covered in a lease agreement typically found in the project's geographic area. **(1 point)**

(c) Verify that the project's termination policy clearly matches with the responses above. **(1 point for Yes; no point for No)** Yes/No

## **PERFORMANCE (36 points)**

*In July 2014, HUD released "Systems Performance Measures: An introductory guide to understanding system-level performance measurement." The guide can be found at this link: <https://www.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf>.*

*Two measures determined by HUD to be key in permanently exiting homelessness are:*

- *The percentage of adults who obtain or increase employment or non-employment cash income over time.*
- *The percentage of participants who obtain or increase non-cash mainstream benefits.*

16) Identify whether the project includes the following activities: **(10 points)**

- Transportation assistance is provided to clients to attend mainstream benefit appointments, employment training, or jobs? **(2 points)**
- Use of a single application form for four or more mainstream programs? **(2 points; all programs should mark yes as Iowa has this available to all)**
- At least annual follow-ups with participants to ensure mainstream benefits are received and renewed? **(2 points)**
- Project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency? **(2 points)**
- The staff person providing the technical assistance completed SOAR training in the past 24 months? **(2 points)**

17) For all supportive services available to participants, indicate who will provide them, how they will be accessed, and how often they will be provided: **(10 points)**

Assessment of Service Needs	-- select --	-- select --
Assistance with Moving Costs	-- select --	-- select --
Case Management	-- select --	-- select --
Child Care	-- select --	-- select --
Education Services	-- select --	-- select --
Employment Assistance and Job Training	-- select --	-- select --
Food	-- select --	-- select --
Housing Search and Counseling Services	-- select --	-- select --
Legal Services	-- select --	-- select --
Life Skills Training	-- select --	-- select --
Mental Health Services	-- select --	-- select --
Outpatient Health Services	-- select --	-- select --
Outreach Services	-- select --	-- select --
Substance Abuse Treatment Services	-- select --	-- select --
Transportation	-- select --	-- select --
Utility Deposits	-- select --	-- select --

18) Outcomes and costs per outcome. Complete **ONE** of the following charts as applicable. (16 points; 2 points for each response)

**For Permanent Supportive Housing projects:**

Services provided by the project, including any unique characteristics of population served.	Total annual cost of providing these services (total project budget).	Amount of annual CoC funds requested for these services.	Describe/define a unit of service. Include whether a unit is an individual or household and indicate a measurable outcome (i.e., one person assessed and provided a supportive housing unit with services).	Number of individuals/ households who exit to or maintain permanent housing through the project (total funding).	Number of individuals/ households who exit to or maintain permanent housing with the CoC funds.	Method used to determine costs described. Include any indirect costs and how those were calculated.	Method used to determine exits to permanent housing.

**For Rapid Rehousing projects:**

Services provided by the project, including any unique characteristics of population served.	Total annual cost of providing these services (total project budget).	Amount of annual CoC funds requested for these services.	Describe/define a unit of service. Include a measurable outcome (i.e., one episode of one month's rent provided)	Number of individuals/ families served using all funds who maintain housing for at least three months after exit.	Number of individuals/ families served using CoC funds who maintain housing for at least three months after exit.	Method used to determine costs described. Include any indirect costs and how those were calculated.	Method used to verify housing status three months after exit.

**For Transitional Housing projects:**

Services provided by the project, including any unique characteristics of population served.	Total annual cost of providing these services (total project budget).	Amount of annual CoC funds requested for these services.	Describe/define a unit of service. Include whether a unit is an individual or household and indicate a measurable outcome (i.e., one person assessed and provided a supportive housing unit with services).	Number of individuals/ households who exit to or maintain permanent housing through the project (total funding).	Number of individuals/ households who exit to or maintain permanent housing with the CoC funds.	Method used to determine costs described. Include any indirect costs and how those were calculated.	Method used to determine exits to permanent housing.

**For Supportive Services Only projects:**

Services provided by the project, including any unique characteristics of population served.	Total annual cost of providing these services (total project budget).	Amount of annual CoC funds requested for these services.	Describe/define a unit of service. Include whether a unit is an individual or household and indicate a measurable outcome (i.e., one person assessed and provided a supportive housing unit with services).	Number of individuals/ households who exit to or maintain permanent housing through the project (total funding).	Number of individuals/ households who exit to or maintain permanent housing with the CoC funds.	Method used to determine costs described. Include any indirect costs and how those were calculated.	Method used to determine exits to permanent housing.

**HMIS PROJECTS ONLY (70 points; in lieu of Questions 11 – 18 above)**

1) HMIS-only questions:

- a. Is the HMIS section of the Governance Charter up-to-date and accurate? **(1 point)**
- b. Are the following plans in place:
  - i. Privacy Plan? **(1 point)**
  - ii. Security Plan? **(1 point)**
  - iii. Data Quality Plan? **(1 point)**
- c. How are these plans reviewed by the CoC and HMIS Lead regularly? **(3 points)**
- d. How much of the total HMIS budget (not including required match) is supported through non-CoC Program cash or in-kind sources? If less than 25%, describe efforts to increase funding from non-HUD sources. **(3 points)**
- e. What was the percentage of null or missing values for the Universal Data Elements for the 2016 Point-in-Time count? If greater than 10%, describe steps to support the CoC in reducing null or missing values. **(3 points)**
- f. Do the existing HMIS Policies and Procedures include adequate procedures to ensure valid program entry and exit dates are recorded in HMIS? **(3 points)**
- g. Were PIT results reported to HUD in HDX by the 2016 deadline? **(3 points)**
- h. Does the HMIS Lead support the CoC in collecting and reporting accurate and quality subpopulation data for the sheltered homeless during the PIT? **(3 points)**
- i. Does the HMIS Lead support methods to reduce double-counting of the unsheltered homeless during the PIT count? **(3 points)**
- j. What is the current overall bed coverage rate for the CoC? Briefly describe steps to support the CoC in increasing the rate. **(5 points)**
- k. How does the HMIS Lead respond to identified HMIS-related CoC project needs? (provide specific examples including how HMIS user satisfaction is evaluated) **(10 points)**
- l. How does the HMIS Lead respond to identified HMIS-related CoC system needs (specific examples)? **(10 points)**
- m. How is the HMIS Lead supporting the move toward measuring CoC system performance (specific examples)? **(10 points)**
- n. How is the HMIS Lead supporting non-HMIS agencies in the CoC with data collection and reporting needs? **(10 points)**

Agencies Online Services

Search All of Iowa.gov...



SEARCH IOWAFINANCEAUTHORITY.GOV GO

HOME INFORMATION FOR PROGRAMS TOPICS ABOUT US CONTACT



Iowa Balance of State Continuum of Care (CoC)

Information  
 Public Posting of Review, Score, and Ranking Procedures; includes:

- All project applications (renewal + new)
- All application instructions
- All reviewer scoring sheets
- All appeals received

(Meeting agendas and minutes are in a different section - see following page.)

2016 New Project Applications

- [CHI 2016 CoC New Project Appeal](#)
- [Family Resources 2016 CoC New Project Appeal](#)
- [2016 Catherine McAuley Center-CoC New Housing Project App](#)
- [2016 CHI-HOPES Project-CoC New Housing Project App](#)
- [2016 City of Muscatine-CoC Application \(RRH\)](#)
- [2016 Emergency Res. Project-CoC New Housing Project App \(PSH project\)](#)
- [2016 Family Resources-CoC New Project App](#)
- [2016 HACAP Eastern Iowa RR I-CoC Voluntary Reallocation](#)
- [2016 HACAP Eastern Iowa RR II-CoC Voluntary Reallocation](#)
- [2016 HACAP-CoC Coordinated Entry Application](#)
- [2016 Hillcrest \(HOPES\)-CoC New Housing Project App](#)
- [2016 Hillcrest \(New Pathways\) PSH-CoC New Housing Project App](#)
- [2016 Humility of Mary Shelter Inc-CoC New Housing Project App \(PSH Bonus-RRH\)](#)
- [2016 Shelter House-CoC New Housing Project App \(with Atch's\)](#)

New Project Applications - LOI

- [LOI Catherine McCauley PSH Bonus](#)
- [LOI CHI RRH Bonus](#)
- [LOI Emerg Residence Project PSH Bonus](#)
- [LOI Family Resources PSH Bonus](#)
- [LOI Hum of Mary RRH Bonus](#)
- [LOI Shelter House PSH Bonus](#)
- [LOI HACAP Coordinated Entry](#)

Renewal Project Applications

- [HMIS- Institute for Community Alliances](#)
- [PH - Dubuque, City of \(Phoenix Hsg\)](#)
- [PH - Cedar Valley Friends of the Family \(NEIPHP\)](#)
- [PH - Cedar Valley Friends of the Family \(Turning Point\)](#)
- [PH - Community Housing Initiative \(CHI\)](#)
- [PH - Family Alliance for Veterans \(FAVA\)](#)
- [PH - Humility of Mary Shelter \(Collaboration for Permanent Hsg\)](#)

[LOI HACAP HUD II Partial Reallocation](#)[LOI HACAP HUD V Partial Reallocation](#)[LOI Hillcrest PSH Bonus](#)[LOI Hillcrest Reallocation](#)[LOI City of Muscatine RRH](#)[PH - Humility of Mary Shelter \(Housing First\)](#)[PH - Mason City Hsg Authority \(SNAPS\)](#)[PH - Vera French Hsg](#)[RRH -YWCA Clinton](#)[SSO - Humility of Mary Shelter](#)[TH - Areas Substance Abuse Council \(Hightower Place\)](#)[TH - Crisis Intervention & Advocacy \(STAARS\)](#)[TH - Family Resources](#)[TH - Hawkeye Area Community \(HACAP\) HUD II](#)[TH - Hawkeye Area Community \(HACAP\) HUD V](#)[TH - Hillcrest Family Services](#)[TH - YSS Lighthouse](#)[TH - YSS New Hope](#)[TH - Crisis Intervention Services \(Pathway Indep.\)](#)[CHI Renewal Appeal](#)[CHI Renewal Appeal Attachment 1](#)[CHI Renewal Appeal Attachment 2](#)[Dubuque Renewal Appeal](#)[Dubuque Renewal Appeal Attachment 1](#)[Dubuque Renewal Appeal Attachment 2](#)[Vera French Housing Appeal](#)

## 2016 CoC Competition

[2016 CoC New App Scoring Worksheet--FINAL FROM COC CMTE](#)[Preliminary 2016 CoC New Bonus Scores Set 1 of 2](#)[Preliminary 2016 CoC New Bonus Scores Set 2 of 2](#)[Preliminary 2016 CoC New VR and CE Scores](#)[REVISED Iowa CoC 2016 Ranking Reallocation Plan](#)[2016 Coordinated Entry Application Instructions](#)[Reviewer Scoring Form for New Projects](#)[July 2016 Final Draft CoC New Housing Project App. Instructions](#)[2016 CoC App Timeline DRAFT 7.14.2016](#)[2016 Final Approved CoC Renewal Application Plan](#)[Iowa CoC Appeals Policy Approved 5-20-16](#)[Balance of State 2016 Housing Inventory Chart](#)[2016 CoC Renewal App Ranking Worksheet w Amounts--FOR ICH REVIEW](#)[2016 CoC Review Score Forms-Proj's 5-11](#)[2016 CoC Review Score Forms-Proj's 12-18](#)[2016 CoC Review Score Forms-Proj's 19-25](#)

## 2015 CoC Competition

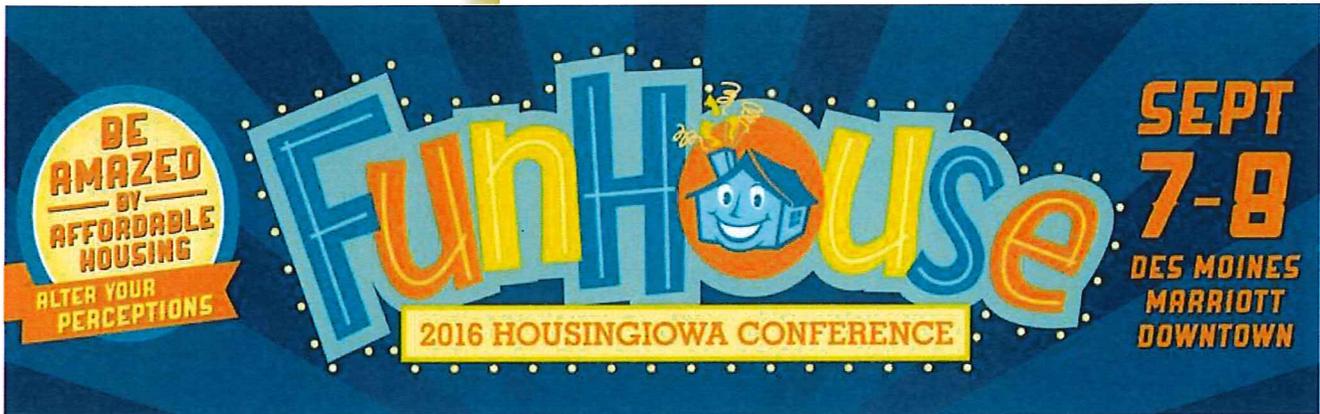
Agencies Online Services

Search All of Iowa.gov...



SEARCH IOWAFINANCEAUTHORITY.GOV GO

HOME INFORMATION FOR PROGRAMS TOPICS ABOUT US CONTACT



Iowa Council on Homelessness - Executive Committee

August 26, 2016

- [Agenda](#)
- [Minutes](#)
- [2016 CoC Project Ranking DRAFT](#)

July 15, 2016

- [Agenda](#)
- [Minutes](#)
- [Suggestion #1](#)

Meeting agendas and minutes relating to CoC competition decisions.

June 17, 2016

April 15, 2016

March 11, 2016

February 19, 2016

October 29, 2015

October 9, 2015

October 1, 2015

August 28, 2015

June 19, 2015

May 15, 2015

April 15, 2015

February 20, 2015

# *The Iowa Council on Homelessness*

## **DRAFT MINUTES EXECUTIVE COMMITTEE MEETING**

Meeting minutes  
for meeting that  
finalized Reallocation  
Plan, competition  
timeline, and  
process for rating  
and review  
of  
applications.

Date/Time: Friday, July 15, 2016

Meeting Location: The Iowa Finance Authority; Presentation Room

Address: 2015 Grand Avenue, Des Moines, Iowa 50312

A special meeting of the Executive Committee, rescheduled from August 19, 2016, for the Iowa Council on Homelessness was held on Friday, July 15, 2016, at 12:00 p.m.

### **I. and II. – INTRODUCTIONS and MEMBERSHIP ON EXECUTIVE COUNCIL**

Acting Chair Karin Ford opened the meeting at approximately 12:15 p.m. Due to the CoC renewal projects being the main topic of conversation at today's meeting, to avoid any possible conflict of interest issues, Vice-Chair Karin Ford took the chairman role since Chair Ben Brustkern's agency, Cedar Valley Friends of the Family, is funded under the CoC program. The following voting members were present: Ben Brustkern, Karin Ford, Tim Wilson, Donna Phillips, Al Axen, Roberta Wahl, David Hagen, Tony Timm, and Dennis Lauterbach. A quorum was established.

### **III. APPROVAL OF AGENDA – ACTION ITEM**

On a motion by Tim Wilson and seconded by Tony Timm, the agenda was unanimously approved for the July 15, 2016 meeting.

### **IV. APPROVAL OF JUNE 17, 2016 EXECUTIVE COMMITTEE MEETING**

On a motion by Tim Wilson and seconded by Tony Timm, the minutes of the June 17, 2016 Executive Committee meeting were unanimously approved.

### **V. COMMITTEE UPDATES**

- a.) **Coordinated Entry Committee – (David Hagen):** Informal workgroup meeting on 7.07.2016. Coordinated Entry was discussed at the ICH Meeting earlier in the day and no further updates provided.
- b.) **Research and Analysis Committee – (David Hagen):** No report
- c.) **Public Awareness Committee –** No report
- d.) **Policy Planning Committee (Tony Timm):** No report
- e.) **Nominating Committee (Ben Brustkern):** Discussed at the ICH Meeting earlier in the day and no further updates provided.
- f.) **Continuum of Care Committee – (Tim Wilson):**
  - (i) Meeting Schedule: Mr. Wilson confirmed that the committee met on July 12, 2016
  - (ii) Regular schedule: The committee meets every 2<sup>nd</sup> Tuesday of the month at 10:30 a.m.

# *The Iowa Council on Homelessness*

- (iii) Motion to approve recommended Renewal Project scoring and ranking: It was noted that the 2016 Iowa CoC Committee Renewal Project Ranking plan was approved at the ICH Meeting earlier that morning.
- (iv) Draft CoC competition timeline: Mr. Wilson noted the timeline is largely based on HUD requirements. The latest version, drafted as of 7.14.2016 has been posted on IFA's website and copies were provided to attendees of the ICH meeting earlier in the day.
- (v) Plan for upcoming CoC New Project Competition: Discussion about threshold and whether bonus points should be given for past performance/history. Ms. Lewis stressed that we have strengthened our established ranking system and emphasized that this is a competition. Mr. Timm indicated he did not feel the process was competitive for new applications. Discussion on possibly setting a cap, for example 10%, for new applications in the future. This may make things worse for existing applications but be more positive for new applicants. Discussion about emphasizing to the State the need for more available resources, and what actions can be taken to increase Iowa's share of HUD allocated funds. It was pointed out that there are a lot of Transitional Housing (T.H.) applicants (we had 9 T.H.) and that it appears that HUD is not looking favorably at T.H. right now, unless focused on youth. Goal may be to align more with HUD's expectations. Mr. Hagen brought up some potential ways to approach in future years, if we truly want a competitive application process we need to give up "grandfathering in" projects. Discussion about a possible move to a 3-year cycle, as long as a project is performing, then back into the competition. However, HUD is saying that we must prioritize what's important for our state. It was mentioned that better data collection efforts in the future should help. It was discussed that it would be hard to sell HUD on the idea of a 3-year cycle as being part of the competitive process. Every year it causes a lot of upset not knowing if you'll be funded. It's a constantly moving environment and you can't get stable enough to know if you're even doing a good job. Comment that for CDBG, if they get defunded they lose their right for 3 years to get funded again. Noted that the NOFA allows new projects to be multi-year projects as long as it still fits into the pool of available funds, but the problem is there is not enough money available.

The "DRAFT 2016 Iowa Balance of State CoC Ranking & Reallocation Plan - for Stakeholder Comment" document dated June 17, 2016 was reviewed and discussed at the meeting. Amber Lewis summarized the points discussed in the "REVISED Iowa CoC 2016 Ranking Reallocation Plan" which was approved by the Executive Committee and posted to IFA's website on July 21, 2016. A copy of that document is attached to the end of these minutes.

Acting Chair Karin Ford asked for a motion summarized by Amber Lewis as follows:

- Up to \$400,000 for Coordinated Entry (C.E.)
- C.E. project must meet 85% minimum scoring threshold
- One C.E. project will be selected, and if it meets the over 85% threshold it will be placed at the top of the ranking
- Voluntary reallocation will be allowed and the project will keep the same funds and ranking
- There will also be involuntary reduction for projects with unspent funds according to what they put in their renewal application.
- One new project up to \$200,000 will also be ranked at the top of Tier I after C.E. for the Permanent Housing bonus. There will be a 90% threshold for that project.

# *The Iowa Council on Homelessness*

It was noted that involuntary reduction could change which project ultimately falls into Tier I. The motion was made by Tony Timm and seconded by Tim Wilson. It passed with 5 aye's. David Hagen and Ben Brustkern abstained.

- (vi) CoC Project Visits: Not addressed
- (vii) Reallocation Planning: Not addressed
- (viii) Co-Chair: Not addressed

## **VI. HMIS (Institute for Community Alliances)**

See Julie Eberbach's comments in the coordinated entry discussion under the next section, VII. – IFA STAFF UPDATES, paragraph a.) 2015 – 16 Legislative Appropriation.

## **VII. IFA STAFF UPDATES**

### a.) 2015 – 16 Legislative Appropriation-

David Hagen presented a plan for the \$50,000 given the emphasis on the need to establish a coordinated entry system:

- Set aside the \$5K for IFA administration if identified as essential
- Apply the remainder for Coordinated Entry (CE) to be awarded to the selected CE grantee selected from the ranking of applications for the next NOFA for CoC funds (given that the next funding round will not provide dollars until mid-to-late 2017) and dollars will be needed to get it going, or some portion of it if other critical issues develop, for example, supports to sustain engaged consumer members of the board (which is to say, if we have 4 open consumer spots and they have difficult engaging they still may have barriers to attend: transportation, TEL, child care, etc.)
- Once we get CE on everyone's radar as a priority, the CE committee can finish its work on the Prioritization List – currently working in conjunction with the ICA – and its recommended components for a statewide CE Process, hand it off to the CE grantee elect, and potentially retire the committee.

Question posed if there are costs for getting people signed up, “costs with closed with exceptions”. Julie Eberbach responded that yes, there were costs, but technically no “new costs”. HUD has added a lot of additional components with no additional funds, so they basically have the same funding as they got 16 years ago. HMIS is okay right now, but from a long term planning perspective they are starting to tap out on a 15 year old budget. Amber Lewis discussed that the \$50,000 is not needed for normal coordinated entry (CE), but for utilizing the new software and training. There will need to be new CE training for prioritization list usage. HMIS will be a big part of CE so will need funds for infrastructure.

# *The Iowa Council on Homelessness*

Julie Eberbach told the committee that the Institute for Community Alliances does not intend to apply for the CE grant. Amber Lewis indicated that this is a big issue and that the Institute is an integral part of the Coordinated Entry. Ms. Eberbach discussed that they may have some interest in how to support the planning dollars. They feel that they don't have the service provider background for the CE. There is so much intrinsic in the application and the Institute does not have the experience to administer, nor the staff to do so. If the \$50,000 is for infrastructure than that is more where they feel the Institute fits in. Amber Lewis pointed out that the time-frame is a challenge. The CoC needs to select the CE entry by the end of August. There was discussion on whether to move to grant the \$45,000 to the CE applicant awardee or straight to the Institute for infrastructure. Ms. Eberbach indicated if it did go straight to the Institute they could get started and a region could potentially get started now if they knew what they were doing, i.e. how to add clients to the list. They would need standard field staff. A potential question for the CE Application could be, "How would you utilize the \$45K to build infrastructure?"

Acting Chair Karin Ford asked for a motion for the State allocation of \$50,000. Ben Brustkern moved that \$5,000 go to IFA to support ICH council member's travel and ICN expenses, and the other \$45,000 to the Coordinated Application grant awardee with a question added to describe how the applicant plans to build infrastructure and utilize these funds. Second by Tony Timm. David Hagen abstained from the vote; the remaining votes were aye's and the motion carried.

- b.) 2016 ESG competition update – Not addressed
- c.) 2016 Housing Iowa Conference – Not addressed

## **VIII. OLD BUSINESS**

Not addressed

## **IX. NEW BUSINESS**

Not addressed

## **PUBLIC COMMENT**

None

# *The Iowa Council on Homelessness*

## **DATE & TIME OF NEXT MEETINGS**

Friday, August 26, 2016 and Friday, October 21, 2016 from 10:00 to 12:00

## **XIII. ADJOURN**

On motion by Ms. Karin Ford and seconded by Ms. Roberta Wahl, the July 15, 2016, Executive Committee meeting was adjourned at approximately 2:15 p.m.

## **VOTING MEMBERS PRESENT**

1. Ben Brustkern (Chair), Cedar Valley Friends of the Family – **abstained from CoC votes**
2. Karin Ford (Vice-Chair), IA Department of Public Health
3. Tim Wilson (Secretary), Home Forward Iowa
4. Donna Phillips (Immediate Past Chair), Iowa Attorney General's Office
5. Al Axeen, Coralville, Iowa
6. Roberta Wahl, Des Moines Area Community College
7. David Hagen, Hawkeye Area Community Action Program – **abstained from CoC votes**
8. Anthony (Tony) Timm, AmeriHealth Caritas
9. Dennis Lauterbach, Lutheran Services in Iowa

## **OTHERS PRESENT**

1. Julie Eberbach, Institute for Community Alliances
2. Amber Lewis, Iowa Finance Authority
3. Carole Vipond, Iowa Finance Authority

Document referred  
to in meeting minutes  
above and also posted  
online.

# *The Iowa Council on Homelessness*

## **2016 Iowa Balance of State CoC Ranking & Reallocation Plan**

*Revised and Approved by the Executive Committee of the Iowa Council on  
Homelessness on  
Friday, July 15, 2016*

*Most of the information in this document was initially sent out by email on Tuesday, July 19,  
2016.*

---

On behalf of the Iowa Council on Homelessness, the Iowa Balance of State Continuum of Care (CoC) is inviting applications for the 2016 CoC Competition. Details are below.

- **New Project applicants for Permanent Supportive Housing or Rapid Rehousing:**
  - A Permanent Housing Bonus of up to \$218,849 is available to fund one highest-scoring project, as long as it meets at least 90% scoring threshold; such project will be placed high (second) in the Tier 1 rankings.
  - Application instructions are attached.
  - **A Letter of Intent form is due this Friday, July 22<sup>nd</sup>.**
  - **Full applications due Friday, August 12, 2016.**
  - If a project is selected and meets minimum threshold, it will change the original ranking of renewal projects.
  
- **New Project applicants for Coordinated Entry:**
  - Up to \$400,000 is reserved for one highest-scoring Coordinated Entry project, as long as it meets at least 85% scoring threshold; such project will be placed first in the Tier 1 rankings.
  - An application will be available very soon.
  - **A Letter of Intent form is due this Friday, July 22<sup>nd</sup>.**
  - **Full applications due Friday, August 12, 2016.**
  - **In addition, \$45,000 will be awarded to the winning Coordinated Entry project, from a state legislative appropriation available to the Iowa Council on Homelessness for the state 2017 fiscal year (July 2016 – June 2017). The applicant should have a plan for how it would use these funds this year to support Coordinated Entry, in advance of any HUD CoC award.**
  
- **Voluntary Reallocation of Renewal Projects:**
  - A very similar process will be followed as last year; renewal projects wishing to voluntarily reallocate may submit a New Project application for the same funds; the renewal funds from their reallocation project will be “reserved” for them, as long as certain requirements are met. The ranking of such projects will remain the same as the original Renewal Project ranking.
  - All or a portion of funds may be voluntarily reallocated.

# *The Iowa Council on Homelessness*

- The new project is subject to CoC review. If approved, it may be submitted to HUD for consideration. If not approved, the applicant may choose instead to submit the original renewal application.
  - Application instructions are attached.
  - **A Letter of Intent form is due this Friday, July 22<sup>nd</sup>.**
  - **Full applications due Friday, August 12, 2016.**
  
  - **Renewal Project applicants:**
    - Preliminary Renewal Project scores and rankings were approved by the Council. These rankings are subject to change based on New Project scores, reallocations, and appeals. But they provide an idea of where things stand so far. These are attached.
    - Full scoring worksheets from the CoC Committee are posted on this page, under the section for the 2016 CoC Competition:  
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>.
    - Any appeals must follow the approved appeals policy, attached. **Any appeals are due this Friday, July 22<sup>nd</sup>.**
    - Some Renewal Projects that are currently ranked low may find their projects subject to involuntary reallocation. Such projects may wish to wait on submitting anything further, pending more information on reallocations.
    - Renewal Projects that wish to continue in the competition may submit their project application in HUD's Esnaps system, as soon as the system is open.
    - Renewal Projects that plan to continue should also be working on some standard aspects of the competition, such as the required attachments—Certification of Consistency with the Consolidated Plan, Leveraging Letters, etc. We'll be in touch when we have more specific guidance.
    - **Esnaps applications and attachments due Friday, August 12, 2016.**
  
  - **Involuntary Reallocations and Other Ranking Information:**
    - Involuntary Reallocations will be made as needed to support the items above. Such reallocations will be made from the lowest-scoring renewal projects in the ranking document attached (pending any changes due to appeals).
    - Involuntary Reallocations will also be made for unspent funds. Unspent funds will be determined according to projects' 2016 Renewal Project Narrative Applications.
    - The full Ranking and Reallocation Plan, as revised by the Executive Committee, will be available very soon and posted online.
-

# *The Iowa Council on Homelessness*

Meeting minutes for meeting that approved all final new and renewal project application scores, as well as which applications would be reallocated or rejected, and the final ranking order.

## **DRAFT MINUTES EXECUTIVE COMMITTEE MEETING**

Date/Time: Friday, August 26, 2016 / 10:00 a.m.

Meeting Location: The Iowa Finance Authority; McNarney Room

Address: 2015 Grand Avenue, Des Moines, Iowa 50312

A meeting of the Executive Committee for the Iowa Council on Homelessness was held on Friday, August 26, 2016, at 10:00 a.m.

### **I. INTRODUCTIONS**

Chair Ben Brustkern opened the meeting at approximately 10:10. The following voting members were present: Ben Brustkern (Chair), Karin Ford, Tim Wilson, Donna Phillips, Tony Timm, Roberta Wahl (Alternate), David Binner, and Ashley Schwalm. A quorum was established.

### **II. APPROVAL OF AGENDA – ACTION ITEM**

On a motion by Tony Timm and seconded by Karin Ford, the agenda for the August 26, 2016 meeting was unanimously approved.

### **III. CONTINUUM OF CARE COMPETITION**

- a.) **Approval of Final 2016 Iowa CoC New Project Scoring:** CoC Competition update on appeals process. An initial Appeals Committee Meeting for the Renewal awards was conducted on 7/29/2016 which resulted in one point being awarded to Community Housing Initiatives, which did not change the ranking order. The meeting earlier today for the two appeals received for the New Project applications resulted in no recommendations to the Executive Committee to change the rank order of the projects based on the appeals. Please refer to the following two documents posted on IFA's website
1. Under the Iowa Balance of State CoC tab – 2016 CoC Competition:  
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>  
“2016 CoC New App Scoring Worksheet-FINAL FROM COC CMTE”
  2. Under the Executive Committee tab – August 26, 2016:  
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/93>  
“2016 CoC Project Ranking DRAFT-for Executive Committee final review”

There were comments and discussion of the following points prior to a motion being voted on by the Executive Committee.

The \$400,000 Hawkeye Area Community Action Program (HACAP) for Coordinated Entry was put at the top of Project Ranking DRAFT list, followed by Humility of Mary, Rapid Rehousing (RRH) as the single approved new project. The next 20 projects on the list (#'s 3 thru #22) are classified as Tier I with Tier II starting with project #23 - Hawkeye Area Community Action (HUD II). Amber Lewis clarified that the Bonus Project was awarded to Humility of Mary, and noted the 3 Voluntary Reallocation (VR) projects, highlighted in yellow on the form: HCAP (Eastern Iowa Regional RRH II) a partial reallocation of HUD V project in Tier I, HCAP (Eastern Iowa Regional RRH I) a partial reallocation of HUD II project in Tier II, and Hillcrest Family Services, also in Tier II. Ms. Lewis also pointed out that Hillcrest, with their voluntary reallocation approved

# *The Iowa Council on Homelessness*

amount of \$61,303, included additional funds on their new request, and while there was not clear language allowing an additional request, no other new projects added this to their requests. Cindy Hess from Hillcrest noted that they saw an extra space on the Letter of Intent to request extra money; however she realizes after discussion with Amber Lewis that this was inadvertently left over from last year's form and they have no problem going back to the \$61,303 amount.

It was discussed that in theory projects listed in lines 22 and above would be ranked in Tier I and thus relatively protected, and projects listed in lines 23 and below would be considered Tier II and subject to HUD funding available.

Only one New Project and three Voluntary Reallocation (VR) projects, plus the one Coordinated Entry project were included on the final ranking with the Renewal Application projects. It was again stressed that there were eight applications for the Bonus Project, but only one was allowed and selected – Humility of Mary.

The question arose whether the Bonus Project would only be funded if the State gets the anticipated HUD funded. Discussion ensued concerning the difficulty with the HUD language, how Tier I is 93% ARD money, that we can select any projects to go into Tier I, and that the Bonus Project is included in there this year. The remaining 7% is for Tier II projects, which are considered more “at risk” and HUD funding will be based on the scores and qualities of the applications.

The question was brought up by Roberta Wahl and discussion arose over the possibility of amending our process in the future to address the possible need to notify all applicants if a technical error uncovered in the appeal process affected all applicants and how that would be handled.

Several members discussed that the review process entailed the notion of comparing all applications and looking for “stand-out” applications versus those whose answers were just meeting the minimum requirements for the question; the understanding that full points are awarded for comprehensive answers versus less points for minimal responses. The expectation being that a reviewer, not being an expert in the area, would still be able to walk away from the review knowing what a particular project is intending to accomplish. It was suggested that this might be better clarified in the application instructions going forward.

Julie Eberbach brought up the point that in preparation for next year, the committee might want to consider a different way to handle projects not yet funded rather than just placing them at the top of the ranking and thus arbitrarily pushing performing contracts down on the ranking list. Possibly a different kind of application for performing projects to be able to respond to their experience, thus avoiding an artificial advantage for the newer projects.

- b.) Approval of Final 2016 Iowa CoC New Project Ranking:** A motion was made by Tim Wilson and seconded by Karin Ford to approve the committee's ranking with the appeals process having taken place and not change the score ranking based on the appeals, as reflected in the document, “2016 Iowa CoC Project Ranking DRAFT-for Executive

# *The Iowa Council on Homelessness*

*Committee final review*”, and with the understanding there needs to be some flexibility in the amounts for possible technical corrections based on HUD’s formula.

A roll-call vote was asked for by Chair Ben Brustkern. The motion carried based on the following votes:

Karin Ford – aye

Tim Wilson – aye

Donna Phillips – aye

Tony Timm – aye

Ben Brustkern – abstain

Roberta Wahl – aye

David Binner – aye

Ashley Schwalm – abstain

Tim Wilson wanted to go on the record as thanking all of the applicants, reviewers, Appeals Committee and Executive Committee members for their work through-out this process, noting that although we still have a lot to learn, significant improvements have been made to the process. Thanks all around.

## **IV. OLD BUSINESS**

Amber Lewis reported that IFA put together a CoC Planning Project Application, which is much the same as last year. Submitted by IFA on the Council’s behalf. It will be posted, distributed and public comments will be taken.

## **V. NEW BUSINESS**

Karin Ford brought up the previously discussed possibility of the ICH setting up a booth at the upcoming 2016 HousingIowa Conference on Sept. 6<sup>th</sup> and 7<sup>th</sup>. Julie Eberbach volunteered to assist, and will request one of their Institute for Community Alliances team members to provide information on the nature of homelessness in Iowa with relevant statistics. Both Tim Wilson and Tony Timm said they were planning on attending so would also be available. Karin Ford said they would like to try to generate interest in and awareness of the Iowa Council on Homelessness as well as provide recruitment efforts for the two new members needed. Ashely Schwalm mentioned the importance of any potential Consumer Representatives to make sure they mark the form as “previously homeless” or “having a family member who has been homeless”. Donna Phillips asked if IFA already had a brochure on the ICH, and upon finding out they do not volunteered to put together a basic flyer with general information. Tim Wilson suggested that although it is too late for this year’s conference, this might be a future project for the Communications Committee to tackle, with new member Paige Boyer being a recent graduate and possibly having skills in this area. Ben Brustkern and Ashley Schwalm confirmed that it would be okay to provide their contact information.

## **VI. ESTABLISH AGENDA FOR SEPT. 16, 2016 ICH MEETING**

- Chair Brustkern: asked if HACAP would be talking about the Coordinated Entry process. Tim Wilson will reach out to HACAP to ask.
- Amber Lewis: Standard committee reports - will need committees to send any items they want on the agenda. IFA will then assist with the drafting of the agendas.

# *The Iowa Council on Homelessness*

- Tim Wilson: Need to discuss the next Annual Letter to the Governor. Start the planning process and collecting ideas. Would fall under David Binner's Public Awareness committee.
- Also discuss the upcoming "Day on the Hill", noting that a date has been secured.
- Amber Lewis: There has been previous discussion about conducting an orientation for new members. Chair Brustkern referred to an overview done a couple of years ago at the Homeless Symposium and wondered if there were notes on that. Ms. Lewis referred to the 3 to 4 Orientation Guide available as a resource on IFA's website and which is also sent out to all new ICH members. Tim Wilson suggested a face-to-face orientation meeting after the regular council meeting on Sept. 16<sup>th</sup>, with a brief presentation followed by a question and answer session; possibly schedule for 1 hour after the regular meeting and provide lunch. Karin Ford volunteered to lead the brief orientation and Julie Eberbach also agreed to be part of the group. Tim Wilson suggested the Executive Committee ask council members Zeb Beilke-McCallum and Crissy Canganelli to participate, recommending the committee divide up the topics to discuss. It was suggested that an explanation of the various committees would be useful information to provide. Karin Ford will send out emails to the new members informing them of the possible orientation on Sept. 16<sup>th</sup>.

## **VII. PUBLIC COMMENT**

None

## **VIII. DATE & TIME OF NEXT MEETING**

Friday, October 21, 2016 from 10:00 to 12:00

## **IX. ADJOURN**

On motion by Donna Phillips and seconded by Tony Timm, the August 26, 2016, Executive Committee meeting was adjourned at approximately 11:15 a.m.

## **VOTING MEMBERS PRESENT**

1. Ben Brustkern (Chair), Cedar Valley Friends of the Family – **abstained from CoC project ranking vote**
2. Karin Ford (Vice-Chair), IA Department of Public Health
3. Tim Wilson (Chair, CoC Committee), Home Forward Iowa
4. Donna Phillips (Immediate Past Chair), Iowa Attorney General's Office
5. Anthony (Tony) Timm, AmeriHealth Caritas
6. Roberta Wahl (Executive Committee Alternate), Des Moines Area Community College
7. Ashley Schwalm, Family Resources - **abstained from CoC project ranking vote**
8. David Binner, Wells Fargo Bank

## **OTHERS PRESENT**

1. Julie Eberbach, Institute for Community Alliances
2. Cindy Hess – Hillcrest Family Services
3. Amber Lewis, Iowa Finance Authority
4. Carole Vipond, Iowa Finance Authority

**Iowa Balance of State Continuum of Care  
2016 CoC Renewal Project Narrative  
REVIEWER SCORING FORM/SCORING GUIDE FOR RENEWAL PROJECTS--PSH, TH, SSO**

Agency name: \_\_\_\_\_

Reviewer name: \_\_\_\_\_

Project name: \_\_\_\_\_  
(as it appears on Housing Inventory Chart)

Question/ Item	Scoring Guidance	Points Possible	Comments	Points Awarded
	<b>Instructions.</b> Instructions are followed. Application is complete and all application requirements met.	3		
	<b>AGENCY &amp; PROJECT SUMMARY (3 TOTAL POINTS)</b>			
1	<b>Agency summary.</b> Applicant provides a brief description of agency relevant to project.	1		
2	<b>Project summary.</b> Applicant provides a description addressing entire scope proposed project	2		
	<b>CONTINUUM OF CARE PARTICIPATION (10)</b>			
3	<b>Annual Performance Report (APR) Submission.</b> 2 points if within acceptable timeframe; 0 if not.	2		
4	<b>Local Collaboration.</b> Applicant is to describe levels of planning/ coordination, organization and agency participation.	3		
5	<b>Iowa Council on Homelessness (ICH) Council meeting participation.</b> Applicant should briefly describe participation in bi-monthly ICH meetings.	3		
6	<b>ICH Committee Participation.</b> Applicant should briefly describe participation in ICH committee planning and activities.	2		
	<b>BUDGET AND CAPACITY (14)</b>			
7	<b>HUD Grant Monitoring.</b> 0, 1 or 2 pts; see application.	2		
8	<b>Administrative Cost Rate.</b> Administrative Costs submitted in E-SNAPS should be 7% or less.	1		
9	<b>Quarterly draws.</b> Applicant's current grant should be drawing down funds at least quarterly.	1		
10	<b>Spending History.</b> All funds from most recently completed should be spent. 1 point is to be deducted from maximum 10 points for each 1% not expended.	10		
	<b>PRIORITIZATION (34)</b>			
11	<b>Project Type.</b> Applicant is to indicate project type. Point options are 0, 4 and 9.	9		

12	<b>HIC Bed Count.</b> Applicant is to transfer information from Housing Inventory Chart; weblink is provided.		2		
13	<b>Beds dedicated to PSH.</b> Applicants are to answer a OR b to indicate how well project matches with HUD priority for permanent supportive housing.		3		
14	<b>Prioritization of need.</b> Applicants are to indicate how persons unsheltered or accessing shelter are prioritized after chronically homeless. Applicants are to be awarded 1 point each for answering a) and b) and between 0 and 8 points for c). See application for specific criteria.	a) 1 b) 2 c) 8	10		
15	<b>Removal of barriers to accessing housing and services.</b> Applicants are to indicate that identified barriers do not exist in accessing and maintaining housing and services. Up to 4 points are awarded for a), up to 5 points for b) and 1 point for c), which is yes/no.	a) 4 b) 5 c) 1	10		
<b>PERFORMANCE (36)</b>					
16	<b>Project Activities.</b> Applicants are to indicate whether or not five specific activities are included in the project. Up to 2 points can be awarded for each.		10		
17	<b>Supportive Services.</b> Clients are to indicate from a list those services which are provided as part of the project, who is providing them and how often. 16 services are listed. If 10 services are provided with appropriate frequency, all 10 points are to be awarded. Fewer points should be awarded if less than 10 services are listed and/or if services seem inappropriately limited in availability.		10		
18	<b>Outcomes and Costs per Successful Outcome.</b> Applicants are to complete a table with descriptions and numbers defining their projects and information on clients who exit successfully. Four tables are included; applicants are to complete only the table that matches their project type. 1 or 2 points are to be awarded for each box that is filled in; 2 points for all client numbers and costs as long as they match same categories included in narrative and/or budget.		16		
21	<b>(HMIS PROJECTS ONLY) See alternate scoring sheet.</b>		N/A		N/A
<b>Total</b>			100		<b>0</b>



**Iowa Balance of State Continuum of Care  
2016 CoC Renewal Project Narrative  
REVIEWER SCORING FORM/SCORING GUIDE  
HMIS RENEWAL ONLY**

Agency name: \_\_\_\_\_

Reviewer name: \_\_\_\_\_

Project name: \_\_\_\_\_

Question / Item	Scoring Guidance	Points Possible	Comments	Points Awarded
	<b>Instructions.</b> Responses are concise). Application is complete and all application requirements met.	3		
1	<b>Agency summary</b>	1		
2	<b>Project summary</b>	1		
13	<b>(CONTINUUM OF CARE PARTICIPATION) APR submission.</b> APRs should have been submitted on time.	2		
14	<b>(CONTINUUM OF CARE PARTICIPATION) Iowa Council on Homelessness participation.</b> For full points, applicants will show a history of participation in council meetings (this does not need to include official voting membership).	5		
15	<b>(CONTINUUM OF CARE PARTICIPATION) Iowa Council on Homelessness committees/workgroup participation.</b> For full points, applicants will show a history of participation in committees/workgroups of the council.	5		
16	<b>(BUDGET AND CAPACITY) HUD grant monitoring.</b> For full points, applicants will describe a history of few monitoring issues, or at least a history of quickly resolving any monitoring issues.	2		
17	<b>(BUDGET AND CAPACITY) Admin costs.</b> Applicants should verify admin costs will not exceed the limit (either 7% or the amount listed on the Grant Inventory Worksheet for their project).	1		
18	<b>(BUDGET AND CAPACITY) CoC fund drawdowns.</b> Applicant should describe at least the minimum quarterly drawdowns.	1		
19	<b>(BUDGET AND CAPACITY) Project leverage.</b> Higher leverage is desirable. For full points, applicants should describe significant leverage contributions, including the sources and amounts.	3		
20	<b>(BUDGET AND CAPACITY) Spending history.</b> For full points, applicants will describe a history of spending down the full amount of funds that they request each year, or at least a compelling reason for any difference.	10		

21a	<b>(HMIS) Governance charter.</b> HMIS items should be up to date.	1		
21b	<b>(HMIS) Privacy, security, data quality plans.</b> These should all be in place. 1 point for each.	3		
21c	<b>(HMIS) Review of plans.</b> Should discuss plan for regularly review by CoC and HMIS lead.	3		
21d	<b>(HMIS) Non-HUD funding sources.</b> Higher non-HUD funding sources are valued.	3		
21e	<b>(HMIS) Point-In-Time (PIT) null or missing values.</b> Lower null or missing values are better. Should describe support for CoC.	3		
21f	<b>(HMIS) Policies/procedures to ensure valid entry/exit dates.</b> Policies/procedures should be reasonable and adequate.	3		
21g	<b>(HMIS) PIT results reported on time.</b>	3		
21h	<b>(HMIS) Support for CoC for collecting data for sheltered homeless during PIT.</b> Should describe adequate support.	3		
21i	<b>(HMIS) Support for methods to reduce double-counting of unsheltered during PIT.</b> Should describe adequate support.	3		
21j	<b>(HMIS) Overall bed coverage rate, and support for CoC to increase bed coverage.</b> Higher bed coverage rates show higher participation by service agencies in the data system. Rates of at least 60% are sought. Response should show efforts to support CoC in increasing rate.	5		
21k	<b>(HMIS) Response to identified HMIS-related CoC project needs.</b> Response should include specific and compelling examples.	10		
21l	<b>(HMIS) Response to identified HMIS-related CoC system needs.</b> Response should include specific and compelling examples.	10		
21m	<b>(HMIS) Support for move to measuring CoC system performance.</b> Response should include specific and compelling examples.	10		
21n	<b>(HMIS) Support for non-HMIS agencies' data collection and reporting needs.</b> Response should describe adequate support.	6		
<b>Total</b>		<b>100</b>		<b>0</b>

**[Exhibit A]**  
**2016 Iowa Balance of State Continuum of Care (CoC)**  
**Letter of Intent Form**  
**For New Projects and Voluntary Reallocation New Projects**

<b>All New Projects</b>	
a. Name and Location of Agency	
b. Name and Location of New Project	
c. Type of Project	<input type="checkbox"/> New Project <input type="checkbox"/> Voluntary Reallocation New Project
d. Project Component	<input type="checkbox"/> Permanent Supportive Housing for chronically homeless individuals and families <input type="checkbox"/> Rapid Rehousing for individuals, including HUD-prioritized populations <input type="checkbox"/> Supportive Services for centralized/coordinated assessment
e. Amount Requested	\$ _____
f. Primary Agency Contact Person	Name: Email: Phone:
g. Alternate Agency Contact Person	Name: Email: Phone:
h. Federal identification/ registration	DUNS #: _____ Date of IRS 501(c)(3) status determination letter: _____ SAM Registration Current? <input type="checkbox"/> yes <input type="checkbox"/> no
i. Two-three sentence description of project	
<b>Additional Items for Voluntary Reallocation Projects</b>	
j. Name of renewal project being reallocated	
k. Eligible current renewal amount	\$ _____
l. Retained by renewal project: \$ _____	Reallocated for new project: \$ _____  Additional requested for new project: \$ _____

**[Exhibit B]**



- a. **Barracks:** Individuals and/or families sleep in a large room with multiple beds. Also includes large shelters which are traditionally used in the Emergency Solutions Grants Program.
- b. **Dormitory, shared or private rooms:** Individuals and/or families share sleeping rooms or have private rooms; persons share a common kitchen, common bathrooms, or both.
- c. **Shared housing:** Shared housing is defined as an arrangement in which two or more unrelated people share a house or an apartment. Each unit must contain private space for each assisted household, plus common space for shared use by the residents of the unit. Common space must be appropriate for shared use by the residents and private space must contain at least one bedroom for each two persons in the family. A zero or one bedroom unit may not be used for shared housing.
- d. **Clustered apartments:** Each individual or family has a self-contained housing unit located within a building or complex that houses both (1) persons with special needs—e.g., homeless or formerly homeless persons, persons with substance abuse problems persons with mental illness, or persons with AIDS/HIV—and (2) persons without any special needs.
- e. **Scattered-site apartments (including efficiencies):** Each individual or family has a self-contained apartment. Apartments are scattered throughout the community.
- f. **Single family homes/townhouses/duplexes:** Each individual or family has a self-contained, single family home/townhouse/duplex that is dispersed throughout the community.

#### **AGENCY EXPERIENCE (20 points)**

- 5) **Describe the experience of the agency in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.** *Describe why the applicant, subrecipients, and partner organizations (e.g., developers, key contractors, subcontractors, service providers) are the appropriate entities to receive funding. (For housing projects) Provide concrete examples that illustrate their experience and expertise in the following: 1) working with and addressing the target population's identified housing and supportive service needs; 2) developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation; 3) identifying and securing matching funds from a variety of sources; and 4) managing basic organization operations including financial accounting systems. (10 points)*
- 6) **Describe the experience of the agency in leveraging other federal, state, local, and private sector funds.** *Include experience with leveraging all Federal, State, local and private sector funds. (5 points)*
- 7) **Describe the basic organization and management structure of the agency. Include evidence of internal and external coordination and an adequate financial accounting system.** *Include the organization and management structure of the applicant and all subrecipients; be sure to include a description of internal and external coordination and the financial accounting system that will be used to administer the grant. (5 points)*

## PROJECT DETAIL (26 points)

- 8) **Describe the scope of the project. (10 Points)**
- Describe the target population(s) to be served (*Be specific*) (2 Points)
  - Describe the project community/service area including a clear and concise description existing housing needs including a list of other currently funded ESG/COE projects in the project's service area (2 Points)
  - Describe how the project will work in coordination with other funding sources and other mainstream and homelessness provider's partners (2 Points)
  - Please provide the project plan for addressing the identified housing and supportive service needs, (2 Points)
  - Please describe how these projected project outcome(s) will enhance the COC system wide performance outcomes (These performance measures track the average length of homeless episodes, rates of return) (2 Points)
- 9) **Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.** *Demonstrate how full capacity will be achieved over the term requested in this application. Keep in mind, in order to expend funds within statutorily required deadlines, NOTE: all RRH project must begin rental assistance within the first 10 months of award for full points (5 points)*
- 10) **Housing First.** *The Housing First model is an approach to: 1) quickly and successfully connect individuals and families experiencing homelessness to permanent supportive housing 2) without barriers to entry, such as sobriety, treatment or service participation requirements or 3) related preconditions that might lead to the program participant's termination from the program. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry. Review Sections II.A.6. and VII.A.1.h. of the FY 2015 CoC Program Competition NOFA and the Housing First in PSH brief at [www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/](http://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/) for more information. (11 points)*
- (a) Has the project removed the following barriers to accessing housing and services? Check the box next to each item to confirm that the project has removed (or never had) barriers to program access related to each of the following (select all that apply):
- Having too little or no income (all projects should check this; the Iowa Council on Homelessness voted in 2015 to prohibit CoC-funded projects from screening applicants out due to too little or no income); (1 point)
  - Active or history of substance abuse; (1 point)
  - Having a criminal record with exceptions for state-mandated restrictions; (1 point)

- Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). (1 point)

(b) Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply. Please also attach a copy of the project's termination/appeals policy; no points may be awarded in this section if the policy is not included, or if the policy includes contradictory information.

- Failure to participate in supportive services; (1 point)
- Failure to make progress on a service plan; (1 point)
- Loss of income or failure to improve income; (1 point)
- Being a victim of domestic violence; (1 point) or
- Any other activity not covered in a lease agreement typically found in the project's geographic area. (1 point)

(c) Verify that the project's termination policy clearly matches with the responses above. (1 point for Yes; no point for No) Yes/No

(d) Verify that the project's admissions and terminations don't discriminate on the basis of residency requirements Yes/No (1 point)

**SUPPORTIVE SERVICES FOR PARTICIPANTS (20 points)**

11) For all supportive services available to participants, indicate who will provide them, how they will be accessed, and how often they will be provided: **(10 points)**

Assessment of Service Needs	-- select --	-- select --
Assistance with Moving Costs	-- select --	-- select --
Case Management	-- select --	-- select --
Child Care	-- select --	-- select --
Education Services	-- select --	-- select --
Employment Assistance and Job Training	-- select --	-- select --
Food	-- select --	-- select --
Housing Search and Counseling Services	-- select --	-- select --
Legal Services	-- select --	-- select --
Life Skills Training	-- select --	-- select --
Mental Health Services	-- select --	-- select --
Outpatient Health Services	-- select --	-- select --
Outreach Services	-- select --	-- select --
Substance Abuse Treatment Services	-- select --	-- select --
Transportation	-- select --	-- select --

-- select --    -- select --

**12) Describe how participants will be assisted to obtain and remain in permanent housing:**

*Describe plans to move program participants from the streets, other places not meant for human habitation, emergency shelters, and safe havens into PH, as well as plans to ensure that program participants stabilize in PH. A good response will acknowledge the needs of the target population and include plans to address those needs through current and proposed case management activities and the availability and accessibility of supportive services through primary health services, mental health services, educational services, employment services, life skills, and/or child care services. Good strategies should be highly population specific and will look markedly different for youth, older adults, and families. For example, youth may require a more time intensive service array including specifically tailored life skills, housing, and education programming with more points of contact with a case manager meeting them at their apartment or in youth relevant locations. Similarly, a young parents program might include parenting classes and other child care services. If program participants will be housed in units not owned by the project applicant, the narrative must also indicate how appropriate units will be identified and how the project applicant or subrecipient will ensure that rents are reasonable. Established arrangements and coordination with landlords and other homeless services providers should be detailed in the narrative. (5 points)*

**13) Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently:**

*Address the needs of the target population, the required supportive services, the availability and accessibility of those supportive services, and any coordination with other homeless services providers and mainstream systems. Describe how service delivery directly leads to program participant employment; how service delivery leads directly to program participants accessing SSI, SSDI, or other mainstream services; and how the requested funds contribute to program participants becoming more independent. **Note:** Education plays an important role in the personal development of program participants, **especially youth participants**, and should be considered a strategy to maximize their ability to live independently. Youth are also unlikely to have job experience or familiarity with the workforce and government-provided supplementary income sources and so may require unique programming to meet their needs. (5 points)*

**OUTREACH FOR PARTICIPANTS (4 points)**

**14) Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations:** Indicate the percentage of homeless persons who are (or have been) admitted from each of the listed locations. **(2 points)**

- a. Directly from the street or other locations not meant for human habitation.     \_\_\_ %
- b. Directly from emergency shelters.     \_\_\_ %
- c. Directly from safe havens.     \_\_\_ %
- d. Persons fleeing domestic violence (or attempting to flee).     \_\_\_ %
- e. **Total of above percentages (must be 95% for full points):**     \_\_\_ %

- 15) **Outreach** *Explain how program participants will be identified and connected with the offered housing and services below. (2 points)*
- a. *Is there a current coordinated entry system in all or part of the project service area yes/no*
  - b. *Does the project participate in Coordinated Entry? yes/no or a Domestic Violence Organization*

**CONTINUUM OF CARE PARTICIPATION (10 points)**

- 16) Local Collaboration: Does the agency participate in any local regional planning group? If so, what is it called and how does the agency participate? **(3 points)**
- 17) Has any representative of the program been an active participant in 2016 meetings of the Iowa Council on Homelessness? *(Note that anyone can participate in council meetings even if not a voting member.)* Briefly describe. **(2 points)**
- 18) Has any representative of the program been an active participant in Iowa Council on Homelessness committees and working groups? Briefly explain. **(5 points)**

**BUDGET AND CAPACITY (15 points)**

- 19) **Budget request:** Provide a summary budget for the proposed project. Include the amounts that will be requested in each relevant category, according to HUD's rules for the particular proposed project. Include the total budget request. Also include the amount that will be requested for Administration. **(10 points)**
- 20) **Match** Provide a summary of how the proposed project will meet the HUD matching requirement (25% for all categories except leasing) **(5 Points)**

**BONUS:**

21. Does the proposed project service area (Answer 8b.) include no other ESG/COC currently funded projects or proposes a service area in which all existing ESG/COC projects have been defunded yes/no? **(5 Points for new service area projects)**

**Iowa Balance of State Continuum of Care (CoC)**  
**2016 CoC Renewal Project Application Plan**

**Final Version Approved by the Iowa Council on Homelessness**  
**on May 20, 2016**

**Process of Drafting and Approval**

On behalf of the Iowa Council on Homelessness, the Iowa Finance Authority invited comments on the initial DRAFT 2016 CoC Renewal Project Application Plan. Comments were submitted by Friday, May 6, 2016. A final proposed version was updated per the comments received and the ensuring further consideration of the Continuum of Care Committee of the Iowa Council on Homelessness. This document was approved by the Iowa Council on Homelessness on May 20, 2016, with minor updates from the version submitted for review.

**Part 1: 2016 Renewal Project Narrative and Most Recent APR are due by Friday, June 24, 2016.**

**Introduction**

**The Iowa Balance of State Continuum of Care (CoC) is requesting 2016 Project Applications for Renewal Projects.**

*The Continuum of Care (CoC) Program:* This is a competitive program of the U.S. Department of Housing and Urban Development (HUD). CoC Program information from HUD can be found at this link: <https://www.onecpd.info/coc/>.

*The 2016 CoC Competition:* HUD structures the CoC competition so that communities (called Continuums of Care or CoCs) typically apply for the program through one large annual Consolidated Application, made up of many components. Within this larger Consolidated Application, all individual CoC projects also submit Renewal or New Project Applications.

*The Iowa Balance of State CoC:* In Iowa, the Balance of State CoC includes most of the state, with the exception of Polk, Woodbury, and Pottawattamie Counties. The decision-making body for the Iowa Balance of State CoC is the Iowa Council on Homelessness; the Continuum of Care Committee of the council leads the application process. Any CoC project applicant within the Balance of State must submit their application for review by the Continuum of Care Committee and the council; the council then votes on the entire CoC Project Rankings and any related materials to submit to HUD. During this process, the Iowa Finance Authority provides administrative support, including submitting the final approved application materials and project rankings to HUD.

*Resources:* Application resources and materials will be posted to this page, as they are available: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>.

Contact Information for Iowa Balance of State CoC Competition:

Amber Lewis Iowa Finance Authority <a href="mailto:Amber.lewis@iowa.gov">Amber.lewis@iowa.gov</a> (515) 725-2209	Judy Hartman Iowa Finance Authority <a href="mailto:Judy.Hartman@iowa.gov">Judy.Hartman@iowa.gov</a> (515) 725-4960
Tim Wilson Chair, CoC Committee <a href="mailto:tslwilson@gmail.com">tslwilson@gmail.com</a>	Donna Phillips Chair, Iowa Council on Homelessness Chair, Executive Committee <a href="mailto:donna.phillips@iowa.gov">donna.phillips@iowa.gov</a> (515) 281-7215

## **2016 Renewal Application Process**

*Application Requirements:* Renewal Project Applicants must complete and submit the following:

- **Part 1: 2016 Project Narrative and Most Recent APR**
  - Submit by email to [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov).
  - **Deadline: Friday, June 24<sup>th</sup>, 2016**
- **Part 2: 2016 Project Application in HUD's online E-snaps system:**
  - <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources>
  - **Deadline: TBD, based on when HUD opens the competition.**
- **Part 3: Other Attachments**
  - HUD Form 2991: Certificates of Consistency with the Consolidated Plan
  - Leveraging Letters
  - Other
  - **Deadline: TBD, depending on final details when HUD opens the competition.**

*Application Reviews:* Project Applications will be reviewed first by the Continuum of Care Committee at a meeting tentatively scheduled for Tuesday, July 12, 2016, at 9:00 a.m. at the Iowa Finance Authority, 2015 Grand Avenue, Des Moines, 50312. Recommendations for Project Application scoring and ranking will be made at a meeting of this committee; resources for this meeting will be available in advance on this page online:

<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/95>). The Iowa Council on Homelessness will vote on these recommendations at their regularly-scheduled meeting on Friday, July 15, 2016. This meeting is an open, public meeting, and anyone can join in one of three ways: in person at the Iowa Finance Authority, 2015 Grand Avenue, Des Moines, Iowa, 50312; by conference call at (866) 685-1580, code 515-725-4942; or at one of several ICN

locations around the state, with locations published online in advance of the meeting on this page: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/165>.

*Voluntary Reallocations:* HUD encourages communities to analyze their portfolio of grants to determine if there is the right mix of housing and services and whether funding for some projects, in whole or in part, should be reallocated to make resources available for new efforts. More information is available from HUD's 2014 "Letter from Ann Oliva to Grant Recipients, CoC Leaders, and Stakeholders:" <https://www.hudexchange.info/resources/documents/letter-from-ann-oliva-to-grant-recipients-coc-leaders-and-stakeholders-fy-2014.pdf>.

We assume HUD will follow a similar process for reallocation in 2016, encouraging voluntary reallocations. This means that instead of submitting a renewal application to continue with a current project, an applicant could choose to submit a new project instead, with the same amount of funds that would have been otherwise available for their renewal project. In some cases, it could even be for a higher amount of funds. There are likely to be two new project types that HUD would allow in this situation: Permanent Supportive Housing for the Chronically Homeless; or Rapid Rehousing.

Renewal project applicants may submit an initial application for scoring. Based on the score and ranking approved by the Iowa Council on Homelessness, renewal applicants may choose to resubmit their application as a voluntary reallocation to a new type of project, according to HUD's final rules published with the NOFA. Any new projects submitted in this way will be re-scored, which may result in a change of rankings for all projects.

*Appeals Process:* The CoC's Appeals Process was updated in 2016 by the CoC Committee; the full council is scheduled to vote on the updated process at the council's meeting on May 20, 2016. The Appeals Process will be posted to this page: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>.

*Notice of Public Posting:* Project Narratives will be posted online for review. Project Applicants should ensure that no confidential information is submitted which cannot be posted publicly.

## **2016 Renewal Project Application Timeline**

**Wednesday, April 20, 2016:** DRAFT 2016 CoC Renewal Project Competition Plan released for stakeholder comment.

**Friday, May 6<sup>th</sup>, 2016:** Comments due.

**Tuesday, May 10<sup>th</sup>, 2016:** CoC Committee meets at 10:30 a.m. at the Iowa Finance Authority to review comments and recommend updates for a final 2016 CoC Renewal Project Competition Plan.

**Friday, May 20<sup>th</sup>, 2016:** Iowa Council on Homelessness meeting; council votes on 2016 CoC Renewal Project Competition Plan; the competition opens this day if approved.

**Friday, June 24<sup>th</sup>, 2016:** CoC Renewal Project Applications due. Applicants' most recent APRs must also be submitted to the Iowa Finance Authority by this date, if not done already.

**Tuesday, July 12<sup>th</sup>, 2016:** CoC Committee members have scored applications independently; committee meets at 9:00 a.m. at the Iowa Finance Authority to discuss scoring and recommend rankings.

**Friday, July 15<sup>th</sup>, 2016:** Iowa Council on Homelessness meeting: Council reviews and votes on renewal project scoring and rankings.

**Appeals Policy followed as applicable, dates of meetings TBD.**

**Voluntary Reallocation/New Project Applications, date TBD, based on HUD NOFA:** Voluntary reallocation applications due from any renewal applicants that wish to submit as new projects for re-scoring.

**Additional dates TBD:** Additional items will be added to the timeline as they are available, mostly based on HUD's NOFA.

## **2016 Project Scoring, Ranking, and Funding**

The process for project funding based on ranking consists of the following:

- Renewal projects will be scored and ranked according to the information in this application.
- Other aspects of funding will be decided after HUD provides details on the funding available for this competition, with consideration for comments submitted by stakeholders.
- New reallocated projects awarded during the federal FY 2015 funding cycle will be exempt from submitting the Project Narrative contained in the document. They will instead be automatically ranked at the top of Tier 1, in the order they were initially ranked in the Priority Rankings submitted to HUD in 2015, as follows:
  - Shelter House Rapid Rehousing Services
  - Humility of Mary Shelter PSH for Chronically Homeless
  - Hawkeye Area Community Action Program Housing First
  - Cedar Valley Friends of the Family Rapid Rehousing Initiative of North Iowa
- Additional points to project applicants for leverage may be added in later on, after the Notice of Funding Availability (NOFA) has been released. This could change the final ranking.

## **2016 Renewal Project Narrative**

### **INSTRUCTIONS (3 points for following application instructions)**

*Answer the questions below. Submit the 2016 Renewal Project Narrative by email to [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov) by Friday, June 24<sup>th</sup>, 2016. Please only include this project narrative, not the introductory plan items on pages 1-4 of this document. Please be concise in your responses. Using 12-point font, one-inch margins, and single-spacing, most responses should be no more than 1/2-page.*

*HMIS Project Applicants, answer Questions 1 and 2, then skip to Question 13 and continue through Question 21. All other Renewal Project Applicants, answer Questions 1 – 20.*

*Points possible: 100*

### **APPLICANT NAME AND LOCATION**

Organization Name:

Project Name:

Project Name as it is listed on the Housing Inventory Chart (HIC):

Type of Project (PSH, RRH, TH, SSO, HMIS):

Federal DUNS Number:

Address:

Contact Person:

E-mail & Phone:

Secondary Contact Person:

Email & phone:

Is your organization registered in the federal System for Award Management (SAM)?

### **AGENCY AND PROJECT SUMMARY (3 points)**

- 1) Provide a brief introduction to your agency. **(1 point)**
- 2) Provide a description that addresses the entire scope of the proposed project. **(2 points)**

### **CONTINUUM OF CARE PARTICIPATION (10 points)**

- 3) Annual Performance Report (APR) Submission:
  - a. What is your project's operating year end date? \_\_\_\_\_
  - b. APRs are due to HUD 90 days after the end of a project's operating year. On what date did you submit your most recently completed APR to HUD? \_\_\_\_\_

- c. On what date did you forward a copy of your APR to the Iowa Finance Authority? \_\_\_\_\_
  - d. Did your project meet the 90 day requirement? \_\_\_\_\_ If an extension was granted or if HUD's E-snaps system was unavailable to complete your APR, describe this. For either an extension or E-snaps being unavailable, submit documentation to verify this. **(2 points if within 90 days or an acceptable extension granted or E-snaps unavailable; no points if not)**
- 4) Local Collaboration: How does your local region plan and collaborate together regarding homelessness? If your local region has an organized planning group, what is it called? How does your agency participate? **(3 points)**
- 5) Has any representative of your program been an active participant in the Iowa Council on Homelessness? *(Note that anyone can participate in council meetings even if not a voting member.)* Briefly describe. **(3 points)**
- 6) Has any representative of your program been an active participant in Iowa Council on Homelessness committees and working groups? Briefly explain. **(2 points)**

#### **BUDGET AND CAPACITY (14 points)**

- 7) HUD Grant Monitoring: Check the box to describe any HUD CoC Project monitoring results during the current program year and the previous two program years (select only ONE option): **(2 points)**
- No monitoring visits from HUD **(2 points);**
  - Monitoring visit(s) from HUD with no findings or concerns **(2 points);**
  - Monitoring visit(s) from HUD with fewer than three findings or concerns, all of which have been resolved in the time requested by HUD **(1 point);**
  - Monitoring visit(s) from HUD with more than three findings or concerns, and/or findings or concerns that were not resolved in the time requested by HUD **(no points).**
- 8) Will the amount requested for Administration Costs in the E-snaps Project Application be less than or equal to 7% (or the amount listed on the GIW)? Yes/No (circle) **(1 point for "yes"; no point for "no")**
- 9) Is your agency drawing down CoC funds from HUD at least quarterly? Yes/No (circle) **(1 point for "yes"; no point for "no")**
- 10) Spending history: Provide your project's spending history as follows. All information should reflect the most recently-completed operating year for which an APR has been submitted: **(10 points)**
- a. Project operating year end date: \_\_\_\_\_
  - b. Amount of grant: \_\_\_\_\_

- c. Total funds expended: \_\_\_\_\_
- d. Funds remaining (unexpended funds): \_\_\_\_\_
- e. Unexpended funds percentage (d) / (b): \_\_\_\_\_ **(10 points if funds were fully expended (0% unexpended); 9 points if up to 1% of funds are unexpended; 8 points if up to 2% of funds are unexpended; 7 points if up to 3% of funds are unexpended, and so forth down to zero points if 10% or more of funds are unexpended)**

**PRIORITIZATION: PROJECT TYPE, CHRONICALLY HOMELESS, LITERALLY HOMELESS, & HOUSING FIRST (34 points)**

11) Indicate the project type. Select only **ONE** (this should match your earlier project type indicated). **(9 points)**

- Permanent Supportive Housing **(9 points)**
- Rapid Rehousing **(9 points)**
- Transitional Housing exclusively for DV, youth, or substance abuse **(4 points)**
- Transitional Housing for the general homeless population **(no points)**
- Supportive Services Only **(no points)**

*The Iowa Balance of State CoC has adopted HUD CPD 14-012, Notice on Prioritizing Persons Experiencing Chronic Homelessness in PSH:*  
<https://www.hudexchange.info/resource/3897/notice-cpd-14-012-prioritizing-persons-experiencing-chronic-homelessness-in-psh-and-recordkeeping-requirements/>. For PSH projects, also note that the Iowa Council on Homelessness voted in 2015 to require all PSH projects to prioritize all beds available through turnover to the chronically homeless.

12) Open the 2016 Housing Inventory Chart (HIC) for the Iowa Balance of State; this will be available online here when the competition has opened: **(2 points)**

<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>, in the section for the 2016 Competition. (If your project is not listed in the HIC, explain why not.)

- a. Which row on the HIC lists your project? \_\_\_\_\_
- b. How many total beds are listed for your project (Column U)? \_\_\_\_
- c. How many total beds are for chronically homeless (dedicated or prioritized) (Column L) \_\_\_\_\_
- d. What is HIC utilization rate (Column V) \_\_\_\_\_

13) Answer the following as applicable (answer only (a) OR (b)): **(3 points)**

- a. PSH projects:
  - i. Given the answers to the above question, what is your project's percentage of beds committed to the chronically homeless? **(1 point)**
  - ii. How many beds does your project anticipate being made available through turnover in the upcoming grant year? **(1 point)**

- iii. How many beds made available through turnover is your project committing to chronically homeless in the upcoming grant year (should be 100%)? **(1 point)**
- b. For non-PSH projects:
  - i. What specific steps is your agency taking to increase the number of PSH beds for the chronically homeless in your community? **(3 points)**

*As a second priority population for CoC programs, HUD encourages communities to serve adults, youth, and families who are unsheltered and those accessing emergency shelter, before serving persons experiencing other forms of homelessness.*

- 14) Prioritizing those who are unsheltered or accessing emergency shelter: **(10 points)**
- a. Based on your most recently submitted program year APR, what is the total number of participants that entered your program? \_\_\_\_\_ **(1 point)**
  - b. Based on your most recently submitted program year APR, how many participants entered the program as unsheltered or from an emergency shelter? \_\_\_\_\_ **(1 point)**
  - c. Based on your responses above, what is the percentage of participants that entered your program unsheltered or from emergency shelter (b/a)? \_\_\_\_\_ **(8 points for 100%; 7 points for higher than 95%; 6 points for higher than 90%; 5 points for higher than 85%; 4 points for higher than 80%; no points for lower than 80%)**

*HUD encourages programs to follow Housing First practices. The U.S. Interagency Council on Homelessness and HUD offer several resources regarding Housing First:*

- *Housing First/Rapid Rehousing Webinar:*  
[http://usich.gov/media\\_center/videos\\_and\\_webinars/hud-and-usich-core-principles-of-housing-first-and-rapid-re-housing-webinar](http://usich.gov/media_center/videos_and_webinars/hud-and-usich-core-principles-of-housing-first-and-rapid-re-housing-webinar).
- *Housing First Checklist:*  
[http://usich.gov/usich\\_resources/fact\\_sheets/the\\_housing\\_first\\_checklist\\_a\\_practical\\_tool\\_for\\_assessing\\_housing\\_first\\_in](http://usich.gov/usich_resources/fact_sheets/the_housing_first_checklist_a_practical_tool_for_assessing_housing_first_in).
- *HUD's SNAPS In Focus, "Why Housing First:"*  
<https://www.hudexchange.info/news/snaps-in-focus-why-housing-first/>.

- 15) (a) Has the project removed the following barriers to accessing housing and services? Check the box next to each item to confirm that your project has removed (or never had) barriers to program access related to each of the following (select all that apply): **(10 points total)**

- Having too little or no income (all projects should check this; the Iowa Council on Homelessness voted in 2015 to prohibit CoC-funded projects from screening applicants out due to too little or no income); **(1 point)**
- Active or history of substance abuse; **(1 point)**
- Having a criminal record with exceptions for state-mandated restrictions; **(1 point)**

- Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). **(1 point)**
- None of the above (click this if all of these barriers still exist). **(no points)**

(b) Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply. **Please also attach a copy of the project's termination/appeals policy; no points may be awarded in this section if the policy is not included, or if the policy includes contradictory information.**

- Failure to participate in supportive services; **(1 point)**
- Failure to make progress on a service plan; **(1 point)**
- Loss of income or failure to improve income; **(1 point)**
- Being a victim of domestic violence; **(1 point)** or
- Any other activity not covered in a lease agreement typically found in the project's geographic area. **(1 point)**

(c) Verify that the project's termination policy clearly matches with the responses above. **(1 point for Yes; no point for No)** Yes/No

## **PERFORMANCE (36 points)**

*In July 2014, HUD released "Systems Performance Measures: An introductory guide to understanding system-level performance measurement." The guide can be found at this link: <https://www.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf>.*

*Two measures determined by HUD to be key in permanently exiting homelessness are:*

- *The percentage of adults who obtain or increase employment or non-employment cash income over time.*
- *The percentage of participants who obtain or increase non-cash mainstream benefits.*

16) Identify whether the project includes the following activities: **(10 points)**

- Transportation assistance is provided to clients to attend mainstream benefit appointments, employment training, or jobs? **(2 points)**
- Use of a single application form for four or more mainstream programs? **(2 points; all programs should mark yes as Iowa has this available to all)**
- At least annual follow-ups with participants to ensure mainstream benefits are received and renewed? **(2 points)**
- Project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency? **(2 points)**
- The staff person providing the technical assistance completed SOAR training in the past 24 months? **(2 points)**

17) For all supportive services available to participants, indicate who will provide them, how they will be accessed, and how often they will be provided: **(10 points)**

Assessment of Service Needs	-- select --	-- select --
Assistance with Moving Costs	-- select --	-- select --
Case Management	-- select --	-- select --
Child Care	-- select --	-- select --
Education Services	-- select --	-- select --
Employment Assistance and Job Training	-- select --	-- select --
Food	-- select --	-- select --
Housing Search and Counseling Services	-- select --	-- select --
Legal Services	-- select --	-- select --
Life Skills Training	-- select --	-- select --
Mental Health Services	-- select --	-- select --
Outpatient Health Services	-- select --	-- select --
Outreach Services	-- select --	-- select --
Substance Abuse Treatment Services	-- select --	-- select --
Transportation	-- select --	-- select --
Utility Deposits	-- select --	-- select --

18) Outcomes and costs per outcome. Complete **ONE** of the following charts as applicable. (16 points; 2 points for each response)

**For Permanent Supportive Housing projects:**

Services provided by the project, including any unique characteristics of population served.	Total annual cost of providing these services (total project budget).	Amount of annual CoC funds requested for these services.	Describe/define a unit of service. Include whether a unit is an individual or household and indicate a measurable outcome (i.e., one person assessed and provided a supportive housing unit with services).	Number of individuals/ households who exit to or maintain permanent housing through the project (total funding).	Number of individuals/ households who exit to or maintain permanent housing with the CoC funds.	Method used to determine costs described. Include any indirect costs and how those were calculated.	Method used to determine exits to permanent housing.

**For Rapid Rehousing projects:**

Services provided by the project, including any unique characteristics of population served.	Total annual cost of providing these services (total project budget).	Amount of annual CoC funds requested for these services.	Describe/define a unit of service. Include a measurable outcome (i.e., one episode of one month's rent provided)	Number of individuals/ families served using all funds who maintain housing for at least three months after exit.	Number of individuals/ families served using CoC funds who maintain housing for at least three months after exit.	Method used to determine costs described. Include any indirect costs and how those were calculated.	Method used to verify housing status three months after exit.

**For Transitional Housing projects:**

Services provided by the project, including any unique characteristics of population served.	Total annual cost of providing these services (total project budget).	Amount of annual CoC funds requested for these services.	Describe/define a unit of service. Include whether a unit is an individual or household and indicate a measurable outcome (i.e., one person assessed and provided a supportive housing unit with services).	Number of individuals/ households who exit to or maintain permanent housing through the project (total funding).	Number of individuals/ households who exit to or maintain permanent housing with the CoC funds.	Method used to determine costs described. Include any indirect costs and how those were calculated.	Method used to determine exits to permanent housing.

**For Supportive Services Only projects:**

Services provided by the project, including any unique characteristics of population served.	Total annual cost of providing these services (total project budget).	Amount of annual CoC funds requested for these services.	Describe/define a unit of service. Include whether a unit is an individual or household and indicate a measurable outcome (i.e., one person assessed and provided a supportive housing unit with services).	Number of individuals/ households who exit to or maintain permanent housing through the project (total funding).	Number of individuals/ households who exit to or maintain permanent housing with the CoC funds.	Method used to determine costs described. Include any indirect costs and how those were calculated.	Method used to determine exits to permanent housing.

**HMIS PROJECTS ONLY (70 points; in lieu of Questions 11 – 18 above)**

1) HMIS-only questions:

- a. Is the HMIS section of the Governance Charter up-to-date and accurate? **(1 point)**
- b. Are the following plans in place:
  - i. Privacy Plan? **(1 point)**
  - ii. Security Plan? **(1 point)**
  - iii. Data Quality Plan? **(1 point)**
- c. How are these plans reviewed by the CoC and HMIS Lead regularly? **(3 points)**
- d. How much of the total HMIS budget (not including required match) is supported through non-CoC Program cash or in-kind sources? If less than 25%, describe efforts to increase funding from non-HUD sources. **(3 points)**
- e. What was the percentage of null or missing values for the Universal Data Elements for the 2016 Point-in-Time count? If greater than 10%, describe steps to support the CoC in reducing null or missing values. **(3 points)**
- f. Do the existing HMIS Policies and Procedures include adequate procedures to ensure valid program entry and exit dates are recorded in HMIS? **(3 points)**
- g. Were PIT results reported to HUD in HDX by the 2016 deadline? **(3 points)**
- h. Does the HMIS Lead support the CoC in collecting and reporting accurate and quality subpopulation data for the sheltered homeless during the PIT? **(3 points)**
- i. Does the HMIS Lead support methods to reduce double-counting of the unsheltered homeless during the PIT count? **(3 points)**
- j. What is the current overall bed coverage rate for the CoC? Briefly describe steps to support the CoC in increasing the rate. **(5 points)**
- k. How does the HMIS Lead respond to identified HMIS-related CoC project needs? (provide specific examples including how HMIS user satisfaction is evaluated) **(10 points)**
- l. How does the HMIS Lead respond to identified HMIS-related CoC system needs (specific examples)? **(10 points)**
- m. How is the HMIS Lead supporting the move toward measuring CoC system performance (specific examples)? **(10 points)**
- n. How is the HMIS Lead supporting non-HMIS agencies in the CoC with data collection and reporting needs? **(10 points)**

# Iowa Balance of State Continuum of Care Governance Charter

Updated 8/4/2016

## Overview

### Background - Continuum of Care Structure under [S. 896 HEARTH Act of 2009](#) ([24 CFR 578](#))

The Continuum of Care (CoC) is the group composed of representatives of relevant organizations that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless or at risk of homelessness persons for a specific geographic area. This group serves as the recognized decision making body for the wider Continuum of Care jurisdiction.

## Organization

Name: The name of the governing body for homeless service planning for the State of Iowa is the Iowa Council on Homelessness (hereinafter referred to as the “Iowa Council”). This organization was established in [Iowa Code 16.00A](#) in 2008, and is now governed by Iowa Code Chapter 16.2D. One of the primary functions of the Iowa Council is to serve as the decision making body for the Iowa Balance of State Continuum of Care.

## Purpose

The Iowa Council serves as the HUD designated primary decision making group and oversight board of the Iowa Balance of State (hereinafter referred to as the “geographic area”) Continuum of Care for the Homeless (IA-501).

As the oversight board of the CoC, the Iowa Council and its members:

1. Ensure that the CoC is meeting all of the responsibilities assigned to it by HUD regulations (see below);
2. Represent the relevant organizations and projects serving homeless subpopulations; Support persons experiencing homelessness in their movement from homelessness to economic stability and affordable permanent housing within a supportive community;
3. Ensure that the CoC is inclusive of all needs of the Iowa Balance of State’s homeless population, including the special service and housing needs of homeless subpopulations;
4. Facilitate responses to issues and concerns that affect the agencies funded by the CoC that are beyond those addressed in the annual CoC application process.

## **Responsibilities (per Federal Interim Rule 24 CFR 578)**

As the designated board of the CoC for the geographic area, the Iowa Council works with the CoC Collaborative Applicant (Iowa Finance Authority) to fulfill three major duties:

1. ***Operate the CoC***, which must:
  - i. Hold meetings of the full membership, with published agendas, at least semi-annually;
  - ii. Make an invitation for new members to join publicly available within the geographic area at least annually;
  - iii. Adopt and follow a written process to select Iowa Council members to act on behalf of the CoC. The process must be reviewed, updated, and approved by the CoC membership at least once every 5 years;
  - iv. Appoint committees, subcommittees, or workgroups as may be deemed necessary;
  - v. In consultation with the CoC Collaborative Applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with CoC requirements as prescribed by HUD; and a code of conduct and recusal process for the Iowa Council, its chair(s), and any person acting on behalf of the council;
  - vi. Consult with recipients and sub recipients of CoC funding to establish performance targets appropriate for population and program type, monitor recipient and sub recipient performance, evaluate outcomes, and take action against poor performers;
  - vii. Evaluate outcomes of projects funded under the Iowa Balance of State Emergency Solutions Grants program (hereinafter referred to as “ESG”) and the CoC program, and report to HUD;
  - viii. In consultation with the Collaborative Applicant, the HMIS Lead, and recipients of ESG funds, establish and operate a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
  - ix. In consultation with recipients of ESG funds within the geographic area, establish and consistently follow written standards for providing assistance. At a minimum, these written standards must include:
    - 1) Policies and procedures for evaluating individuals’ and families’ eligibility for CoC assistance;
    - 2) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
    - 3) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
    - 4) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and
    - 5) When the CoC is designated a high-performing community, policies and procedures for determining and prioritizing which eligible individuals and families will receive Homelessness Prevention Assistance.

2. ***Designate and oversee a Homeless Management Information System (HMIS):***
  - i. Designate a single HMIS for the geographic area;
  - ii. Designate an eligible applicant to manage the CoC's HMIS, which will be known as the HMIS Lead;
  - iii. Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.
  - iv. Ensure consistent participation of recipients and sub recipients of CoC and ESG funding in the HMIS;
  - v. Ensure the HMIS is administered in compliance with requirements prescribed by HUD.
  
3. ***Continuum of Care Planning:*** The CoC must develop a plan that includes:
  - i. Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system will encompass the following:
    - 1) Outreach, engagement, and assessment;
    - 2) Shelter, housing, and supportive services;
    - 3) Prevention strategies.
  - ii. Planning for and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements:
    - 1) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
    - 2) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.
    - 3) Annual Housing Inventory Count
    - 4) Other requirements established by HUD by Notice.
  - iii. Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;
  - iv. Providing information required to complete the Consolidated Plan(s) within the CoC's geographic area; Consulting with state and local government ESG program recipients for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and sub recipients.

## **CoC Membership**

The membership of the Continuum of Care is defined as those persons and organizations participating in the work of the CoC through committee or workgroup service, planning, other relevant stakeholders; or those who are experiencing homelessness. (24CFR Subpart B 578.5) The powers of the Council are vested in and exercised by 38 voting members appointed by the governor in accordance with Iowa Code section 16.100A.

## **Iowa Council Membership Process/Board Selection**

Twelve (12) members are appointed by the governor to represent each of the relevant

state departments. Twenty six (26) members from the general public may apply for Council membership through the governor's office. Five of the twenty six members will be individuals who are homeless or formerly homeless. One of the twenty six shall represent the Iowa State Association of Counties, and one of the twenty six shall represent the Iowa League of Cities. Once approved by the governor, and confirmed by the Iowa Council, the voting members selected from the general public shall each serve a two-year term. Terms shall be staggered so half of the voting members are appointed in one year and half are appointed in the year thereafter.

The council shall, as soon as all members have been appointed, promptly elect a chairperson and a vice chairperson, both to a term not to exceed two years ending in May. The chairperson and vice chairperson shall not both be either general public members or agency director members. The chairperson shall rotate between agency director members and general public members. (Iowa Code 16.00A)

As stated on page three (3), under "CoC Membership", the composition of the Iowa Council through both public and private sector appointments will be consistent with the direction of Federal law through the S. 896 HEARTH Act of 2009 (24 CFR 578).\*

Interested general public applicants must submit an application to the State of Iowa: Office of Boards and Commissions, through the OpenUp Iowa system: <https://openup.iowa.gov/>. Additional information may be requested through the Iowa Council on Homelessness Supplemental Application, which may then be reviewed by the Council's Nominations Committee. State agency representatives (and alternates) are designated by their agency directors.

A current member roster with contact information and committee membership is available online in this section of the Board Member Information page (or attached to this Charter): <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/110>.

## **Meeting Frequency/Structure**

Regular meetings of the Iowa Council shall be held on the third Friday of the following months: January, March, May, July, September, and November, unless another time of meeting is designated by the council. Meetings may also be held at the call of the chairperson or whenever a majority of the members so request. The council shall comply with the open meetings and records requirements of Iowa Code Chapters [21](#) and [22](#). Interested parties are encouraged to attend and participate in Iowa Council meetings where feasible.

Most meetings may be joined in one of three ways: 1) in person from the Iowa Finance Authority, 2015 Grand Avenue, Des Moines, Iowa, 50312; 2) from one of several scheduled Iowa Communications Network (ICN) videoconferencing sites around the state; or 3) by conference call. Availability varies for ICN locations; lists for each meeting are published in advance.

## **Written Agendas and Minutes**

All Iowa Council meetings will follow written agendas. Agendas will be made available in advance to both members and the public. Agendas will be posted in-person at the Iowa Finance Authority office location of the Council, and online to the Council website here: <http://www.iowafinanceauthority.gov/Public/Pages/PC46LN13>. Generally, agendas and other meeting resources will be posted online at least 24 hours in advance of each meeting, in accordance with Iowa Open Meetings Law in Chapter 21 of the Iowa Code. Meeting minutes are posted online afterwards to the same location as agendas. Minutes are first prepared in draft form and posted, then reviewed and approved at subsequent Iowa Council meetings.

## **Decision Making Quorum:**

A majority of the Iowa Council members shall constitute a quorum at all meetings thereof. Any action taken by the Iowa Council must be adopted by an affirmative vote of a majority of its membership.

## **Code of Conduct**

Members are responsible for following the *Iowa Gubernatorial Appointee Handbook*, which includes guidance for: the rule-making process; equal opportunity, affirmative action, and anti-discriminatory policies; open meetings law; parliamentary procedure, conflict of interest (discussed in more depth below), and other responsibilities related to code of conduct.

## **Conflict of Interest**

### **(Iowa Code 68B.2A)**

Any individual participating in or influencing decision making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy.

Disclosure should occur at the earliest possible time and if possible, prior to the discussion of any such issue.

Individuals with a conflict of interest should abstain from voting on any issue in which they may have a conflict.

An individual with a conflict of interest, who is the committee chair, shall yield that position during discussion and abstain from voting on the item.

Completed disclosure statements will be submitted by each council member at the commencement of their term and at any time afterwards when there are changes to the member's actual or perceived conflicts of interest.

Members should not participate until the statement has been submitted to the Iowa Council.

The Iowa Council will also strictly adhere to the conflict of interest regulatory requirements of the Federal Continuum of Care Program – 24 CFR 578.95.

The Executive Committee of the Iowa Council will be responsible for evaluation of any potential conflicts of interest, when requested.

## **Iowa Council Committee Structure**

### ***Standing Committees***

The standing committees of the Council are the following: Executive Committee, Nominating Committee, and Continuum of Care (COC) Committee.

Additional informal working groups may include, but are not limited to, the Research and Analysis Committee, Policy and Planning Committee, Public Awareness Committee, and Coordinated Entry Committee. These informal working groups may include voting members of the council and other stakeholders. Informal working groups make recommendations to the Executive Committee or the Council.

The chair of each Standing Committee must be a voting member of the Council. Each Standing Committee, except the Executive and Nominating Committees shall have responsibility for appointing additional committee members who may or may not be voting members of the Council. Each of the standing committees, with the exception of the Executive Committee, shall elect their own chair.

#### **❖ *Executive Committee***

The Executive Committee shall consist of a chair, vice chair of the Council and seven additional members.

The chair of the Council shall serve as the chair of the Executive Committee.

The Executive Committee shall include the immediate past chairperson if that person is a current Council member.

The Executive Committee shall be responsible for reviewing and making recommendations for amendments or changes to Governance Charter.

The Executive Committee shall carry out the business of the Council between regularly scheduled Council meetings.

#### **❖ *Nominating***

The nominating committee consists of six members, three of whom shall be agency director members and three of whom shall be general public members. The chairperson shall also be a voting member.

A majority of the members of the nominating committee shall constitute a quorum. Any action taken by the nominating committee must be adopted by an affirmative vote of a majority of its members.

The nominating committee shall nominate persons for chair, vice-chair, and secretary of the Iowa Council for consideration by the entire Council. These positions are for two-year terms.

The nominating committee shall be responsible for soliciting, and reviewing applications for Council membership, including from sponsoring organizations when appropriate, and making recommendations for membership on the Council.

The nominating committee shall provide information and guidance to potential applicants to execute the electronic nomination process through the office of the Governor of Iowa. Confirmation of an individual member or of a slate nominated by the committee will normally take place at the regular meetings, but may be called at another date at the discretion of the chair, if the regular meeting date is unduly distant.

This confirmation of new member(s) supports recommendation of the candidates to the Iowa Governor's office for final confirmation and appointment to the Iowa Council.

Following the initial appointment of the general public members to the council, the council shall annually at its March meeting elect six members, three of whom shall be agency director members and three of whom shall be general public members.

#### ❖ ***Public Awareness***

The public awareness committee shall be responsible for increasing the public's awareness about homelessness in Iowa.

The Committee will coordinate with state and local organizations to promote homeless awareness events and campaigns.

The Committee will promote and encourage the use of relevant CoC planning documents and the most recent data to develop press releases, web based information, printed materials and presentations.

#### ❖ ***Policy & Planning***

Shall be responsible for development of a comprehensive strategy to address homelessness in Iowa and determine an annual action plan to support the strategy. The Committee shall report at each Council meeting on the progress of the annual action plan.

Each September, the committee shall propose to the Council a slate of legislative and administrative recommendations, which may impact homelessness.

After Council approval, the committee shall coordinate the transmittal of the approved legislative agenda to the governor's office to support policy development on homeless issues.

#### ❖ ***Research & Analysis***

The Research and Analysis Committee shall be responsible for facilitating the collection of demographic data on homelessness in Iowa and anecdotal information on causes of homelessness in Iowa.

The committee will regularly monitor agency participation and bed coverage for Iowa's Homeless Management Information System (HMIS); develop and implement a plan to keep participation rates at a minimum of 80% across program types.

The committee shall oversee, working in coordination with the Lead Agency for the HMIS network in Iowa, the completion of the annual Point in Time count and collection of data for the Housing Inventory Chart to be reported to the U.S. Department of Housing and Urban Development.

The committee, working in coordination with the Lead Agency for the HMIS network in Iowa will provide an annual report on the number of persons and households experiencing

homelessness or near homelessness in Iowa to the Council for approval and shall coordinate transmittal of the approved report to the governor's Office.

The committee may engage in other relevant research projects that help to inform policy and practice regarding services to persons experiencing homelessness or housing instability.

The committee will develop a process for at least bi-annual monitoring of recipient outcomes for the Emergency Solutions Grant.

#### ❖ ***Continuum of Care Committee***

The Continuum of Care (CoC) committee shall assist in the development and maintenance of a statewide continuum of care to end homelessness.

The committee shall, on an annual basis, participate in the development of the Balance of State's Continuum of Care Consolidated Application to the Department of Housing and Urban Development (HUD) for funding under Continuum of Care Program.

Development of this Continuum of Care Consolidated Application will include, but not limited to:

- Planning and execution of the competitive CoC project application process;
- Regular evaluation of current CoC project grantees;
- Determination of project performance standards and benchmarks;
- Strategic planning around funding priorities and provision of recommendations on those funding priorities to the full Council.

The committee shall also work to support the development of local homeless coordinating and planning in communities and regions throughout the state.

#### ❖ ***Ad Hoc Committees/Working Groups***

The Council shall establish additional committees or informal working groups from time to time as needed in order to fulfill its goals and obligations and to disband such committees when no longer needed.

#### ***All Committees***

Each informal working group shall establish its own meeting times and operating rules. Such rules shall be in compliance with the open meetings and records requirements of Iowa Code Chapters 21 and 22 and shall not conflict with any provisions of this Charter or other applicable governing statutes or policies.

#### ***Duties of the Secretary***

The secretary has the following duties and functions:

- to assist in ensuring that accurate records are kept and that application of policy and rules, and to keep records on such things as time progresses
- to participate in Council and Executive Committee meetings as a voting member
- to provide items for the agenda as appropriate
- to conduct roll call votes when such are in order
- in the absence of the chairperson and vice-chairperson, to call the meeting to order, presiding until a temporary chairperson is elected.

In addition, the secretary *may* be:

- designated by the Iowa Council or the Executive Committee as one of the signing officers for certain documents. In this capacity, the secretary may be authorized or required to sign correspondence, applications, reports, or other documents on behalf of organization.

## **Roles/Responsibilities: Iowa Council on Homelessness**

### **❖ *Strategic Planning***

Develop a process for evaluating state policies, programs, statutes, and rules to determine whether any state policies, programs, statutes, or rules should be revised to help prevent and alleviate homelessness.

Evaluate whether state agency resources could be more efficiently coordinated with other state agencies to prevent and alleviate homelessness.

Work to develop a coordinated and seamless service delivery system to prevent and alleviate homelessness.

Work with existing resources to identify and prioritize efforts to prevent persons from becoming homeless and to eliminate factors that keep people homeless.

### **❖ *Agenda/Advocacy***

Work to identify causes and effects of homelessness and increase awareness among policy makers and the general public.

Advise the governor's office, the Iowa Finance Authority, state agencies, and private organizations on strategies to prevent and eliminate homelessness.

Make annual recommendations to the governor regarding matters which impact homelessness on or before September 15<sup>th</sup> of each year

Plan and implement an annual event at the Iowa capital to provide education and guidance on issues and policy effecting homelessness and housing instability.

Annually review the Iowa Administrative Rule of the Iowa Council on Homelessness for any needed updates or revisions.

Prepare and file with the governor and the General Assembly an annual report on homelessness in Iowa.

### **❖ *Performance Standards***

Identify performance standards for agencies and programs providing services to Iowans who are experiencing homelessness or are near homeless that are consistent with Federal and State requirements.

Establish benchmarks that will allow effective evaluation of these performance standards on an ongoing basis over time.

Determine and implement policies and procedures to deal with poor performing agencies.

### **❖ *Continuum of Care Grant Process***

Develop funding priorities for the Iowa Balance of State Continuum of Care (CoC) grant program and implement those priorities through funding decisions.  
Execute regular evaluation of current Iowa Balance of State CoC project grantees.  
Plan and implement the Iowa Balance of State CoC application process in coordination with stakeholders and the collaborative applicant, Iowa Finance Authority.

❖ ***Emergency Solutions Grant***

Consult with the Iowa Finance Authority to develop recommendations for funding priorities for the Emergency Solutions Grant (ESG) program. Monitor outcomes of ESG recipients through at least bi-annual review of performance. Work with the HMIS lead for the State of Iowa to develop a report for this purpose.

❖ ***Written Standards for Administering Assistance***

Develop and implement written standards for administering assistance, for at least the Continuum of Care Program for the Iowa Balance of State. The State Planning Advisory Committee, working through the Policy and Planning Committee, developed *Iowa Quality Standards* for this purpose. These standards were first approved by the Iowa Council on Homelessness in July 2013. Current, updated standards are found online here: <http://www.iowafinanceauthority.gov/PageSection/Index/1>.  
Continue to develop additional standards for administering assistance.

❖ ***Coordinated Entry***

Develop and implement a Coordinated Entry system for the Iowa Balance of State Continuum of Care. This continues to be led by the Coordinated Entry Committee.  
Develop and approve a CoC-wide standard assessment tool (currently approved tool is the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT)).  
Ensure responsiveness to the needs of those fleeing domestic violence.  
Develop support and structure for a regional approach to Coordinated Entry through all 96 counties of the Iowa Balance of State.  
Coordinate with the HMIS Lead for the CoC to incorporate HMIS tools into Coordinated Entry, where appropriate, and where standards of confidentiality are a first priority.

**Roles/Responsibilities: Collaborative Applicant  
Iowa Finance Authority**

❖ ***Administrative Functions***

Provide staff support for scheduling meetings, collecting and distributing minutes, and ensuring compliance with open meeting requirements.  
The collaborative applicant shall design a collaborative process for the development of an application for the annual CoC grant competition.

❖ ***Emergency Solutions Grant (ESG)***

The Iowa Finance Authority (collaborative applicant) serves as the Iowa State ESG grantee. In this role, IFA will design and execute the application process for the ESG program, administer the ESG grant program, and oversee fiscal and performance monitoring of all ESG grantees. According to the requirements of the ESG Interim Rule, published December 5, 2011, IFA will consult with all CoCs in the state in the following three areas:

- Allocation of resources (both by type of activity and geographic distribution).
- Development of performance standards for, and evaluating outcomes of, projects and activities assisted by ESG funds, including how well sub recipients succeed in: (1) targeting those who need the assistance most; (2) reducing the number of people living on the streets or emergency shelters; (3) shortening the time people spend homeless; and (4) reducing participants' housing barriers or housing stability risks.
- Development of funding, policies, and procedures for operating and administering the Homeless Management Information System (HMIS) in which sub recipients are required to participate.

❖ ***Continuum of Care Program (CoC) Grant***

The Collaborative Applicant shall design a collaborative process for the development and submission of the Consolidated Application for the annual CoC grant competition, and coordinate with the Iowa Council on Homelessness to evaluate applications submitted and determine CoC grant awards.

The Collaborative Applicant will also provide administration to support the CoC completion of the registration process and composition and submission of the CoC's Grant Inventory Worksheet, and other related competition requirements.

❖ ***Consolidated Plan Coordination***

The Iowa Finance Authority (IFA) coordinates with the Iowa Economic Development Authority (IEDA) to submit the State of Iowa Five-Year Consolidated Plan, Annual Action Plans, and Annual Consolidated Annual Performance and Evaluation Reports. IFA and IEDA will follow the requirements for consultation in support of the Consolidated Plan, according to CFR 91.110(b) Consultation; States. Specifically, this entails the following:

When preparing the portions of the Consolidated Plan describing the State's homeless strategy and the resources available to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) and persons at risk of homelessness, the State will consult with: (1) Each Continuum of Care within the state; (2) Public and private agencies that address housing, health, social services, victim services, employment, or education needs of low-income individuals and families; of homeless individuals and families, including homeless veterans; youth; and/or of other persons with special needs; (3) Publicly funded institutions and systems of care that may discharge persons into

homelessness (such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and (4) Business and civic leaders.

As of this writing, the most recent State of Iowa Five-Year Consolidated Plan was completed in March, 2015. Stakeholder consultation and coordination included a series of group and individual meetings, stakeholder surveys, and in-person hearings.

## **Roles/Responsibilities: HMIS Lead Institute for Community Alliances**

### **❖ *Operate CoC Homeless Management Information System***

The Institute for Community Alliances (ICA) will operate all aspects of the Homeless Management Information System for the Balance of State – Iowa.

- **Data and Technical Standards Compliance**  
ICA will ensure that this operation will be in compliance with the current HMIS Data Standards. ICA will review this compliance on an annual basis and report to the Iowa Finance Authority and the Iowa Council on the review results with any corrective action if it is required.
- **HMIS Policies/Procedures**  
ICA will maintain comprehensive HMIS operational policies and procedures, including but not limited to; privacy plan, security plan and data quality plan. These policies and procedures will be reviewed by ICA for any needed updates annually.
- **Contributing Homeless Organization Memorandum of Understanding**  
ICA will execute a participation memorandum of understanding (MOU) with each agency/program that contributes data to the State of Iowa HMIS network. These MOUs will be renewed annually. ICA will review the content of the MOU annually, and recommend any changes to the document if they are required to the Iowa Council.
- **Training and Technical Assistance**  
ICA will provide regular and ongoing training and technical assistance and support to all homeless system agencies engaged in use of the HMIS network.
- **Monitor System Participation/Data Quality Performance**  
ICA will monitor regularly the number of homeless system agencies utilizing the network and report the percentages to the Research and Analysis Committee and CoC Committees of the Iowa Council on Homelessness. ICA will work collaboratively with the Iowa Council to develop a plan to address low participation rates if it becomes necessary to do so. ICA will support the efforts of the Iowa Council to ensure the fullest HMIS participation possible.

❖ **Reporting/Analysis**

○ **Performance Outcomes Reporting (CoC Wide/ Individual Program)**

ICA will coordinate a collaborative effort of the Iowa Council and the Iowa Finance Authority to design a performance outcomes report, consistent with the expectations of the HEARTH Act, as well as newly developed reporting requirements. This report will be delivered to the Iowa Council and Iowa Finance Authority on a quarterly basis and will include an annual, year-end analysis.

○ **Annual Homeless Assessment Report**

ICA will manage the collection of all data elements required for the Annual Homeless Assessment Report and enter the data as required into the HUD Homeless Data Exchange on behalf of the CoC. ICA will provide a report of the data to the next full Iowa Council meeting following final submission to HUD.

○ **Required Program Reports**

CoC – Annual Performance Report

PATH – Annual Performance Report

HOPWA – Consolidated Annual Performance & Evaluation Report

ESGP – To be determined performance outcomes reports

SSVF - Regular data uploads to VA data registry

○ **Point-In-Time**

As the HMIS lead, ICA will manage the collection of HMIS point in time related data collection, street count collection training and coordinate final reporting of required data into the Homeless Data Exchange to HUD. ICA will report to the Iowa Council on the results of the count at the next full Council meeting following the final submission to HUD.

○ **Housing Inventory Report**

ICA will coordinate and collect all housing inventory data on behalf of the Balance of State CoC and enter the relevant data into HUD's Homeless Data Exchange. ICA will report to the Iowa Council on the current inventory at the next full Council meeting following the final submission to HUD. ICA will also provide a quarterly update on any changes to the inventory and provide information to the Research and Analysis Committee and the Iowa Council on HMIS bed coverage.

Iowa Balance of State Governance Charter

Approved by:

**HMIS Lead: Institute for Community Alliances**



Signature of Authorized Representative

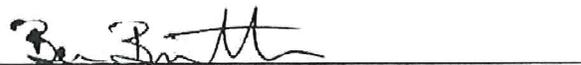
David Eberbach, Executive Director

Name and Title of Authorized Representative

8-5-2016

Date Signed

**CoC Board: Iowa Council on Homelessness**



Signature of Authorized Representative

Ben Brustkern Chair

Name and Title of Authorized Representative

8-4-16

Date Signed

**CoC Collaborative Applicant: Iowa Finance Authority**



Signature of Authorized Representative

Amber Lewis, Homeless Programs Manager

Name and Title of Authorized Representative

8-4-16

Date Signed

# **Institute for Community Alliances**

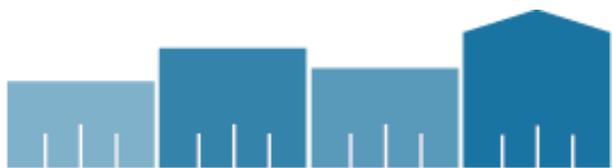
## **Homeless Management Information System**

### **POLICIES & PROCEDURES**

**For: Iowa Balance of State CoC**

**Des Moines/Polk County CoC**

**Sioux City/Woodbury County CoC**



**Institute for Community Alliances**

**1111 Ninth Street, Suite 245**

**Des Moines, IA 50314**

# TABLE OF CONTENTS

Version – June 2016

1	INTRODUCTION.....	3
2	PROJECT OVERVIEW.....	3
3	GOVERNING PRINCIPLES.....	5
4	ROLES AND RESPONSIBILITIES.....	6
5	OPERATING PROCEDURES.....	8
6	OTHER OBLIGATIONS AND AGREEMENTS.....	23
	A. ATTACHMENTS	
	I. USER CONFIDENTIALITY AND RESPONSIBILITY AGREEMENT	
	II. MINIMUM REQUIRED DATA COLLECTION AGREEMENT	

# 1. INTRODUCTION

This document provides the framework for the ongoing operations of the Institute for Community Alliances Homeless Management Information System Project (ICA HMIS). The *Project Overview* provides the main objectives, direction and benefits of ICA HMIS. The *Governing Principles* establish the values that are the basis for all policy statements and subsequent decisions. Finally, the *Operating Procedures* provide specific policies and steps necessary to control the operational environment for:

## **Privacy**

- Release and Disclosure of Client Data

## **Security**

- User Authorization
- Server Security
- Server Availability
- Workstation Security

## **Data Quality**

- Project Participation
- Collection and Entry of Client Data
- Training
- Technical Support

Other Obligations and Agreements discuss external relationships required for the continuation of this project.

# 2. PROJECT OVERVIEW

The long-term vision of the ICA HMIS is to enhance our Continua of Care participating agencies' collaboration, service delivery and data collection capabilities. Accurate information will put the various Continua of Care that ICA supports in a better position to request funding from various sources and help plan better for future needs.

The mission of the ICA HMIS Project is to support an integrated network of homeless and other service providers that use a central database to collect, track and report uniform information on client needs and services. This system will not only meet Federal requirements but also enhance local service planning and delivery.

The fundamental goal of the ICA HMIS is to document the demographics of homelessness in our partner Continua according to the HUD HMIS Data and Technical Standards. It is then the goal of the project to identify patterns in the utilization of assistance, and document the effectiveness of the services for the client. This will be accomplished through analysis of data that is gathered from the actual experiences of homeless persons and the service providers who assist them in shelters and homeless assistance programs throughout the partner Continua. Data that is gathered via intake interviews and program participation will be used to complete HUD required and related reports. This data may also be analyzed to provide unduplicated counts and anonymous aggregate data to policy makers, services providers, advocates, and consumer representatives.

The project utilizes a web-enabled application (ServicePoint™) residing on a central server to facilitate data collection by homeless service organizations across the various CoCs. Access to the central server is limited to agencies formally participating in the project and then only to authorized staff members who meet the necessary training and security requirements.

This HMIS project is staffed and advised by The Institute for Community Alliance. The Institute for Community Alliance's Executive Director is the authorizing agent for all agreements made between participating agencies and The Institute for Community Alliance. The ICA HMIS System Administrators are responsible for the administration of the network and user access. The Institute for Community Alliance Project Staff will also provide training and technical assistance to users of the system throughout the continua.

Various data related sub-committees of the Continua are responsible for oversight and guidance of the ICA HMIS. These groups are committed to balancing the interests and needs all stakeholders involved; homeless men, women, and children; service providers; and policy makers.

Potential benefits for homeless men, women, and children and case managers: Service coordination can be improved when information is shared among case management staff within one agency or with staff in other agencies (with written client consent) who are serving the same clients.

Potential benefits for agencies and program managers: Aggregated, information can be used to develop a more complete understanding of clients' needs and outcomes, and then used to advocate for additional resources, complete grant applications, conduct evaluations of program services, and report for funding agencies such as HUD.

Potential benefits for community-wide Continua of Care and policy makers: CoC - wide involvement in the project provides the capacity to generate HUD Annual Progress Reports (APRs), Consolidated Annual Performance and Evaluation Reports (CAPERs), and other HUD required or related reports. The network provides data to the Continua of Care and allows access to aggregate information both at the local and regional level that will assist in identification of gaps in services, as well as the completion of other service reports used to inform local policy decisions aimed at addressing and ending homelessness.

### **3. Governing Principles**

Described below are the overall governing principles upon which all decisions pertaining to the ICA HMIS are based.

Participants are expected to read, understand, and adhere to the spirit of these principles, even when the Policies and Procedures do not provide specific direction.

#### **Confidentiality**

The rights and privileges of clients are crucial to the success of the ICA HMIS. These policies will ensure clients' privacy without impacting the delivery of services, which is the primary focus of agency programs participating in this project.

Policies regarding client data are founded on the premise that a client owns his/her own personal information and provide the necessary safeguards to protect client, agency, and policy level interests. Collection, access and disclosure of client data through the ICA HMIS will only be permitted by the procedures set forth in this document.

### **Data Integrity**

Client data is the most valuable and sensitive asset of the ICA HMIS. These policies will ensure integrity and protect this asset from accidental or intentional unauthorized modification, destruction or disclosure.

### **System Availability**

The availability of a centralized data repository is necessary to achieve the ultimate state or CoC-wide aggregation of unduplicated homeless statistics. The System Administrator is responsible for ensuring the broadest deployment and availability for homeless service agencies across all participating Continua.

### **Compliance**

Violation of the policies and procedures set forth in this document will have serious consequences. Any deliberate or unintentional action resulting in a breach of confidentiality or loss of data integrity will result in the withdrawal of system access for the offending entity.

## **4. Roles and Responsibilities**

### ***The Institute for Community Alliances***

#### **Executive/Associate Director**

- Liaison with HUD
- Project Staffing
- The Institute for Community Alliances Signatory for Memorandums of Understanding
- Overall Responsibility for Success of ICA HMIS

#### **Project Manager (Security Officer) and System Administrator**

- Selection and Procurement of Server Hardware
- Hosting Facility Agreement
- Domain Registration
- Procurement of Server Software and Licenses
- Distribution of End User Licenses
- Creation of Project Forms and Documentation
- Project Website Maintenance
- Project Policies and Procedures and Compliance

- General Ongoing Network Management
- Central Server Administration
  - ◆ Server Security, Configuration, and Availability
  - ◆ Maintenance of Software
  - ◆ Configuration of Network and Security Layers
  - ◆ Anti-Virus Protection for Server Configuration
  - ◆ System Backup and Disaster Recovery
- Keeper of Signed Memorandums of Understanding
- User Administration
  - ◆ Manage participating Agency Administrators
  - ◆ Manage User Licenses
- System Uptime and Performance Monitoring
- Ongoing Protection of Confidential Data
- Curriculum Development
- Training Documentation
- Confidentiality Training
- Application Training for Agency Administrators and End Users
- Outreach/End User Support
- Training Timetable
- Helpdesk

#### **Data Analyst**

- Adherence to HUD Data Standards
- Application Customization
- Data Monitoring
- Data Validity
- Aggregate Data Reporting and Extraction
- Assist Partner Agencies with Agency-Specific Data Collection and Reporting Needs (Within Reason and Within Constraints of Other Duties)

### ***Participating Agency (CoC)***

#### **Participating Agency Executive Director**

- Authorizing Agent for CoC agreements (Memorandum of Understanding)
- Designation of Agency Administrator
- Agency Compliance with Policies and Procedures
- Oversight and Distribution of End User Licenses

- Agency Level HUD Reporting
- Each Participating Agency is responsible for ensuring they meet the Privacy and Security requirements detailed in the HUD HMIS Data and Technical Standards. Annually, Participating Agencies, in cooperation with the Institute will conduct a thorough review of internal policies and procedures regarding HMIS.

#### **Participating Agency Administrator**

- Authorizing Agent for Participating Agency User Agreements
- Keeper of Participating Agency User Agreements
- Keeper of Executed Client Informed Consent Forms
- Authorizing Agent for End User License Requests
- Staff Workstations
- Internet Connectivity
- End User Adherence to Workstation Security Policies
- Detecting and Responding to Violations of the Policies and Procedures
- First Level End User Support
- Maintain Agency/Program Data in ICA HMIS Application

#### **Agency End User Staff**

- Safeguard Client Privacy Through Compliance with Confidentiality Policies
- Data Collection as Specified by Training and Other Documentation

## **5. Operating Procedures \* Security**

### ***5.1 Project Participation***

#### **Policies**

- Agencies participating in ICA HMIS shall commit to abide by the governing principles of ICA HMIS and adhere to the terms and conditions of this partnership as detailed in the Memorandum of Understanding

#### **Procedures**

#### **Confirm Participation**

1. The Partner Agency shall confirm their participation in ICA HMIS by submitting a Memorandum of Understanding to the ICA HMIS System Administrator.
2. The ICA HMIS System Administrator will obtain the co-signature of The Institute for Community Alliance Executive Director.
3. The ICA HMIS System Administrator will maintain a file of all signed Memorandums of Understanding.
4. The ICA HMIS System Administrator will maintain a list of all Partner Agencies

## **Terminate Participation**

### **Voluntary**

1. The Partner Agency shall inform the ICA HMIS System Administrator in writing of their intention to terminate their agreement to participate in ICA HMIS.
2. The ICA HMIS System Administrator will inform the The Institute for Community Alliance's Executive Director and update the Participating Agency List.
3. The ICA HMIS System Administrator will revoke access of the Partner Agency staff to ICA HMIS. Note: All Partner Agency-specific information contained in the ICA HMIS System will remain in the ICA HMIS system.
4. The ICA HMIS System Administrator will keep all termination records on file with the associated Memorandums of Understanding.

### **Lack of Compliance**

1. When the ICA HMIS System Administrator determines that a Partner Agency is in violation of the terms of the partnership, Executive Directors of Partner Agency and ICA will work to resolve the conflict(s).
2. If the Executive Directors are unable to resolve conflict(s), the appropriate CoC Data Committee will be called upon to resolve the conflict. If that results in a ruling of Termination:
  - i. The Partner Agency will be notified in writing of the intention to terminate their participation in ICA HMIS.
  - ii. The ICA HMIS System Administrator will revoke access of the Partner Agency staff to ICA HMIS.

- iii. The ICA HMIS System Administrator will keep all termination records on file with the associated Memorandums of Understanding.

#### **Assign Primary HMIS Administrator Contact**

1. The Partner Agency shall designate a primary contact for communications regarding ICA HMIS by submitting information in writing to the ICA HMIS System Administrator.
2. The ICA HMIS System Administrator will obtain all signatures necessary to execute the Partner Agency Technical Administrator Agreement.
3. The ICA HMIS System Administrator will maintain a file of all signed Technical Administrator Assignment forms.
4. The ICA HMIS System Administrator will maintain a list of all assigned Partner Agency Technical Administrators and make it available to the ICA HMIS staff.

#### **Re-Assign Technical Administrator**

1. The Partner Agency may designate a new or replacement primary contact in the same manner as above.

#### **Site Security Assessment**

1. Prior to allowing access to ICA HMIS, the Partner Agency Technical Administrator and the ICA HMIS System Administrator may meet to review and assess the security measures in place to protect client data. The Partner Agency Executive Director (or designee) and Partner Agency Administrator may meet with a The Institute for Community Alliance staff member to assess The Partner Agency's information security protocols. This review shall in no way reduce the responsibility for Partner Agency information security, which is the full and complete responsibility of the Partner Agency, its Executive Director, and Administrator.
2. Partner Agencies shall have virus protection software on all computers that access ICA HMIS.

## **a. User Authorization & Passwords**

### **Policies**

- Partner Agency staff participating in ICA HMIS shall commit to abide by the governing principles of ICA HMIS and adhere to the terms and conditions of the Partner Agency User Agreement.
- The Partner Agency Technical Administrator must only request user access to ICA HMIS for those staff members that require access to perform their job duties.
- All users must have their own unique user ID and should never use or allow use of a user ID that is not assigned to them (see Partner Agency User Agreement).
- Temporary, first time only, passwords will be communicated via email or phone to the owner of the user ID.
- User-specified passwords should never be shared and should never be communicated in any format.
- New user IDs must require password change on first use.
- Passwords must consist of at least 8 characters and must contain a combination of letters and numbers (no special characters; alpha and numeric only). The password must contain at least two numbers (required by software). According to the HUD Data and Technical Standards Final Notice (July 2004):  
*User authentication. Baseline Requirement. A CHO must secure HMIS systems with, at a minimum, a user authentication system consisting of a username and password. Passwords must be at least eight characters long and meet reasonable industry standard requirements.*
- Passwords must be changed every 45 days. If they are not changed within that time period they will expire and the user will be locked out of the system.
- For Partner Agency Administrators and Agency Users, passwords may only be reset by the ICA HMIS System Administrator.
- Three consecutive unsuccessful attempts to login will disable the User ID until the account is reactivated by the ICA HMIS System Administrator.
- It is the responsibility of the partnering Agency to inform The Institute for Community Alliance about any changes to IP address information previously submitted and approved for authorized access to ICA HMIS.

## **Procedures**

### **Workstation Security Assessment**

1. Prior to requesting user access for any staff member, the Partner Agency Administrator will assess the operational security of the user's workspace.
2. Partner Agency Administrator will confirm that workstation has virus protection properly installed and that a full-system scan has been performed within the last week.
3. Partner Agency Administrator will confirm that workstation has and uses a hardware or software firewall.

### **Request New User ID**

1. When the Partner Agency Administrator identifies a staff member that requires access to ICA HMIS, a "User Ethics & Responsibility Agreement" (UERA) *will* be provided to the prospective user.
2. The prospective user must read, understand and sign the *UERA* and return it to the Executive Director.
3. The Agency Executive Director will co-sign the *UERA*, retain a copy on file and return original to ICA.
4. The ICA System Administrator will create the new user ID as specified and notify the user ID owner of the temporary password via email.

### **Change User Access**

1. When the Partner Agency Administrator determines that it is necessary to change a user's access level, the Partner Agency Technical Administrator will contact ICA who will update the user ID as needed.

### **Rescind User Access**

#### **Voluntary**

Use this procedure when any ICA HMIS user leaves the agency or otherwise becomes inactive.

#### **Compliance Failure:**

Use this procedure when any ICA HMIS user breaches the "User Ethics & Responsibility Agreement" (UERA), or violates

the Policies and Procedures, or breaches confidentiality or security.

1. The Partner Agency Administrator will deactivate staff user IDs
2. The ICA HMIS System Administrator will deactivate all other user IDs

#### **Reset Password**

1. When a user forgets his or her password or has reason to believe that someone else has gained access to their password, they must immediately notify their Partner Agency Technical Administrator.
2. The Partner Agency Technical Administrator will reset the user's password and notify the user of the new temporary password.

## ***b. Collection and Entry of Client Data*** ***\*Privacy/Data Quality***

### **Policies**

- Client data will be gathered according to the policies, procedures and confidentiality rules of each individual program.
- Client data may only be entered into ICA HMIS with client's authorization to do so.
- All universal and program data elements from the HUD ICA HMIS Data and Technical Standards Final Draft should be collected, subject to client consent.
- Client data will only be shared with Partner Agencies if the client consents, has signed the Client Consent form, and the signed Client Consent form is available on record.
- Client data will be entered into ICA HMIS in a timely manner.
  - ◆ Client identification should be completed during the intake process or as soon as possible following intake and within 24 hours.
  - ◆ Required assessments should be entered as soon as possible following the intake process and within 48 hours.

- ◆ If service records are recorded, ICA recommends these should be entered on the day services began or as soon as possible within the next 24 hours.
- All client data entered into ICA HMIS will be kept as accurate and as current as possible.
- Hardcopy or electronic files will continue to be maintained according to individual program requirements, and according to the HUD ICA HMIS Data and Technical Standards Final Draft.
- No data may be imported without the client's authorization.
- Any authorized data imports will be the responsibility of the Partner Agency.
- Partner Agencies are responsible for the accuracy, integrity, and security of all data input by said Agency.
- Our Continuum of Care is committed to entering client specific data into ICA HMIS that is accurate, complete, and timely to ensure quality of data, and to provide reports to agency executive management, public policy decision makers, and all participating homeless service and housing providers.
- Data quality of client specific data is essential to the meaningful analysis and accurate reporting of Continuums of Care data.
- Data quality shall be a concern of highest importance and all members of Continuums of Care will work to continuously improve quality.
- Quality assurance shall be the ultimate responsibility of each Partner's Agency's Executive Director. The Institute for Community Alliance will provide Exception Reports to the Partner Agency Technical Administrator who is designated by the Partner Agency Executive Director.
- The Partner Agency that creates a client record owns the responsibility for a baseline of data quality to include: non-duplication of client record, Release of Information (ROI), Universal & Program level data elements as defined by HUD Data Standards, up-to-date Program Entries and Exits, and answers to the questions, "Currently Homeless?" and "Chronically Homeless?".
- Each Partner Agency that comes in contact with a client has an opportunity to improve data quality and should make every effort to do so when that opportunity arises.

- Each Partner Agency has agreed to and is responsible for collecting and entering all of the data elements on Iowa Basic or MACCH Basic Intake Form, whether required by HUD or not.
- The Continuums of Care will decide on a plan to dispose of (or remove identifiers from) client data seven (7) years after it was created or last changed.

## **Procedures**

1. Refer to User Manual and/or Training Materials for specific data entry guidelines.
2. The Institute for Community Alliance will provide each agency with an ongoing Exceptions Report, and provide the training necessary in order for the Partner Agency to be able to download and report to the appropriate parties within the agency.
3. The Partner Agency Technical Administrator will share data with authorized personnel only (those with ICA HMIS authorization).
4. Partner Agency Technical Administrator will be responsible for reviewing the weekly Exception Reports and notifying users to make corrections, within one week.
5. Partner Agency Technical Administrator will inform the ICA HMIS System Administrator if there are any technical issues retrieving the Exception Reports within three (3) business days.
6. Upon request of Partner Agency Executive Management, The Institute for Community Alliance will provide measures and metrics to verify data quality.
7. Upon request by The Continua's Executive Committee, The Institute for Community Alliance will provide measures and metrics to assess the data quality of individual programs.
8. The CoC's Data Committee shall develop with ICA the procedure to properly dispose of client data within the seven-year time frame allocated in the HUD Data Standards.

## ***c. Release of Disclosure of Client Data***

### **Policies**

- Client-specific data from ICA HMIS may be shared with Partner Agencies only when the sharing agency has secured a valid Release of Information from that client authorizing such sharing, and only during such time that

Release of Information is valid (before its expiration). Other non-ICA HMIS inter-agency agreements do not cover the sharing of ICA HMIS data.

- Sharing of client data may be limited by program specific confidentiality rules.
- No client-specific data will be released or shared outside of the Partner Agencies unless the client gives specific written permission or unless withholding that information would be illegal (see Release of Information). Note that services may NOT be denied if client refuses to sign Release of Information or declines to state any information.
- Release of Information must constitute INFORMED consent. The burden rests with the intake staff to inform the client before asking for consent. As part of informed consent, a notice must be posted explaining the reasons for collecting the data, the client's rights, and any potential future uses of the data. An example of such a sign for posting may be found at [www.icalliances.org](http://www.icalliances.org) under "Iowa Forms".
- Client shall be given print out of all data relating to them upon written request and within 10 working days.
- A report of data sharing events, including dates, agencies, persons, and other details, must be made available to the client upon request and within 10 working days.
- Aggregate data that does not contain any client specific identifying data may be shared with internal and external agents without specific permission. This policy should be made clear to clients as part of the Informed Consent procedure.
- Each Partner Agency Executive Director is responsible for his or her agency's internal compliance with the HUD Data Standard.

### **Procedures**

1. Procedures for disclosure of client-specific data are readily obtained from the above policies, combined with the configuration of ICA HMIS, which facilitates appropriate data sharing.

## **5.5 Server Security**

### **Policies**

- The ICA HMIS System Administrator and our HMIS Vendor will strive to secure and keep secure the servers, both physically and electronically.

## **Procedures**

1. All procedures for maximizing Server Security are the responsibility of the ICA HMIS System Administrator and our HMIS vendor.

## **5.6 Server Availability**

### **Policies**

- The ICA HMIS System Administrator will strive to maintain continuous availability by design and by practice.
- Necessary and planned downtime will be scheduled when it will have least impact, for the shortest possible amount of time, and will only come after timely communication to all participants.
- The ICA HMIS System Administrator is responsible for design and implementation of a back and recovery plan (including disaster recovery).

### **Procedures**

1. A user should immediately report unplanned downtime to his or her Partner Agency Technical Administrator.
2. All other procedures for maximizing server availability, recovering from unplanned downtime, communicating, and avoiding future downtime are the responsibility of the ICA HMIS System Administrator.
3. The ICA HMIS System Administrator or our HMIS vendor will backup system, software, and database data on a weekly basis, as well as incremental backups nightly.

## **5.7 Workstation Security**

### **Policies**

- The Partner Agency Technical Administrator is responsible for preventing degradation of the whole system resulting from viruses, intrusion, or other factors under the agency's control.
- The Partner Agency Technical Administrator is responsible for preventing inadvertent release of confidential client-specific information. Such release may come from physical or electronic or even visual access to the workstation, thus steps should be taken to prevent these modes of inappropriate access (that is, don't let someone read over your shoulder: lock your screen).

- All workstations to be used with ICA HMIS must be secured by a firewall between the workstation and the internet. Software firewalls are acceptable.
- Recommended Internet connection: DSL or Cable Modem, at least 128 kbits.
- Definition and communication of all procedures to all Partner Agency users for achieving proper agency workstation configuration and for protecting their access by all Agency users to the wider system are the responsibility of the Partner Agency Technical Administrator.

### **Procedures**

1. At a minimum, any workstation accessing the central server shall have anti-virus software with current virus definitions (24 hours) and frequent full-system scans (weekly).

## **5.8 Training**

### **Policies**

- The Partner Agency Executive Director shall obtain the commitment of the Partner Agency Technical Administrator and designated staff persons to attend training(s) as specified in the *Memorandum of Understanding (MOU)* between Partner Agency and The Institute for Community Alliance.

### **Procedures**

#### **Start-up Training**

The Institute for Community Alliance will provide training in the following areas prior to the Partner Agency using ICA HMIS:

- Partner Agency Administrator training
- End User training
- Confidentiality training

#### **Partner Agency Technical Administrator Training**

Training will be done in a group setting, where possible to achieve the most efficient use of time and sharing of information between agencies. Training will include:

- New user set-up
- Assigning agency within ICA HMIS hierarchy
- End User training
- Running package reports

- Creating customized reports

## **5.9 Compliance**

### **Policies**

- Compliance with these Policies and Procedures is mandatory for participation in ICA HMIS.
- Using the Servicepoint™ software, all changes to client data are recorded and will be periodically and randomly audited for compliance.
- Each Partner Agency is responsible for ensuring they meet the Privacy and Security requirements detailed in the HUD HMIS Data and Technical Standards. Annually, Partner Agencies will conduct a thorough review of internal policies and procedures regarding ICA HMIS.

### **Procedures**

1. See “Project Participation” and “User Authorization” sections for procedures to be taken for lack of compliance.

## **5.10 Technical Support**

### **Policies**

- Support requests include problem reporting, requests for enhancements (features), or other general technical support.
- Users shall submit support requests to their Partner Agency Technical Administrator (email is suggested).
- Users shall not, under any circumstances, submit requests to software vendor.
- Users shall not submit requests directly to The Institute for Community Alliance without specific invitation. All requests to The Institute for Community Alliance shall be submitted to Partner Agency Technical Administrator, who may then escalate to The Institute for Community Alliance, who may then escalate to vendors as appropriate.
- The Institute for Community Alliance will only provide support for issues specific to ICA HMIS software and systems.

## **Procedures**

### **Submission of Support Request**

1. User encounters problem or originates idea for improvement to system or software.
2. User creates support request via email sent to Partner Agency Technical Administrator specifying the severity of the problem and its impact on their work, specific steps to reproduce the problem, and any other documentation that might facilitate the resolution of the problem. User shall also provide contact information and best times to contact.
3. The Partner Agency Administrator, upon receipt of a support request, shall make reasonable attempts to resolve the issue.
4. If the Partner Agency Administrator is unable to resolve the issue and determines that the problem is specific to ICA HMIS software and systems, the Partner Agency Administrator shall consolidate multiple similar requests and submit to ICA. *Note: If the Support Request is deemed by ICA HMIS System Administrator to be an agency-specific customization<sup>1</sup>, resolution of the request may be prioritized accordingly. ICA reserves the right to charge on an hourly basis for these changes if/when the workload for such agency-specific customizations becomes burdensome.*
5. The ICA HMIS System Administrator may at this point determine that the cause of reported issue is outside the scope of control of the ICA HMIS software and systems.
6. The ICA HMIS System Administrator will consolidate such requests from multiple Partner Agencies, if appropriate, and strive to resolve issues according to their severity and impact.
7. If the ICA HMIS System Administrator is unable to resolve the issue, other software or system vendor(s) may be included in order to resolve the issue(s).
8. In cases where issue resolution may be achieved by the end user or other Partner Agency personnel, the ICA HMIS System Administrator will provide instructions via email to the Partner Agency Administrator.

## ***5.11 Changes to This and Other Documents***

### **Policies**

- The Data Committee of the Continua will guide the compilation and amendment of these Policies and Procedures.

### **Procedures**

#### **Changes to Policies & Procedures**

1. Proposed changes may originate from any participant in ICA HMIS.
2. When proposed changes originate within a Partner Agency, they must be reviewed by the Partner Agency Executive Director, and then submitted by the Partner Agency Executive Director to the ICA HMIS System Administrator for review and discussion.
3. ICA HMIS System Administrator will maintain a list of proposed changes.
4. The list of proposed changes will be discussed by the Technology Committee, subject to line item excision and modification. This discussion may occur either at a meeting of the Technology Committee, or via email or conference call, according to the discretion and direction of the Technology Committee Chairperson.
5. Results of said discussion will be communicated, along with the amended Policies and Procedures. The revised Policies and Procedures will be identified within the document by the date of the Technology Committee discussion.
6. Partner Agencies Executive Directors shall acknowledge receipt and acceptance of the revised Policies and Procedures within 10 working days of delivery of the amended Policies and Procedures by notification in writing or email to ICA HMIS System Administrator. The Partner Agency Executive Director shall also ensure circulation of the revised document within their agency and compliance with the revised Policies and Procedures.

## ***6 Other Obligations and Agreements***

Certain HUD grants for ICA HMIS projects provide for a limited number of user licenses within various Continua. While it may not be possible to meet every agency's full requirements for licenses within the HUD grant to The Institute for Community Alliance, the ICA HMIS System Administrator will endeavor to ensure that every agency

participating in Continua with these designated funds, will have their minimum requirements met from the HUD grant as long as these funds are available.

### **6.1 HUD HMIS Data and Technical Standards**

This document should, at a minimum, reflect the baseline requirements listed in the HMIS Data and Technical Standards Final Notice, published by HUD in July 2004, and revised in 2010 and 2014. Users of ICA HMIS are required to read and comply with the HMIS Data and Technical Standards. Failure to comply with these standards carries the same consequences as does failure to comply with these Policies and Procedures. In any instance where these Policies and Procedures are not consistent with the ICA HMIS Standards from HUD, the HUD Standards take precedence. Should any inconsistencies be identified, notice should be made to:

[david.eberbach@icalliances.org](mailto:david.eberbach@icalliances.org)

### **6.2 HIPAA**

For agencies or programs where HIPAA applies, HIPAA requirements take precedence over both the HUD ICA HMIS Data Requirements (as specified in those requirements) and these policies and procedures.

**It should be noted here that the Iowa HMIS network software ServicePoint™ is fully HIPPA compliant and can support HIPPA requirements in the local agency setting.**

**ADMINISTRATIVE PLAN  
FOR THE  
HOUSING CHOICE VOUCHER PROGRAM**

**Product #301-002**

**January 1, 2005**

<b>Revision Date</b>	<b>Revision Date</b>
9/1/05	7/1/11
5/1/06	7/1/12
12/1/06	7/1/13
7/1/07	7/1/14
8/1/08	1/13/15
11/1/08	7/1/15
10/1/09	7/1/16
8/1/10	

Approved by the City of Cedar Rapids City Council;  
Changes submitted to HUD annually.

- 5) On an annual basis, beginning July 1 of each year, the PHA will provide a limited Child Welfare and Housing preference for up to 75 families with children under the age of 18 in Cedar Rapids Housing Agency's jurisdiction. The families must be (1) either experiencing homelessness as defined in the preceding paragraph or at imminent risk of homelessness and (2) have current involvement with the IA Department of Human Services, Child Welfare Division (DHS) as verified by DHS. Families must lack both housing and the supportive services necessary for residential reunification. The PHA preference will remain in place so long as service funding is available to serve eligible families. The PHA maintains an active Memorandum of Understanding with the IA Department of Human Services Child Welfare Division; the preference is consistent with current PHA Plans, and the Consolidated Plan; and the preference is based on local housing needs and priorities that can be documented by generally accepted data sources.
- 6) Families with children under the age of 18, or Elderly families, or Disabled families, who are residents (have a legal domicile) or work within Cedar Rapids Housing Agency's jurisdiction when their name comes to the top of the waiting list 24 CFR 982.207 (b) (1).
- 7) Families with children under the age of 18, or Elderly families, or Disabled families, who are not residents (do not have a legal domicile) or do not work in the Cedar Rapids Housing Agency's jurisdiction. 24 DFR 982.207 (b)(1).
- 8) Families with no children under the age of 18, who are residents (have a legal domicile) or work within Cedar Rapids Housing Agency's jurisdiction when their name comes to the top of the waiting list. 24 CDF 982.207 (b)(1).
- 9) Families with no children under the age of 18, who are not residents (do not have a legal domicile) or do not work in the Cedar Rapids Housing Agency's jurisdiction. 24 CFR 982.207 (b) (1).

(Applicants who are working or who have been notified that they are hired to work in a residency preference area must be treated as residents of the residency preference area.) 24 CFR 982.207 (b)(v).

(Domicile – A person's true, fixed and legally recognized place of residence, especially in cases of prolonged absence that require them to prove a continuing and significant connection with the place.)

NOTE: The use of a residency preference does not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family.

- 5) On an annual basis, beginning July 1 of each year, the PHA will provide a limited Child Welfare and Housing preference for up to 75 families with children under the age of 18 in Cedar Rapids Housing Agency's jurisdiction. The families must be (1) either experiencing homelessness as defined in the preceding paragraph or at imminent risk of homelessness and (2) have current involvement with the IA Department of Human Services, Child Welfare Division (DHS) as verified by DHS. Families must lack both housing and the supportive services necessary for residential reunification. The PHA preference will remain in place so long as service funding is available to serve eligible families. The PHA maintains an active Memorandum of Understanding with the IA Department of Human Services Child Welfare Division; the preference is consistent with current PHA Plans, and the Consolidated Plan; and the preference is based on local housing needs and priorities that can be documented by generally accepted data sources.
- 6) Families with children under the age of 18, or Elderly families, or Disabled families, who are residents (have a legal domicile) or work within Cedar Rapids Housing Agency's jurisdiction when their name comes to the top of the waiting list 24 CFR 982.207 (b) (1).
- 7) Families with children under the age of 18, or Elderly families, or Disabled families, who are not residents (do not have a legal domicile) or do not work in the Cedar Rapids Housing Agency's jurisdiction. 24 DFR 982.207 (b)(1).
- 8) Families with no children under the age of 18, who are residents (have a legal domicile) or work within Cedar Rapids Housing Agency's jurisdiction when their name comes to the top of the waiting list. 24 CDF 982.207 (b)(1).
- 9) Families with no children under the age of 18, who are not residents (do not have a legal domicile) or do not work in the Cedar Rapids Housing Agency's jurisdiction. 24 CFR 982.207 (b) (1).

(Applicants who are working or who have been notified that they are hired to work in a residency preference area must be treated as residents of the residency preference area.) 24 CFR 982.207 (b)(v).

(Domicile – A person's true, fixed and legally recognized place of residence, especially in cases of prolonged absence that require them to prove a continuing and significant connection with the place.)

NOTE: The use of a residency preference does not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family.

## **Eligible Immigrants**

### ***Documents Required***

All family members claiming eligible immigration status must declare their status in the same manner as U.S. citizens and nationals.

The documentation required for eligible noncitizens varies depending upon factors such as the date the person entered the U.S., the conditions under which eligible immigration status has been granted, age, and the date on which the family began receiving HUD-funded assistance. Exhibit 7-2 at the end of this chapter summarizes documents family members must provide.

### ***PHA Verification*** [HCV GB, pp. 5-3 and 5-7]

For family members age 62 or older who claim to be eligible immigrants, proof of age is required in the manner described in 7-II.C. of this plan. No further verification of eligible immigration status is required.

For family members under the age of 62 who claim to be eligible immigrants, the PHA must verify immigration status with the United States Citizenship and Immigration Services (USCIS).

The PHA will follow all USCIS protocols for verification of eligible immigration status.

## **7-II.H. VERIFICATION OF PREFERENCE STATUS**

The PHA must verify any preferences claimed by an applicant.

### PHA Policy

The PHA will offer a preference to any family that has been displaced by local government code enforcement action in Linn or Benton counties. The PHA will verify this preference by obtaining a copy of the official notice to the residents of the property.

The PHA will offer a preference to any family that has been displaced in an area declared a federal disaster area. The PHA will verify this preference through FEMA, Red Cross, or any other documentation PHA may determine to be necessary.

The PHA will offer a preference to any family that has been accepted for the project based certificate program. The PHA will verbally verify with the project based complex applicant has been accepted.

The PHA will offer a preference to any one person household that meets HUD's definition for chronically homeless. The PHA will verify this preference through other organizations that provide services to the homeless.

# Performance Measurement Module (Sys PM)

## Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

**Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.**

**Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.**

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH		4670		33			21	
1.2 Persons in ES, SH, and TH		6190		100			34	

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	-	-	-	-	-	-	-
1.2 Persons in ES, SH, and TH	-	-	-	-	-	-	-	-

## Performance Measurement Module (Sys PM)

### Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	320	39	12%	19	6%	20	6%	78	24%
Exit was from ES	1106	137	12%	71	6%	94	8%	302	27%
Exit was from TH	734	46	6%	39	5%	37	5%	122	17%
Exit was from SH	0	0		0		0		0	
Exit was from PH	275	15	5%	5	2%	11	4%	31	11%
TOTAL Returns to Homelessness	2435	237	10%	134	6%	162	7%	533	22%

# Performance Measurement Module (Sys PM)

## Measure 3: Number of Homeless Persons

### Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	Previous FY PIT Count	2015 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1939	1975	36
Emergency Shelter Total	816	737	-79
Safe Haven Total	0	0	0
Transitional Housing Total	1058	1139	81
Total Sheltered Count	1874	1876	2
Unsheltered Count	65	99	34

### Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons		6248	
Emergency Shelter Total		4613	
Safe Haven Total		0	
Transitional Housing Total		2123	

## Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

### Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		131	
Number of adults with increased earned income		17	
Percentage of adults who increased earned income		13%	

## Performance Measurement Module (Sys PM)

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		131	
Number of adults with increased non-employment cash income		11	
Percentage of adults who increased non-employment cash income		8%	

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		131	
Number of adults with increased total income		22	
Percentage of adults who increased total income		17%	

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		300	
Number of adults who exited with increased earned income		89	
Percentage of adults who increased earned income		30%	

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		300	
Number of adults who exited with increased non-employment cash income		50	
Percentage of adults who increased non-employment cash income		17%	

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		300	
Number of adults who exited with increased total income		120	
Percentage of adults who increased total income		40%	

## Performance Measurement Module (Sys PM)

### Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.		5373	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		968	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)		4405	

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.		6234	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		1133	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)		5101	

### Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD’s Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in 2016.

## Performance Measurement Module (Sys PM)

### Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

#### Metric 7a.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		91	
Of persons above, those who exited to temporary & some institutional destinations		7	
Of the persons above, those who exited to permanent housing destinations		24	
% Successful exits		34%	

#### Metric 7b.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited		5690	
Of the persons above, those who exited to permanent housing destinations		2495	
% Successful exits		44%	

#### Metric 7b.2 – Change in exit to or retention of permanent housing

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH		312	
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations		263	
% Successful exits/retention		84%	