Iowa Balance of State Continuum of Care (CoC)
DRAFT 2017 CoC Renewal Project Application Plan

Comments Invited

On behalf of the Iowa Council on Homelessness, the Iowa Finance Authority is inviting comments on this DRAFT 2017 CoC Renewal Project Application Plan. Written comments may be submitted by email to amber.lewis@iowa.gov. **Comments should be submitted by Tuesday, January 31, 2017.**

==**Remember, this document is NOT FINAL. Renewal applicants SHOULD NOT submit an application based on this document.**==

Introduction

The Iowa Balance of State Continuum of Care (CoC) is requesting 2017 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 2017 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.

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2017 Renewal Application Process

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

- **Part 1: 2017 Project Application for CoC Review and Most Recent APR**
  - o Submit by email to amber.lewis@iowa.gov.
  - o **Deadline: TBD**

- **Part 2: 2017 E-snaps Project Application:**
  - o https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources
  - o **Deadline: TBD**

- **Part 3: Other Attachments**
  - o HUD Form 2991: Certificates of Consistency with the Consolidated Plan
  - o Other
  - o **Deadline: TBD**

Application Reviews: Project Applications will be reviewed by the Continuum of Care Committee. 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 and/or the Executive Committee will vote on these recommendations.

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.

HUD may follow a similar process for reallocation in 2017, 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, typically for the same amount of funds that would have been otherwise available for their renewal project. 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. *Comments are sought on whether projects should be re-scored in this situation.*

Appeals Process: The CoC's Appeals Process was updated in 2016 and is posted to this page: http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107.

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

2017 Renewal Project Application Timeline

January 2017:CoC Renewal Project Competition Plan released for stakeholder comment.

January 31, 2017: Comments due.

February 14, 2017: CoC Committee reviews comments and suggests updates.

Wednesday, March 15, 2017: Iowa Council on Homelessness meeting; includes review of proposed Competition Plan.

Wednesday, March 15, 2017 (after council meeting): Annual Meeting for Continuum of Care grantees and prospective applicants, including opportunity for preliminary self-assessment based on proposed 2017 Application for CoC Review.

Friday, April 21, 2017: Executive Committee reviews Renewal Project Competition Plan and any final proposed updates.

_____, 2017: 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.

_____, 2017: CoC Committee members have scored applications independently; committee meets to discuss scoring and recommend rankings.

_____, 2017: 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.

2017 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 2016 funding cycle will be exempt from submitting the Project Application for CoC Review contained in this 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 2016.

2017 Project Application for CoC Review

- Instructions and draft application follow.

2017 Iowa Balance of State Continuum of Care (CoC)
DRAFT Renewal Project Application for CoC Review

Instructions: Answer the questions below. Include a "Self-Score" as indicated. Submit to amber.lewis@iowa.gov by XX/XX/XXXX.

APPLICANT NAME AND LOCATION

Organization Name:	
Project Name:	
Type of Project (Permanent Supportive Housing, Rapid Rehousing, Transitional Housing)	
Project Name on the HIC:	
Address:	
Contact Person (w/Email & Phone):	
Secondary Contact (w/Email & Phone):	

Verify current registration in federal System for Award Management:	**Circle or Enter**: Yes/No	DUNS #:	

THRESHOLD ASSURANCES

Projects MUST meet ALL of these requirements to be eligible for renewal consideration.

Has the project removed the following barriers to accessing housing and services? Verify that each barrier described does NOT exist:

	Circle or Enter:	Self-Score: Assurances met?	CoC-Score: Assurances met?	Threshold Notes
a. Having too little or no income:	**Circle or Enter:** Not a barrier			
b. Having a criminal record with exceptions for state-mandated restrictions:	**Circle or Enter:** Not a barrier			
c. Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement):	**Circle or Enter:** Not a barrier			
d. Having (or not having) a previous address within Iowa:	**Circle or Enter:** Not a barrier			
e. Failure to comply with HUD's 2016 Gender Identity Rule: (https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/)	**Circle or Enter:** Not a barrier			

CONTINUUM OF CARE PARTICIPATION (10 points, *questions 1 - 4*)

1 **Local Participation: Since January 2016, have representatives of your program attended meetings as part of organizing a Coordinated Entry/Coordinated Services Region that includes your service area OR attended meetings of your organized local planning group? List meetings below.** (1 point for each meeting attended, up to 3 points)

Representative (Name of Individual)	Region or Planning Group	Date Attended	Self-Score (up to 3)	CoC Score (up to 3)	Scoring Notes
		XX/XX/XXXX			
		XX/XX/XXXX			
		XX/XX/XXXX			

ICH Participation: Since January 2016, have representatives of your program attended at least three bimonthly meetings of the Iowa Council on Homelessness? Note that anyone can participate in council meetings even if not a voting member; posted meeting minutes must be able to verify

2 **attendance.** (1 point if at least three meetings attended)

Representative (Name of Individual)	Date Attended	Three meetings attended? Circle or enter: yes/no.	Self-Score (up to 1)	CoC Score (up to 1)	Scoring Notes

ICH Committee Participation: Since January 2016, have representatives of your program attended at least three meetings of one or more Iowa Council on Homelessness committees? Note that anyone can participate in committee meetings even if not a council member; posted meeting minutes must be able

3 **to verify attendance.** (1 point for each meeting attended, up to 3 points)

Representative (Name of Individual)	Committee	Date Attended	Self-Score (up to 3)	CoC Score (up to 3)	Scoring Notes
		XX/XX/XXXX			
		XX/XX/XXXX			
		XX/XX/XXXX			

4 **Other CoC Participation: Have representatives of your program participated in any of the following activities?** (1 point for each activity, up to 3 points)

Activity	Representative (Name of Individual)	Self-Score (up to 3)	CoC Score (up to 3)	Scoring Notes
2016 HUD Peer-to-Peer Symposium				
Local Unsheltered 2017 Point-in-Time Street Count				
March 2017 Day on the Hill				
March 2017 Annual Meeting of Iowa BoS CoC Grantees				

PROJECT MANAGEMENT (10 points, *questions 5-9*)

5 **Spending History: Refer to the most recently-completed operating year for which an APR has been submitted.** (5 points if funds were fully expended (0% unexpended); 4 points if up to 1% of funds are unexpended; 3 points if up to 2% of funds are unexpended; 2 points if up to 3% of funds are unexpended, 1 point if 4% of funds are unexpended and zero points if 5% or more of funds are unexpended)

		Self-Score (up to 5)	CoC Score (up to 5)	Scoring Notes
a. Project operating year end-date:	XX/XX/XXXX			
b. Grant amount:	$ -			
c. Total funds expended:	$ -			
d. Funds remaining (unexpended funds):	$ -			
e. Unexpended funds percentage (unexpended funds/grant amount):				

6 **Annual Performance Report (APR) Submission: Refer to the most recently-completed operating year for which an APR has been submitted.** (1 point if 90-day requirement met)

		Self-Score (up to 1)	CoC Score (up to 1)	Scoring Notes
a. Project operating year end-date:	XX/XX/XXXX			
b. Date APR submitted to HUD in Esnaps:	XX/XX/XXXX			
c. Date APR forwarded to the Iowa Finance Authority:	XX/XX/XXXX			
d. Did your project meet the 90-day requirement?	**Circle or enter:** Yes / No			
e. If an extension was granted by HUD or Esnaps was unavailable, describe. Must have written documentation available upon request.				

7 HUD Grant Monitoring: (2 points)		Self-Score (up to 2)	CoC Score (up to 2)	Scoring Notes
a. Has HUD monitored the project within the past two years? (If no, STOP and award full 2 points.)	Circle or enter: Yes / No			
b. Date of monitoring visit:	XX/XX/XXXX			
c. How many findings of noncompliance were documented by HUD? (If greater than 3, stop and award NO points)				
d. How many findings of noncompliance have NOT been resolved within the required time frame? (If greater than zero, award NO points)				

8 Administration Costs: (1 point if yes)		Self-Score (up to 1)	CoC Score (up to 1)	Scoring Notes
Will the amount requested for Administration Costs in the Esnaps project application be within (lower than) 7% or the amount listed on the GIW?	Circle or enter: Yes / No			

9 Drawdown Timeliness: (1 point if yes)		Self-Score (up to 1)	CoC Score (up to 1)	Scoring Notes
In the most recently completed program year, did the agency draw down funds from HUD at least quarterly?	Circle or enter: Yes / No			

PROJECT DESIGN (25 points, *questions 10-13*)

10 Project Type: (10 points)	Self-Score (0 or 10)	CoC Score (0 or 10)	Scoring Notes
Circle one: -Permanent Supportive Housing (10 points) -Rapid Rehousing (10 points) -Transitional Housing exclusively for DV, youth, or substance abuse (10 points) -Transitional Housing NOT exclusively for DV, youth, or substance abuse (no points)			

4

	Prioritization of literally homeless or fleeing domestic violence: Refer to the most recently-completed operating year for which an APR has been submitted. (5 points)		Self-Score (up to 5)	CoC Score (up to 5)	Scoring Notes
11					
	a. Total number of participants that entered program:				
	b. Number of entering participants that came from the street, other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence:				
	c. Percentage of participants that entered from the sources above (b)/(a). (10 points for 100%; 9 points for at least 95%; 8 points for at least 90%; 7 points for at least 85%; 6 points for at least 80%; no points for lower than 80%)				

Housing First: Does the project ensure participants are NOT terminated from the program for the following reasons, as evidenced by a written Termination
12 **Policy attached to the application (select all that apply)?** (5 points; MUST attach written Termination Policy for points)

	Circle or enter:	Self-Score (up to 5)	CoC Score (up to 5)	Scoring Notes
Failure to participate in supportive services and/or failure to make progress on a service plan: (1 point if yes AND matches attached Termination Policy)	Circle or enter: Yes / No			
Loss of income or failure to improve income: (1 point if yes AND matches attached Termination Policy)	Circle or enter: Yes / No			
Active substance abuse: (1 point if yes AND matches attached Termination Policy)	Circle or enter: Yes / No			
Any other activity not covered in a lease agreement typically found in the project's geographic area: (1 point if yes AND matches attached Termination Policy)	Circle or enter: Yes / No			
and ensure that:				
every effort is made to help participants transition to other housing options when continuation in this project is jeopardized or about to expire? (1 point if yes)	Circle or enter: Yes / No			

Comment: consider whether attached Termination Policy is truly needed here or same goals could be met in some other way. Also--previous draft mentioned attaching prioritization policy but didn't refer to it in the points.

13 Supportive Services: Check below for each statement that is true for this project. (5 points)

		Self-Score (up to 5)	CoC Score (up to 5)	Scoring Notes
a. Transportation assistance is provided to clients to attend mainstream benefit appointments, employment training, or jobs. (1 point for yes)	**Circle or enter:** Yes / No			
b. A single application form is used for four or more mainstream programs. (1 point for yes)	**Circle or enter:** Yes / No			
c. At least semi-annual follow-ups are conducted with participants to ensure that mainstream benefits are received and renewed (and for RRH programs, to ensure that housing stability is maintained). (1 point for yes)	**Circle or enter:** Yes / No			
d. Project participants have access to SSI/SSDI technical assistance provided by the applicant, a sub-recipient, or partner agency. (1 point for yes)	**Circle or enter:** Yes / No			
e. The individual providing the technical assistance completed SOAR training in the past 24 months. (1 point for yes)	**Circle or enter:** Yes / No			
Name of Individual:	Date of Training:			

PERFORMANCE (55 points, *questions 14-15*)

14 Successful Client Outcomes & Cost Per Exit: Refer to the most recently-completed operating year for which an APR has been submitted. (5 points)

		Self-Score	CoC Score	Scoring Notes
a. Total project budget including match:	$ -			
b. Number of exits to permanent housing:				
c. % of exits to permanent housing:				
d. Cost per permanent housing exit:	$ -			
e. % of entries with no income:				
f. % of exits with no income:				

How is this one scored?

15   Program Evaluation: Refer to the most recently-completed operating year for which an APR has been submitted. (50 points)

Evaluation Criteria	Benchmark/Standard	Program Result	Self-Score (up to 10)	CoC Score (up to 10)	Scoring Notes
a. HIC Utilization Rate according to [weblink]:	Different for each???				
			(up to 10)	(up to 10)	Scoring Notes
b. Percentage of all adult participants who gained or increased earned income from entry to exit:	All Programs: 25%				
			(up to 10)	(up to 10)	Scoring Notes
c. Percentage of all adult participants who gained or increased other income from entry to exit:	PH: 35% TH: 45%				
			(up to 10)	(up to 10)	Scoring Notes
c. Percentage with non-cash benefits at exit:	90%				
			(up to 5)	(up to 5)	Scoring Notes
d. PSH Only: Percentage of all participants who remain in PSH or exited to PH:	90%				
RRH Only: Percentage of all participant leavers who exited to PH:	85%				
TH Only: Percentage of all participant leavers who exited to PH:	85%				
For all of these in this section, is it all or nothing for the points?			(up to 5)	(up to 5)	Scoring Notes
e. Percentage of all participant leavers who exited to shelter, streets or unknown:	</= 10%				