

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 2015 CoC Program Competition NOFA in its entirety for specific application and program requirements.
- Using the CoC Application Detailed Instructions for assistance with 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 so, please keep in mind that:
 - This year, CoCs will see that a few responses have been imported from the FY 2013/FY 2014 CoC Application. Due to significant changes to the CoC Application questions, most of the responses from the FY 2013/FY 2014 CoC Application could not be imported.
 - For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses.
 - For other questions, the Collaborative Applicant must be aware of responses provided by project applicants in their Project Applications.
 - Some questions require that the Collaborative Applicant 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 Detailed Instructions click [here](#).

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange 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 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange 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 advocates | 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 in the geographic area 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. (limit 1000 characters)

The CoC is governed by the Iowa Council on Homelessness. All members are appointed by the governor; It is comprised of service providers, representatives from each state department, individuals who have experienced homelessness, and members of the general public. As positions open on the council, its Nominations Committee identifies potential new members that will maintain the council's diversity or expand its expertise in addressing homeless concerns. The IA Dept of Ed has a standing position on the council that represents school admin & homeless liaisons. The Council co-chair is the executive director of the Cedar Valley Friends of the Family, which is a CoC-funded victim service provider. The Council's committees include members and additional public stakeholders with an interest in ending homelessness. The Council & its committees follow open public meeting laws as defined by the state to maximize stakeholder participation. Policies & 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 within the last 12 months (between October 1, 2014 and November 15, 2015). | Sat on the CoC Board as active member or official at any point during the last 12 months (between October 1, 2014 and November 15, 2015). |
|--------------------------------------|----------------|---|---|
| Lutheran Services in Iowa | No | Yes | Yes |
| United Action for Youth | Yes | No | No |
| Foundation 2 | Yes | No | No |
| Francis Lauer | Yes | 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 |
| Forest Ridge Youth Services | 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 within the last 12 months (between October 1, 2014 and November 15, 2015). | Sat on CoC Board as active member or official at any point during the last 12 months (between October 1, 2014 and November 15, 2015). |
|---|---|---|
| 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. Does the CoC intend to meet the timelines for ending homelessness as defined in Opening Doors?

| Opening Doors Goal | CoC has established timeline? |
|--|-------------------------------|
| End Veteran Homelessness by 2015 | Yes |
| End Chronic Homelessness by 2017 | Yes |
| End Family and Youth Homelessness by 2020 | Yes |
| Set a Path to End All Homelessness by 2020 | Yes |

**1B-3. How does the CoC identify and assign the individuals, committees, or organizations responsible for overseeing implementation of specific strategies to prevent and end homelessness in order to meet the goals of Opening Doors?
 (limit 1000 characters)**

The CoC adopted the goals of Opening Doors during the September, 2011, meeting of the Iowa Council on Homelessness. Since that time strategies to prevent and end homelessness consistent with the goals of Opening Doors have been assigned through the existing committee structure of the CoC. Specifically the Policy and Planning, Continuum of Care, Research and Analysis, and Coordinated Entry Committees work together to ensure initiatives are appropriately assigned, a standardized system of service provision is created, funded projects (both new and renewal) are consistent with Opening Doors goals and priorities, and project performance is regularly reported back to the CoC, taken into consideration for future funding and further demonstrates progress toward achieving said goals.

1B-4. 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 any new projects in 2015. (limit 1000 characters)

The CoC provides funds for new projects through a competitive application process that uses the priorities identified by the CoC using the Opening Doors: Federal Strategic Plan to Prevent and 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. The CoC funded three new projects in Tier One this year through funds made available via reallocation based on a competitive performance review by the CoC, plus additional bonus new project requests in Tier 2.

1B-5. 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 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

1C-1. Does the CoC coordinate with other 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 |
| HeadStart Program | Yes |
| Other housing and service programs funded through Federal, State and local government resources. | Yes |

1C-2. The McKinney-Vento Act, as amended, requires CoCs 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 that the CoC 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)(1) requires that the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for 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 | Percentage |
|---|--------|------------|
| 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 | 100.00 % |
| How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data? | 8 | 100.00 % |
| 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 | 100.00 % |

| | | |
|--|---|----------|
| How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities? | 1 | 100.00 % |
|--|---|----------|

1C-2a. Based on the responses selected 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, extent, 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 thus work closely together on all fronts, with frequent joint meetings (multiple times per month with various committees). For the smaller Con Plan city jurisdictions within the CoC, collaboration happens more frequently 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 Planning Project application submitted here will move the CoC toward a regionalized plan for coordination of services, which will also impact Con Plan coordination.

1C-2b. Based on the responses selected 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's 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 the 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 CoC coordinates with victim service providers through the work of the Iowa Council on Homelessness. The current chair, co-chair, and other voting members of the council are affiliated with victim services. Iowa has six coordinated regional systems of care for victims and their families. Each region includes a consistent mix of available resources including emergency safe shelter, hotel/motel vouchers, shelter diversion, HP, RRH, TH and PSH. Services are available 24 hours a day through coordinated toll-free crisis lines. The CoC coordinates with non-victim providers. This is done through lowering barriers to accessing programs and ensuring privacy in the HMIS system. The Coordinated Entry process is also collaborating with both to ensure needs are being met for victims, including 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 October 1, 2014 and March 31, 2015, and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program. (Full credit consideration may be given for the relevant excerpt from the PHA's administrative planning document(s) clearly showing the PHA's homeless preference, e.g. Administration Plan, Admissions and Continued Occupancy Policy (ACOP), Annual Plan, or 5-Year Plan, as appropriate).

| Public Housing Agency Name | % New Admissions into Public Housing and Housing Choice Voucher Program from 10/1/14 to 3/31/15 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. Availability of these resources varies throughout the region. 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 2016 Qualified Allocation Plan includes a new Homeless Demonstration Set-Aside. 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. For "Other," you must provide a description (2000 character limit)

| | |
|---|-------------------------------------|
| 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"/> |
| | <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 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

1D-1. Select the systems 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 type="checkbox"/> |
| Mental Health Care: | <input type="checkbox"/> |
| Correctional Facilities | <input checked="" type="checkbox"/> |
| None: | <input type="checkbox"/> |

1D-2. Select the systems of care within the CoC's geographic area with which the CoC actively coordinates to ensure that 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) 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 sporadic throughout the region. Coordination is taking place at a grassroots level and is being driven by a volunteer process. However, there is not coordination throughout the 96 counties. The CoC is working on leveraging resources to develop a more effective statewide collaboration. The CoC will be utilizing planning funds to assist implementation, coordination, and data collection on a regional basis.

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

CoCs are required by the CoC Program interim rule to establish a Centralized or Coordinated Assessment system – also referred to as Coordinated Entry. Based on the recent Coordinated Entry Policy Brief, HUD’s primary goals for coordinated entry processes are that assistance be allocated as effectively as possible and that it be easily accessible regardless of where or how people present for assistance. Most communities lack the resources needed to meet all of the needs of people experiencing homelessness. This combined with the lack of a well-developed coordinated entry processes can result in severe hardships for persons experiencing homelessness who often face long wait times to receive assistance or are screened out of needed assistance. Coordinated entry processes help communities prioritize assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. Coordinated entry processes also provide information about service needs and gaps to help communities plan their assistance and identify needed resources.

**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 has moved forward with Coordinated Entry by having a pilot site in one community, representing 9% of the CoC population. Through the pilot site, there is one access point for entry and HMIS is utilized. The pilot site has been in effect for two years and continues to grow and develop. The CoC adopted the VI-SPDAT as a common assessment tool in July 2015. Since that time, other communities throughout the CoC are developing processes for Coordinated Entry. Through the 2015 CoC Planning Project, the CoC will be able to assist regions in developing a Coordinated Entry process that is effective in each region, but follows common protocols and procedures.

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 the organization or person does not exist in the CoC's geographic area, select "Not Applicable." If there are other organizations or persons that participate not on this list, enter the information, click "Save" at the bottom of the screen, and then select the applicable checkboxes.

| Organization/Person Categories | Participates in Ongoing Planning and Evaluation | Makes Referrals to the Coordinated Entry Process | Receives Referrals from the Coordinated Entry Process | Operates Access Point for Coordinated Entry Process | Participates in Case Conferencing | Not Applicable |
|---|---|--|---|---|-----------------------------------|--------------------------|
| Local Government Staff/Officials | <input checked="" type="checkbox"/> | <input checked="" 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"/> |
| Law Enforcement | <input checked="" type="checkbox"/> | <input checked="" 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"/> |
| Hospital(s) | <input checked="" type="checkbox"/> | <input checked="" 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"/> |
| 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"/> |
| 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"/> |
| Affordable Housing Developer(s) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" 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"/> |
| 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"/> |
| School Administrators/Homeless Liaisons | <input checked="" type="checkbox"/> | <input checked="" 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"/> |
| 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"/> |
| 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"/> |

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

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

1F-1. For all renewal project applications submitted in the FY 2015 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 2015 CoC Program Competition? | 28 |
| How many of the renewal project applications are first time renewals for which the first operating year has not expired yet? | 2 |
| 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 2015 CoC Program Competition? | 26 |
| Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2015 CoC Competition? | 100.00% |

1F-2. In the sections below, check the appropriate box(s) for each section to indicate how project applications were reviewed and ranked for the FY 2015 CoC Program Competition. (Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.)

| | |
|---|-------------------------------------|
| Type of Project or Program (PH, TH, HMIS, SSO, RRH, etc.) | <input checked="" type="checkbox"/> |
| Performance outcomes from APR reports/HMIS | |
| Length of stay | <input checked="" type="checkbox"/> |
| % permanent housing exit destinations | <input checked="" type="checkbox"/> |
| % increases in income | <input checked="" type="checkbox"/> |
| | <input type="checkbox"/> |

| | |
|--|-------------------------------------|
| Monitoring criteria | |
| Participant Eligibility | <input checked="" type="checkbox"/> |
| Utilization rates | <input checked="" type="checkbox"/> |
| Drawdown rates | <input checked="" type="checkbox"/> |
| Frequency or Amount of Funds Recaptured by HUD | <input checked="" type="checkbox"/> |
| | <input 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"/> |
| | <input 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)

The CoC used a competitive application process. The evaluation process of both new and renewal projects place scoring priority on projects' ability to serve those individuals and families experiencing homelessness that had the highest need and greatest vulnerability. Projects were scored on four key items: 1)The number of beds prioritized for chronic homelessness. 2)The percentage of individuals and families served that were previously unsheltered or accessing emergency shelter. 3)An evaluation of the projects' ability to complete the USICH Housing First Checklist. 4)Projects ability to meet CoC identified performance outcomes.

**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. In addition, describe how the CoC made this information available to all stakeholders. (Evidence of the public posting must be attached)
(limit 750 characters)**

The application was developed by the Collaborative Applicant and approved by the CoC Committee and then made public on the CoC webpage for public comment - after public comment, the application was adjusted. All CoC Committee hearings are public meetings (accessible both in person and over the phone) and grant comments are made available to all applicants. The CoC Committee reviewed applications and made recommendations which were then reviewed and approved by the Executive Committee. Public meetings related to the process were held on Sept. 24, Oct. 9, Oct. 27, and Oct. 29.

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2015 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.) 11/13/2015

1F-5. Did the CoC use the reallocation process in the FY 2015 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 their project application was rejected in the local CoC competition process? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.) 11/03/2015

1F-6. Is the Annual Renewal Demand (ARD) in the CoC's FY 2015 CoC Priority Listing equal to or less than the ARD on the final HUD-approved FY 2015 GIW? Yes

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

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange 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. Over the next year, the Research and Analysis Committee will begin reviewing interim reports provided by the HMIS Lead in order to monitor performance on a quarterly basis.

1G-2. Did the Collaborative Applicant review and confirm that all project applicants attached accurately completed and current dated form HUD 50070 and form HUD-2880 to the Project Applicant Profile in e-snaps? Yes

1G-3. 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 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange 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? In all cases, the CoC's governance charter must be attached to receive credit. In addition, if applicable, any separate document, like an MOU, 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 the attached MOU. GC, 2-3; GC, 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 Organizations (CHOs)? Yes

2A-4. What is the name of the HMIS software used by the CoC (e.g., ABC Software)? ServicePoint
Applicant will enter the HMIS software name (e.g., ABC Software).

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

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

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange 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 | \$346,608 |
| ESG | \$33,405 |
| CDBG | \$0 |
| HOME | \$0 |
| HOPWA | \$7,000 |
| Federal - HUD - Total Amount | \$387,013 |

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 | \$12,842 |
| Other Federal | \$0 |
| Other Federal - Total Amount | \$12,842 |

2B-2.3 Funding Type: State and Local

| Funding Source | Funding |
|---------------------------------------|-----------------|
| City | \$0 |
| County | \$0 |
| State | \$33,405 |
| State and Local - Total Amount | \$33,405 |

2B-2.4 Funding Type: Private

| Funding Source | Funding |
|-------------------------------|----------------|
| Individual | \$0 |
| Organization | \$0 |
| Private - Total Amount | \$0 |

2B-2.5 Funding Type: Other

| Funding Source | Funding |
|-----------------------------|----------------|
| Participation Fees | \$0 |
| Other - Total Amount | \$0 |

| | |
|---|------------------|
| 2B-2.6 Total Budget for Operating Year | \$433,260 |
|---|------------------|

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

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2015 HIC data in HDX, (mm/dd/yyyy): 05/15/2015

2C-2. Per the 2015 Housing Inventory Count (HIC) indicate the number of beds in the 2015 HIC and in HMIS for each project type within the CoC. If a particular housing type does not exist in the CoC then enter "0" for all cells in that housing type.

| Project Type | Total Beds in 2015 HIC | Total Beds in HIC Dedicated for DV | Total Beds in HMIS | HMIS Bed Coverage Rate |
|---|------------------------|------------------------------------|--------------------|------------------------|
| Emergency Shelter beds | 1,056 | 266 | 406 | 51.39% |
| Safe Haven (SH) beds | 0 | 0 | 0 | |
| Transitional Housing (TH) beds | 1,379 | 226 | 991 | 85.95% |
| Rapid Re-Housing (RRH) beds | 170 | 83 | 83 | 95.40% |
| Permanent Supportive Housing (PSH) beds | 370 | 0 | 217 | 58.65% |
| Other Permanent Housing (OPH) beds | 81 | 0 | 58 | 71.60% |

2C-2a. If the bed coverage rate for any housing type is 85% or below, describe how the CoC plans to increase this percentage over the next 12 months. (limit 1000 characters)

The CoC has been following with growing concern the decreasing HMIS bed coverage for Emergency Shelter - particularly in the area of ES-IND. Additional bed coverage has been lost due to loss of funding or rejection of funding due to the increased regulatory demands of the ESG program. The CoC intends to continue to pursue the agencies across the State that have left the HMIS network and attempt to draw them back on through alternative incentives. This includes working with county or community funders to require use of HMIS for local funding. During the next year, the CoC will seek HUD TA to work on participation by faith based shelters. The HMIS Lead will work with VA staff to increase data entry with VASH programs in order to increase PSH bed coverage. Finally, the CoC continues to explore the possibility of creating a part time position within the HMIS structure to support third party data entry for agencies that would meet privacy criteria.

2C-3. HUD understands that certain projects are either not required to or discouraged from participating in HMIS, and CoCs cannot require this if they are not funded through the CoC or ESG programs. This does NOT include domestic violence providers that are prohibited from entering client data in HMIS. If any of the project types listed in question 2C-2 above has a coverage rate of 85% or below, and some or all of these rates can be attributed to beds covered by one of the following programs types, please indicate that here by selecting all that apply from the list below. (limit 1000 characters)

| | |
|--------------------------------------|-------------------------------------|
| VA Domiciliary (VA DOM): | <input type="checkbox"/> |
| VA Grant per diem (VA GPD): | <input type="checkbox"/> |
| Faith-Based projects/Rescue mission: | <input checked="" type="checkbox"/> |
| Youth focused projects: | <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 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange 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" during the time period of October 1, 2013 through September 30, 2014.

| Universal Data Element | Percentage Null or Missing | Percentage Client Doesn't Know or Refused |
|---|----------------------------|---|
| 3.1 Name | 0% | 0% |
| 3.2 Social Security Number | 1% | 16% |
| 3.3 Date of birth | 2% | 1% |
| 3.4 Race | 2% | 1% |
| 3.5 Ethnicity | 1% | 1% |
| 3.6 Gender | 2% | 0% |
| 3.7 Veteran status | 3% | 1% |
| 3.8 Disabling condition | 0% | 1% |
| 3.9 Residence prior to project entry | 5% | 1% |
| 3.10 Project Entry Date | 0% | 0% |
| 3.11 Project Exit Date | 0% | 0% |
| 3.12 Destination | 25% | 7% |
| 3.15 Relationship to Head of Household | 14% | 0% |
| 3.16 Client Location | 4% | 0% |
| 3.17 Length of time on street, in an emergency shelter, or safe haven | 30% | 0% |

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 2015 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)

Although all the federal partners listed above are participating in our HMIS network, we have yet to be able to forge an agreement with HUD VASH to enter data into the network. This impacts our PSH bed coverage within the CoC. With the recently announced agreement with the VA to allow local staff to enter into HMIS, we intend to engage the VASH projects in a plan to have data entered. We hope to have those agreements in place by early 2016.

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

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

The data collected during the PIT count is vital for both CoCs and HUD. Communities need accurate data to determine the size and scope of homelessness at the local level so they can best plan for services and programs that will appropriately address local needs and measure progress in addressing homelessness. HUD needs accurate data to understand the extent 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. This information helps inform Congress' funding decisions, and it is vital that the data reported is accurate and of high quality.

- 2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2015 sheltered PIT count?** Yes
- 2E-2. Indicate the date of the most recent sheltered PIT count (mm/dd/yyyy):** 01/28/2015
- 2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2015, 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):** 05/15/2015

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

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2015 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 set.

2F-4. Describe any change in methodology from your sheltered PIT count in 2014 to 2015, 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 and change in partners participating in the PIT count). (limit 1000 characters)

There was no change in methodology from 2014 to 2015. 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 2015 sheltered count? No

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2015 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 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

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

| | |
|-------------------------------------|-------------------------------------|
| Training: | <input type="checkbox"/> |
| Provider 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 2014 to 2015 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 method). (limit 1000 characters)

There were no changes to the implementation practices for the PIT count from 2014 to 2015.

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

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

The unsheltered PIT count assists communities and HUD to understand the characteristics and number of people with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground. CoCs are required to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, CoCs are strongly encouraged to conduct the unsheltered PIT count annually, at the same time that it does the annual sheltered PIT count. The last official PIT count required by HUD was 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):** 01/28/2015
- 2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2015, 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):** 05/15/2015

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

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2I-1. Indicate the methods used to count unsheltered homeless persons during the 2015 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 its 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 Iowa Balance of State. During two webinar sessions, instruction was provided statewide on a timetable for mapping of known locations where homeless persons are living or may 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. Because of the population variance in Iowa's rural counties, this methodology is believed to be the most reliable.

2I-3. Describe any change in methodology from your unsheltered PIT count in 2014 (or 2013 if an unsheltered count was not conducted in 2014) to 2015, 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 and change in partners participating in the count). (limit 1000 characters)

There were no changes in the methodology used for the unsheltered count from 2014 to 2015.

2I-4. Does your CoC plan on conducting an unsheltered PIT count in 2016? Yes

(If "Yes" is selected, HUD expects the CoC to conduct an unsheltered PIT count in 2016. See the FY 2015 CoC Program NOFA, Section VII.A.4.d. for full information.)

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

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2015 unsheltered population PIT count:

| | |
|-------------------------|-------------------------------------|
| Training: | <input type="checkbox"/> |
| "Blitz" count: | <input checked="" type="checkbox"/> |
| Unique identifier: | <input type="checkbox"/> |
| Survey question: | <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 2014 (or 2013 if an unsheltered count was not conducted in 2014) to 2015 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 to actual methodology (e.g., change in sampling or extrapolation method). (limit 1000 characters)

In 2015, an increased effort was made by the CoC to actively reach out to all areas of the state to increase documented participation and also to broaden the scope of survey teams in some of Iowa's larger cities. We believe this effort resulted in a significant increase in the number of unsheltered persons reported in the 2015 count. In 2016, it is the goal of the PIT planning and work team to name a specific responsible party that will be contacted for local documented results that will cover the entire geography of the CoC.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange 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 2014 and 2015 PIT counts as recorded in the Homelessness Data Exchange (HDX).

| | 2014 PIT (for unsheltered count, most recent year conducted) | 2015 PIT | Difference |
|---|---|----------|------------|
| Universe: Total PIT Count of sheltered and unsheltered persons | 1,939 | 1,975 | 36 |
| Emergency Shelter Total | 816 | 737 | -79 |
| Safe Haven Total | 0 | 0 | 0 |
| Transitional Housing Total | 1,058 | 1,139 | 81 |
| Total Sheltered Count | 1,874 | 1,876 | 2 |
| Total Unsheltered Count | 65 | 99 | 34 |

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

Using HMIS data, CoCs must use the table below to indicate the number of homeless persons who were served in a sheltered environment between October 1, 2013 and September 30, 2014.

| | Between October 1, 2013 and September 30, 2014 |
|--|---|
| Universe: Unduplicated Total sheltered homeless persons | 5,419 |
| Emergency Shelter Total | 3,634 |
| Safe Haven Total | 0 |
| Transitional Housing Total | 1,785 |

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 for becoming homeless for the first time.
(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 insure that those individuals and families at risk of homelessness are properly identified. 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 narrative grant applications. This has been a long-term policy within the CoC. The CoC has approved the use of the VI-SPDAT to assess chronic homelessness and length of time homeless. This will assist providers in identifying the most severe needs that need to be served first.

*** 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:

In the chart below, CoCs must indicate the number of persons in CoC funded supportive services only (SSO), transitional housing (TH), and rapid re-housing (RRH) project types who exited into permanent housing destinations between October 1, 2013 and September 30, 2014.

| | Between October 1, 2013 and September 30, 2014 |
|--|---|
| Universe: Persons in SSO, TH and PH-RRH who exited | 1,082 |
| Of the persons in the Universe above, how many of those exited to permanent destinations? | 610 |
| % Successful Exits | 56.38% |

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, 2013 and September 31, 2014.

| | Between October 1, 2013 and September 30, 2014 |
|--|---|
| Universe: Persons in all PH projects except PH-RRH | 190 |
| 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? | 155 |
| % Successful Retentions/Exits | 81.58% |

3A-5. Performance Measure: Returns to Homelessness:

Describe the CoC’s efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe at least three 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 assist households to engage services within the broader community. 2) 100% of partner agencies assist participants in obtaining mainstream benefits (as indicated in response 4A-2). Beyond this, partner agencies are themselves becoming Medicaid certified and therefore able to provide case management and life skills services permanently 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 Service Point, the statewide HMIS system. The Service Point administrator reports bi-monthly to the ICH and 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.

Describe specific strategies implemented by CoC Program-funded projects to increase the rate by which homeless individuals and families increase income from employment and non-employment sources (include at least one specific strategy for employment income and one for non-employment related income, and name the organization responsible for carrying out each strategy). (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, 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. Performance Measure: Thoroughness of Outreach.

**How does the CoC ensure that all people living unsheltered in the CoC's geographic area are known to and engaged by providers and outreach teams?
(limit 1000 characters)**

Community collaboration in both urban and rural settings supports and engages people living in unsheltered situations with homeless providers and outreach teams. While HMIS providers work together through regional collaboration, a strong emphasis is placed on the ability to network through word of mouth and receive referrals. These partnerships are found with food programs, community libraries, community action programs, daycares, business owners, concerned citizens, local law enforcement, medical providers, hospitals, churches and regional programs serving rural areas. Some of those partnerships include homeless programs for veterans and domestic violence/sexual assault providers. This system lowers point of access barriers and offers an array of options to unsheltered individuals and families in Iowa.

3A-7a. Did the CoC exclude geographic areas from the 2015 unsheltered PIT count where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g., deserts)? No

**3A-7b. 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.

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 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

Opening Doors, Federal Strategic Plan to Prevent and End Homelessness (as amended in 2015) establishes the national goal of ending chronic homelessness. Although the original goal was to end chronic homelessness by the end of 2015, that goal timeline has been extended to 2017. HUD is hopeful that communities that are participating in the Zero: 2016 technical assistance initiative will continue to be able to reach the goal by the end of 2016. The questions in this section focus on the strategies and resources available within a community to help meet this goal.

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 2015 PIT count compared to 2014 (or 2013 if an unsheltered count was not conducted in 2014).

| | 2014 (for unsheltered count, most recent year conducted) | 2015 | Difference |
|---|---|------|------------|
| Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons | 112 | 135 | 23 |
| Sheltered Count of chronically homeless persons | 97 | 126 | 29 |
| Unsheltered Count of chronically homeless persons | 15 | 9 | -6 |

3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, decrease, 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 2015 compared to 2014. To possibly receive full credit, both the overall total and unsheltered changes must be addressed. (limit 1000 characters)

The total number of chronically homeless persons in the CoC reported in the 2015 PIT count increased by 20.5% (a change of 23 individuals from 112 to 135). In 2015, a more robust effort was made to actively reach out to all areas of the state to increase participation in the PIT count. Even with this, the unsheltered count decreased by 40%. The decrease in the unsheltered count is attributed to the fact that individual communities opened low barrier temporary winter emergency shelters to supplement existing emergency shelter capacity. In communities such as Iowa City the addition of such a supplemental program for the first time in 2015 targeted the unsheltered chronically homeless and increased emergency bed capacity by 25 on a nightly basis. Overall it is understood that the two efforts combined (increased participation and additional winter emergency shelter capacity) are the underlying reasons for the simultaneous decrease in unsheltered and increase in sheltered counts.

3B-1.2. From the FY 2013/FY 2014 CoC Application: Describe the CoC's two year plan (2014-2015) to increase the number of permanent supportive housing beds available for chronically homeless persons and to meet the proposed numeric goals as indicated in the table above. Response should address the specific strategies and actions the CoC will take to achieve the goal of ending chronic homelessness by the end of 2015. (read only)

This current 2013 Consolidated Application includes one proposed new Permanent Supportive Housing (PSH) project dedicated to serving the chronically homeless; at capacity in two years, it proposes 18 new beds for the chronically homeless. This adds to six new beds for a CoC PSH project funded in 2012 that will soon be operational, bringing the total to 135 by 2015. Renewal PSH applicants committed to prioritize 22 out of the 25 PSH beds not already dedicated to the chronically homeless that are currently made available through turnover (88%); this will be accomplished through targeted outreach and a needs-based rather than first-come-first-served approach to assistance. Additional reallocation efforts are planned for the next two years to create additional PSH beds for the chronically homeless.

3B-1.2a. Of the strategies listed in the FY 2013/FY 2014 CoC Application represented in 3B-1.2, which of these strategies and actions were accomplished? (limit 1000 characters)

Of the 18 previously proposed new PSH beds for chronically homeless, ten beds are operational. The project faced multiple administrative setbacks which postponed project start to October 1, 2015. Otherwise six new PSH beds (funded in the CoC FY12 competition) came on-line in October of 2014. In the last competition the CoC projected a total of 135 PSH beds to be available for chronically homeless by the 2015 competition. From all sources combined we have 370 PSH beds available for chronically homeless. In the previous competition the CoC indicated that 88% of PSH beds coming available through turnover would be prioritized for the chronically homeless. Indeed 100% of all PSH beds coming available through turnover were prioritized for chronically homeless and any future PSH beds coming available through turnover must be prioritized for the chronically homeless. This was achieved through a formal vote of the CoC.

3B-1.3. 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 2015 Housing Inventory Count, as compared to those identified on the 2014 Housing Inventory Count.

| | 2014 | 2015 | Difference |
|--|------|------|------------|
| Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC. | 86 | 42 | -44 |

3B-1.3a. Explain the reason(s) for any increase, decrease or no change in 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 2015 Housing Inventory Count compared to those identified on the 2014 Housing Inventory Count. (limit 1000 characters)

PSH beds dedicated for use by chronically homeless persons both in CoC and non CoC Program funded projects decreased by 51% from 2014 to 2015 going from 86 beds to 42. Whereas the CoC is diligently working to increase PSH beds dedicated for individuals who are chronically homeless as evidenced in recent CoC competition priorities, project rankings, and funded projects, our efforts have been confounded by the Department of Veterans Affairs in their administration of the VASH Program. In the last year, administrators of VASH throughout the CoC unilaterally removed the criteria to dedicate vouchers for individuals who are chronically homeless; they did so without consultation with the CoC. We are told this move was taken as VASH providers were unable to find enough qualifying chronically homeless veterans to meet their performance mandates. As a result our recent and modest gains as a CoC to increase the number of beds dedicated for the chronically homeless were entirely negated.

3B-1.4. Did the CoC adopt the orders of priority in 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-1.4a. If “Yes”, attach the CoC’s written standards that were updated to incorporate the order of priority in Notice CPD-14-012 and indicate the page(s) that contain the CoC’s update. Page 1

3B-1.5. CoC Program funded Permanent Supportive Housing Project Beds prioritized for serving people experiencing chronic homelessness in FY2015 operating year.

| Percentage of CoC Program funded PSH beds prioritized for chronic homelessness | FY2015 Project Application |
|--|----------------------------|
| Based on all of the renewal project applications for PSH, enter the estimated number of CoC-funded PSH beds in projects being renewed in the FY 2015 CoC Program Competition that are not designated as dedicated beds for persons experiencing chronic homelessness. | 99 |
| Based on all of the renewal project applications for PSH, enter the estimated number of CoC-funded PSH beds in projects being renewed in the FY 2015 CoC Program Competition that are not designated as dedicated beds for persons experiencing chronic homelessness that will be made available through turnover in the FY 2015 operating year. | 24 |
| Based on all of the renewal project applications for PSH, enter the estimated number of PSH beds made available through turnover that will be prioritized beds for persons experiencing chronic homelessness in the FY 2015 operating year. | 24 |
| This field estimates the percentage of turnover beds that will be prioritized beds for persons experiencing chronic homelessness in the FY 2015 operating year. | 100.00% |

3B-1.6. Is the CoC on track to meet the goal of ending chronic homelessness by 2017? Yes

This question will not be scored.

3B-1.6a. If “Yes,” what are the strategies implemented by the CoC to maximize current resources to meet this goal? If “No,” what resources or technical assistance will be implemented by the CoC to reach the goal of ending chronically homeless 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 only to new RRH and 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

Objective 2: Ending Homelessness Among Households with Children and Ending Youth Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

Opening Doors outlines the goal of ending family (Households with Children) and youth homelessness by 2020. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY2015 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 plan to rapidly rehouse every family that becomes homeless within 30 days of becoming homeless on the street or entering shelter. (limit 1000 characters)

Iowa's plan to rapidly rehouse every family that becomes homeless within 30 days of becoming homeless on the street or entering shelter is clear: enforce the Housing First Model, expand Rapid Rehousing and Permanent Supportive Housing models through reallocation and develop Regional Planning Groups throughout the State to support coordination of service for families across the BoS CoC. This plan reduces barriers to accessing permanent housing and will drastically decrease time on the street or in emergency shelter throughout Iowa.

3B-2.3. Compare the number of RRH units available to serve families from the 2014 and 2015 HIC.

| | 2014 | 2015 | Difference |
|---|------|------|------------|
| RRH units available to serve families in the HIC: | 254 | 170 | -84 |

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, or gender 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 2015 PIT count compared to 2014 (or 2013 if an unsheltered count was not conducted in 2014).

PIT Count of Homelessness Among Households With Children

| | 2014 (for unsheltered count, most recent year conducted) | 2015 | Difference |
|--|--|------|------------|
| Universe: Total PIT Count of sheltered and unsheltered homeless households with children: | 353 | 356 | 3 |
| Sheltered Count of homeless households with children: | 348 | 355 | 7 |
| Unsheltered Count of homeless households with children: | 5 | 1 | -4 |

3B-2.5a. Explain the reason(s) for any increase, decrease or no change in the total number of homeless households with children in the CoC as reported in the 2015 PIT count compared to the 2014 PIT count. (limit 1000 characters)

The total number of households with children in the CoC reported in the 2015 PIT count increased by less than 1% (a change of three households from 353 to 356). In 2015, a more robust effort was made by the Iowa Council to actively reach out to all areas of the state to increase participation in the PIT count. Additionally, individual communities opened temporary winter emergency shelters to supplement existing emergency shelter capacity. In communities such as Iowa City the addition of such a supplemental program for the first time in 2015 increased emergency bed capacity by 25 on a nightly basis. Overall it is understood that the two efforts combined (increased participation and additional winter emergency shelter capacity) are the underlying reasons for the increased count. Given these efforts it is, in fact, surprising that the increase was not more substantial.

3B-2.6. Does the CoC have strategies to address the unique needs of unaccompanied homeless youth (under age 18, and 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 (under age 18, and ages 18-24) for housing and services during the FY2015 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 (under age 18, and ages 18-24) served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2013 (October 1, 2012 - September 30, 2013) and FY 2014 (October 1, 2013 - September 30, 2014).

| | FY 2013 (October 1, 2012 - September 30, 2013) | FY 2014 (October 1, 2013 - September 30, 2014) | Difference |
|---|--|--|------------|
| Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry: | 876 | 772 | -104 |

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 2014 is lower than FY 2013, explain why. (limit 1000 characters)

Federal law mandates that discharge planning start at age 14 for all youth in foster care. Each plan must be reviewed and approved by a Transition Committee by the time the youth is 17.5 years. The Transition Planning Specialist at Iowa DHS and Committees ensure that all youth out of home placements have a written and approved transition plan to avoid discharge into homelessness. Life skill assessments are completed at age 14 along with youth centered team meetings to ensure the youth is prepared for discharge. The Iowa Finance Authority administers the Aftercare Rent Subsidy Program, which includes a monthly rent stipend and education on renter rights and responsibilities. Youth turning 18 who have not completed high school have the ability to remain in foster care until they complete high school, up to age 20. Support is also provided by the Iowa Aftercare Services Network, a network of agencies across the state that assist youth aging out of foster care up to age 21.

3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2015 to projected funding for CY 2016.

| | Calendar Year 2015 | Calendar Year 2016 | Difference |
|---|--------------------|--------------------|-------------|
| Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded): | \$734,700.00 | \$746,187.00 | \$11,487.00 |
| CoC Program funding for youth homelessness dedicated projects: | \$388,245.00 | \$388,245.00 | \$0.00 |
| Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding): | \$346,455.00 | \$357,942.00 | \$11,487.00 |

3B-2.10. To what extent have youth housing and service providers and/or State or Local educational representatives, and CoC representatives participated in each other's meetings over the past 12 months?

| 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. Given the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local education liaisons and State educational coordinators. (limit 1000 characters)

The Iowa Department of Education liaison participates in bi-monthly meetings of the CoC and currently also 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 Department of Education and local educational liaisons in each region of the state. This guidance has assisted in the development of crucial policies and procedures which support vital access to education for homeless children throughout the CoC.

3B-2.11. How does the CoC make sure that homeless participants 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. In addition, include how the CoC, together with its youth and educational partners (e.g. RHY, schools, juvenile justice and children welfare agencies), identifies participants who are eligible for CoC or ESG programs. (limit 2000 characters)

It is a requirement of all Iowa Emergency Solutions Grant, Iowa Shelter Assistance Funds and CoC grantees to have written policies and procedures for McKinney-Vento. These adopted guidelines must connect children to education and supportive services, and mandate 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 and/or Iowa Department of Human Rights, 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. This has been a very successful strategy.

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 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2015. 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 2015 PIT count compared to 2014 (or 2013 if an unsheltered count was not conducted in 2014).

| | 2014 (for unsheltered count, most recent year conducted) | 2015 | Difference |
|---|--|------|------------|
| Universe: Total PIT count of sheltered and unsheltered homeless veterans: | 115 | 91 | -24 |
| Sheltered count of homeless veterans: | 109 | 74 | -35 |
| Unsheltered count of homeless veterans: | 6 | 17 | 11 |

3B-3.1a. Explain the reason(s) for any increase, decrease or no change in the total number of homeless veterans in the CoC as reported in the 2015 PIT count compared to the 2014 PIT count. (limit 1000 characters)

The increased availability of VASH vouchers has allowed homeless veterans to exit the PIT universe into permanent housing. Likewise the SSVF services have stabilized veterans in market housing. Collectively these programs have reduced the number of homeless veterans. Many of the SSVF programs within the CoC have increased resources for street outreach, allowing them to find and identify more homeless veterans that have historically resisted homeless services. Housing First approaches have reduced many of the barriers seen by homeless veterans, but a higher proportion of veterans (relative to the general homeless population) prefer to live away from densely populated areas. Consequently, we see an increase in unsheltered veterans as we identify more reclusive individuals.

3B-3.2. How is the CoC ensuring that Veterans that are eligible for VA services are identified, assessed and referred to appropriate resources, i.e. 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. For Veterans who are not eligible for homeless assistance through the U.S Department of Veterans Affairs Programs, how is the CoC prioritizing CoC Program-funded resources to serve this population? (limit 1000 characters)

For Veterans that are ineligible for VA programs, there are several options. A number of CoC funded PSH projects prioritize PSH placements for homeless veterans. There is also targeted activity case managers working in CoC funded programs that work with veterans and the VA to upgrade their discharge statue where possible often assisting a veteran who was formerly ineligible to eligible status.

3B-3.4. 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 2015 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) | 2015 | % Difference |
|---|--|------|--------------|
| Total PIT count of sheltered and unsheltered homeless veterans: | 60 | 91 | 51.67% |
| Unsheltered count of homeless veterans: | 3 | 17 | 466.67% |

3B-3.5. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2015. No

This question will not be scored.

3B-3.5a. 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 2015? (limit 1000 characters)

The Iowa Council on Homelessness has established a working group focused on ending veteran homelessness within the continuum. In addition to the working group the Iowa Balance of State Continuum has been chosen to receive specialized TA from Vets@Home to reach functional zero. The TA assistance will begin in late 2015 and continue into early 2016. The TA will be focused on planning across a large geographic area, where gaps in resources for veterans may be located, and establishing a state wide prioritized list of homeless veterans in the continuum. 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 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange 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 mainstream program changes that can affect homeless clients? Yes

4A-2. Based on the CoC's FY 2015 new and renewal project applications, what percentage of projects have demonstrated that the project is assisting project participants to obtain mainstream benefits, which 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 2015 Assistance with Mainstream Benefits

| | |
|---|------|
| Total number of project applications in the FY 2015 competition (new and renewal): | 36 |
| 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 3a, 3b, 3c, 4, and 4a on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A). | 36 |
| Percentage of renewal and new project applications in the FY 2015 competition that have demonstrated assistance to project participants to obtain mainstream benefits: | 100% |

4A-3. List the healthcare organizations you are collaborating with to facilitate health insurance enrollment (e.g. Medicaid, Affordable Care Act options) for program participants. For each healthcare partner, detail the specific outcomes resulting from the partnership in the establishment of benefits for program participants. (limit 1000 characters)

In Iowa City the University of Iowa College of Nursing not only staffs an on-site weekly health clinic but also staffs a weekly enrollment session expressly to assist CoC participants at Shelter House with health insurance enrollment. Once enrolled they also assist participants in securing care. The University of Iowa Counseling Psychology Program provides weekly psychological services including individual psychotherapy and supportive counseling, outreach and consultation, group therapy and psychological and intellectual assessments. Assessments are used to establish disability status for Medicaid eligibility. Shelter House itself 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 and assists CoC veteran participants with enrollment in VA medical benefits if needed.

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

| | |
|---|-------------------------------------|
| 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 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

4B-1. Based on the CoC's FY 2015 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? Meaning that they do not screen out potential participants based on those clients possessing a) too little or little income, b) active or history of substance use, c) criminal record, with exceptions for state-mandated restrictions, and d) history of domestic violence.

FY 2015 Low Barrier Designation

| | |
|--|-----|
| Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2015 competition (new and renewal): | 36 |
| 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 2015 competition: | 30 |
| Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2015 competition that will be designated as "low barrier": | 83% |

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), RRH, SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2015 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

FY 2015 Projects Housing First Designation

| | |
|---|-----|
| Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2015 competition (new and renewal): | 36 |
| Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2015 competition: | 32 |
| Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2015 competition that will be designated as Housing First: | 89% |

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: | <input checked="" type="checkbox"/> |
| 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 any population from the 2014 and 2015 HIC.

| | 2014 | 2015 | Difference |
|---|------|------|------------|
| RRH units available to serve any population in the HIC: | 254 | 170 | -84 |

4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? Yes

**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)**

Shelter House has a longstanding practice of employing not only low- and very low-income persons but also individuals who are formerly homeless. Open positions are posted in local newspapers and online sources, Iowa Workforce Development, United Way, and Kirkwood Community College. Without exception, Shelter House employees receive necessary training to be successful in their work, are paid competitively, and if fulltime, are offered full benefits. Shelter House gives full assurance these practices will be extended to this project should it necessitate hiring new employees. It is unlikely construction will require a contractor to hire new employees. In the event that it does, local companies have longstanding experience with the requirement as Iowa City is an entitlement community and annually awards CDBG/HOME funds exceeding the threshold. Shelter House will work with the contracted agents to verify the practice above is exercised and that the requirement is obligated by contract.

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" in 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 President Obama under Title IV of the Robert T. Stafford Act in the 12 months prior to the opening of the FY 2015 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 in the past two years (since the submission of the FY 2012 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 checked="" 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 checked="" 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. If TA was received, indicate the type(s) of TA received, using the categories listed in 4B-9a, the month and year it was received and then indicate the value of the TA to the CoC/recipient/subrecipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

This response does not affect the scoring of this application.

| Type of Technical Assistance Received | Date Received | Rate the Value of the Technical Assistance |
|--|----------------------|---|
| Retooling transitional housing | 07/02/2014 | 3 |
| Vets@Home | 10/09/2015 | 3 |
| Coordinated Entry | 05/09/2013 | 1 |
| | | |
| | | |

4C. Attachments

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

For required attachments related to rejected projects, if the CoC did not reject any projects then attach a document that says "Does Not Apply".

| Document Type | Required? | Document Description | Date Attached |
|---|-----------|----------------------|---------------|
| 01. 2015 CoC Consolidated Application: Evidence of the CoC's Communication to Rejected Projects | Yes | CoC Communication... | 11/16/2015 |
| 02. 2015 CoC Consolidated Application: Public Posting Evidence | Yes | CoC Consolidated ... | 11/16/2015 |
| 03. CoC Rating and Review Procedure | Yes | Rating and Review... | 11/16/2015 |
| 04. CoC's Rating and Review Procedure: Public Posting Evidence | Yes | Rating and Review... | 11/16/2015 |
| 05. CoCs Process for Reallocating | Yes | CoC Reallocation ... | 11/13/2015 |
| 06. CoC's Governance Charter | Yes | CoC Governance Ch... | 11/18/2015 |
| 07. HMIS Policy and Procedures Manual | Yes | Iowa HMIS Policie... | 10/28/2015 |
| 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 | PHA Admin Plan fo... | 11/13/2015 |
| 10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter) | No | Iowa Balance of S... | 11/03/2015 |
| 11. CoC Written Standards for Order of Priority | No | CoC Program Polic... | 11/13/2015 |
| 12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes | No | | |
| 13. Other | No | Collaborative App... | 11/16/2015 |
| 14. Other | No | | |
| 15. Other | No | | |

Attachment Details

Document Description: CoC Communication to Rejected Projects

Attachment Details

Document Description: CoC Consolidated Application - Public Posting Evidence

Attachment Details

Document Description: Rating and Review Procedure

Attachment Details

Document Description: Rating and Review Procedure--Public Posting Evidence

Attachment Details

Document Description: CoC Reallocation Plan IA-501 2015

Attachment Details

Document Description: CoC Governance Charter

Attachment Details

Document Description: Iowa HMIS Policies & Procedures Manual 2015

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Admin Plan for Hmls Preference

Attachment Details

Document Description: Iowa Balance of State HMIS CHO MOU

Attachment Details

Document Description: CoC Program Policies for Prioritization & Housing First

Attachment Details

Document Description:

Attachment Details

Document Description: Collaborative Applicant Review of Esnap's Project Applications

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

| Page | Last Updated |
|--|-------------------|
| 1A. Identification | 11/13/2015 |
| 1B. CoC Engagement | 11/16/2015 |
| 1C. Coordination | 11/13/2015 |
| 1D. CoC Discharge Planning | 11/13/2015 |
| 1E. Coordinated Assessment | 11/16/2015 |
| 1F. Project Review | 11/19/2015 |
| 1G. Addressing Project Capacity | 11/13/2015 |
| 2A. HMIS Implementation | 11/16/2015 |
| 2B. HMIS Funding Sources | 11/16/2015 |
| 2C. HMIS Beds | 11/16/2015 |
| 2D. HMIS Data Quality | 11/13/2015 |
| 2E. Sheltered PIT | 11/16/2015 |
| 2F. Sheltered Data - Methods | 11/13/2015 |
| 2G. Sheltered Data - Quality | 11/13/2015 |
| 2H. Unsheltered PIT | 11/16/2015 |
| 2I. Unsheltered Data - Methods | 11/13/2015 |
| 2J. Unsheltered Data - Quality | 11/13/2015 |
| 3A. System Performance | 11/19/2015 |
| 3B. Objective 1 | 11/19/2015 |
| 3B. Objective 2 | 11/19/2015 |
| 3B. Objective 3 | 11/19/2015 |
| 4A. Benefits | 11/16/2015 |
| 4B. Additional Policies | 11/19/2015 |
| 4C. Attachments | 11/18/2015 |
| Submission Summary | No Input Required |



November 2, 2015

Heather Harney
 Hawkeye Area Community Action Program
 1515 Hawkeye Drive
 Hiawatha, Iowa 52233

Cc: Mitch Finn

RE: 2015 Continuum of Care SSO-CE New Project Application

Dear Ms. Harney:

Thank you for your recent Supportive Services Only-Coordinated Entry (SSO-CE) new project application for the 2015 Iowa Balance of State Continuum of Care competition. The Iowa Council on Homelessness received 13 new project applications, requesting more than \$2.5 million in new funding. This exceeded the possible available funding by approximately \$1 million.

The Iowa Council on Homelessness Continuum of Care Committee met on Tuesday, October 27, 2015, to provide preliminary scoring and ranking of new project applications. Following this meeting, the Iowa Council on Homelessness Executive Committee met on Thursday, October 29, 2015, to review appeals and finalize all project rankings.

The SSO-CE new project application submitted by Hawkeye Area Community Action Program (HACAP) did not score high enough during the application review period. No subsequent appeal was received in regards to the scoring of the project. Therefore the new project application submitted by HACAP will not move on to the next phase in the competition.

Your active participation in this process has been much appreciated.

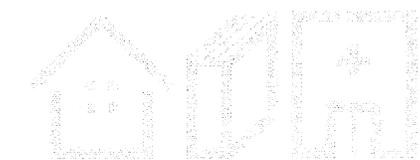
Sincerely,

Donna Phillips, Chair of the Iowa Council on Homelessness

- Theresa Armstrong
Iowa Department of Human Services
- Blair Avitt
Consumer Representative
- Allan Axeen
Coralville, Iowa
- Zebulon Beilke-McCallum
Iowa Coalition Against Domestic Violence
- Steven Benne
Iowa Department of Economic Development
- Julie Bergeson
Iowa Department on Aging
- David Binner
Wells Fargo
- Julie Bockenstedt
Iowa City, Iowa
- David Boss
Northeast Iowa Community Action Corp.
- Bill Brand
Iowa Department of Human Rights
- Anne Brown
Iowa Department of Corrections
- Ben Brustkern (Vice 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
Cedar Valley Friends of the Family
- Marliegh Fisher
Community Housing Initiatives
- Karin Ford
Iowa Department of Public Health
- David Hagen
Hawkeye Area Community Action Program
- Karin Hamilton
Iowa Department of Public Safety
- 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
- Stefanie Munsterman-Robinson
Cedar Valley Habitat for Humanity
- Wes Peterson
Iowa Finance Authority
- Donna Phillips (Chair)
Iowa Office of the Attorney General
- Nancy Schulze
Heartland Family Services
- Ashley Schwalm
Family Resources
- Bob Steben
Iowa Department of Veteran Affairs
- Anthony Timm
AmeriHealth Caritas
- Roberta Wahl
Des Moines Area Community College
- John Walker
Oelwein, Iowa
- Tim Wilson (Secretary)
Home Forward Iowa
- Amber Lewis, Coordinator
Iowa Finance Authority

800.432.7230
 515.725.4900

2015 Grand Avenue
 Des Moines, Iowa 50312





November 2, 2015

Stacy Kiser-Willey
 Vera French Housing Corporation
 211 E. 37th St.
 Davenport, Iowa 52806

RE: 2015 Continuum of Care New Project Application

Dear Ms. Kiser-Willey:

Thank you for your recent new project application for the 2015 Iowa Balance of State Continuum of Care competition. The Iowa Council on Homelessness received 13 new project applications, requesting more than \$2.5 million in new funding. This exceeded the possible available funding by approximately \$1 million.

The Iowa Council on Homelessness Continuum of Care Committee met on Tuesday, October 27, 2015, to provide preliminary scoring and ranking of new project applications. Following this meeting, the Iowa Council on Homelessness Executive Committee met on Thursday, October 29, 2015, to review appeals and finalize all project rankings.

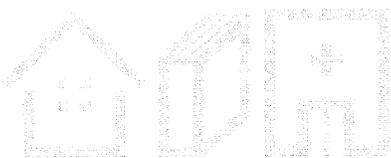
The new project application submitted for Vera French Housing Corporation did not score high enough during the application review period. No subsequent appeal was received in regards to the scoring of the project. Therefore the new project application submitted by Vera French Housing Corporation has been rejected.

If you have any questions, please do not hesitate to contact me at any time. Your active participation in this process has been much appreciated.

Sincerely,

Donna Phillips, Chair of the Iowa Council on Homelessness

- Theresa Armstrong
Iowa Department of Human Services
- Blair Avitt
Consumer Representative
- Allan Axeen
Coralville, Iowa
- Zebulon Belke-McCallum
Iowa Coalition Against Domestic Violence
- Steven Benne
Iowa Department of Economic Development
- Julie Bergeson
Iowa Department on Aging
- David Binner
Wells Fargo
- Julie Bockenstedt
Iowa City, Iowa
- David Boss
Northeast Iowa Community Action Corp.
- Bill Brand
Iowa Department of Human Rights
- Anne Brown
Iowa Department of Corrections
- Ben Brustkern (Vice Chair)
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- Christina Canganelli
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- Carrie Dunnwald
Cedar Valley Friends of the Family
- Marileigh Fisher
Community Housing Initiatives
- Karin Ford
Iowa Department of Public Health
- David Hagen
Hawkeye Area Community Action Program
- Karin Hamilton
Iowa Department of Public Safety
- 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
- Stefanie Munsteman-Robinson
Cedar Valley Habitat for Humanity
- Wes Peterson
Iowa Finance Authority
- Donna Phillips (Chair)
Iowa Office of the Attorney General
- Nancy Schulze
Heartland Family Services
- Ashley Schwalm
Family Resources
- Bob Steben
Iowa Department of Veteran Affairs
- Anthony Timm
AmeriHealth Caritas
- Roberta Wahl
Des Moines Area Community College
- John Walker
Oelwein, Iowa
- Tim Wilson (Secretary)
Home Forward Iowa
- Amber Lewis, Coordinator
Iowa Finance Authority





November 2, 2015

Ben Cleveland
Bethany for Children and Families
1830 6th Avenue
Moline, Illinois 61265

RE: 2015 Continuum of Care New Project Ranking and Appeal(s) for Bethany for Children and Families

Dear Mr. Cleveland:

Thank you for your recent new project application for the 2015 Iowa Balance of State Continuum of Care competition. Thank you also for participating in the appeals process. The Iowa Council on Homelessness received 13 new project applications, requesting more than \$2.5 million in new funding. This exceeded the possible available funding by approximately \$1 million.

The Iowa Council on Homelessness Continuum of Care Committee met on Tuesday, October 27, 2015, to provide preliminary scoring and ranking of new project applications. Following this meeting, the Iowa Council on Homelessness Executive Committee met on Thursday, October 29, 2015, to review appeals and finalize all project rankings.

As you know, the application from Bethany for Children and Families was not initially selected for ranking in the 2015 Consolidated Application to HUD. After review of the appeal letter from Bethany for Children and Families, the committee also did not vote in favor of the appeal. Therefore the application for a new project from Bethany for Children and Families will not move on to the next phase in the competition.

Your active participation in this process has been much appreciated.

Sincerely,

Donna Phillips, Chair of the Iowa Council on Homelessness

Theresa Armstrong
Iowa Department of Human Services

Blair Avitt
Consumer Representative

Allan Axeen
Coralville, Iowa

Zebulon Bailke-McCallum
Iowa Coalition Against Domestic Violence

Steven Benne
Iowa Department of Economic Development

Julie Bergeson
Iowa Department on Aging

David Binner
Wells Fargo

Julie Bockenstedt
Iowa City, Iowa

David Boss
Northeast Iowa Community Action Corp.

Bill Brand
Iowa Department of Human Rights

Anne Brown
Iowa Department of Corrections

Ben Brustkern (Vice 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
Cedar Valley Friends of the Family

Marliegh Fisher
Community Housing Initiatives

Karin Ford
Iowa Department of Public Health

David Hagen
Hawkeye Area Community Action Program

Karin Hamilton
Iowa Department of Public Safety

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

Stefanie Munsterman-Robinson
Cedar Valley Habitat for Humanity

Wes Peterson
Iowa Finance Authority

Donna Phillips (Chair)
Iowa Office of the Attorney General

Nancy Schulze
Heartland Family Services

Ashley Schwalm
Family Resources

Bob Steben
Iowa Department of Veteran Affairs

Anthony Timm
AmeriHealth Caritas

Roberta Wahl
Des Moines Area Community College

John Walker
Oelwein, Iowa

Tim Wilson (Secretary)
Home Forward Iowa

Amber Lewis, Coordinator
Iowa Finance Authority

800.432.7230
515.725.4900

2015 Grand Avenue
Des Moines, Iowa 50312



November 2, 2015

Gina Crabtree
 Burlington Area YMCA
 2410 Mt. Pleasant St.
 Burlington, Iowa 52601

RE: 2015 Continuum of Care New Project Application Rejection

Dear Ms. Crabtree:

Thank you for your recent new project application for the 2015 Iowa Balance of State Continuum of Care competition. The Iowa Council on Homelessness received 13 new project applications, requesting more than \$2.5 million in new funding. This exceeded the possible available funding by approximately \$1 million.

The Iowa Council on Homelessness Continuum of Care Committee met on Tuesday, October 27, 2015, to provide preliminary scoring and ranking of new project applications. Following this meeting, the Iowa Council on Homelessness Executive Committee met on Thursday, October 29, 2015, to review appeals and finalize all project rankings.

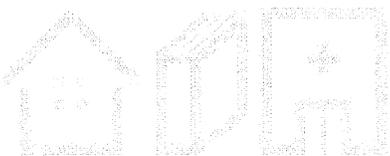
The new project application submitted for Burlington Area YMCA did not score high enough during the application review period. No subsequent appeal was received in regards to the scoring of the project. Therefore the new project application submitted by Burlington YMCA has been rejected.

If you have any questions, please do not hesitate to contact me at any time. Your active participation in this process has been much appreciated.

Sincerely,

Donna Phillips, Chair of the Iowa Council on Homelessness

- Theresa Armstrong
Iowa Department of Human Services
- Blair Avitt
Consumer Representative
- Allan Axeen
Coralville, Iowa
- Zebulon Bailke-McCallum
Iowa Coalition Against Domestic Violence
- Steven Benne
Iowa Department of Economic Development
- Julie Bergeson
Iowa Department on Aging
- David Binner
Wells Fargo
- Julie Bockenstedt
Iowa City, Iowa
- David Boss
Northeast Iowa Community Action Corp.
- Bill Brand
Iowa Department of Human Rights
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Iowa Department of Corrections
- Ben Brustkern (Vice Chair)
Cedar Valley Friends of the Family
- Christina Canganelli
Shelter House
- Jamie Cashman
Iowa State Association of Counties
- Chris Coleman
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- Carrie Dunwald
Cedar Valley Friends of the Family
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Iowa Department of Education
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Lutheran Services in Iowa
- Scott Mather
Iowa Workforce Development
- Stefanie Munsterman-Robinson
Cedar Valley Habitat for Humanity
- Wes Peterson
Iowa Finance Authority
- Donna Phillips (Chair)
Iowa Office of the Attorney General
- Nancy Schulze
Heartland Family Services
- Ashley Schwalm
Family Resources
- Bob Steben
Iowa Department of Veteran Affairs
- Anthony Timm
AmeriHealth Caritas
- Roberta Wahl
Des Moines Area Community College
- John Walker
Oelwein, Iowa
- Tim Wilson (Secretary)
Home Forward Iowa
- Amber Lewis, Coordinator
Iowa Finance Authority





November 2, 2015

Benjamin Brustkern
Cedar Valley Friends of the Family
PO Box 784
Waverly, Iowa 50677

Cc: Carrie Dunnwald

RE: 2015 Continuum of Care New Project Outcome of Appeal

Dear Mr. Brustkern:

Thank you for participating in the recent appeals process for the 2015 Iowa Balance of State Continuum of Care new project competition.

The Iowa Council on Homelessness Continuum of Care Committee met on Tuesday, October 27, 2015, to provide preliminary scoring and ranking of new project applications. Following this meeting, the Iowa Council on Homelessness Executive Committee met on Thursday, October 29, 2015, to review appeals and finalize all project rankings.

After review of the appeal letter from Cedar Valley Friends of the Family, the committee did not vote in favor of the appeal. Therefore the application scoring for the new project submitted by Cedar Valley Friends of the Family remains unchanged from the initial scoring received.

Your active participation in this process has been much appreciated.

Sincerely,

Donna Phillips, Chair of the Iowa Council on Homelessness

Theresa Armstrong
Iowa Department of Human Services

Blair Avitt
Consumer Representative

Allan Axen
Coralville, Iowa

Zebulon Beilke-McCallum
Iowa Coalition Against Domestic Violence

Steven Benne
Iowa Department of Economic Development

Julie Bergeson
Iowa Department on Aging

David Binner
Wells Fargo

Julie Bockenstedt
Iowa City, Iowa

David Boss
Northeast Iowa Community Action Corp.

Bill Brand
Iowa Department of Human Rights

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Shelter House

Jamie Cashman
Iowa State Association of Counties

Chris Coleman
Iowa League of Cities

Carrie Dunnwald
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Marileigh Fisher
Community Housing Initiatives

Karin Ford
Iowa Department of Public Health

David Hagen
Hawkeye Area Community Action Program

Karin Hamilton
Iowa Department of Public Safety

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Linn County Community Services

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Iowa Department of Education

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Lutheran Services in Iowa

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Iowa Workforce Development

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Cedar Valley Habitat for Humanity

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Family Resources

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Iowa Department of Veteran Affairs

Anthony Timm
AmeriHealth Caritas

Roberta Wahl
Des Moines Area Community College

John Walker
Oelwein, Iowa

Tim Wilson (Secretary)
Home Forward Iowa

Amber Lewis, Coordinator
Iowa Finance Authority

800.432.7230
515.725.4900

2015 Grand Avenue
Des Moines, Iowa 50312



2015 CoC Consolidated Application: Public Posting Evidence
(Started with mass email to members of CoC, then posted online).

DATE MADE AVAILABLE FOR DOC REVIEW

CoC Application Materials for Review--Iowa Balance of State - Message (HTML)

Sent: Fri 11/13/2015 3:50 PM



From: Lewis, Amber [DFA]
To: Lewis, Amber [DFA]
Cc: McRoberts, Josh [DFA]; Osh, McRoberts@iowa.gov; Zebulon Beilke-McCallum; crissy@shelterhouseiowa.org; crisdirector@ywcadinton.org; Carrie@cvfriendsofthefamily.org; Julie Eberbach (julie.eberbach@calliances.org); David Hagen; Phillips, Donna [AG]; Hartman, Judy [DFA]

Bcc: 'aaxeen@ndcsi.com'; ann.hearn@lincolncounty.org; 'Anne.Brown@doc.state.ia.us'; 'aschauer@openngdoordbq.org'; 'aschwalm@iamres.org'; 'atimm@amerihealthcaritasia.com'; 'barbara.lentfers@usc.salvationarmy.org'; 'ben@cvfriendsofthefamily.org'; Brand, Bill [DHR]; 'blairavitt@gmail.com'; 'Bob.Staben@iowa.gov'; 'bosc@neicac.org'; Jensen, Carolann [DFA]; 'carrie@cvfriendsofthefamily.org'; 'cathy.ahrens@hillcrest-fs.org'; 'churtress@maisoncity.net'; 'ccia.cramer@gmail.com'; 'cda.saddoris@gmail.com'; 'ccoleman@ingov.org'; 'cndy.hess@hillcrest-fs.org'; 'connorbe@astate.edu'; 'crissdirector@ywcadinton.org'; 'David.A.Binner@wellsfargo.com'; 'david@iowainstitute.net'; 'david_mollenhoff@usc.salvationarmy.org'; 'dennisri@hotmail.com'; 'dhagen@hacap.org'; 'dwybock@gmail.com'; Phillips, Donna [AG]; 'shaugen@cityofdubuque.org'; 'Ellen.Fritz@wd.iowa.gov';

Subject: CoC Application Materials for Review--Iowa Balance of State

2015 Planning Project DRAFT 10-19-15.pdf (55 KB)

CoC Priority Listing 2015_Missing Hillcrest.pdf (5 MB)

CoC Consolidated Application 2015 DRAFT_11-13-15.pdf (128 KB)

JA BOS CoC Governance Charter_Updated 11-3-2015 v2.doc (123 KB)

Good Afternoon,

This email is for members of the Iowa Council on Homelessness and 2015 Balance of State Continuum of Care (CoC) Program applicants. Attached, for review, are the following items related to the 2015 CoC Competition:

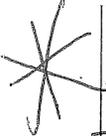
- 1) CoC Consolidated Application: This includes aggregate data and narrative responses that relate to our entire 96-county CoC—things like CoC coordination, discharge planning from institutions, coordinated entry, the Point-In-Time Count, data completeness and quality, CoC strategic planning, system performance, program priorities, and progress toward ending homelessness across the CoC. A small handful of items await further development on Monday; otherwise, the application is complete and ready for review.

Thanks to the CoC Consolidated Application work group for the heavy-lifting on this part of the application: Zeb Beilke-McCallum, Crissy Canganeli, Ronelle Clark, Carrie Dunnwald, Julie Eberbach, David Hagen, Amber Lewis, and Josh McRoberts.

(part 1 of email)

(Continued on next page)

DATE MADE AVAILABLE FOR COC REVIEW



Sent: Fri 11/13/2015 3:50 PM

To: Lewis, Amber [IFA]; McRoberts, Josh [IFA] (Josh.McRoberts@iowa.gov); Zebulun Belke-McCallum; crissy@shelterhouseiowa.org; crissidirector@ywcadenton.org; Carrie@cvfriendsforthefamily.org; Julie Eberbach (Julie.Eberbach@calliances.org); David Hagen; Phillips, Donna [AG]; Hartman, Judy [IFA]

Cc: 'axsen@mndhs.com'; 'am.heart@lincolncounty.org'; 'Anne.Brown@oc.state.ia.us'; 'aschauer@openingdoorsbo.org'; 'aschwahn@famres.org'; 'atimm@amerthealthcaritas.com'; 'barbara_jamfers@usc.salvationarmy.org'; 'ben@cvfriendsforthefamily.org'; 'Brandi_Bill [DPR]'; 'Dilaravite@gmail.com'; 'Bob.Steben@iowa.gov'; 'boss@netcac.org'; 'Jensen, Carolann [IFA]'; 'carrie@cvfriendsforthefamily.org'; 'cathy.ahrens@hillcrest-fs.org'; 'cburtress@masoncity.net'; 'cda-crainer@gmail.com'; 'cda.sadonis@gmail.com'; 'columbian@ind.gov.org'; 'chry.hess@hillcrest-fs.org'; 'connorpe@iastate.edu'; 'crissidirector@ywcadenton.org'; 'crissy@shelterhouseiowa.org'; 'David.A.Binner@wellsfargo.com'; 'david@iowanstitute.net'; 'david_mollerhoff@usc.salvationarmy.org'; 'demisiri@hotmail.com'; 'dhagen@HACAP.ORG'; 'dwywood@gmail.com'; 'Phillips, Donna [AG]'; 'ehaugen@cityofubuque.org'; 'Ellen.Frite@iwd.iowa.gov';

Subject: CoC Application Materials for Review--Iowa Balance of State

Attachments:

- CoC Consolidated Application 2015 DRAFT_11-13-15.pdf (1.28 KB)
- IFA BOS CoC Governance Charter_Updated 11-3-2015 v2.doc (1.23 KB)
- CoC Priority Listing 2015_Missing Hillcrest.pdf (9 Mb)
- 2015 Planning Project DRAFT 10-19-15.pdf (55 KB)

Items await further development on Monday; otherwise, the application is complete and ready for review.

Thanks to the CoC Consolidated Application work group for the heavy-lifting on this part of the application: Zeb Belke-McCallum, Crissy Canganelli, Ronelle Clark, Carrie Dunnwald, Julie Eberbach, David Hagen, Amber Lewis, and Josh McRoberts.

- 2) CoC Priority Listing: This includes all the individual project applications this year, ranked in order of priority as approved by the CoC—including new and renewal projects, and projects eliminated or reduced through reallocation. One project applicant (Hillcrest) is working through an Esnaps technical issue; otherwise, this listing is complete and ready for review.
- 3) CoC Planning Project: Submitted by IFA on behalf of the entire CoC. Focuses on regional planning and development.
- 4) CoC Governance Charter: Redline updates based on requirements and priorities of the CoC application. Updates are subject to review and approval by the Iowa Council on Homelessness at the upcoming meeting next Friday.

(part 2 of email)



2015 CoC Consolidated Application: Public Posting Evidence

Website of posting



(see next page for expanded detail of this section)

2015 CoC Consolidated Application: Public Posting Evidence
(started with mass email, then posted online)

Renewal Project Applications

2015 CoC Competition



- CoC Consolidated Application 2015 Draft 11-13
- CoC Priority Listing 2015_Missing Hillcrest
- 2015 Competition for Iowa CoC has begun
- 2015 CoC Application - Timeline
- 2015 CoC Project Application Instructions
- 2015 CoC Project Rankings with Eligible Amounts and Tiers
- 2015 CoC Reallocation Plan
- 2015 Iowa CoC Renewal Application
- 2015 Iowa Approved Grant Inventory Worksheet
- 2014 Iowa Balance of State Housing Inventory Charts
- 2015 CoC Performance Charts
- 2015 Iowa CoC Renewal Project Spending

* Online posting of
2015 CoC
Consolidated
Application
(DRAFT For
Stakeholder/CoC
Reviews)



12:37 PM
11/16/2015

2015 Iowa Balance of State CoC Rating and Review Procedure

(Review, Ranking, & Selection Criteria)

The included documents for this item address the multiple stages and components of the CoC Rating and Review Procedure. These documents are a sampling and are by no means exhaustive; to include all documents and communications regarding the rating and review procedure would have made this attachment too large to upload in Esnaps. Sample materials include:

- 1) CoC Executive Committee meeting agenda, demonstrating final review of project selection and ranking, as well as consideration for appeals of the CoC Committee's initial recommendations;
- 2) Project Rankings with Eligible Application Amounts and Tiers, as recommended by the CoC Committee and ultimately approved by the Executive Committee;
- 3) CoC Committee meeting agenda, with review of new applications, review of the appeals process, and review of a late renewal application submission;
- 4) New Project scoring chart from the CoC Committee;
- 5) Email to CoC Committee members outlining the New Project review process;
- 6) Email to Renewal Project applicants regarding the internal scoring and ranking process used to prepare for the NOFA, including the process for appeals;
- 7) Renewal Project internal scoring rubric;
- 8) Renewal Project Application Plan (preparation in advance of the NOFA); an excerpt only is included here;
- 9) CoC Competition Instructions for New and Renewal Applicants, following HUD's official NOFA; an excerpt only is included here.

CoC Rating & Review Process / Review, Ranking, & Selection Criteria

EXECUTIVE CMTE
FINALIZING RANKINGS

The Iowa Council on Homelessness

DRAFT AGENDA EXECUTIVE COMMITTEE MEETING

Thursday, October 29, 2015

1:00 PM

Meeting Location:

Iowa Finance Authority; Presentation Conference Room, 2015 Grand Avenue, Des Moines; OR
Conference Call-In Information (audio only): Call 866-685-1580; Code 515-725-4942

Notes: This is an open, public meeting and may be recorded for minute taking purposes. The Executive Committee has nine voting members according to statute. Because this meeting has as a main purpose a vote on CoC competition items, some alternate members were called up in place of regular members who have conflicts of interest related to the CoC competition. Voting members for this meeting include: Donna Phillips (chair), Tim Wilson (secretary), Al Axeen, Zeb Beilke-McCallum, David Binner, Stefanie Munsterman-Robinson, Karin Hamilton, Julie Bergeson, and Sandy Johnson. At least 5 members are needed to obtain a quorum.

Resources:

Agenda and resources will be available online here:

<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/93>. Resources include:

- Appeals submitted regarding 2015 CoC new project scoring and ranking (may not be available online in advance, due to necessarily short time-frame for submission)
- DRAFT 2015 ICH Letter to the Governor
- DRAFT 2015 CoC Planning Project Application
- DRAFT Updated Conflict of Interest Disclosure Statement and Form
- DRAFT Updated Governance Charter

I. Introductions

II. Approval of Agenda – *Action Item*

III. Selected Committee Items

a. Continuum of Care (*Tim Wilson or Zeb Beilke-McCallum*)

- i. Review appeals submitted for Continuum of Care new project scoring and ranking – *Action Item*
- ii. Finalize all Tier 1 and Tier 2 new and renewal project rankings and amounts

b. Public Awareness Committee (*David Binner or Stefanie Munsterman-Robinson*)

- i. Draft 2015 ICH Letter to the Governor

IV. Iowa Finance Authority staff report (*Amber Lewis*)

The Iowa Council on Homelessness (cont.)

a. Review 2015 CoC Planning Project Application DRAFT

Overview: Only one Planning Project may be submitted from each CoC, and only the Collaborative Applicant may submit it. It doesn't compete with any other project application; it isn't subject to the ranking, and it doesn't displace any funding that would otherwise be available for any other project. IFA has prepared this application draft based on input from a number of CoC members and stakeholders. Suggestions are welcome.

b. CoC Consolidated Application: *Meeting tomorrow (10/30/15) in Grinnell*

c. HUD Vets@Home Technical Assistance: *Update—waiting until after CoC competition; need main contact person for this.*

d. ICH Conflict of Interest process: *Review and update*

e. ICH Governance Charter: *Requested changes for CoC Consolidated Application*

f. Iowa Quality Standards Phase III, with State Public Policy Group: *Update*

g. New item recommendation for all ICH meetings: *Lightening-round updates from all members present, after the main business of every meeting. No more than one minute per person (longer items requested in advance as separate agenda items).*

V. Old Business

VI. New Business

VII. Establish agenda for November 20, 2015, ICH meeting

a. Item from Institute for Community Alliances on HMIS change? Or delayed until January?

b. Others items?

VIII. Public Comment

IX. Date and time of next Executive Committee meeting

a. Confirm: Friday, December 18, 2015

b. *Regular schedule: third Fridays every other month (non-council-meeting months), 10:00 a.m.*

X. Adjourn

Review, Ranking, & Selection Criteria: FINAL RANKINGS

APPROVED BY THE

EXECUTIVE
COMMITTEE

2015 Iowa CoC Project Rankings with Eligible Application Amounts and Tiers

Send any requests for corrections to amber.lewis@iowa.gov

Information subject to change based upon appeals or other factors

Updated October 27, 2015 per CoC Committee, pending new project appeals (changes in red below)

| Agency | Project | Program Type | Amount Requested | Final Score | Amount Eligible to Apply | Notes |
|---|---|--------------|------------------|-------------|--------------------------|------------------------|
| Tier 1 | | | | | | |
| YWCA Clinton | Rapid Rehousing Project | RRH | \$70,374 | N/A | \$70,374 | |
| Family Alliance for Veterans of America | Passport to Independence | PH | \$225,146 | N/A | \$225,146 | |
| Institute for Community Alliances | Iowa's Continuum Outcome and Universal Needs Toolkit | HMIS | \$346,578 | 98.5 | \$346,578 | |
| Humility of Mary Shelter, Inc. | Housing First | PH | \$65,903 | 94 | \$65,903 | |
| City of Dubuque | Phoenix Housing Special Needs Assistance | PH | \$76,531 | 93 | \$76,531 | |
| Cedar Valley Friends of the Family | Northeast Iowa Permanent Housing Program | PH | \$199,760 | 92 | \$199,760 | |
| Shelter House Community Shelter and Transition Services | New project: Shelter House Rapid Rehousing Services | RRH | \$456,857 | 98 | \$456,857 | Voluntary Reallocation |
| Cedar Valley Friends of the Family | Turning Point Rural Housing Project | TH | \$261,658 | 91 | \$261,658 | |
| Youth and Shelter Services, Inc | New Hope Transitional Living Program | TH | \$132,205 | 91 | \$132,205 | |
| Family Resources, Inc. | Renewal Project App 2014 Family Resources | TH | \$35,859 | 90 | \$35,859 | |
| Youth and Shelter Services, Inc | Lighthouse Transitional Living Program | TH | \$194,737 | 90 | \$194,737 | |
| Hawkeye Area Community Action Program, Inc. | HUD II | TH | \$475,054 | 87.5 | \$475,054 | |
| Hawkeye Area Community Action Program, Inc. | HUD V | TH | \$217,900 | 87.5 | \$217,900 | |
| Humility of Mary Shelter, Inc. | Service Coordination through Collaboration - Supportive Services Only | SSO | \$212,022 | 87 | \$212,022 | |
| Community Housing Initiatives, Inc. | Permanent Housing | PH | \$99,382 | 86.5 | \$99,382 | |
| Crisis Intervention & Advocacy Center | STAARS | TH | \$161,945 | 86.5 | \$161,945 | |
| Hillcrest Family Services | Hopes project 15-16 | TH | \$61,303 | 86.5 | \$61,303 | |
| Humility of Mary Shelter, Inc. | Service Coordination through Collaboration for Permanent Housing | PH | \$139,974 | 84.5 | \$139,974 | |
| Crisis Intervention Services | Pathway 2 Independence | TH | \$36,855 | 84.5 | \$36,855 | |
| Mason City Housing Authority | MCHA SNAPS 2014 Renewal | PH | \$103,119 | 82.5 | \$101,354 | |
| Area Substance Abuse Council, dba. New Directions | Hightower Place Women and Childrens Transitional Program | TH | \$106,208 | 82.5 | \$106,208 | |
| Vera French Housing Corporation | Vera French Reach 2000 | PH | \$36,919 | 81.5 | \$33,547 | |

| | | | | | | |
|---|--|-----|-------------|------|--------------------|---|
| Humility of Mary Shelter, Inc. | New project: Permanent Supportive Housing for Chronically Homeless | PH | \$445,169 | 94.8 | \$114,348 | Voluntary Reallocation |
| Hawkeye Area Community Action Program, Inc.--Tier 1 portion | New project: HACAP Housing First | RRH | \$360,000 | 96.8 | \$222,961 | Straddles Tier 1 & 2. Ranked with reallocation funds. |
| Total Tier 1 Amount | | | | | \$4,048,461 | |
| Tier 2 | | | | | | |
| Hawkeye Area Community Action Program, Inc.--Tier 2 portion | See above | RRH | | | \$123,027 | |
| Cedar Valley Friends of the Family | New project: Rapid Rehousing Initiative of North Iowa | RRH | \$190,000 | 96.3 | \$175,987 | Ranked with reallocation funds. |
| Opening Doors | Maria House | TH | \$43,025 | 78 | \$38,723 | |
| The Salvation Army | Men's Transitional Housing | TH | \$94,241 | 76 | \$84,817 | |
| Hawkeye Area Community Action Program, Inc. | Cedar Rapids Chronically Homeless Project | SSO | \$27,259 | 75 | \$24,534 | |
| Project Concern, Inc | 24 Hour Homeless Hotline/Homeless Coordinator | SSO | \$14,855 | 72.4 | \$14,855 | Late Esnaps submission--score reduced by 10%. |
| Hawkeye Area Community Action Program, Inc. | Home to Stay, CHoOSE | PH | \$76,563 | 70 | \$64,472 | |
| Humility of Mary Housing, Inc. | REACH 2000: Renewed Efforts and Commitment for Housing 2000 | TH | \$38,047 | 70 | \$30,438 | |
| Community Housing Initiatives, Inc. | Transitional Housing | TH | \$227,288 | 69.5 | \$157,582 | |
| Project Concern, Inc | Bonus New project: Rapid Rehousing, Dubuque | RRH | \$65,000 | 94.3 | \$65,000 | Ranked with Bonus funds. |
| Community Housing Initiatives, Inc. | Bonus New project: HOPES Project | PH | \$162,000 | 92 | \$162,000 | Ranked with Bonus funds. |
| Family Alliance for Veterans of America | Bonus New project: Passport to Independence III | RRH | \$150,000 | 91.3 | \$150,000 | Ranked with Bonus funds. |
| Family Alliance for Veterans of America | Bonus New project: Passport to Independence II | PH | \$190,000 | 88 | \$190,000 | Ranked with Bonus funds. |
| Shelter House | Bonus New project: FUSE-Housing First | PH | \$1,039,686 | 81 | \$472,686 | Ranked with Bonus funds. |
| Total Tier 2 Amount | | | | | \$1,754,121 | |
| Totals Tier 1 and Tier 2 | | | | | \$5,802,582 | |

Review, Ranking, + Selection Criteria : COC
The Iowa Council on Homelessness COMMITTEE
REVIEW
OF
NEW PROJECTS

CONTINUUM OF CARE COMMITTEE MEETING

Draft Agenda

Tuesday, October 27, 2015, 10:30 AM
Location: The Iowa Finance Authority
Room: McNarney Conference Room
Address: 2015 Grand Avenue, Des Moines, Iowa 50312
Conference Call-In Information (audio only): Call 866-685-1580; Code 515-725-4942

Resources:

- New Project Applications, available here:
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>
- Other meeting resources, available here:
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/95>
 - 2015 CoC New Project Reviewer Scoring Form
 - 2015 New Application Scoring & Funding Chart

Voting committee members:

- | | |
|---------------------------------|----------------|
| • Zeb Beilke-McCallum, co-chair | • Anne Brown |
| • Tim Wilson, co-chair | • Steven Benne |
| • David Binner | • Scott Mather |
| • Dennis Lauterbach | • John Walker |
| • Barb Kellogg | |

-
- I. Introductions
 - II. Approval of Agenda (action item)
 - III. Renewal application from Project Concern: missed October 20th Esnap deadline
 - IV. Review individual application scores and develop final committee scores:
 - a. Bethany for Children & Families
 - b. Burlington YMCA
 - c. Cedar Valley Friends of the Family
 - d. Family Alliance for Veterans of America – RRH project
 - e. Hawkeye Area Community Action Program – SSO-CE project
 - f. Project Concern
 - g. Shelter House – RRH
 - h. Hawkeye Area Community Action Program – RRH
 - i. Community Housing Initiatives
 - j. Family Alliance for Veterans of America – PSH

The Iowa Council on Homelessness

- 
- k. Humility of Mary Shelter
 - l. Shelter House – PSH
 - m. Vera French – PSH
 - V. Make ranking decisions for new projects:
 - a. Voluntary reallocation projects
 - b. Combination new and voluntary reallocation project
 - c. New projects
 - VI. Review appeals process for new projects: May submit appeals for consideration by the Executive Committee, by 10:00 a.m., Thursday, October 29, 2015 (less than 48 hours!). Submit to amber.lewis@iowa.gov.
 - IV. New Business
 - V. Old Business
 - VI. Public Comments
 - VII. Next meeting date
 - VIII. Adjourn

**Iowa Balance of State Continuum of Care (Coc)
 2015 New Application Scoring & Funding Chart--with adjusted final scores from CoC Cmte**

REVIEW, RANKING & SELECTION CRITERIA -

NEW PROJECT SCORING

For October 27, 2015 meeting of the CoC Committee

| Agency | Project Type | New/ Vol. Reallocation | Preliminary Scores | | | | | | | | | | Funds requested | | | | |
|---|--------------|------------------------------|--------------------|---------|---------|---------|---------|---------|---------|---------|---------|----------|-----------------|---------------------------------|-------------------|----------------|-------------|
| | | | Score 1 | Score 2 | Score 3 | Score 4 | Score 5 | Score 6 | Score 7 | Score 8 | Score 9 | Score 10 | Final Score | Retained-Voluntary Reallocation | From Reallocation | From New Bonus | |
| Shelter House | RRH | Voluntary Reallocation | 98 | 98 | 99 | 99 | 100 | 95 | 98.0 | | | | | | \$456,857 | | |
| Hawkeye Area Community Action Program | RRH | New | 90 | 90 | 100 | 100 | 100 | 97 | 96.8 | | | | | | | | \$360,000 |
| Cedar Valley Friends of the Family | RRH | New | 90 | 90 | 96 | 96 | 96 | N/A | 96.3 | | | | | | | | \$190,000 |
| Humility of Mary Shelter (Remainder renewal funds--\$330,821--available through reallocation) | PSH | Voluntary Reallocation | 90 | 90 | 96 | 96 | 96 | 97 | 94.8 | | | | | | \$114,348 | | |
| Project Concern | RRH | New | 88 | 88 | 97 | 97 | 98 | 94 | 94.3 | | | | | | | | \$65,000 |
| Community Housing Initiatives | PSH | New | 84 | 84 | 96 | 96 | 94 | 94 | 92.0 | | | | | | | | \$162,000 |
| Family Alliance for Veterans of America | RRH | New | 86 | 86 | 95 | 95 | 93 | N/A | 91.3 | | | | | | | | \$150,000 |
| Family Alliance for Veterans of America | PSH | New | 90 | 90 | 93 | 93 | 76 | 94 | 88.3 | | | | | | | | \$190,000 |
| Hawkeye Area Community Action Program | SSO-CE | New & Voluntary Reallocation | 95 | 95 | 98 | 98 | 98 | 80 | 87.0 | | | | | | \$24,534 | \$200,466 | |
| Shelter House (sent in two responses late) | PSH | New | 97 | 97 | 87 | 87 | 88 | 93 | 81.0 | | | | | | | | \$1,039,686 |
| Vera French | PSH | New | 74 | 74 | 86 | 86 | 74 | 76 | 76.0 | | | | | | | | \$45,000 |
| Bethany for Children & Families | RRH | New | 80 | 80 | 76 | 76 | 67 | N/A | 75.0 | | | | | | | | \$100,000 |
| Burlington Y Shelter | RRH | New | 74 | 74 | 78 | 78 | 75 | N/A | 56.7 | | | | | | | | \$25,000 |
| Total Requested | | | | | | | | | | | | | | | \$595,739 | \$200,466 | \$2,326,686 |
| Total Possible (HUD makes final awards on competitive basis) | | | | | | | | | | | | | | | | \$521,975 | \$1,039,686 |

Score reduced 10%-late

Review, Ranking, & Selection Criteria :

NEW PROJECT REVIEWS

Lewis, Amber [IFA]

From: Lewis, Amber [IFA]
Sent: Monday, October 19, 2015 3:04 PM
To: Benne, Steven [IEDA]; John Walker (jwalker.icoh@gmail.com); Anne.Brown@doc.state.ia.us; dennisrl@hotmail.com; Mather, Scott [IWD]; bkellogg@nicao-online.org; ttimm@centraliowashelter.org
Cc: Zebulon Beilke-McCallum; Tim Wilson (tslwilson@gmail.com); McRoberts, Josh [IFA] (Josh.McRoberts@iowa.gov)
Subject: CoC New Project Reviews: Upcoming Plan
Attachments: 2015 CoC New Project Reviewer Scoring Form.xlsx
Importance: High

Greetings, ICH Continuum of Care Committee members,

This is a quick update, on behalf of co-chairs, Tim and Zeb. It is almost time to review applications for new CoC projects:

- 1) First, we had 14 Letters of Intent forms come in from new applicants. These can all be found on this page, under the section for New Project Applications:
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>. Once we have the full applications, we'll post these in place of the LOIs.
- 2) We have proposed a tentative review plan, below, that has each reviewer scoring approximately five applications. Please let us know if you have questions or concerns about any part of this. We'll want to be cognizant of any possible conflicts of interest as well.
- 3) Attached is a template that may be used as a scoring guide. Each application should be scored individually, using this template.
- 4) The committee meeting is still on for next Tuesday, October 27th, at 10:30 a.m., at the Iowa Finance Authority. This may be a little longer meeting than usual—perhaps two hours will be sufficient. If reviewers have scored their applications ahead of time and brought any comments and questions to the meeting, it will move much quicker. Please bring your completed scoring sheets to this meeting. If you absolutely cannot make this meeting, you can still participate in the scoring by sending your completed review sheets and comments by email in advance of the meeting (by Monday, please).
- 5) Thank you for participating in this review process. The council received some great LOIs for new projects this year, and this is a great way to contribute to the council—and hopefully help bring some new funding into Iowa for this program.

| Agency | Project Type | New/ Vol. Reallocation | Reviewer 1 | Reviewer 2 | Reviewer 3 |
|---|--------------|------------------------|------------|------------|------------|
| Bethany for Children & Families | RRH | New | Zeb | Steven B | John W |
| Burlington Y Shelter | RRH | New | Zeb | Steven B | John W |
| Cedar Valley Friends of the Family | RRH | New | Zeb | Steven B | John W |
| Family Alliance for Veterans of America | RRH | New | Zeb | Steven B | John W |
| Hawkeye Area Community Action Program | RRH | New | Zeb | Barb K | Scott M |

| | | | | | |
|---|--------|------------------------------|-----|--------|---------|
| Project Concern | RRH | New | Zeb | Barb K | Scott M |
| Salvation Army | RRH | New | Zeb | Barb K | Scott M |
| Shelter House | RRH | Voluntary Reallocation | Zeb | Barb K | Scott M |
| Hawkeye Area Community Action Program | SSO-CE | New & Voluntary Reallocation | Tim | Barb K | Scott M |
| Community Housing Initiatives | PSH | New | Tim | Dennis | Anne B |
| Family Alliance for Veterans of America | PSH | New | Tim | Dennis | Anne B |
| Humility of Mary Shelter | PSH | Voluntary Reallocation | Tim | Dennis | Anne B |
| Shelter House | PSH | New | Tim | Dennis | Anne B |
| Vera French | PSH | New | Tim | Dennis | Anne B |

Sincerely,



Amber Lewis
 HOMELESS PROGRAMS MANAGER
 2015 Grand Avenue | Des Moines, Iowa 50312
 515.238.1930 | 800.432.7230 | fax 515.725.4901
Amber.lewis@iowa.gov
iowaFinanceAuthority.gov



Review, Ranking, & Selection Criteria: RENEWAL PROJECT APPLICATION RANKINGS

Lewis, Amber [IFA]

From: Lewis, Amber [IFA]
Sent: Friday, May 15, 2015 12:45 PM
To: Lewis, Amber [IFA]
Cc: Phillips, Donna [AG]; Zebulon Beilke-McCallum; McRoberts, Josh [IFA]; Hartman, Judy [IFA]
Subject: Reminder for Iowa CoC Project Rankings: Appeals Due by May 22nd!
Attachments: 2015 CoC Recommended Project Rankings.xlsx; 2015 Iowa CoC Renewal Application FINAL.docx

Importance: High

Good Afternoon, CoC Renewal Grantees in the Iowa Balance of State,

The Iowa Council on Homelessness voted today to approve the attached 2015 CoC Renewal Project scores and ranking. The scores and ranking are intended to form the basis for eventual funding recommendations to HUD for this year's competition.

Please note the Appeals Process, as described in the Renewal Project Application Plan, and approved by the council in March (second attachment; excerpt below). According to this process, the final CoC project ranking is subject to change, depending on the outcome of any appeals. As noted in the timeline, appeals must be submitted within one week of the council's initial vote on the ranking; therefore, any **appeals are due by next Friday, May 22nd**.

"Appeals Process: According to an Appeals Process established in 2014, the Executive Committee of the Iowa Council on Homelessness considers any appeals of CoC competition scoring, ranking, or funding recommendations. After the Iowa Council on Homelessness votes on the CoC project ranking, any project may appeal the council's decision. The appeal must be written and addressed to the Executive Committee of the Iowa Council on Homelessness, and submitted to the Iowa Finance Authority on the council's behalf. Appeals must be received by the Iowa Finance Authority within one week of the Iowa Council on Homelessness's project ranking vote. Email is the preferred method of submitting an appeal (amber.lewis@iowa.gov). The Executive Committee of the Iowa Council on Homelessness will review any appeals received and issue a final decision."

Sincerely,



Amber Lewis
HOMELESS PROGRAMS COORDINATOR
2015 Grand Avenue | Des Moines, Iowa 50312
515.238.1930 | 800.432.7230 | fax 515.725.4901
iowaFinanceAuthority.gov



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

Review, Ranking & Selection Criteria: RENEWAL SCORING GUIDE

**Iowa Balance of State Continuum of Care
2015 CoC Renewal Project Narrative
REVIEWER SCORING FORM/SCORING GUIDE
RENEWAL PROJECTS--PSH, TH, SSO**

Agency name: _____

Reviewer name: _____

Project name: _____

| Question / Item | Scoring Guidance | Points Possible | Comments | Points Awarded |
|-----------------|--|-----------------|----------|----------------|
| | Instructions. Responses are concise). Application is complete and all application requirements met. | 3 | | |
| 1 | Agency summary | 1 | | |
| 2 | Project summary | 1 | | |
| 3 | Homeless bed confirmation. Applicants should cite specific information from the 2014 Housing Inventory Chart. | 1 | | |
| 4 | (PROJECT DESIGN) Prioritization to end chronic homelessness. This is especially for Permanent Supportive Housing (PSH) projects. PSH projects that either dedicate or prioritize 100% of beds to serve the chronically homeless may be eligible for full points. Other projects that serve the chronically homeless may be eligible for partial points. | 10 | | |
| 5 | (PROJECT DESIGN) Prioritization for unsheltered or those accessing emergency shelter. Projects serving 100% participants from unsheltered or emergency shelter locations may be eligible for full points. Other projects serving lesser percentages from these locations may be eligible for partial points. | 10 | | |
| 6 | (PROJECT DESIGN) Housing first. The housing first goal is for projects to impose the least amount of these kinds of barriers to services. For full points, applicants should be answering "NO" to all these questions, and providing explanations. Applicants may still be eligible for partial points if they offer compelling explanations for any "yes" answers. | 10 | | |
| 7 | (PERFORMANCE) Increase in cash income. Higher percentages are favorable here. Applicants should clearly explain their performance, using specific information from the charts. | 10 | | |
| 8 | (PERFORMANCE) Increase in non-cash benefits. Higher percentages are favorable here. Applicants should clearly explain their performance, using specific information from the charts. | 10 | | |
| 9 | (PERFORMANCE) Budget request. Should correctly list budget. | 1 | | |

| | | | | |
|--------------|--|-----|--|----------|
| 10 | (PERFORMANCE) Total households and persons served. Should list totals for both households and persons. | 1 | | |
| 11 | (PERFORMANCE) Cost per person served. Cost is expected to be highest for Permanent Supportive Housing projects. Applicants should clearly explain the factors for their cost per person served. Higher costs should have a clear justification. | 3 | | |
| 12 | (PERFORMANCE) Exits to permanent destinations. The goal is a higher percentage of participants that either exit to permanent housing or remain in permanent housing. Applicants should cite specific information from the performance charts and offer compelling explanations for the results. | 10 | | |
| 13 | (CONTINUUM OF CARE PARTICIPATION) APR submission. APRs should have been submitted on time. | 2 | | |
| 14 | (CONTINUUM OF CARE PARTICIPATION) Iowa Council on Homelessness participation. For full points, applicants will show a history of participation in council meetings (this does not need to include official voting membership). | 5 | | |
| 15 | (CONTINUUM OF CARE PARTICIPATION) Iowa Council on Homelessness committees/workgroup participation. For full points, applicants will show a history of participation in committees/workgroups of the council. | 5 | | |
| 16 | (BUDGET AND CAPACITY) HUD grant monitoring. 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 | (BUDGET AND CAPACITY) Admin costs. 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 | (BUDGET AND CAPACITY) CoC fund drawdowns. Applicant should describe at least the minimum quarterly drawdowns. | 1 | | |
| 19 | (BUDGET AND CAPACITY) Project leverage. Higher leverage is desirable. For full points, applicants should describe significant leverage contributions, including the sources and amounts. | 3 | | |
| 20 | (BUDGET AND CAPACITY) Spending history. 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 | | |
| 21 | (HMIS PROJECTS ONLY) See alternate scoring sheet. | N/A | | N/A |
| Total | | 100 | | 0 |

Review, Ranking, + Selection Criteria:

RENEWAL PROJECT APPLICATION INSTRUCTIONS

Iowa Balance of State Continuum of Care (CoC) → Internal
FINAL 2015 CoC Renewal Project Application Plan "pre-HUD
Application process"

Approved March 18, 2015, by the Iowa Council on Homelessness

*** Renewal Project Narrative Deadline: Friday, April 24th, 2015 ***

Contact Information for Iowa Balance of State CoC Competition:

| | |
|---|---|
| Amber Lewis Iowa Finance Authority Amber.lewis@iowa.gov (515) 238-1930 | Josh McRoberts Iowa Finance Authority Josh.McRoberts@iowa.gov (515) 725-4884 |
| Zeb Beilke-McCallum Chair, CoC Committee zebb@icadv.org (515) 244-8028 x411 | Donna Phillips Chair, Iowa Council on Homelessness Chair, Executive Committee donna.phillips@iowa.gov (515) 281-7215 |

Introduction

The Iowa Balance of State Continuum of Care (CoC) is requesting 2015 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 2015 CoC Competition: HUD structures the CoC competition so that communities (called Continuums of Care or CoCs) typically apply for the program through one annual Consolidated Application. This Consolidated Application contains all the new and renewal Project Applications within that CoC. HUD is taking steps to open the 2015 competition earlier this year. HUD has not yet actually opened the competition, so we do not know many details. We do not know if funds will be available for new projects. We assume that CoCs will be required to rank Project Applications in order of priority. We also assume that projects will still be required to submit applications in HUD's Esnaps system, in addition to the applications submitted for CoC review and ranking. Project applicants also may be required to submit additional community planning information, in order to complete other sections of the Consolidated Application.

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>.

2015 Renewal Application Process

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

- **Part 1: 2015 Project Narrative**
 - Submit by email to amber.lewis@iowa.gov.
 - **Deadline: Friday, April 24th, 2015**

- **Part 2: 2015 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: 2015 Community Planning Narrative**
 - Submit by email to amber.lewis@iowa.gov.
 - **Deadline: TBD, based on when HUD opens the competition.**

- **Part 4: 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. Recommendations for Project Application 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 meeting on Friday, May 15, 2015. 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 during 2015, 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 for Families.

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: According to an Appeals Process established in 2014, the Executive Committee of the Iowa Council on Homelessness considers any appeals of CoC competition scoring, ranking, or funding recommendations. After the Iowa Council on Homelessness votes on the CoC project ranking, any project may appeal the council's decision. The appeal must be written and addressed to the Executive Committee of the Iowa Council on Homelessness, and submitted to the Iowa Finance Authority on the council's behalf. Appeals must be received by the Iowa Finance Authority within one week of the Iowa Council on Homelessness's project ranking vote. Email is the preferred method of submitting an appeal (amber.lewis@iowa.gov). The Executive Committee of the Iowa Council on Homelessness will review any appeals received and issue a final decision.

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. If confidential information must be included, the applicant must submit two versions, clearly marked, one that is the full application and one for posting that excludes the confidential information.

2015 Renewal Project Application Timeline

Friday, February 13th, 2015: DRAFT 2015 CoC Renewal Project Application and Ranking Process released for stakeholder comment.

Friday, March 6th, 2015: Comments due.

Tuesday, March 10, 2015: CoC Committee meets to review comments and recommend a 2015 CoC Renewal Project Application and Ranking Process.

Wednesday, March 18th, 2015: Iowa Council on Homelessness meeting; council votes on 2015 CoC Renewal Project Application and Ranking Process.

Wednesday, March 25th, 2015: CoC Renewal Applicants' most recent APRs must be submitted to the Iowa Finance Authority, if not done already.

Wednesday, April 15th, 2015: Renewal Project performance charts published for applicants' reference.

Friday, April 24th, 2015: 2015 CoC Renewal Project Applications due.

Tuesday, May 12th, 2015 (TBD): CoC Committee members have scored applications independently; committee meets to discuss scoring and recommend rankings.

Friday, May 15th, 2015: Iowa Council on Homelessness meeting: Council reviews and votes on recommended renewal project rankings.

Friday, May 22nd, 2015: Appeals of the Renewal Project scoring and ranking are due. These will be considered by the Executive Committee of the Iowa Council on Homelessness.

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.

2015 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.

*(Excerpt only -
Narrative Instructions
Not included)*

Review, Ranking, & Selection Criteria- New Project Instructions

Iowa Balance of State Continuum of Care 2015 CoC Competition INSTRUCTIONS

October 1, 2015 (minor correction 10/19/15)

Contents:

Part I: Introduction

Part II: Instructions for New Projects and Voluntary Reallocation New Projects

Part III: Instructions for Renewal Projects

Part I: Introduction

The Iowa Balance of State Continuum of Care (CoC) is requesting project applications for the 2015 CoC competition.

Background and Definitions

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/>.

HUD 2015 CoC Competition: HUD structures the CoC competition so that communities (called Continuums of Care or CoCs) typically apply for the program through one annual Consolidated Application. This Consolidated Application contains all the new and renewal Project Applications within that CoC, plus the required ranking of all Projects into Tier 1 and Tier 2 categories of priority.

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 Executive Committee of the council is also authorized to make decisions on the council's behalf, in between council meetings. The Continuum of Care Committee of the council makes recommendations regarding the application process.

Collaborative Applicant: Throughout the CoC competition, the Iowa Finance Authority acts as the official Collaborative Applicant, coordinating the process and providing support, including submitting the final approved application materials and project rankings to HUD.

Iowa Balance of State CoC New/Reallocated Project Competition: Any new project applicant and any voluntary reallocation new project applicant within the Balance of State must submit their application this year for review by the Continuum of Care Committee and/or the Executive Committee.

Iowa Balance of State CoC Renewal Projects: Renewal projects submitted Renewal Project Narratives in April, 2015. These narratives were reviewed, scored, and ranked by the CoC Committee, with final approval by the Iowa Council on Homelessness. Renewal project applicants must still complete a few final steps to submit their application to HUD in the 2015 competition.

Selected Resources:

- HUD 2015 Notice of Funding Availability:
<https://www.hudexchange.info/resources/documents/Revised-FY-2015-CoC-Program-NOFA.pdf>
- HUD FY 2015 CoC Program Competition NOFA Broadcast:
<https://www.hudexchange.info/resource/4708/fy-2015-coc-program-competition-nofa-broadcast/>
- HUD E-snaps resources: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>. Look for the section on this page for “CoC Program Competition—Project Applicants”
- Information specific to the Iowa Balance of State CoC, including resources regarding reallocation and the CoC competition timeline, as they are available:
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>.

Contact Information for Iowa Balance of State CoC Application

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|---|--|
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| Tim Wilson Chair, CoC Committee tslwilson@gmail.com | Zeb Beilke-McCallum Co-Chair, CoC Committee zebb@icadv.org ; (515) 244-8028 x411 |
| Donna Phillips Chair, Iowa Council on Homelessness Chair, Executive Committee donna.phillips@iowa.gov (515) 281-7215 | |

Available Application Options

- 1) New Projects: New project applicants may apply for Permanent Housing Bonus funding and/or funding made available through involuntary reallocation. This funding is competitive, based on several factors. The CoC will first review and select any such submitted new projects. The CoC may select projects totaling up to \$1,039,686 for Bonus funding and up to, tentatively, \$222,961 for funds freed through involuntary reallocation of other renewal projects (final amount pending appeals). Selected projects will be submitted to HUD. HUD will make the final determination of funding. Interested applicants should review the 2015 NOFA for information on project selection by HUD.

- 2) Voluntary Reallocation New Projects: Renewal projects may voluntarily reallocate a portion or all of their existing eligible renewal funds to create a new project. Voluntary reallocation projects may also request additional funding for the new project, beyond what is available through the voluntary reallocation.

New projects in either category above may be submitted for the following:

- a. Permanent Supportive Housing for chronically homeless individuals and families;
 - b. Rapid Rehousing for individuals, including unaccompanied youth, and households with children coming from the streets or emergency shelters or persons fleeing domestic violence; or
 - c. Supportive Services for a centralized/coordinated assessment system (limited to funding freed through reallocation, voluntary and/or involuntary; contact application staff asap if interested in this project type, as the application and process will necessarily be different).
- 3) Renewal Projects: Renewal applicants should refer to the document, "2015 Iowa CoC Renewal Project Rankings with Eligible Renewal Amounts" to determine the amount, if any, available for their renewal project, after any adjustments made for involuntary reallocation. Renewal applicants may complete the final steps to submit an application for this amount to support their existing renewal project.

NEW FROM 10/1/15 Ranking of New Projects, and Adjusted Ranking of Renewal Projects

Ranking of New Projects: The Executive Committee voted October 1, 2015, for the following ranking plan for new project applications:

- New projects selected for funds freed through involuntary reallocation (up to \$222,961, pending appeals) will be ranked at the bottom of Tier 1, before any project split between Tier 1 and Tier 2. See the separate document, Final 2015 CoC Reallocation Plan, for additional details on reallocation.
- Any project ranked in Tier 1 that applies as a voluntary reallocation new project for only the funds freed through a renewal project from the same agency, retains the same ranking. If the same new project applies for and is selected for additional funding for the same project, with funds freed through involuntary reallocation, the project will be ranked in the bottom of Tier 1, as above.
- If the same voluntary reallocation new project applies for and is selected for any amount of bonus funding, the project will be ranked at the bottom of Tier 2.
- Any project that applies for and is selected for bonus funding will be placed at the bottom of Tier 2.

Adjusted Ranking of Renewal Projects for Scoring Ties: The Executive Committee voted October 1, 2015, to adjust the ranking of renewal projects to account for ties in scoring between projects. Renewal projects will be re-ranked according to the following where there are ties:

- Tying projects will first be ranked according to project type: Permanent Housing will be first, Transitional Housing second, Supportive Services Only projects will be third.
- If there are still ties, such projects will next be ranked according to their score on the Housing First question on the renewal application.
- If there are still ties, such projects will next be ranked according to their population focus on the following priorities: chronically homeless, veterans, and youth.

Application Process

Application Steps: Applicants should follow Part II and Part III of this document, as applicable.

Application Reviews: New Project Applications will be reviewed first by the Continuum of Care Committee. Recommendations for New Project Application selection and ranking will be made at a meeting of this committee; resources for this meeting will be available online: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/95>). The Executive Committee of the Iowa Council on Homelessness will vote on these recommendations. Resources for the Executive Committee may be found here: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/93>. Meetings of the council and committees are generally open, public meetings, and anyone may listen and comment.

NEW FROM 10/1/15 Appeals Process: The CoC followed an appeals process for 2015 renewal project application scoring and ranking. An additional appeals process was approved by the Executive Committee on October 1, 2015, as follows: first, appeals of any involuntary reallocations may be submitted by email to amber.lewis@iowa.gov, no later than 12:00 noon on Thursday, October 8, 2015. Second, for new project applications: the Continuum of Care Committee will review applications and make initial scoring and ranking decisions. Applicants may appeal those decisions to the Executive Committee, which will make the final decisions; such appeals should be sent by email to amber.lewis@iowa.gov. Dates for the new project appeals process are still to be determined.

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.

(Excerpt only -
narrative instructions
not included)

(see next page)

CoC Rating and Renew Procedure: Public Posting Evidence

Public Postings Related to CoC Rating & Renew process

Renewal Project Applications

- [2015 CoC Renewal Project Review, Set 1 of 2](#)
- [2015 CoC Renewal Project Review, Set 2 of 2](#)
- [HMIS - Institute for Community Alliances](#)
- [PH - Cedar Valley Friends of Family](#)
- [PH - Community Corrections Improvement Association](#)
- [PH - Community Housing Initiatives](#)
- [PH - Dubuque Phoenix House](#)
- [PH - Humility of Mary Shelter](#)
- [PH - Humility of Mary Shelter \(Housing First\)](#)
- [PH - Manassah House](#)
- [PH - Mason City Housing Authority](#)
- [PH - Vera French Housing](#)

2015 CoC Competition

- [CoC Consolidated Application 2015 Draft 11-13](#)
- [CoC Priority Listing 2015_Missing Hillcrest](#)
- [2015 Competition for Iowa CoC has begun](#)
- [2015 CoC Application - Timeline](#)
- [2015 CoC Project Application Instructions](#)
- [2015 CoC Project Rankings with Eligible Amounts and Tiers](#)
- [2015 CoC Reallocation Plan](#)
- [2015 Iowa CoC Renewal Application](#)
- [2015 Iowa Approved Grant Inventory Worksheet](#)
- [2014 Iowa Balance of State Housing Inventory Charts](#)
- [2015 CoC Performance Charts](#)
- [2015 Iowa CoC Renewal Project Spending](#)



Iowa Council on Homelessness - Continuum of Care Committee

October 27, 2015

CoC Committee Agenda 10.27.2015

2015 CoC New App Scoring & Funding Chart

2015 CoC New Project Reviewer Scoring Form

September 24, 2015

Continuum of Care Committee Agenda 9-24-15

2015 Iowa Continuum of Care Application Timeline

Key Iowa Numbers - Continuum of Care Committee Competition

Proposed Iowa Continuum of Care 2015 Reallocation Plan

Comment Received Iowa Continuum of Care Reallocation Plan

2015 Continuum of Care FINAL Renewal Project Ranking

CoC Minutes 9-24-15

August 11, 2015

July 14, 2015

Public Postings Related to CoC Rating and Review Process - CoC Committee



Iowa Balance of State Continuum of Care Governance Charter

Updates Submitted for CoC Review, 11/13/2015

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 15th 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 lowans 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 A. DISCHER CEO

Name and Title of Authorized Representative

11-17-2015

Date Signed

CoC Collaborative Applicant: Iowa Finance Authority



Signature of Authorized Representative

Amber Lewis, Homeless Programs Mgr.

Name and Title of Authorized Representative

11-18-2015

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

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Version – September 2015

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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 Alliance

The Institute for Community Alliance Executive/Associate Director

- Liaison with HUD
- Project Staffing
- The Institute for Community Alliance 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 Continuum'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 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 customization¹, 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

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.

I-COUNT NETWORK
IOWA'S CONTINUUM OUTCOME AND UNIVERSAL NEED TOOLKIT
USER CONFIDENTIALITY AND RESPONSIBILITY CERTIFICATION
Iowa's Homeless Management Information System

Provider Name and Program Name: _____
Contract Fiscal Year: January 2015 – December 2015

USER CONFIDENTIALITY AND RESPONSIBILITY AGREEMENT

Your User ID and Password give you access to the statewide ServicePoint™ software of the I-COUNT Network. **Initial each item below to indicate your understanding and acceptance of the proper use of your User ID and password and your intention to comply with all elements of the Homeless Management Information System Data and Technical Standards Notice – originally published in the Federal Register on July 30, 2004, and revised in 2010 and 2014 by the U. S. Department of Housing and Urban Development.** Failure to uphold the confidentiality and security standards set forth below is grounds for immediate termination from the Iowa Homeless Management Information System and forfeiture of grant funds if applicable.

_____ An I-COUNT Network “Notice of Data Collection” sign will be posted at any location that client intake activity occurs that is entered or will be entered into the ServicePoint™ system.

_____ This agency has a written privacy policy that includes the allowable uses and disclosures of protected personal information by this agency and it will be made available to the client upon request.

_____ If applicable, this agency has their privacy policies posted on their agency internet web-site.

_____ My ServicePoint™ User ID and Password are for my use only and must not be shared with anyone.

_____ I will take all reasonable means to keep my User ID and Password physically secure.

_____ I understand that the only individuals who can view information in the ServicePoint™ system are authorized users and the Clients to whom the information pertains.

_____ I may only view, obtain, disclose, or use the database information that is necessary to perform my job.

_____ If I am logged into ServicePoint™ and must leave the work area where the computer is located, I **must log-off** of ServicePoint before leaving the work area.

_____ I will attend any and all HMIS and related topic training sessions as required to ensure accurate and appropriate data entry and use of the I-COUNT Network.

_____ Any computer that has ServicePoint™ “open and running” shall never be left unattended.

_____ Any computer that is used to access ServicePoint™ must be located in an area that can be physically secured with a lock when not in use by the authorized staff person.

_____ Any computer that is used to access ServicePoint™ must be equipped with locking (password protected) screen savers.

_____ Any computer that is used to access ServicePoint™ must have virus protection software installed with auto-update functions.

_____ Any computer that is used to access ServicePoint™ must have software and/or hardware firewall protection.

_____ Failure to log off ServicePoint™ appropriately may result in a breach in client confidentiality and system security.

_____ Hard copies of Iowa ServicePoint information must be kept in a secure file.

_____ When hard copies of Iowa ServicePoint™ information are no longer needed, they must be properly destroyed to maintain confidentiality.

_____ If I notice or suspect a security breach, I must immediately notify the System Administrator - Institute for Community Alliances (ICA).

I understand and agree to comply with all the statements listed above. I further understand that at the time of program site visits conducted under the direction of Iowa Finance Authority, our agency will be monitored for compliance with the I-COUNT Network management elements listed above.

ServicePoint™ User (License Holder) Signature Date

Agency Executive Director Date

I-COUNT NETWORK
IOWA'S CONTINUUM OUTCOME AND UNIVERSAL NEED TOOLKIT
Iowa's Homeless Management Information System Network
Minimum Required Data Set Agreement

Provider Name and Program Name: _____
Contract Fiscal Year January 2015 – December 2015

DATA COLLECTION POLICY

As a funding requirement of both the U.S. Department of Housing and Urban Development, the State of Iowa, and the Iowa Continuums of Care (Iowa Balance of State, Des Moines/Polk County, Sioux City/Woodbury County) all homeless services provider agencies must attempt to collect a minimum data set from each client served by any program that is supported by the State of Iowa's Homeless Assistance Program Funds, either the Emergency Solutions Grant Program (ESGP) or the Shelter Assistance Fund and/or the Continuum of Care Fund, or the Housing Opportunities for Persons with AIDS/HIV Program, as well as other qualifying programs under the McKinney-Vento Homeless Assistance Act.

Provider agencies shall at all times have rights to the data pertaining to their clients that was created or entered by them in ServicePoint™ (this is the software used by the I-COUNT Network). Provider Agencies shall be bound by all restrictions imposed by clients pertaining to the use of personal data that they do not formally release.

It is a Client's decision about which information, if any, entered into ServicePoint™ shall be shared and with any other provider agencies. The I-COUNT Client Informed Consent/Release of Information must be completed and signed by the Client if the Client wishes to share information with other service provider agencies.

Minimum data entry on each consenting Client will be:

- Client Full Name
- Client Social Security Number
- Client Birth date
- Client Gender
- Client Race/Ethnicity
- All questions included in the "Iowa Basic Assessment" section of ServicePoint™.
- All questions in any program assessment of ServicePoint™ appropriate to one of the funding sources listed above.
- Client Service Transactions
- Complete/updated entry and exit information for each client.

I understand and agree to comply with all the statements listed above.

ServicePoint™ User Signature Date

Agency Executive Director Date

Cedar Rapids PHA

□

**ADMINISTRATIVE PLAN
FOR THE
HOUSING CHOICE VOUCHER PROGRAM**

Product #301-002

January 1, 2005

| Revision Date | Revision Date |
|----------------------|----------------------|
| 9/1/05 | 8/1/10 |
| 5/1/06 | 7/1/11 |
| 12/1/06 | 7/1/12 |
| 7/1/07 | 7/1/13 |
| 8/1/08 | 7/1/14 |
| 11/1/08 | |
| 10/1/09 | |

Approved by the HA Board of Commissioners:

Submitted to HUD: N/A

Chapter 4



APPLICATIONS, WAITING LIST AND TENANT SELECTION

INTRODUCTION

When a family wishes to receive Section 8 HCV assistance, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in the administrative plan and the annual plan.

The PHA is required to adopt a clear approach to accepting applications, placing families on the waiting list, selecting families from the waiting list and must follow this approach consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA to receive preferential treatment. Funding earmarked exclusively for families with particular characteristics may also alter the order in which families are served.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the PHA affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process the PHA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide the PHA in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

The PHA will offer a preference to any family for the following:

- 1) Participants whose HAP Contracts were terminated due to Insufficient Funding.
- 2) Displacement by local government code enforcement action in Linn or Benton Counties. The governing agency having determined the residence to be unfit for human habitation due to violation of the building and housing codes.
- 3) Displacement due to an area being declared a disaster area by federal government. (Families will have 6 months following displacement to request a preference. If the family has not obtained permanent residence during that 6 month period or resides in temporary government housing, exceptions to the 6 month rule will be considered).
- 4) Chronically homeless per HUD's definition which is any of the following defined as:
 - (a) An individual who: (i) is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and (iii) can be diagnosed with ~~one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or a~~ disability; or
 - (b) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (a) of this definition, before entering that facility; or
 - (c) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (a) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

- 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.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

Collaborative Applicant Review of Project Applications In Esnaps

Lewis, Amber [IFA]

From: Lewis, Amber [IFA]
Sent: Thursday, November 05, 2015 1:05 PM
To: Lewis, Amber [IFA]
Cc: McRoberts, Josh [IFA] (Josh.McRoberts@iowa.gov); Phillips, Donna [AG]; Tim Wilson (tslwilson@gmail.com); Zebulon Beilke-McCallum
Subject: CoC Project Review: REQUIRED CORRECTIONS in ESNAPS!
Attachments: 2015 CoC Project App REQUIRED CORRECTIONS.xlsx
Importance: High

Iowa CoC renewal applicants—

Please see attached for **REQUIRED CORRECTIONS** to several CoC renewal projects. Note that several projects have now been opened up in Esnaps (“Amended”) back to project applicants to make corrections and resubmit.

Applications should be resubmitted if at all possible **by this coming Tuesday, November 10th, at noon!!!**

Most corrections should be quick (updating a form with a current signature, changing some dollar amounts, checking some boxes, etc.) Any applicants that need more time should notify IFA staff immediately.

Areas needing corrections were identified during IFA staff review of all project applications—a new required component of the overall Consolidated Application. For those agencies highlighted in green, great job.

Sincerely,



Amber Lewis
HOMELESS PROGRAMS MANAGER
2015 Grand Avenue | Des Moines, Iowa 50312
515.238.1930 | 800.432.7230 | fax 515.725.4901
Amber.lewis@iowa.gov
IowaFinanceAuthority.gov



2015 Iowa Balance of State CoC Project Applications in Esnaps: REQUIRED CORRECTIONS: RESUBMIT BY 12:00 NOON, TUESDAY 11/10/15!
As of 11/5/2015

| Agency | Project | Esnaps Status as of 11/5/15: If Opened/Amended, RESUBMIT AFTER CORRECTIONS BY 12:00 NOON, TUESDAY 11/10/15! | 3B.4a and 3B.4b: Low Barrier Designation in Esnaps? (Compared to Renewal Supplemental Narrative Application submitted in April 2015.) | 3B.4c: Housing First Designation in Esnaps? (Compared to Renewal Supplemental Narrative Application submitted in April 2015.) | Amount requested in Esnaps | HUD Form 2991 on file and correct (due 11/5/15) | HUD Form 2880-- Disclosure Update Report (part of Project Applicant Profile) | HUD Form 50070--Drug Free Workplace (part of Project Applicant Profile) |
|---|--|---|---|---|----------------------------|---|---|---|
| Area Substance Abuse Council, dba. New Directions | Hightower Place Women and Childrens Transitional Program | OKAY--GOOD JOB! | No--okay; fits with narrative app | No--okay; fits with narrative app | Okay | IFA will do for state Con Plan jurisdiction | Okay | Okay |
| Cedar Valley Friends of the Family | New project: Rapid Rehousing Initiative of North Iowa | Under Review | Under Review | Under Review | Okay | IFA will do for state Con Plan jurisdiction | Under Review | Under Review |
| Cedar Valley Friends of the Family | Northeast Iowa Permanent Housing Program | OPENED/AMENDED-- MUST CORRECT AND RESUBMIT!!! | Yes--okay | Yes--okay | Okay | IFA will do for state Con Plan jurisdiction | Form uploaded is for TH project; needs separate form for this project | Okay |
| Cedar Valley Friends of the Family | Turning Point Rural Housing Project | OKAY--GOOD JOB! | Yes--okay | Yes--okay | Okay | IFA will do for state Con Plan jurisdiction | Okay | Okay |
| City of Dubuque | Phoenix Housing Special Needs Assistance | ESNAPS FINE--ALMOST THERE | Yes--okay | Yes--okay | Okay | Due by 11/5/15 | Okay | Okay |
| Community Housing Initiatives, Inc. | Bonus New project: HOPES Project | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | Okay | Hasn't submitted yet | Hasn't submitted yet |
| Community Housing Initiatives, Inc. | Permanent Housing | OPENED/AMENDED-- MUST CORRECT AND RESUBMIT!!! | Yes--okay | Yes--okay | Okay | Okay | TH Form uploaded for PH project. Amount requested is incorrect. Form is outdated (2011) | form is incomplete; not signed |
| Community Housing Initiatives, Inc. | Transitional Housing | OPENED/AMENDED-- MUST CORRECT AND RESUBMIT!!! | Yes | Yes | Okay | Okay | Amount of HUD assistance requested is incorrect; is outdated (2011) | form is incomplete; not signed |
| Crisis Intervention & Advocacy Center | STAARS | OPENED/AMENDED-- MUST CORRECT AND RESUBMIT!!! | Yes--okay | Yes--okay | Okay | IFA will do for state Con Plan jurisdiction | Form signed in 2013 - needs updated | Form is dated 2013; needs updated |
| Crisis Intervention Services | Pathway 2 Independence | OPENED/AMENDED-- MUST CORRECT AND RESUBMIT!!! | Yes--okay | Yes--okay | Okay | IFA will do for state Con Plan jurisdiction | Form signed in 2014 - needs updated | Form is dated 2014; needs updated |
| Family Alliance for Veterans of America | Bonus New project: Passport to Independence II | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | IFA will do for state Con Plan jurisdiction | Hasn't submitted yet | Hasn't submitted yet |

| | | | | | | | | | |
|---|--|---|--|-----------------------|------------------------------|---|---|-----------------------------------|----------------------|
| Family Alliance for Veterans of America | Bonus New project: Passport to Independence III | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet |
| Family Alliance for Veterans of America | Passport to Independence | OPENED/AMENDED-- MUST CORRECT AND RESUBMIT!!! | Why is 4a a "No"? ("Does the project quickly move participants into permanent housing?") | No--see note at left. | Okay | IFA will do for state Con Plan jurisdiction | Amount of HUD assistance requested is incorrect; form was signed in 2014 - needs updated | Form is dated 2014; needs updated | Hasn't submitted yet |
| Family Resources, Inc. | Renewal Project App 2014 Family Resources | OPENED/AMENDED-- MUST CORRECT AND RESUBMIT!!! | Yes--okay | Yes--okay | Okay | Okay | Amount of HUD assistance requested is incorrect; form was signed in 2011 - needs updated | Form is dated 2012; needs updated | Hasn't submitted yet |
| Hawkeye Area Community Action Program, Inc. | Cedar Rapids Chronically Homeless Project | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | Okay | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet |
| Hawkeye Area Community Action Program, Inc. | Home to Stay, CHOOSE | OPENED/AMENDED-- MUST CORRECT AND RESUBMIT!!! | Yes | Yes | Okay (\$3 less than allowed) | Okay | Review forms submitted for all grants to ensure that all are correct; especially HUD II and HUD V grants. | Form is dated 2014; needs updated | Hasn't submitted yet |
| Hawkeye Area Community Action Program, Inc. | HUD II | OPENED/AMENDED-- MUST CORRECT AND RESUBMIT!!! | Yes--okay | Yes--okay | Okay | Okay | Review forms submitted for all grants to ensure that all are correct; especially HUD II and HUD V grants. | Form is dated 2014; needs updated | Hasn't submitted yet |
| Hawkeye Area Community Action Program, Inc. | HUD V | OPENED/AMENDED-- MUST CORRECT AND RESUBMIT!!! | Yes--okay | Yes--okay | Okay | Okay | Review forms submitted for all grants to ensure that all are correct; especially HUD II and HUD V grants. | Form is dated 2014; needs updated | Hasn't submitted yet |
| Hawkeye Area Community Action Program, Inc.--Tier 1 portion | New project: HACAP Housing First | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | Okay | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet |
| Hillcrest Family Services | Hopes project 15-16 | OPENED/AMENDED-- MUST CORRECT AND RESUBMIT!!! | Yes--okay | Yes--okay | Okay | Okay | Amount of HUD assistance requested is incorrect; is outdated (2009) | Form is dated 2012; needs updated | Okay |
| Humility of Mary Housing, Inc. | REACH 2000: Renewed Efforts and Commitment for Housing 2000 | OPENED/AMENDED-- MUST CORRECT AND RESUBMIT!!! | No--okay, fits with narrative app | Yes | Okay | Okay | Amount of HUD assistance requested is incorrect | Okay | Okay |
| Humility of Mary Shelter, Inc. | Housing First | OKAY--GOOD JOB! | Yes--okay | Yes--okay | Okay | Okay | Okay | Okay | Okay |
| Humility of Mary Shelter, Inc. | New project: Permanent Supportive Housing for Chronically Homeless | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | Okay | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet |

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| Humility of Mary Shelter, Inc. | Service Coordination through Collaboration - Supportive Services Only | OKAY--GOOD JOB! | Yes--okay | Yes--okay | Okay | Okay | Okay | Okay | Okay |
| Humility of Mary Shelter, Inc. | Service Coordination through Collaboration for Permanent Housing | OKAY--GOOD JOB! | No--okay; fits with narrative app | Yes--okay | Okay | Okay | Okay | Okay | Okay |
| Institute for Community Alliances | Iowa's Continuum Outcome and Universal Needs Toolkit | OKAY--GOOD JOB! | N/A | N/A | Okay | IFA will do for state Con Plan jurisdiction | Okay | Okay | Okay |
| Mason City Housing Authority | MCHA SNAPS 2014 Renewal | OPENED/AMENDED-- MUST CORRECT AND RESUBMIT!!! | No. Needs correcting. Narrative app indicated "no" for all Housing First questions. Esnaps app must be changed to match. Check at least box for income barrier, substance abuse history to match. DV history box must also be checked to be in compliance with law. | No. Needs correcting to match with narrative application. Must check box for not terminating from program for failure to make progress on a service plan. Review all other responses to make sure they are correct. The goal is to have as many barriers removed as possible--thus as many boxes checked as possible. | Okay | IFA will do for state Con Plan jurisdiction | Amount of HUD assistance requested is incorrect; form was signed in 2013 - needs updated | Form is dated 2014; needs updated | |
| Opening Doors | Maria House | OPENED/AMENDED-- MUST CORRECT AND RESUBMIT!!! | No--okay; fits with narrative app | No--okay; fits with narrative app | Eligible to apply for \$38,723 after reallocation. Applied for too much--\$43,025. Must reduce. | | Amount of HUD assistance requested is incorrect; form was signed in 2013 - needs updated | Form is dated 2013; needs updated | |
| Project Concern, Inc | 24 Hour Homeless Hotline/Homeless Coordinator | OKAY--GOOD JOB! | Yes | Yes | Okay | Okay | Okay | Okay | Okay |
| Project Concern, Inc | Bonus New project: Rapid Rehousing, Dubuque | OPENED/AMENDED-- MUST CORRECT AND RESUBMIT!!! | Under Review | Under Review | Eligible to request \$65,000. Requested \$65,900. Must be reduced. | | Under Review | Under Review | |
| Shelter House | Bonus New project: FUSE-Housing First | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | Due by 11/5/15 | Hasn't submitted yet | Hasn't submitted yet | |
| Shelter House Community Shelter and Transition Services | New project: Shelter House Rapid Rehousing Services | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | Hasn't submitted yet | Okay | Hasn't submitted yet | Hasn't submitted yet | |
| The Salvation Army | Men's Transitional Housing | OPENED/AMENDED-- MUST CORRECT AND RESUBMIT!!! | Yes | No. Review response to 3B.4c, box 5: "Any other activity not covered in a lease agreement typically found in the project's geographic area." (didn't mark box, therefore didn't receive credit for operating as housing first) | Okay | Okay | Amount of HUD assistance is not filled in; form was signed in 2014 - needs updated | Form is dated 2012; needs updated | |

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| Vera French Housing Corporation | Vera French Reach 2000 | OPENED/AMENDED--MUST CORRECT AND RESUBMIT!!! | No. Needs correcting. Narrative app indicated "no" for all Housing First questions. Esnaps app must be changed to match. Check at least box for income barrier, substance abuse history to match. DV history box must also be checked to be in compliance with law. | No. Needs correcting to match with narrative application. Must check box for not terminating from program for failure to make progress on a service plan. Review all other responses to make sure they are correct. The goal is to have as many barriers removed as possible--thus as many boxes checked as possible. | Eligible to apply for \$33,547. Requested only \$32,910. | Due by 11/5/15 | Amount of HUD assistance requested is not filled in; multiple boxes are not checked; form was signed in 2012 - needs updated | Is not the HUD form, needs correct form |
| Youth and Shelter Services, Inc | Lighthouse Transitional Living Program | ESNAPS FINE--ALMOST THERE | No--okay | No--okay | Okay | Extension approved until 11/11/15 | HUD assistance for two projects is combined into one form--should be okay | Okay |
| Youth and Shelter Services, Inc | New Hope Transitional Living Program | OKAY--GOOD JOB! | No--okay; fits with narrative app | No--okay; fits with narrative app | Okay | IFA will do for state Con Plan jurisdiction | HUD assistance for two projects is combined into one form--should be okay | Okay |
| YWCA Clinton | Rapid Rehousing Project | OKAY--GOOD JOB! | Yes--okay | Yes--okay | Okay | IFA will do for state Con Plan jurisdiction | | Okay |