

[Exhibit B]

**2016 Iowa Balance of State Continuum of Care (CoC)  
New Project Narrative  
For New Projects and Voluntary Reallocation New Projects**

*Points possible: 100*

*Please be concise. Narrative responses should generally be limited to 1,000 characters or less. If selected to submit in E-snaps, the following questions mirror many of the questions in E-snaps. The E-snaps system has character limits for all fields, some of which may be different from 1,000 characters, but this provides a rough estimate.*

*NOTE ANY APPEALS of SORING Are due to the Appeals committee or Amber Lewis by 4pm on August 30<sup>th</sup>*

**Name of Agency:** Community Housing Initiatives, Inc.

**Name of Project:** HOPES (Housing Opportunities for Persons Exiting Shelter/Streets)

*(must match with Letter of Intent submitted by July 22, 2016)*

**AGENCY SUMMARY (1 point)**

- 1) **Provide a brief introduction to the agency.** *Include how this particular project fits within the overall agency.*

Originally conceived as an extension of Upper Des Moines Opportunity, a community action agency serving Northwest Iowa, Community Housing Initiatives, Inc. (CHI) has extended its reach statewide, offering quality housing choices to Iowans in communities from Spencer and Spirit Lake to Des Moines, Sioux City, Clinton, Waterloo, and beyond. Today, still headquartered in Spencer, CHI is one of Iowa's largest non-profit affordable housing providers, with more than 1,500 apartment units under management.

Community and Neighborhood Revitalization are CHI's newest area of work. Based on NeighborWorks America's model of Community Building and Engagement, CHI aims to make a positive impact for residents in targeted areas by building healthy communities. This is done by developing resident leadership, marketing the neighborhoods internally and externally, and sponsoring community building activities. These resident-driven approaches enhance relationships among neighbors and spur organizing efforts leading to positive community change by the following:

**Resident Engagement:** Working with local neighborhood associations to engage more residents.

**Collaboration with other Groups:** Working alongside other nonprofit agencies toward a shared impact for the neighborhood.

**Youth Involvement:** Providing outreach and volunteer opportunities to make a positive impact on the youth in the neighborhood.

**Community Building Activities:** The completion of projects and events to build resident unity and social cohesion. The following are examples of those projects/events:

**Resident Leadership:** Resident meetings, collecting feedback from residents for property enhancements and new program ideas, empowering residents to participate and lead in creating their own activities with our support.

**Resident Appreciation Activities:** Sponsorship of community building activities (both regular events and special seasonal events).

**Supportive Services:** Management of supportive service plans for Iowa Finance Authority for compliance with Low Income Housing Tax Credit properties, service coordination, management of contracts with supportive service providers for some properties with high special needs, program activities to address needs such as health and wellness.

The HOPES Program is a natural fit under Community Building Activities. With Tenant Based Rental Assistance, participants will be eligible for housing that CHI manages. We will work with them to find permanent housing options, such as single family dwellings or apartments. We will also provide the support services they need to flourish. We anticipate these participants will take pride in their neighborhoods and become engaged in their communities. Another integral component of the program is to help our participants create new friendships and grow their support system beyond CHI. At the end of the program, it is CHI's goal that the participant will live independently in the community because they developed their life skills, increased their income/savings, and were linked to the appropriate community-based services.

## **PROJECT SUMMARY (2 points)**

- 2) **Provide a brief summary of the proposed project.** *The summary will serve as a guide to orient reviewers to the project. If seeking a voluntary reallocation of an existing renewal project, explain this.*

CHI is proposing the HOPES (Housing Opportunities for Persons Exiting Shelter/Street) program which, if funded, would supply 10 rental units providing 23 beds and support services to the homeless population in Black Hawk County for up to six (6) months. The target populations of this grant are homeless that do not qualify for SSVF assistance or through ESG programs because they do not fit the specific target population that those grants serve. It is proposed that 20 homeless single parent families and individuals will be provided with an individualized program during the year. This program will assist them in securing suitable permanent housing at scattered sites within the community, along with a network of support services designed to both improve the quality of life for the program participants as well increase their skills to maintain permanent housing.

The HUD funds will be used for tenant based rental assistance (TBRA), support services, and administrative costs. The support service funds will be used to provide case



## AGENCY EXPERIENCE (20 points)

- 5) **Describe the experience of the agency in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.** *Describe why the applicant, subrecipients, and partner organizations (e.g., developers, key contractors, subcontractors, service providers) are the appropriate entities to receive funding. (For housing projects) Provide concrete examples that illustrate their experience and expertise in the following: 1) working with and addressing the target population's identified housing and supportive service needs; 2) developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation; 3) identifying and securing matching funds from a variety of sources; and 4) managing basic organization operations including financial accounting systems. (10 points)*

CHI has been administering federal funds since its inception in 1995. Examples of funding/financing programs that have been or are being utilized are: Low Income Housing Tax Credit (LIHTC); Home Investment Partnership Program (HOME), Community Development Block Grant (CDBG) and HUD SHP funds. CHI is one of Iowa's largest non-profit affordable housing providers, with more than 1,400 apartment units under management. In Black Hawk County, CHI manages an apartment complex with 25 units.

The agency believes in developing comprehensive, coordinated approaches to addressing housing and community development as evidenced by the organization's leadership role in Local Homeless Coordinating Boards as well as local and state housing activities. The support service providers also have extensive experience in providing services to homeless persons. Brief descriptions of their experience are listed below: (This list is not all inclusive.)

**Black Hawk /Grundy Mental Health Center** was established in 1955 to provide outreach, case management, mental health services and education for homeless, chronically mentally ill persons. The Mental Health Center has been providing homeless services through P.A.T.H. funds since 1989.

**People's Community Health Clinic** provides health services as well as having an outreach worker on the street, in shelters and at clinics to identify homeless person and assist them in becoming involved with services.

**MET Transit** manages the city public transportation system. MET receives government funds to provide a fixed route and specialized transportation options to the disabled, enabling them to ride the para-transit system at a discounted rate. Although MET does not have any specialized services for the homeless, they are the primary service provider of public transportation in the area.

**Pathways Behavioral Services** is a nonprofit agency that been providing intensive substance abuse treatment on an outpatient and inpatient basis for the 4 decades. Pathways has been providing residential services to homeless person since 1996.

**Exceptional Persons, Inc.** is a private nonprofit agency that has provided an array of health, child care and housing services in the community since 1957.

- 6) **Describe the experience of the agency in leveraging other federal, state, local, and private sector funds. Include experience with leveraging all Federal, State, local and private sector funds. (5 points)**

As previously mentioned, CHI has been administering federal funds since its inception in 1995 and has over 20 years' experience in administering grants from local, state, and federal funding streams.

The agency believes in developing comprehensive, coordinated approaches to addressing housing and community development as evidenced by the organization's leadership role in Local Homeless Coordinating Boards as well as local and state housing activities. The support service providers also have extensive experience in providing services to homeless persons. The services of agencies that our participants are referred to are a source of leverage. We have been able to leverage 100% of the cost of the program in the past.

The Waterloo office has been in existence since 2005. In that timeframe, the Waterloo CHI office has managed several HUD grants, each requiring leverage or match dollars. CHI Waterloo Supportive Housing Director works with local funding foundations/funding program such as the Cedar Valley United Way, which has provided matching/leverage funds for CHI's permanent and transitional housing program. In addition, CHI works with the local development office and has secured CDBG funds as well as other local funding from public and private sources.

- 7) **Describe the basic organization and management structure of the agency. Include evidence of internal and external coordination and an adequate financial accounting system. Include the organization and management structure of the applicant and all subrecipients; be sure to include a description of internal and external coordination and the financial accounting system that will be used to administer the grant. (5 points)**

Chief Financial Officer, Mark Vreeman, CPA, oversees the Administrative department at CHI. The department is responsible for the financial oversight of all grants and contracts and works with all departments to ensure compliance with federal and state regulations. This department monitors all budgets and expenditures and ensures each grant or contract is accounted for separately.

The Supportive Housing Director, Mariliegh Fisher, is responsible for development of the SHP budgets and approves expenditures related to the SHP grants. She submits the vouchers for payment to the accounting office. Her actions are reviewed by the President of CHI.

The accounting office reviews all payment vouchers and expedites them for payment. The CFO reviews and approves all financial documents and reports before they are released. The accounting office uses Abila Fund Accounting software to perform their department functions. This software is designed for non-profits and governments. It has flexibility and allows reporting and tracking of information that is most important to the agency; customization of the general ledger so that each grant or program can be tracked easily and it allows for budget progress on each grant or program.

CHI has an audit done each year. During the last audit, it was the opinion of the auditors that CHI does comply with all compliance requirements of the following: Government Auditing Standards issued by the Comptroller of the United States; and OMB Circular A-133, Audits of States, Governments and Non Profits organizations.

## **PROJECT DETAIL (26 points)**

### **8) Describe the scope of the project. (10 Points)**

#### **a. Describe the target population(s) to be served (*Be specific*) (2 Points)**

This project is designed to target Black Hawk County homeless who do not qualify for other housing assistance program namely because they are not victims of domestic violence nor are they veterans. This program will fill a void in the community and is in response to the loss of two transitional housing grants (CHI and The Salvation Army transitional housing). Those selected for the HOPES program will align with HUDS's homeless prioritization, such as those living on the streets, in the shelters and in other places not fit for human habitation.

#### **b. Describe the project community/service area including a clear and concise description existing housing needs including a list of other currently funded ESG/COC projects in the project's service area (2 Points)**

Currently, there are two COC funded projects in Black Hawk County, a Permanent Supportive Housing (PSH) program that serves the disabled homeless population and a Transitional Housing program both operated by CHI. The Transitional Housing program will end September 30, 2016. The PSH program has submitted its renewal application for another year and is currently funded through April 30, 2017. The Salvation Army had been funded for a men's transitional housing program but it ended March 30, 2016. Cedar Valley Friends of the Family is able to provide some housing assistance to victims of domestic violence and HCAP is able to assist veterans through their SSVF grant. Both of those grants cover multiple counties.

With the loss of the both of the transitional housing programs in Black Hawk County, it leaves in gap in the service delivery system. The only funding in place is for specific populations – victims of domestic violence, veterans, or disabled. Unless the homeless individual fits into one of those categories, there are no housing assistance dollars available to them that don't require residency or an income. If this grant were to be funded, it would serve the homeless in Black Hawk County who do not fall into the specific populations that are able to be served through other dollars.

#### **c. Describe how the project will work in coordination with other funding sources and other mainstream and homelessness provider's partners (2 Points)**

We has developed and maintained a strong working relationship with the other housing and service providers in Black Hawk County. For the HOPES program, CHI will provide

case management and life skills enrichment, such as budgeting, job seeking, housing selection, basic relationship skills, etc. Higher level or intensive services, such as mental health or substance abuse treatment will be provided by community professionals.

If the participant needs a service that we are not able to provide, they will be referred to the appropriate agency for assistance. We have three 4 inch binders that are filled with information about the services available in the community. This information is continually being updated to keep it current so that we can make the right referrals.

- d. Please provide the project plan for addressing the identified housing and supportive service needs, **(2 Points)**

The first step for the HOPES program is identifying qualified candidates for the program. This will be done through regular visits to the local shelters, or referral from other community providers as well as self-referrals. We are currently using the VI-SPDAT to access an individual's needs and barriers to housing. When we meet with an individual or a person calls our office about the program, they will be asked a series of questions. These questions will then be scored and based on the score the person will either be placed in or be referred to the appropriate housing.

Once they are approved, we will work with them on locating housing that will meet their needs. The number of bedrooms that the unit may have will be based on family size and will need to fall within HUD's Fair Market Rate (FMR) for rent, meet housing quality standards (HQS) and meet rent reasonableness guidelines. This can be an overwhelming process for the participant so our housing director will be available to assist them in the process of locating housing.

Once housed, the case manager will work with the participant to identify both challenges/needs and strengths the participants have. We will work with them to design a specific housing plan that, based on the strengths the individual has will address their long-term needs and help them to maintain their housing.

- e. Please describe how these projected project outcome(s) will enhance the COC system wide performance outcomes (These performance measures track the average length of homeless episodes, rates of return **(2 Points)**)

The projected outcomes of the HOPES program will be:

- To rapidly re-house homeless persons within 30 days of their becoming homeless;
- To increase their income; and
- To maintain permanent housing.

We will use HMIS to track the progress of those individuals that participate in the program. The case manager will meet with the participant at a minimum of once per month to review their housing plan and update the plan.

The case manager will assist the participant in accessing mainstream resources by providing transportation to appointments and helping them to fill out applications. The case manager will be assisting them in finding employment or increasing their income. This will be done by transporting them to apply for jobs, helping them fill out applications, providing help with resume building, helping them fill out applications online and referring them to other agencies such as IowaWorks for assistance.

Maintaining permanent housing will actually begin during the process of finding housing. The housing director will begin to work with the participant on what suitable housing is, what their rights are as tenants, what a lease should include and not include and rights of the landlord. They will be given this information on tenant/landlord rights and responsibilities to refer to. Also, during the lease signing, the housing director is there to ensure that everything about the lease has been explained by the landlord. The housing director will also serve as a liaison with the landlord and tenant if needed. The case manager will continue to work on a housing plan with the individual so that they will be able to maintain their housing upon exiting the program.

- 9) **Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work. *Demonstrate how full capacity will be achieved over the term requested in this application. Keep in mind, in order to expend funds within statutorily required deadlines, NOTE: all RRH project must begin rental assistance within the first 10 months of award for full points (5 points)***

If funded, CHI can begin providing housing and support services immediately. Support services and housing services will be provided using existing staff. CHI maintains a listing of landlords who are willing to work with our participants, so finding suitable rental units will not be a challenge. We also have a close working relationship with local shelters, and other agencies that would be willing to refer potential clients to the HOPES program. We are using the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) and assessing each individual as they enter shelter or contact us to make the appropriate housing referral based on the outcome of that assessment. If a person is not assessed as needing rapid rehousing, a referral will be made to the appropriate service in the community.

As an experienced HUD grant recipient, CHI will be able to effectively and efficiently manage both the programmatic and financial aspects of the new housing program.

10) **Housing First.** *The Housing First model is an approach to: 1) quickly and successfully connect individuals and families experiencing homelessness to permanent supportive housing 2) without barriers to entry, such as sobriety, treatment or service participation requirements or 3) related preconditions that might lead to the program participant's termination from the program. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry. Review Sections II.A.6. and VII.A.1.h. of the FY 2015 CoC Program Competition NOFA and the Housing First in PSH brief at [www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/](http://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/) for more information. (11 points)*

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

- Having too little or no income (all projects should check this; the Iowa Council on Homelessness voted in 2015 to prohibit CoC-funded projects from screening applicants out due to too little or no income); (1 point)
- Active or history of substance abuse; (1 point)
- Having a criminal record with exceptions for state-mandated restrictions; (1 point)
- Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). (1 point)

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

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

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

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

**CHI does not require people seeking housing services to be a resident of Black Hawk County in order to be eligible for services.**

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

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

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

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

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

CHI has been in the housing business for over 20 years and providing supportive housing for the last 11 years. As such, we are experienced in working with homeless persons. Our supportive services and connections to entities that serve the homeless are already in place.

The HOPES program will have a specific outreach plan wherein local agencies will be identified, assigned to staff and educational presentations will be made to provide information on addressing homelessness.

When participants are approved for housing, the Housing Director will transport and assist them in locating a scattered site rental unit that is within Fair Market Rent and is in an area that community amenities are accessible. Ideally, all units selected will be close to transportation, shopping, recreational, civic, medical and mental health services. The Housing Director will be responsible for ensuring that the unit meets rent reasonableness and that it meets housing quality standards. (The Housing Director has completed Housing Quality Standards Certification.) The metropolitan mass transit route and alternate transportation options will be explored with the participant before securing housing. Our goal will be to re-house individuals within 30 days of them becoming homeless.

Once housing is secured, the case manager will meet with participants in their homes to develop a housing plan and coordinate support services which could include a vocational assessment, financial assessment and signing up for Section 8 and subsidized housing in preparation for long term rental subsidy. A comprehensive network of local service agencies will be engaged and will provide the necessary support services.

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

To help participants increase their income, it is imperative that their health needs be taken care of first. Many homeless individuals do not receive the appropriate medical (and mental health) attention they need. Until their health is stabilized, they will be unable to maintain a job. The case manager will assist participants in obtaining health care to become emotionally and physically stable.

The case manager will work with participants on applying for mainstream resources. The case manager has also completed SOAR training and will be able help individuals in applying for SSI/SSDI benefits. This training is imperative given that we expect to serve individuals who have not signed up for benefits or those who have applied and have been denied and are appealing the decision. The case manager will also assist participants in decreasing employment barriers by providing transportation to fill out applications, helping them complete applications online; assisting them in building a resume; holding mock interviews and providing them with appropriate work attire. If education is a barrier, CHI will refer to the local community college for GED classes and also to IowaWorks for their Youth program and the GAP program. This GAP program provides free training to individuals who are interested in becoming a Certified Nursing Assistant (CNA); Welder or Heavy Machine Operator. The Youth program provides work experience to those who are 18 to 24 years old.

CHI subscribes to the local newspaper and will distribute copies of the help wanted section can to each participant. We compile an alternative list of employers who have help wanted signs in their windows and relay this information to participants. CHI has a computer available for participants to use in completing job searches and completing applications.

The population that this program may serve may be very diverse and strategies will vary. The disabled population will also be referred to Iowa Vocational Rehabilitation and IowaWorks to see if they qualify for their assistance. Those aged 18 to 24 may also lack work experience and would be referred to IowaWorks for their Youth program. CHI will work with each individual to assure that they are receiving the appropriate services based on their needs.

**OUTREACH FOR PARTICIPANTS (4 points)**

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

- a. Directly from the street or other locations not meant for human habitation. 5 %
- b. Directly from emergency shelters. 90 %
- c. Directly from safe havens.     %
- d. Persons fleeing domestic violence (or attempting to flee). 5 %
- e. **Total of above percentages (must be 95% for full points):** **100%**

15) **Outreach** *Explain how program participants will be identified and connected with the offered housing and services below. (2 points)*

- a. *Is there a current coordinated entry system in all or part of the project service area yes/no*
- b. *Does the project participate in Coordinated Entry? yes/no or a Domestic Violence Organization*

At the present time, there is not a coordinated entry system in Black Hawk County. However, the Housing Director does participate on the Iowa Council on Homelessness Coordinated Entry Committee which has been working on this. When this is established, we will participate in it.

Until there is a coordinated entry system in place in the community, and with this grant, CHI will be meeting with shelter guests and using the VI-SPDAT to access their needs. We will do this by meeting with new shelter guests daily and referring them to appropriate services in the community. The goal will be to have them re-housed within 30 days of them becoming homeless. CHI will also continue to work with the homeless outreach workers from People's Community Health Clinic and Black Hawk Grundy Mental Health in accessing and placing referrals to the appropriate housing and support services providers.

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

- 16) Local Collaboration: Does the agency participate in any local regional planning group? If so, what is it called and how does the agency participate? **(3 points)**

The central entity focusing on homeless issues in Black Hawk County is the Black Hawk County Local Homeless Coordinating Board (LHCB). The LHCB was established in 1992 as part of a state-wide effort to coordinate policy at the local level to combat homelessness. The LHCB is an open board that welcomes any organization or individual that is interested in participating. The Board meets on a bi-monthly basis with committee meetings and special meetings held as needed.

The housing director is currently the Chair of the LHCB and the Special Needs Committee. She has been an active participant since 1998. She is currently working on an informational session for the churches in the community to attend. This will feature agencies in the community that work with the homeless and what services they provide. Churches are consistently being approached by homeless individuals for help. This informational session will provide them with knowledge about community resources and where they may refer people for further assistance.

The housing director is a board member of the Waterloo Housing Trust Fund. She recently requested that they add rapid rehousing as an eligible component to fund for the 2017-2018 grant year and it was approved.

The housing director is a member of the Youth Advisory Board for Cedar Valley IowaWorks in Waterloo and also attends the Region 7 Partner meetings hosted by Cedar Valley IowaWorks. The Region 7 Partner meetings are discussing the services and needs available in the community so they may better serve those using their services.

- 17) Has any representative of the program been an active participant in 2016 meetings of the Iowa Council on Homelessness? *(Note that anyone can participate in council meetings even if not a voting member.)* Briefly describe. **(2 points)**

Mariliegh Fisher who is the Housing Director for CHI is an active member of the Iowa Council on Homelessness. She has been a voting member since 2012 and her term

expires 2017. She actively participates on the Council and will continue to attend all meetings and participant on committees.

18) Has any representative of the program been an active participant in Iowa Council on Homelessness committees and working groups? Briefly explain. **(5 points)**

Marilieg Fisher is an active member of the Coordinated Intake Committee and also attends CoC meetings. She will continue to be an active member on both. She recently participated in the site visits of two CoC grantees in Davenport.

**BUDGET AND CAPACITY (15 points)**

19) **Budget request:** Provide a summary budget for the proposed project. Include the amounts that will be requested in each relevant category, according to HUD’s rules for the particular proposed project. Include the total budget request. Also include the amount that will be requested for Administration. **(10 points)**

The total amount requested is \$218,849. The administrative budget is at \$15,319 or 7% of the request. The budget is as follows:

Community Housing Initiatives, Inc. Housing Opportunities for Persons Exiting Shelter/Streets (HOPES Project)	
Assistance with Moving Costs \$100 x 5 participants/year	\$ 500.00
Case Manager .75 FTE @\$38,865	\$ 29,149.00
Fringe Benefits @23.7% of Total Salary (\$9,211 x 75%)	\$ 6,908.00
Mileage @ .55/mile x 55 x 12	\$ 363.00
Child Care \$500 per month x 12 months	\$ 6,000.00
Food \$200/month x 12 months	\$ 2,400.00
Housing Services .75 FTE Housing Director @ \$66,000/yr.	\$ 49,500.00
Fringe Benefits 23.7% of Total Salary x .75%	\$ 8,799.00
Mileage @ .55/mile x 100 miles/mo. X 12	\$ 660.00

Transportation	
Public Transportation (\$50 x 5/month )x 12	\$ 3,000.00
Tenant Based Rental Assistance	
2 One Bedroom Units @ 569/month x 13	\$ 14,794.00
6 Two Bedroom Units @ \$729/month x 13	\$ 56,862.00
2 Three Bedroom Units @ \$946/month x 13	\$ 24,596.00
Administration @ 7%	\$ 15,318.00
Total Budget	\$ 218,849.00
Required 25% Match	\$ 54,712.00
Total Budget	\$ 273,561.00

20) **Match** Provide a summary of how the proposed project will met the HUD matching requirement (25% for all categories except leasing) **(5 Points)**

For the project, 25% is required for match. As the dollars used for rental assistance are tenant based rental assistance (TBRA) dollars, these also require a match of 25%. The total amount of match needed for this project is \$54,712.25. This will be met through in-kind, cash and the rent portions paid by participants. (HUD ruled that these could be used as match.)

For cash, we were awarded United Way dollars for the next two (2) years of \$14,000 per year for the transitional housing program. Since this was not renewed for another year, I have requested that the money be allowed to be used for a rapid rehousing program if funded. This is currently being discussed by their committee. At this time, it does sound encouraging.

In-kind – Office Space, food assistance, utility assistance	\$25,713
Cedar Valley United Way	\$14,000
Participant rental portions	\$15,000
<b>Total</b>	<b>\$54,713</b>

If this project is chosen, there are also several funding streams that we will be able to apply to for other matching dollars. Examples are: The Community Development Block Grant (CDBG) application will be due in December for next funding year; The Waterloo Community Foundation is accepting applications and they are due October 1<sup>st</sup>; The Waterloo

Housing Trust, etc. We will be able to meet the match requirement. CHI has operated HUD housing programs for the past 11 years and had always met the match requirement.

**BONUS:**

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

Yes. Black Hawk County had two transitional housing programs defunded this past year. That leaves a gap in the service delivery system for the general population of homeless in Black Hawk County. Cedar Valley Friends of the Family does receive ESG dollars but they are for victims of domestic violence and cover a total of 8 counties. With the loss of the transitional housing programs, there were 10 beds for men lost and 23 beds lost for single parent families with children. CHI does operate a Permanent Supportive Housing program. Again, this is for a specific population.

## **CHI Termination Policy**

### **Termination from the Program:**

Participants in Community Housing Initiative's (CHI), housing programs may be terminated from the programs. Before a recommendation of termination is approved, we must first do all that we are capable of doing to resolve all situations.

### **Termination:**

Program participants may be terminated from the program if:

- Household members have threatened property or staff.
- The client has stated in writing they no longer want to be in the Permanent Housing Program.
- The client is incarcerated for more than 30 days.
- The client is hospitalized for either medical or psychiatric reasons for more than 90 days.
- The client is evicted from the apartment due to a violation of the tenant-landlord lease.
- The client provides incorrect information or neglects to provide required information.
- The client subleases the unit to other persons or moves another person in with them.
- The client is involved in illegal activity in the unit or activity that causes disturbance to neighbors and eviction from unit.
- The client moves to another HUD funded project, Section 8 housing or moves out of the unit without notice.
- The client does not comply with the financial portion of the rental assistance.

### **Termination Requirements:**

If termination is necessary, principles of due process must be followed. At a minimum, this process must include:

- 1) Written notice to the participant containing a clear statement of the reason for the termination.
- 2) A review of the decision, during which the participant has the opportunity to present written or oral objections before someone other than the person(or subordinate of the person) who made or approved the termination decision; and
- 3) Prompt written notice of the final decision to the participant.



# CITY OF WATERLOO, IOWA

CITY HALL • 715 Mulberry Street • Waterloo, IA 50703 • (319) 291-4301 Fax (319) 291-4286

August 4, 2016

Mr. Doug LaBounty, President  
Community Housing Initiatives, Inc.  
915 W. 4<sup>th</sup> Street  
Waterloo, IA 50702

Dear Mr. LaBounty:

As Mayor of the City of Waterloo, I wholeheartedly support Community Housing Initiatives grant application to the U.S. Department of Housing and Urban Development to provide Rapid Rehousing to the homeless in our community.

Federal funding for this grant opportunity would enable Community Housing Initiatives to continue to assist the homeless population in locating, securing and maintaining housing. With the loss of two transitional housing programs which provided 33 beds for the homeless in Waterloo, there is an extreme need for housing for the homeless. If funded, this grant will fill a gap that once again exists in our delivery system.

I am confident that Community Housing Initiatives will use the federal award to work towards the goal of decreasing and eventually ending homelessness in Waterloo. I appreciate the opportunity to participate in this grant application which will benefit the homeless population, the service delivery system and our community as a whole.

If I may be of further assistance, please do not hesitate to contact me.

Sincerely,

Quentin Hart,  
Mayor

CITY WEBSITE: [www.cityofwaterlooiowa.com](http://www.cityofwaterlooiowa.com)

WE'RE WORKING FOR YOU!

An Equal Opportunity/Affirmative Action Employer



# CITY OF WATERLOO, IOWA

## COMMUNITY DEVELOPMENT

620 Mulberry Street, Carnegie Annex • Waterloo, IA 50703 • (319) 291-4429 Fax (319) 291-4431

August 4, 2016

Mayor  
QUENTIN  
HART

Community Housing Initiatives, Inc.  
Mr. Doug LaBounty  
915 W. 4<sup>th</sup> Street  
Waterloo, IA 50702

COUNCIL  
MEMBERS  
.....

RE: Community Housing Initiative's Inc. Grant Application to the U.S. Department of Housing and Urban Development to Provide Rapid Rehousing for Homeless Individuals/Families in Black Hawk County, Iowa.

TOM  
POWERS  
Ward 1

Dear Mr. LaBounty:

The City of Waterloo through the Community Development Department supports the grant application for a Rapid Rehousing program that will provide much needed housing and support services to the homeless in our community. The needs of the homeless population in Waterloo are significant and this grant funding will help provide access to safe, affordable housing, transportation, child care assistance, budgeting skills, and other essential services that will assist homeless clients to become independent and enhance their quality of life.

BRUCE  
JACOBS  
Ward 2

PATRICK  
MORRISSEY  
Ward 3

JEROME  
AMOS, JR.  
Ward 4

RON  
WELPER  
Ward 5

TOM  
LIND  
At-Large

STEVE  
SCHMITT  
At-Large

With the recent loss of HUD funding for 33 transitional beds for the homeless in Waterloo, a gap has been created in our service delivery system. This grant will enable your organization to provide housing and support services to the homeless in our community. The cities of Waterloo and Cedar Falls' 5-year Consortium Consolidated Plan have homeless assistance as a high priority level and will continue to provide financial support to the homeless population.

We appreciate the opportunity to collaborate with the Community Housing Initiatives on this very important project. If you require further information about our role in this effort, please contact me at 319-291-4429 or [nancy.gulick@waterloo-ia.org](mailto:nancy.gulick@waterloo-ia.org).

Sincerely,

Nancy Gulick  
Community Development Coordinator

J:\NANCY-G\Subrecipients FY2017\CHI\Community Development Support Letter 8-4-2016.docx  
Cc: Rudy Jones, Community Development Director  
Noel Anderson, Community Planning and Development Director



CITY WEBSITE: [www.cityofwaterlooiowa.com](http://www.cityofwaterlooiowa.com)

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An Equal Opportunity/Affirmative Action Employer

# WD INVESTMENTS LLC

31942 Liberty Ave

Parkersburg, Iowa, 50665

319-240-6715

[lbrtyfarms@aol.com](mailto:lbrtyfarms@aol.com)

August 4, 2016

Community Housing Initiatives, Inc.  
Mr. Doug LaBounty, President  
915 W. 4<sup>th</sup> Street  
Waterloo, IA 50702

RE: Community Housing Initiative's Inc. Grant Application to the U.S. Department of Housing and Urban Development to Provide Rapid Rehousing for Homeless Individuals/Families in Black Hawk County, Iowa.

Dear Mr. LaBounty:

I enthusiastically support your application to the U.S. Department of Housing and Urban Development (HUD) for a Rapid Rehousing Program. The program and the participants it will support have been thoroughly explained to me, and should the project be funded, WD Investments, LLC would be happy to be a part of it.

I have rented to participants in the Transitional and Permanent Housing programs since they began in the mid 90's and were operated by Family Service League. I have worked with Community Housing Initiatives, Inc. (CHI) since 2005 when they took over the grants from Family Service League. I am confident they will follow through with their commitment to the project. As a landlord, I am willing to continue to work with CHI in providing rental housing so that they can reduce homelessness in our community and perhaps someday end it. I feel the program will achieve positive things for the program participants, the landlords, and the county.

I genuinely hope that this grant application will be funded. Black Hawk County recently lost two Transitional Housing programs that served the homeless population. With this loss, there are no programs that serve the general homeless population in the County.

Please let me know if I may be of any further assistance.

Sincerely,



Dennis Dudley, President  
WD Investments, LLC

Prospect Rentals, LLC  
134 Prospect Blvd.  
Waterloo, IA 50701

August 8, 2016

Mr. Doug LaBounty  
Community Housing Initiatives  
915 W. 4<sup>th</sup> Street  
Waterloo, IA 50702

RE: CHI's Grant Application to the US Department of Housing and Urban Development for Rapid Re-housing for Homeless Individuals in Black Hawk County, IA

Dear Mr. LaBounty:

Prospect Rentals, LLC fully supports Community Housing Initiatives (CHI) application to the US Department of Housing and Urban Development for a rapid rehousing program.

Our community has recently lost funding for two transitional housing programs; this leaves few options for the homeless in the Black Hawk County area. I am familiar with CHI and the work they do for the homeless in our community. CHI has the resources and infrastructure in place to expeditiously implement a rapid rehousing grant.

As a local landlord, I am willing to work with CHI to help further their mission to end homelessness in Black Hawk County. As a citizen, I am grateful for the work CHI does to help our most vulnerable populations.

Sincerely,



Lori Miller, President  
Prospect Rentals, LLC



1027 Sycamore St.  
Waterloo, IA 50703  
Phone: (319) 232-9178  
Fax: (319) 287-6339  
[rsproperty@mediacombb.net](mailto:rsproperty@mediacombb.net)  
[rspropertymgmt.net](http://rspropertymgmt.net)

August 3, 2016

Ms. Marilieg Fisher, Supportive Housing Director  
Community Housing Initiatives, Inc.  
915 W. 4<sup>th</sup> Street  
Waterloo, IA 50702

RE: Community Housing Initiative's Inc. Grant Application to the U.S. Department of Housing and Urban Development to Provide Rapid Rehousing for Homeless Individuals/Families in Black Hawk County, Iowa.

Dear Ms. Fisher:

I have been contacted by your office and asked if I would support your application to the U.S. Department of Housing and Urban Development (HUD) for a Rapid Rehousing Program. We are happy to do anything to assist you with your funding opportunity!

The program and the participants it will support have been thoroughly explained to me, and should the project be funded, R&S Property Management, Inc. would be happy to be a part of it.

I have worked with Community Housing Initiatives, Inc. (CHI) since 2005 and have confidence in them to follow through with their commitment to the project. As a landlord, I am more than willing to continue to work with CHI in providing rental housing so that they can achieve their mission to provide services to families and individuals that will enhance positive family and personal development. I feel the program will achieve positive things for the program participants, the landlords, and the county.

I sincerely hope that this grant application will be funded. Black Hawk County recently lost two Transitional Housing programs that served the homeless population. With this loss, there are no programs that serve the much needed general homeless population in the County.

Please let me know if I may be of any further assistance.

Sincerely,

A handwritten signature in blue ink that reads 'Steve Santomauro'.

Steve Santomauro  
President