

**[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: Emergency Residence Project; Shelter Housing Corporation**

**Name of Project: Story County Home Now Project**

*(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.**

The mission of the Emergency Residence Project (ERP) is that “We are an organization that provides shelter and food to the homeless, and whenever possible, help to prevent individuals from becoming or from remaining homeless. We seek to do so in a welcoming nonjudgmental atmosphere that respects their human dignity. It is also our goal to involve the community in the provision of services to the homeless and in fostering the conditions that prevent homelessness.” ERP has been offering emergency shelter and homeless prevention services since 1985. It began after the closing of two emergency shelters in the Ames area demonstrated the need for emergency housing services. It began through funding from United Way and obtained non-profit status the following year. ERP was originally started as an emergency shelter for single men. In 1988 ERP started providing emergency shelter to women and families. Due to the demonstrated need for longer term housing assistance, ERP acquired 2 additional buildings, one in 1992, and the second in 1995 to provide transitional housing services to families. Currently, ERP operates an 11 bed emergency shelter for men, 5 emergency beds for families, hotel vouchering for overflow beds (including renting two permanent rooms at a local hotel), and six transitional housing units as well as providing homeless prevention funding.

The Story County Home Now project fits within the mission of ERP by providing long-term housing assistance those that have high barriers to housing and are remaining homeless. With the ever growing homeless population in Story County, and the increase in barriers those experiencing homelessness are facing, the need for long-term housing assistance has become evident. This program will be a permanent

supportive housing program providing long-term rental assistance and case management services throughout Story County, primarily targeting chronically homeless individuals and families. This will be the only HUD funded PSH program within Story County.

**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.*

The Story County Home Now Project will be a new permanent supportive housing program that provides rent and utility assistance as well as one-on-one case management services. The program will specifically target chronically homeless individuals and families that are the most vulnerable. There will be one caseworker providing the one-on-one case management services to the households served. It will be a Housing First, scattered site program with 10 rental slots and 54 beds available throughout Story County. The program is critical as it will be the only permanent supportive housing program available in Story County. The overall goals of the program will include assisting the household in obtaining and maintaining permanent housing, decreasing the barriers to maintaining housing, increasing income and helping participants regain self-reliance.

**PROJECT TYPE (2 points)**

**PERMANENT SUPPORTIVE HOUSING**  **check here**

**RAPID REHOUSING**  **check here**

- 3) **Units/beds: (1 point)**

- a. **Total units:** Includes all of the units in the project, regardless of size:
- b. **Total Beds.** Includes all of the beds in the project, regardless of unit configuration:

There will be 10 rental slots and 54 beds available.

- 4) **Housing type: (1 point)**

- a. **Barracks:** Individuals and/or families sleep in a large room with multiple beds. Also includes large shelters which are traditionally used in the Emergency Solutions Grants Program.
- b. **Dormitory, shared or private rooms:** Individuals and/or families share sleeping rooms or have private rooms; persons share a common kitchen, common bathrooms, or both.
- c. **Shared housing:** Shared housing is defined as an arrangement in which two or more unrelated people share a house or an apartment. Each unit must contain private space for each assisted household, plus common space for shared use by the residents of the unit. Common space must be appropriate for shared use by the residents and private space must contain at least one bedroom for each two persons in the family. A zero or one bedroom unit may not be used for shared housing.

- d. **Clustered apartments:** Each individual or family has a self-contained housing unit located within a building or complex that houses both (1) persons with special needs—
- e. g., homeless or formerly homeless persons, persons with substance abuse problems persons with mental illness, or persons with AIDS/HIV—and (2) persons without any special needs.
- e. **Scattered-site apartments (including efficiencies):** Each individual or family has a self-contained apartment. Apartments are scattered throughout the community.
- f. **Single family homes/townhouses/duplexes:** Each individual or family has a self-contained, single family home/townhouse/duplex that is dispersed throughout the community.

This program will utilize scattered site apartments and single family homes, townhomes and duplexes.

### **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)*

ERP has been working specifically with the homeless population since it began in 1985. As it is ERP’s mission to help people from remaining homeless, ERP staff work closely with clients to identify needs and assist in getting those needs met. ERP will be implementing the Vulnerability-Index Service Prioritization Decision Assistance Tool (VI-SPDAT) to objectively identify the level of need. This will support the efforts to prioritize services for chronically homeless. With this new program, 100% of the available beds will be prioritized for chronically homeless. Following Housing First methods, the caseworker will be able to get participants stably housed quickly as there will be flexible program requirements and no prerequisites. After the completion of the VI-SDPAT, the caseworker will meet with the potential participant and complete an in-depth assessment to identify housing needs and barriers. This will assist the caseworker in efficiently helping the potential participant find and secure suitable housing rapidly. Once stably housed, a full SPDAT assessment will be completed with participants to help identify goals and areas of need to help the participants stabilize. Areas may include but are not limited to income, mental health, physical health, and developing support systems, among other needs. The caseworker will also assist participants in decreasing barriers by utilizing Motivational Interviewing (MI). With the use of MI, participants are able to identify their strengths and abilities and therefore begin to recognize their potential and seek ways to regain self-sufficiency. The caseworker will obtain accurate information to make appropriate referrals to community resources to meet needs as they arise. ERP has historically spent down 100% of all federal and state grant funds it currently receives, including but not limited to funding from FEMA and the local United Way. ERP successfully completes annual audits. The match requirement for this grant will be \$18,564. ERP will meet this match requirement through both cash and in-kind donations.

ERP has financial policies and procedures in place that are reviewed on an annual basis. The procedures include having assigned board members as the only people authorized to sign checks, and working with a local accounting firm to rectify the bank statements regularly.

**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)**

ERP collaborates with numerous agencies to provide comprehensive support to families and individuals participating in the shelter and housing programs. Leverage support comes from community action organizations, county relief programs, mental health providers, Iowa Legal Aid, Public Housing Authorities, the City of Ames, the Salvation Army, YSS, ACCESS, and other community resources. ERP is also strongly supported within the Ames community by local civic groups, local churches, and private donors. Funds raised from the private sector primarily go towards general shelter operations and homeless prevention funding. These funds can also be used as match or leverage for grants received.

**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)**

The Emergency Residence Project currently employs two full-time and four part-time employees. With the development of this new program, ERP will hire a new full-time caseworker. Carrie Dunnwald, the Executive Director, just recently began this position. Though she has just started, she has an extensive history in working with homelessness and CoC programming, including developing a new HUD funded PSH program. Duties for this position include community networking, agency development, overseeing current programming, supervising staff, coordinating volunteers, budgetary operations, and the implementation of the agency's mission and vision.

The Associate Director, Troy Jansen, has been with ERP for 20 years. This position's main duties include providing case management services to shelter guests, assisting referrals, overseeing shelter operations, volunteer coordination, community networking, and implementing the agency's mission and vision.

Cynthia Lidtke works part-time as the transitional housing coordinator and has been with ERP for 13 years. Cynthia also assists with administrative tasks such as tracking financial donations and managing the online donation database.

The Board of Directors is currently made up of 13 members. The board oversees all financial protocols and approves all financial decisions. Assigned board members are the only people authorized to sign checks as well.

ERP has financial policies and procedures in place that are reviewed on an annual basis. The procedures include having assigned board members as the only people authorized to sign checks, and working with a local accounting firm to rectify the bank statements regularly. Audits are completed with a certified CPA. ERP's last audit was successfully completed with no findings or areas of concern mentioned.

## **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)**

The target population for this project is anyone experiencing homelessness with high barriers to housing and are the most vulnerable, with priority going to the chronically homeless individuals and families within Story County. ERP will utilize the Vulnerability-Index Services Prioritization Decision Assistance Tool (VI-SPDAT) to objectively identify the number of barriers to housing and level of vulnerability a household is currently facing.

#### **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)**

According to ERP's most recent AHAR report, ERP served 86 new clients between April 1, 2016-June 30, 2016. The report also shows that ERP served 178 unique clients total. This demonstrates a high level of people experiencing homelessness in Story County. The majority of clients served at ERP also have some sort of documented disability that interferes with their ability to obtain/maintain housing. Combine this with the high cost of living within Ames, and ERP continues to see an increase in households needing housing assistance to truly end their homelessness. At present in Story County, there are two programs that provide housing assistance. Youth and Shelter Services, Inc. (YSS) provide emergency shelter for youth ages 14-18 and transitional housing programming to youth ages 16-24. ACCESS, the local domestic violence sheltering program, offers emergency safe shelter and rapid re-housing assistance to victims and survivors fleeing domestic violence and sexual assault. There currently is no long-term housing assistance, outside of the Section 8 Housing Voucher program, making the need for long-term housing assistance in Story County evident.

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

ERP has an extensive history of working in coordination and collaboration with other funding sources and mainstream resources. ERP works closely with the Story County United Way, local civic groups and churches as funding sources. ERP is involved in community collaborations including but not limited to the Human Service Council and AMOS. An example of this collaboration was ERP's involvement in the development of a housing conference in Ames that was held on March 23<sup>rd</sup>, resulting in a committee being developed to work on a Story County Housing Trust Fund. ERP also partners with community resources to assist in stabilizing and maintaining housing. Resources include Mid-Iowa Community Action, Iowa Legal Aid, Salvation Army, Good Neighbor, YSS, ACCESS, St. Thomas Church, Primary Health Care, local mental health providers, DHS for food stamps, health insurance, FIP and child support recovery, Public Housing Authorities, the City of Ames, local food pantries and community meal programs, local churches, and others.

Collaboration with other homelessness providers is also done through the Story County Homeless Coordinating Board. This group meets monthly to discuss homeless issues within Story County and how to best address gaps in services. Partners on this board include the City of Ames, YSS, and ACCESS. ERP will continue to work closely with these partnering entities with the development of this new program to ensure the most vulnerable and chronic needs are getting met first and foremost.

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

As stated above, ERP will be implementing the Vulnerability-Index Service Prioritization Decision Assistance Tool (VI-SPDAT) to objectively identify the level of need. This will support the efforts to prioritize services for chronically homeless. With this new program, 100% of the available beds will be prioritized for chronically homeless.

Following Housing First methods, the caseworker will be able to get participants stably housed quickly as there will be flexible program requirements and no prerequisites. After the completion of the VI-SDPAT, the caseworker will meet with the potential participant and complete an in-depth assessment to identify housing needs and barriers. This will assist the caseworker in efficiently helping the potential participant find and secure suitable housing rapidly.

Once stably housed, a full SPDAT assessment will be completed with participants to help identify goals and areas of need to help the participants stabilize. Through the use of the assessment instrument, the Service Prioritization Decision Assistance Tool (SPDAT), the caseworker will be able to better determine the amount and types of barriers and assist participants in identifying case plan goals, teach them life skills, and connect them with appropriate community resources. Areas may include but are not limited to income, mental health, physical health, and developing support systems, among other needs. Other areas of focus are budgeting, parenting skills, educating participants in both tenant and landlord rights and responsibilities, addressing housing needs, disability needs and employment barriers. The caseworker will obtain accurate information to make appropriate referrals to community resources to meet needs as they arise.

The caseworker will also assist participants in decreasing barriers by utilizing Motivational Interviewing (MI). With the use of MI, participants are able to identify their strengths and abilities and therefore begin to recognize their potential and seek ways to regain self-sufficiency. As a strength-based communication tool, MI is used to ensure the relationship between caseworkers and participants are collaborative, strengthen the participant's own motivation and commitment to change, and assist them in self-identifying goals. Motivational Interviewing is designed to decrease participants' resistance and lead to greater participant accountability and motivation. By implementing this structure, participants maintain stable housing longer and make strides in decreasing barriers. Through the use of the SPDAT and MI, participants are better able to identify both their barriers and strengths in regards to maintaining permanent housing and set appropriate goals to achieve. The caseworker will then be able to work closely with participants in lowering or stabilizing these barriers.

The budget for this new program will include funding for supportive services including mileage reimbursement for employment, education, and counseling services and financial assistance for education and to obtain medications as well as pay for medical co-pays. This will further assist participants in achieving their goals by minimizing financial barriers.

- 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 overall goals of this program include assisting the household in obtaining and maintaining permanent housing, decreasing the barriers to maintaining housing, increasing income, and helping participants regain their self-sufficiency. More specifically, programmatic outcomes will include moving participants from homeless to housed within 30-45 days of initial assessment, maintaining permanent housing,

increasing overall household income, increasing access to at least one mainstream resource, and increasing self-sufficiency. Through the use of the SPDAT, the caseworker will be able to better determine the amount and type of barriers participants are facing and assist them in identifying needs and goals. The caseworker will meet participants in their homes each week to work on identified case plan goals, teach them life skills, and connect them with appropriate community resources.

By working closely with the household on maintaining housing, it will decrease the likelihood of returning to homelessness and increasing the ability to maintain permanent housing. By achieving these programmatic goals, it will assist the overall CoC system by increasing available permanent supportive housing beds, reducing the number of people chronically homeless and reducing the returns to homelessness.

- 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)*

With ERP's extensive history in providing emergency shelter and transitional housing, and the increased need in Story County, it will be reasonable to get all slots filled quickly. The estimated schedule for this program will be to have a caseworker hired within one month of receiving the grant contract and have the first participant housed within three months. It is further anticipated that since ERP will be fully implementing the Housing First model, have strong working relationships with other community resources and housing providers and landlords, the program will be at maximum capacity within 6-7 months.

- 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):

- X 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)
- X Active or history of substance abuse; (1 point)
- X Having a criminal record with exceptions for state-mandated restrictions; (1 point)
- X 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.

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

As this is a new project, termination/appeals policies are not developed at this time. When developed, the termination policy will state that termination may happen for severe lease violations resulting in eviction or lack of contact for more than 30 days.

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

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

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

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

Assessment of Service Needs	Applicant	Quarterly
Assistance with Moving Costs	-- Non-partner --	-- As Needed --
Case Management	-- Applicant --	-- Weekly --
Child Care	-- Non-Partner --	-- As Needed --
Education Services	-- Non-Partner --	-- As Needed --
Employment Assistance and Job Training	-- Applicant --	As Needed
Food	-- Applicant --	-- As Needed --
Housing Search and Counseling Services	-- Applicant --	-- As Needed --
Legal Services	-- Non-Partner --	-- As Needed --
Life Skills Training	-- Applicant --	-- Weekly --
Mental Health Services	-- Applicant --	-- As Needed --
Outpatient Health Services	-- Applicant --	-- As Needed --
Outreach Services	-- Applicant --	-- Monthly --

Substance Abuse Treatment Services	-- Non-Partner --	-- As Needed --
Transportation	-- Applicant --	-- As Needed --
Utility Deposits	-- Partner Agency --	-- As Needed --

**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)*

Story County Home Now Project’s goals will include keeping participants permanently housed, increasing their overall income, and connecting them with mainstream resources. Social security benefits, DHS benefits, Community Action Programs, child support and alimony are all examples of resources staff assist in connecting participants with, as appropriate. Through the use of the assessment instrument, the Service Prioritization Decision Assistance Tool (SPDAT), the caseworker will be able to better determine the amount and types of barriers and assist participants in identifying case plan goals, teach them life skills, and connect them with appropriate community resources. Other areas of focus are educating participants in both tenant and landlord rights and responsibilities, addressing housing needs, disability needs and employment barriers. An introduction to renter’s rights and responsibilities allows participants a better understanding of what is expected of a good tenant and a good landlord. Budgeting, cleaning, parenting, nutrition, and household maintenance are examples of life skills that can be addressed and adjusted to meet each participant’s needs, as identified by the participants through Motivational Interviewing (MI).

The caseworker will be trained in and will utilize MI with participants. As a strength-based communication tool, MI is used to ensure the relationship between caseworkers and participants are collaborative, strengthen the participant’s own motivation and commitment to change, and assist them in self-identifying goals. Motivational Interviewing is designed to decrease participants’ resistance and lead to greater participant accountability and motivation. By implementing this structure, participants maintain stable housing longer and make strides in decreasing barriers. Through the use of the SPDAT and MI, participants are better able to identify both their barriers and strengths in regards to maintaining permanent housing and set appropriate goals to achieve. The caseworker will then be able to work closely with participants in lowering or stabilizing these barriers.

The budget for this new program will include funding for supportive services including mileage reimbursement for employment, education, and counseling services and financial assistance to obtain medications and pay for medical co-pays. This will further assist participants in achieving their goals by minimizing financial barriers.

As ERP provides emergency shelter, it is anticipated the majority of referrals will come directly from the shelter. ERP also has strong working relationships with YSS and ACCESS (the domestic violence comprehensive provider) along with other community resources. Through the community wide use of the VI-SPDAT, other homeless providers will be better able to identify the chronically homeless households in need of permanent supportive housing.

The Executive Director has worked with rent reasonableness and Fair Market Rent calculations and has completed Housing Quality Standards and Environmental Reviews prior to working with ERP, and will be able to easily implement these requirements and inspections with this new program. ERP staff have professional relationships with a wide array of landlords through the homeless prevention programming and excel at engaging landlords. With the homeless prevention programming, ERP currently works with an average of 40 landlords each month and 180 landlords annually.

- 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)*

ERP has successfully worked with participants to decrease employment barriers and connect participants with other cash income resources to assist them in maintaining permanent housing in the transitional housing program and intends to implement the same tools and case management services to successfully meet this goal with this new program.

Once stably housed, a SPDAT can be completed with participants to help them identify goals and areas of need to help stabilize them mentally and physically, therefore breaking down employment barriers. The caseworker will assist participants in decreasing employment barriers through completing mock interviews, building resumes, and utilizing Motivational Interviewing (MI). With the use of MI, participants are able to identify their strengths and abilities and therefore begin to recognize their potential to seek ways to gain self-employment income. In addition, the caseworker will assist participants with following through with the SSI/SSDI application and appeal processes. The caseworker will obtain accurate information to make appropriate referrals regarding other sources of cash income the participants can try to access, such as child support, alimony, and FIP and assist in the application processes. The caseworker will work with local community partners to help connect participants with additional community resources to assist in stabilizing and maintaining housing. Resources will include Mid-Iowa Community Action, Iowa Legal Aid, local mental health providers, Public Housing

Authorities, local food pantries, community meal programs, educational programs, and others as needed. The caseworker will work with participants on credit counseling and debt reduction to help increase the amount of income available to go towards rent and utility payments.

The budget for this new program will also include funding for supportive services, including educational services, mileage reimbursement for employment, school, and counseling services and financial assistance to obtain medications and pay medical co-pays.

### **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.     30 %
- b. Directly from emergency shelters.     60 %
- c. Directly from safe havens.         %
- d. Persons fleeing domestic violence (or attempting to flee).     10 %
- 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*

At this time, there is not a coordinated entry system in operation. Agreements have been made by several agencies to use the VI-SPDAT tool, including YSS and ACCESS.

- b. *Does the project participate in Coordinated Entry? yes/no or a Domestic Violence Organization*

ERP will be actively involved with a coordinated entry system once it is in place and operational.

### **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)**

ERP has historically been actively involved in the Story County Homeless Coordinating Board, including being the chair of this board for several years. ERP remains actively involved on this board as the community strives towards ending homelessness in Story County.

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)**

ERP's Executive Director, Carrie Dunnwald, is an active voting member on the Iowa Council on Homelessness and attends all meetings. Carrie has been actively involved with the council for several years and intends to remain actively involved.

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

Carrie is an active member of the Policy and Planning committee and is the co-chair of the Progressive Engagement/Coordinated Entry committee. Carrie was also a member of the sub-committee that developed the Best Practices through the State Public Policy Group and continues to be involved in that committee. Carrie was actively involved in a workgroup that compiled the CoC Consolidated Application in 2015, and will be part of that group again this year. Carrie will continue her active involvement with these committees.

**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)**

Support Service Budget: \$53,970

Assessment of Service needs	Portion of annual salaries and benefits for: FT Executive Director (10%), FT Associate Director (10%), and 1 FT caseworker (5%)	\$3,300
Assistance with Moving Costs	N/A	N/A
Case Management	Portion of annual salaries and benefits for: FT Executive Director (10%); FT Associate Director (10%), 1 FT caseworker (60%); portion of utilities for ERP; Communications (50% 1 cell phone, 25% office phone, 25% internet); Supplies (office supplies);	\$25,500
Child Care	N/A	N/A
Education Services	School books or GED testing for 5 clients at \$100 each	\$500
Employment Assistance	Client Mileage for work 1,500 miles x .39	\$585
Food	N/A	N/A
Housing/Counseling Services	Portion of annual salaries and benefits for: 1 FT caseworker (5%)	\$1,900
Legal Services	N/A	N/A
Life Skills	Portion of annual salary and benefits for 1 FT caseworker (20%)	\$7,600
Mental Health Services	5 mental health sessions at \$50 per visit; client mileage for appointments 1,500 miles x .39	\$835
Outpatient Health Services	Medications assistance Copays 10 clients x \$25	\$250
Outreach Services	Portion of annual salaries and benefits for: 1 FT caseworker (10%); 1 FT Executive Director (20%); Associate Director (20%); part-time Night Staff (20%); Communications/Cell phone (50% of 1 cell phone); Brochures (100%)	\$9,500
SA Treatment	N/A	N/A

Transportation	Mileage for client visits and outreach	\$4,000
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Total: \$53,970

Operating Budget: \$15,168

Maintenance/Repair	N/A	N/A
Property Taxes/Insurance	Property taxes, professional liability insurance, property insurance	\$2,100
Electricity, Gas, Water	Utilities for clients (\$95x100 months)	\$9,500

Total: \$11,600

Admin Budget: \$8,684

Leasing Budget: \$108,120

**Total Grant Amount: \$182,374**

Total Match: \$18,564

**Total Budget: \$200,938**

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

The match requirement for this grant will be \$18,564. ERP intends to meet the HUD matching requirement through both cash and in-kind donations. ERP is supported extremely well within the Ames community and are confident in meeting the match requirement for this grant.

**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)**

There are no other ESG/CoC funded projects in Story County that work with the general homeless population. Youth and Shelter Services, Inc. does receive CoC and ESG funding. However, their programming is all focused on youth, primarily under the age of 24. ACCESS also receives ESG funding for rapid re-housing, however these funds are for victims and survivors of domestic violence. This program would be the only CoC funded program in Story County that targets chronically homeless and provides long-term assistance.