

[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:** Family Resources

**Name of Project:** SafePath Survivor Resources Permanent Supportive Housing

*(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.*

Family Resources is a nonprofit that has been dedicated to strengthening families and the community since its establishment in 1849. The agency was started by a group of women in the community that assisted immigrant families in meeting their needs. The mission of Family Resources is “to strengthen children, families and individuals by providing quality services that engage community resources to create effective solutions”. As the needs of families and the community has evolved so have the programs at Family Resources. In 1992, Family Resources established a shelter in response to the community’s need for alternative housing for survivors of domestic abuse and their children. In 2012, SafePath recognized the need to offer Rapid Re-Housing services and was able to create a Rapid Re-Housing Program in order to assist survivors in quickly obtaining and maintaining safe sustainable housing. SafePath was able to start implementing a Housing First Model within the Sheltering and Housing Services, which reduced the length of time an individual or family experienced homelessness. The main focus while in shelter is to obtain housing quickly then wrap services around the project participant once the participant is stably housed. Permanent supportive housing aligns with Family Resources’ mission because it provides housing for households who otherwise would remain homeless. Within each household staff will provide quality services, including case management, developing housing plans, and connecting households with mainstream resources. Family Resources works from a trauma informed approach offering a

wide range of services and programs meeting the needs of all age groups through child welfare and juvenile justice, mental health, TotalChild (a service delivery model), Integrated Health Home, and survivor 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.*

Family Resources' *SafePath* Survivor Resources (*SafePath*) will provide Permanent Supportive Housing to chronically homeless individuals and families with a disability in Jackson, Clinton, Scott, Muscatine, and Louisa Counties. *SafePath* will prioritize services first to those living in shelters and then will focus on those living on the streets. Prioritization will also be given to those fleeing domestic violence situations with no other resources available to them who have high barriers to establishing and maintaining permanent housing, but will offer services to all chronically homeless individuals, including veterans, and families with a disability. Utilizing a Housing First Model, *SafePath* will provide trauma informed comprehensive services based on individual needs to help foster a connection between a household and the community in which they reside.

**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: *SafePath* will have approximately 14 units available throughout the five county service area. Depending on the number of participants enrolled and their living needs, *SafePath* may be able to add additional units.
- b. **Total Beds.** Includes all of the beds in the project, regardless of unit configuration: *SafePath* projects to have 34 beds, depending on the size of the families.

- 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.  
N/A
- 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.

N/A

- 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.

N/A

- 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.

N/A

- e. **Scattered-site apartments (including efficiencies):** Each individual or family has a self-contained apartment. Apartments are scattered throughout the community. *SafePath*'s participants will lease apartments scattered throughout Jackson, Clinton, Scott, Muscatine, and Louisa Counties.

- 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.

N/A

#### **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)*

Family Resources has been addressing homelessness since 1992 when it first opened its doors of *SafePath*'s domestic violence shelter. *SafePath* provides the opportunity for service coordination to all survivors residing in the shelter. The Services Advocate works closely with survivors to identify goals in becoming self-sufficient and also assists with ensuring survivors have access to needed services such as counseling/therapy, childcare, transportation, educational services, mental health services, employment services, housing opportunities, etc. *SafePath* has developed and effectively implemented Rapid Re-Housing in Scott, Muscatine, and Louisa Counties. Family Resources receives and executes a variety of grants including federal, state and local funds to operate *SafePath*

services along with several other programs in the agency. Family Resources secures United Way funding in three of the communities it serves and uses those for matching funds for other grants. Due to the high quality of work, Family Resources is continually funded by the following federal: CDBG, ESG, EFSP, HUD CoC, SASP, VAWA, VOCA, and FVPSA. Family Resources holds agency fundraisers and uses smaller grants and contributions as a source of match funds. Family Resources is continually exploring new funding opportunities. The Director of *SafePath* has worked closely over the last year with the Housing Director of the Scott County Housing Cluster to secure dollars to be used for Rapid Re-Housing by community agencies. The Directors were able to secure \$100,000 from the Community Foundation of the Great River Bend with the requirement of matching those funds. The Directors have been working closely with banks to secure match money and have been very successful with securing match. Family Resources has approximately 175 employees with an 18 person Administrative Department. Family Resources employs Information Technology staff, Human Resources staff, a Program Officer, a President, Quality Performance Improvement Department, Legal Counsel and a four person accounting staff, including a full time Grant Accountant, that are able to segregate duties effectively. All financial compiling is completed monthly and reviewed by the Board of Directors.

- 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)**

Family Resources manages federal, state, local and private sector funds and an A-133 audit is performed yearly. *SafePath*, Braking Traffik, Parenting Inside Out, Midwest Children's Resiliency Fund, TotalChild and United Way In-Home Counseling services are all 100% grant funded programs. Family Resources also secures grants for the contracted programs for special projects or client assistance. Family Resources uses funding from smaller grants such as United Way and contributions to help leverage and secure other funding. In total, for FY17, Family Resources is managing \$3,945,900 in grant funded programs. Family Resources has had positive audits with no findings, timely claim submissions and timely grant reporting. Family Resources strives to obtain as many local funds as possible to support the programs, thus providing clients additional services and ensuring a greater impact on the community

- 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)**

Family Resources has a formal affiliation with Four Oaks. Four Oaks is a large social service organization based in Cedar Rapids, Iowa. Family Resources and Four Oaks maintains separate 501c(3) status as well as separate Boards of Directors. The Family Resources President reports to the Family Resources Board of Directors, but also reports to the Four Oaks Chief Executive Officer. The affiliation offers opportunities for service coordination as well as efficiencies in business services. The executive team at Family

Resources consists of the President, Program Officer, and Controller. Family Resources has a Board of Directors that provides oversight and direction to the President. Family Resources offers programs related to Social Services and Mental Health, Survivor Resources, Advocacy, Education, and Family Restoration. Leaders from each program along with program support staff report up through the Executive Team. The Program Officer facilitates bi-weekly meetings with leaders from every program to ensure that every client, regardless of the program they are initially working with, receive the appropriate continuum of care offered across the agency. Program staff utilizes an internal referral process to maximize coordination. Family Resources partners with many other community resources to offer needed services to clients. The accounting staff utilizes MicroSoft Dynamics Great Plains general ledger software to administer grants.

## **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)**

*SafePath* will provide Permanent Supportive Housing to chronically homeless individuals and families with a disability in Jackson, Clinton, Scott, Muscatine, and Louisa Counties. *SafePath* will prioritize services to those living in shelters first. Next on the priority list will include those living on the streets. Finally on the priority list will include veterans and individuals fleeing domestic violence with high barriers to establishing and maintaining permanent housing who are chronically homeless with a disability. *SafePath* will complete the Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT) with all potential Permanent Supportive Housing clients. Individuals with a score of eight or higher for the VI Single Adult SPDAT, or a score of nine or higher for the VI Family SPDAT will be given first priority, based on substantial need for extensive case management services

#### **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)**

*SafePath*'s Permanent Supportive Housing will provide services to chronically homeless individuals in Jackson, Clinton, Scott, Muscatine, and Louisa counties. Other currently funded ESG/COC projects in the service area are as follows:

- Family Resources – Reach 2000 – provides service coordination for residents within the *SafePath* shelter.
- Humility of Mary Shelter – provides Permanent Supportive Housing and Supportive Services in Scott County.
- Vera French Housing – provides Permanent Supportive Housing in Scott County.
- YWCA of Clinton – provides Rapid Rehousing in both Clinton and Jackson Counties.

Muscatine and Louisa Counties do not have any ESG/COC funded projects. *SafePath* has chosen to prioritize those fleeing domestic violence. Often times,

this specific homeless population does not have the financial means to secure housing, and are unemployed due to lack of transportation and adequate care for their children. When faced with these barriers, those fleeing domestic violence often tend to continuously re-enter shelters or return to their unsafe housing situation with the offender.

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

*SafePath* participates on local planning groups throughout the five county service area and will continue to do so. *SafePath* currently participates in the Clinton/Jackson Homeless Coalition, Quad Cities Housing Cluster/Scott County Housing Council, Quad Cities Sheltering and Transitional Housing Council, and the Muscatine Housing Cluster. All planning groups were created to address the problem of homelessness within the communities *SafePath* serves. The program provides clients with information and support in accessing all mainstream resources. Staff works closely with the client to determine what resources the client may be eligible for. Staff provides general information and applications for various resources at the shelter locations. Staff assists clients in filling out online applications for food assistance, FIP, and health insurance for the Department of Human Services and assists with transportation by providing bus tokens to clients or taking them to different agencies to receive services. Many times participants come into the Sheltering and Housing Program without any type of documentation or identification such as birth certificates, social security cards, or state identification; due to their abuser taking the documents or identification. *SafePath* assists in covering the costs to replace the documents or identifications as well as assist the client through the process of obtaining them.

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

*SafePath* is going to increase housing, employment, and transportation options for clients in the five county service area by increasing agreements with local landlords to house chronically homeless individuals and families, develop an employment network of employers willing to provide internships and paid employment to clients, and establish a network of volunteers to assist with transporting clients. *SafePath* will utilize the VI-SPDAT with all individuals to help identify their barriers to safe, permanent housing and establish housing plans to address those needs. The Housing Support Specialist (HSS) will develop a housing plan with the program participant which will include connecting them with mainstream resources and intensive case management services in order to retain housing. The HSS will also provide a menu of supportive services to all clients allowing them to provide input on what supportive services they would like to be connected with. The HSS will work diligently to establish connections with other organizations in the community, as well as working with the Housing Navigator, AmeriCorps staff, Rapid Re-Housing Specialist, and the Volunteer Coordinator to expand *SafePath*'s housing, employment, and transportation network.

- 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)**

*SafePath* will assist in enhancing the following COC system wide performance outcomes; length of time homeless, reaching homeless individuals and families, and job and income growth. *SafePath* will provide more opportunities for individuals who are homeless and/or residing within a shelter to secure permanent, sustainable housing which will decrease the length of time that an individual is homeless. *SafePath* will shorten the length of stay in homelessness by assisting the program participant in securing housing within 30 days for qualifying individuals and families. Through service coordination, support will be provided to increase income and employment skills, increase community involvement, and maintain housing. *SafePath* will continue to remain involved in the coordinated entry process. Like most shelters, *SafePath* currently sees repeat chronically homeless clients reentering shelter due to the high barriers they experience securing and maintaining housing. *SafePath's* Housing Support Specialist will work with all chronically homeless individuals and families to increase independence, stability, and self-sufficiency, which will assist in reducing 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)**

July 2017 – begin recruitment efforts to hire two full time Housing Support Specialists.

August 1, 2017 – Housing Support Specialists will be hired.

August 2017 – Housing Support Specialists will complete victim counselor training and training on the Housing First Model.

September 8, 2017 – Housing Support Specialist will complete trauma informed care training

September 2017 – Housing Support Specialists will begin working and collaborating with the Housing Navigator, Rapid Rehousing Specialist, and *SafePath's* Sheltering and Housing Services Supervisor to create program protocols, and begin reaching out to other housing and service providers.

September 2017 – begin accepting referrals, secure housing units, and provide rental assistance.

December 2017 – *SafePath* will have met the goal of 14 units being occupied.

*SafePath's* Sheltering and Housing Services Supervisor will oversee all operations regarding Permanent Supportive Housing and will provide bi-weekly supervision to the two Housing Support Specialists to ensure contractual compliance.

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

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

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

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

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

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

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

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

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

Assessment of Service Needs

Applicant	Quarterly
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Assistance with Moving Costs

Non-Partner	As needed
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Case Management	Applicant ▼	Weekly ▼
Child Care	Non-Partner ▼	As needed ▼
Education Services	Applicant ▼	As needed ▼
Employment Assistance and Job Training	Applicant ▼	As needed ▼
Food	Non-Partner ▼	As needed ▼
Housing Search and Counseling Services	Applicant ▼	As needed ▼
Legal Services	Partner ▼	As needed ▼
Life Skills Training	Applicant ▼	Weekly ▼
Mental Health Services	Partner ▼	As needed ▼
Outpatient Health Services	Partner ▼	As needed ▼
Outreach Services	Applicant ▼	Monthly ▼
Substance Abuse Treatment Services	Partner ▼	As needed ▼
Transportation	Applicant ▼	As needed ▼
Utility Deposits	Applicant ▼	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 programing 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)*

*SafePath acknowledges and understands that securing safe, affordable housing quickly is essential to providing quality supportive services. SafePath will place significant importance on safety. This will begin by assuring that services are easily accessible to those most vulnerable; including those living on the streets, in shelters, veterans, and/or those fleeing domestic violence. The Housing Support Specialists (HSS) will collaborate with other community homeless service providers on a regular basis; this would include*

Humility of Mary, Vera French, Salvation Army, Kings Harvest, YWCA of Clinton, and Muscatine Center for Social Action to ensure that *SafePath* is serving those with the greatest need. The HSS will be an active participant at community homeless coalition meetings and landlord events. *SafePath* will coordinate with other community organizations; utilize its 24 hour hotline as a way to access information and referral; and meet potential program participants at a safe location that best fits their needs. The HSS will complete the appropriate VI-SPDAT with each individual or family, identify current needs regarding housing and barriers, and complete a brief social history. *SafePath*'s primary objective is to provide a comprehensive array of services to support each individual/family, establish and sustain housing, as well as create housing plans to reflect the needs of that individual/family. The HSS will work closely with the Housing Navigator, AmeriCorps member, and Rapid Re-Housing Specialist to continue focusing on growing *SafePath*'s landlord network, providing education, and identifying landlords willing to work with those with higher barriers. Rent reasonableness will be based on the HSS determining fair market rent and assuring each property falls in the appropriate range. Rent and utility assistance will be provided to program participants to help maintain housing as goals are identified and prioritized. The HSS will support implementation of "wrap around services" to each program participant which works towards the goal of stabilization in order to maintain housing. *SafePath*'s menu of services will include access to mental health services, substance abuse treatment services, medical services, counseling, educational, financial and employment services, child care, transportation, life skills, community connection and other resource referrals.

- 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)*

The *SafePath* HSS will work with each individual program participant to create a housing plan addressing short and long term employment and income goals. Each program participant will have the opportunity to explore options and determine what their housing plan looks like based on their unique, individual needs. The HSS will provide intensive support to develop and assist step-by-step plans to access benefits which include SSI, SSDI, food stamps, Medicaid/Medicare, and other public aide benefits. The HSS will provide advocacy, support, and coordination with caseworkers from partnering agencies. All program participants will have an opportunity to participate in the All State Financial Empowerment curriculum facilitated by *SafePath*'s AmeriCorps member to assist with budgeting for those on a fixed income as well as those who are looking to increase their

income. The HSS will work closely with staffing agencies and higher education institutes to assist participants in exploring potential career and educational paths and provide job training. *SafePath* will assist with the cost of childcare and assist with transporting participants to limit the barriers to obtaining employment, increasing income, and increasing access to community resources available. The HSS will help all program participants become more independent by teaching life skills, increasing self-sufficiency, and assisting with opportunities to volunteer and become more involved in the community.

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

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

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

*SafePath* actively participates on many different local regional planning groups. *SafePath* is currently active on the Clinton/Jackson Homeless Coalition, Quad Cities Housing Cluster/Scott County Housing Council, Quad Cities Sheltering and Transitional Housing Council, and the Muscatine Housing Cluster. *SafePath*'s role on these regional planning committees is to create new housing options, build new relationships that will help end homelessness, prevent duplication of services, and develop coordinated efforts to address the needs of people being discharged from jails, hospitals, and other treatment facilities so they have a place to go, a plan for getting there, and will not be homeless upon release.

- 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)**

Participation on the Iowa Council on Homelessness is a priority for *SafePath*. The Director is an active participant on the council and a voting member. She participates in these meetings via conference call, at an ICN location, or in person.

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

*SafePath*'s Director chairs the Nominating Committee, which is a sub-committee of the Iowa Council on Homelessness. The Director calls in for the Continuum of Care subcommittee meetings.

### **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)**

Rental Assistance Cost: \$100,800 which is \$600 per month on average for 14 units for 12 months

Supportive Services Cost: \$101,594 which is two Housing Support Specialists at \$32,613 salary plus \$9,784 in benefits. \$16,800 will be used for transportation, education, childcare, and mental health assistance.

Project Administration: \$16,455 which is 7.5% of Accounts Payable time to cut/mail checks at \$2,320 plus \$696 in benefits, 2.5% of Grant Accountant to prepare billing and make claims at \$1,000 plus \$300 in benefits, 15% of Shelter Supervisor to manage staff at \$7,050 plus \$2,115 in benefits, 1% of Executive Leadership to prepare monthly financials of program, analyze outcomes, promote program to stakeholders at \$2,600 plus \$374 in benefits

- 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 proposed program will meet HUD's matching requirement with state funds from the Crime Victim Assistance Division (CVAD) which pays for salary and benefits of *SafePath*'s Sheltering and Housing staff along with operations at the shelter and client assistance. In total \$54,712.25 will be matched with CVAD dollars.

**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)**

The proposed project service area includes two counties, Muscatine and Louisa, who currently do not have ESG/CoC funded projects. In addition, there are three projects in Scott County that fall in tier 2 and are at risk of losing funding from the CoC for their projects. If these projects are not funded as anticipated, it will have a significant impact on services available to the homeless population.



<b>Program:</b> SafePath Survivor Resources	
<b>Subject:</b> Termination Policy	<b>Reference:</b>
<b>Developed By:</b> Sheltering and Housing Services Supervisor	<b>Development Date:</b> 9/2015
<b>Revised by:</b>	<b>Revision Date:</b>

***Policy Statement:***

*SafePath Survivor Resources recognizes that there may be extenuating circumstances where a program participant would need to be terminated from the Sheltering and Housing Services Program. This termination policy pertains to survivors currently receiving services through the Sheltering and Housing Services Program.*

A termination policy is in place to assist in keeping residents, staff, and volunteers safe while receiving services from the Sheltering and Housing program.

1. Termination of assistance. The Sheltering and Housing program may terminate assistance to a program participant who violates program guidelines or conditions of occupancy. Termination does not bar the program participant or family from receiving further assistance at a later date.

2. Due process. In terminating assistance to a program participant, the Sheltering and Housing Program will provide a formal process that recognizes the rights of individuals receiving assistance under the due process of law. This process consists of:

(A) Providing the program participant with a written copy of the program rules and the termination process before the participant begins to receive assistance;

(B) Written notice to the program participant containing a clear statement of the reasons for termination;

(C) A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and

(D) Prompt written notice of the final decision to the program participant.

(E) SafePath Survivor Resources reserves the right in determining the seriousness of the offense to warrant a termination from the program.



## **SAFEPath SHELTERING AND HOUSING**

### **Appeal Procedure**

*If a participant feels that they have been terminated early from the program, they can file an appeal orally or in writing to resolve concerns.*

- Participants will receive a copy of the Program Appeal Form at program entry and be asked to sign a copy.
- If a participant has been terminated early from the program they can file an appeal within 24 hours from date of their exit letter.
- Appeal forms are available at the front desk or by asking a staff member. Any staff member can assist a participant in filling out the appeal form.
- The appeal form is given to the Program Supervisor who will notify the appeal committee and a hearing will be scheduled within 2 business days of receiving the appeal. Once a time is scheduled, participants will be notified by letter and must be present for the scheduled time of the appeal.
- The appeal committee will consist of three neutral staff; to never include the participant's Service Advocate.
- The appeal committee will first meet with the participant and then the Service Coordinator and review all relevant documents.
- The appeal committee will immediately give their decision to the Supervisor who will issue a written determination to the participant within 24 hours.

**I have reviewed, understand, and agree to all contents in this document, and have been offered a copy of this document.**

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

