

[Exhibit B]

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

Name of Agency: Shelter House Community Shelter and Transition Services

Name of Project: FUSE—Housing First

AGENCY SUMMARY (1 point)

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

Shelter House was founded in 1983. Over the years, we have grown into an organization providing a robust continuum of services intended to move people beyond homelessness. We remain the only homeless shelter in Johnson County and are the primary point of contact for the majority of people experiencing homelessness in our community (we provided emergency shelter for 864 people in the last year). Services range from daily Drop-In available to anyone in need, Emergency Shelter, Rapid Rehousing, necessary supports to assist with housing and employment placement and retention, Skills Workshops addressing both pre-employment and employment retention topics, Permanent Supportive Housing for adults with serious persistent mental illness, and two Microenterprises through which we provide job training and placement and professional food service (including daily meal service for Shelter House clients and two other area nonprofits) and janitorial services for the community at-large.

For the past two years and in partnership with members of the Johnson County Local Homeless Coordinating Board, Shelter House has lead an initiative to develop permanent supportive housing for chronically homeless individuals that are repeatedly cycling through our high cost emergency services and interventions (emergency shelter, treatment facilities, hospital emergency rooms and psychiatric services, and jails). This cycle comes at great cost to the individual providers and the community at-large only to result with the individual returning time after time to living on the street.

The current approach is not working. If funded this project would provide an entirely different intervention—permanent supportive housing using a Housing First approach targeted for this specific cohort of the chronically homeless population.

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.*

This project if funded will provide for the construction of up to 15 efficiency apartments on a single site for chronically homeless individuals identified as “frequent users” of high cost emergency services and interventions. The FUSE (Frequent User System Engagement)—

Housing First model will provide permanent supportive housing with access to intensive support services. The FUSE model targets a specific sub-group of chronically homeless individuals who are the most frequent users of high cost services at public expense. The approach provides subsidized housing with integrated supportive services to these "frequent users". FUSE – Housing First does not place conditions on the behavior of participants, but instead provides housing with the ongoing option to participate in voluntary support services.

In most communities including Johnson County, "frequent users" continuously cycle through a variety of emergency interventions of various sorts (legal, medical, psychiatric, detoxification...). This cycle comes at great expense to the community with no lasting improvement to the individual. This project would provide permanent housing to this targeted "frequent user" population, with integrated health and social services.

Data from FUSE projects across the country consistently demonstrates that this model both enhances the quality of life of the individuals and reduces the financial costs to the community. Though programs vary widely, there is resounding evidence that the cost of housing and services is far below the cost of NOT housing frequent users. Some communities have seen reductions of public expense exceeding \$100,000 per participant per year (the overall trend is a cost reduction of 40% when comparing pre housing data to post housing placement). A sample of cost data from Housing First models is available at: <http://www.endhomelessness.org/library/entry/cost-savings-with-permanent-supportive-housing>

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: 15
- b. Total Beds.** Includes all of the beds in the project, regardless of unit configuration: 15

4) Housing type: (1 point)

Clustered apartments on a single site.

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)*

Shelter House is the only homeless shelter in Johnson and serves as the primary point of contact for the majority of people experiencing homelessness in our community. We have over thirty years of experience in providing emergency shelter and more than fifteen years of experience, as funded by the HUD BOS CoC program, in providing comprehensive supportive services ranging from housing and employment placement and retention services to addressing other supportive services needs such as mainstream resources, transportation and childcare that if not addressed become barriers to maintaining housing and employment. We have consistently been one of the highest performing projects in the state with respect to these performance domains (housing placement, employment placement, and accessing mainstream resources). We have five years of experience in providing Permanent Supportive Housing through our Fairweather Lodges. So in addition to the 14,700 square foot shelter facility we own, maintain, and manage three homes (two in Iowa City and one in Coralville).

For the SSO Program (BOS CoC Program) alone we have secured over \$1.3 million dollars in cash from our community to meet the match requirement over the past twelve years. Along the way we have developed new programs enlisted community partners both public and private; we have grown and become more complex and have developed and matured the necessary operations and systems to support and inform this growth. All manner of operations, program requirements, job descriptions, personnel policies and financial policies are documented. In fact Shelter House staff has served in a leadership role to develop statewide standards for governance, operations, services, and performance. Please refer to response in Q7 for additional information on accounting.

Particularly relevant to this submission is the fact that we completed \$4 million building campaign which included more than \$2.75 million in state and federal grants and completed the construction of the new shelter facility to schedule this after four years of litigation that went all the way to the Iowa Supreme Court. For the past fifteen years, Shelter House has without exception implemented all state and federally funded programs in a timely manner and met all contract expectations with respect to program/participant performance, project execution, and financial management.

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)*

Shelter House has been in operation since 1983. In the last seventeen years we have grown to an organization that offers a robust continuum of services intended to help people move beyond homelessness. Just as our services have grown so too has our budget. In 1998 we worked with an operating budget of \$165,000 today it is \$1.925 million. The budget is composed of public sector funds from the federal, state, local levels, private sector funds, and funds raised through our own microenterprise initiatives. We have over thirty years of experience in leveraging local public and private sector funds, more than twenty years experience in leveraging federal and state public sector funds. The most recent addition to our operating portfolio is Medicaid reimbursements for supported community living services. Of the current \$1.925 million budget \$800,000 is from federal grants (\$456,000 of which is HUD CoC funds), \$200,000 is from local public and private sector grants, and \$370,000 is from local private gifts and fundraising.

With respect to capital projects, in 2010 we completed a six year project (four years were spent in litigation resulting in a favorable decision by the Iowa Supreme Court) and successfully raised over \$4 million in federal, state, and local public and private sector funds. In November of 2010 we opened the new shelter facility without the burden of any debt.

- 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)**

Shelter House is governed by a 13 member Board of Directors. The Board meets monthly and reviews financial and program reports on a monthly basis. The Executive Director reports directly to the Board. Internally, Shelter House is structured according to the following service areas: 1) Emergency Shelter, 2) Housing Placement and Retention Services, and 3) Mental Health Recovery Services (Permanent Supportive Housing and Supported Community Living). Each area is led by a respective manager. The management team reports to the Associate Executive Director who in turn reports to the Executive Director.

The Finance Director reports directly to the Executive Director. The Finance Director is responsible for the preparation and fair presentation of the financial statements in accordance with generally accepted accounting principles; this includes the design, implementation and maintenance of internal controls relevant to the preparation of financial statements that are free from material misstatement. We conduct both program specific and single audits annually. We have consistently met the financial accounting and management requirements of the United Way and local, state and federal public partners which combined award over \$1 million in grant funds to the agency annually. There are no intended subrecipients.

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 to be served is the chronically homeless and specifically the cohort of individuals identified as “frequent users” of high cost emergency services and interventions. In most communities including Johnson County, “frequent users” continuously cycle through a variety of emergency interventions of various sorts (legal, medical, psychiatric, detoxification...). This cycle comes at great expense to the community with no lasting improvement to the individual. This project would provide permanent supportive housing to this targeted “frequent user” population, with integrated health, behavioral health, and social services. Further eligibility criteria are:

- 1) Individuals must be a chronically homeless individual over the age of 18.
- 2) Individuals will have at least two contacts with the criminal justice system within the last three years.
- 3) Individuals must utilize at least 3 agencies in the last 3 year time frame.
 - a. List of agencies
 - i. University of Iowa Hospitals & Clinics
 - ii. Mercy Hospital

- iii. Veteran’s Hospital
 - iv. Shelter House
 - v. Prelude
 - vi. Abbe Center for Community Mental Health
 - vii. Iowa City Police Department
 - viii. Johnson County Jail & Legal System
- 4) Individual must have an unreimbursed cost to the community of at least \$50,000.
- a. Found by obtaining incident # from each agency and using our cost per service list for those to find total.
- 5) Individual will then be scored on the VI-SPDAT scale. Order of eligibility based on highest VI-SPDAT score.
- b. Describe the project community/service area including a clear and concise description existing housing needs including a list of other currently funded ESG/COE projects in the project’s service area **(2 Points)**
- Johnson County sits astride two interstates and hosts three hospitals, each with psychiatric inpatient units. These factors yield a higher concentration of chronically homeless than other areas of the state. The FUSE (Frequent User System Engagement)–Housing First model will provide permanent supportive housing with access to intensive support services. The FUSE model targets a specific sub-group of chronically homeless individuals who are the most frequent users of high cost services at public expense. The approach provides subsidized housing with integrated supportive services to these "frequent users". FUSE – Housing First does not place conditions on the behavior of participants, but instead provides housing with the ongoing option to participate in voluntary support services.
- Johnson County is one of the highest cost housing markets in the state of Iowa. Our current vacancy rate is 0.5% (a healthy vacancy rate is understood to be between 5% and 7%). Because of the oppressive housing market we are proposing to develop new efficiency units (a minimum of 15). There are no other Permanent Supportive Housing Programs made available on a Housing First basis in our community. Currently ESG/COE funded projects are limited to:
- Shelter operations
 - Transitional Housing and
 - Rapid Rehousing
- c. Describe how the project will work in coordination with other funding sources and other mainstream and homelessness provider’s partners **(2 Points)**
- If not already qualifying and participating in mainstream programs (SSI/SSDI, VA Benefits, Medicaid, SNAP, etc), case management staff will immediately begin application and enrollment processes for any possible eligible supports. Project stakeholders from the health and behavioral health services understand the urgency and necessity to assist with establishing appropriate and required documentation. With an address guaranteed and life skills support, tenants will have a higher propensity to maintain benefits that they qualify for where as in the past while living on the streets this would have been next to impossible. Whereas participants will be encouraged to seek employment if interested, it is understood that this population is severely disabled (100% of the tenants will have a disabling condition as this is a qualifying criteria of chronically homeless) therefore employment will likely not be a primary source of tenant income.

With respect to the operating budget two primary sources of funding will be the Housing Choice Voucher Program and the provision of Medicaid billable services for long term stability services (Supported Community Living). Tenants will be awarded Housing Choice Vouchers in partnership with the Iowa City PHA. The Iowa City PHA will make vouchers available to project participants through a Special Admission. The PHA will remove current eligibility criteria with the exception of only those federally mandated by HUD; vouchers will be tenant based. The majority if not all tenants will be eligible for Medicaid funded services. As such, Medicaid will be the primary funding source for life skills and case management type care (Supported Community Living).

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

The project in and of itself is the plan for addressing the identified housing need. The Steering Committee members are responsible for reaching out to potentially qualifying individuals as indicated in section “a” of question 8. Individuals will be approached and offered additional information regarding the project. If interested in proceeding and once verified that the individual meets the indicated criteria, participants will be offered an efficiency apartment with rent subsidy provided by the ICPHA (a commitment already made by the ICPHA).

As this is a Housing First project, participation in support services is entirely voluntary. Available services will be comprehensive and intensive but at the same time, it is understood by all that participation on the part of the client will not be required—engagement in services will not be requisite to maintaining housing and is entirely voluntary. Stakeholders will as much as possible be available to provide services on-site. Services include mental health stabilization services, counseling, and crisis management, psychiatric care, on-site medical services, substance abuse services, life skills support and case management. All requisite partnerships have been established. Shelter House will hold lead responsibility for life skills, case management, and any employment related services.

- 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)**)

With only 15 units of PSH intended, the universe of participants may be small enough that there may not be a noticeable impact across the entire CoC system. However, Housing First has been demonstrated to be a highly effective method to ending homelessness and chronic homelessness. As this project is targeting the chronically homeless the average length of homelessness will inevitably be above the total population average (at least prior to the housing placement). However as the project will be implemented on a Housing First basis, participating individuals will be moved immediately into housing once identified. The program staff’s primary objective will be to build relationships with the individual participants and to keep them safe and housed. In communities that have implemented Housing First projects for this same population housing retention rates are without exception high. Furthermore, communities report a significant decrease in the chronically homeless population, and precipitous declines in criminal justice system involvement and hospitalizations for the participating individuals.

- 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)*

To date, \$275,000 in City of Iowa City CDBG and HOME funds and \$50,000 in Housing Trust Fund monies have been awarded to the project. Shelter House has located an appropriate site for the project and has an accepted purchase offer. We intend to secure the property by mid-fall. Grant writing will continue throughout 2016 and into the spring of 2017. It is our intention to secure all necessary funds by summer of 2017.

We have enlisted the volunteer services of local architectural and engineering and design firms, Neumann Monson Architects and HBK Engineering respectively, they in turn have created building renderings. Other pre-construction phase work will be completed between now and notification of the conditional award. Groundbreaking is intended for late spring/early summer of 2017. Construction should not exceed six months. We intend to begin lease up during the winter of 2017.

All essential service partners are already at the table and prepared to proceed with service delivery. Entrance criteria for potential clients/tenants has been articulated and agreed upon, MOU's and ROI's have been drafted.

- 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/ 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) YES
- Active or history of substance abuse; (1 point) YES
- Having a criminal record with exceptions for state-mandated restrictions; (1 point) YES
- Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). (1 point) YES

Shelter House gives full assurance that the occurrence or existence of any of the issues indicated above will **not** be used as barriers to accessing housing and services.

(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)

Shelter House gives full assurance that the occurrence or existence of any of the issues indicated above will not result in termination from the program. Since we are only in the early stages of raising the necessary capital to construct the project policies are only in draft form. The entire orientation of the program is to do everything possible to help tenants remain housed. Therefore the foundation of the relationship will simply be a standard lease agreement. None of the above listed activities or challenges have any relevance to the lease or the tenant landlord relationship. However at the point in time that behavior might become so violent, illegal, or otherwise disruptive that it prevents other tenants from their safe enjoyment of their home and/or threatens others safety termination/eviction may be necessary. To capture such instances a draft copy of a Lease Addendum and Appeal Process have been attached.

When a tenant exhibits behavior in violation of their lease a letter will be sent to the tenant. The letter specifically identifies the behavior and includes the language from the lease explaining the expectation. The tenant's case manager is informed and s/he looks for creative ways to address and when possible resolve the problematic behaviors that could result in termination of the lease. In instances where the case manager efforts fail, the tenant speaks with administration to be informed of administration's intent to terminate their lease if behaviors do not change. When this conversation occurs is subjective and is based on how much trouble the person creates for their neighbors and the general community. That conversation lays out specific expectations and the understanding that their lease will not be renewed if the expectations are not met. If there is another incident, the tenant gets a letter stating their lease will not be renewed the next month and their case manager works with them on exit plans, such as where they will go, arranging for outside supports if possible.

(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)
 Shelter House gives full assurance that there will be no residency requirement.

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 ▼	Monthly ▼
Assistance with Moving Costs	-- select -- ▼	-- select -- ▼

Case Management	Applicant	Weekly
Child Care	-- select --	-- select --
Education Services	Partner	As needed
Employment Assistance and Job Training	Applicant	As needed
Food	Applicant	Daily
Housing Search and Counseling Services	Applicant	As needed
Legal Services	Partner	As needed
Life Skills Training	Applicant	As needed
Mental Health Services	Partner	As needed
Outpatient Health Services	Partner	As needed
Outreach Services	Applicant	Weekly
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)

The FUSE—Housing First Steering Committee includes member from Shelter House, Prelude Behavioral Services, UIHC, Abbe Center for Community Health, Iowa City Police Department, Johnson County Jail Alternatives, and the Iowa City Public Housing Authority among others. Together the coalition partners will prioritize eligible candidates based on the following eligibility protocol:

- 6) Individual must be a chronically homeless individual over the age of 18.
- 7) Individual will have at least two contacts with the criminal justice system within the last three years.

- 8) Individual must utilize at least 3 agencies in the last 3 year time frame.
 - a. List of agencies
 - i. University of Iowa Hospitals & Clinics
 - ii. Mercy Hospital
 - iii. Veteran’s Hospital
 - iv. Shelter House
 - v. Prelude
 - vi. Abbe Center for Community Mental Health
 - vii. Iowa City Police Department
 - viii. Johnson County Jail & Legal System
- 9) Individual must have an unreimbursed cost to the community of at least \$50,000.
 - a. Found by obtaining incident # from each agency and using our cost per service list for those to find total.
- 10) Individual will then be scored on the VI-SPDAT scale. Order of eligibility based on highest VI-SPDAT score

Once identified the team will identify which partner has the strongest relationship with the individual. Individuals will be approached and offered additional information regarding the project. If interested in proceeding participants will be offered an efficiency apartment with rent subsidy provided by the ICPHA (a commitment already made by the ICPHA).

With respect to service delivery there is consensus among all stakeholders that the emphasis must be on relationship building and that as much as possible relevant service providers will bring the service to the client. Services are intended to be comprehensive and intensive but at the same time, it is understood by all that participation on the part of the client will not be required—engagement in services will not be requisite to maintaining housing.

Stakeholders serving on the working group are each committed to providing requisite services on-site. These include mental health stabilization services, counseling, and crisis management, psychiatric care, on-site medical services, substance abuse services, life skills support and case management. Initially, contact will be attempted on a daily basis and overtime no less than weekly; Shelter House will hold lead responsibility for life skills and case management services. The primary objectives will be to build relationships and keep people safe and housed and when possible support individuals to address their health issues.

- 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)

Whereas participants will be encouraged to seek employment if interested, it is understood that this population is severely disabled (100% of the tenants will have a disabling condition as this is a qualifying criteria of chronically homeless). The primary intention of the project will be to build a relationship with each individual tenant, to do whatever is needed to keep each person safe and housed and where possible support the individual in efforts to address their health issues. The indicated partnerships are targeted for these purposes. If eligible for Medicaid funded services case management staff will apply for as soon as possible, as with any and all other mainstream supports for which the individual may qualify (SSI/SSDI, VA pension, SNAP, etc...). Housing Choice Vouchers will be dedicated. With a permanent address the individual will further stand a better chance of retaining said services once awarded. Overall the project represents a broad collaboration of highly committed partners intended to work in concert for the express purposes indicated in the responses above.

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: 90%
- b. Directly from emergency shelters. 10%
- c. Directly from safe havens.
- d. Persons fleeing domestic violence (or attempting to flee).
- 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* No
- b. *Does the project participate in Coordinated Entry? No or a Domestic Violence Organization* No

Individuals will be identified by the FUSE—Housing First Steering Committee members. Primarily referrals are expected to come from Shelter House, Prelude Behavioral Services, UIHC, Abbe Center for Community Health, Iowa City Police Department, and Johnson County Jail Alternatives. Partners will reach out to identified individuals based on whichever partner has the strongest/most positive relationship with the individual. If interested in Housing First the individual will be asked to sign necessary releases in order to proceed with the eligibility protocol (chronically homeless, at least two interactions in the past three years with the criminal justice system, utilization of at least three services in the last three years, unreimbursed costs to the community of at least \$50,000, and VI-SPDAT score). Once established qualifying applicants will be approached and offered housing again leaning on leadership from the provider with the best rapport with that particular individual. This will be a time intensive process but requisite to encouraging early engagement. Support services will be made available to all tenants through the Steering Committee partners with the anchor case management and life skills services delivered by Shelter House. It will be made clear to tenants that participation in services, sobriety, and med-compliance are not requisite to their housing placement nor are they in

any way conditions of their lease agreement but are at the same time guaranteed to be made available to them.

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)**

Shelter House participates in both the Johnson County Local Homeless Coordinating Board and the Johnson County System of Care. The LHCB is a community collaboration dedicated to preventing homelessness and improving the lives of persons experiencing homelessness through education, advocacy and strategic use of resources. Crissy Canganelli, Executive Director of Shelter House, is the Chair of the Local Homeless Coordinating Board (she has served in this capacity for more than a decade) and further Chairs the LHCB's Collaboration Committee (the committee through which both the FUSE—Housing First Initiative and Low Barrier Winter Shelter were developed). Mark Serterh, Associate Executive Director of Shelter House, Chairs the LHCB's Advocacy Committee which is responsible for the Board's website, facebook presence, and organization of local awareness building and educational events related to homelessness.

Ms. Canganelli further serves on the Johnson County System of Care and is a member its Executive Committee. The mission of the JCSOC is to collaborate to provide a safety net of services for community members in need. The group will accomplish this through collaboration, advocacy, and education. The JCSOC is not a competing agency, but an umbrella organization of existing organizations and individuals. Each member maintains its own identity and independence yet works closely with others to develop a system of care that provides a comprehensive spectrum of services. The JCSOC is currently working on an initiative to bring CIT Training to all law enforcement throughout the county and further to develop a campus of crisis stabilization 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)**

Yes. The Executive Director of Shelter House, Crissy Canganelli, has served on the Iowa Council on Homelessness since its origination and has been an active participant in 2016 meetings (both full Council and Executive Committee meetings). Mark Serterh, Associate Executive Director of Shelter House, although not a member has called in regularly to 2016 Council meetings.

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

Yes. The Executive Director of Shelter House, Crissy Canganelli, has served on the Iowa Council on Homelessness since its origination. She has actively participated in the agendas of the bi-monthly meetings and has consistently provided leadership to the Council as Co-Chair of the Policy Committee, member of the Executive Committee, and Co-Chair and

Project Lead for the ICH Statewide Planning Committee charged with developing standards

PSH PROJECT BUDGET	
New Construction (7900square foot building @ \$110 per square foot)	\$869,000.00
Operating (furnishings and equipment)	\$97,910.00
Total Construction, and Operating Expenses:	\$966,910.00
Total Administrative Expenses:	\$72,776.00
Total Project Expenses:	\$1,039,686.00

for
best

practice for homeless services and a systems approach to homeless services delivery. She further served on the ad-hoc committee charged with composing the 2015 CoC Application Narrative for the Balance of State. Mark Sertterh, Shelter House Associate Executive Director, has served on the ICH Statewide Planning Committee since its inception, has actively contributed to and attended all meetings, and regularly calls into the ICH's bi-monthly 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)**

20) **Match** Provide a summary of how the proposed project will meet the HUD matching requirement (25% for all categories except leasing) **(5 Points)**
 Shelter House is requesting \$218,849 in HUD CoC funding for the project. Shelter House has in-kind match commitments of over \$250,000 in volunteer architectural and engineering services dedicated to the project and has funding commitments to date of \$325,000 a combination of City of Iowa City CDBG/HOME and Housing Trust Fund of Johnson County funds. We have already secured the necessary funds to meet the match requirement. Additional funds are intended to come from the National Housing Trust Fund through the upcoming IFA competition and the Community Foundation of Johnson County.

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)**

No

Addendum to the Lease Agreement

Shelter House recognizes that legal and illegal drug use is part of the world in which we live, and wishes to minimize the harmful effects of drug use on each individual and the community as a whole. Shelter House does not condone or condemn drug use; however, the staff is required to respond directly to any unacceptable behaviors, whether or not the behaviors are related to substance use.

Shelter House respects every individual's right to health and well-being, and acknowledges their ability to take responsibility for their own behavior as it affects them, their loved ones, and the community. We aim to create an environment where individuals can openly discuss substance use without fear of judgment, and navigate their own personal path of choices. This includes discussing one's choices regarding substance use, and supporting one's ability to make decisions regarding their own substance use goals (active use, recovery, abstinence, etc.). If applicable, the staff of Shelter House is responsible for engaging tenants in conversations about their use of drugs, alcohol and prescription medications, addressing the effects of substances on the tenant's life and the community.

Because some of the behaviors associated with drug and alcohol use can create harm in a community, the following policy must be adhered to at Shelter House properties.

Please read and initial each section below

_____ Drug dealing, distribution or manufacturing is not allowed on Shelter House property. This includes, but is not limited to, the buying and selling of any illegal drugs or prescription medication on or immediately surrounding the building by tenants and their guests/visitors.

_____ Illegal drugs, alcohol, smoking, and public intoxication are not allowed in the community areas at any time. This includes the lobby, hallways, services area, elevator, and the area in the front of the building.

_____ All tenants must respect the rights of other tenants and of staff to the peaceful enjoyment of the premises. Violent or substantially disruptive behavior – whether or not it is related to substance use – will not be tolerated in public or private areas. This includes, but is not limited to, threatening other residents or staff and any other violent behavior towards others, destruction of property, making excessive noise, knocking on tenants' doors to borrow or request money, and having high volume visitor traffic in your unit.

_____ Payment of rent and other financial responsibilities must be met regardless of substance use. Money management is available as a voluntary option.

_____ Tenants are responsible for ensuring that their guests/visitors comply with the above standards.

_____ If a tenant's behavior becomes problematic to the community, or if it appears that substance use is endangering a tenant's housing status, substance use counseling may be arranged through Support Services staff in an effort to prevent the termination of the tenant's subsidy and/or eviction.

I, the undersigned, understand that Federal law prohibits the use, sale, distribution, manufacturing, and possession of illegal drugs and the sale of prescription medication. I understand that violation of any of the rules in this addendum will result in an incident report and/or other action that will endanger my housing status at Shelter House.

My signature below indicates that I have read the above rules, understand them, and agree to adhere to them.

Tenant Date

DRAFT

If any applicant would like to appeal an eviction, she or he should follow the listed steps for a resolution. Appeals may be verbal or in writing.

1. Call to schedule an appeal with the Program Manager within 10 working days. You may also send the request, plus additional information, to the Program Manager at the following address prior to the meeting:

FUSE—Housing First Program Manager
Shelter House
429 Southgate Avenue
Iowa City, IA 52240

2. The appeal will be scheduled within 5 working days of receiving the request.

3. You may have an advocate present at the appeal.

4. The Program Manager will respond within 5 working days of the appeal.

5. Any and all decisions may be appealed in writing to:

Associate Executive Director
Shelter House
429 Southgate Avenue
Iowa City, IA 52240

6. The Associate Executive Director will respond in writing within 5 working days of the request.