

Form Name: IA-BOS CoC New Project & DV Bonus Application
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2019 Iowa Balance of State (IA-501) Continuum of Care (CoC) New & DV Bonus Project Application

APPLICANT NAME AND INFORMATION

Application Type:	New Rapid Rehousing (RRH)
Organization Name:	Central Iowa Shelter & Services
Project Name	Pathways to Housing and Self
Projected number of clients to be served by new project:	75
Requested Funding Amount:	129750
Currently registered in federal System for Award Management (SAM):	Yes
DUNS #:	112047071
Address of Administrative Office:	1420 Mulberry St. Des Moines, IA 50309
Primary Contact Name:	Melissa O'Neil
Primary Contact Phone:	(515) 280-2987
Primary Contact Email:	moneil@centraliowashelter.org
Secondary Contact Name:	Janiece Alford
Secondary Contact Phone:	(515) 943-8248
Secondary Contact Email:	Jalford@centraliowashelter.org

THRESHOLD ASSURANCES

Having too little or no income:	NOT a Barrier
Having a criminal record with exceptions for state, and/or federal restrictions:	NOT a Barrier

Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement): NOT a Barrier

Having (or not having) a previous address within Iowa: NOT a Barrier

Failure to comply with HUD's 2016 Gender Identity Rule:
(<https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/>) NOT a Barrier

Failure to comply with Non-Discrimination and Equal Opportunity Requirements including assuring non-discrimination on the basis of age, race, creed, color, national origin, religion, sex/gender, sexual orientation, gender identity, and familial status and disability. NOT a Barrier

CONTINUUM OF CARE PARTICIPATION

1. Describe timeline/progress of Coordinated Entry in your region. Explain your organization's participation in Coordinated Entry and the steps taken to support the Coordinated Entry process in the region.

In May 2019 CISS began meeting with local government officials and stakeholders in Central Iowa to begin exploring the benefits of participating in Coordinated Entry across the state. The need was highlighted by the number of people being served at CISS in Emergency Shelter where prevention and diversion of homelessness was still a real possibility with additional educational opportunities with community leaders from the region. Based on the research, CISS begin the process of launching a new Client Advocacy program in June of 2019 with the intent of diverting/preventing homelessness, helping people rapidly resolve in the first 14 days, processing intakes on day one and increase exits to positive housing. CISS already partners with community members throughout central Iowa to support individuals experiencing homeless and coordinated entry is a natural next step for our mission with the two highest volume of calls coming from Jasper and Warren Counties.

2. Since January 2018, have representatives of your organization attended at least three bimonthly meetings of the Iowa Council on Homelessness? Note that anyone can participate in Council meetings even if not a voting member. Posted meeting minutes must be available to verify attendance.

Melissa O'Neil, November 2018
Kendrew Panyaanouvong, January 2019
Melissa O'Neil, April 2019
Melissa O'Neil, July 2019

3. a. Describe professional development opportunities (conferences, meeting, trainings, webinars, etc.) related to Homelessness in which representatives of your organization have participated within the last 12 months.

Victim of Crime Assistants Training: Janiece Alford, Chief Operating Officer, Dee Henriguez, Lead Client Advocate, Elizabeth Boyer, Shelter Assistant Manager May of 2019

Iowa/Nebraska Peer to Peer Conference; Rick Boatright, Peer Support Specialist, Phillip Little, Case Manager, Mika Oliver, Case Manager, Rosa Cisnero, Case Manager June 2019

Soar Training: Rick Boatright, Rosa Cisnero, Mika Oliver, Alejandro Marentes-Gonzalez, Dee Henriguez, Elizabeth Boyer, Jan Zeleke, Janiece Alford, Candace McGee-Madlock, Veterans Case Manager. Ongoing training starting in May 2019

3. b. From the activities mentioned above, list the top three (3) most useful experiences and describe how your organization implemented information gained from them?

The three most useful experiences includes collaboration with other agencies and the need to lean on one another during critical moments of services for victims of crime. The need to learn about other programs in the community to support people we are serving. By specifically meeting them where they are at in the process of change. Lastly through Iowa Council on Sexual Assault (Victim Advocacy), the technical assistance to launching the new client advocacy program at Central Iowa Shelter and Services.

PROJECT MANAGEMENT/DESIGN

4. Describe the agency's experience in effectively addressing homelessness, including permanent supportive housing and/or supportive services or prevention services for those experiencing or at risk of homelessness.

Central Iowa Shelter and Services (CISS) is the largest homeless shelter in the state of Iowa. We have 32 full time employees, and provide 150 emergency beds and three hot meals each day those in need in our community. In addition to the shelter and related services, CISS also provides homelessness prevention efforts by supporting low-income families and individuals with 117,000 meals each year, with some of this food coming from our very own Mulberry Farms & Food, located in the backyard of the shelter. Our farm provides job training opportunities for over 80 individuals staying at the shelter and enrolled in Project Iowa's job training program. Finally, CISS also provides stable low-income housing to the community through 38 Section 8 voucher apartments, 14 Safe Haven apartments, 5 contract residential apartments for veterans and Rapid Re-housing programs. Homeless individuals come to CISS from over 90 Iowa counties, and all programs and services are provided in Polk County.

<p>5. To what extent has your agency taken steps locally to educate communities on the issues of homelessness: (e.g. decriminalization of homelessness engaging local policymakers, law enforcement, or business leaders; implementing community plan)?</p>	<p>Chief Executive Officer, Melissa O'Neil, routinely meets with local government officials, non-profits, churches and interested private sector parties to break don the myths of homelessness and address community concerns.</p> <p>City of Norwalk, February 2018, October 2018, February 2019, March 2019, Melissa O'Neil</p> <p>City of Oskaloosa, February 2018, March 2017, November 2018, Melissa O'Neil</p> <p>Quarterly Municipal Advisory Council (MAC) Meetings, Every month starting in 2016, Adel, Carlisle, Clive, Des Moines, Grimes, Mitchellville, Norwalk, Perry, Polk City, Urbandale, West Des Moines, and Van Meter, Melissa O'Neil, Shelley Watkins</p> <p>Union County Development Leadership Development, February 2018, February 2019, Melissa O'Neil</p> <p>Warren County Supervisors, April 2017, Melissa O'Neil</p> <p>Heal House of Indianola, St. Thomas Acquitas Church Indianola, Quarterly Meetings, Melissa O'Neil</p> <p>Newton Correctional Facility, As needed to support individuals being released into CISS, Dee Hneriquez</p>
<p>6. Describe the agency's experience in utilizing non-HUD funds to address homelessness from sources including federal, state, local governments and private funds such as United Way, community foundation and individual donors.</p>	<p>CISS operates a \$4 million annual budget with 44% of the revenue coming from non-government agencies including United Way, the Community Foundation of Des Moines, Nationwide, Mid-American, Kum & Go, Sammons Financial Group, Bankers Trust, Delta Dental, Luthern Church of Hope, Plymouth Congreagational Church and several individual donors. With 56% of our budget being Government funds, the funds are diversified to include non-HUD funds. Including the Veterans Administration, Child Adult Care Food Program, Department of Human Services, and unrestricted funds from local municipalities and county governments.</p>
<p>7. Describe your agency's basic organization and management structure as it relates to this proposed project. Include relationship of any sub-contractors:</p>	<p>Central Iowa Shelter and Services is a 501(c)3 Non-profit governed by a 15 member Board of Directors. The governance is divided into four core areas - Programs, Operations, Development/Outreach and executive Committee. The board has fiduciary responsibility and direct oversight of Melissa O'Neil, Chief Executive Officer (CEO). For this program the Program and Operations Committee of the board will review and approve the policies brought forward by the CEO and the Chief Operating Officer (COO), Janiece Alford. The Managerial team will include five team lead client advocates, with one person specifically assigned to supporting the coordinated intake process.</p>
<p>8. a) Does your agency undergo annual audits by a CPA?</p>	<p>Yes</p>
<p>8. b) Attach letter from your most recent audit.</p>	<p>https://s3.amazonaws.com/files.formstack.com/uploads/3508381/79526876/525921654/79526876_audited_financial_statements_6-30-17.pdf</p>

9. Briefly describe your agency's financial staffing and capacity:

The finance department is headed by Katherine Bennett a 14 year veteran of CISS with over 33 years of experience in the accounting and financial management. Katherine is responsible for the timely preparation and recording of financial transactions. Accurate records are recorded over accounts receivable and payable to abide for proper internal controls. In January of 2019, CISS hired a grant accountant to provide additional capacity and support within the department. The grant accountant's role is to ensure the internal controls and compliance for each federal, state and local government grant are adhered to. Reports are provided to the CISS CEO and Board of Directors each month and an annual audit is conducted by a third party.

10. Explain the current homelessness need that this project proposes to address and why and how this particular project is likely to reduce or eliminate this need. Cite available data relevant to the communities to be served and to the identified need. Describe any resources currently addressing this need. How would this project be truly "new" in terms of the services provided and the population to be served?

This new project works to address a growing need to support the Balance of State with coordinated intakes from Warren and Jasper counties. With a growing number of individuals coming to Central Iowa Shelter and Services from those two counties, CISS wants to work more closely to divert people from the emergency shelter in Polk County and house people in a more appropriate setting. In calendar year 2018, CISS served 26 people from Warren county and 24 people from Jasper County.

Recent data from the 2019 Point in Time count, www.icalliances.org/pit2019, highlights this need with a combined 180 people being served annually from these two counties and a total of 44 people during the 2019 Point in Time count.

The partnership with United Way of Central Iowa, the City of Norwalk and Heal House of Indianola in Warren County will provide a stronger collaboration to ensure individuals are being served and supported. The City of Norwalk provides, Norwalk Methodist Church to support, and United Way of Central Iowa have worked with CISS in the past and we see their commitments to ending homelessness increasing in FY20. The Heal House of Indianola provides shelter and immediate support to individuals and families requesting services. Where CISS would come along side other local non-profits to ensure coordinated entry is completed in a timely manner and resources for more permanent housing is provided.

Outside of Polk County, Jasper County has consistently brought people to emergency shelter from the Newton Correctional Facility and local law enforcement. Coordinated Entry in Jasper County will support people re-entering our community from the correctional facility through rapid re-housing and to help divert/prevent homelessness in Jasper County. Growing the partnership with Neighbors helping neighbors while Capstone Behavioral Healthcare has offered office space at their peer drop in center to support homelessness in the community as the need continues to grow.

11. Briefly describe how clients will be assisted with obtaining and remaining in permanent housing: The new Pathway to Permanent Housing and Self-Sufficiency Program will provide each person served with a Client Advocate. The Advocate will be committed to the success of the person to whom they are assigned, helping them navigate each step on the path toward self-sufficiency. Each Client Advocate will spend a minimum of three hours each week meeting one-to-one with each client on their caseload. This will allow the Advocate to get to know the person, understand their needs, and connect them to the best onsite and referral resources to support them. Clients will also be supported in applying for qualifying government benefits, applying for permanent housing, and connecting people with community resources. This program also includes a after-care component, where Advocates connect with their clients weekly for their first month and then monthly after that for six months to help them with any issues that may put their housing or income at risk.

12. List the Iowa counties intended to be served thru this project application: Warren County and Jasper County

13. Transportation assistance will be provided to clients to attend mainstream benefit appointments, employment training, or jobs. True

14. Project participants will have access to SSI/SSDI technical assistance provided by the applicant, a sub-recipient, or partner agency. True

15. At least semi-annual follow-ups will be conducted with participants after project exit to ensure and verify that mainstream benefits are received and renewed (and for RRH projects, to ensure and verify that housing stability is maintained). True

HOUSING FIRST

16. a) Failure to participate in supportive services and/or failure to make progress on a service plan: No

16. b) Loss of income or failure to improve income: No

16. c) Active substance abuse: No

16. d) Any other activity not covered in a lease agreement typically found in the project's geographic area: No

16. e) Ensure that every effort is made to help participants transition to other housing options when continuation in this project is jeopardized or about to expire? Yes

BUDGET

17. Rental Assistance - CoC Request	56250
17. Rental Assistance - Match	3000
17. Rental Assistance - Total	59250
17. Leasing - CoC Request	0
17. Leasing - Total	0
17. Supporting Services - CoC Request	2000
17. Supporting Services - Match	2000
17. Supportive Services - Total	4000
17. Operating Costs - CoC Request	65000
17. Operating Costs - Match	24500
17. Operating Costs - Total	89500
17. HMIS - CoC Request	0
17. HMIS - Match	0
17. HMIS - Total	0
17. Subtotal - CoC Request	123250
17. Subtotal - Match	29500
17. Subtotal - Total	152750
17. Administration - CoC Request	6500
17. Administration - Match	5000
17. Administration - Total	11500
17. Grand Total - CoC Request	129750

17. Grand Total - Match 34500

17. Grand Total - Budget 164250

Match Check (25% or Higher) 26.59

Admin Check (7% or Less) 7.00

Total Request Check (Must =0) 0.00

BONUS: UNDER-SERVED COUNTIES

18. a) Will this project serve any of the under-served counties reported above? Yes

18. b) Which of the under-served counties will be served and how (i.e. on site staff, outreach, etc.)? Warren
