**2018 Iowa Balance of State Continuum of Care (CoC)**

**Final Coordinated Entry Project Application: Due Friday June 15, 2018**

**Instructions:**

* **Up to $400,000 may be available for CE in the 2018 CoC competition, for a project anticipated to renew or begin in late 2019.**
* **This application may be used for either a renewal of the existing CE project from HACAP or for a new CE project application from a different agency.**
* **Note that the questions below will be used by the CoC in scoring and selecting a project. If selected, the project will also be required to complete HUD’s online Esnaps application and separate questions.**
* **The Iowa Council on Homelessness makes all decisions regarding selection and ranking of projects to submit to HUD.**
* **Submit by email to** **amber.lewis@iowa.gov** **by the deadline of Friday, June 15, 2018. Submit as one PDF document that includes any attachments.**

*Points possible: 100*

*Please be concise. Narrative responses should generally be limited to 1,000 characters or less.*

**Name of Agency:**

**Name of Project:**

**Primary Application Contact Name, Email, Phone:**

**Secondary Application Contact Name, Email, Phone:**

**PROJECT SUMMARY (10 points)**

1. **Provide a brief introduction to your agency.** *(Not scored, but will help orient reviewers to your agency.)*
2. **Summarize the scope of the project.** *(Not scored, but will help orient reviewers to your project.)*
3. **RENEWAL APPLICANT ONLY: Briefly describe the goals and plan of the original Coordinated Entry application. Then describe successes and challenges so far, any changes from the original goals and plan, and the reasons for any changes. Consider: assessment, navigation and access to the system, call center vs. physical intake sites, regional organization, diversion, and any other relevant topics.** *(10 points for renewal; new applicant automatically awarded 5 points)*

**PROJECT DETAIL (40 points)**

**For each of the following questions, describe how the current or proposed project will support each item to the extent possible. New proposed projects may focus more on future specific plans with timelines, and include past achievements when possible or relevant. A renewal project should describe both past achievements and future specific plans with timelines. A renewal project should also address additional items as specified.**

1. **Support for the work of the Coordinated Entry Committee. *Renewal:* Also include number of meetings attended in the past 12 months, who attended, and level of involvement in meetings.** *(5 points)*
2. **Furthering goals of individual Coordinated Services Regions, including in implementing referral protocols that utilize CoC-funded and other service providers, providing 24-hour access to rapid emergency services to the extent possible, and assisting in coordination between regions. *Renewal:* Also include number of meetings attended in the past 12 months, who attended and in which regions, and level of involvement in regional work.** *(5 points)*
3. **Support for the Balance of Counties Region, and any other steps to develop full coverage of the 96 counties of the Balance of State. *Renewal:* Also include number of meetings held in the past 12 months, number of people in attendance, level of outreach completed, and number of meetings held with agencies not previously engaged in Coordinated Entry.** *(5 points)*
4. **Increased access to housing across the Balance of State, especially through a low-barrier and housing-first orientation. Provide a timeline and specific steps.** *(5 points)*
5. **Outreach and marketing of the Coordinated Entry system throughout the Balance of State, especially through a person-centered, culturally-competent approach that respects client choice. Provide a timeline and specific steps for moving forward.** *(5 points)*
6. **Providing trainings related to Coordinated Entry. Provide a timeline and training plan for moving forward. *Renewal:* Also identify subjects and number of trainings hosted or coordinated in the past 12 months, format of trainings (phone, webinar, in-person), level of involvement with trainings, and number in attendance.** *(5 points)*
7. **Data collection and quality, including ensuring proper consent and use of client information, and connection to the HMIS system to improve access for all consumers. *Renewal:* Also highlight any relevant data collected in the past 12 months.** *(5 points)*
8. **Evaluation of the CE system and/or Coordinated Services Regions system, including any evaluation tools to ensure quality. *Renewal:* Also describe any evaluations or evaluation tools used in the past 12 months.** *(5 points)*

**IOWA COUNCIL ON HOMELESSNESS PARTICIPATION (5 points)**

1. **In the past 12 months, have representatives of your project attended at least three bimonthly meetings of the Iowa Council on Homelessness? Note that anyone may participate in Council meetings even if not a voting member.** *(1 point for each meeting attended, up to 3 points)*
2. **Did any project staff attend either the 2017 HUD Peer-to-Peer Symposium OR comparable training conference (list which one)?** *(2 points for attending)*

**CAPACITY (20 points)**

1. **Describe the basic organizational structure of the agency and its financial capacity. Include evidence of an adequate financial accounting system, any experience in effectively managing federal funds, and capacity to leverage local resources in support of this project.** *(5 points)*
2. **Identify the project’s lead staff member and supporting staff members, and the responsibilities and qualifications of each. Indicate the approximate percentage of time that each staff member spends/will spend on this project.** *(5 points)*
3. **If subcontracts or subawards with partner agencies are/will be used to carry out the project, describe the roles of each agency and the funding that is/will be allocated to each agency. Are there written agreements in place that describe the responsibilities of each partner agency? If yes, include a copy of each with the application.** *(10 points)*

**BUDGET & JUSTIFICATION (25 points)**

1. **RENEWAL APPLICANT ONLY: Provide a copy of the original CE application budget. Explain funds spent to date in each budget category, and any changes from the original budget.** *(10 points for renewal; new applicant automatically awarded 5 points)*
2. **Provide a copy of the proposed project budget and total funding request, either below or as a separate attachment. Include a budget narrative that clearly explains each item.** *(10 points)*
3. **Describe the rationale for funding of a dedicated CE project continuing/beginning in late 2019: What will this project offer that will not be feasible for Coordinated Services Regions or the Iowa Council on Homelessness to do on its own at that time?** *(5 points)*