

Form Name: IA-BOS CoC Renewal Application  
Submission Time: June 7, 2019 8:59 am  
Browser: Chrome 75.0.3770.80 / Windows 7  
IP Address: 63.152.47.203  
Unique ID: 510753746  
Location: 41.910598754883, -91.714202880859

## 2019 Iowa Balance of State (IA-501) Continuum of Care (CoC) Grantee Renewal Application

---

### APPLICANT NAME AND INFORMATION

---

**Organization Name:** Community Housing Initiatives

---

**Renewal Project Name:** Permanent Housing

---

**Project Name(s) as appearing in HMIS/DVIMS:** Permanent Housing

---

**Grant Identifier:** IA0020L7D011811

---

**Project Type:** Permanent Supportive Housing (PSH)

---

**Projected number of clients to be served in renewal grant period:** 15

---

**Anticipated Renewal Amount:** 114714.00

---

**Verify current registration in federal System for Award Management:** Yes

---

**DUNS #:** 828586086

---

**Counties Served by Project:** Black Hawk

---

**Address of Administrative Office:** 14 W. 21st Street, Suite 3  
Spencer, IA 51301

---

**Primary Contact Name:** Marilieggh Fisher

---

**Primary Contact Phone:** (319) 235-3000

---

**Primary Contact Email:** mariliegghf@chihousing.com

---

**Secondary Contact Name:** Doug LaBounty

---

**Secondary Contact Phone:** (515) 262-5965

---

**Secondary Contact Email:** dougl@chihousing.com

---

### THRESHOLD ASSURANCES

---

**Having too little or no income:** NOT a Barrier

---

<b>Having a criminal record with exceptions for state, and/or federal restrictions:</b>	NOT a Barrier
<b>Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement):</b>	NOT a Barrier
<b>Having (or not having) a previous address within Iowa:</b>	NOT a Barrier
<b>Failure to comply with HUD's 2016 Gender Identity Rule: (<a href="https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/">https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/</a>)</b>	NOT a Barrier
<b>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.</b>	NOT a Barrier
<b>Attach project Policies &amp; Procedures to verify barrier statuses selected above:</b>	<a href="https://s3.amazonaws.com/files.formstack.com/uploads/3367170/74759947/510753746/74759947_ph_policy_manual.docx">https://s3.amazonaws.com/files.formstack.com/uploads/3367170/74759947/510753746/74759947_ph_policy_manual.docx</a>

## CONTINUUM OF CARE PARTICIPATION

<b>1. a. What percentage of your clients served do you feel were referred through coordinated entry? Explain your response.</b>	<p>For the last completed APR submitted to HUD which was May 1, 2017 through April 30, 2018, none of the participants were referred through coordinated entry as it was not up and running in our county until January 1, 2019.</p> <p>Since January 1, 2019, when Coordinated Entry was up and running in the Black Hawk/Grundy/Tama region, five (5) individuals or 100% entering the program have been taken off the prioritization list.</p> <p>On January 1, 2019, there were eight individuals already in the program. Of those eight participants, seven (7) completed a VI-SPDAT and were chosen based on their score. The eighth participant was on the program before the use of the VI-SPDAT. (The VI-SPDAT is the assessment tool that was approved for coordinated entry.)</p>
---	---

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

CHI is the lead agency for Black Hawk/Grundy/Tama region. The CE committee has been meeting since July 2017. CHI has organized the meetings, met with community agencies regarding CE, participated in the Point in Time count for Tama County (February 6, 2019). CHI submitted the CE grant proposal in both 2018 and 2019 which both were approved. In January 2019, the CE process for Black Hawk/Grundy/Tama region went live. The first pull meeting was held on Jan. 8, 2019 at 1 p.m. The meetings are held every Tuesday at 1 p.m. by phone. CHI leads the pull meetings and distributes the prioritization list to all those attending the meeting. CHI also serves as an access site for CE. CHI continues to promote CE and is continuing to schedule meetings with community agencies. Currently, on June 10, 2019, CHI is scheduled to meet with a representative from the Sac and Fox Tribes in Tama and a representative from County Social Services office for Grundy and Tama Counties.

---

**2. Since January 2018, have representatives of your project 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.**

Yes - Marliegh Fisher who is the Housing Director of the Permanent Supportive Housing program has attended 8 out of the 9 meetings of the Iowa Council on Homelessness since January 2018. The dates she attended were: January 1, 2018; March 20, 2018; May 18, 2018; July 20, 2018; September 21, 2018; January 18, 2019; April 4, 2019 and May 17, 2019.

---

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

All of the trainings attended pertain to working with homeless individuals. During the last 12 months, Marliegh Fisher has attended the following trainings:

- Peer to Peer - Des Moines - 6/13/18 and 6/14/18
- Trauma Informed Care - Sioux City - 8/17/18
- Equal Access/Cultural Competency Training - Des Moines - 8/21/18
- Trauma Informed Care - Des Moines, 8/21/18
- IFA Housing Conference - Des Moines - 9/4/18, 9/5/18 and 9/6/18
- VI-SPDAT Training - Waterloo, IA - 12/17/18
- PIT - Basic Overview Training - Webinar
- HMIS Training for Access points - Webinar - Jan. 8, 2019
- HUD - Skype - April 11, 18, 25, and May 10, 2019
- Grantee Training - Cedar Rapids, IA - 4/24/19
- Peer to Peer - Lincoln, NE - 6/5/19 & 6/6/19

Donna Everding, SOAR Representative has attended the following trainings:

- SOAR - Monthly phone meetings
  - VI-SPDAT - Waterloo, IA, Dec. 17, 2018
-

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

The top 3 were the HUD skype meetings, the training for access points and the VI-SPDAT training. The HUD meetings were an overview of the program regulations, what they look for when they monitor a project, and what needs to be in your case files. Because of the meetings, we are checking to make sure that everything is included in the case files and policies and procedures manual that they will look for in a monitoring visit.

The VI-SPDAT training taught us how to deliver the VI-SPDAT to homeless individuals. It also gave those attending the training an opportunity to ask questions about different scenarios that might happen and how to use the VI-SPDAT in each case. This allowed us to all be trained the same way.

HMIS access training went through the process of adding people to the CE prioritization list. The handout information we were given on this is referred to quite often when adding someone to the prioritization list.

---

**4. a. In the past year, describe your agency's activities/engagement/involvement with one or more local Public Housing Authorities (PHAs) about implementing a homeless admission preference in their written policies for the Housing Choice Voucher (Section 8) or Public Housing programs:**

The Waterloo Housing Authority attends the meetings of the Local Homeless Coordinated Board and keeps the agencies in attendance updated on what they are working on. Marilieggh Fisher met with the Director of the Housing Authority on May 1, 2019 and discussed the waiting list and the possible suggestions to move the waiting list faster. The Housing Authority is currently working on a RFP for 21 vouchers for housing for the homeless. She was not sure when the RFP would be ready to go out. This would be to provide housing and services for homeless individuals. Marilieggh also attended the Peer to Peer Symposium in Lincoln, NE and attended the session on working with your local housing authority. The information gained from this will lead the next conversation on what their mandatory policies and discretionary policies are and what perhaps could be changed.

---

**4. a. Please attach documentation to verify, such as an email chain or meeting notes.**

[https://s3.amazonaws.com/files.formstack.com/uploads/3367170/74770101/510753746/74770101\\_meeting\\_notes\\_with\\_wha.docx](https://s3.amazonaws.com/files.formstack.com/uploads/3367170/74770101/510753746/74770101_meeting_notes_with_wha.docx)

---

**4. b. In the past year, describe your agency's activities/engagement/involvement with local affordable housing providers (e.g. multifamily assisted housing owners, PHAs, Low Income Housing Tax Credit developments, or local low-income housing programs) about implementing a Move On strategy (Informational resource: <https://www.csh.org/wp-content/uploads/2016/07/Moving-On-Chapter-6-Final.pdf>):**

CHI is proud to offer approximately 1,500 homes to people and families across Iowa through rental housing we have developed. Every apartment community we have developed is unique, and all of them respond to different needs that exist in the communities they serve. Most of CHI's apartments were developed under the rules of two federal housing programs, the Low Income Housing Tax Credit (LIHTC) program and the HOME program; generally, our rental procedures and policies follow the rules of those funding sources. To qualify and rent one of the apartments developed this way, a household's income must fall in a certain range. People who qualify pay a "below market" rent that is more affordable for their household income. CHI is a significant provider of housing to elderly and disabled people across Iowa and we provide a range of supportive services in our apartment communities to ensure our residents' needs are met.

**5. In the past year, 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)?**

During the past year, the Housing Director has met with community agencies to discuss homelessness. The following are some of the agencies that she met with during the past year:

- Troy Belmer from Advanced Systems - 7/10/18
- Cedar Falls Fraternal Order of Eagles Auxiliary - 7/26/18
- Tom Eachus - Black Hawk Grundy Mental Health - 8/6/18
- Chris Kemp - People's Community Health Clinic - 8/9/18
- Black Hawk County Local Homeless Coordinating Board - 8/27/18, 10/29/18, 12/17/18, 2/25/19 and 4/30/19 (This meeting is to discuss the homeless issues in the community. There is an average of 22 agencies that attend.)
- Shirley Greer - East Side Ministerial Association - 11/8/18 and 11/29/18
- City of Cedar Falls Focus Group - 12/3/18 - This was a focus group comprised of area agencies.
- Sheila Baird - C.V. United Way - 2/1/19
- Day on the Hill - 4/4/19
- Senator Jim Carlin (Woodbury County, Dist. 3)
- Senator Bill Dotzler (Black Hawk County, Dist. 31)
- Rep. Molly Erin Donahue (Linn County, Dist.

**6. In the past year, to what extent has your agency taken steps locally to prevent the discharge of persons from local systems of care (foster care, health care, mental health care, correctional facilities) into homelessness?**

The conversation CHI has had has been when the hospital social worker calls with a referral for the program. WE then explain to them that we can't accept them out of the hospital unless they were homeless before they went in.

**7. a. Did your agency participate in the street (unsheltered) count in counties served by your project and how?** Yes, CHI did participant in the unsheltered street count in the Black Hawk /Grundy/Tama region. CHI attended the meetings to organize the street count in Black Hawk County. CHI also coordinated the street count in Grundy County and assisted with the street count in Tama County. CHI was the lead who reported the counts in Grundy and Tama Counties. CHI did enter the PSH information into HMIS for the night.

**7. b. Did your agency submit the PIT/HIC information for your projects by the set submission deadline? If not, why?** Yes, CHI did submit the information by the deadline.

**8. List at least one representative of your project participate in the April 2019 Annual Meeting of Iowa Balance of State CoC Grantees. Describe any special participation your agency performed in regards to the meeting.** Mariliegh Fisher, Housing Director attended the annual meeting. She was an active participant who asked questions about the process.

## PROJECT MANAGEMENT

**9. a. Has this project completed it's first grant full grant cycle? (i.e. 1st year renewal with end date after application date?)** Yes

**9. b. Project grant year end-date completed:** Apr 30, 2018

**9. c. Grant amount:** 98646.00

**9. d. Total funds expended:** 98646.00

**9. e. Funds remaining (unexpended funds):** 0.00

**9. f. Unexpended funds % (unexpended funds/grant amount):** 0.00

**APR Sage Submission Requirement (days)** 90

**APR Deadline in SAGE:** Jul 29, 2018

**10. a. Date APR submitted to HUD in SAGE:** Jul 25, 2018

**10. b. Did your project meet the 90-day requirement?** Yes

<b>11. a. Has HUD monitored the project within the past two years?</b>	No
<b>12. a. Failure to participate in supportive services and/or failure to make progress on a service plan:</b>	No
<b>12. b. Loss of income or failure to improve income:</b>	No
<b>12. c. Active substance abuse:</b>	No
<b>12. d. Any other activity not covered in a lease agreement typically found in the project's geographic area:</b>	No
<b>12. 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?</b>	Yes
<b>12. f. Attach the project's written termination policy. The effective date must be evident on the policy.</b>	<a href="https://s3.amazonaws.com/files.formstack.com/uploads/3367170/74776944/510753746/74776944_termination_policy_ph.docx">https://s3.amazonaws.com/files.formstack.com/uploads/3367170/74776944/510753746/74776944_termination_policy_ph.docx</a>
<b>13. a. Transportation assistance is provided to clients to attend mainstream benefit appointments, employment training, or jobs.</b>	True
<b>13. b. At least semi-annual follow-ups are attempted with participants after project exit to ensure that mainstream benefits are received and renewed (and for RRH projects, to verify that housing stability is maintained) for a period of X years.</b>	True
<b>13. c. Annual interim reviews with current clients are being completed with 30 days of anniversary date to check on client well-being and update all relevant data including: income, disability status, health care, etc.</b>	True
<b>13. d. Project participants have access to SSI/SSDI technical assistance provided by the applicant, a sub-recipient, or partner agency.</b>	True

**14. Did the number of clients served by your project achieve or exceed your estimated levels of service when you last applied/renewed this grant? Explain, success/difficulties.**

When we last renewed the program, CHI estimated that 17 individuals would be served during the program year. We exceeded the projection by four (4). We served 21 individuals. CHI served more than anticipated due to turnover. The individuals served have had multiple issues and have been more transient. We had three individuals who left due to health issues and needed 24/7 care. The difficulties since January 2019 have been trying to locate the individuals who have been pulled from the prioritization list and documenting their disability. (Seventy (70) percent of the people on the prioritization list are reporting having a disability.)

---

## **PROJECT PERFORMANCE/EVALUATION**

**Attach "2019 BOS CoC Renewal Application Report" from HMIS/DVIMS**

[https://s3.amazonaws.com/files.formstack.com/uploads/3367170/74778606/510753746/74778606\\_2019\\_bos\\_coc\\_renewal\\_application\\_report\\_1.pdf](https://s3.amazonaws.com/files.formstack.com/uploads/3367170/74778606/510753746/74778606_2019_bos_coc_renewal_application_report_1.pdf)

**15. Does the agency maintain an average of 14 days or less between clients' project start and entry into HMIS?**

Unfortunately, one individual was not entered into HMIS in a timely manner and this affected the average days.

---

## **BONUS QUESTION**