

2018 Iowa Balance of State Continuum of Care (CoC)

5.04.2018 Amended Final Renewal Project Application: Deadline: Friday, May 25, 2018, 11:59 PM

Please be sure to submit the application and ALL attachments, including the Performance Report, as a **SINGLE PDF DOCUMENT.**

Instructions: Answer the questions below. Include a "Self-Score" as indicated.

APPLICANT NAME AND LOCATION

Organization Name:	Community Housing Initiatives		
Project Name:	Permanent Housing		
Type of Project (Permanent Supportive Housing, Rapid Rehousing, Transitional Housing)	Permanent Supportive Housing		
Project Name on the HIC:	Permanent Housing		
Anticipated Renewal Amount:	112,316		
Address:	915 W. 4th Street, Waterloo, IA 50702		
Contact Person (w/Email & Phone):	Marilyn Fisher, marilynf@chihousing.com; 319-235-3000, Ext. 100		
Secondary Contact (w/Email & Phone):	Doug LaBounty, dougl@chihousing.com; 515-262-5965		
Verify current registration in federal System for Award Management:	YES	DUNS #:	960248839

THRESHOLD ASSURANCES

Projects MUST meet ALL of these requirements to be eligible for renewal consideration.

Has the project removed the following barriers to accessing housing and services? Verify that each barrier described does NOT exist:

	NOT A BARRIER	Self-Score: Assurances met?	CoC-Score: Assurances met?	Threshold Notes
a. Having too little or no income:	NOT A BARRIER	YES		
b. Having a criminal record with exceptions for state-mandated restrictions:	NOT A BARRIER			
c. Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement):	NOT A BARRIER			
d. Having (or not having) a previous address within Iowa:	NOT A BARRIER			
e. 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			

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Note: This applies only to projects which were new in 2017 or projects that were new in 2016 AND have been operating for less than twelve months *due to HUD delays in issuing a contract* . If this is the case and you believe that your scores for the following questions may be negatively affected, please attach a concise explanation of the details, including the date your project started, why and how your scores are negatively impacted, and any steps taken to minimize any gaps in project services. Depending on this response and HUD's 2018 CoC Funding NOFA, rulings, and other communications, application reviewers MAY consider scoring adjustments. Questions to which this pertains: 8.a.,d. and e.; 9.c-e; 13.a.; 21.b-c; 21.a1-a2

CONTINUUM OF CARE PARTICIPATION (30 points, questions 1 -7)

- 1 Local Participation:** Since January 2017, have representatives of your project attended meetings as part of planning a Coordinated Entry/Coordinated Services Region that includes your service area OR attended meetings of your organized local planning group? Meeting minutes must be available to verify attendance. List meetings below. (2 points for each meeting attended, up to 10 points)

Representative (Name of Individual)	Region or Planning Group	Date Attended	Self-Score (up to 10)	CoC Score (up to 10)	Scoring Notes
Mariliegh Fisher	Special Needs Comm.	2/27/2017	10		
Mariliegh Fisher	Special Needs Comm.	4/5/2017			
Mariliegh Fisher	Special Needs Comm.	5/10/2017			
Mariliegh Fisher	BHC Homeless Board	2/27/2017			
Mariliegh Fisher	BHC Homeless Board	4/24/2017			

- 2 ICH Participation:** Since January 2017, 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. (1 point for each meeting attended, up to 3 points)

Representative (Name of Individual)	Date Attended	Three meetings attended? Circle or enter: YES	Self-Score (up to 3)	CoC Score (up to 3)	Scoring Notes
Mariliegh Fisher	5/18/2018		3		
Mariliegh Fisher	3/20/2018				
Mariliegh Fisher	1/19/2018				

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- 3 ICH Committee Participation: Since January 2017, have representatives of your project attended at least three meetings of one or more Iowa Council on Homelessness committees, including work groups? Note that anyone can participate in committee meetings even if not a Council member. Posted meeting minutes must verify attendance. (1 point for each meeting attended, up to 3 points)**

Representative (Name of Individual)	Committee	Date Attended	Self-Score (up to 3)	CoC Score (up to 3)	Scoring Notes
Mariliegh Fisher	Coordinated Entry	5/15/2018	3		
Mariliegh Fisher	Coordinated Entry	1/16/2018			
Mariliegh Fisher	Coordinated Entry	11/21/2017			

Other CoC Participation: Have representatives of your project participated in any of the activities described in questions 4-7? Participation records must verify attendance.

- 4 Professional Development and Networking: Did any project staff attend either the 2017 HUD Peer-to-Peer Symposium OR September 2017 HousingIowa Conference? (2 points for attending either)**

2017 HUD Peer-to-Peer Symposium OR September 2017 HousingIowa Conference	Name of attendee	Self-Score (up to 2)	CoC Score (up to 2)	Scoring Notes
2017 HUD Peer-to-Peer Symposium AND September 2017 HousingIowa Conference	Mariliegh Fisher	2		

- 5 Education: Since July 2017 have you engaged in educating one or more local officials about your project services and your area's homeless/housing needs? Please attach an email chain or similar documentation to verify. Note: sign-in sheet for March 20, 2018 Day on the Hill will be used as verification for that event. (2 points for participation in such a meeting)**

Participated in Day on Hill. Spoke with Rep. Jerry Kearns from Lee County. He is not from the area that we serve so there would be no paper or email trail. Tim Wilson was notified of my discussion with him.	Self-Score (0 or 2)	CoC Score (0 or 2)	Scoring Notes
	2		

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6 Point in Time Count: Did your agency participate in the street (unsheltered) count in counties served by your project? Count must be recorded with HUD . (3 points for 1 county; 5 points for multiple counties)

		Self-Score (0,3 or 5)	CoC Score (0,3 or 5)	Scoring Notes
Mariliegh Fisher	County/Countries: Black Hawk and Tama	5		

7 CoC Annual Meeting Participation: Did at least one representative of your project participate in the April 2018 Annual Meeting of Iowa Balance of State CoC Grantees? (5 points)

Representatives (Names of Individual)		Self-Score (up to 5)	CoC Score (up to 5)	Scoring Notes
Mariliegh Fisher		5		

PROJECT MANAGEMENT (14 points, questions 8-14)

8 Spending History: Refer to the most recently-completed operating year for which an APR has been submitted. (5 points if funds were fully expended [0% unexpended]; 4 points if up to 1% of funds are unexpended; 3 points if up to 2% of funds are unexpended; 2 points if up to 3% of funds are unexpended, 1 point if 4% of funds are unexpended and zero points if 5% or more of funds are unexpended)

		Self-Score (up to 5)	CoC Score (up to 5)	Scoring Notes
a. Project operating year end-date:	4/30/2017	5		
b. Grant amount:	\$ 101,483			
c. Total funds expended:	\$ 101,483			
d. Funds remaining (unexpended funds):	\$ -			
e. Unexpended funds percentage (unexpended funds/grant amount):	0%			

9 Annual Performance Report (APR): Refer to most recently-completed year for which an APR was submitted. (1 point if 90-day requirement met)

		Self-Score (0 or 1)	CoC Score (0 or 1)	Scoring Notes
a. Project operating year end-date:	4/30/2017	1		
b. Date APR submitted to HUD in SAGE:	7/1/2017			
d. Did your project meet the 90-day requirement? Circle or enter:	YES			
e. If an extension was granted by HUD or SAGE was unavailable, describe. Must have written documentation available upon request.	NA			

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10 HUD Grant Monitoring: (2 points)

a. Has HUD monitored the project within the past two years? (If no, STOP and award full 2 points.)	NO
b. Date of monitoring visit:	XX/XX/XXXX
c. How many findings of noncompliance were documented by HUD? (If greater than 3, stop and award NO points.)	
d. How many findings of noncompliance have NOT been resolved within the required time frame? (If greater than zero, award NO points. If 3 findings or fewer and all were resolved within the required time frame, award full 2 points.)	

Self-Score (up to 2)	CoC Score (up to 2)	Scoring Notes
2		

11 Administration Costs: (1 point if yes)

Will the amount requested for Administration Costs in the Esnaps project application be no more than 7% or the amount listed on the GIW?	YES
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Self-Score (0 or 1)	CoC Score (0 or 1)	Scoring Notes
1		

12 Timely Compliance: (1 point for each yes; up to 2 points)

Circle or enter:

a) In the most recently completed project year, did the agency draw down funds from HUD at least quarterly?	YES
Indicate date on which project contract was executed:	11/10/2017 Day Month Year
b) Does the agency maintain an average of 14 days or less between clients' project start and entry into HMIS?	YES

Self-Score (1 each)	CoC Score (1 each)	Scoring Notes
1		
1		

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13 Data Completeness: (points described below; up to 2 points)	Circle or enter:	Self-Score (up to 2)	CoC Score (up to 2)	Scoring Notes
Less than 2% missing (null) values in ServicePoint (HMIS or DVIMS) (2 Points) Between 2% and 5% missing (null) values in ServicePoint (HMIS or DVIMS) (1 Point) Higher than 5% missing (null) values in ServicePoint (HMIS or DVIMS) (0 Points)	Less than 2% missing (null) values	2		

14 Exit Destination Errors: (1 point if yes)	Circle or enter:	Self-Score (0 or 1)	CoC Score (0 or 1)	Scoring Notes
Is the total exit destination error less than 20%?	Yes	1		

PROJECT DESIGN (21 points, questions 15-19)

15 Project Type: (10 points)	Self-Score (0 or 10)	CoC Score (0 or 10)	Scoring Notes
Mark one: <input checked="" type="checkbox"/> -Permanent Supportive Housing (10 points) <input type="checkbox"/> -Rapid Rehousing (10 points) <input type="checkbox"/> -Transitional Housing exclusively for DV, youth, or substance abuse (10 points) <input type="checkbox"/> -Transitional Housing NOT exclusively for DV, youth, or substance abuse (no points)	10		

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16 Prioritization of literally homeless or fleeing domestic violence: Refer to the most recently-completed operating year for which an APR has been submitted. (5 points)

a. Total number of participants served by project: (ALL/Adults)	19/18
b. Number of adult participants or head of households (HoH) served that came from the street, other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence, including less than 90 days in institutions with literally homeless immediately prior:	17
c. Percentage of adult participants served or HoH who entered from the sources above (b)/(a). (5 points for 100%; 4 points for at least 95%; 3 points for at least 90%; 2 points for at least 85%; 1 point for at least 80%; no points for lower than 80%)	94%

Self-Score (up to 5)	CoC Score (up to 5)	Scoring Notes
3		

17 Housing First: Does the project ensure participants are NOT terminated from the project for the following reasons, as evidenced by a written termination policy attached to the application? (select all that apply) Effective date must be evident. (5 points; MUST attach written termination policy for points)

Failure to participate in supportive services and/or failure to make progress on a service plan: (1 point if yes AND matches attached termination policy)	YES
Loss of income or failure to improve income: (1 point if yes AND matches attached Termination Policy)	YES
Active substance abuse: (1 point if yes AND matches attached termination policy)	YES
Any other activity not covered in a lease agreement typically found in the project's geographic area: (1 point if yes AND matches attached termination policy)	YES
and 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? (1 point if yes)	YES

Self-Score (up to 5)	CoC Score (up to 5)	Scoring Notes
2		
3		

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18 Supportive Services: Check below for each statement that is true for this project. (1 point if yes to ALL and completing a. - d.; no points for incomplete response)

a. Transportation assistance is provided to clients to attend mainstream	YES
b. At least semi-annual follow-ups are conducted with participants after project exit to ensure verify that mainstream benefits are received and renewed (and for RRH projects, to ensure verify that housing stability is maintained).	YES
c. Project participants have access to SSI/SSDI technical assistance provided	YES

Self-Score (0 or 1)	CoC Score (0 or 1)	Scoring Notes
1		

PERFORMANCE (34 points, questions 19-20)

19 Successful Client Outcomes & Cost Per Exit: Refer to the most recently-completed operating year for which an APR has been submitted. (4 points for accurately completing all items below)

a. Project Type (PSH, RRH, TH)	PSH
b. Total CoC Project funds spent not including match:	\$ 101,483
c. Cost per permanent housing exit: (Explain your methodology below.)	\$ 5,638

Self-Score (up to 4)	CoC Score (up to 4)	Scoring Notes
4		

Briefly explain the formula used to arrive at the calculation reflected in 19.c.: Number of households served during the grant year divided by amount spent for the grant year. This equals the average dollar amount spent per household during the grant year. The cost per exit could not be determined based on the grant year. Some of those exiting have been in the program for 2 to 3 years. If it were just based on the yearly grant, the cost would be \$14,498 per person.

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20 Project Evaluation:

Evaluation Criteria	Benchmark/Standard	Number of Clients	Self-Score (0 or 5)	CoC Score (0 or 5)	Scoring Notes
a1. Number of participants proposed to be served in project 2017 application. (18.a in 2017 renewal application; 15.a in 2017 new project application);	N/A	17			
a2. Number of participants served in 2017 project year as of April 30, 2018.	100% of grant year completed as of April 30, 2018 based on start date of 05/01/2017	21	5		
If the number served is not on pace to achieve the benchmark set in the application, use this space to explain:					

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			(0 or 10)	(0 or 10)	Scoring Notes
b1. RRH or TH Only: Percentage of all adult participants who increased <u>total income</u> from entry to exit:	≥25% = 10 Points < 25% = 0 Points				
b2. PSH ONLY: Percentage of adults remaining (stayers) who increase <u>total income</u>	≥25% = 10 Points < 25% = 0 Points	29%	10		

			(0, 5 or 10)	(0, 5 or 10)	Scoring Notes
c1. RRH or TH Only: Percentage of exits to Permanent Housing:	≥80% = 10 Points 70 - 79% = 5 Points <70% 0 Points				
c2. PSH Only: Percentage of successful exits/retention:	≥85% = 10 Points 75 - 84% = 5 Points <75% = 0 Points	100%	10		

			Self-score (up to 5)	CoC Score (up to 5)	Scoring Notes
d1. RRH or TH Only: Percentage of adult participants who met HUD definition of chronically homeless (note: 5 points for youth-focused	≥10% = 5 Points 5 - 9% = 3 Points <5% = 0 Points				
d2. PSH Only: Percentage of adult participants who met HUD definition of chronically homeless (note: 5 points for youth-focused projects):	100% = 5 points 96-99% = 4 points 92-95% = 3 points 88-91% = 2 points 85-87% = 1 point <85% = 0 Points	67%	0		

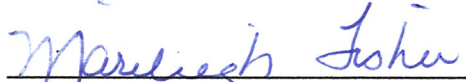
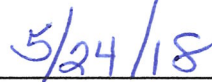
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BONUS (1 point)

Award 1 point if all questions have complete responses and all required attachments are included.

Self-Score (0 or 1)	CoC Score (0 or 1)	Scoring Notes
1		

Total (100 max)	Total (100 max)
93	

CERTIFICATION	
I certify that to the best of my knowledge and belief, the responses provided above in this application are true, accurate and complete. I further understand that false or incomplete information may result in this application being ineligible for funding.	
 _____ Primary Contact	 _____ Date

SUBMISSION CHECKLIST	
Be sure you have:	
* completed a response and self-score for each item appropriate to your project	
* <i>attached a response to Note (page 2) if it applies and negatively impacts scoring of 9.c-e; 13.a.; 20.b1.-eb2. or 20.c1-c2</i>	
* attached a copy of your project's 2018 CoC Project Renewal/Performance Report	
* <i>attached documentation in support of points claimed for #5</i>	
* provided the appropriate signature on the CERTIFICATION box above (You may insert a signature electronically or print the page, sign and send as a scanned attachment.)	
* submit the application and ALL attachments, including the Performance Report, as a SINGLE PDF DOCUMENT.	
Items in <i>italics</i> are optional.	

2018 CoC Project Renewal/Performance Report generated on: 5/23/18

Provider	Project Type
CHI - Permanent Housing (PSH)(632)	PH - Permanent Supportive Housing (disability required for entry) (HUD)

Number of NEW project entries	7
Intake: Ave Data Entry Delay (DAYS)	8
12b) Does the agency maintain an average of 14 days or less between clients' program start and entry into HMIS?	Yes

Completeness

13) What was your project's data completeness in ServicePoint?										Less than 2% missing (null) values									
Vet	Rela- tion- ship	DOB	Race	Gen- der	Ethn- icity	DI	Insur- ance	Loca- tion	Zip	Resid- ence Prior	LOS	Hmls start date	DV Surv- ivor	Edu	Emp	Any Income	Total Cash Income	Any Non- Cash	
OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

Exit Destination Errors	% Exits
No exit interview completed (HUD)	0%
Data not collected (HUD)	0%
Other (HUD)	0%
Client doesn't know (HUD)	0%
Client refused (HUD)	0%
14) Total exit destination errors	0%

16a) Total number of participants served (All / Adults).	19 / 18
16b) Number of adult participants or head of households (HoH) served that came from the street, other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence, including less than 90 days in institution with literally homeless immediately prior.	17
16c) Percentage of adult or head of household participants that entered from the sources above (b)/(a).	94%

Increased income: Adult Leavers (RRH & TH ONLY)

	Prior Year Counts	Current Year Counts	Difference
Number of adults who exited (system leavers)	7	6	-1
Number of adults who exited with increased total income	4	5	1
20b1) Percentage of adults who increased total income	57%	83%	

Increased income: Adult Stayers (PSH ONLY)

	Prior Year Counts	Current Year Counts	Difference
Number of adults (system stayers)	7	8	1
Number of adults who increased total income	2	6	4
20b2) Percentage of adults who increased total income	29%	75%	

Permanent Housing Placement/Retention: Metric 7

Metric 7b.2 - Change in exits to or retention of permanent housing (PH)

	Prior Year Counts	Current Year Counts	Difference
Persons in PH-H, PSH, and PH-S who exited	18	18	0
Remained in applicable PH projects and or exited to permanent housing destinations	18	18	0
20c2) Percentage successful exits / retention	100%	100%	
Number of adult participants who met the definition of chronically homeless (note: 2 points for youth-focused projects)		12	
20d1 & 20d2) Percentage of adult participants who met the definition of chronically homeless:		67%	

User Prompt Field	Value(s) Selected
Provider	CHI - Permanent Housing (PSH)(632)
Enter Prior Year Start Date	5/1/16
Report_StartDate	5/1/17
Report_EndDate + 1 DAY	5/1/18
EDA Provider	-Default Provider-
Enter effective date (should be the day the report was generated)	5/1/18
Report Version:	v04162018

Community Housing Initiatives Termination Policy

Termination from the Program:

Participants in the Permanent Housing program may be terminated from the program. Before a recommendation of termination is approved, we must first do all that we are capable of doing to resolve all situations. If for any reason the Permanent Housing program is not renewed, every effort will be made to help participants transition to other housing options if available.

Termination:

Program participants may be terminated from the program if:

- Household members have threatened property or staff.
- The client has stated in writing or verbally that they no longer want to be in the Permanent Housing Program.
- The client is incarcerated for more than 30 days.
- The client is hospitalized for either medical or psychiatric reasons for more than 90 days.
- The client is evicted from the apartment due to a violation of the tenant-landlord lease.
- The client provides incorrect information or neglects to provide required information.
- The client subleases the unit to other persons or moves another person in with them.
- The client is involved in illegal activity in the unit or activity that causes disturbance to neighbors and eviction from unit.
- The client moves to another HUD funded project, Section 8 housing or moves out of the unit without notice.
- The client does not comply with the financial portion of the rental assistance.

Program participants may not be exited from the program for:

- Failure to participate in supportive services and/or failure to make progress on their service plan.
- Loss of income or failure to improve income.
- Active substance abuse.
- Any other activity that is not covered in a lease agreement typically found in the our geographic area.

Termination Requirements:

If termination is necessary, principles of due process must be followed. At a minimum, this process must include:

- 1) Written notice to the participant containing a clear statement of the reason for the termination.
- 2) A review of the decision, during which the participant has the opportunity to present written or oral objections before someone other than the person(or subordinate of the person) who made or approved the termination decision; and
- 3) Prompt written notice of the final decision to the participant.

Revised May 1, 2016
Revised April 28, 2017
Revised August 25, 2017