

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:	City of Dubuque Housing & Community Development		
Project Name:	Phoenix Housing Special Needs Assistance		
Type of Project (Permanent Supportive Housing, Rapid Rehousing, Transitional Housing)	Permanent Supportive Housing		
Project Name on the HIC:	Phoenix Housing Special Needs Assistance		
Anticipated Renewal Amount:	\$82,411		
Address:	350 W 6th Street Ste 312, Dubuque, IA 52001		
Contact Person (w/Email & Phone):	Alvin Nash, Director Anash@cityofdubuque.org 563-589-4239		
Secondary Contact (w/Email & Phone):	Teresa Bassler, Assisted Housing Supervisor Tbassler@cityofdubuque.org 563-690-6096		
Verify current registration in federal System for Award Management:	Circle or Enter: Yes	DUNS #:	#093105302

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:

	Circle or Enter:	Self-Score:	CoC-Score:	Threshold Notes
		Assurances met?	Assurances met?	
a. Having too little or no income:	Not a barrier			
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
Amanda Hohmann	Eastern Iowa CSR Mtg	8/15/2017
Amanda Hohmann	Eastern Iowa CSR Mtg	9/21/2017
Amanda Hohmann	Eastern Iowa CSR Mtg	10/19/2017
Amanda Hohmann	Eastern Iowa CSR Mtg	11/16/2017
Amanda Hohmann	Eastern Iowa CSR Mtg	12/21/2017

Self-Score (up to 10)	COC Score (up to 10)	Scoring Notes
10		

- 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 entered: Circle or Yes.
Teresa Bassler	3/15/2017	
Teresa Bassler	5/19/2017	
Amanda Hohmann	11/17/2017	

Self-Score (up to 3)	COC Score (up to 3)	Scoring Notes
3		

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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
Amanda Hohmann	ICH Coordinated Entry Committee	8/15/2017	3		
Amanda Hohmann	ICH Coordinated Entry Committee	11/21/2017			
Amanda Hohmann	ICH Coordinated Entry Committee	12/19/2017			

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	Teresa Bassler	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)

Please make sure that the e-mail chain/documentation makes clear the nature of the meeting, date, name and title of official(s), location, and names of agency staff present. Amanda Hohmann spoke at the Crisis Intervention Team (CIT) Training in Dubuque Iowa on Tuesday, January 30, 2018. They presented information on issues faced by the homeless in the Dubuque Community, in particular those dealing with mental health and co-occurring issues. They also provided an overview of the	Self-Score (up to 5)	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
Ryan Feller, ECDC	County/Countries: Dubuque, Jackson, Delaware, Clinton	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)

		Self-Score (up to 5)	CoC Score (up to 5)	Scoring Notes
Representatives (Names of Individual)				
Ryan Feller		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:	6/30/2017			
b. Grant amount:	\$ 78,691			
c. Total funds expended:	\$ 71,118			
d. Funds remaining (unexpended funds):	\$ 7,573			
e. Unexpended funds percentage (unexpended funds/grant amount):	10%	0		City of Dubuque was notified mid June, 2016 that their Sponsor Agency was ceasing operation effective 7/1/2016. Replacement of a Sponsor Agency occurred on 10/1/2016. However, due

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:	6/30/2017			
b. Date APR submitted to HUD in SAGE:	9/27/2017			
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.		1		

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10 HUD Grant Monitoring: (2 points)		Self-Score (up to 2)	CoC Score (up to 2)	Scoring Notes
a. Has HUD monitored the project within the past two years? (If no, STOP and award full 2 points.)	Circle or enter: No	2		
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.)				

11 Administration Costs: (1 point if yes)		Self-Score (0 or 1)	CoC Score (0 or 1)	Scoring Notes
Will the amount requested for Administration Costs in the Esnaps project application be no more than 7% or the amount listed on the GIW?	Circle or enter: Yes	1		

12 Timely Compliance: (1 point for each yes; up to 2 points)		Self-Score (1 each)	CoC Score (1 each)	Scoring Notes
a) In the most recently completed project year, did the agency draw down funds from HUD at least quarterly?	Circle or enter: Yes	1		
Indicate date on which project contract was executed:	08/15/2016 Day Month Year			
b) Does the agency maintain an average of 14 days or less between clients' project start and entry into HMIS?	Circle or enter: No	0		

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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 in ServicePoint (HMIS or DVIMS)	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 type="checkbox"/> -Permanent Supportive Housing (10 points) <input checked="" 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)

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

a. Total number of participants served by project: (ALL/Adults)	24/16
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:	14
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%)	88%

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)

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

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)	Circle or enter: Yes
Loss of income or failure to improve income: (1 point if yes AND matches attached Termination Policy)	Circle or enter: Yes
Active substance abuse: (1 point if yes AND matches attached termination policy)	Circle or enter: 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)	Circle or enter: 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)	Circle or enter: Yes

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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)

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

a. Transportation assistance is provided to clients to attend mainstream benefit appointments, employment training, or jobs.	Circle or enter: 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).	Circle or enter: Yes
c. Project participants have access to SSI/SSDI technical assistance provided by the applicant, a sub-recipient, or partner agency.	Circle or enter: Yes

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)

		Self-Score (up to 4)	CoC Score (up to 4)	Scoring Notes
a. Project Type (PSH, RRH, TH)	PSH			
b. Total CoC Project funds spent not including match:	\$ 71,118			
c. Cost per permanent housing exit: (Explain your methodology below.)	\$ 4,445	4		

Briefly explain the formula used to arrive at the calculation reflected in 19.c.: Total CoC Project funds spent divided by the number of exits to permanent housing. (\$71,118/16=\$4,444.88)

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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	23			
a2. Number of participants served in 2017 project year as of April 30, 2018.	83% of grant year completed as of April 30, 2018 based on start date of 7/1/2017	24	5		

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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	20%

(0 or 10)	(0 or 10)	Scoring Notes
0		

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	92%

(0, 5 or 10)	(0, 5 or 10)	Scoring Notes
10		

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	81%

Self-score (up to 5)	CoC Score (up to 5)	Scoring Notes
0		

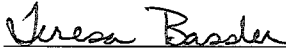
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BONUS (1 point)

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)
76	

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	_____ 5/24/2018 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: 4/20/18

Provider	Project Type
ECDC - Shelter Plus Care (Phoenix House) (PSH)(735)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Number of NEW project entries	1
Intake: Ave Data Entry Delay (DAYS)	23
12b) Does the agency maintain an average of 14 days or less between clients' program start and entry into HMIS?	No

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).	24 / 16
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.	14
16c) Percentage of adult or head of household participants that entered from the sources above (b)/(a).	88%

Increased income: Adult Leavers (RRH & TH ONLY)

	Prior Year Counts	Current Year Counts	Difference
Number of adults who exited (system leavers)	2	0	-2
Number of adults who exited with increased total income	1	0	-1
20b1) Percentage of adults who increased total income	50%	0%	

Increased income: Adult Stayers (PSH ONLY)

	Prior Year Counts	Current Year Counts	Difference
Number of adults (system stayers)	12	15	3
Number of adults who increased total income	3	3	0
20b2) Percentage of adults who increased total income	25%	20%	

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	29	24	-5
Remained in applicable PH projects and or exited to permanent housing destinations	24	22	-2
20c2) Percentage successful exits / retention	83%	92%	
20d1) Number of adult participants who met the definition of chronically homeless (note: 2 points for youth-focused projects)		13	
20d2) Percentage of adult participants who met the definition of chronically homeless:		81%	

User Prompt Field	Value(s) Selected
Provider	ECDC - Shelter Plus Care (Phoenix House) (PSH)(735)
Enter Prior Year Start Date	4/1/16
Report_StartDate	4/1/17
Report_EndDate + 1 DAY	4/1/18
EDA Provider	-Default Provider-
Enter effective date (should be the day the report was generated)	4/20/18
Report Version:	v04162018

Teresa Bassler

From: Duccini, Nathan <nathan.duccini@iowa.gov>
Sent: Friday, April 20, 2018 12:41 PM
To: Ryan Feller
Subject: Re: CIT

Amanda and Jim spoke at the Crisis Intervention Team (CIT) Training in Dubuque Iowa on Tuesday, January 30, 2018. They presented information on issues faced by the homeless in the Dubuque Community, in particular those dealing with mental health and co-occurring issues. They also provided an overview of the resources that are available to combat homelessness in the Dubuque community. Their presentation was given to 30 law enforcement personnel, 2 Fire and Rescue personnel and approximately 10 observers working in various roles in the mental health field.

Let me know if you have any additional questions.

On Fri, Apr 20, 2018 at 12:12 PM, Ryan Feller <rfeller@ecia.org> wrote:

Good Afternoon Nate,

I was wondering if you could send me documentation of the meeting that Amanda Hohmann and Jim Munson presented at, regarding homeless programs in Dubuque. If there are notes that would be best, but if a date is all you have that's fine too!

Thanks!

Ryan Feller

Ryan Feller, Community Services Advocate

East Central Intergovernmental Association (ECIA) | East Central Development Corporation (ECDC)

7600 Commerce Park | Dubuque IA 52002

563.690.5711 (direct) | 563.556.0348 (fax) | 563.556.4166 (main office) | 563.213.2929 (cell)



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Nathan Duccini
Community Treatment Coordinator
Department of Correctional Services
745 Main Street
Dubuque, IA 52001
563-585-5259 Office
563-557-8217 FAX

Section 15

TERMINATION OF HOUSING ASSISTANCE

A. Termination

All CoC SNAP Participants for whom Phoenix Housing intends to terminate assistance will be provided a written notification informing them of the reason for the proposed termination and the appeal procedures.

1. HUD regulations give Phoenix Housing the authority to terminate assistance to a participant who violates program requirements. Participants will receive and sign a written individual program sublease agreement and Exhibit A & B. All participants will sign a program occupancy agreement, which outlines non-compliance guidelines, which may lead to termination. Reasons for terminations will be clearly defined. Termination of assistance will occur after an in-depth review of the individual situation by East Central Development Corporation's (ECDC) Community Services Department with the approval of City of Dubuque Housing Department.
2. Caseworkers or any other personnel working in Phoenix Housing are required to refer participant complaints to ECDC Supervisor and City of Dubuque Housing Staff.
3. When termination occurs, Phoenix Housing under the operation of ECDC and City of Dubuque Housing Department must guarantee that a formal process is followed which recognizes the rights of the individuals receiving assistance.

This process must consist of:

- a. Written notice to the participant containing a clear statement of the reasons of termination;
 - b. A review of the decision, in which the participant is given the opportunity to present a written or oral objection before a person other than the person who made or approved the termination decision. When available, a Representative of the City of Dubuque Housing Commission will hear the participant's objection, thus making sure the grievance policy is upheld. If a Representative of the Housing Commission is not available to hear an objection, accommodations will be made.
 - c. Prompt written notice of the final decision
4. A participant's whose assistance was previously terminated, will be given the opportunity to reapply six months following termination, staff will make decision to reinstate. If the former participant's current situation meets program's eligibility, the participant will be placed on the region's priority list as a new applicant.
 5. Any questions regarding the grievance/termination policy, as it relates to Phoenix Housing, will be heard by ECDC's Community Services Department.

