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:	Hawkeye Area Community Action Program, Inc.
Project Name:	Eastern Iowa Rapid Rehousing II
Type of Project (Permanent Supportive Housing, Rapid Rehousing, Transitional Housing)	Rapid Rehousing
Project Name on the HIC:	Eastern Iowa Rapid Rehousing 2
Anticipated Renewal Amount:	$54,094
Address:	1515 Hawkeye Drive, Hiawatha, IA 52233
Contact Person (w/Email & Phone):	Heather Harney, hharney@hacap.org, 319-393-7811 ext 1056
Secondary Contact (w/Email & Phone):	Jordan Dumolien, hharney@hacap.org, 319-393-7811 ext 1029

Verify current registration in federal System for Award Management:	Circle or Enter: Yes	DUNS #:	39311399

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:

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

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

HACAP's Eastern Iowa Rapid Rehousing II program received its first contract for the program on 1/1/18. The project has not completed an entire program year at this point. Outcomes that are entered into this application are from the current year (1/1/18 to today). Staff ran the report for the current year so the review committee could have some data to review. Without having enough time in the year to have clients exit the program due to circumstances other than disappearance the data at this point does not reflect the program as a whole.

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
Tina DuBois	Johnson LHCB	2/8/2017			
Tina DuBois	Johnson LHCB	3/8/2017			
Tina DuBois	Johnson LHCB	5/10/2017			
Tina DuBois	Johnson LHCB	6/14/2017			
Heather Harney	Johnson LHCB	5/9/2018	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 attended? Circle or enter:	Self-Score (up to 3)	CoC Score (up to 3)	Scoring Notes
Heather Harney	5/18/2018				
Heather Harney	3/20/2018	yes			
Heather Harney	1/19/2018		3		

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
David Hagen	Research and Analysis	4/27/2018			
Heather Harney	Policy and Planning	5/21/2018			
Heather Harney	Coordinated Entry	1/16/2018	3		

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	Heather Harney, Jordan Dumolien	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. **Homeless Day on the Hill: Heather Harney, Jordan Dumolien, Mitch Finn**	Self-Score (0 or 2)	CoC Score (0 or 2)	Scoring Notes
	2		

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
	County/Counties: Johnson	3		

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
Heather Harney, Jordan Dumolien	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:	12/31/2018			
b. Grant amount:	$ 47,938			
c. Total funds expended:	Not Applicable			
d. Funds remaining (unexpended funds):	$ -			Project has not had a completed program year
e. Unexpended funds percentage (unexpended funds/grant amount):	0%	5		

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:	12/31/2018			
b. Date APR submitted to HUD in SAGE:	N/A			
d. Did your project meet the 90-day requirement? **Circle or enter:**	N/A			
e. If an extension was granted by HUD or SAGE was unavailable, describe. Must have written documentation available upon request.			1	The project has not completed a full program year.

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			
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.)		2		

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:** No	1		

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

	Circle or enter:	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?	Yes	1		
Indicate date on which project contract was executed:	1/1/2018 Day Month Year			
b) Does the agency maintain an average of 14 days or less between clients' project start and entry into HMIS?	Yes	1		

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	Less than 2%	2		

14	Exit Destination Errors: (1 point if yes)	Circle or enter:	Self-Score	CoC Score	Scoring Notes
	Is the total exit destination error less than 20%?	No		0	To date the only individuals exited the program are ones that have disappeared after program entry (2). No other exits have occurred

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: ☐-Permanent Supportive Housing (10 points) **X-Rapid Rehousing (10 points)** ☐-Transitional Housing exclusively for DV, youth, or substance abuse (10 points) ☐ -Transitional Housing NOT exclusively for DV, youth, or substance abuse (no points)		10		

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
a. Total number of participants served by project: (ALL/Adults)	13 and 5			
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:	5			
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%)	100%	5.00		

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
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	5		

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
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	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)

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

This is the first operational year for the program. Contract was recevied on 1/1/18. A completed program year has not occurred. The only exits to date are 2 individuals who disapeared from the area before being housed.

20 Project Evaluation:

Evaluation Criteria	Benchmark/Standard	Number of Clients			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	11	Self-Score (0 or 5)	CoC Score (0 or 5)	
a2. Number of participants served in 2017 project year as of April 30, 2018.	40% of grant year completed as of April 30, 2018 based on start date of 1/1/2018_	13	5		
If the number served is not on pace to achieve the benchmark set in the application, use this space to explain:					

			(0 or 10)	(0 or 10)	Scoring Notes
b1. RRH or TH Only: Percentage of all adult participants who increased total income from entry to exit:	≥25% = 10 Points < 25% = 0 Points	Not applicable	10		Only 2 exits from program are from individual who disappeared prior to housing
b2. PSH ONLY: Percentage of adults remaining (stayers) who increase total income	≥25% = 10 Points < 25% = 0 Points				

			(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		10		Only 2 exits from program are from individual who disappeared prior to housing
c2. PSH Only: Percentage of successful exits/retention:	≥85% = 10 Points 75 - 84% = 5 Points <75% = 0 Points	Not applicable			

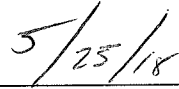|			Self-score (up to 5)	CoC Score (up to 5)	Scoring Notes
d1. RRH or TH Only: Percentage of adult participants who met HUD definition of chronically homeless (note: 5 points for youth-focused	≥10% = 5 Points 5 - 9% = 3 Points <5% = 0 Points		0		
d2. PSH Only: Percentage of adult participants who met 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	20%	5		

BONUS (1 point)

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

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)
97	

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	5/25/18 — Date

SUBMISSION CHECKLIST

Be sure you have:
* completed a response and self-score for each item appropriate to your project
* *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*
* attached a copy of your project's 2018 CoC Project Renewal/Performance Report
* *attached documentation in support of points claimed for #5*
* 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 *italics* are optional.

2018 CoC Project Renewal/Performance Report generated on: 5/24/18

Provider	Project Type
HACAP - Eastern Iowa Rapid Rehousing 2 (RRH)(1428)	PH - Rapid Re-Housing (HUD)

Number of NEW project entries	13
Intake: Ave Data Entry Delay (DAYS)	0.23
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

Exit Destination Errors	% Exits
No exit interview completed (HUD)	100%
Data not collected (HUD)	0%
Other (HUD)	0%
Client doesn't know (HUD)	0%
Client refused (HUD)	0%
14) Total exit destination errors	100%

16a) Total number of participants served (All / Adults).	13 / 5
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.	5
16c) Percentage of adult or head of household participants that entered from the sources above (b)/(a).	100%

Increased income: Adult Leavers (RRH & TH ONLY)

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

Increased income: Adult Stayers (PSH ONLY)

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

Permanent Housing Placement/Retention: Metric 7

Metric 7b.1 - Change in exits to permanent housing destinations (RRH)

	Prior Year Counts	Current Year Counts	Difference
Persons in RRH who exited	0	2	2
Exited to permanent housing destinations	0	0	0
20c1) Percentage successful exits/retention	0%	0%	

Number of adult participants who met the definition of chronically homeless (note: 2 points for youth-focused projects)	1
20d1 & 20d2) Percentage of adult participants who met the definition of chronically homeless:	20%

User Prompt Field	Value(s) Selected
Provider	HACAP - Eastern Iowa Rapid Rehousing 2 (RRH)(1428)
Enter Prior Year Start Date	1/1/16
Report_StartDate	1/1/18
Report_EndDate + 1 DAY	1/1/19
EDA Provider	-Default Provider-
Enter effective date (should be the day the report was generated)	1/1/18
Report Version:	v04162018

CoC Programs Exit Policy

HACAP CoC staff will strive to ensure that clients are stably and sustainably housed prior to exiting them or timing out of the program. A Housing First model has been adopted by the agency and all the programs. Permanent housing is the number one goal of each housing support worker and is the foundation of all housing support plans.

Participants may be exited prior to reaching housing stability goals for the following reasons:

Non-Compliance with Occupancy Agreement/Lease:

Clients who fail to adhere to their lease with HACAP or another landlord may be exited from the program. These activities include:

1) Non-payment of participant's rental portion
2) Activities that result in clear and present danger under Iowa Code
3) Verbal abuse/harassment of HACAP staff
4) Individuals living in the unit that are not on the lease
5) Failure to turn in income and certification documents that are needed for continued program enrollment.

Participants may not be excited from the programs for the following reasons.

1) Failure to participate in supportive services or make programs on a service plan.
2) Loss or failure to improve income.
3) Active substance abuse
4) Activities that are not covered in the lease/occupancy agreement or activities that are not a standard part of a tenant/landlord agreement in the Linn/Johnson County area.