

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:	HACAP Housing First		
Type of Project (Permanent Supportive Housing, Rapid Rehousing, Transitional Housing)	Rapid Rehousing		
Project Name on the HIC:	HACAP Housing First		
Anticipated Renewal Amount:	\$377,729		
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):			
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:

	Circle or Enter: Not a barrier	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		

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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
Nicole Wise	Linn/Benton/Jones CE	5/23/2018	10		
Matthew White	Linn/Benton/Jones CE	5/16/2018			
Nicole Wise	Linn/Benton/Jones CE	4/25/2018			
Heather Harney	Linn County CoC	6/26/2018			
Heather Harney	Linn County CoC	9/25/2018			

- 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
Heather Harney	5/18/2018	yes	3		
Heather Harney	3/20/2018				
Heather Harney	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
David Hagen	Research and Analysis	4/27/2018	3		
Heather Harney	Policy and Planning	5/21/2018			
Heather Harney	Coordinated Entry	1/16/2018			

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		

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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
	County/Counties: Linn, Johnson, Washington, Dubuque, Black Hawk	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
Heather Harney	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:	12/31/2017	5		
b. Grant amount:	\$ 333,736			
c. Total funds expended:	\$ 333,736			
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:	12/31/2017	1		
b. Date APR submitted to HUD in SAGE:	3/30/2018			
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.				

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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: No	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:	1/1/2017 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: Yes	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%	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

a. Total number of participants served by project: (ALL/Adults)	163/83	1 or 3	The individuals fleeing DV were not included in the calculation. The 70 clients were either in shelter or in not in place for human habitation. The program served 8 that were fleeing DV and staying with other family or friends. Additional APR data has been submitted to support that number.
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:	70/78		
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%)	84%/94%		

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	5	
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

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)

a. Project Type (PSH, RRH, TH)	RRH	Self-Score (up to 4)	CoC Score (up to 4)	Scoring Notes
b. Total CoC Project funds spent not including match:	\$ 333,736			
c. Cost per permanent housing exit: (Explain your methodology below.)	\$ 12,836			

Briefly explain the formula used to arrive at the calculation reflected in 19.c.: To date only 26 individuals exited in the first year of the program. Many of the individuals being served had not exited by the end of the first program year due to delays in getting the contract funded and start up time. We anticipate the cost to decrease after more clients have completed the program and have the opportunity to exit. The program is focused for homeless individuals and families with higher VI-SPDAT scores and who may need PSH but there is none available in the community. Cost includes, case management, rental assistance, and other supportive services.

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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	55	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 01/01/2018	50	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	0		
b2. PSH ONLY: Percentage of adults remaining (stayers) who increase <u>total income</u>	≥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	5		
c2. PSH Only: Percentage of successful exits/retention:	≥85% = 10 Points 75 - 84% = 5 Points <75% = 0 Points			

		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	5		
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			

4%

72%

20%

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BONUS (1 point)

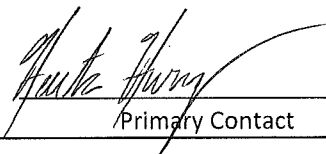
Award 1 point if all questions have complete responses and all required attachments are included.

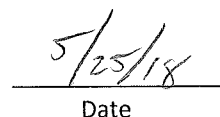
Self-Score (0 or 1)	CoC Score (0 or 1)	Scoring Notes
1		

Total (100 max)	Total (100 max)
81 or 83	

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
 - * *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 - Housing First (RRH)(1349)	PH - Rapid Re-Housing (HUD)
Number of NEW project entries	163
Intake: Ave Data Entry Delay (DAYS)	1.96
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	Hmis 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)	5%
Data not collected (HUD)	0%
Other (HUD)	0%
Client doesn't know (HUD)	0%
Client refused (HUD)	3%
14) Total exit destination errors	8%

16a) Total number of participants served (All / Adults).	163 / 83
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.	70
16c) Percentage of adult or head of household participants that entered from the sources above (b)/(a).	84%

Increased income: Adult Leavers (RRH & TH ONLY)			
	Prior Year Counts	Current Year Counts	Difference
Number of adults who exited (system leavers)	0	23	23
Number of adults who exited with increased total income	0	1	1
20b1) Percentage of adults who increased total income	0%	4%	

Increased income: Adult Stayers (PSH ONLY)			
	Prior Year Counts	Current Year Counts	Difference
Number of adults (system stayers)	0	1	1
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	36	36
Exited to permanent housing destinations	0	26	26
20c1) Percentage successful exits/retention	0%	72%	

Number of adult participants who met the definition of chronically homeless (note: 2 points for youth-focused projects)	17
20d1 & 20d2) Percentage of adult participants who met the definition of chronically homeless:	20%

User Prompt Field	Value(s) Selected
Provider	HACAP - Housing First (RRH)(1349)
Enter Prior Year Start Date	1/1/16
Report_StartDate	1/1/17
Report_EndDate + 1 DAY	1/1/18
EDA Provider	-Default Provider-
Enter effective date (should be the day the report was generated)	1/1/18
Report Version:	v04162018

Q13c1: Physical and Mental Health Conditions for Stayers

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	33	19	14	0	0
Alcohol Abuse	10	10	0	0	0
Drug Abuse	3	3	0	0	0
Both Alcohol and Drug Abuse	4	4	0	0	0
Chronic Health Condition	30	19	11	0	0
HIV/AIDS	1	1	0	0	0
Developmental Disability	14	4	10	0	0
Physical Disability	25	17	8	0	0

Q13c2: Number of Conditions for Stayers

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
None	74	4	70	0	0
1 Condition	11	2	9	0	0
2 Conditions	17	6	11	0	0
3+ Conditions	21	17	4	0	0
Condition Unknown	2	0	2	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	125	29	96	0	0

Q14a: Domestic Violence History

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	26	10	16	0	0
No	56	35	21	0	0
Client Doesn't Know/Client Refused	1	0	1	0	0
Data Not Collected	0	0	0	0	0
Total	83	45	38	0	0

Q14b: Persons Fleeing Domestic Violence

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	8	0	8	0	0
No	18	10	8	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	26	10	16	0	0

Q15: Living Situation

3 fleeing DV

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations	0	0	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	31	17	14	0	0
Transitional housing for homeless persons (including homeless youth)	7	1	6	0	0
Place not meant for habitation	39	25	14	0	0
Safe Haven	0	0	0	0	0
Interim Housing	0	0	0	0	0
Subtotal	77	43	34	0	0
Institutional Settings	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison or juvenile detention facility	1	1	0	0	0
Foster care home or foster care group home	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Subtotal	1	1	0	0	0
Other Locations	0	0	0	0	0
Permanent housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH subsidy	0	0	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, with other housing subsidy (including RRH)	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Staying or living in a friend's room, apartment or house	4	1	3	0	0
Staying or living in a family member's room, apartment or house	1	0	1	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Subtotal	5	1	4	0	0
Total	83	45	38	0	0

fleeing DV



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.