

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:	Humility of Mary Shelter, Inc.		
Project Name:	Permanent Supportive Housing for Chronically Homeless		
Type of Project (Permanent Supportive Housing, Rapid Rehousing, Transitional Housing)	Permanent Supportive Housing		
Project Name on the HIC:	HMSI - CoC Funded PSH for Chronically Homeless (PSH)(1376)		
Anticipated Renewal Amount:	\$131,081.00		
Address:	1016 W. 5th St. Davenport, IA 52802		
Contact Person (w/Email & Phone):	Emily Harvey, Executive Director, eharvey@humilityofmaryhousing.com, 563-326-1330		
Secondary Contact (w/Email & Phone):	Cassandra Gripp, HUD Specialist, cgripp@humilityofmaryhousing.com, 563-326-1330		
Verify current registration in federal System for Award Management:	Circle or Enter: Yes	DUNS #:	828271325

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: Assurances met?	CoC-Score: Assurances met?	Threshold Notes
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
Cathy Jordan, Emily Harvey	QC Shelter & TH Council	10/16/2017
Cathy Jordan	QC Shelter & TH Council	11/20/2017
Cathy Jordan	QC Shelter & TH Council	12/18/2017
Cathy Jordan	QC Shelter & TH Council	1/15/2018
Cathy Jordan	QC Shelter & TH Council	2/19/2018

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 attended? Circle or enter: yes/no.
C. Gripp, E. Harvey, C. Jordan, J. Lynch, S. Dimmer	8/4/2017	
Cassy Gripp	9/15/2017	
C. Gripp, E. Harvey, C. Jordan, J. Lynch, J. Campbell	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
Cathy Jordan	Coordinated Entry	3/21/2017
C. Adamson, S. Dimmer, E. Harvey, J. Lynch	Executive Committee	4/21/2017
Emily Harvey	Executive Committee	12/15/2017

Self-Score (up to 3)	CoC Score (up to 3)	Scoring Notes
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
Peer-to-Peer Symposium and HousingIowa Conference	Christie Adamson

Self-Score (up to 2)	CoC Score (up to 2)	Scoring Notes
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.
March 20, 2018 Day on the Hill - attended by Cassandra Gripp & Cathy Jordan

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)

County/Countries:	Self-Score (0,3 or 5)	CoC Score (0,3 or 5)	Scoring Notes
Scott, Rock Island (IL)	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
Cassandra Gripp, Cathy Jordan, Emily Harvey	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	
b. Grant amount:		\$ 116,342	
c. Total funds expended:		\$ 116,342	
d. Funds remaining (unexpended funds):		\$ -	
e. Unexpended funds percentage (unexpended funds/grant amount):	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:		1/4/2018	
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.	1		

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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.)	Circle or enter: Yes
b. Date of monitoring visit:	08/15/2017- 08/18/2018
c. How many findings of noncompliance were documented by HUD? (If greater than 3, stop and award NO points.)	\$1
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.)	0

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?	Circle or enter: 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)

a) In the most recently completed project year, did the agency draw down funds from HUD at least quarterly?	Circle or enter: No
Indicate date on which project contract was executed:	12/22/2016 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
0		
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%?

No

0

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)
- 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

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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)	11/11
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:	11
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%

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

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)	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

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

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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
0		

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: No
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)

	PSH	Self-Score (up to 4)	CoC Score (up to 4)	Scoring Notes
a. Project Type (PSH, RRH, TH)				
b. Total CoC Project funds spent not including match:	\$ 116,342			
c. Cost per permanent housing exit: (Explain your methodology below.)	\$ 10,577	4		

Briefly explain the formula used to arrive at the calculation reflected in 19.c.:
One participant of twelve in the reporting period exited from the program to a permanent housing exit. Therefore, all things being equal, 1/11 of the funds were spent on the participant who exited to permanent housing.

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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	12			
a2. Number of participants served in 2017 project year as of April 30, 2018.	0% of grant year completed as of April 30, 2018 based on start date of 01/01/2019	0	5		
<p>If the number served is not on pace to achieve the benchmark set in the application, use this space to explain: The 2017 program year does not begin until 01/01/2019 due to delays in receiving grant contracts from HUD. However, we are confident in our ability to meet this metric when the time comes, as all program units are currently occupied.</p>					

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

(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	82%

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

d1. RRH or TH Only: Percentage of adult participants who met HUD definition of chronically homeless (note: 5 points for youth-focused projects):	≥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	100%

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


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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)
82	

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	_____ 5/24/18 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: 5/10/18

Provider	Project Type
HMSI - CoC Funded PSH for Chronically Homeless (PSH)(1376)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Number of NEW project entries	11
Intake: Ave Data Entry Delay (DAYS)	2.82
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	Relation-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	OK

Exit Destination Errors	% Exits
No exit interview completed (HUD)	50%
Data not collected (HUD)	0%
Other (HUD)	0%
Client doesn't know (HUD)	0%
Client refused (HUD)	0%
14) Total exit destination errors	50%

16a) Total number of participants served (All / Adults).	11 / 11
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.	11
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	2	2
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	0
20b2) Percentage of adults who increased total income	0%	0%	

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	0	11	11
Remained in applicable PH projects and or exited to permanent housing destinations	0	9	9
20c2) Percentage successful exits / retention	0%	82%	
Number of adult participants who met the definition of chronically homeless (note: 2 points for youth-focused projects)		11	
20d1 & 20d2) Percentage of adult participants who met the definition of chronically homeless:		100%	

User Prompt Field	Value(s) Selected
Provider	HMSI - CoC Funded PSH for Chronically Homeless (PSH)(1376)
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

Humility of Mary Shelter, Inc.

Termination and Appeal Procedure-Permanent Supportive Housing

If a participant does not agree with their termination from a program, they can file an appeal orally or in writing to resolve their concerns.

Appeal Procedure

- Participants will be offered a copy of the Termination and Appeal Procedure at program entry and be asked to sign a copy.
- If a participant does not agree with their termination from a program they can file an appeal within 48 hours from date of their termination.
- Appeal forms are available at the front desk or the appeal can be completed verbally to the Director of Services.
- The appeal form is given to the Director of Services who will meet with the participant within two business days. A decision will be issued to the participant in writing within 1 business day.
- In the event the participant is not satisfied with the appeal decision, they will meet with an appeal committee within two business days of notification of the decision from the Director of Services. Once a time is scheduled, participants will be notified by letter and must be present for the scheduled time of the appeal.
- The appeal committee will consist of three neutral staff; to never include the participant's Service Coordinator, the Director of Services, but can include any other HMSI staff except the Executive Director.
- The appeal committee will first meet with the participant and then review all relevant documents.
- The appeal committee will immediately give their decision to the Director of Services who will issue a written determination to the participant within 24 hours.

Termination from Permanent Supportive Housing can only occur for the following reasons:

- Violent behavior
- Possession of illegal drugs, or illegal weapons in your apartment
- Threatening, or intimidating behavior
- Illegal gang activity

Participants will not be terminated from Permanent Supportive Housing for the following reasons:

- Failure to participate in supportive services or to make progress on a service plan
- Active substance abuse
- Loss of income or failure to improve income

I have reviewed, understand, and agree to all contents in this document, and have been offered a copy of this document.

Participant Signature: _____ Date: _____

Service Coordinator Signature: _____ Date: _____

Updated/Effective 6/19/16 CA