## 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: | Rapid Rehousing |
| Type of Project (Permanent Supportive Housing, Rapid Rehousing, Transitional Housing) | Rapid Rehousing |
| Project Name on the HIC: | HMSI - CoC Rapid Rehousing (RRH)(1416) |
| Anticipated Renewal Amount: | $218,849 |
| 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 | 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

## 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 |
|---|---|---|---|---|---|
| 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 | 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 |
|---|---|---|---|---|---|
| C. Gripp, E. Harvey, C. Jordan, J. Lynch, S. Dimmer | 8/4/2017 | | | | |
| Cassy Gripp | 9/15/2017 | yes | | | |
| C. Gripp, E. Harvey, C. Jordan, J. Lynch, J. Campbell | 11/17/2017 | | 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 |
|---|---|---|---|---|---|---|
| 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 | 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 2017 HousingIowa Conference | September Name of attendee | Self-Score (up to 2) | CoC Score (up to 2) | Scoring Notes |
|---|---|---|---|---|
| Peer-to-Peer Symposium and HousingIowa Conference | Christie Adamson | 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. | Self-Score (0 or 2) | CoC Score (0 or 2) | Scoring Notes |
|---|---|---|---|
| March 20, 2018    Day on the Hill - attended by Cassandra Gripp & Cathy Jordan | 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: | 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: | | XX/XX/XXXX | | | |
| b. Grant amount: | | $ - | | | |
| c. Total funds expended: | | $ - | | | No APR has been submitted, |
| d. Funds remaining (unexpended funds): | | $ - | | | project is in first operating |
| e. Unexpended funds percentage (unexpended funds/grant amount): | | | | 0 | year. |

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: | | XX/XX/XXXX | | | |
| b. Date APR submitted to HUD in SAGE: | | XX/XX/XXXX | | | |
| d. Did your project meet the 90-day requirement? **Circle or enter:** | | Yes / No | | | No APR has been submitted, |
| e. If an extension was granted by HUD or SAGE was unavailable, describe. Must have written documentation available upon request. | | | | 0 | project is in first operating year. |

**10  HUD Grant Monitoring:** (2 points)

| | Circle or enter: | 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.) | 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)

| | Circle or enter: | 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? | Yes | 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? | N/A | 0 | | Project is in first operating year. Draws are currently being completed at least quarterly. |
| Indicate date on which project contract was executed: | 12/22/2017 | | | |
| 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 Point) Higher than 5% missing (null) values in ServicePoint (HMIS or DVIMS) (0 Points) | N/A | 0 | | No new entries - project began on 01/01/2018. |

| 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%? | 0% | 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:**  ☑ -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 | | |

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) | N/A | | | |
| 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: | N/A | | | |
| 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%) | N/A | | 0 | No APR has been submitted, project is in first operating year. |

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 | 5 | | |
| 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) **and ensure that:** | Circle or enter: Yes | | | |
| 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 | | | |

**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 | | No APR has been submitted, project is in first operating year. |

Briefly explain the formula used to arrive at the calculation reflected in 19.c.:   N/A

## 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 | | | | |
| | | N/A | Self-Score (0 or 5) | CoC Score (0 or 5) | |
| a2. Number of participants served in 2017 project year as of April 30, 2018. | ___% of grant year completed as of April 30, 2018 based on start date of ___/___/20___ | N/A | | 0 | |

If the number served is not on pace to achieve the benchmark set in the application, use this space to explain: N/A

| | | | (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<br>< 25% = 0 Points | 0% | | 0 | No new entries - project began on 01/01/2018. |
| b2.  PSH ONLY:<br>Percentage of adults remaining (stayers) who increase total income | ≥25% = 10 Points<br>< 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<br>70 – 79% = 5 Points<br><70% 0 Points | 0% | | 0 | No new entries - project began on 01/01/2018. |
| c2. PSH Only: Percentage of successful exits/retention: | ≥85% = 10 Points<br>75 – 84% = 5 Points<br><75% = 0 Points | | | | |

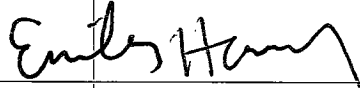| | | | Self-score<br>(up to 5) | CoC Score<br>(up to 5) | Scoring Notes |
|---|---|---|---|---|---|
| d1. RRH or TH Only: Percentage of adult participants who met HUD definition of chronically homeless (note: 5 points for youth-focused projects): | ≥10% = 5 Points<br>5 - 9% = 3 Points<br><5% =  0 Points | 0% | | 0 | No new entries - project began on 01/01/2018. |
| d2. PSH Only: Percentage of adult participants who met HUD definition of chronically homeless (note: 5 points for youth-focused projects): | 100% = 5 points<br>96-99% = 4 points<br>92-95% = 3 points<br>88-91% = 2 points<br>85-87% = 1 point<br><85% = 0 Points | | | | |

**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) |
|---|---|---|
| | 56 | |

## 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 |
|---|---|
| *Emily Ham* | 5/24/18 |

## 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.

*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*

### Response:

Humility of Mary Shelter, Inc. received the contract for the Rapid Rehousing program's initial grant year (FY16) effective December 22, 2017. The program year for this contract is 01/01/2018-12/31/2018. As a result of the HUD delay in issuing the grant contract, a number of questions' scores are unable to be calculated for the Continuum of Care renewal application. Please accept the following narrative explanation for each question impacted, including a description of the current status of the Rapid Rehousing Program.

**Question 8 a-e. & 9 a-e.:** The project is currently in the first operating year, therefore no APR has been submitted for the project. The score for this question is unable to be calculated as a result.

**Question 12a.:** The project in currently in the first operating year, therefore no completed year can be referenced for this question.

> The project is currently drawing funds at least quarterly, with draws typically being completed every month.

**Question 13:** Due to the Jan. 1 effective date of the 2018 CoC Project Renewal/Performance Report, no new entries had been completed for this project, as the effective date was the first day of the program.

> As of 04/30/2018, the program has served 50 individuals.

**Question 16 a-c.:** The project is currently in the first operating year, therefore no APR has been submitted for the project. The score for this question is unable to be calculated as a result.

> As of 04/30/2018, the program has served 50 individuals, 49 of which are adults. 100% of participants 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.

**Question 19 a-c.:** The project is currently in the first operating year, therefore no APR has been submitted for the project. The score is unable to be calculated as a result.

**Question 20a.:** The project is currently operating in FY16. The 2017 project year is expected to begin on 01/01/2019.

**Question 20b-d.:** Due to the Jan. 1 effective date of the 2018 CoC Project Renewal/Performance Report, no new entries had been completed for this project, as the effective date was the first day of the program.

# 2018 CoC Project Renewal/Performance Report generated on: 5/10/18

| Provider | Project Type |
|---|---|
| HMSI - CoC Rapid Rehousing (RRH)(1416) | PH - Rapid Re-Housing (HUD) |

| | |
|---|---|
| Number of NEW project entries | 0 |
| Intake: Ave Data Entry Delay (DAYS) | 0 |
| 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?**  — No new entries

| 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) | 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). | / |
| 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. | 0 |
| 16c) Percentage of adult or head of household participants that entered from the sources above (b)/(a). | 0% |

### 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% | |

| | |
|---|---|
| Number of adult participants who met the definition of chronically homeless (note: 2 points for youth-focused projects) | 0 |
| 20d1 & 20d2) Percentage of adult participants who  met the definition of chronically homeless: | 0 |

| User Prompt Field | Value(s) Selected |
|---|---|
| Provider | HMSI - CoC Rapid Rehousing (RRH)(1416) |
| 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-Rapid Rehousing

*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 receive 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 2 business days.

- In the event the appeal is not satisfied, the participant will meet with an appeal committee within 2 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 or the Director of Services.

- 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 Rapid Rehousing Program can only occur for the following reasons:*

- Household members threatened or intimidated staff
- Has stated in writing that they no longer want to be in the Rapid Rehousing Program
- Has been incarcerated for more than 30 days
- Has been hospitalized for either medical or psychiatric reasons for more than 60 days
- Has subsidized the unit to another person or persons
- Involved in illegal or gang activity in the unit
- Provides incorrect information or neglects to provide required information for program compliance

**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: _____

Effective 01/01/2018