

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:	YWCA Clinton		
Project Name:	YWCA Clinton Rapid Rehousing		
Type of Project (Permanent Supportive Housing, Rapid Rehousing, Transitional Housing)	Rapid Rehousing		
Project Name on the HIC:	YWCA Clinton		
Anticipated Renewal Amount:	\$79,175		
Address:	317 7th Ave S, Clinton, IA 52732		
Contact Person (w/Email & Phone):	Shannon Sander-Welzien / ed@ywcaclinton.org / 563-242-2110 x 101		
Secondary Contact (w/Email & Phone):	Laura Burget / empowerdir@ywcaclinton.org / 563-242-2118		
Verify current registration in federal System for Award Management:	Circle or Enter: Yes	DUNS #:	159279793

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:	CoC-Score:	Threshold Notes
		Assurances met?	Assurances met?	
a. Having too little or no income:	Not a barrier			
b. Having a criminal record with exceptions for state-mandated restrictions:	Not a barrier			
c. Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement):	Not a barrier			
d. Having (or not having) a previous address within Iowa:	Not a barrier			
e. Failure to comply with HUD's 2016 Gender Identity Rule: (https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/)	Not a barrier	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
Pam Eggers / Laura Burget	Eastern IA	12/21/2017	10		
Laura Burget	Eastern IA	1/18/2017			
Laura Burget	Eastern IA	2/15/2018			
Laura Burget	Eastern IA	3/15/2018			
Laura Burget	Eastern IA	4/19/2018			

- 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?	Self-Score (up to 3)	CoC Score (up to 3)	Scoring Notes
Pam Eggers	1/20/2017	Yes	3		
Pam Eggers	3/15/2017				
Pam Eggers	5/19/2017				

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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
Laura Burget (Spelled "Bergen" in minutes)	Iowa Council on Homelessness - Coordinated Entry	2/20/2018			
Pam Eggers	Iowa Council on Homelessness - Coordinated Entry	12/19/2017			
Pam Eggers	Iowa Council on Homelessness - Coordinated Entry	10/17/2017	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 September 2017 HousingIowa Conference	Name of attendee	Self-Score (up to 2)	CoC Score (up to 2)	Scoring Notes
2017 HUD Peer-to-Peer Symposium September 2017 HousingIowa Conference	Pam Eggers	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- Emily Gipe	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
Laura Burget	County/Countries: Clinton & Jackson	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
Laura Burget, Emily Gipe, and Nolan Gipe		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:	11/30/2017			
b. Grant amount:	\$ 72,762			
c. Total funds expended:	\$ 70,954			
d. Funds remaining (unexpended funds):	\$ 1,808			
e. Unexpended funds percentage (unexpended funds/grant amount):	2%			

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:	11/30/2017			
b. Date APR submitted to HUD in SAGE:	5/17/2018			
d. Did your project meet the 90-day requirement? Circle or enter:	No			
e. If an extension was granted by HUD or SAGE was unavailable, describe. Must have written documentation available upon request.	N/A			

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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.)	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.)	

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 Esnap's project application be no more than 7% or the amount listed on the GIW?	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)

Circle or enter:

a) In the most recently completed project year, did the agency draw down funds from HUD at least quarterly?	Yes
Indicate date on which project contract was executed:	21/11/2016 Day Month Year
b) Does the agency maintain an average of 14 days or less between clients' project start and entry into HMIS?	No

Self-Score (1 each)	CoC Score (1 each)	Scoring Notes
1		
0		15.26 Days

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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)	Higher than 5%	0		HMIS Start date - 6% Relationship- 8% DOB- 8% Gender- 8% Ethnicity- 8% Insurance- 8%

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		21%

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 checked="" type="checkbox"/> -Permanent Supportive Housing (10 points) <input 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
3		

a. Total number of participants served by project: (ALL/Adults)	90 / 32
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:	30
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%)	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
5		See the attached termination policy

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)	Yes
Loss of income or failure to improve income: (1 point if yes AND matches attached Termination Policy)	Yes
Active substance abuse: (1 point if yes AND matches attached termination policy)	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)	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)	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	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).	Yes
c. Project participants have access to SSI/SSDI technical assistance provided	Yes

1		
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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
b. Total CoC Project funds spent not including match:	\$ 70,954
c. Cost per permanent housing exit: (Explain your methodology below.)	\$ 1,478.21

Self-Score (up to 4) CoC Score (up to 4)

Scoring Notes

4		See ** Below
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19c: 100% of client households that exited from the program exited into permanent housing. Formula used to find the cost per permanent housing exit: Total CoC Project Funds not including match (\$70,954) / # of persons in RRH who exited per the 2018 CoC Project Renewal/Performance Report (48) = \$1,478.21 is the cost per housing exit.

***Upon Laura Burget's hire in January 2018, Gary Wicking called to have her exit clients from the system that should have been exited under the previous YWCA staff member. Exit number may be inflated due to that, showing a significant variance between last year and current year renewal.*

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20 Project Evaluation:

Evaluation Criteria	Benchmark/Standard	Number of Clients			Scoring Notes
			Self-Score (0 or 5)	CoC Score (0 or 5)	
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	5 Households			
a2. Number of participants served in 2017 project year as of April 30, 2018.	42% of grant year completed as of April 30, 2018 based on start date of 12/01/2018	56 total (17 Households) served from 12/1/2018 to 4/30/2018	5		
<p>If the number served is not on pace to achieve the benchmark set in the application, use this space to explain: N/A: On pace to achieve benchmark.</p>					

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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	71%	10		
b2. PSH ONLY: Percentage of adults remaining (stayers) who increase <u>total income</u>	≥25% = 10 Points < 25% = 0 Points	N/A	N/A		

			(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	77%	5		
c2. PSH Only: Percentage of successful exits/retention:	≥85% = 10 Points 75 - 84% = 5 Points <75% = 0 Points	N/A			

			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	41%	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	N/A			

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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)
86	

CERTIFICATION

I certify that to the best of my knowledge and belief, the responses provided above in this application are true, accurate and complete. I further understand that false or incomplete information may result in this application being ineligible for funding.



 Primary Contact

5/24/2018

 Date

SUBMISSION CHECKLIST

Be sure you have:

- Yes- *completed a response and self-score for each item appropriate to your project
 - N/A- * 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
 - Yes- attached a copy of your project's 2018 CoC Project Renewal/Performance Report
 - Day on the Hill Sign in Sheet* attached documentation in support of points claimed for #5
 - Yes- *provided the appropriate signature on the CERTIFICATION box above (You may insert a signature electronically or a print the page, sign and send as a scanned attachment.)
 - Yes* submit the application and ALL attachments, including the Performance Report, as a SINGLE PDF DOCUMENT.
- Items in *italics* are optional.

Termination Policy

(Effective February 1, 2015)

Our goal is to support you as you move towards a life with stable, safe housing. We will do our best to accommodate your needs while in our programs. To help ensure a productive experience, we will always attempt to work out a solution rather than dismissing you. Our policy is to make these determinations on a case by case basis, and take into account your particular life circumstances. There are not set number of issues or "warnings" that constitute automatic dismissal, but in order to prevent being terminated, please follow these guidelines:

- Violence / threatening behavior – We are committed to creating a safe, violence – free environment for participants and staff. We need your help to do this and therefore require that you refrain from verbally, physically or emotionally threatening, abusing or endangering your children, other participants, staff or volunteers. A list of behaviors that will not be tolerated includes (but is not limited to): hitting, kicking, punching, slapping, name calling, threats, intimidating behavior, homophobic, racist or sexist language, comments or insults.
- Household Composition – The funding for the YWCA Rapid Rehousing Program requires that only you and your dependents receive assistance through this program. Please inform your case manager immediately if you want a non-dependent (ex. roommate, former partner, friend, or family member) to share your housing unit. Staff will work with you and try to meet your needs, while maintaining compliance with the program funding.
- Visitors – We understand that you cannot control your guest's behavior, but do ask that you use caution and good judgment when inviting people into your home. If there is a protection order (or similar legally binding order) in place between you and another individual you are required by law to abide by that order. If you willingly violate that protection order, we may assess your termination from the program.
- Illegal Activity – Refrain from engaging in illegal behaviors while participating in the Rapid Rehousing program.

If you knowingly engage in the behaviors described here, we reserve the right to terminate your participation. By signing this document, all parties understand the material above and agree to abide by the policy while in the YWCA Rapid Rehousing Program

Participant Signature

Date

Case Manager Signature

Date

Grievance Policy

As a participant in the YWCA Housing Services program, if you feel you have been subject to unfair treatment you have the right to present a grievance.

Step 1

Talk with the staff person involved and try to resolve the issue.

Step 2

If the issue cannot be resolved, write a letter to the Housing Services Director. You can either mail it to

Housing Services Director
PO Box 2051
Clinton, IA 52733-2051

Or drop it off at the YWCA of Clinton (See address below)

Attn. Housing Services Director
YWCA of Clinton
317 7th Ave South
Clinton, IA 52732

The Housing Services Director will respond to you within 10 business days.

Step 3

If the issue is still unresolved, write a letter to the Executive Director of the YWCA of Clinton. (See address above. Please label the letter Attn. Executive Director)

The Executive Director will respond to you within 10 business days.

Step 4

If the issue is still unresolved, you may write a letter to the Board of Directors. The Board will review your letter within 30 days and respond to you. This decision is final.

Attn. Board of Directors
YWCA of Clinton
317 7th Ave South
Clinton, IA 52732

Participant Signature

Date

Case Manager Signature

Date

2018 CoC Project Renewal/Performance Report generated on: 4/30/18

Provider	Project Type
YWCA Clinton - CoC Rapid Rehousing (RRH)(1366)	PH - Rapid Re-Housing (HUD)
Number of NEW project entries	50
Intake: Ave Data Entry Delay (DAYS)	15.26
12b) Does the agency maintain an average of 14 days or less between clients' program start and entry into HMIS?	No

Completeness

13) What was your project's data completeness in ServicePoint?										Higher than 5%									
Vet	Relation-ship	DOB	Race	Gen-der	Ethn-icity	DI	Insur-ance	Loca-tion	Zip	Resid-ence Prior	LOS	Hmls start date	DV Survivor	Edu	Emp	Any Income	Total Cash Income	Any Non-Cash	
OK	8%	8%	8%	8%	8%	8%	8%	OK	OK	OK	OK	6%	OK	OK	OK	OK	OK	OK	

Exit Destination Errors	% Exits
No exit interview completed (HUD)	19%
Data not collected (HUD)	2%
Other (HUD)	0%
Client doesn't know (HUD)	0%
Client refused (HUD)	0%
14) Total exit destination errors	21%

16a) Total number of participants served (All / Adults).	90 / 32
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.	30
16c) Percentage of adult or head of household participants that entered from the sources above (b)/(a).	94%

Increased income: Adult Leavers (RRH & TH ONLY)

	Prior Year Counts	Current Year Counts	Difference
Number of adults who exited (system leavers)	5	14	9
Number of adults who exited with increased total income	3	10	7
20b1) Percentage of adults who increased total income	60%	71%	

Increased income: Adult Stayers (PSH ONLY)

	Prior Year Counts	Current Year Counts	Difference
Number of adults (system stayers)	3	2	-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	12	48	36
Exited to permanent housing destinations	12	37	25
20c1) Percentage successful exits/retention	100%	77%	

Number of adult participants who met the definition of chronically homeless (note: 2 points for youth-focused projects)	13
20d1 & 20d2) Percentage of adult participants who met the definition of chronically homeless:	41%

User Prompt Field	Value(s) Selected
Provider	YWCA Clinton - CoC Rapid Rehousing (RRH)(1366)
Enter Prior Year Start Date	12/1/15
Report_StartDate	12/1/16
Report_EndDate + 1 DAY	12/1/17
EDA Provider	-Default Provider-
Enter effective date (should be the day the report was generated)	12/1/17
Report Version:	v04162018