HOMEWARD

Homeward Board Meeting
June 12, 2023 / 12:00 PM– 1:30 PM
RiverPlace – 2309 Euclid Avenue, Room 1A
IN PERSON

1. Welcome and Introductions

2. Approve Agenda*

3. Consent Items*
    3.1. Homeward May 2023 Meeting Minutes
    3.2. Homeward April 2023 Financial Statement
    3.3. Finance Committee Minutes
    3.4. Coordinated Services Committee Minutes
    3.5. Centralized Intake May 2023 Report

4. Finance Committee – Nathan Simpson
    4.1. FY2024 Budget*

5. Nominating Committee – Annie Uetz
    5.1. Board Member Nominations*

6. Executive Committee – Jill Padgett
    6.1. Election of Officers*

7. Grant Committee – Angie Dethlefs-Trettin
    7.1. CoC Competition Project Application *
    7.2. CoC Competition Scoring*
    7.3. 2023-2024 Emergency Solutions Grant Allocations*

8. Coordinated Service Committee - Catherine Reiman-Gerdes
    8.1. DSM/Polk CoC Written Standards*

9. Executive Director's Report – Angie Arthur

10. Business
    10.1.   Point in Time – July 19th and 20th – Shelby Ridley

11. Public Comment/Announcements

12. Adjournment

Next Meeting is July 10, 2023

HOMEWARD

Homeward Board Meeting Minutes
Monday, May 8, 2023 12:00 p.m.
Polk County Riverplace

BOARD MEMBERS PRESENT
Brett Burk, Lisa Crabbs, Angie Dethlefs-Trettin, Charles Hill, Rebecca Foster, Lorna Garcia, Renée Miller, Jennifer Miner, Tony Montgomery, Jill Padgett, Catherine Reaman-Gerdes, Katie Snell, Ehren Stover-Wright, Annie Uetz, Amanda Wanke, and Whitni Warnke.

BOARD MEMBERS ABSENT
Ahmed Agyeman, Pastor Frederick Gaddy, Tami Nielsen, Manisha Paudel, Nathan Simpson, and Lyn Wilson.

GUESTS
Courtney Guntly, Dee Henriquez, Lori Jensen, Katie Kamienski, Cynthia Latcham, Amber Lewis, Melissa O'Neil, Shelby Ridley, and Patrick Schacherer.

STAFF
Angie Arthur, Abbey Barrow, and Jim Cain

CALL TO ORDER + INTRODUCTIONS
Jill Padgett called the meeting to order at 12:03 p.m.

APPROVAL OF AGENDA
A motion was made by Annie Uetz to approve the agenda. Seconded by Rebecca Foster. Carried.

APPROVAL OF CONSENT AGENDA
A motion was made by Tony Montgomery to approve the consent agenda items. Seconded by Catherine Reaman-Gerdes. Jennifer Miner abstains. Carried.

GRANT COMMITTEE
Angie Dethlefs-Trettin shared that the committee looks at Homeward's policies every year ahead of the release of the HUD Notice of Funding Opportunity (NOFO) to try and prepare for the competition. These policies may need to adjusted once again when the NOFO is released.
- The current Expansion Grant policy, approved in 2019, is outdated and needed to be reformatted to reflect the "Policy" and "Procedure" sections of the other policies.
- The Grant Consolidation process has existed in practice for a while, but is now being formalized into a policy

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- The Transition Grant policy outlines the process to transition from one project type to another

All three policy adjustments are recommended for approval by the Grant Committee. Carried.

The Grant Committee also used community data and VI-SPDAT scores to make recommendations for the upcoming competition Priorities and Ranking. Will be expanding RRH for 1-2 years to add stability and help folks find housing. Important to consider how lack of housing in the community impacts RRH placements. The proposal also covers the CoC Bonus and Reallocations funds. The Grant Committee moves approval of the 2023 Priorities and Ranking. Carried.

Finally, the committee has worked on proposed Letter of Interests for the 2023 CoC Competition. Homeward worked to make the process for renewal projects short, but impactful. New projects will have a bit longer process, but also manageable so as not to discourage applications. The Grant Committee moves approval of the 2023 Letters of Interest. Carried.

NOMINATIONS COMMITTEE

Annie Uetz shared that applications for the Homeward Board of Directors were due April 28th and the committee received 7 applications. According to the Homeward bylaws, there are only 5 open seats to fill, so the committee will meet to review and bring a recommended slate of applicants to the Board for approval in June.

EXECUTIVE DIRECTOR'S REPORT

- Angie Arthur shared that Homeward and the Winter Point-in-Time Count results received media coverage in the Register, KCCI, Axios, and IPR.
- Welcome to Amber Lewis who is joining the City of Des Moines as the Homeless Policy Administrator. We look forward to partnering with her!
- Angie traveled to Iowa State University to see a class presentation on non-congregate shelter and permanent supportive housing models. The students will be providing written reports to come.
- The Lead DSM class is working on a project related to affordable housing and will be presenting at the Housing committee meeting
- Registration for the HUD Peer-to-Peer Symposium is now open!
- Angie had a meeting with partners to discuss the 211 service in the community, how it could be more effective, and how it functions on weekends and evenings when people are experiencing homelessness
- Eviction expungement legislation made some great strides this year, but wasn't able to get the language incorporated into other bills. We will work again next year on this important effort!
- The Homeward Director's Council hosted a second facilitated session to debrief the recommendations of the Unsheltered Des Moines study. There were over 20 partners present at the session and there will be more information to come on their work.

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- The multi-generational homelessness study is now in the drafting process. We will be working to process through the draft and partner with Common Good Iowa on policy suggestions.
- Various organizations in the community are experiencing staffing concerns which impact the number of individuals we can serve in programs. Staffing and pay rates are complicated, but urgent issues in our industry.
- Emergency Solutions Grant (ESG) applications are due on May 17th.
- Homeward staff met last week with Regenia Bailey to process through the rough draft of the strategic plan and help information the tactics.
    - The completed draft plan will be presented to the Board later this summer
    - Would it be possible for Regenia to come and present?
    - Want to be very clear on the themes of the plan and synthesize the big issues

3 Headlines to Share About Homelessness in Our Community This Month

1. Waitlist Numbers for Housing Assistance at All-Time Highs This month, **722** households experiencing homelessness are on the waitlist for housing support, which is highest it's been in the last five years. **56** families with children are also awaiting program openings.

2. Polk County Has Proven We Can Address Homelessness—With the Right Resources The need for homelessness services currently far outpaces the available resources in our community. However, as we saw in the winter Point-in-Time Count, targeted investments in youth and veteran populations have deceased homelessness in those demographics over time. If we increase available housing and services, the same can be done for other populations.

3. Collaboration Is More Important Than Ever The homeless response system alone cannot meet the needs of all of our community members. With mental health needs, substance use, and domestic violence on the rise in the wake of COVID, It will take cross-system and cross-community collaboration to reduce the number

YOUTH HOMELESSNESS DEMONSTRATION PROGRAM (YHDP)

Abbey Barrow shared that the Youth Action Council is continuing with strong engagement and attendance. 23 members were present at the last meeting, and Clif, PHC"s Youth Housing Navigator has been attending and helping to facilitate. The youth will participate in Home Inc.'s Rentwise class soon and are interested in future education opportunities. Members of the YAC will also be presenting this week at the Prevent Child Abuse Iowa Conference. Their presentation is titled "Youth Need To Be Heard" and discusses the intersection of child welfare, juvenile justice, child abuse, and homelessness.

The next Youth Homelessness Prevention Workgroup meeting will take place Thursday, May 25th from 10:00am-12:00pm. The group is working on a variety of projects, including a networking fair for youth providers.

Finally, Abbey expressed that she will be moving to St. Louis at the end of the month to be closer to family, but will continue to work for Homeward virtually and part-time on youth and

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communications work until a new person can be hired later this summer. She expressed thanks to the organization, Board, and community for all the support!

PUBLIC COMMENTS/ANNOUNCEMENTS
No comments

ADJOURNMENT
With no further business to conduct, Angie Dethlefs-Trettin moves adjournment. Katie Snell seconds. Carried.

The next Homeward Board Meeting will be on Monday, June 12, 2022 at 12:00pm.

Polk County Housing Trust Fund
Statements of Revenues and Expenses - Homeward vs. Budget
For the One and Ten Months Ended April 30, 2023

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
301 · Polk County investment	0.00	12,500.00	87,500.00	125,000.00	150,000.00
312 · City of Des Moines	0.00	12,500.00	0.00	125,000.00	150,000.00
313 · HUD Planning Grant	0.00	10,000.00	67,487.45	100,000.00	120,000.00
376 · Unrestricted funding	25,000.00	5,000.00	75,174.00	50,000.00	60,000.00
377 · Individual donations	0.00	250.00	0.00	2,500.00	3,000.00
378 · Restricted Funding	0.00	2,612.50	24,252.70	26,125.00	31,350.00
Total Income	25,000.00	42,862.50	254,414.15	428,625.00	514,350.00
Gross Profit	25,000.00	42,862.50	254,414.15	428,625.00	514,350.00
Expense					
Education/Advocacy					
573 · Advertising/marketing	0.00	416.67	208.85	4,166.67	5,000.00
575 · Electronic media	0.00	58.33	740.23	583.33	700.00
580 · Tickets	0.00	166.67	500.00	1,666.67	2,000.00
593 · eNewsletter	0.00	20.83	179.76	208.33	250.00
Total Education/Advocacy	0.00	662.50	1,628.84	6,625.00	7,950.00
Insurances					
520 · Insurance	0.00	116.67	1,621.00	1,166.67	1,400.00
Total Insurances	0.00	116.67	1,621.00	1,166.67	1,400.00
Office Expenses					
530 · Parking	0.00		7.00	0.00	0.00
531 · Office materials and supplies	0.00	58.34	315.93	583.34	700.00
532 · Office rent/Parking	1,717.96	1,413.33	16,755.34	14,133.33	16,960.00
534 · Telephone/internet	0.00	125.00	300.00	1,250.00	1,500.00
535 · Filing fees	0.00	16.67	0.00	166.67	200.00
536 · Postage	0.00	16.67	36.00	166.66	200.00
537 · Printing Expense	0.00	41.67	127.30	416.66	500.00
Total Office Expenses	1,717.96	1,671.68	17,541.57	16,716.66	20,060.00
Professional Fees					
501 · Misc professional fees	0.00	833.33	1,441.05	8,333.34	10,000.00
Total Professional Fees	0.00	833.33	1,441.05	8,333.34	10,000.00

Polk County Housing Trust Fund
Statements of Revenues and Expenses - Homeward vs. Budget
For the One and Ten Months Ended April 30, 2023

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
Program Commitments					
410 · Point in Time	0.00	141.67	980.79	1,416.67	1,700.00
416 · Unsheltered Study	0.00	2,500.00	14,511.00	25,000.00	30,000.00
417 · Intergenerational Homeless Stud	0.00	3,250.00	34.80	32,500.00	39,000.00
418 · Community Case Manager Pilot	0.00	12,500.00	0.00	125,000.00	150,000.00
491 · Youth Action Council	395.00	500.00	6,505.11	5,000.00	6,000.00
590 · Centralized Intake	0.00	4,166.66	41,660.00	41,666.67	50,000.00
591 · CoC Training	0.00	250.00	0.00	2,500.00	3,000.00
594 · Rapid Resolution	0.00	3,333.34	31,661.83	33,333.33	40,000.00
Total Program Commitments	395.00	26,641.67	95,353.53	266,416.67	319,700.00
Staff and Board Development					
581 · Dues/subscriptions/memberships	1.07	50.00	27.80	500.00	600.00
582 · Continuing education	0.00	500.00	2,268.05	5,000.00	6,000.00
583 · Board and committee meetings	323.83	166.66	3,590.56	1,666.66	2,000.00
585 · Strategic Planning/ED Transitio	1,042.31	416.66	1,042.31	4,166.66	5,000.00
Total Staff and Board Development	1,367.21	1,133.32	6,928.72	11,333.32	13,600.00
Staff Costs					
511 · Salaries	17,521.46	17,521.46	181,966.82	192,736.08	227,779.00
512 · Employee benefits	1,337.87	1,416.67	10,459.32	14,166.67	17,000.00
514 · Payroll taxes	1,335.88	1,340.40	13,779.33	14,744.20	17,425.00
515 · Retirement plan	888.58	876.08	7,507.96	9,636.85	11,389.00
589 · Mileage	0.00	41.67	0.00	416.66	500.00
Total Staff Costs	21,083.79	21,196.28	213,713.43	231,700.46	274,093.00
Technology					
541 · Equipment maintenance	255.00	285.00	2,485.00	2,850.00	3,420.00
543 · Equipment replacement/software	13.77	250.00	2,479.80	2,500.00	3,000.00
544 · Data for HMIS	0.00	666.66	7,260.00	6,666.66	8,000.00
Total Technology	268.77	1,201.66	12,224.80	12,016.66	14,420.00
Total Expense	24,832.73	53,457.11	350,452.94	554,308.78	661,223.00
Net Ordinary Income	167.27	-10,594.61	-96,038.79	-125,683.78	-146,873.00
Net Income	**167.27**	**-10,594.61**	**-96,038.79**	**-125,683.78**	**-146,873.00**

See Accountants' Compiliation Report

HOMEWARD
Strategic Partnerships Toward Ending Homelessness

Finance Committee
Chair: Nathan Simpson
Homeward Board

May 2, 2023 (8:00 AM- 9:00 AM)
Zoom Link :
https://us02web.zoom.us/j/85343295995?pwd=N2dmTGp2TzNaOFRnMFJlT240TWNhdz09

Agenda

5 minutes   Welcome

45 minutes   Review and discussion

- Financials
    - February and March 2022 (see attached report)
    - Exploring options with a PEO, looking closely at Connectify.
        - Brian made a motion, Susan seconded. Motion carried.

- Minutes
    - Susan made a motion, Brian seconded. Motion carried.

- Revenue
    - ARP Funding – Update
        - Still waiting on the ~$450K funding. Has been passed by the city council, but waiting on the contract.
        - Working on the contract for PHC for the community case worker.
    - HUD Planning Grant
        - Have been awarded additional funding as a community, of which Homeward receives 3%.
    - Foundation Grants
        - Have submitted an application for $50K for CI to Wells Fargo – expect to receive this before the end of the fiscal year.
        - Not sure what Principal is going to do this year.

- Investment Discussion

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Strategic Partnerships Toward Ending Homelessness

- o Don't have the money yet, but anticipate that it could come anytime this month. Will likely have ~$200K that won't need accessed for at least one year.
    - Would like to find a CD with a decent rate of return to invest this money in.
    - Susan suggested obtaining three different quotes from different organizations.
    - Finance committee suggests putting together a mini-RFP to find banking institution for all of Homeward's lines (Savings, Checkings, Investments, Line of Credit).
    - IRS officially has our name changed to Homeward Iowa.

- Budget (draft in progress and salary discussion)
    - o Nathan notified committee that we have been requested to put together a merit increase recommendation for the ED.
        - Information will be shared with the finance committee in advance of the June 6th meeting. If necessary, the committee will convene for an off-cycle meeting to develop that recommendation.
        - Susan suggested salary survey information on comparable organizations/positions to help ensure that the recommendation is competitive, as the landscape has changed dramatically in the past 24 months.

10 minutes   Monthly Update on Continuum of Care
        Preparing for HUD NOFO process.
        Another RFP will come through surrounding PSH projects.
        Moving within the building, same level or cheaper rent than current.

Adjourn:

Next meeting: June 6, 2023

* - voting item

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Strategic Partnerships Toward Ending Homelessness

Coordinated Services Committee
April 26, 2023   10:00 AM – 11:00 AM
Polk County Riverplace, Room 1A

Minutes

In attendance: Jan Zeleke, Angie Arthur, Jenna Schuck, Patrick Schacherer, Soe Moe, Jim Cain, Carrie Moreno, Shawna Morgan, Elizabeth Spragg, Taz Clayburn, Diana Vu

I. Welcome, introductions, and approve minutes
Jan Zeleke
- Approval of March minutes, Angie moved, Jenna second

II. Directors Report
Angie Arthur
- Point in Time information released last week and article in Des Moines Register. 644 individuals counted—very similar numbers from 2020. Unsheltered count 129. Increase of people who identified as fleeing from domestic violence and substance use issues. We saw a decrease for youth/veterans. Iowa Public Radio has reached out to get the information out as well. Increase in use of emergency housing vouchers through Des Moines Municipal Housing Agency. As COVID funds taper off, we will lose Rapid Rehousing funding as well, so those numbers will likely decrease because our capacity will decrease. VA's COVID funding also will end in May.
- Preparation started for the next Continuum of Care Process (HUD is thinking May/June). Thursday Emergency Solution Grant meeting for grant writers at 1:00 at the City Armory. Please come if you are interested in that grant.
- Homeward is working on Strategic Plan.
- 170/200 scored well on the CoC application recently submitted to HUD.

III. HUD Standards Discussion
Jim Cain
- Written standards around community process for how HUD funds are spent for homelessness in our community. It is time to make some updates/changes. Rather than having 2 separate sets of standards, YHDP standards are incorporated into this.
- Omaha Field Office monitored City of Des Moines and chose Primary Health Care as the agency that they would look at.   Prior to that meeting, we had the standards set up with ESG and CoC combined. The reviewer asked to separate those. They also suggested that we add the process for Rent Reasonableness in our community into the standards.

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Strategic Partnerships Toward Ending Homelessness

- We need to look at Homeless Prevention and Street Outreach in our community and add more to the standards for those processes. Jim will bring those back to our June meeting.
- Addition of description of YHDP program. Family engagement, youth choice, and social and community engagement sections were added for the youth programming as well. Youth must enroll before 25th birthday.
- Addition of creating space to individual plans based on what each client needs.
- Violence Against Women Act—Working with HUD to provide clarity to see if we need any changes in this area.
- Clarifying Annual Income Calculation—listed specific CFRs utilized.
- Documenting Homelessness—If using HMIS, the data printouts of program entry should be provided in participant file.
- RRH: Additional help based on hardship added.
- ESG: Utilities are gas, electric, water, and sewage. Up to 6 months payment in arrears. Deposits/payments made directly to utility company.
- RRH reviewed at least annually.
- Separating Financial Assistance from Rental Assistance.
- Rental payments added language about rent reasonableness. Use of Rentometer.
- Must be a written lease.
- Section clarifying vacated units
- Performance Measures: ESG Measures added. YHDP has own section.
- Removed CARES Act standards because those no longer exist.
- Board will look at them May 8. Will approve later with more additions.

IV. Youth Planning Update
Angie

- YAC presenting at upcoming conference and at Peer-to-Peer Homeless Symposium in June
- Assessment of 2-year project coming out soon
- Still have a gap for youth under 18 in our community. Workgroup coming in June. If you'd like to participate, please let Abbey/Angie know.

V. Announcements & Information Sharing

- Peer to Peer June 13-14 being planned.
- Monsoon hiring for a couple of positions.
- New Hope Ministries campus has a lot going on. Demolition finished and waiting for city to approve. Hoping to be completed by June, 2024.
- CI hopefully fully staffed May 1.
- Contract for second community caseworker through City of Des Moines. The one already hired will start taking clients this week. Developing/increasing income for

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Strategic Partnerships Toward Ending Homelessness

clients. Referrals will come from CI—mostly for people who are not already enrolled in programs.

V. Adjourn
Elizabeth moved, Angie second

Next meeting: May 24, 10:00 AM at Polk County Riverplace

CE Household Report: 01/01/2023-05/31/2023

Region: Polk County CoC

Provider(s): Not selected

Intakes completed (EE)

CE Project (EE)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PHC - Coordinated Intake(1184)	123	102	136	121	145								626
PHC - Coordinated Intake (Post-Shelter Admission)(1185)	67	50	66	45	25								253
TOTAL	190	152	202	166	170								879

Assessments completed (CE Assessment)

Assessment Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housing Needs Assessment	187	154	198	165	176								866
TOTAL	187	154	198	165	176								866
Prioritization Status	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Not Placed on Prioritization List	46	29	51	30	34								190
Placed on Prioritization List	142	125	147	135	142								681
SPDAT Type	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Client Refused (0 Score)	11	18	30	21	9								89
Family (v2.0)	4	1			3								8
Family (v3.0)	40	21	24	24	51								159
Single (v2.0)	7	3	4	5	2								21
Single (v3.0)	115	95	122	101	99								526
Youth (v2.0)	10	16	18	14	12								66
SPDAT Score / Need	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
PSH - Permanent Supportive Housing (8+)	101	82	97	93	99								466
RRH - Rapid Rehousing (4-7)	67	50	67	47	66								291
HP - Homelessness Prevention													
Diversion - No supports (0-3)	19	22	34	25	11								111

Removed from Prioritization List

Housing Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housed	11	19	23	18	10								81
Not Housed	30	30	48	70	124								301
Average days to permanent housing	37	24	25	34	25								28
Average days on prioritization list	10	26	18	63	70								48
Project type used (Housed)	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Other Permanent Housing (OPH)	6	11	15	9	9								50
Permanent Supportive Housing (PSH)			1	2									3
Rapid Rehousing (RRH)	4	7	5	5	1								22
Transitional Housing (TH)	1	1	1	1									4
NULL			1	1									2
Reason for removal (Not Housed)	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Client/Household cannot be found or contacted.	10	4	4	38	83								139
Client/Household no longer wishes to participate in Coo	5	2	3	2	3								15
Client/Household self-resolved and is no longer homele	6	5	3	3	6								23
Client is now in a substance abuse treatment facility or			1	1									2
Client is now in jail/prison/juvenile detention facility.				1									1
NULL	9	19	37	25	32								121

CE Household Report: 01/01/2023-05/31/2023

Region: Polk County CoC

Provider(s): Not selected

CE Events

Access Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to Prevention Assistance project		1			1								2
Referral to scheduled Coordinated Entry Crisis Needs A		1											1
Referral to scheduled Coordinated Entry Housing Need	182	153	199	162	176								858
Unique Household TOTAL	182	155	199	162	176								859
Referral Events	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Referral to a Housing Stability Voucher					1								1
Referral to emergency assistance/flex fund/furniture ass	2	2	1	2									7
Referral to Emergency Housing Voucher (EHV)	1		2		1								4
Referral to Emergency Shelter bed opening	64	65	88	70	65								337
Referral to Housing Navigation project or services	6	2	5	4	8								25
Referral to Joint TH-RRH project/unit/resource opening	2	1	1		1								5
Referral to Other PH project/unit/resource opening	3	8	14	5	1								31
Referral to post-placement/follow-up case management		1			17								18
Referral to PSH project resource opening			1	3	1								5
Referral to RRH project resource opening	14	24	27	25	16								104
Referral to Street Outreach project or services	3	1	3	2	3								12
Unique Household TOTAL	85	93	129	103	104								462
Event Details	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Problem Solving/Diversion/Rapid Resolution interventio Client housed/re-housed in a safe alternative													
Referral to post-placement/follow-up case management Enrolled in Aftercare project													

Referral Results		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to eme	Successful referral: client accepted	2	1	2	1	1								7
Referral to Em	Successful referral: client accepted			2		1								3
Referral to Em		1												1
ES	Successful referral: client accepted	13	13	19	15	13								70
ES	Unsuccessful referral: client rejected	23	50	48	61	33	1							210
ES	Unsuccessful referral: provider rejected			1										1
ES					1									1
Housing Nav	Successful referral: client accepted	2	1	4	1									8
Housing Nav	Unsuccessful referral: client rejected	1	2	1		1								5
Housing Nav	Unsuccessful referral: provider rejected		1			1								2
TH-RRH	Successful referral: client accepted	1	1	1		1								4
TH-RRH	Unsuccessful referral: client rejected	1												1
Oth PH	Successful referral: client accepted	2	5	9	3	1								20
Oth PH	Unsuccessful referral: client rejected	1	2	1	3									7
Oth PH	Unsuccessful referral: provider rejected			3	1									4
PP/CM	Successful referral: client accepted		1			8								9
PP/CM	Unsuccessful referral: client rejected					2								2
PSH	Successful referral: client accepted			1	2	1								4
RRH	Successful referral: client accepted	6	18	19	19	11								73
RRH	Unsuccessful referral: client rejected	3	7	3	6	2								21
RRH	Unsuccessful referral: provider rejected	1		1	4									6
SO	Successful referral: client accepted	2	1	2	1									6
SO	Unsuccessful referral: client rejected	1		1		1								3
NULL	Successful referral: client accepted		1	1	1	4								7
NULL	Unsuccessful referral: client rejected	2	1		1									4

CE Household Report: 01/01/2023-05/31/2023 (Single Individuals)

Region: Polk County CoC

Intakes completed (EE)

CE Project (EE)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PHC - Coordinated Intake(1184)	78	75	107	93	89								442
PHC - Coordinated Intake (Post-Shelter Admission)(1185)	65	45	61	42	23								236
TOTAL	143	120	168	135	112								678

Assessments completed (CE Assessment)

Assessment Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housing Needs Assessment	136	121	163	136	119								664
TOTAL	136	121	163	136	119								664
Prioritization Status	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Not Placed on Prioritization List	22	23	40	27	14								126
Placed on Prioritization List	115	98	123	109	105								542
SPDAT Type	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Client Refused (0 Score)	8	16	28	21	8								81
Family (v2.0)	0	0			0								0
Family (v3.0)	0	1	0	1	2								4
Single (v2.0)	7	2	4	4	2								19
Single (v3.0)	111	86	114	96	97								500
Youth (v2.0)	10	16	17	14	10								63
SPDAT Score / Need	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
PSH - Permanent Supportive Housing (8+)	65	61	74	67	49								311
RRH - Rapid Rehousing (4-7)	57	40	57	44	60								254
HP - Homelessness Prevention													
Diversion - No supports (0-3)	14	20	32	25	10								101

Removed from Prioritization List

Housing Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housed	4	15	19	16	8								62
Not Housed	15	21	36	55	84								210
Average days to permanent housing	35	29	34	46	47								39
Average days on prioritization list	19	69	28	95	87								75
Project type used (Housed)	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Other Permanent Housing (OPH)	3	11	15	9	8								46
Permanent Supportive Housing (PSH)			1	1									2
Rapid Rehousing (RRH)	1	4	2	4	0								11
Transitional Housing (TH)	0	0	0	1									1
NULL			1	1									2
Reason for removal (Not Housed)	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Client/Household cannot be found or contacted.	3	2	1	32	64								102
Client/Household no longer wishes to participate in Coo	3	2	3	2	2								12
Client/Household self-resolved and is no longer homele	3	4	2	1	1								11
Client is now in a substance abuse treatment facility or			1	1									2
Client is now in jail/prison/juvenile detention facility.				1									1
NULL	6	13	29	18	17								82

CE Household Report: 01/01/2023-05/31/2023 (Single Individuals)

Region: Polk County CoC

CE Events

Access Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to Prevention Assistance project		0			1								1
Referral to scheduled Coordinated Entry Crisis Needs A		1											1
Referral to scheduled Coordinated Entry Housing Need	135	121	166	134	116								661
Unique Household TOTAL	135	122	166	134	116								662

Referral Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to a Housing Stability Voucher					1								1
Referral to emergency assistance/flex fund/furniture ass	1	2	1	2									6
Referral to Emergency Housing Voucher (EHV)	0		1		1								2
Referral to Emergency Shelter bed opening	43	46	63	48	37								233
Referral to Housing Navigation project or services	4	1	5	1	3								14
Referral to Joint TH-RRH project/unit/resource opening	0	0	0		0								0
Referral to Other PH project/unit/resource opening	3	8	14	5	1								31
Referral to post-placement/follow-up case management		1			13								14
Referral to PSH project resource opening			1	2	1								4
Referral to RRH project resource opening	11	17	22	21	11								80
Referral to Street Outreach project or services	3	1	2	2	3								11
Unique Household TOTAL	59	68	100	76	65								342

Event Details	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Problem Solving/Diversion/Rapid Resolution interventio Client housed/re-housed in a safe alternative													
Referral to post-placement/follow-up case management Enrolled in Aftercare project													

Referral Results		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to eme	Successful referral: client accepted	1	1	2	1	1								6
Referral to Em	Successful referral: client accepted			1		1								2
Referral to Em		0												0
ES	Successful referral: client accepted	6	8	9	8	3								33
ES	Unsuccessful referral: client rejected	13	38	34	48	25	1							159
ES	Unsuccessful referral: provider rejected			0										0
ES					1									1
Housing Nav	Successful referral: client accepted	1	1	4	1									7
Housing Nav	Unsuccessful referral: client rejected	1	1	1		0								3
Housing Nav	Unsuccessful referral: provider rejected		1			0								1
TH-RRH	Successful referral: client accepted	0	0	0		0								0
TH-RRH	Unsuccessful referral: client rejected	0												0
Oth PH	Successful referral: client accepted	2	5	9	3	1								20
Oth PH	Unsuccessful referral: client rejected	1	2	1	3									7
Oth PH	Unsuccessful referral: provider rejected			3	1									4
PP/CM	Successful referral: client accepted		1			5								6
PP/CM	Unsuccessful referral: client rejected					2								2
PSH	Successful referral: client accepted			1	1	1								3
RRH	Successful referral: client accepted	4	11	15	15	7								52
RRH	Unsuccessful referral: client rejected	3	7	3	5	2								20
RRH	Unsuccessful referral: provider rejected	1		1	4									6
SO	Successful referral: client accepted	2	1	1	1									5
SO	Unsuccessful referral: client rejected	1		1		1								3
NULL	Successful referral: client accepted		0	1	1	4								6
NULL	Unsuccessful referral: client rejected	2	1		1									4

CE Household Report: 01/01/2023-05/31/2023 (Family Household)

Region: Polk County CoC

Intakes completed (EE)

CE Project (EE)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PHC - Coordinated Intake(1184)	45	27	29	28	56								185
PHC - Coordinated Intake (Post-Shelter Admission)(1185)	2	5	5	3	2								17
TOTAL	47	32	34	31	58								202

Assessments completed (CE Assessment)

Assessment Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housing Needs Assessment	50	33	35	29	57								203
TOTAL	50	33	35	29	57								203
Prioritization Status	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Not Placed on Prioritization List	23	6	11	3	20								63
Placed on Prioritization List	27	27	24	26	37								140
SPDAT Type	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Client Refused (0 Score)	3	2	2	0	1								8
Family (v2.0)	4	1			3								8
Family (v3.0)	40	20	24	23	49								155
Single (v2.0)	0	1	0	1	0								2
Single (v3.0)	3	9	8	5	2								27
Youth (v2.0)	0	0	1	0	2								3
SPDAT Score / Need	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
PSH - Permanent Supportive Housing (8+)	36	21	23	26	50								155
RRH - Rapid Rehousing (4-7)	10	10	10	3	6								39
HP - Homelessness Prevention													
Diversion - No supports (0-3)	4	2	2	0	1								9

Removed from Prioritization List

Housing Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housed	7	4	4	2	2								19
Not Housed	14	9	12	15	40								90
Average days to permanent housing													
Average days on prioritization list	4		70	92	54								61
Project type used (Housed)	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Other Permanent Housing (OPH)	3	0	0	0	1								4
Permanent Supportive Housing (PSH)			0	1									1
Rapid Rehousing (RRH)	3	3	3	1	1								11
Transitional Housing (TH)	1	1	1	0									3
NULL			0	0									0
Reason for removal (Not Housed)	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Client/Household cannot be found or contacted.	7	2	3	6	19								37
Client/Household no longer wishes to participate in Coo	1	0	0	0	1								2
Client/Household self-resolved and is no longer homele	3	1	1	2	5								12
Client is now in a substance abuse treatment facility or			0	0									0
Client is now in jail/prison/juvenile detention facility.				0									0
NULL	3	6	8	7	15								39

CE Household Report: 01/01/2023-05/31/2023 (Family Household)

Region: Polk County CoC

CE Events

Access Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to Prevention Assistance project		1			0								1
Referral to scheduled Coordinated Entry Crisis Needs A		0											0
Referral to scheduled Coordinated Entry Housing Need	47	32	34	28	60								198
Unique Household TOTAL	47	33	34	28	60								198
Referral Events	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Referral to a Housing Stability Voucher					0								0
Referral to emergency assistance/flex fund/furniture ass	1	0	0	0									1
Referral to Emergency Housing Voucher (EHV)	1		1		0								2
Referral to Emergency Shelter bed opening	21	19	25	22	29								105
Referral to Housing Navigation project or services	2	1	0	3	5								11
Referral to Joint TH-RRH project/unit/resource opening	2	1	1		1								5
Referral to Other PH project/unit/resource opening	0	0	0	0	0								0
Referral to post-placement/follow-up case management		0			4								4
Referral to PSH project resource opening			0	1	0								1
Referral to RRH project resource opening	3	7	5	4	5								24
Referral to Street Outreach project or services	0	0	1	0	0								1
Unique Household TOTAL	26	25	29	27	40								121
Event Details	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Problem Solving/Diversion/Rapid Resolution interventio Client housed/re-housed in a safe alternative													
Referral to post-placement/follow-up case management Enrolled in Aftercare project													
Referral Results	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Referral to eme Successful referral: client accepted	1	0	0	0	0								1
Referral to Em Successful referral: client accepted			1		0								1
Referral to Em	1												1
ES Successful referral: client accepted	7	5	10	7	11								38
ES Unsuccessful referral: client rejected	10	12	14	13	8	0							51
ES Unsuccessful referral: provider rejected			1										1
ES				0									0
Housing Nav Successful referral: client accepted	1	0	0	0									1
Housing Nav Unsuccessful referral: client rejected	0	1	0		1								2
Housing Nav Unsuccessful referral: provider rejected		0			1								1
TH-RRH Successful referral: client accepted	1	1	1		1								4
TH-RRH Unsuccessful referral: client rejected	1												1
Oth PH Successful referral: client accepted	0	0	0	0	0								0
Oth PH Unsuccessful referral: client rejected	0	0	0	0									0
Oth PH Unsuccessful referral: provider rejected			0	0									0
PP/CM Successful referral: client accepted		0			3								3
PP/CM Unsuccessful referral: client rejected					0								0
PSH Successful referral: client accepted			0	1	0								1
RRH Successful referral: client accepted	2	7	4	4	4								21
RRH Unsuccessful referral: client rejected	0	0	0	1	0								1
RRH Unsuccessful referral: provider rejected	0		0	0									0
SO Successful referral: client accepted	0	0	1	0									1
SO Unsuccessful referral: client rejected	0		0		0								0
NULL Successful referral: client accepted		1	0	0	0								1
NULL Unsuccessful referral: client rejected	0	0		0									0

CE Household Report: 01/01/2023-05/31/2023 (Youth Subset - 18 to 24)

Region: Polk County CoC

Intakes completed (EE)

CE Project (EE)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PHC - Coordinated Intake(1184)	13	16	14	16	17								75
PHC - Coordinated Intake (Post-Shelter Admission)(1185)	5	3	11	4	1								24
TOTAL	18	19	25	20	18								99

Assessments completed (CE Assessment)

Assessment Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housing Needs Assessment	18	20	26	21	20								99
TOTAL	18	20	26	21	20								99
Prioritization Status	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Not Placed on Prioritization List	5	4	4	3	6								22
Placed on Prioritization List	13	16	22	18	14								78
SPDAT Type	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Client Refused (0 Score)	1	0	2	1	2								6
Family (v2.0)	2	0			1								3
Family (v3.0)	5	2	4	3	4								17
Single (v2.0)	0	0	0	0	0								0
Single (v3.0)	0	2	2	3	1								8
Youth (v2.0)	10	16	18	14	12								66
SPDAT Score / Need	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
PSH - Permanent Supportive Housing (8+)	13	13	16	16	10								65
RRH - Rapid Rehousing (4-7)	4	6	8	4	7								27
HP - Homelessness Prevention													
Diversion - No supports (0-3)	1	1	2	1	3								8

Removed from Prioritization List

Housing Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housed	2	4	5	2	2								15
Not Housed	3	7	9	8	13								40
Average days to permanent housing	36	35	25	29	24								29.33
Average days on prioritization list	5	18	21	42	48								32
Project type used (Housed)	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Other Permanent Housing (OPH)	0	1	2	1	1								5
Permanent Supportive Housing (PSH)			0	0									0
Rapid Rehousing (RRH)	1	2	2	1	1								7
Transitional Housing (TH)	1	1	1	0									3
NULL			0	0									0
Reason for removal (Not Housed)	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**YTD**
Client/Household cannot be found or contacted.	2	2	1	2	7								14
Client/Household no longer wishes to participate in Coo	0	2	0	0	1								3
Client/Household self-resolved and is no longer homele	1	2	1	2	2								8
Client is now in a substance abuse treatment facility or			0	0									0
Client is now in jail/prison/juvenile detention facility.				0									0
NULL	0	1	7	4	3								15

CE Household Report: 01/01/2023-05/31/2023 (Youth Subset - 18 to 24)

Region: Polk County CoC

CE Events

Access Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to Prevention Assistance project		0			0								0
Referral to scheduled Coordinated Entry Crisis Needs A		0											0
Referral to scheduled Coordinated Entry Housing Need	18	20	26	21	20								99
Unique Household TOTAL	18	20	26	21	20								99

Referral Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to a Housing Stability Voucher					0								0
Referral to emergency assistance/flex fund/furniture ass	0	0	0	2									2
Referral to Emergency Housing Voucher (EHV)	0		0		0								0
Referral to Emergency Shelter bed opening	7	15	13	12	8								50
Referral to Housing Navigation project or services	4	0	1	0	2								7
Referral to Joint TH-RRH project/unit/resource opening	2	1	1		1								5
Referral to Other PH project/unit/resource opening	0	2	2	0	0								4
Referral to post-placement/follow-up case management		0			0								0
Referral to PSH project resource opening			0	0	0								0
Referral to RRH project resource opening	1	6	7	5	2								20
Referral to Street Outreach project or services	0	0	0	0	0								0
Unique Household TOTAL	11	21	21	17	11								65

Event Details	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Problem Solving/Diversion/Rapid Resolution interventio Client housed/re-housed in a safe alternative													
Referral to post-placement/follow-up case management Enrolled in Aftercare project													

Referral Results		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to eme	Successful referral: client accepted	0	0	0	1	1								2
Referral to Em	Successful referral: client accepted			0		0								0
Referral to Em		0												0
ES	Successful referral: client accepted	2	5	8	6	2								22
ES	Unsuccessful referral: client rejected	2	6	7	7	5	1							28
ES	Unsuccessful referral: provider rejected			0										0
ES					1									1
Housing Nav	Successful referral: client accepted	1	1	1	0									3
Housing Nav	Unsuccessful referral: client rejected	0	2	0		1								3
Housing Nav	Unsuccessful referral: provider rejected		0			1								1
TH-RRH	Successful referral: client accepted	1	1	1		1								4
TH-RRH	Unsuccessful referral: client rejected	1												1
Oth PH	Successful referral: client accepted	0	1	1	0	0								2
Oth PH	Unsuccessful referral: client rejected	0	1	1	0									2
Oth PH	Unsuccessful referral: provider rejected			0	0									0
PP/CM	Successful referral: client accepted		0			0								0
PP/CM	Unsuccessful referral: client rejected					0								0
PSH	Successful referral: client accepted			0	0	0								0
RRH	Successful referral: client accepted	0	2	3	6	2								13
RRH	Unsuccessful referral: client rejected	0	5	1	2	0								8
RRH	Unsuccessful referral: provider rejected	0		0	0									0
SO	Successful referral: client accepted	0	0	0	0									0
SO	Unsuccessful referral: client rejected	0		0		0								0
NULL	Successful referral: client accepted		0	0	0	0								0
NULL	Unsuccessful referral: client rejected	0	0		0									0

Homeward
Finance Committee
June 12, 2023

Topic: Fiscal Year 2024 Budget

Recommendation: The Finance Committee is moving for approval of the Fiscal Year 2024 Budget for Homeward.

HOMEWARD
7-1-2023 thru 6-30-2024
FY23 DRAFT BUDGET

RECEIPTS	FY24		
Polk County Investment	$75,000.00		
City of Des Moines	$150,000.00	includes funds for CCM Pilot	
Other Cities			
HUD/YHDP Planning Grant	$131,745.00		
Restricted Contributions	$15,000.00		
Unrestirected Contributions	$75,000.00		
Individual Donors	$3,000.00		
Total Receipts	**$449,745.00**		
CARRYOVER			
Unrestricted	$145,000.00		
Restricted	$147,443.00		
Carryover/Net assets	**$292,443.00**		
TOTAL RECEIPTS/CARRYOVER	**$742,188.00**		
EXPENSES			
PROGRAM COMMITMENTS			
Centralized Intake	$50,000.00	Carryover FY22 Restricted	
Rapid Resolution	$0.00	funding ended	
Point in Time	$2,000.00		
Youth Action Council	$6,000.00		
CoC Training	$3,000.00		
Unsheltered Study	$0.00		
Intergenerational Homeless Study	$22,443.00	Carryover FY22 Restricted	
Community Case Manager Pilot	$75,000.00		
Program Total	**$158,443.00**		
OPERATIONAL EXPENSE			
Professional Fees			
Misc Professional Fees	$10,000.00		
HUD Grant writer	$0.00		
Organizational Support	$0.00		
Total Professional Fees	**$10,000.00**		

Staff Costs				
Salaries	$241,045.70			
Employee Benefits	$20,000.00			
Payroll Taxes (7.65%)	$18,440.00			
Retirement Plan (5% of salary)	$12,052.29			
Mileage reimbursement	$500.00			
Professional Employer Organization	$6,900.00	New Category		
Total Staff Costs	**$292,037.99**			
Insurance				
D&O Insurance	$1,400.00			
General Liability and Rental	$250.00	New Category		
Workers Comp	$760.00	New Category		
Total Insurance	**$2,410.00**			
Office Expense				
Office Materials and Supplies	$700.00			
Office Rent	$18,000.00			
Parking	$3,060.00			
Telephone - Cell and dedicated line	$1,500.00			
Filing Fees	$200.00			
Postage	$200.00			
Printing/Letterhead	$500.00			
Accounting	$7,200.00	New Category		
Audit	$10,000.00	New Category		
Total Office Expense	**$41,360.00**			
Technology				
Equipment Maintenance	$5,400.00			
Equipment Replacement/Software/Licenses	$3,000.00			
Data for HMIS	$8,000.00			
Total Technology Expense	**$16,400.00**			
Fundraising				
Development Plan	$0.00			
Total Fundraising Expense	**$0.00**			
Education/Advocacy				
Marketing	$5,000.00			

Electronic (Web page/Social Media)	$1,000.00		
eNewsletter	$250.00		
Tickets/Tables/Sponsorships	$2,000.00		
Total Education/ Advocacy Expense	**$8,250.00**		
Staff and Board Development			
Dues Subscriptions & Membership	$600.00		
Continuing Education (fees/transportation)	$8,000.00		
Board and Committee Meeting Expenses	$2,000.00		
Strategic Plan/Project Management	$5,000.00		
Total Board and Staff Development	**$15,600.00**		
Total Operational Expense	**$386,057.99**		
Total Organizational Budget	**$544,500.99**		
Expenses Under (Over) Revenue	$197,687.01		

H O M E W A R D
Strategic Partnerships Toward Ending Homelessness

Homeward
Nominating Committee
June 12, 2023

Topic: Homeward Board Member Nominations

Recommendation: A public announcement seeking members for the Homeward Board was released in April 2023. Based on HUD guidelines for Continuum of Care board member participation, the nomination committee sought leaders with lived experience in homelessness as well as people with expertise in victim services, business leadership, mental health, or substance use treatment. The committee has met and reviewed the applications submitted. The nominations committee recommends the following individuals for appointment and reappointment to Homeward.

Board Member Appointment
- Amber Lewis (2025) finishing term
- Dennis Henderson (2025) finishing term
- Lori Jensen (2026)
- Alyson Simmons (2026)
- Dave Weidt (2026)

Board Member Reappointment
- Lorna Garcia (2026)
- Ehren Stover-Wright (2026)
- Nathan Simpson (2026)
- Lyn Wilson (2026)

HOMEWARD
Strategic Partnerships Toward Ending Homelessness

Homeward
Election of Officers
June 12, 2023

Topic: Election of Officers

Recommendation: The by-laws of Homeward require the election of officers during the June board meeting. Below is the slate of officers nominated for FY2024.

Chair: Annie Uetz

Vice Chair: Nathan Simpson

Secretary: Angela Dethlefs-Trettin

Treasurer: Tony Montgomery

HOMEWARD
Strategic Partnerships Toward Ending Homelessness

TOPIC: 2023 Local CoC Competition Application

DATE: June 7, 2023

BACKGROUND:

The process for submitting the HUD Continuum of Care (CoC) Program application includes a local application process for agencies wishing to renew an existing grant or submit a grant for a new project. The local application mirrors HUD's project application as well as includes questions related to local and HUD funding priorities.

RECOMMENDATION:

The recommended changes for the 2023 local application are in purple text. Many of the changes from the 2022 application are related to dates specific to 2023. More material changes include:

Page 1 – At the top of the page, adding language requiring the person who will be completing the grant application to attend the Open Meeting where instruction is given about completing the application. This change is being made in hopes that the quality of the application submissions will improve over the 2022 submissions.

Page 4 – At the top of page 4, 1(a), language has been added related to the percent of clients being served in Rapid Rehousing (RRH) that fall within the VI-SPDAT range for Permanent Supportive Housing (PSH). The addition of this question recognizes the added challenges faced by RRH programs who are serving clients whose needs and housing barriers are better served by a PSH program, but enough units are not available.

Page 9, V(d) – Language has been added to better understand why a project has unspent funds. The reason isn't always poor grant management.

Page 10, section VII – This set of questions are related to addressing COVID-19. With the end of the national pandemic declaration, we don't anticipate HUD asking this question in the 2023 application.

Page 11, performance measures charts – Each year, the Performance Committee reviews the previous year's performance measures and makes a recommendation to Homeward's board for new measures for the year. The changes in benchmarks for some of the measures reflect the performance measures approved by the Board earlier this year.

Page 13, Rental assistance budget chart – Each year, HUD modifies their Fair Market Rent (FMR) amounts which then need to be updated in our local application. Also, this year, we're adding a unit size to reflect the unit sizes listed in the HUD application rental assistance chart.

Page 14 Budget Summary, Administration – Increasing the percent admin requires approval from HUD which has to be sought prior to the NOFO's release.

We have heard from multiple sources that HUD plans to make significant changes to the 2023 application. Therefore, we've requested from the Grant Committee the flexibility to add/subtract questions in the local application to reflect changes made by HUD in their application.

IA-502 Des Moines/Polk County CoC
2023 Project Application

> **To qualify as a new or renewal project and submit a 2023 CoC application,
> at least one staff member from your agency, including the person who will
> be completing the grant application, must have attended the
> Open Meeting on MONTH DAY, 2023, at 0:00.**

Application submission: Please submit this application form and required attachments by accessing the electronic version at https://ica.formstack.com/forms/pccoc_application_2022 the deadline for submission is no later than **MONTH DAY, 2023, at 5:00pm** in order to be considered.

Please indicate the program type for this application **Choose an item.**

Please indicate if the application is a renewal or new application **Choose an item.**

Grant Number (if renewal): Click here to enter text.

Organization: Click here to enter text.

Contact Name: Click here to enter text.

Email: Click here to enter text.

Contact telephone #: Click here to enter text.

Project Name: Click here to enter text.

Requested amount: Click here to enter text.

Number of households to be served: Click here to enter text.

> **Both renewal and new project applicants are STRONGLY URGED to review**
> - *2023 Annual CoC Program Competition Priorities and Ranking;*
> - *2023 Annual CoC Program Competition Score Sheet; and*
> - *Section ??. Eligibility Information* of the 2023 NOFO, beginning on page ##, before starting their application.
>
> **New applicants are also STRONGLY URGED to review 24CFR 578 Subpart D and Subpart F before completing Sections III through VII of this application.**

PLEASE NOTE: The wording of questions in this project application may not be the exact wording found in comparable questions of Exhibit 2 when it is uploaded to e-SNAPS. Therefore, read the questions in Exhibit 2 carefully before using the answers provided in this application.

I. Centralized Intake System

1. Will the project for which you are requesting funding take referrals ONLY from the Polk County Centralized intake?   ☐ **Yes**   ☐ **No**

   If "NO", your project is not eligible for HUD CoC funding.

2. **Renewal Projects:** Through the end of the most recently completed project year, how many CI referrals made to this project were denied admission?   Please briefly explain **(2,000 characters)**

II. <u>Housing First</u>

All CoC-funded projects, except for HMIS and SSO-CI projects, **must operate as a Housing First model**. Please complete the checklist below by checking the box in front of each of the criteria that applies to your project.

1. Will/Does the project require a background screening prior to project entry (excluding sexual offender check for site-based projects with legal requirements)?
    ☐ **Yes** ☐ **No**

2. Will/Does the project prohibit persons with certain criminal convictions from entering your project (excluding registered sexual offender for site-based projects with legal requirements)?
    ☐ **Yes** ☐ **No**

3. Will/Does the project require participants to be clean and sober prior to project entry and/or during project stay?
    ☐ **Yes** ☐ **No**

4. Will/Does the project require alcohol/drug tests on participants suspected of being under the influence?
    ☐ **Yes** ☐ **No**

5. Will/Does a positive alcohol/drug test result in termination from the project and/or require participant to participate in substance abuse treatment and/or detox to resume project services?
    ☐ **Yes** ☐ **No**

6.   Will/Does the project require participants to have a mental health evaluation prior to project entry?
    ☐ **Yes** ☐ **No**

7. Will/Does the project require project participants who demonstrate mental health symptoms to participate in mental health services and/or medication compliance *(excluding those who present a danger to self or others)* as a condition of services?
    ☐ **Yes** ☐ **No**

8. Will/Does the project require participants to have income at time of project entry?
    ☐ **Yes** ☐ **No**

9. Will/Does the project require participants to obtain an income as a condition of remaining in the project?
    ☐ **Yes** ☐ **No**

10. Will/Does the project require participants to participate in supportive services (such as vocational training, employment preparation, budgeting or life skills classes; not including required case management meetings) as a condition of continued services?
    ☐ **Yes** ☐ **No**

11. Will/Does the project require participants to be 'progressing' in their goals in order to remain in the project?

☐ **Yes** ☐ **No**

12. Will/Does the project require participants to sign a services plan agreement to receive your services? *(Please note a service plan is not the same as a housing plan.)*

☐ **Yes** ☐ **No**

13. Will/Does the project exclude or refuse project entry based on race, color, religion, national origin, disability, sex, sexual orientation, gender identity and/or gender expression?

☐ **Yes** ☐ **No**

14. Will/Does the project include any requirements, outside of those typically found in a lease Agreement in Polk County *(applicable to housing projects)*?

☐ **Yes** ☐ **No** ☐ **N/A**

15. Will/Do project participants have to travel to the agency's office(s) to receive the majority of their services, including case management, after they are housed *(applicable to scattered-site housing projects)?*

☐ **Yes** ☐ **No** ☐ **N/A**

16. Will/Does the project exclude any dependent children in the household, based on age and/or gender, from remaining with the household at the project *(applicable to projects serving families)*?

☐ **Yes** ☐ **No** ☐ **N/A**

17. Will/Does the project prohibit any member(s) of a household *(as defined by the household)*, based on age, gender, biological relationship and/or marital status, from residing together at the project?

☐ **Yes** ☐ **No** ☐ **N/A**

18. Will/Does the project exclude any family composition type: single dad, single mom, same gender couples, opposite-gender couples, multi-generational, and non-romantic groups who present for services as a family? *(applicable to projects serving families)*?

☐ **Yes** ☐ **No** ☐ **N/A**

19. Will/Does project require project participants to be "placed" in accordance with their sex assigned at birth and/or "perceived" gender; and/or require participant to "prove" their gender identity prior to receiving services?

☐ **Yes** ☐ **No**

20. Will/Do the project exclude participants who do not have a form of identification?

☐ **Yes** ☐ **No**

INCLUDE WITH THIS APPLICATION ONE COPY OF YOUR <u>ADMITTANCE POLICY</u>, ONE COPY OF YOUR <u>TERMINATION POLICY</u> AND ONE COPY OF YOUR <u>TERMINATION APPEAL PROCESS.</u>

III. Project Description

1. *PROJECT DESIGN & HOUSING TYPE(PSH/RRH/TH-RRH)*:

   (a) Describe the target population(s) to be served and the plan for addressing the identified needs/issues of the target population(s). Rapid rehousing applicants: indicate the maximum length of assistance provided and the percent of clients served who fall within the VI-SPDAT range for PSH; ~~Transitional housing exclusively serving homeless youth: maximum program length~~ **(2,000 characters)**.

   Renewal Projects: In the blank before each criterion listed in questions (b) and (c) list the percent of persons served for that criterion. **New Projects:** Place an "x" in the blank before each criterion that reflects the <u>primary</u> characteristic(s) of the population you propose to serve.

   Specific Population Focus. (Select ALL that apply):
   Click. Chronic Homeless   Click. Veterans   Click. Youth (under 25)
   Click. Families with Children Click. Domestic Violence (recent or past)
   Click. Substance Abuse   Click. Mental Illness   Click. HIV? AIDS
   Click. Households with No Minor Children

   Residence Prior to Homelessness (Select ALL that apply):
   Click. Literally homeless (emergency shelter or place not meant for human habitation)
   Click. Transitional housing for homeless persons

   (b) Housing Type (select one)
   ☐ Single Structure   ☐ Scattered site

   Click. Total Number of Units   Click. Total Number of Beds

   If scattered-site leasing, describe strategies that will be used to develop a network of landlords willing to lease homeless individuals, youth or families. How will you mitigate the reluctance of landlords to lease households with potential credit issues, histories of evictions or legal issues? **(2,000 characters)**

   (c) Does the project deny admission to or separate family members when they enter, including serving all family members together and in accordance with each family member's self-reported gender? (If "No", please describe the location of this policy in the admissions policy attached to this application.)
   ☐ **Yes** ☐ **No**

   (d) Does the project use a harm-reduction model for drugs and/or alcohol use?
   ☐ **Yes** ☐ **No**

   If you answered "Yes", please provide a specific example (without identifying anyone) illustrating a time when a harm-reduction model was used. If answered "No", please explain why not. **(2,000 characters)**

(e) Does the project have specific policies and procedures that work to prevent evictions (If "Yes", please attach copy of the policies and procedures to your application)?
☐ **Yes** ☐ **No**

Please explain your response (**2,000 characters**)

(f) Describe how the project improves the safety of the DV survivors being served. (DV BONUS- NEW & RENEWAL) **2,000 characters**

2. *PROJECT DESIGN (SSO-CI):*

(a) General Description - Describe the community's approach to coordinated entry, how outreach, access, assessment, and referrals will be or are conducted and the role that this grant will play in supporting the process's development or implementation. The description must also include the community partners involved in coordinated entry and how other funds will be leveraged to support any CoC Program funds during implementation and operation. (**2,000 characters**)

(b) Describe any administrative changes made (policies and procedures, staff, funding sources, etc.) during the most recently completed project year. (**2,000 characters**)

(c) Describe at least two elements of CI that are working. (**2,000 characters**)

(d) Describe at least two elements of CI that aren't working, include steps that could be taken to improve the CI process and access to the CI by people experiencing homelessness. (**2,000 characters**)

(e) Describe your three greatest opportunities and/or concerns about CI over the next project year and resources that may need to be addressed. (**2,000 characters**)

(f) Specific Population Focus. (Select ALL that apply):
☐ Chronic Homeless ☐ Veterans ☐ Youth (under 25)
☐ Families with Children ☐ Domestic Violence (recent or past)
☐ Substance Abuse ☐ Mental Illness ☐ HIV/AIDS
☐ Households with No Minor Children

3. *PROJECT DESIGN (SSO-YHDP):*

(a) General Description – Provide a detailed description of your project including project location, proposed activities, and how services are provided **(2,000 characters)**

(b) Specific Population Focus. (Select ALL that apply):
   ☐ Chronic Homeless   ☐ Veterans   ☐ Youth (under 25)
   ☐ Families with Children   ☐ Domestic Violence (recent or past)
   ☐ Substance Abuse   ☐ Mental Illness   ☐ HIV/AIDS
   ☐ Households with No Minor Children

(c) Describe the plan for addressing the identified needs/strengths of the specific population(s). **(2,000 characters)**

(d) Describe how your project will conduct outreach to specific populations(s). How will the organization assess and refer participants to enroll in the project? **(2,000 characters)**

(e) Identify collaborating partners and their roles in serving participants in your project. (**2,000 characters**)

4. *SUPPORT SERVICES:*

(a) Support Services and Frequency (PSH/RRH/TH-RRH/SSO-CI & SSO-YHDP)

For all supportive services available to participants, indicate who will provide, how they will be accessed and how often they will be provided **regardless of the resources that will be used to pay for the services**. Please include all Medicaid services whether provider by the applicant or through partnerships with other organizations that provide Medicaid funded services.

SSO-CI Project should only select services that will be paid for by HUD CoC funds that are replacing the loss of nonrenewable funding (private, federal, and other excluding state/local government).

For Provider, indicate: *"Applicant"* *if the applicant will provide the service directly;* *"Partner"* *if an organization with whom a formal agreement or memorandum of understanding (MOU) has been signed will provide the service directly; or,* *"Non-Partner"* *to if a specific organization with whom no formal agreement has been established regularly provides the service to clients.*

Supportive Service	Provider	Frequency – select one per service type				
		Daily	Weekly	Bi-Monthly	Monthly	Does Not Apply
Assessment of Service Needs	Click here to enter	☐	☐	☐	☐	☐
Assistance with Moving Costs	Click here to enter	☐	☐	☐	☐	☐
Case Management	Click here to enter	☐	☐	☐	☐	☐
Child Care	Click here to enter	☐	☐	☐	☐	☐
Education Services		☐	☐	☐	☐	☐
Employment Assistance/Job Training	Click here to enter	☐	☐	☐	☐	☐
Food	Click here to enter	☐	☐	☐	☐	☐
Housing Search/Counseling Services	Click here to enter text.	☐	☐	☐	☐	☐
Legal Services	Click here to enter	☐	☐	☐	☐	☐
Life Skills	Click here to enter	☐	☐	☐	☐	☐
Mental Health Services	Click here to enter	☐	☐	☐	☐	☐
Outpatient Health Services	Click here to enter text.	☐	☐	☐	☐	☐
Outreach Services	Click here to enter	☐	☐	☐	☐	☐
Substance Abuse Treatment Services	Click here to enter text.	☐	☐	☐	☐	☐
Transportation	Click here to enter	☐	☐	☐	☐	☐
Utility Deposits	Click here to enter	☐	☐	☐	☐	☐

(b) Describe efforts to identify and enroll all Medicaid-eligible participants. Describe opportunities for Medicaid-financed services, including case management, tenancy supports, behavioral health services and mental health supports. (PSH/RRH/TH-RRH)
    (2,000 characters)

(c) The project has staff (or contract with another agency who has staff) who participated in a SOAR training? (PSH/RRH/TH-RRH/SSO-CI)

☐ **Yes**   ☐ **No**

If yes, please complete the following table for each SOAR-trained staff person.

Staff Person Name	Title	Year of SOAR Training
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

(d) Collaboration with Local School Districts (PSH/RRH/TH-RRH):

For projects serving **families with dependent children and single adults 21 years old or younger**, does the applicant have policies and practices that are consistent with, and do not restrict the exercise of rights provided under subtitle B of title VII of the Act (42 U.S.C. 11432, et seq.) and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness?   ☐ **Yes**   ☐ **No**
ATTACH A COPY OF YOUR POLICY TO THE APPLICATION

For projects serving **families with dependent children and single adults 21 years old or younger**, does the applicant have a designated staff person responsible for ensuring that children are enrolled in school and connected with the appropriate services with the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Act, and subtitle B of title VII of the Act (42 U.S.C. 11432, et seq.) services?   ☐ **Yes**   ☐ **No**

Name: _____   Title: _____

IV. Project Quality (Please answer questions based on applicant type):

1. **Renewal applicants** (PSH/RRH/TH-RRH/SSO-CI/SSO-YHDP): These projects will be considered as having met these requirements through its previously approved grant application, unless information to the contrary is received, and will automatically receive full points for this section.

2. **New applicants** (RRH-Families/RRH-Indvls): Based on your answers to questions in section III(1)(a & b), Please describe how your project meets the following project quality criteria:

   (a) How the type of housing and number and configuration of units will fit the needs of the program participants (e.g., 2 or more bedrooms for families) (**2,000 characters**)

   (b) How the type of the supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing–this includes all

supportive services, regardless of funding source (e.g., childcare for families with children, case management, life skills, drug counseling) **(2,000 characters)**

(c) How accessible are basic community amenities (e.g., medical facilities, grocery store, recreation facilities, schools, etc.) to the participants' housing?
    ☐ Very accessible
    ☐ Somewhat accessible
    ☐ Not accessible

(d) A <u>specific plan</u> for ensuring that program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are   eligible to apply meets the needs of the program participants (e.g., Medicare, Medicaid, SSI,
Food Stamps, local Workforce office, early childhood education) **(2,000 characters)**; and

(e) How program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., allows the participant the mobility to access needed services, case management follow-up, additional assistance to ensure retention of permanent housing) **(2,000 characters)**.

V. Project Administration:

Renewal and New Project Applicants with a History of HUD CoC/ESG Project Administration:

(a) Does the applicant have any existing/history of HUD CoC or ESG grants with any monitoring or audit findings (A-133 or general accounting-level audit) in the **last three years?**   ☐ **Yes**   ☐ **No**

If yes, please explain each finding and any applicable corrective action that has been or will be taken. **(2,000 characters)**

(b) Are/were funding draws from Line of Credit Control System (LOCCS) completed monthly for this project?   ☐ **Yes** ☐ **No**

(c) Do you anticipate you will have unspent funds at the expiration date of this current contract?
☐ **Yes** ☐ **No**

If yes, how much? Please explain the reason for the unspent funds **(2,000 characters)**.

(d) Did you have unspent HUD funds at the expiration of grant terms in any of the pervious years listed below? ☐ **Yes** ☐ **No**

If yes, how much? (Enter zero if all funds were spent & N/A if it does not apply) **and**

why you had unspent funds.

2021 – 2022 (ended in 2022):
2020 – 2021 (ended in 2021):
2019 – 2020 (ended in 2020):
2018 – 2019 (ended in 2019):

  (e) Is/did the applicant participate in HMIS or DVIMS?   ☐ **Yes** ☐ **No**

VI.   <u>Promoting Racial Equity</u>

1. Has your organization in the past three years undertaken an assessment to identify racial disparity in processes and the provision of housing services?   ☐ **Yes** ☐ **No**
If "No", do you plan to do so in the next year?   ☐ **Yes** ☐ **No**

2. What steps has your organization taken to:

   a. Remove racial inequities in the delivery of assistance?

   b. Analyze outcomes through a racial equity lens?

   c. Eliminate racial barriers to successful exits to housing?

   (3,000 characters)

VII.   ~~Addressing COVID-19~~

1. ~~What safety protocols has your organization implemented to address the immediate needs and protect people experiencing homelessness?~~ **~~(2,000 characters)~~**

2. ~~How has your organization coordinated with mainstream health to decrease the spread of COVID-19 and ensure safety measures were implemented?~~ **~~(2,000 characters)~~**

VI. <u>Performance Measures</u>

1. **Renewal applicants:**

   a.) <u>All Renewal Applicants with Projects in Operation in 2023</u>: Run the **IA-502 (Des Moines/Polk County) Monitoring Report** for the most recently completed project year to answer the following questions (Projects administered by a domestic violence program should run the aforementioned report from the comparable database DVIMS)

   Total Households Served = _____   Total Positive Housing Destination = _____

   b.) <u>Renewal Applicants with **IA-502 (Des Moines/Polk County) Monitoring Report**s</u> - Using the numbers in this project's monitoring report, please fill in the chart below, based on the project type (PSH, RRH, TH-RRH or SSO-CI serving exclusively homeless youth). **The project's <u>IA-502 (Des Moines/Polk County) Monitoring Report must be attached to your application</u>**. (Projects administered by a domestic violence program should run the aforementioned report from the comparable database DVIMS)

Project Type	Performance Measure	Answer
	Data Timeliness:	
TH, RRH, PSH, SSO-CI	<u>Benchmark</u>: **7** days	Click here to enter text.
	Data Completeness: (points described below; up to 5 points)	
TH, RRH, PSH, SSO-CI	<u>Benchmark</u>: <2% missing (null) values in ServicePoint (HMIS or DVIMS)	Click here to enter text.
	Exit Destination Errors:	
RRH	<u>Benchmark</u>: Total exit destination error <**10%**	Click here to enter text.
PSH **& TH**	<u>Benchmark</u>: Total exit destination error <5%	Click here to enter text.

For each performance measure, above, whose benchmark hasn't been met, please explain how your agency plans to improve in each measure. **(2,000 characters)**

Project Type	Performance Measure	Answer
	Income Increases	
RRH, TH	b1. Percentage of all adult participants who increased <u>total income</u> from entry to exit <u>Benchmark</u>: ≥25%	Click here to enter text.
PSH	b2. Percentage of adults remaining (stayers) who increase <u>total income</u> <u>Benchmark</u>: Q1: 15%, Q2: 20%, Q3: 25%, Q4: 30%	Click here to enter text.

	Average length of time from enrollment to permanently housed? (10 points)	
RRH, PSH	Benchmark: Average time to permanent housing <**90** days	Click here to enter text.
	Percent of successful exits	
RRH, TH	c1. Percentage of exits to Permanent Housing Benchmark: ≥**72%**	Click here to enter text.
PSH	c2. Percentage of successful exits/retention: Benchmark: ≥93%	Click here to enter text.

Please describe what the data above is telling you about what is needed and what is working. **(2,000 characters)**

For each performance measure, above, whose benchmark hasn't been met, please explain how your agency plans to improve in each measure. **(2,000 characters)**

Project Type	Performance Measure	Answer
	Percentage of adults or HoH participants that met literally homeless definition prior to entry.	
TH, RRH, PSH	Benchmark: ≥93%	Click here to enter text.
	% Chronic individuals served	
RRH, TH (Applies to non-YHDP only)	d1. RRH or TH Only: Percentage of adult participants who met HUD definition of chronically homeless (note: full points for youth-focused projects) Benchmark: ≥10%	Click here to enter text.
PSH (Applies to non-YHDP only)	d2. PSH Only: Percentage of adult participants who met HUD definition of chronically homeless (note: full points for youth-focused projects) Benchmark: 100%	Click here to enter text.

Please describe what the data above is telling you about the impact on the program from the percentage of literally homeless and/or chronically homeless participants served. **(2,000 characters)**

2. **New applicants for RRH-Families or RRH - Individuals and 2022 new projects without a contract:** These projects will automatically receive full points for this section since they do not as yet have a performance track record.

VII. **Project Evaluation/Client Input**

1. Describe the evaluation plan for this project. Also, describe how your agency incorporates outcome data into a quality improvement process for this project and for the agency. **(2,000 characters)**

2. Will the program conduct anonymous client satisfaction surveys or alternative methods of anonymous feedback? ☐ **Yes** ☐ **No**

3. Will the program provide an opportunity for feedback from all clients at exit regardless of reason for leaving? ☐ **Yes** ☐ **No**

4. Will the program present customer feedback to the Board of Directors? ☐ **Yes** ☐ **No**

5. Is there a person with lived experience involved in your agency's decision-making process? ☐ **Yes** ☐ **No**
   If yes, please describe **(2,000 characters)**

VIII. **Budget/Cost Effectiveness**

1. **Rental Assistance** (enter number of units by unit type; the applicable Fair Market Rent (FMR) level or HUD Paid Rent, multiply units times rent amount times 12 (1 year grant) and enter totals. (<u>DO NOT</u> use "HUD Paid Rent (Actual Rent)" column unless previously approved).

   Indicate the Type of Rental Assistance:

   ☐ Project Based   ☐ Tenant Based   ☐ Sponsor Based

Unit Size	No. of Units	FMR	HUD Paid Rent (Actual Rent)	Term (months)	Total
SRO	Click here to	**$494**	$Click here to enter	12	Click here to
Efficiency/ **0 Bedroom**	Click here to	**$791**	$Click here to enter	12	Click here to
1 Bedroom	Click here to	**$889**	$Click here to enter	12	Click here to
2 Bedroom	Click here to	**$1,074**	$Click here to enter	12	Click here to
3 Bedroom	Click here to	**$1,473**	$Click here to enter	12	Click here to
4 Bedroom	Click here to	**$1,499**	$Click here to enter	12	Click here to
Total	Click here to				Click here to

2. **Operating Costs**

   Enter the quantity and total budget request for each operating cost. The request entered should be equivalent to the cost of one year of the relevant operating costs. When including staff costs, please include title, salary and FTE.

Operating Costs	Quantity Description	Annual Assistance
Maintenance and repair	Click here to enter text.	Click here to enter text.
Property Tax and Insurance	Click here to enter text.	Click here to enter text.
Replacement Reserve	Click here to enter text.	Click here to enter text.
Building Security	Click here to enter text.	Click here to enter text.
Electricity, Gas and Water	Click here to enter text.	Click here to enter text.
Furniture	Click here to enter text.	Click here to enter text.
Equipment (lease, buy)	Click here to enter text.	Click here to enter text.
Total		Click here to enter text.

3. **Supportive Services:** Enter the quantity and total budget request for each supportive services cost in the chart below. The request entered should be equivalent to the cost of one year of the relevant supportive service. Enter the quantity in detail (e.g., 1 FTE Coordinated Entry Specialist Salary + benefits) for each supportive service activity for which funding is being requested. Please note that simply stating 1FTE is NOT providing "Quantity AND Detail"

   Applicants for SSO-CI projects should only request funds in eligible cost categories that are specifically relevant for the expansion of the CoC's coordinated entry process. Please also note that the only cost category not included on this screen is "Direct provision of services." The project applicant should include those costs under one of the other applicable eligible costs when specifically relevant for coordinated entry.

Eligible Costs	Quantity Description	Annual Assistance Requested
Assessment of Service Needs	Click here to enter text.	Click here to enter text.
Assistance with Moving Costs	Click here to enter text.	Click here to enter text.
Case Management	Click here to enter text.	Click here to enter text.
Child Care	Click here to enter text.	Click here to enter text.
Education Services	Click here to enter text.	Click here to enter text.
Employment Assistance	Click here to enter text.	Click here to enter text.
Food	Click here to enter text.	Click here to enter text.
Housing/Counseling Services	Click here to enter text.	Click here to enter text.

Eligible Costs	Quantity Description	Annual Assistance Requested
Legal Services	Click here to enter text.	Click here to enter text.
Life Skills	Click here to enter text.	Click here to enter text.
Mental Health Services	Click here to enter text.	Click here to enter text.
Outpatient Health Services	Click here to enter text.	Click here to enter text.
Outreach Services	Click here to enter text.	Click here to enter text.
Substance Abuse Treatment Services	Click here to enter text.	Click here to enter text.
Transportation	Click here to enter text.	Click here to enter text.
Utility Deposits	Click here to enter text.	Click here to enter text.
Operating Costs	Click here to enter text.	Click here to enter text.
Total		Click here to enter text.

4. Budget Summary

Line Item	CoC Request	Applicant Match, Cash or In-kind	% Of Match	Total CoC Project Budget
Rental Assistance	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Leasing	Click here to enter text.	NA	NA	Click here to enter text.
Supportive Services	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Operations	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
CoC Request (subtotal lines 1 thru 5)	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Administration (up to 10% of CoC Request – **10% must already be included in your project's CURRENT HUD APPROVED budget. IF NOT, you may only request 7% for admn.**)	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Total CoC Request (total lines 6 and 7)	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

5. **Cash and/or In-Kind Match** (Must be ≥25% of total grant request, with the exception of leasing costs.)

Source	Amount	Cash (check)	In-kind (check)	Signed MOU or Agreement for in-kind amounts prior to a HUD grant agreement (Y/N)
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Submit your match letters and in-kind MOU agreements, no later than MONTH DAY, 2023 at 5:00pm to Angie Arthur at aarthur@homewardiowa.org.

6. **Cost Effectiveness**

   (a) What is the average cost per person served **(full project budget)?**

   (b) What is the average cost per person served **(HUD funds being applied for only)?**

   (c) What is the average cost per exit to, or maintenance of, permanent housing over the course of the program year **(full project budget)?**

   (d) What is the average cost per exit to, or maintenance of, permanent housing over the course of the program year **(these HUD funds only)?**

Application submission: Please submit this application form and required attachments by accessing the electronic version at https://ica.formstack.com/forms/pccoc_application_2021 the deadline for submission is no later than **MONTH DAY, 2023**, at **5:00pm** in order to be considered.

SUBMISSION SUMMARY

_____ **2023** Project Application

_____ Attachment: Admittance Policy

_____ Attachment: Termination and Termination Appeal Policy

_____ Attachment: Policies and Procedures to Prevent Eviction

_____ Attachment: Provision of Educational and Related Services Policy

_____ Attachment: IA-502 (Des Moines/Polk County) Monitoring Report

_____ Attachment: Supplemental Questionnaire

HOMEWARD
Strategic Partnerships Toward Ending Homelessness

TOPIC: 2023 Local CoC Competition Application Score Sheet

DATE: June 7, 2023

BACKGROUND:

The process for submitting the HUD Continuum of Care (CoC) Program application includes a local application process for agencies wishing to renew an existing grant or submit a grant for a new project. HUD requires that the applications are scored and ranked, highest to lowest score. Renewal projects are ranked first in Tier 1 and Tier 2, highest to lowest score, followed by new projects ranked in Tier 2, highest to lowest score. The project rankings are also used in completing the Project Inventory tables found in HUD's application. While the YHDP renewal applications are included in the local scoring process, HUD does not include them in the competitive ranking process for renewal projects.

RECOMMENDATION:

Due to the differences in questions asked in the HUD Project Application for various project types, and thus in the local project application, five different scoring sheets are used in scoring the local applications: PSH-RRH-TH score sheet; Centralized Intake (SSO-CI) score sheet; Supportive Services Only for YHDP renewals (YHDP-SSO) score sheet; Homeless Management Information System (HMIS) score sheet; and YHDP-HMIS score sheet.

The recommended changes for the 2023 score sheets are in pink text. The only change in the SSO-CI, YHDP-SSO, and HMIS score sheets is changing the date in the title from 2022 to 2023. This change was also made in the YHDP-HMIS score sheet along with increasing the total score from 55 to 60 points to correct an addition error in the 2022 score sheet.

The most significant changes are in the PSH-RRH-TH score sheet.

Page 1, *III. Project Description, 1(a)* – The score is increased from 10 to 15 points. The addition of these points is to recognize the added challenges faced by RRH programs who are serving clients whose needs and housing barriers are better served by a PSH program, but enough units are not available. This is something HUD encourages.

Page 11, *IX. Addressing COVID-19* – This section scores the questions related to addressing COVID-19. With the end of the national pandemic declaration, we're removing this section because we don't anticipate HUD asking questions about COVID-19 response in the 2023 application.

Page 11, *X. Budget/Cost Effectiveness* – The description of what amount of points should be awarded in *1. Rental Assistance Budget and 2. Operating Budget* is being modified based on clarity sought by the reviewer of this section in 2022.

Page 12, *5. Accuracy* – The accuracy of budgets presented in the application compared to the budget in the project's contract has been a consistent problem despite additional guidance given to applicants. The points are being increased from 5 to 10 to reflect the seriousness of the application budget matching the project's contract budget.

As with the local application, we've requested from the Grant Committee the flexibility to add/subtract sections in the score sheet to reflect changes in the local application prompted by changes made by HUD in their application.

2023 CoC PSH/RRH/TH-RRH Application Scoring Sheet

Criteria	Points	Points Breakdown	Source Documentation	Score
I. Centralized Intake System				
1. Project must receive referrals ONLY from the Polk County Centralized Intake	5	If answer "Yes", **project is eligibl**e for funding **and receives full points**; if answer "No", **project is not eligible** for	CI Participating Agency Report	
2. Through the end of the most recently completed project year, how many CI referrals made to this project were denied admission? Please briefly explain	5	Denied admission is 25% or less of the total referrals received = **5 points** Denied admissions more than 25% of the total referrals received = **0 points**	CI Referrals Report	
II. Housing First				
Project must operate under a Housing First Model	10	If questions 1-11 are answered "Yes" and policies concur, **project is eligible for funding and receives full points**; If questions 1 -11 are answered "Yes" and policies DO NOT concur, or if all questions aren't answered "Yes", the **project is not eligible for funding**.	Admittance and Termination Policies Attached	
III. Project Description				
1. Project Design				
(a) Describes targeted population; the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible; Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently; Length of assistance or program length. Demonstrates an understanding of the needs of the clients to be served	~~10~~ 15	Answered completely, plan realistic for population being served= **10 points;** answer incomplete and/or plan doesn't meet all the needs/issues of population being served= **5 points**; answer doesn't address the question or plan doesn't meet the needs/issues of the population being served= **0 points**; Serving clients who fall within the VI-SPDAT range for PSH = 5 points: ≥50% clients served = 5 Points 49%-25% clients served = 4 Points 24%-10% = 2 points 10%-5 % = 1 points	Project Application	
(b) Specific Population Focus	10	2+ conditions= **10 points**; 1 condition= **5 points**; No conditions= **0 points**	Project Application	
(c) Residence Prior to Homelessness	10	Literally homeless= **10 points**; from transitional housing= **2.5 points** (If residence is youth TH in a joint TH-RRH project, award 10 pts.)	Project Application	

Criteria	Points	Points Breakdown	Source Documentation	Score
(d) Housing Type	10	"Single Structure " or "Scattered Site" = **1 point**; neither checked = **0 points**. Number of units AND number of beds completed = **2 point**s; Either one not completed = **1 point**; Neither completed = **0 points**. Identifies a realistic strategy for building a landlord network and mitigating landlord reluctance to rent to target population= ~~8~~ **7 points;** Strategy for building a landlord network and mitigating landlord reluctance to rent to target population is incomplete=**4 points;** Does not provide a realistic strategy for building a landlord network and mitigating landlord reluctance to rent to target population= **0 points**	Project Application	
(e) Denying admission to or separating family members when they enter, including serving all family members together and in accordance with each family member's self-reported gender?	5	Answered No = **1 point**; Described location in admissions policy = **1 point**; Admission policies concur = **3 points;** Answered Yes = **0 points**	Project Application & Attachment: Admissions Policy	
(f) Project uses a harm reduction model.	5	Answered Yes = 1 point; illustrated using harm reductions = 4 points (Simply stating, for example, that in the case of substance use, an agency encourages participants to not use, is not a specific example.) ; Answered No OR they did not provide a specific example= 0 points	Project Application	
(g) Project has policies and procedures that work to prevent eviction.	4	Answered Yes = **1 point**; Answered No = **0 points**; Policies & procedures confirm program works to prevent evictions = **3 points**; .	Project Application Eviction Prevention Policy Attached	
(h) Project improves safety of DV survivors being served. (DV RENEWALS)	5	Answered completely, strategy to improve safety realistic for the DV survivors being served= **5 points;** answer incomplete and/or doesn't meet all the safety needs of survivors being served= **2.5 points;** answer doesn't address the question or plan doesn't meet the safety needs of the DV survivors being served= **0 points**	Project Application	
2. Support Services				

Criteria	Points	Points Breakdown	Source Documentation	Score
(a) Services and Frequency	10	Services identified match the needs of the population described in **III(1)(a) = 5 points**; not all services selected meet the needs of the population described **= 2.5 points**; Services selected do not meet the needs of the population described **= 0 points**. All services identified indicate a provider and frequency**= 5 points;** Provider and frequency not indicated for all identified services**= 2.5 points;** Support services and Frequency chart not completed**= 0 points**	Project Application	
(b) Project has SOAR trained staff or collaborates with agency who has SOAR trained staff	2	Answered "Yes" = **1 point**; fully completed SOAR staff chart = **1 point**; Answered "No" **= 0 points**.	Project Application	
(c) Leveraging Medicaid resources	5	Identifies strategy for enrolling participants in Medicaid & describes opportunities to leverage Medicaid- financed services= **5 points;** answer lacks detail on Medicaid enrollment strategy or leveraging Medicaid- financed strategies= **2.5 points;** neither strategy is described by answer= **0 points**	Project Application	
(d.) Collaborate w/ School Districts	7.5	Applicant has an EHCY policy and designated staff person= **7.5 points;** Applicant only has EHCY policy= **2.5 points;** Applicant only has designated staff person = **5 points.** Project does not serve families or single adults 21 years old or younger = **7.5 points.**	Project Application and Attached EHCY agency policy	

Criteria	Points	Points Breakdown	Source Documentation	Score
NEW PROJECT - Leveraging Housing Resources	10	**10 points** - Project is using one of the following sources of funding: □ Private organizations □ State or local HOME funding □ State or local American Rescue Plan funding □ Other state or local funding □ Public Housing Agencies □ Federal programs other than the CoC or ESG programs AND demonstrates housing units will □ For PSH, provide at least 25% of the units included in the project for the targeted population described in this application □ For RRH, serve at least 25% of the program participants anticipated to be served by the project **5 points -** Project is using one of the funding sources listed above, AND demonstrated houisng units are less than the	Project Application	
NEW PROJECT - Leveraging Housing Resources	10	**10 points** - Project is using one of the following sources of funding: □ Private organizations □ State or local HOME funding □ State or local American Rescue Plan funding □ Other state or local funding □ Public Housing Agencies □ Federal programs other than the CoC or ESG programs AND demonstrates housing units will □ For PSH, provide at least 25% of the units included in the project for the targeted population described in this application □ For RRH, serve at least 25% of the program participants anticipated to be served by the project **5 points -** Project is using one of the funding sources listed above, AND demonstrated houisng units are less than the	Project Application	

Criteria	Points	Points Breakdown	Source Documentation	Score

NEW PROJECT - Leveraging Healthcare Resources	10	**10 points** - Project is utilizing healthcare resources which may include:
		    ☐ Direct contributions from a public or private health insurance provider or project (e.g., Medicaid)
		    ☐ Provision of healthcare services by a private or public organization (e.g., Ryan White funded organization) tailored to the program participants of the project
		    ☐ Other healthcare resource
		<u>AND</u> demonstrates
		☐ The value of the assistance being provided is at least an amount equivalent to 25% of the funding being requested for the project which will be covered by the healthcare organization, OR
		☐ In the case of substance abuse treatment or recovery provider, it will provide access to treatment or recovery services for all program participants who qualify and chose those services **5 points -** Project is using one of the healthcare resources listed above AND
			Project Application	

1. New Applicants				
(a) Demonstrates how the type, scale, and location of the housing fit the needs of the clients to be served	4	Up to **4 points** for a detailed description that includes the type, scale and location of the housing and how it fits the needs of the clients; **0 points** if answer does not address the question	Project Application	
(b) Demonstrates how the type of supportive services offered to program participants will ensure successful retention or help to obtain permanent housing	4	Up to **4 points** for a detailed description that includes how specific supportive services will ensure successful retention or help obtain permanent housing; **0 points** if answer does not address the question	Project Application	
(c) Accessibility to community amenities - description of accessibility matches degree of accessibility checked	4	Very accessible = **4 points;** Somewhat accessible = **2 points;** Not accessible **= 0 points**	Project Application	

Criteria	Points	Points Breakdown	Source Documentation	Score
(d) Description includes specific mainstream resources clients will be assisted in accessing; a plan for accessing each mainstream resource; mainstream resources identified meet the needs of the population being served	4	Up to **4 points** for a detailed description that includes the specific mainstream resource, how clients will be assisted in accessing each specific mainstream resource and how it will meet the client's needs; **0 points** if answer does not address the question	Project Application	
(e) Describes specific assistance to obtain & remain in permanent housing, and in a manner that fits the client's needs.	4	Up to **4 points** for detailed description of assistance that will be provided and how it will be in a a manner that fits the client's needs; **0 points** if answer does not address the question	Project Application	
V. Project Administration				
1. (a) Findings & corrective action on any previous HUD CoC or ESG grants	5	No or N/A = **5 points**; Yes & corrective action taken **= 4 points**; Yes & correct action will be taken **= 2.5 points**; Corrective action not taken**= 0 points**	Project Application	
1. (b) LOCCS draws completed every month	5	Yes**= 5 point**s No or N/A**= 0 points**	Project Application	
1. (c) Unspent funds on most recent expired grant	5	Yes= **0 points**; Yes and describes the amount and reason for unspent funds = **1 point**. No or N/A= **5 points.** PSH or RRH programs with unspent rental assistance funds due to the difference between FMR and Rent Reasonableness calculation should be awarded full points	Project Application	
1. (d) Unspent funds in previous years at grant expiration	5	No or N/A= **5 points;** 1 year checked **= 3 points;** 2 year checked **= 2 points;** 3 years checked **= 1 point;** 4 years checked **= 0 points ;**PSH or RRH programs with unspent rental assistance funds due to the difference between FMR and Rent Reasonableness calculation should be awarded full points	Project Application	

Criteria	Points	Points Breakdown	Source Documentation	Score
1. (e) Applicant participates in HMIS or DVIMS	Eligibility Threshold	If answer Yes - or No, <u>but agrees to participate</u> in HMIS or DVIMS - **project is eligibl**e for funding If answer No, OR not agreeable to participating in HMIS or DVIMS, **project is not eligible** for funding	Project Application	
VI. Performance Measures				
1(a) Total households served and total positive housing destinations	**2**	Applicant indicates the number of households served **= 1 point;** Applicant indicates the total positive housing destinations **= 1 point;** Applicant has not answered either question **= 0 points**	Project Application	
Data Timeliness:				
RRH, PSH,TH Only, TH-RRH The period of time that elapses between when a client enters a program and when client information is entered into HMIS.	5	Under 7 days average data timeliness **= 5 points** Over 7 days average data timeliness: <u>Included explanation </u>of how agency plans to improve measure **= 2 points;** <u>Did not included explanation </u>of how agency plans to improve measure **= 0 points**	DSM-Polk CoC Monitoring Report	
Data Completeness				
RRH, PSH,TH Only, TH-RRH The percentage of all HMIS data fields which have not been answered in whole or in their entirety.	5	Less than 2% missing (null) values in ServicePoint (HMIS or DVIMS) **= 5 points;** Between 2% and 5% missing (null) values in ServicePoint (HMIS or DVIMS) = **3 points;** Higher than 5% missing (null) values in ServicePoint (HMIS or DVIMS)= **0 points;** Included explanation of how agency plans to improve measure **=** 2 **point**	DSM-Polk CoC Monitoring Report	
Exit Destination Errors				
RRH, TH Only, TH-RRH Percentage of those exiting a program (Leavers) where [Destination] is "Client doesn't know," "Client refused," "No exit interview completed," or is missing.	8	Less than 10% **= 8 points** Higher than 10% **= 0 points** Included explanation of how agency plans to improve measure **= 2 point**	DSM-Polk CoC Monitoring Report	

Criteria	Points	Points Breakdown	Source Documentation	Score
PSH Percentage of those exiting a program (Leavers) where [Destination] is "Client doesn't know," "Client refused," "No exit interview completed," or is missing.	8	Less than 5% = **8 points** Higher than 5% = **0 points** Included explanation of how agency plans to improve measure = **2 point**	DSM-Polk CoC Monitoring Report	
Income Increases				
RRH Percentage of all adult participants who increased <u>total income</u> from entry to exit	5	≥25% = **5 Points** 24%-20% = **4 Points** 19%-15% = **3 points** 14%-10% = **2 points** 9%-5% = **1 point** <5% = **0 points**	DSM-Polk CoC Monitoring Report	
PSH Percentage of adults remaining (stayers) who increase <u>total income</u>	5	≥25% = **5 Points** 24%-20% = **4 Points** 19%-15% = **3 points** 14%-10% = **2 points** 9%-5% = **1 point** <5% = **0 points**	DSM-Polk CoC Monitoring Report	
Days to Move In (Average length of time from enrollment to permanently housed)				
RRH, PSH	10	<u><</u>30 days = **10 points; >**30 days = **0 points**	DSM-Polk CoC Monitoring Report	
Percent of successful exits/retention				
RRH, TH Only, TH-RRH Percentage of successful exits to permanent housing	10	≥80% = **10 Points** 70 - 79% = **5 Points** <70% = **0 Points**	DSM-Polk CoC Monitoring Report	
PSH Percentage of successful retentions	10	≥85% = **10 Points** 75 - 84% = **5 Points** <75% = **0 Points**	DSM-Polk CoC Monitoring Report	

Criteria	Points	Points Breakdown	Source Documentation	Score
Describe what the data above is telling you about what is needed and what is working.	5	Description covers all three data points, above & matches the data **= 5 points** Description doesn't cover all three data points OR doesn't completely match the data **= 2.5 points** Description doesn't include the three data points nor match the data **= 0 points**	Project Application	
Percentage of adults or HoH participants that met literally homeless definition prior to entry?				
RRH, PSH, TH Only, TH-RRH (YHDP projects excluded) 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, including less than 90 days in institutions with literally homeless immediately prior	2	93% or higher **= 2 Points** 85% to 92% **= 1 point** Under 85% **= 0 Points** **YHDP Project = 2 points**	DSM-Polk CoC Monitoring Report	
RRH (YHDP projects excluded) Percentage of adult participants who met HUD definition of chronically homeless (note: 5 points for youth-focused or DV- focused projects)	5	≥10% **= 5 Points** 5 - 9% **= 3 Points** <5% = **0 Points** TH **= 5 points** **YHDP Project =5 points**	DSM-Polk CoC Monitoring Report	
PSH (YHDP projects excluded) Percentage of adult participants who met HUD definition of chronically homeless (note: 5 points for youth-focused projects):	5	100% **= 5 points** 96-99% **= 4 points** 92-95% **= 3 points** 88-91% **= 2 points** 85-87% **= 1 point** <85% **= 0 Points** TH **= 5 points** **YHDP Project =5 points**	DSM-Polk CoC Monitoring Report	
Describe what the data above is telling you about the impact on the program from the % literally homeless and/or chronically homeless participants served.	5	Answer includes a specific description of the impact on the program from serving literally homeless and/or chronically homeless which matches the data **= 5 points** Answer doesn't provide a specific description OR doesn't completely match the data **= 2.5 points** Description is vague or doesn't match the data = **0 points**	Project Application	

Criteria	Points	Points Breakdown	Source Documentation	Score
2. New applicants for PSH/RRH or TH-RRH, and YHDP Renewals	62 OR 42	New applicant for PSH or YHDP-PSH Renewal = **62 points**; New applicant for RRH or YHDP-RRH Renewal **= 62 points** New applicant for TH-RRH (TH portion) or YHDP - TH/RRH Renewal (TH portion) and TH Only Renewal = **42 points**	Project Application	
VII. Project Evaluation/Client Input				
1. Describe evaluation plan and incorporation of outcomes into quality improvement process	3	Includes description of both = **3 points**; Includes description of only one of the two = **1.5 points** Description doesn't adequately describe either **= 0 points**	Project Application	
2. Program conducts anonymous client satisfaction surveys or alternative methods of anonymous feedback	2	Yes = 2 **points** No= **0 points**	Project Application	
3. Provides opportunity for feedback from all clients at exit regardless of reason for leaving.	2	Yes = 2 **points** No= **0 points**	Project Application	
4. Presents customer feedback to Board of Directors	2	Yes = 2 **points** No= **0 points**	Project Application	
5. How are people with lived experience included in planning, policy review and decision making processes?	3	**1 point each** for inclusion in planning, policy review and decision making process	Project Application	
VIII. Promoting Racial Equity				
1. Has your organization in the past three years undertaken an assessment to identify racial disparity in processes and the provision of housing services? If "No", do you plan to do so in the next year?	2	**2 points** for "Yes" an assessment has been completed; **1 point** if assessment hasn't been completed but plan to do one in the next year; **0 points** if no assessment has been completed and don't plan to complete one in the next year.	Project Application	0

Criteria	Points	Points Breakdown	Source Documentation	Score
2. What steps has your organization taken to" a. Remove racial inequities in the delivery of assistance? b. Analyze outcomes through a racial equity lens? c. Eliminate racial barriers to successful exits to	10	Up to **10 points** for a detailed description that includes the steps taken to remove racial equities, analyze outcomes and eliminate barriers.	Project Application	
IX. Addressing COVID 19				
1. What safety protocols did your organization implement to address the immediate needs and protect people experiencing homelessness?	5	Up to 5 **points** for a detailed description of the safety protocols implemented to address the immediate needs and protect people experiencing homelessness.	Project Application	
2. How did your organization coordinate with mainstream health to decrease the spread of COVID-19 and ensure safety measures were implemented? (ex. social distancing, hand washing, masks)	5	Up to 5 **points** for a detailed description of how your organization coordinates with mainstreamn health to decrease spread of COVID-19 and ensure safety measures were implemented.	Project Application	
X. Budget/Cost Effectiveness				
1. Rental Assistance Budget	2	Project eligible for rental assistance & consistent with number of units describe in Project Design (section III 1. (a)): **= 2 points;** Project eligible for rental assistance & Not consistent with number of units describe in Project Design (section III 1. (a)) = **1 point;** Project not eligible for rental assistance = **0 points.**	Project Application	
2. Operating Budget	2	Project eligible for operational costs & identified costs consistent with Project Design (section III 1. (a)): = **2 points**; Project eligible for operational costs & Identified costs not consistent with Project Design (section III 1. (a)) = **1 point;** Project not eligible for operational costs = **0 points**	Project Application	

Criteria	Points	Points Breakdown	Source Documentation	Score
3. Supportive Services	1	Services selected match services selected in *Supportive Services and Frequency* chart= **1 point;** Services selected do not match services selected in *Supportive Services and Frequency* chart= **0 points**	Project Application	
4. Budget Summary	1	Line item totals equal corresponding budget total & admin doesn't exceed ~~7~~ 10%= **1 point**; errors in line item budgets or admin calculation= **0 points**	Project Application	
5. Accuracy	~~5~~ **10**	Up to ~~5~~ **10 points** based on budget amounts equaling corresponding amounts in the project's approved HUD budget.		
6. Cash and/or In-Kind Match	1	Match at least 25% of Total CoC Request= **1point**; Match less than 25% of Total CoC Request= **0 points**	.25 x Total CoC Request Budget Summary	
Cost Efficiency (Renewal) - Cost per household	5	Costs don't deviate substantially from the local norm for the same type of housing and/or services= **5 points;** Costs deviate substantially from the local norm for the same type of housing and/or services= **0 points**	[Total budget] ÷ [# households served] (Project Application)	
Cost Efficiency (Renewal) - Cost of successful outcome	5	Costs don't deviate substantially from the local norm for the same type of housing and/or services= 5 **points;** Costs deviate substantially from the local norm for the same type of housing and/or services= **0 points**	[# households served] ÷ [# successful outcomes] (Project Application)	
Cost Efficiency (New) - Cost per household	10	Costs don't deviate substantially from the local norm for the same type of housing and/or services= **10 points;** Costs deviate substantially from the local norm for the same type of housing and/or services= **0 points**	[Total budget] ÷ [# households served] (Project Application)	
TH (of TH-RRH)	216.5		*TOTAL*	
RRH/PSH	297		*TOTAL*	
RRH-DV	267		*TOTAL*	

REVIEWER COMMENTS AND THOUGHTS:

2023 CoC SSO-CI Application				
Criteria	**Points Possible**	**Points Breakdown**	**Documentation**	**Score**
I. Centralized Intake System				
Project must receive referrals ONLY from the Polk County Centralized Intake	N/A	N/A	N/A	
II. Housing First				
Project must operate under a Housing First Model	N/A	N/A	N/A	
III. Project Description				
1. Project Design				
(a.) General Description	10	Answered completely and consistent with CI Policies and Procedures= **10 points;** answer incomplete and/or isn't completely consistent with CI Policies and Procedures=**5 points**; answer not at all consistent with CI Policies and Procedures= **0 points**	Project Application Attachment: Collaborating Partners and Roles	
(b.) Describe administrative changes made during the most recently completed project year.	5	Provides complete description = **5 points** Answer incomplete = **0-2.5 points**	Knowledge of the CI funders and CI Work Team members on the Grant Committee	
(c.) Describe at least two elements that are working	5	Provides complete description = **5 points**; Answer incomplete = **0-2.5 points**	Knowledge of the CI funders and CI Work Team members on the Grant Committee	
(d.) Describe at least two elements that aren't working, include steps that could be taken to improve	5	Provides complete description & steps to be taken points = **5 points** Incomplete description and/or steps to be taken not included = **0-2.5 points**	Knowledge of the CI funders and CI Work Team members on the Grant Committee	

Criteria	Points Possible	Points Breakdown	Documentation	Score
(e.) Opportunities and/or concerns over next project year & resources needed to address them	5	Provides complete description of opportunities, concerns and resources needed = **5 points** Incomplete description = **0-2.5 points**	Knowledge of the CI funders and CI Work Team members on the Grant Committee	
(f.) Specific population focus	5	All populations are selected = **5 points** Not all populations are selected = **0 points**	Project Application	
2. Support Services				
(a.) Services and Frequency	10	Services identified match the needs of the population described in III(2)(e) = **5 points**; not all services selected meet the needs of the population described = **2.5 points**; Services selected do not meet the needs of the population described = **0 points**. All services identified indicate a provider and frequency= **5 points**; Provider and frequency not indicated for all identified services= **2.5 points**; Support services and Frequency chart not completed= **0 points**	Project Application	
(b.) Project has SOAR trained staff or collaborates with agency who has SOAR trained staff	2	Answered "Yes" = **1 point**; fully completed SOAR staff chart = **1 point**; Answered "No" = **0 points**	Project Application	
(c.) Leveraging Medicaid resources	5	Identifies strategy for enrolling participants in Medicaid & describes opportunities to leverage Medicaid- financed services= **5 points;** answer lacks detail on Medicaid enrollment strategy or leveraging Medicaid- financed strategies= **2.5 points**; neither strategy is described by answer= **0 points**	Project Application	
(d.) and (e.) Collaborate w/ School Districts	7.5	Applicant has an EHCY policy and designated staff person= **7.5 points**; Applicant <u>only</u> has EHCY policy= **2.5 points**; Applicant <u>only</u> has designated staff person = **5 points.** Project does not serve families or single adults 21 years old or younger = **7.5 points.**	Project Application and Attached EHCY agency policy	

Criteria	Points Possible	Points Breakdown	Documentation	Score
IV. Project Quality				
1. Renewal Applicants	20	Automatically receives full points for this section	Indication at top of page 1 of the application that the project is a renewal.	20
V. Project Administration				
1. (a) Findings & corrective action on any previous HUD CoC or ESG grants	5	No= **5 points**; Yes & corrective action taken = **4 points**; Yes & correct action will be taken = **2.5 points**; Corrective action not taken= **0 points**	Project Application	
1. (b) LOCCS draws completed **monthly**	5	Yes = **5 point**s No = **0 points**	Project Application	
1. (c.) and (d.) Unspent funds on most recent expired grant and completion of unspent funds on previous grants chart	5	Yes= **0 points**; Yes and unspent funds chart completed = 1 point. No= **5 points**. PSH or RRH programs with unspent rental assistance funds due to the difference between FMR and Rent Reasonableness calculation should be awarded full points	Project Application	
1. (e) Applicant participates in HMIS or DVIMS	5	Participates in either HMIS or DVIMS= **5 points** New project not currently participating in HMIS or DVIMS but agrees to if project funded = **5 points** Not participating or will not participate if funded = **0 points**	Project Application	
VI. Performance Measures				
Data Timeliness:				
TH, RRH, PSH, SSI-CI The period of time that elapses between when a client enters a program and when client information is entered into HMIS.	5	Under 7 days average data timeliness = **5 points** Over 7 days average data timeliness: Included explanation of how agency plans to improve measure = **2 points;** Did not included explanation of how agency plans to improve measure = **0 points**	IA-502 (Des Moines/ Polk County) Monitoring Report	

Criteria	Points Possible	Points Breakdown	Documentation	Score
Data Completeness				
TH, RRH, PSH, SSO-CI The percentage of all HMIS data fields which have not been answered in whole or in their entirety.	5	Less than 2% missing (null) values in ServicePoint (HMIS or DVIMS) **= 5 points** Between 2% and 5% missing (null) values in ServicePoint (HMIS or DVIMS) = **3 points** Higher than 5% missing (null) values in ServicePoint (HMIS or DVIMS) **= 0 points** Included explanation of how agency plans to improve measure = 2 **point**	IA-502 (Des Moines/ Polk County) Monitoring Report	
VII. Project Evaluation/Client Input				
1. Describe evaluation plan and incorporation of outcomes into quality improvement process	3	Includes description of both = **3 points** Includes description of only one of the two = **1.5 points** Description doesn't adequately describe either **= 0 points**	Project Application	
2. Program conducts anonymous client satisfaction surveys or alternative methods of anonymous feedback	2	Yes = **2 points** No= **0 points**	Project Application	
3. Provides opportunity for feedback from all clients at exit regardless of reason for leaving.	2	Yes = **2 points** No= **0 points**	Project Application	
4. Presents customer feedback to Board of Directors	2	Yes = **2 points** No= **0 points**	Project Application	
5. How are people with lived experience included in planning, policy review and decision making processes?	3	**1 point each** for inclusion in <u>planning</u>, <u>policy review</u> and <u>decision making</u> process	Project Application	
VIII. Promoting Racial Equity				
1. Has your organization in the past three years undertaken an assessment to identify racial disparity in processes and the provision of housing services? If "No", do you plan to do so in the next year?	2	**2 points** for "Yes" an assessment has been completed; **1 point** if assessment hasn't been completed but plan to do one in the next year; **0 points** if no assessment has been completed and don't plan to complete one in the next year.	Project Application	0̶

Criteria	Points Possible	Points Breakdown	Documentation	Score
2. What steps has your organization taken to" a. Remove racial inequities in the delivery of assistance? b. Analyze outcomes through a racial equity lens? c. Eliminate racial barriers to successful exits to housing?	10	Up to **10 points** for a detailed description that includes the steps taken to remove racial equities, analyze outcomes and eliminate barriers.	Project Application	
IX. Addressing COVID-19				
1. What safety protocols did your organization implement to address the immediate needs and protect people experiencing homelessness?	5	Up to **5 points** for a detailed description of the safety protocols implemented to address the immediate needs and protect people experiencing homelessness.	Project Application	
2. How did your organization coordinate with mainstream health to decrease the spread of COVID-19 and ensure safety measures were implemented? (ex. social distancing, hand washing, masks)	5	Up to 5 **points** for a detailed description of how your organization coordinates with mainstreamn health to decrease spread of COVID-19 and ensure safety measures were implemented.	Project Application	
X. Budget/Cost Effectiveness				
Supportive Services	1	Services selected match services selected in *Supportive Services and Frequency* chart= **1 point** Services selected do not match services selected in *Supportive Services and Frequency* chart= **0 points**	Project Application	
Budget Summary	1	Line item totals equal corresponding budget total & admin doesn't exceed 7 **10**%= **1 point**; errors in line item budgets or admin calculation= **0 points**	Project Application	
Accuracy	**5**	Up to **5 points** based on budget amounts equaling corresponding amounts in the project's approved HUD budget.	Project Application	
Cash and/or In-Kind Match	1	Match at least 25% of Total CoC Request= **1 point** Match <25% of Total CoC Request= **0 points**	Calculate 25% of applicant's Total CoC Request in Budget Summary	
	152		*TOTAL*	

REVIEWER COMMENTS AND

THOUGHTS:

2023 CoC YHDP-SSO Renewal				
Criteria	**Points**	**Points Breakdown**	**Documentation**	**Score**
I. Centralized Intake System				
Project must receive referrals ONLY from the Polk County Centralized Intake	**5**	N/A	N/A	0
2. Through the end of the most recently completed project year, how many CI referrals made to this project were denied admission? Please briefly explain	5	N/A	N/A	0
II. Housing First				
Project must operate under a Housing First Model	**10**	If questions **1-11** are answered "Yes" and policies concur, **project is eligible for funding and receives full points**; If questions **1-11** are answered "Yes" and policies DO NOT concur, or if all questions aren't answered "Yes", the **project is not eligible for funding**.	Admittance and Termination Policies	~~N/A~~
III. Project Description				
1. Project Design				
(a.) Detailed Description	10	Answered completely, plan realistic **= 10 points;** answer incomplete and/or plan not realistic **= 5 points**; answer doesn't address the question **= 0 points**	Project Application	
(b.) Specific population focus	10	2+ conditions= **10 points**; 1 condition= **5 points**; No conditions= **0 points**	Project Application	
(c.) Describe plan for addressing the identified needs/strengths of the specific population(s)	5	Provides complete description **= 5 points** Answer incomplete **= 0-2.5 points**	Project Application	

(d.) Describe how the project will conduct outreach to specific population(s). How will the organization assess and refer participants to enroll in the project?	5	Provides complete description = **5 points**; Answer incomplete = **0-2.5 points**	Project Application	
(e.) Identify collaborating partners and their roles in serving participants in your project.	5	Provides complete description = **5 points**; Answer incomplete = **0-2.5 points**	Project Application	
2. Support Services				
(a.) Services and Frequency	10	Services identified match the needs of the population described in III(2)(e) **= 5 points**; not all services selected meet the needs of the population described **= 2.5 points**; Services selected do not meet the needs of the population described **= 0 points**. All services identified indicate a provider and frequency **= 5 points;** Provider and frequency not indicated for all identified services**= 2.5 points;** Support services and Frequency chart not completed**= 0 points**	Project Application	
IV. Project Quality				
1. Renewal Applicants	20	Automatically receives full points for this section	See page 1 of the application that the project is a renewal	20
V. Project Administration				
1. Findings & corrective action on any previous HUD CoC or ESG grants	5	No= **5 points**; Yes & corrective action taken **= 4 points**; Yes & correct action will be taken **= 2.5 points**; Corrective action not taken**= 0 points**	Project Application	
2. LOCCS draws completed **monthly**	5	Yes **= 5 point**s No **= 0 points**	Project Application	

3. Unspent funds on most recent expired grant	5	Yes= **0 points**; Yes and unspent funds chart completed = **1 point**. No= **5 points.** PSH or RRH programs with unspent rental assistance funds due to the difference between FMR and Rent Reasonableness calculation should be awarded full points	Project Application	
4. Applicant participates in HMIS or DVIMS	5	Participates in either HMIS or DVIMS= **5 points** New project not currently participating in HMIS or DVIMS but agrees to if project funded = **5 points** Not participating or will not participate if funded **= 0 points**	Project Application	
VI. Performance Measures				
Data Timeliness:				
TH, RRH, PSH, SSO-CI, SSO-YHDP The period of time that elapses between when a client enters a program and when client information is entered into HMIS.	5	Under 7 days average data timeliness= **5 points** Over 7 days average data timeliness: Included explanation of how agency plans to improve measure = **2 points;** Did not included explanation of how agency plans to improve measure = **0 points**	IA-502 (Des Moines/ Polk County) Monitoring Report	
Data Completeness				
TH, RRH, PSH, SSO-CI, SSO-YHDP The percentage of all HMIS data fields which have not been answered in whole or in their entirety.	5	Less than 2% missing (null) values in ServicePoint (HMIS or DVIMS) **= 5 points** Between 2% and 5% missing (null) values in ServicePoint (HMIS or DVIMS) = **3 points** Higher than 5% missing (null) values in ServicePoint (HMIS or DVIMS) **= 0 points;** Included explanation of how agency plans to improve measure = 2 **point**	IA-502 (Des Moines/ Polk County) Monitoring Report	
VII. Project Evaluation/Client Input				
1. Describe evaluation plan and incorporation of outcomes into quality improvement process	3	Includes description of both = **3 points;** Includes description of only one of the two = **1.5 points;** Description doesn't adequately describe either **= 0 points**	Project Application	

2. Program conducts anonymous client satisfaction surveys or alternative methods of anonymous feedback	2	Yes = **2 points**　　　No= **0 points**	Project Application	
3. Provides opportunity for feedback from all clients at exit regardless of reason for leaving.	2	Yes = **2 points**　　　No= **0 points**	Project Application	
4. Presents customer feedback to Board of Directors	2	Yes = **2 points**　　　No= **0 points**	Project Application	
5. How are people with lived experience included in planning, policy review and decision making processes?	3	**1 point each** for inclusion in planning, policy review and decision making process	Project Application	
VIII. Promoting Racial Equity				
1. Has your organization in the past three years undertaken an assessment to identify racial disparity in processes and the provision of housing services?　If "No", do you plan to do so in the next year?	2	**2 points** for "Yes" an assessment has been completed; **1 point** if assessment hasn't been completed but plan to do one in the next year; **0 points** if no assessment has been completed and don't plan to complete one in the next year.	Project Application	0
2. What steps has your organization taken to"　　a. Remove racial inequities in the delivery of assistance? b. Analyze outcomes through a racial equity	10	Up to **10 points** for a detailed description that includes the steps taken to remove racial equities, analyze outcomes and eliminate barriers.	Project Application	
IX. Addressing COVID-19				
1. What safety protocols did your organization implement to address the immediate needs and protect people experiencing homelessness?	5	Up to **5 points** for a detailed description of the safety protocols implemented to address the immediate needs and protect people experiencing homelessness.	Project Application	

2. How did your organization coordinate with mainstream health to decrease the spread of COVID-19 and ensure safety measures were implemented? (ex. social distancing, hand washing, masks)	5	Up to 5 **points** for a detailed description of how your organization coordinates with mainstreamn health to decrease spread of COVID-19 and ensure safety measures were implemented.	Project Application	
X. Budget/Cost Effectiveness				
Supportive Services	1	Services selected match services selected in *Supportive Services and Frequency* chart= **1 point** Services selected do not match services selected in *Supportive Services and Frequency* chart= **0 points**	Project Application	
Budget Summary	1	Line item totals equal corresponding budget total & admin doesn't exceed 7 **10**%= **1 point**; errors in line item budgets or admin calculation= **0 points**	Project Application	
Accuracy	**5**	Up to **5 points** based on budget amounts equaling corresponding amounts in the project's approved HUD budget.		
Cash and/or In-Kind Match	1	Match at least 25% of Total CoC Request= **1point** Match <25% of Total CoC Request= **0 points**	25% of applicant's Total CoC Request in Budget Summary	
	157		*TOTAL*	

2023 HMIS Renewal Application Scoring Sheet			
Question	**Points Possible**	**Points Breakdown**	**Score**
LOCCS draws are completed **monthly**	5	Yes **= 5 point**s No = **0 points**	
All HUD funds drawn down for most recently expired grant.	5	Yes = **5 points** No = **0 points**	
1. Review and approval of HUD required policies and frequency of policy review by CoCB.	10	All current HUD required policies have been reviewed by the CoCB and policy in place for at least an annual review of policies = **10 points**; Policies have been reviewed but latest review is greater than 12 months ago = **5 points;** Policies have not been reviewed = **0 points**	
2. Measures taken and frequency in which they are conducted to ensure data quality and integrity.	10	Data quality reports and measures conducted monthly = **10 points**; Data quality reports and measures conducted bi-monthly = **5 points**; No data quality measures conducted = **0 points**	
3. Staff attended relevant professional development trainings or conferences (National Alliance to End Homelessness, National Human Services Data Consortium, etc.).	10	Des Moines HMIS System Administrators and Staff Analyst attended at least one professional development training or conference during the program year = **10 points**; DSM HMIS System Administrator attended at least one professional development training or conference = **5 points**. No staff attended professional development training or conference = **0 points**	
4. Provided tools for monitoring project performance in meeting performance measures as well as setting and monitoring system performance measures.	10	One or more examples of tools provided = **10 points**; No examples of tools provided = **0 points**	
5. Examples of evaluation of local programs and/or system activities as well as assessing the needs of the homeless.	10	One or more examples provided = **10 points**; No examples provided = **0 points**	
6. Role in the continued implementation and monitoring of the PCCoC centralized intake.	10	Provided all reports requested to monitor CI = **10 points**; Some reports still under development = **5 points**; No reports provided to date = **0 points**	
7. Supports data collection for non-HUD funded projects.	10	Providing support to all non-HUD funded projects identified by CoCB = **10 points**; Providing support to at least 50% of non-HUD funded projects identified by CoCB = **5 points**; Providing no support to non-HUD funded projects = **0 points**	
8. HIC was accurate and posted on HDX on a timely basis with overall bed coverage of at least 86%.	10	Accurate & timely posted HIC with bed coverage $\geq$ 86% = **10 points**; Accurate & timely posted HIC with bed coverage <86% = **5 points**; HIC not accurate or not submitted on time = **0 points**	

Question	Points Possible	Points Breakdown	Score
9. Accurate and complete information provided to HUD for LSA which was submitted on time.	10	LSA accurate, complete and submitted on time = **10 points**; Errors in submitted LSA but submitted on time = **5 points**; LSA not submitted on time = **0 points**	
10. All end users have completed initial trainings and relevant agency agreements are on file. Vendor Agreement complies with relevant HMIS policies.	10	All initial trainings completed, relevant agreements on file & Vendor Agreement complies with relevant HMIS policies = **10 points**; Not all initial trainings are completed,100% of relevant agreements are not on file or Vendor Agreement doesn't comply with relevant HMIS policie s= **0 points**	
11. Type and frequency of training and technical assistance provided to end users.	10	Trainings offered monthly = **10 points**; Trainings not offered monthly = **5 points**; No trainings offered this year = **0 points**	
12. Steps taken to ensure ease of use of HMIS.	10	Reports can be run independently, frequency of system down time hasn't impeded provider use and average response time for assistance $\leq$24 hours **= 10 points;** Reports can't be run independently, frequency of system down time has impeded provider use or average response time for assistance >24 hours = **0 points**	
13. Provide budget delineating federal funds and local match. Describe the impact on HMIS of a decrease in CoC funds. Describe how an increase in CoC funding would be used.	5	Requested budget attached and complete **= 1 poin**t; Described impact of reduction in funds = **up to 2 points**; Described how an increase in funds would be used **= up to 2 ponts**	
14. Accuracy	**5**	Up to **5 points** based on budget amounts equaling corresponding amounts in the project's approved HUD budget.	
	140		

REVIEWER COMMENTS:

2023 YHDP-HMIS Renewal Application Scoring Sheet			
Question	**Points Possible**	**Points Breakdown**	**Score**
LOCCS draws are completed monthly	5	Yes **= 5 point**s No = **0 points**	
All HUD funds drawn down for most recently expired grant.	**5**	Yes = **5 points** No = **0 points**	
1. Staff attended relevant professional development trainings or conferences .	10	YHDP staff attended at least one professional development training or conference during the program year = **10 points**; No staff attended professional development training or conference = **0 points**	
2. Examples of evaluation of local programs and/or system activities as well as assessing the needs of the homeless.	10	One or more examples provided = **10 points**; No examples provided = **0 points**	
3. Type and frequency of training and technical assistance provided to end users.	10	Trainings offered monthly = **10 points**; Trainings not offered monthly = **5 points**; No trainings offered this year = **0 points**	
4. Steps taken to ensure ease of use of HMIS.	10	Reports can be run independently, frequency of system down time hasn't impeded provider use and average response time for assistance ≤24 hours **= 10 points;** Reports can't be run independently, frequency of system down time has impeded provider use or average response time for assistance >24 hours = **0 points**	
5. Provide budget delineating federal funds and local match. Describe the impact on HMIS of a decrease in CoC funds. Describe how an increase in CoC funding would be used.	5	Requested budget attached and complete = **1 poin**t; Described impact of reduction in funds = **up to 2 points**; Described how an increase in funds would be used = **up to 2 ponts**	
6. Accuracy	**5**	Up to **5 points** based on budget amounts equaling corresponding amounts in the project's approved HUD budget.	
	60		

REVIEWER COMMENTS:

ESG 2023-2024: REQUEST VS. ALLOCATION

Applicant	Requested Amount	Allocated Amount	Score
Emergency Shelter			
Iowa Homeless Youth Centers	$37,000	$45,518	122
Hawthorn Hill - New Directions	$25,000	$36,200	114.5
Central Iowa Shelter & Services	$108,500	$100,000	106.5
Children and Families of Iowa	$20,017	$20,017	94.25
Catholic Charities*	$105,000	$0	90.25
Homelessness Prevention			
Children and Families of Iowa	$21,000	$21,000	94.75
Rapid Rehousing			
Children and Families of Iowa	$20,073	$28,188	99.5
Street Outreach			
Central Iowa Shelter & Services*	$46,170	$0	75
Centralized Intake			
Primary Health Care	$50,000	$50,000	N/A
HMIS			
Institute for Community Alliances	$10,087	$10,087	N/A
	Project Total	$311,010	
	City Admin	$25,216	
	GRAND TOTAL	**$336,226**	

* Score did not meet 70% (91 points) minimum scoring threshold

HOMEWARD
Strategic Partnerships Toward Ending Homelessness

TOPIC: Revised Standards for Providing Assistance in Continuum of Care and Emergency Solutions Grant Programs

DATE: June 7, 2023

BACKGROUND:

The Emergency Solutions Grant (ESG) Interim Rule, 24 CFR 576, was published on December 5, 2011 and took effect on January 4, 2012. 24 CFR 576.400(e)(3) of the ESG Interim Rule requires the recipient to have written standards for providing ESG assistance and must consistently apply those standards for program participants.

The Continuum of Care (CoC) Interim Rule, 24 CFR 578, was published on July 31, 2012 and took effect on August 30, 2012. 24 CFR 578.7(a)(9) mandates that the DSM/Polk CoC establish and consistently follow written standards for providing Continuum of Care assistance.

The most recent set of standards was approved by Homeward's Board of Directors on June 14, 2021.

RECOMMENDATION:

Several events have occurred over the last two years resulting in the need to revise the standards:

1. The name of the organization changed from the Polk County Continuum of Care Board (CoCB) to Homeward. Recommended changes, including some general edits, are in pink text.
2. HUD regulations require additions to the standards related to programs funded through the Youth Homeless Demonstration Project (YHDP). Recommended changes are in green text.
3. In June 2021, the Omaha HUD Field Office monitored the City of Des Moines' Emergency Solutions Grant Program (ESG), including Primary Health Care's Rapid Rehousing (RRH) program. A Finding and a Concern were related to the standards. We also asked the field office staff to provide feedback on other standards. Recommended changes are in brown text
4. Homelessness Prevention and Street Outreach were included as eligible project types in the City of Des Moines' 2023-2024 ESG competition. This requires additional standards related to those two programs. Recommended changes are in purple text.

IA-502 Des Moines/Polk County
Continuum of Care

Standards for Providing Assistance in
Continuum of Care and
Emergency Solutions Grant Programs

COLOR KEY TO IDENTIFY EDITS

Pink – General edits and PCCoC/Homeward name changes

Green – Edits related to the YHDP program required by HUD

Brown – Edits that have been recommended by the Omaha HUD Field Office. These edits include deleting and adding text as well as illustrating where text has been moved between or within a section.

Purple – Edits related to the inclusion of Homelessness Prevention and Street Outreach as eligible project types for City of Des Moines Emergency Solutions Grant funds.

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DISLCAIMER: The following program standards are **NOT** a comprehensive list of regulations governing the COC- and ESG-funded programs described within. Programs should consult the relevant Code of Federal Regulations (CFR) governing their funding source (CoC or ESG) and their grant contract for additional regulatory guidance.

TABLE OF CONTENTS

BACKGROUND AND PURPOSE

The U.S. Department of Housing and Urban Development (HUD) Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) was signed into law on May 20, 2009. The HEARTH Act reauthorizes the McKinney-Vento Homeless Assistance Act of 1987, but with some important changes.

The overall goal of the HEARTH Act is to make homelessness rare, brief, and non-recurring by reducing the duration of time people spend homeless and reducing recidivism back into homelessness. Currently, the ~~Polk County Continuum of Care (PCCoC)~~ IA-502 Des Moines/Polk County Continuum of Care (DSM/Polk CoC) has funding through the Emergency Solutions Grants (ESG) Program and the Continuum of Care (CoC) Program to undertake projects that work toward this goal.

The [Emergency Solutions Grant (ESG) Interim Rule, 24 CFR 576](#), was published on December 5, 2011 and took effect on January 4, 2012. An updated version of the ESG Interim Rule was published in the Federal Register on April 1, 2017 incorporating the addition of section 576.409 regarding protections for victims of domestic violence, dating violence, sexual assault or stalking which were established in response to the Violence Against Women Reauthorization Act of 2013. The purpose of the regulation is to:

- Change the name of the program from the Emergency Shelter Grant program to the Emergency Solutions program;
- Place greater emphasis on helping people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness;
- Expand the homelessness prevention component of the program; and
- Create a new rapid rehousing component.

24 CFR 576.400(e)(3) of the ESG Interim Rule requires the recipient to have written standards for providing ESG assistance and must consistently apply those standards for program participants. At a minimum, these written standards must include:

- Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG);
- Standards for targeting and providing essential services related to street outreach;
- Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest;
- Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter;
- Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid rehousing assistance providers; other homeless assistance providers; and mainstream service and housing providers (see § 576.400(b) and (c) for a list of programs with which ESG-funded activities must be coordinated and integrated to the maximum extent practicable);

- Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid rehousing assistance;
- Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance;
- Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time; and
- Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid rehousing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receive assistance; or the maximum number of times the program participant may receive assistance.

The Continuum of Care (CoC) Interim Rule, 24 CFR 578, was published on July 31, 2012 and took effect on August 30, 2012. The purpose of the regulation is to:

- Consolidate the Supportive Housing Program (SHP), Shelter Plus Care Program (SPC) and the Section 8 Moderate Rehabilitation Program;
- Codify the CoC structure & process
- Promote a community wide commitment to the goal of ending homelessness;
- Provide funding to quickly rehouse homeless individuals and families while minimizing trauma and dislocation;
- Promote access to and effective utilization of mainstream benefits;
- Optimize self-sufficiency.

The CoC Interim Rule, provides regulatory guidance on the implementation of the CoC program. 24 CFR 578.7(a)(9) mandates that the ~~PCCoC~~ DSM/Polk CoC establish and consistently follow written standards for providing Continuum of Care assistance, in consultation with recipients of the Emergency Solutions Grant (ESG) Program, (i.e., the City of Des Moines' Community Development Department). At a minimum, these written standards must include:

- Policies and procedures for evaluating individuals 'and families 'eligibility for assistance;
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
- Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance; and
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance.

The goals of the written standards are to:

- Development of written policies and procedures so the ESG and CoC-funded projects, as well as the ~~PCCoC~~ DSM/Polk CoC are in compliance with 24 CFR 576 (ESG interim rule) and 24 CFR 578 (CoC Program interim rule),
- Program accountability to individuals and families experiencing homelessness.

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- Ensure the uniformity of ~~RRH~~ program practices and participants' expectations of and experiences in ~~RRH~~ ESG/CoC-funded programs.
- Ensure project staff competence and training specific to the target population being served and their baseline knowledge of best practices.
- Model policy guidelines for RRH programs.
- Creating consistency among all ESG/CoC-funded programs and collaboration within the community. ~~providers of RRH assistance and their baseline knowledge of best practices, no matter the funding stream.~~
- Ensuring transparency of DSM/Polk CoC priorities, policies, and performance metrics. ~~Make the local performance measures transparent to the sub-recipients of the funds.~~

Under the purview of HUD regulations and guidelines, the ~~PCCoC~~ DSM/Polk CoC, in consultation with the City of Des Moines' Community Development Department, has the discretion to set local standards regarding rental assistance amounts, length of assistance available for participants, and other project components as necessary.

All projects receiving CoC Program and/or ESG Program funds must comply in full with the applicable standards described in this manual. Additionally, all recipients and subrecipients of this funding must meet all minimum requirements in the CoC interim rule.

Recipients and sub-recipients of CoC Program and ESG funds may develop additional standards for administering program assistance, ***but these additional standards cannot be in conflict with those established by the CoC Program Interim Rule and by the*** ~~***PCCoC***~~ ***DSM/Polk CoC in this document. In addition, projects may not establish additional eligibility requirements beyond those specified here and those required by other funders, including but not limited to: Department of Human Services, Runaway and Homeless Youth and the Veteran's Administration***.

PROGRAM OVERVIEW

EMERGENCY SOLUTIONS GRANT PROGRAM

The Emergency Solutions Grant Interim Rule broadened existing emergency shelter and homelessness prevention activities, placing greater emphasis on helping people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness by expanding prevention as an eligible use and adding a rapid rehousing component. ESG funds are authorized and intended for rapid re- housing, homelessness prevention, and emergency shelter. The interim rule updated the annual action plan requirements to include written standards for the provision of ESG assistance and performance standards for evaluating ESG activities.

ESG funds can be used for a variety of services, including: HMIS, Street Outreach, Emergency Shelter and Rapid Rehousing which includes short- or medium-term Rental Assistance, Housing Search and Placement, Utility Arrears, and Housing Stability Case Management. The Homelessness Prevention component includes various housing relocation and stabilization services and short- and medium-term rental assistance. The City of Des Moines' Community Development Department is the Recipient of ESG funds and grants the funds to eligible organizations referred to as subrecipients.

~~At the present time, ESG funds are only being awarded for the Emergency Shelter and Rapid Rehousing components. Written standards for homeless outreach and homeless prevention will be developed in the future~~

~~should the decision be made by the PCCoC and City of Des Moines to fund one or both of those ESG components.~~

CONTINUUM OF CARE PROGRAM

The CoC Program funds projects that provide housing and supportive services to households with and without children experiencing homelessness. Projects funded under the CoC Program seek to assist households with attaining and sustaining permanent housing as quickly as possible. CoC Program funds are currently used in the ~~PCCoC~~ DSM/Polk CoC to support Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Joint Transitional Housing-Rapid Rehousing (TH-RRH) for youth, Homeless Management Information System (HMIS), and Supportive Services Only for Coordinated Intake (SSO-CI) projects.

YOUTH HOMELESSNESS DEMONSTRATION PROGRAM

In 2019, the U.S. Department of Housing and Urban Development (HUD) selected the Des Moines/Polk County CoC to participate in the Youth Homelessness Demonstration Program (YHDP) with a goal of developing and implementing an innovative plan to end youth homelessness. This plan was written and developed through 2019 and 2020 in collaboration with youth leaders and community partners. Central to the plan's creation is a focus on equity through the empowerment of youth with lived experience and investing in collaborative community supports for youth and young adults. Through a community-driven selection process, Anawim Housing, Iowa Homeless Youth Centers, Primary Health Care, and Children and Families of Iowa were selected to receive funding to provide housing and supportive services for young people under 25. The DSM/Polk County CoC's Youth Homelessness Demonstration Program began serving youth in October 2020.

STANDARDS FOR ALL PROJECT TYPES

The ~~PCCoC~~ DSM/Polk CoC practices a person-centered model that strongly incorporates participant choice and inclusion, including, but not limited to, persons experiencing chronic homelessness, single adults and childless couples, veterans, youth ages 18-24 (and parenting youth ages 18-24), households with children, victims of domestic violence or other life-threatening interpersonal violence, and households with members who have HUD-defined disabilities.

GUIDING PRINCIPLES

The following Guiding Principles are expected to be incorporated in the policies of, and followed by, agencies being funded with local ESG and/or CoC grants.

HOUSING FIRST

- *Housing First* is a programmatic and systems approach that prioritizes providing permanent housing to people experiencing homelessness quickly without preconditions or service participation requirements, thus ending their homelessness and serving as a platform from which they can pursue personal goals and improve their quality of life.

Core Elements of Housing First at the Project Level

Few to no programmatic prerequisites to permanent housing entry – People experiencing homelessness are offered permanent housing with no programmatic preconditions such as demonstration of sobriety[1] , completion of alcohol or drug treatment, or agreeing to comply with a treatment regimen upon entry into the program. People are also not required to first enter a transitional housing program in order to enter permanent housing

Low barrier admission policies – Permanent supportive housing's admissions policies are designed to "screen-in" rather than screen-out applicants with the greatest barriers to housing, such as having poor credit or financial history, no or very low income, poor or lack of rental history, past evictions, or minor criminal convictions, or behaviors that are interpreted as indicating a lack of "housing readiness."[2]

Supportive services are voluntary, but can and should be used to persistently engage tenants to ensure housing stability - Tenants are not required to participate in services as a condition of program entry or ongoing tenancy. Supportive services are proactively offered to help tenants achieve and maintain housing stability. Techniques such as harm reduction and motivational interviewing may be useful. Harm reduction techniques can confront and mitigate the harms of drug and alcohol use through non-judgmental communication while motivational interviewing may be useful in helping households acquire and utilize new skills and information.   Services are informed by a harm-reduction philosophy that recognizes that drug and alcohol use and addiction are a part of some tenants' lives. Tenants are engaged in non-judgmental communication regarding drug and alcohol use and are offered education regarding how to avoid risky behaviors and engage in safer practices.

Practices and policies to prevent lease violations and evictions – Housing First supportive housing programs should incorporate practices and policies that prevent lease violations and evictions among tenants. For instance, program policies consistent with a Housing First approach do not consider alcohol or drug use in and of itself to be lease violations, unless such use results in disturbances to neighbors or is associated with illegal activity (e.g. selling illegal substances.) Housing First models may also have policies that give tenants some flexibility and recourse in the rent payment, which in many subsidized housing programs is 30% of the participant's income. For example, rather than moving towards eviction proceedings due to missed rent payments, programs may allow tenants to enter into payment installment plans for rent arrearages, or offer money management assistance to tenants. Every effort is made to provide a tenant the opportunity to transfer from one housing situation or project to another if a tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided.

- People with disabilities are offered clear opportunities to request reasonable accommodations within application and screening processes and during tenancy, and building and apartment units include special physical features that accommodate disabilities.

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[1] Per HUD guidance, Recovery programs at a project level can limit entry to persons who are not currently using drugs or alcohol and are committed to living in a sober environment. The key component to staying aligned with Housing First, as a systems approach, is that the participant has sought out this type of program versus it being the only option presented to them. Additionally, Recovery programs should accept participants at any stage of their recovery and have minimal barriers to entry so that income requirements, criminal records, or eviction histories are not required for program entry

[2] "Housing readiness" is when a project subordinates access to permanent housing with other requirements:

- Housing and service goals and plans are highly tenant-driven.

- Projects that cannot serve a household work through the coordinated entry process to ensure that the household has access to other housing and services such as: prevention assistance, homeless dedicated housing and services, and community-based affordable housing.

HOUSING FOCUSED

- Assistance provided to households at-risk of or experiencing homelessness is focused on moving to and maintaining permanent housing.

PERSON-CENTERED

- A trauma-informed approach that is dignified, safe, and incorporates participant choice is utilized.
    - Assistance is allocated effectively and efficiently, linking households as quickly as possible to the most appropriate intervention to achieve:
        a. A reduction in the number of households experiencing homelessness
        b. A Reduction in the length of time households experience homelessness
        c. A Reduction in returns to homelessness (recidivism)
    - Each client is treated as a unique individual with unique needs and strengths. Space is created to support individualized paths to permanent housing.

POSITIVE YOUTH DEVELOPMENT (PYD)

PYD is an intentional, prosocial approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people's strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths. Positive Youth Development entails:

- Physical and psychological safety and security
- Clear expectations for behavior, as well as increasing opportunities to make decisions, to participate in governance and rule-making, and to take on leadership roles as one matures and gains more expertise
- Emotional and moral support
- Supportive adult relationships
- Opportunities to form close, durable human relationships with peers that support and reinforce healthy behaviors
- A sense of belonging and personal value
- Opportunities to develop positive social values and norms
- Opportunities for skill building and mastery
- Opportunities to develop confidence in their abilities to master their environment
- Opportunities to make a contribution to their community and to develop a sense of mattering

STRENGTHS-BASED

- An asset-based approach that focuses on the inherent strengths of participants and deploys these personal strengths to aid in the achievements of the participants' goals. Specifically:

  o Every individual, group, family, and community has strengths.
  o Trauma, illness, and struggle may be injurious, but they may also be sources of challenge and opportunity.
  o There is no limit to a person's growth, achievement, or success.
  o We best serve participants by collaborating with them.
  o Every environment is full of resources.
  o Strong links between families, schools, and broader community resources

FAMILY ENGAGEMENT

Youth-centered programs will offer young people healthy and mediated opportunities to reunite with family and friends, when desired. For youth experiencing housing instability, family engagement can provide a crucial sense of belonging and nurturing.

YOUTH CHOICE

Youth voice and choice are critical in youth-centered programs to ensure authentic youth collaboration and better long-term outcomes for young people. This practice not only improves housing outcomes but provides youth with the tools and confidence they need to be successful in other areas of life.

SOCIAL AND COMMUNITY ENGAGEMENT

Youth-centered programs work to ensure youth feel a sense of connection and integration in Greater Des Moines. Projects will create opportunities for community connection, socialization, and skill building to help young people develop a sense of purpose and connection.

FAIR HOUSING AND EQUAL OPPORTUNITY

All programs receiving CoC or ESG funds must comply with the ~~Polk County Continuum of Care Board's Homeward's~~ Nondiscrimination Policy. Additional compliance is required with the non- discrimination and equal opportunity provisions of Federal civil rights laws as specified at 24 C.F.R. 5.105(a), including, but not limited to the following:

  o Fair Housing Act
  o Section 504 of the Rehabilitation Act
  o Title VI of the Civil Rights Act
  o Title II of the Americans with Disabilities Act
  o HUD's Equal Access Rule
  o Local law and state laws

- **[Affirmatively Furthering Fair Housing](#)**
  Organizations receiving CoC Program and ESG Program funding must have non-discrimination policies in place and shall provide housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability. Further, these organizations shall provide program applicants and participants with information, in writing, on their rights and remedies under applicable federal, state, and local fair housing and civil rights laws.

  Programs can access the City of Des Moines' Analysis of Impediments (found here) as a local effort to address Affirmatively Furthering Fair Housing

- **Integration and Accessibility [(Fair Housing and Equal Opportunity](#))**
  Housing and supportive services must be offered in an integrated manner, such that persons with disabilities may enjoy a meaningful life within the community. Organizations shall offer housing and supportive services to enable individuals with disabilities to interact with nondisabled persons to the fullest extent possible.

- **Reasonable Accommodations and Modifications for Persons with Disabilities**
  Organizations are required to provide reasonable accommodations and modifications for persons with disabilities. For federally-funded housing, the recipient is responsible for paying for the modification. Organizations must inform applicants during the intake process of their right to request a reasonable accommodation or modification. A reasonable modification is a structural change, and a reasonable accommodation is change to rules, policies, or services so that a person with a disability has equal opportunity to use and enjoy a dwelling unit or common space. An example of a reasonable modification is installing a grab bar in the bathroom of a person with a disability, while examples of reasonable accommodations include, permitting a person with a disability to have a service animal.

  Reasonable accommodation also includes for "assistance animals" and should be assessed and documented per [HUD's Office of Fair Housing and Equal Opportunity Notice FHEO-2020-01](#).

- **Discrimination Based on Actual or Perceived Gender**
  HUD's [Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity Final Rule (Equal Access Rule)](#) requires that HUD's housing projects be made available to individuals and families without regard to actual or perceived sexual orientation, gender identity, or marital status. The rule defines "gender identity" to mean "actual or perceived gender-related characteristics." The final rule also prohibits owners and administrators of HUD-assisted or HUD- insured housing, approved lenders in an FHA mortgage insurance program, and any other recipients or subrecipients of HUD funds from inquiring about sexual orientation or gender identity to determine eligibility for HUD-assisted or HUD-insured housing.

  There is a limited exception to this rule: Temporary, emergency shelters and other buildings and facilities that are not covered by the Fair Housing Act because they provide short-term, temporary accommodations to adults without children may provide sex-segregated accommodations, which they sometimes do to protect the privacy and security of individuals when the buildings and facilities have physical limitations or configurations that require shared sleeping quarters or shared bathing facilities. For purposes of this rule, shared sleeping quarters or shared bathing facilities are those that are designed for simultaneous accommodation of multiple individuals in the same space. For example, a single-user bathing facility with a lock on the door is not designated for simultaneous occupancy by multiple individuals, so it is not a ''shared bathing facility'' for purposes of the Equal Access Rule or this rule.

Organizations should ensure that its services do not isolate, or segregate victims of domestic violence based upon actual or perceived gender identity.

- **Discrimination Based on Household Composition**
  Organizations cannot discriminate against a group of persons presenting as a family based on the composition of the family, the age of any member of the family, the disability status of any members of the family, marital status, actual or perceived sexual orientation, or gender identity. The people who present together for assistance, regardless of age or relationship, are considered a household and are eligible for assistance as a household.

  Projects that serve households with children must serve **all types of households with children**, including households with children that are headed by a single adult or consist of multiple adults who reside together. Additionally, projects that serve households without children must serve **all types of households without children**, including households with multiple adults who reside together.

  Family includes

  - o a pregnant woman with or without a partner who has no other children, or
  - o a woman, or a man, with or without a partner who has no children with them but have children in temporary foster care[3]

- **Preventing Family Separation**
  The age and gender of a child under age 18 shall not be used as a basis for denying any family's admission to a CoC or ESG-funded project.

- **Guidance for Placement for Transgender Persons in Single-Sex Emergency Shelters and Other Facilities**
  Under regulations at 24 CFR 5.105(a)(2) and clarified in HUD Notice: CPD-15-02, organizations operating ESG-single-sex emergency shelters (or other ESG- and/or CoC facilities) may not make a determination about services for one participant based on the complaints of another participant when those complaints are based on a participant's gender identity or non-conformity with gender stereotypes. The organizations must take reasonable steps to address safety and privacy concerns; the organization should provide for privacy in bathrooms and dressing areas. For instance, organizations may install privacy curtains or partitions. When deciding how to house a victim of domestic violence, an organization that provides sex-segregated housing may consider on a case-by-case basis whether a particular housing assignment would ensure the victim's health and safety. A victim's own views with respect to personal safety deserve serious consideration. The organizations should ensure that its services do not isolate, or segregate victims of domestic violence based upon actual or perceived gender identity.

- **Prioritized Subpopulations and Fair Housing Implications**
  Organizations shall comply with applicable civil rights laws, including the Fair Housing Act. Within this framework, these standards establish subpopulations to be prioritized for housing and services that align with the identified needs of the local community and the goals of the Federal Strategic Plan to End Homelessness. Subpopulations may be prioritized as long as doing so does not discriminate against any protected class under federal nondiscrimination laws (e.g., the housing may be limited to homeless veterans, victims of domestic violence and their children, or chronically homeless households);

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[3] See ~~PCCoC~~ DSM/Polk CoC's Temporary Foster Care Q&A for additional guidance.

subpopulations may also be prioritized according to who needs the specialized supportive services that are offered by the project (e.g., substance use disorder treatment, domestic violence services, or a high intensity package of services designed to meet the needs of hard-to-reach homeless persons).

o *Dedicated versus Prioritized*
Projects and/or beds that are dedicated to serving a specific subpopulation must continue serving only this subpopulation. (For instance, a Permanent Supportive Housing project that is dedicated to serving households experiencing chronic homelessness must continue serving those households). This means that if two otherwise eligible households are seeking admission into the program, one who falls within the designated prioritized subpopulation and one who does not, the household who is in the designated prioritized subpopulation must be given priority for admission.

If there are no persons on a waiting list or applying for entrance to the program who fall within the dedicated or first priority subpopulation, organizations should not hold the unit vacant, but instead should serve the next prioritized subpopulation who may benefit from the services being provided.

o *Fair Housing Implications*
The Local Standards establish priority subpopulations by project type (i.e., Permanent Supportive Housing); organizations may not set more restrictive priorities. For instance, while a Permanent Supportive Housing project may prioritize households experiencing chronic homelessness with a qualifying disability per the Local Standards, beds may not be reserved for persons with a specific disability (i.e. physical disability). If an individual, who is otherwise qualified, but who does not have a physical disability, seeks admission and would benefit from the services offered, this person may not be excluded from the project. Organizations may reserve beds for persons with HIV/AIDS if the housing also receives funding from the Housing Opportunities for People with AIDS program (HOPWA).

Per the federal Fair Housing Act as well as state law and local ordinances, households with children may not be categorically screened out from housing. This means that a housing project may prioritize households without children, but may not limit eligibility for the project to households without children. If a household with children is otherwise eligible for a project, the household must be offered housing in the project.

VIOLENCE AGAINST WOMEN ACT (VAWA)

Organizations shall comply with the ~~PCCoC~~ DSM/Polk CoC's [Violence against Women Act Implementation in ESG and CoC Funded Programs](#) policy which reflect HUD's regulations implementing the law. The policy include a number of requirements:

• Notifying all program participants (current and future) of their rights under VAWA;
• Providing all participants (current and future) with a self-certification form, to have in case needed;
• Including a lease provision/addendum with all VAWA requirements in all leases with participants; and
• Establishing Rental Assistance Agreements or Contracts with all third-party housing owners, or revising current agreements or contracts, to ensure compliance with VAWA obligations.

VAWA protections mean that survivors of domestic violence, dating violence, sexual assault, or stalking:

- Cannot be denied admission to emergency housing, safe havens, transitional housing, or permanent housing programs because they are or have been victims or threatened victims;
- Cannot be evicted, lose federal rental assistance, or have emergency housing assistance terminated because they are or have been victims or threatened victims;
- Cannot be denied admission or rental assistance, evicted, terminated, or lose a rental subsidy for reasons related to the abuse, such as bad credit history and criminal history;
- May remain in housing, at least temporarily, if their abuser is evicted; and
- Must be able to move or "transfer" to another subsidized unit to protect their safety and keep their affordable housing.

HOMELESS SERVICES COORDINATION

CENTRALIZED INTAKE PARTICIPATION

Policy: The ~~PCCoC~~ DSM/Polk CoC shall have procedures in place for evaluating individuals' and families' eligibility for ESG and CoC-fund assistance.

- All CoC and ESG-funded programs are required to participate in the ~~Polk County Continuum of Care (PCCoC)~~ DSM/Polk CoC's Centralized Intake System. Consistent with ~~PCCoC~~ DSM/Polk CoC policies, all ESG-funded projects will rely on service, shelter and housing placements as a result of a completed assessment and referral from the Centralized Intake staff. Participation requires following all established policies and procedures outlined in the Centralized Intake System for Homeless Assistance Policy and Procedures.

Procedure: All CoC and ESG-funded programs are required to submit, as part of their application, a completed and signed Centralized Intake Verification form to affirm their project's participation within the ~~Polk County~~ DSM/Polk CoC's Centralized Intake System.

- The program will accept referrals exclusively from the Centralized Intake System;
- The appropriate program staff have read the Centralized Intake Policies and Procedures and understand their organization's obligations with regard to the centralized intake
- In an instance where a referral from the Centralized Intake is denied, the program will comply with the Referral Rejection section of the Centralized Intake System Policies and Procedures.
- The program will notify the Centralized Intake staff, in a timely manner, of open units.

RAPID RESOLUTION

Policy: The ~~PCCoC~~ DSM/Polk CoC shall have procedures in place to divert households in an immediate housing crisis by accessing alternatives to entering emergency shelter or the experience of unsheltered living.

Procedure: Prior to referring household seeking emergency services, such as shelter, to Centralized Intake (CI), all CoC and ESG-funded programs must engage the household in a Rapid Resolution conversation in an attempt to resolve their immediate housing need.

- Rapid Resolution training shall be provided by the ~~PCCoC~~ DSM/Polk CoC. Trainings shall be conducted by a contracted trainer or someone who has undergone the "train-the-trainer" training.
    - CoC and ESG-funded programs must ensure that relevant staff attend an initial training and be retrained every three years.

- The Rapid Resolution Interaction form shall be completed and submitted to CI following each Rapid Resolution conversation.
- Requests for financial assistance to resolve an immediate housing need should be made to CI.
  - The Rapid Resolution Interaction form must be submitted to CI before consideration will be given to requests for financial assistance.

HOMELESS MANAGEMENT INFORMATION SYSTEM

Policy: All CoC and ESG-funded programs must participate in the Homeless Management Information System (HMIS), commonly known as Wellsky Community Services (formerly ServicePoint), administered by the Institute for Community Alliances. Only programs that are specifically forbidden by other statutes or regulations (e.g. domestic violence victim service providers) may not participate.

- In the PCCoC DSM/Polk CoC, victim services providers are required to use the comparable database, DVMIS.

Procedure: All CoC and ESG-funded programs shall collect and maintain common data fields as directed by the Institute for Community Alliances, considering all relevant regulations.

- The relevant program staff who are first-time HMIS users shall participate in an introductory Wellsky Community Services training.
- The relevant program staff shall also participate in subsequent trainings following data field or system changes as directed by the Institute for Community Alliances.
- Program staff shall enter data in a manner such that it meets the PCCoC Homeward Board's data completeness and quality standards.
- Program staff shall enter data in a manner such that it meet's the PCCoC Homeward Board's data timeliness standards.
- Program staff not meeting either the data completeness and quality standards or the data quality standards shall participate in additional Wellsky Community Services trainings as need to meet these data standards.

PARTICIPANT INCLUSION

- Each CoC-funded project is expected to engage participants in ongoing program evaluation and quality improvement processes. Toward that end, at a minimum, each project is required to survey or interview participants at least annually to obtain feedback on program service quality, the housing and service environment, and opportunities for improvement.
- Per the CoC Interim rule, all recipients and sub-recipients of CoC Program funding are required to provide for the participation of at least one homeless or formerly homeless individual on the board of directors of other equivalent policymaking entity. An advisory or tenant committee that makes recommendations to the recipient's or subrecipient's board, but itself does not make decisions, is not considered an equivalent policymaking entity.

ACCESS TO MAINSTREAM RESOURCES

- The PCCoC DSM/Polk CoC expects every organization funded through the CoC or ESG Programs to coordinate with and access mainstream and other targeted homeless resources.

- Organizations should assess and assist participants with obtaining any mainstream resource for which they may be eligible for, including: TANF, Veterans Health Care, Supplemental Nutrition Assistance Program (SNAP), Medicaid, Federally Qualified Health plan (Affordable Care ACT), CHIP, SSI/SSDI, Workforce Investment funds, and Welfare-to-Work.
- Where possible, organizations should streamline processes for applying for mainstream benefits such as the use of a singular form to apply for benefits or collecting necessary information in one step.
- Per the ~~PCCoC~~ DSM/Polk CoC's CoC Program Competition Application Guidelines, every organization funded with CoC funds is expected to have at least one SOAR trained staff person. Additionally, SOAR trained staff are expected to undergo retraining every 2 years.

EDUCATION OF HOMELESS CHILDREN AND YOUTH

- All CoC- and ESG-funded projects shall follow the procedures set forth in the ~~PCCoC~~ DSM/Polk CoC's Education of Homeless Children and Youth policy ensuring all children and unaccompanied youth are enrolled in school, or in early childhood programs, and are connected to appropriate education related services in the community.

TERMINATION AND GRIEVANCE PROCEDURES

- Organizations must have a written grievance procedure, including a formal process for participants to provide feedback.
- Organizations must have a written termination policy outlining project rules and termination processes, including a formal due process.
- Terminations may only occur in the most severe circumstances, which include, but are not limited to: consistent failure to make rental payments or adhere to a repayment schedule, consistent violation of the lease, or destruction of property.
- Termination from a project should not prohibit the household from being readmitted into the program at a future date.

- The termination process, at a minimum, must consist of:
  o Providing the participant with a written copy of the rules and the termination process before the participant begins to receive assistance;
  o Written notice to the program participant containing a clear statement of the reasons for termination: *e.g. lease obligations, tenant payments, damage to the property;*
  o A review of the decision, in which the program participant is given the opportunity to present written or oral objections/ appeal before a person other than the person (or a subordinate of that person) who made or approved the termination decision; Do we want to be specific and require a person(s) outside the agency to hear the appeal?
  o Prompt written notice of the final decision to the program participant.

POLICIES AND PROCEDURES FOR ESG AND COC-FUNDED ASSISTANCE

Unless otherwise stated, policies and procedures in this section that reference Rapid Rehousing (RRH) shall apply to the RRH portion of a Joint TH-RRH program.

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EVALUATING ELGIBILITY FOR ASSISTANCE

Policy: The ~~PCCoC~~ DSM/Polk CoC shall have procedures in place for evaluating individuals'' and families' eligibility for ESG and CoC-fund assistance

Procedure: Evaluating a household's eligibility for both ESG and CoC-funded programs shall occur at the Centralized Intake.

ESG-FUNDED PROGRAMS

EMERGENCY SHELTER ~~(ESG)~~
- The Individual or family must be "homeless" as defined by the following categories of the Homeless Definition Final Rule:
    - Category 1: Literally Homeless
    - Category 2: Imminent Risk of Homeless
    - Category 4: Fleeing/Attempting to Flee Domestic Violence

HOMELESSNESS PREVENTION ~~(ESG)~~
- The Individual or family must be "homeless" as defined by the following categories of the Homeless Definition Final Rule:
    - Category 2: Imminent Risk of Homelessness
    - Category 4: Fleeing/Attempting to Flee Domestic Violence;

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OR

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- The individual or family must be "at-risk of homelessness" as defined by the following At-Risk of Homelessness Definition categories found in the Homeless Definition Final Rule:
    - Category 1: Individuals and Families
    - Category 2: Unaccompanied Children and Youth
    - Category 3: Families with Children and Youth

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AND

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- An individual or family who:
    - Has an annual income below 30% of the median family income for the Des Moines Metropolitan Statistical Area; **AND**
    - Does not have sufficient resources to prevent them from moving to an emergency shelter or another place defined in Category 1: Literally Homeless of the Homeless Definition Final Rule;

RAPID REHOUSING ~~(ESG)~~
- The individual or family must be "homeless" as defined by the Homeless Definition Final Rule:
    - Category 1: Literally Homeless
    - Category 4: Fleeing/Attempting to Flee Domestic Violence
- The individual or family must have annual income below 30% of Area Median Income

STREET OUTREACH ~~(ESG)~~
- The Individual or family must be "homeless" as defined by the following categories of the Homeless Definition Final Rule:
    - Category 1: Literally Homeless

- Category 4: Fleeing/Attempting to Flee Domestic Violence

ANNUAL INCOME CALCULATION

- When determining the annual income of an individual or family, the subrecipient must use the standard for calculating annual income under 24 CFR 5.609.
- The determination of income eligibility shall be documented per 24 CFR 576.500(e)(1-4) and maintained in the individual's or family's case file.

CoC FUNDED PROGRAMS

PERMANENT SUPPORTIVE HOUSING (CoC)

- The Individual or family must be "homeless" as defined by the following categories of the Homeless Definition Final Rule:
  - Category 1: Literally Homeless;
  - Category 4: Fleeing/Attempting to Flee Domestic Violence
- In youth households with two adults, both adults MUST BE less than 25 years of age in order for THE ENTIRE household to be eligible for a PSH program.
- PSH is dedicated to households (single individuals, couples without children, or families with children) experiencing chronic homelessness, as defined by HUD.
  - This regulation does not pertain to PSH projects funded through the YHDP program where regulations state program participants do not have to be chronically homeless.
- PSH projects have the following additional NOFA limitations on eligibility within Category 1:
  - Individuals and Families coming from TH must have originally come from the streets, emergency shelter, or safe haven
  - Projects that are dedicated to serving households experiencing chronic homelessness, including those that were originally funded as Samaritan Bonus Initiative Projects, must continue to serve chronically homeless persons exclusively
  - Projects funded under the Permanent Supportive Housing Bonus must continue to serve the homeless population outlined in the NOFA under which the project was originally awarded.

RAPID REHOUSING (CoC)

- Excluding projects funded under the DV Bonus, Joint TH-RRH and RRH for youth, individuals or families who meet the following criteria may be served by CoC-funded RRH projects
  - Category 1: Literally Homeless;
  - Receive services through a VA-funded homeless assistance program and met the criteria under "homeless", above, at initial intake to the VA's homeless assistance system.
- DV Bonus
  - Category 4: Fleeing/Attempting to Flee Domestic Violence
  - Receive services through a VA-funded homeless assistance program and met the criteria under "homeless", above, at initial intake to the VA's homeless assistance system.

TRANSITIONAL HOUSING (JOINT TH-RRH) AND RAPID REHOUSING FOR YOUTH

- Unaccompanied youth aged 24 and under (or families headed by youth aged 24 and under) must be "homeless" as defined by the following categories of the Homeless Definition Final Rule:

- o Category 1: Literally Homeless
- o Category 2: Imminent Risk of Homeless
- o Category 4: Fleeing/Attempting to Flee Domestic Violence
- Additionally, unaccompanied youth aged 24 and under (or families headed by youth aged 24 and under) who have an unsafe primary nighttime residence and no safe alternative to that residence are eligible to be served by a youth-serving provider.
    - o In youth households with two adults, both adults MUST BE less than 25 years of age in order for THE ENTIRE household to be eligible for a PSH program.
- As provided by the Consolidated Appropriations Act, 2019, youth aged 24 and under must not be required to provide third-party documentation that they meet the homeless definition in 24 CFR 578.3 as a condition for receiving services funded under this NOFA.
- Youth must enroll in the program before their 25th birthday.

DOCUMENTING HOMELESSNESS

Policy: The ~~PCCoC~~ DSM/Polk CoC shall have procedures in place for documenting individuals' and families' eligibility for ESG and CoC-fund assistance.

Procedure: Documenting individuals'' and families' eligibility for ESG and CoC-fund programs will occur in the following manner:

CENTRALIZED INTAKE (CI)
- CI staff shall use the Eligibility Verification Form developed for the CoC and ESG programs which contain the criteria to document the eligibility standards for each program type met by an individual or family applying for CoC or ESG funded services as well as acceptable evidence to establish and verify the individual or family meet the applicable eligibility standards.
    - o If the individual/family is determined to be ineligible for homelessness prevention services or rapid rehousing, documentation must reflect the reason for ineligibility.
- At the time they go through CI, the individual or family requesting CoC- or ESG-funded assistance must present evidence to establish and verify they meet the applicable eligibility standards described in the Eligibility Verification Form developed for the CoC and ESG program for which they are applying for assistance.
    - o The determination of homeless or at-risk of homeless status shall always be documented in writing and maintained in the individual's or family's case file.
    - o The order of preference for documenting an individual's or family's homeless or at-risk of homeless status shall be:
        - i. Third-party documentation, including written & source documentation or HMIS records
        - ii. Intake work observations
        - iii. Certification from the person seeking assistance
- Utilizing other forms of already available documentation shall also be acceptable evidence of an individual or family's homeless status. Already available documentation shall include certification or other appropriate service transactions recorded in Wellsky Community Services as well as discharge paperwork to verify a stay in an institution of 90 days or less.

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- o When using information from the Wellsky Community Services system (HMIS) as evidence of homelessness, dated printouts from the system documenting this type of verification was done prior to the participant's entry into a program must be included in the participant's case file.
- Where third-party documentation is not obtainable, a written record of the case manager's due diligence in attempting to obtain the evidence and certification by the head(s) of household seeking assistance shall be maintained in the family's case file.
- Where required, the determination of income eligibility shall be documented (see interim rule on documenting income) and maintained in the individual's or family's case file.
- Upon documenting eligibility, a Homeless Verification letter, documenting the name(s) of the individual(s) or family members and the category of homelessness status, shall be uploaded into the individual's or family's Wellsky Community Services record.

ESG-FUNDED PROGRAMS (Emergency Shelter & Rapid Rehousing)

Emergency Shelter & Rapid Rehousing

- Download the Homeless Verification letter from the individual's or family's Wellsky Community Services record.
- Complete the Eligibility Verification Form indicating the criterion that defines the individual's or family's homeless status based on the Homeless Verification letter provided by the centralized intake.
- The Homeless Verification letter shall be attached to the Eligibility Verification Form and placed in the

ESG-FUNDED PROGRAMS (Outreach & Homelessness Prevention)

Organizations must document the individuals' or families' eligibility at intake and at re-evaluation using the following standards:
- o An Eligibility Verification Form shall be completed at intake indicating the criterion that defines the individual's or family's homeless status as well as the type(s) of evidence relied upon to establish and verify the individuals' or family's homeless status.
- o The individual or family requesting homelessness prevention assistance or rapid rehousing must present evidence to establish and verify they meet the applicable eligibility standards.
  - i. The determination of homeless or at-risk of homeless status shall always be documented in writing and maintained in the individual's or family's case file. The order of preference for documenting an individual's or family's homeless or at-risk of homeless status shall be:
    - Third-party documentation
    - Intake work observations
    - Certification from the person seeking assistance
  - ii. Utilizing other forms of already available documentation shall also be acceptable evidence of an individual or family's homeless status. Already available documentation shall include:
    - Certification or other appropriate service transactions recorded in Wellsky Community Services
      - When using information from the Wellsky Community Services system (HMIS) as evidence of homelessness, dated printouts from the system documenting this type of verification was done prior to the participant's entry into a program must be included in the participant's case file.
    - Discharge paperwork to verify a stay in an institution of 90 days or less.

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     iii.   Every attempt shall be made to obtain third-party documentation of homeless/at-risk of homeless status.   In lieu of third-party documentation, a written record of due diligence shall be noted in the corresponding section of the Eligibility Verification form that includes the date(s) documentation was sought, the type(s) of documentation sought, the source(s) from whom the documentation was sought, and a description of the response received from each attempt to obtain the documentation.

     iv.   All documents used to establish and verify an individual's or family's homeless/at-risk of homeless status shall be attached to the Eligibility Verification Form and placed in the individual's or family's case file.

- o   ~~Where required, the determination of income eligibility shall be documented per 24 CFR 576.500(e)(1-4) and maintained in the individual's or family's case file.~~

CoC-FUNDED PROGRAMS

- Document eligibility according to <u>HUD recordkeeping requirements at 24 CFR 578.103</u> for the CoC Program.

PRIORITIZATION FOR ASSISTANCE

Policy: The ~~PCCoC~~ DSM/Polk CoC shall have procedures in place for determining and prioritizing which eligible individuals and families will receive ESG and CoC-fund assistance.

Procedure: Determining which eligible individuals and families will receive assistance from ESG and CoC-funded programs shall occur in the following manner:

ESG-FUNDED PROGRAMS ~~(Emergency Shelter & Rapid Rehousing) and CoC-FUNDED PROGRAMS~~

Emergency Shelter & Rapid Rehousing

- Prioritization will occur at the Centralized Intake and be consistent with the policies and procedures outlined in the ~~PCCoC~~ DSM/Polk CoC<u>'s Centralized Intake System for Homeless Assistance Policies and Procedures</u>.

~~ESG-FUNDED PROGRAMS (~~Homelessness Prevention~~)~~

- Prioritization will occur at the Centralized Intake and be consistent with the policies and procedures outlined in the ~~PCCoC~~ DSM/Polk CoC<u>'s Centralized Intake System for Homeless Assistance Policies and Procedures</u>.
- Any household that may otherwise be eligible for prevention assistance under ESG must also meet the "but for" rule – that is, "Would this individual or family be homeless but for this assistance?"
- The "but for" rule can be documented with the following:
  - o   Certification by the individual or head of household that no subsequent residence has been identified; **AND**
  - o   Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.
- Furthermore, any household that qualifies for prevention assistance and meets the "but for" rule must also have the following qualifications:
  - o   Have no more than three months of arrears; and
  - o   Demonstrated an ability to sustain housing; and
  - o   Demonstrate an ability to earn income; and

o   Would remain in housing that is decent, safe, sanitary, and affordable.
- If the household cannot meet the above qualifications, it is reasonable to infer that the household is in greater need than prevention assistance can provide for, and the household will be referred to a more appropriate program.

CoC-FUNDED PROGRAMS

- Prioritization will occur at the Centralized Intake and be consistent with the policies and procedures outlined in the PCCoC's Centralized Intake System for Homeless Assistance Policies and Procedures.

DETERMINING PROGRAM LENGTH AND TIME PERIOD FOR RENTAL ASSISTNACE

Policy: The ~~PCCoC~~ DSM/Polk CoC shall have procedures in place for determining the program length of each ESG/CoC-funded program component and how long a particular program participant will be provided rental assistance.

Procedure: Program length and the length of time a particular program participant will be provided rental assistance will be as follows:

ESG-FUNDED PROGRAMS

EMERGENCY SHELTER ~~(ESG)~~

- Each ESG-funded emergency shelter shall develop policies and procedures for:
    o   The number of days families or individuals served by the program may remain in shelter as well as any grounds for extending shelter stay;
    o   Discharge from emergency shelter
    o   Assessing, prioritizing and reassessing an individuals' or families' needs for essential services related to emergency shelter.

~~RAPID REHOUSING~~ ~~(CoC & ESG) and~~ HOMELESSNESS PREVENTION ~~(ESG)~~

- The ~~PCCoC~~ DSM/Polk CoC requires the program length for ~~RRH~~ homelessness prevention to be:
    o   At a minimum, one month ~~No less than six months~~ and no more than ~~18~~ 24 months. ~~for both CoC and ESG-funded RRH as well as ESG-funded Homelessness Prevention.~~
- The minimum standards for determining how long a participant shall be provided with rental assistance are as follows:
    o   Participants shall receive approval for the minimum amount of financial assistance necessary to ~~end~~ prevent their homelessness based on their unique circumstances.
    o   Approval for rental assistance shall be granted in no more than three-month increments for ongoing payments.
        ▪   Participants shall not be approved for more rental assistance than can be justified given their current income and expenses.
        ▪   Financial need must be documented in the participant's file each time their assistance is evaluated.
    o   ~~Generally,~~ RRH assistance shall not be provided to an individual or family for more than 24 of the months in any 36-month period.
- Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.

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- o Each month of rent paid in arrears counts as one month of rental assistance for purposes of calculating a participant's total rental assistance received.
- The process used to transition the household off of financial assistance must be coordinated with case management efforts that help the household assume and sustainably cope with their housing costs unless a client chooses otherwise.

RAPID REHOUSING (CoC & ESG) and HOMELESSNESS PREVENTION (ESG)

- The PCCoC DSM/Polk CoC requires the program length for ESG- funded RRH to be:
  - o No less than six months and no more than 18 24 months for ESG-funded RRH. as well as ESG-funded Homelessness Prevention.
- The minimum standards for determining how long a participant shall be provided with rental assistance are as follows:
  - o Participants shall receive approval for the minimum amount of financial assistance necessary to end their homelessness based on their unique circumstances.
  - o Approval for rental assistance shall be granted in no more than three-month increments for ongoing payments.
    - ▪ Participants shall not be approved for more rental assistance than can be justified given their current income and expenses.
    - ▪ Financial need must be documented in the participant's file each time their assistance is evaluated.
  - o RRH assistance shall not be provided to an individual or family for more than 24 months in any 36-month period.
- Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
    - o Each month of rent paid in arrears counts as one month of rental assistance for the purposes of calculating a participant's total rental assistance received.
- The process used to transition the household off financial assistance must be coordinated with case management efforts that help the household assume and sustainably cope with their housing costs.

CoC-FUNDED PROGRAMS

RAPID REHOUSING

- The PCCoC DSM/Polk CoC requires the program length for RRH to be:
  - o No less than six months and no more than 18 24 months for both CoC and ESG-funded RRH as well as ESG-funded Homelessness Prevention.
- The minimum standards for determining how long a participant shall be provided with rental assistance are as follows:
  - o Participants shall receive approval for the minimum amount of financial assistance necessary to end their homelessness based on their unique circumstances.
  - o Approval for rental assistance shall be granted in no more than three-month increments.
    - ▪ Participants shall not be approved for more rental assistance than can be justified given their current income and expenses.
    - ▪ Financial need must be documented in the participant's file each time their assistance is evaluated.
  - o Generally, RRH assistance shall not be provided to an individual or family for more than 24 of the months in any 36-month period.

- Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
    - o Each month of rent paid in arrears counts as one month of rental assistance for the purposes of calculating a participant's total rental assistance received.
- The process used to transition the household off of financial assistance must be coordinated with case management efforts that help the household assume and sustainably cope with their housing costs.

JOINT TH-RRH

- The agency administering the program must provide both units supported by the transitional housing component and the tenant-based rental assistance as well as services provided through the PH-RRH component to all program participants.
    - o A program participant, however, may choose to receive only the transitional housing unit, or the assistance provided through the PH-RRH component.
- Maximum program length for the TH component cannot exceed 24 months.
    - o The primary objective of transitional housing is to move a household from homelessness to permanent housing as quickly as possible; assistance in transitioning to permanent housing must be made available/provided as quickly as possible from transitional housing program entry.
- Maximum program length for the RRH component cannot exceed 24 months.
- Program participants may only receive up to 24 months of TOTAL TH-RRH assistance.
- The minimum standards for determining how long a participant shall be provided with rental assistance for RRH are the same listed above under "RAPID REHOUSING". are as follows:
    - o Participants shall receive approval for the minimum amount of financial assistance necessary to end their homelessness based on their unique circumstances.
    - o Approval for rental assistance shall be granted in no more than three-month increments.
        - ▪ Participants shall not be approved for more rental assistance than can be justified given their current income and expenses.
        - ▪ Financial need must be documented in the participant's file each time their assistance is evaluated.

PERMANENT SUPPORTIVE HOUSING

- There can be no predetermined length of stay for a PSH project.
- Program recipients shall receive rental assistance as long as they remain in the PSH project.
- After at least three years in the PSH project, program recipients shall be assessed, per PCCoC DSM/Polk CoC's Move-On Policy, as to their ability to move from PSH to another housing assistance program.
    - o Moving to another housing assistance program is purely voluntary. A PSH program participant cannot be forced to move to **another housing assistance program.**

DETERMINING PARTICIPANTS CONTRIBUTION TOWARD RENT AND UTILITY COSTS

Policy: The PCCoC DSM/Polk CoC shall have procedures in place for determining a participant's contribution toward rent and utility costs

Procedure: The amount of a participant's contribution toward rent and utility costs will be as follows:

A participant's total contribution toward rent and utilities must be universally and consistently applied to all participants served in CoC- and ESG-funded RRH programs.

ESG-FUNDED PROGRAMS

EMERGENCY SHELTER (ESG)

• ESG-funded emergency shelters may not charge participants any program fees.

HOMELESSNESS PREVENTION (ESG)

• At initial assessment, client's share of rent and utilities shall be zero. At re-evaluation, client's share shall equal 30% of household income.
   o Each individual program is allowed to have general criteria by which they determine a program participant's share of rent and/or utilities in an ESG-funded program. However, in no case shall a program participant's share of rent plus utilities exceed 30% of their income (income verification shall be in accordance with 24 CFR 5.609 and 24 CFR 5.611(a)).

Rent

• For purposes of calculating rent, the rent shall equal the sum of the total monthly rent for the unit, any fees required for occupancy under the lease (other than late fees and pet fees) and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by the Des Moines Metropolitan Housing Agency for the area in which the housing is located.
   o The monthly allowance for utilities should be made payable to the utility company charging for the service.
• A household's monthly subsidy amount should be based on the household's size, composition, and income; reasonable in relation to rents being charged for comparable units.
   o Any additional requirements regarding the percentage or amount of rent and utilities costs each program participant shall pay shall be determined by the individual service provider's policies and clearly communicated to program participants.

Utilities

• ESG-funded programs may pay:
   o Utility deposits
      ▪ ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities
      ▪ Eligible utility services are gas, electric, water, and sewage.
   o Utility payments
      ▪ Eligible utility services are gas, electric, water, and sewage.
      ▪ May pay for up to 24 months of utility payments per program participant, per service
      ▪ Includes up to 6 months of utility payments in arrears, per service
      ▪ A partial payment of a utility bill counts as one month.
      ▪ This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments.
      ▪ No program participant shall receive more than 24 months of utility assistance within any 3-year period.
      ▪ When paying for utilities alone, the subrecipient pays the actual cost of the utilities instead of the monthly allowance for utilities established by the Des Moines Metropolitan Housing Agency.
   o Utility deposits and payments should be made payable to the utility company charging for the service.

Verification and Re-evaluation

- The income of program participants, in ESG-funded programs, must be calculated in accordance with <u>24 CFR 5.609.</u>
- Documentation of the participant's income and expenses, including how the participant is contributing to housing costs, if at all, shall be maintained in the participant's project file. This file shall also contain the participant's plan to remain housed when their assistance comes to an end, by increasing income, decreasing expenses, or both.
- A program participant's eligibility for homelessness prevention assistance and the types and amounts of assistance the program participant needs will be evaluated not less than once every 3 months. At a minimum, the reevaluation must establish that:
  o The program participant does not have an annual income that exceeds 30% of AMI for the household size; and
  o The program participant lacks sufficient resources and support necessary to retain housing without RRH assistance.
  o Each ~~RRH~~ homelessness prevention project must establish policies concerning notification of changes in participants' income or family composition.

RAPID REHOUSING

Rent

- Participants are not required to contribute rent.
- A household's monthly subsidy amount should be based on the household's size, composition, and income; reasonable in relation to rents being charged for comparable units.
  o Any additional requirements regarding the percentage or amount of rent and utilities costs each program participant shall pay shall be determined by the individual service provider's policies and clearly communicated to program participants.
- Rental assistance should be provided in a flexible and progressive manner that is tailored to the household's needs. To the extent possible, programs shall decrease the subsidy as the household's length of time in the RRH program increases.
  o During the first three months of program enrollment, the participant shall contribute $0.00 toward rent.
  o During the last 3 months of program enrollment, the participant shall contribute a minimum of 50% of their rent.
  o Programs are expected to provide hardship exemptions from any rental charges if such charges could lead to loss of housing for the assisted household.
    ▪ In such cases, the housing stability case manager and program participant will determine the additional amount of rental assistance needed based on the program participant's current income and expenses.

- For purposes of calculating rent, the rent shall equal the sum of the total monthly rent for the unit, any fees required for occupancy under the lease (other than late fees and pet fees) and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by the Des Moines Metropolitan Housing Agency for the area in which the housing is located.
  o The monthly allowance for utilities should be made payable to the utility company charging for the service.

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- ~~RRH projects are to calculate rent as the sum of the total monthly rent for the unit and, reasonable utility costs when costs are included as part of the rental payment to the landlord. or if the tenant pays separately for utilities, the monthly allowance for utilities established in accordance with HUD CPD Notice 17-11.~~
  - ~~ESG-funded programs may pay utility deposits and payments (up to 24 months) including up to 6 months for payment in arrears.~~
  - ~~CoC-funded programs may pay a utility deposit as well as reasonable utility costs that are included as part of the rent payment.~~
- ~~In no case shall a program participant's share of rent plus utilities exceed 30% of their income.~~
- ~~A household's monthly subsidy amount should be based on the household's size, composition, and income; reasonable in relation to rents being charged for comparable units.~~
  - ~~The income of program participants, in CoC- and ESG-funded programs, must be calculated in accordance with 24 CFR 5.609 and 24 CFR 5.611(a).~~
- ~~Any additional requirements regarding the percentage or amount of rent and utilities costs each program participant shall pay shall be determined by the individual service provider's policies and clearly communicated to program participants.~~
- ~~The participant's income shall be verified prior to their approval for initial and additional financial assistance. Documentation of the participant's income and expenses, including how the participant is contributing to housing costs, if at all, shall be maintained in the participant's project file. This file shall also contain the participant's plan to remain housed when their assistance comes to an end, by increasing income, decreasing expenses, or both.~~
- ~~A program participant's eligibility for RRH assistance will be evaluated not less than once annually.~~
  - ~~At a minimum, the reevaluation must establish that~~
    - ~~The program participant does not have an annual income that exceeds 30% of AMI for the household size; and~~
    - ~~The program participant lacks sufficient resources and support necessary to retain housing without RRH assistance.~~
- ~~Each RRH project must establish policies concerning notification of changes in participants' income or family composition.~~

Utilities

- ESG-funded programs may pay:
  - Utility deposits
    - ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities
    - Eligible utility services are gas, electric, water, and sewage.
  - Utility payments
    - Eligible utility services are gas, electric, water, and sewage.
    - May pay for up to 24 months of utility payments per program participant, per service
    - Includes up to 6 months of utility payments in arrears, per service
    - A partial payment of a utility bill counts as one month.
    - This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments.

- No program participant shall receive more than 24 months of utility assistance within any 3-year period.
  o Utility deposits and payments should made payable to the utility company charging for the service.

Verification and Re-evaluation

  o ~~In no case shall a program participant's share of rent plus utilities exceed 30% of their income.~~
- A household's monthly subsidy amount should be based on the household's size, composition, and income; reasonable in relation to rents being charged for comparable units.
  - ~~The income of program participants, CoC and in ESG-funded programs, must be calculated in accordance with 24 CFR 5.609 and 24 CFR 5.611(a).~~
- Any additional requirements regarding the percentage or amount of rent and utilities costs each program participant shall pay shall be determined by the individual service provider's policies and clearly communicated to program participants.
  o ~~The participant's income shall be verified prior to their approval for initial and additional financial assistance.~~ Documentation of the participant's income and expenses, including how the participant is contributing to housing costs, if at all, shall be maintained in the participant's project file. This file shall also contain the participant's plan to remain housed when their assistance comes to an end, by increasing income, decreasing expenses, or both.
  o The income of program participants, ~~CoC and~~ in ESG-funded programs, must be calculated in accordance with 24 CFR 5.609 ~~and 24 CFR 5.611(a).~~
  o A program participant's eligibility for RRH assistance will be evaluated not less than once annually. At a minimum, the reevaluation must establish that
    - The program participant does not have an annual income that exceeds 30% of AMI for the household size; and
    - The program participant lacks sufficient resources and support necessary to retain housing without RRH assistance.
  o Each RRH project must establish policies concerning notification of changes in participants' income or family composition.

CoC-FUNDED PROGRAMS

RAPID REHOUSING

Rent

- Participants are not required to contribute rent.
- Rental assistance should be provided in a flexible and progressive manner that is tailored to the household's needs. To the extent possible, programs shall decrease the subsidy as the household's length of time in the RRH program increases.
  o During the first three months of program enrollment, the participant shall contribute $0.00 toward rent.
  o During the last 3 months of program enrollment, the participant shall pay a minimum of 50% of their rent. ~~contribute at least 50% of their income toward rent.~~
  o Programs are expected to provide hardship exemptions from any rental charges if such charges could lead to loss of housing for the assisted household.

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- In such cases, the housing stability case manager and program participant will determine the additional amount of rental assistance needed based on the program participant's current income and expenses.
- ~~RRH projects are to calculate rent~~ as The rent shall equal the sum of the total monthly rent for the unit any fees required for occupancy under the lease (other than late fees and pet fees) and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by the Des Moines Metropolitan Housing Agency.
    - Utilities include gas, oil, electric, sewage, water and trash removal.
    - RRH projects must follow the guidance found in HUD CPD Notice 17-11 when calculating total monthly rent, applicable utility allowance and any utility reimbursement owed to the participant.

- ~~In no case shall a program participant's share of rent plus utilities exceed 30% of their income. Is this a HUD regulation?~~

Utilities
- CoC-funded programs may pay:
    - Utility deposits
        - A one-time fee paid to a utility company.
    - CoC funds **may not** be used to pay monthly utilities unless they are included in the rental amount, or a utility reimbursement is provided.

Limitations, Verification and Re-evaluation
- Any additional requirements regarding the percentage or amount of rent and utilities costs each program participant shall pay as well as how a program participant will be assisted in paying utilities, if needed, shall be determined by the individual service provider's policies and clearly communicated to program participants.
- ~~The participant's income shall be verified documented. prior to their approval for initial and additional financial assistance.~~ Documentation of the participant's income and expenses, including how the participant is contributing to housing costs, if at all, shall be maintained in the participant's project file. This file shall also contain the participant's plan to remain housed when their assistance comes to an end, by increasing income, decreasing expenses, or both.
- The income of program participants, in CoC- and ESG-funded programs, must be calculated in accordance with 24 CFR 5.609 ~~and 24 CFR 5.611(a)~~.
- A program participant's eligibility for RRH assistance will be evaluated not less than once annually.
    - At a minimum, the reevaluation must establish that
        - The program participant lacks sufficient resources and support necessary to retain housing without RRH assistance, and
        - The types and amounts of assistance the program participant needs to retain housing.
- Each RRH project must establish policies concerning notification of changes in participants' income or family composition.

PERMANENT SUPPORTIVE HOUSING

- Calculation of the rental payment amount shall only include monthly rent for the unit, any occupancy fees under the lease (except for pet and late fees) and if the participant pays separately for utilities, the monthly utility allowance established by the Des Moines Municipal Housing Agency.
- The rent charged for the unit receiving rental assistance must be reasonable in relation to rents being charged for comparable unassisted units, taking into account the location, size, type, quality, amenities, facilities, and management and maintenance of each unit. Reasonable rent must not exceed rents currently being charged by the same owner for comparable unit. The income of program participants, in CoC- ~~and ESG~~ funded programs, must be calculated in accordance with 24 CFR 5.609 and 24 CFR 5.611(a).
- The participant's income shall be verified initially, and at least annually thereafter, to determine the amount of the contribution toward rent payable by the program participant. Documentation of the participant's income and expenses, including how the participant is contributing to housing costs, if at all, shall be maintained in the participant's project file.

RENTAL PAYMENTS ~~AND FINANCIAL ASSISTANCE~~

Policy: The ~~PCCoC~~ DSM/Polk CoC shall have procedures in place for determining when rental ~~and other financial~~ assistance will be paid.

Procedure: Minimum standards for determining when rental ~~and other financial~~ assistance will be paid:

ESG-FUNDED PROGRAMS

RENTAL PAYMENTS

Homelessness Prevention
- Payments for rental assistance shall comply with applicable HUD standards.
  - In ~~ESG funded RRH~~ homelessness prevention projects, rental assistance may cover up to the FMR for a unit and units must comply with HUD's rent reasonableness standards.
    - RRH project staff must follow the Rent Reasonableness Determination procedure, outlined in the next section, to determine and document rent reasonableness

- Payments for rental assistance shall be made only when:
  - There is a legally binding, written lease between the unit's owner and the participant.
    - For participants receiving project-based rental assistance (PBRA) under the ESG Program, the lease must have an initial term of 1 year.
    - There is no minimum lease period for tenant-based rental assistance (TBRA) under ESG.
    - The lease shows the names of the tenants, the move-in-date, occupancy terms, expiration date and the costs payable by the tenant.
    - This requirement for a lease does not apply to payments made for rent arrears.
  - There is a rental assistance agreement between the homelessness prevention provider and the unit's owner, which sets forth the terms under which rental assistance will be provided. The rental assistance agreement must include:
    - A requirement that the owner provide the grantee with a copy of any notice to vacate given to the participant or any complaint used to commence an eviction action; and

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- ▪ The same payment due date, grace period, and late-payment penalty requirements are in the participant's lease.
- ▪ A prohibition against the denial or termination of assistance or eviction solely because an applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking, per 24 CFR part 5, subpart L, as supplemented by § 576.409, except for the emergency transfer plan requirements under 24 CFR 5.2005(e) and 576.409(d).
- Payments shall be made only for units that have been inspected for HUD Habitability Standards and re-inspected no less frequently than annually. Rental assistance shall not be paid on behalf of any unit that does not meet these standards.
- The subrecipient must make timely payments to each owner in accordance with the rental assistance agreement.
  - o The subrecipient is solely responsible for paying late payment penalties that occur using non-ESG funds.
- Lead-based paint requirements must be evaluated for any chipped, cracking, or peeling paint. All tenants with children under the age of 6 who are in housing built prior to 1979 are required to be given a lead-based paint pamphlet and to certify that they received the pamphlet. A copy of this certification must be placed in the participant's file.

Limitations on Tenant-Based Rental Assistance
When TBRA is provided, the rental assistance agreement with the unit owner shall be terminated without further payments if
- • The participant moves out of the unit, or
- • The lease terminates and is not renewed.

Rapid Rehousing
- Payments for rental assistance shall comply with applicable HUD standards.
  - o In ESG-funded RRH projects, rental assistance may cover up to the FMR for a unit and units must comply with HUD's rent reasonableness standards.
    - ▪ RRH project staff must follow the Rent Reasonableness Determination procedure, outlined in the next section, to determine and document rent reasonableness
  - ~~o   For CoC-funded RRH, rent reasonableness is the applicable rent standard and units in a structure must comply with HUD's rent reasonableness standard.~~
- Payments for rental assistance shall be made only when:
  - o There is a legally binding, written lease between the unit's owner and the participant. ~~For participants receiving tenant-based rental assistance (TBRA) under the CoC Program, the lease must be for an initial term of no less than 1 year, must be renewable for a minimum term of 1 month, and may only be terminable for cause~~.
    - ▪ For participants receiving project-based rental assistance (PBRA) under the ESG Program, the lease must have an initial term of 1 year.
    - ▪ There is no minimum lease period for tenant-based rental assistance (TBRA) under ESG.
    - ▪ This requirement for a lease does not apply to payments made for rent arrears ~~by ESG-funded RRH providers~~.
  - o There is a rental assistance agreement between the RRH provider and the unit's owner, which sets forth the terms under which rental assistance will be provided, including the requirements specified above. The rental assistance agreement must include:

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- A requirement that the owner provide the grantee with a copy of any notice to vacate given to the participant or any complaint used to commence an eviction action; and
- ~~Must include~~ The same payment due date, grace period, and late-payment penalty requirements as are in the participant's lease.
- A prohibition against the denial or termination of assistance or eviction solely because an applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking, per 24 CFR part 5, subpart L, as supplemented by § 576.409, except for the emergency transfer plan requirements under 24 CFR 5.2005(e) and 576.409(d).

- Payments shall be made only for units that have been inspected for HUD ~~Housing Quality Standards (CoC-funded RRH) or~~ Habitability Standards ~~(ESG-funded RRH)~~ and re-inspected no less frequently than annually. Rental assistance shall not be paid on behalf of any unit that does not meet these standards.
- The subrecipient must make timely payments to each owner in accordance with the rental assistance agreement.
  - The subrecipient is solely responsible for paying late payment penalties that occur with non-ESG funds.
- Lead-based paint requirements must be evaluated for any chipped, cracking, or peeling paint. All tenants with children under the age of 6 who are in housing built prior to 1979 are required to be given a lead-based paint pamphlet and to certify that they received the pamphlet. A copy of this certification must be placed in the participant's file.

Limitations on Tenant-Based Rental Assistance

When TBRA is provided, the rental assistance agreement with the unit owner shall be terminated without further payments if

- The participant moves out of the unit, or
- The lease terminates and is not renewed.

CoC-FUNDED PROGRAMS

RENTAL PAYMENTS

Rapid Rehousing

- Payments for rental assistance shall comply with applicable HUD standards.
  - For CoC-funded RRH, rent reasonableness is the applicable rent standard ~~and units in a structure must comply with HUD's rent reasonableness standard~~.
  - HUD will only provide rental assistance for a unit if the rent charged for the unit receiving rental assistance is reasonable in relation to rents being charged for comparable unassisted units.
  - Reasonable rent must not exceed rents currently being charged by the same owner for comparable.
  - RRH project staff must follow the Rent Reasonableness Determination procedure, outlined in the next section, to determine and document rent reasonableness.
- Payments for rental assistance shall be made only when:
  - There is a legally binding, written lease between the unit's owner and the participant.
    - The lease must be for an initial term of no less than 1 year, which terminates for cause; and
    - The lease must be automatically renewable upon expiration for terms that are a minimum of one month long, except on prior notice from either party.
      ~~For participants receiving tenant-based rental assistance (TBRA) under the CoC Program, the lease must be for an initial term of no less than 1 year, must be renewable for a minimum term of 1 month, and may only be terminable for cause. There is a rental assistance agreement~~

between the RRH provider and the unit's owner, which sets forth the terms under which rental assistance will be provided, including the requirements specified above. The rental assistance agreement must include a requirement that the owner provide the grantee with a copy of any notice to vacate given to the participant or any complaint used to commence an eviction action; and must include the same payment due date, grace period, and late-payment penalty requirements as are in the participant's lease.

- Payments shall be made only when for units that have been inspected for HUD Housing Quality Standards (CoC-funded RRH) or Habitability Standards (ESG-funded RRH) and re-inspected no less frequently than annually. Rental assistance shall not be paid on behalf of any unit that does not meet these standards.
- Lead-based paint requirements must be evaluated for any chipped, cracking, or peeling paint. All tenants with children under the age of 6 who are in housing built prior to 1979 are required to be given a lead-based paint pamphlet and to certify that they received the pamphlet. A copy of this certification must be placed in the participant's file.
- If an assisted unit is vacated before the expiration of the lease, the assistance for the unit may continue for a maximum of 30 days from the end of the month in which the unit was vacated, unless occupied by another eligible person.
  - o No additional assistance will be paid until the unit is occupied by another eligible person.
  - o Brief periods of stays in institutions, not to exceed 90 days for each occurrence, are not considered vacancies.

Limitations on Tenant-Based Rental Assistance

When TBRA is provided, the rental assistance agreement with the unit owner shall be terminated without further payments if

- The participant moves out of the unit, or
- The lease terminates and is not renewed.

Permanent Supportive Housing
- Payments for rental assistance shall comply with applicable HUD standards.
  - o For CoC-funded PSH, rent reasonableness is the applicable rent standard and units in a structure must comply with HUD's rent reasonableness standard.
    - ▪ PSH project staff must follow the Rent Reasonableness Determination procedure, outlined in the next section, to determine and document rent reasonableness
- Payments shall be made only under the following conditions for Sponsor-Based Rental Assistance:
  - o Sponsor-based rental assistance is provided through contracts between the recipient and sponsor organization, a lease between the sponsor and the landlord and a sublease between the sponsor and the program participant.
  - o A sponsor may be a private, nonprofit organization, or a community mental health agency established as a public nonprofit organization.
  - o Program participants must reside in housing owned or leased by the sponsor.
- Payments shall be made only for units that have been inspected for HUD Housing Quality Standards (CoC-funded RRH) and re-inspected no less frequently than annually. Rental assistance shall not be paid on behalf of any unit that does not meet these standards.
- Lead-based paint requirements must be evaluated for any chipped, cracking, or peeling paint. All tenants with children under the age of 6 who are in housing built prior to 1979 are required to be given a lead-based paint pamphlet and to certify that they received the pamphlet. A copy of this certification must be placed in the participant's file.

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RENT REASONABLENESS

Policy: Homelessness Prevention, RRH, and PSH projects shall have procedures in place for rent reasonableness determination that comply with the regulations governing the funding source being used to pay rental assistance.

"Rent reasonableness" is defined as a rental amount that does not exceed the rent charged for comparable, unassisted units in the same market area. Also, owners may not charge more for assisted units than for comparable units on the premises.

ESG-FUNDED PROGRAMS

§ 576.106(d)(1)

Rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507.

§ 982.507(b)(1-2)

Comparability. The PHA must determine whether the rent to owner is a reasonable rent in comparison to rent for other comparable unassisted units. To make this determination, the PHA must consider:

(1) The location, quality, size, unit type, and age of the contract unit; and

(2) Any amenities, housing services, maintenance and utilities to be provided by the owner in accordance with the lease.

CoC-FUNDED PROGRAMS

§ 578.51(4)(g)

The subrecipient must determine whether the rent charged for the unit receiving rental assistance is reasonable in relation to rents being charged for comparable unassisted units, taking into account the location, size, type, quality, amenities, facilities, and management and maintenance of each unit. Reasonable rent must not exceed rents currently being charged by the same owner for comparable unassisted units.

Units that Must Not be Used as Comparables

Comparable units must represent unrestricted market rents. Therefore, units that receive some form of federal, state, or local assistance that imposes rent restrictions cannot be considered comparable units.

Procedure: Following enrollment in the rapid rehousing program, the Rent Reasonableness Determination Worksheet, found in Appendix D, must be completed to determine and document rent reasonableness, and in the case of ESG-funded projects, to document that the rental assistance doesn't exceed FMR for the unit size. These steps must be completed prior to the signing of the lease.

    A. Completion of Rent Reasonableness Determination Form

1. The responsibility for completing the Rent Reasonableness Determination Form may be assigned to one or more program staff. The designated staff person should be identified in the subrecipient's rent reasonableness determination policy.
2. Complete the Participant Information section of the form listing the program participant's name and HMIS number; the project type – Rapid Rehousing (RRH) or Permanent Supportive Housing (PSH) – and the reason for the rent reasonableness determination.
3. Using Rentometer or a similar tool, complete the Comparable Properties Worksheet.
   a. Information should be recorded for each of the factors listed on the worksheet for the unit for which rental assistance is sought (Proposed Unit) and three comparable units (Unit #1, Unit #2, Unit #3), and one unit from the same apartment complex as the proposed unit (Landlord Unit).
      i. If you cannot find a comparable unit in the area where the Proposed Unit is located, look for a comparable unit in a similar area.
      ii. If a comparable Landlord Unit cannot be located, this should be noted under Additional Comments found in the Certification section of the Rent Reasonableness Determination form.
   b. Explanation of Factors to Consider

      Address – The street address, city, state and zip code

      Size – The number of bedrooms and square footage of the unit

      Type of Unit – Multi-family: apartment; Single family: home or mobile home; Semi-detached: duplex, townhouse or row house

      Quality – Multi-family type: The physical condition of the apartment unit; Single family and Semi-detached: the physical condition of the interior and exterior of the building

      Location– The area in which the unit is located. Is the unit accessible to public transportation/bus? Proximity to grocery store, parks, schools, childcare, libraries, businesses/ shopping, hospitals, community service agencies.

      Management – Availability of on-site management staff or desk service

      Maintenance – Availability of on-site maintenance or janitorial staff

      Amenities – Unit amenities: air conditioning, dishwasher, ceiling fans, microwave, garbage disposal, washer/dryer, intercom/ security system.

      Facility - exercise room, community room, computer room, on-site services, laundry facility, parking, garage storage unit, pool, playground, secured building

      Housing Services – Live-in manager, Security personnel, Social services/medical personnel

      Age – How old is the unit, in years?

      Utilities – Utilities that the tenant will pay and are eligible to be paid with project funds. Eligible utilities: Gas for heating, cooking and/or water heater; electric for heating or cooking; air conditioning; water; sewer and trash removal

      Unit Rent – The amount of rent being charged by the landlord for the unit.

Utility Allowance – The use of a "utility allowance" is required to calculate the estimated cost of tenant-paid utilities. The designated staff person completing the Rent Reasonableness Determination form shall calculate the utility allowance for those utilities that would be paid for by the tenant using Des Moines Municipal Housing Agency's Utility Allowance Schedule for the type and size of the units being compared.

Gross Rent – The unit rent plus utility allowance

Handicap Accessible – The unit, and building in which the unit is located, can be approached, entered and used by individuals with physical handicaps.

c. If Rentometer, or a similar tool, does not include information on all the factors listed the Comparable Properties Worksheet, additional data sources should be utilized. The following are potential sources of information to identify housing and comparable units:
   i. The Polk County Assessor page at web.assess.co.polk.ia.us
   ii. Newspaper ads (including internet versions)
   iii. Weekly or monthly neighborhood or "shopper" newspapers with rental listings
   iv. "For Rent" signs in windows or on lawns
   v. Bulletin Boards in community locations (i.e., grocery stores, laundry mats, social services offices)
   vi. Real estate agents
   vii. Property management companies that handle rental property
   viii. Rental listing websites such as:
      https://www.apartmentguide.com/
      https://www.apartments.com/
      https://www.zillow.com/
      https://www.realtor.com/

4. Establishing Comparability
   Comparability is established when the factors listed on the Comparable Properties Worksheet are similar for the Proposed Unit, three comparable units (Unit #1, Unit #2, Unit #3), and the Landlord Unit.

5. Certification of Rent Reasonableness
   a. Gross rent for the unassisted Proposed Unit
      i. Once comparability is established, the designated staff person completing the Rent Reasonableness Determination form will compare the gross rent of the Proposed Unit to that of the three Comparable Units to ensure it does not exceed the rents of the comparable unassisted units.
      ii. The designated staff person will check either "Yes" or "No" to certify whether the Proposed Unit's rent is "reasonable in comparison" to similar properties.
      iii. If the unit selected for the participant is NOT reasonable in comparison to the properties listed, the designated staff person must include a justification as to why this property was selected (i.e., need to be on bus route, handicap accessibility, etc.).
   b. Rent for the unassisted unit by the same property owner

      i.   Once comparability is established, the designated staff person completing the Rent Reasonableness Determination form will compare the gross rent of the Proposed Unit to that of Landlord Unit to ensure it does not exceed the rent of the Landlord Unit.

      ii.   The designated staff person will check either "Yes" or "No" to certify whether the Proposed Unit's rent is comparable to the Landlord Unit.

      iii. If the unit selected for the participant is NOT reasonable in comparison Landlord Unit, the designated staff person must include a justification as to why this property was selected (i.e., need to be on bus route, handicap accessibility, etc.).

B. Fair Market Rent Test (ESG-funded RRH Projects ONLY)

    1. Following the rent reasonableness determination, the designated staff person must certify the gross rent for the Proposed Unit does not exceed the Fair Market Rent (FMR) for the size of the proposed unit.

      a.   Indicate the size of the unit (i.e., 1 bedroom, 2 bedroom, etc.)

      b.   Indicate the FMR for the size of the unit

         i.   FMRs can be found at https://www.huduser.gov/portal/datasets/fmr.html

      c.   Check either "Yes" or "No" to certify the gross rent of the Proposed Unit is equal to or less than Fair Market Rent for the unit size.

C. Documentation

A copy of the following documents shall be maintained in the program participant's file:

      a.   Rent Reasonableness Determination form

      b.   Utility Allowance Schedule for each unit listed on the Rent Reasonableness Determination form

RENT REASONABLENESS DETERMINATION

Participant Information				
Name:			HMIS Number:	
Project Type:			Enrollment Date:	

Reason for Rent Reasonableness Determination:

☐ Participant is pursuing first housing placement during project participation

☐ Continuing participant has concluded first lease and is pursuing continued placement in this unit

☐ Continuing participant is pursuing transition to this unit

☐ Placed, continuing participant's rent has changed

☐ Annual Review

Comparable Properties Worksheet

	Proposed Unit	Unit #1	Unit #2	Unit #3	Landlord unit
Address					
Size: Number of bedrooms					
Size: Square Feet					
Type of Unit/ Construction	☐ Single Family ☐ Multi-Family ☐ Semi-Detached	☐ Single Family ☐ Multi-Family ☐ Semi-Detached	☐ Single Family ☐ Multi-Family ☐ Semi-Detached	☐ Single Family ☐ Multi-Family ☐ Semi-Detached	☐ Single Family ☐ Multi-Family ☐ Semi-Detached
Quality: Unit Condition					
Quality: Building Condition					
Location					
Management	Management staff ☐ yes ☐ no Desk Service ☐ yes ☐ no	Management staff ☐ yes ☐ no Desk Service ☐ yes ☐ no	Management staff ☐ yes ☐ no Desk Service ☐ yes ☐ no	Management staff ☐ yes ☐ no Desk Service ☐ yes ☐ no	Management staff ☐ yes ☐ no Desk Service ☐ yes ☐ no
Maintenance	Maintenance Staff ☐ yes ☐ no Janitorial ☐ yes ☐ no	Maintenance Staff ☐ yes ☐ no Janitorial ☐ yes ☐ no	Maintenance Staff ☐ yes ☐ no Janitorial ☐ yes ☐ no	Maintenance Staff ☐ yes ☐ no Janitorial ☐ yes ☐ no	Maintenance Staff ☐ yes ☐ no Janitorial ☐ yes ☐ no

Amenities:	**Unit:**	**Unit:**	**Unit:**	**Unit:**	**Unit:**
	□ air conditioning □ dishwasher □ ceiling fans □ microwave □ washer/dryer □ intercom/ security system	□ air conditioning □ dishwasher □ ceiling fans □ microwave □ washer/dryer □ intercom/ security system	□ air conditioning □ dishwasher □ ceiling fans □ microwave □ washer/dryer □ intercom/ security system	□ air conditioning □ dishwasher □ ceiling fans □ microwave □ washer/dryer □ intercom/ security system	□ air conditioning □ dishwasher □ ceiling fans □ microwave □ washer/dryer □ intercom/ security system
Facility	□ exercise room □ community room □ computer room □ on-site services	□ exercise room □ community room □ computer room □ on-site services	□ exercise room □ community room □ computer room □ on-site services	□ exercise room □ community room □ computer room □ on-site services	□ exercise room □ community room □ computer room □ on-site services
Age in Years					
Housing Services	□ live-in manager □ security personnel □ social services/medical personnel	□ live-in manager □ security personnel □ social services/medical personnel	□ live-in manager □ security personnel □ social services/medical personnel	□ live-in manager □ security personnel □ social services/medical personnel	□ live-in manager □ security personnel □ social services/medical personnel
Utilities (type)	□ Gas (heating) □ Gas (cooking) □ Gas (water heating) □ Electric (heating) □ Electric (cooking) □ Electric (other) □ Air conditioning □ Water □ Sewer □ Trash	□ Gas (heating) □ Gas (cooking) □ Gas (water heating) □ Electric (heating) □ Electric (cooking) □ Electric (other) □ Air conditioning □ Water □ Sewer □ Trash	□ Gas (heating) □ Gas (cooking) □ Gas (water heating) □ Electric (heating) □ Electric (cooking) □ Electric (other) □ Air conditioning □ Water □ Sewer □ Trash	□ Gas (heating) □ Gas (cooking) □ Gas (water heating) □ Electric (heating) □ Electric (cooking) □ Electric (other) □ Air conditioning □ Water □ Sewer □ Trash	□ Gas (heating) □ Gas (cooking) □ Gas (water heating) □ Electric (heating) □ Electric (cooking) □ Electric (other) □ Air conditioning □ Water □ Sewer □ Trash
Unit Rent					
Utility Allowance					
Gross Rent					
Handicap Accessible (circle)	Yes No	Yes No	Yes No	Yes No	Yes No

Certification

a.) The gross rent for this proposed housing unit is determined to be <u>reasonable in comparison</u> to similar properties, as evidenced in this form.

- □ Yes
- □ No

If the unit selected for the participant is <u>NOT reasonable in comparison</u> to the above listed properties, you must include a justification as to why this property was selected:

Additional Comments:

b.) Rent for an unassisted unit by the <u>same property owner</u> is comparable.

- ☐ Yes
- ☐ No
- ☐ N/A

Cost of Rent for unassisted unit_____.

If unit is NOT comparable, include an explanation:

Additional Comments:

Fair Market Rent (ESG-Funded Projects ONLY)

Unit Size:
FMR:

The gross rent for this proposed housing unit is equal to or less than <u>Fair Market Rent</u> for this size unit.

- ☐ Yes
- ☐ No

Name: _____   Title: _____

Signature: _____   Date: _____

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FINANCIAL ASSISTANCE

Policy: The ~~PCCoC~~ DSM/Polk CoC shall have procedures in place for determining when ~~rental and~~ other financial assistance will be paid.

Procedure: Minimum standards for determining when ~~rental and~~ other financial assistance will be paid:

ESG-FUNDED PROGRAMS
FINANCIAL ASSISTANCE (RRH)

- Financial assistance should be provided in amounts sufficient to ensure the likelihood of positive housing outcomes after the assistance has ended.
- Financial assistance provided to participants under ESG- ~~and CoC-~~funded RRH programs may not exceed the limitations set forth in **Appendix D**.

CoC-FUNDED PROGRAMS
FINANCIAL ASSISTANCE (RRH)

- Financial assistance should be provided in amounts sufficient to ensure the likelihood of positive housing outcomes after the assistance has ended.
- Financial assistance provided to participants under-CoC-funded RRH programs may not exceed the limitations set forth in **Appendix D.**

HOUSNG STABILIZATION AND/OR RELOCATION SERVICES

Policy: The ~~PCCoC~~ DSM/Polk CoC shall have procedures in place for determining the type, amount and duration of housing stabilization and/or relocation services.

Procedure: The minimum standards for determining the type, amount and duration of housing stabilization and/or relocation services to provide to program participants as are follows:

ESG-FUNDED PROGRAMS

Eligible Services:
- Eligible services that ESG ~~and CoC-~~funded RRH projects may provide to help program participants in locating, obtaining and retaining suitable permanent housing can be found in **Appendix D** Housing Services & Related Services.

Minimum Program Requirements:
- The program must offer a standard, basic level of support to all landlords who lease to program households. This support must be detailed in a written policy distributed to landlords.
- The program must have a detailed policy covering the type, amount and duration of assistance provided to help households find and secure housing.
  - o Program staff must explain and distribute this policy to households upon entry to the program.
- The program must also have a written policy that requires staff to explain to household's basic landlord-tenant rights and responsibilities and the requirements of their specific lease.
- The program must provide households with multiple housing choices within practical constraints.

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- The program must help households make informed housing choices with the goal that the household will be able to maintain their housing after leaving the program.
- The program must issue checks quickly and on time and must have the capacity to track payments to landlords and other vendors.
- The program must have the capacity to pay reasonable back rent and utility arrears that directly prevent a household from being able to sign a lease. Rent arrears cannot be paid once they are in collections

CoC-FUNDED PROGRAMS

Eligible Services:
- Eligible services that CoC-funded RRH projects may provide to help program participants in locating, obtaining and retaining suitable permanent housing can be found in **Appendix D**, Housing Services & Related Services.

Minimum Program Requirements:
- The program must offer a standard, basic level of support to all landlords who lease to program households. This support must be detailed in a written policy distributed to landlords.
- The program must have a detailed policy covering the type, amount and duration of assistance provided to help households find and secure housing.
  - Program staff must explain and distribute this policy to households upon entry to the program.
- The program must also have a written policy that requires staff to explain to household's basic landlord-tenant rights and responsibilities and the requirements of their specific lease.
- The program must provide households with multiple housing choices within practical constraints.
- The program must help households make informed housing choices with the goal that the household will be able to maintain their housing after leaving the program.
- The program must issue checks quickly and on time and must have the capacity to track payments to landlords and other vendors.
- The program must have the capacity to pay reasonable back rent and utility arrears that directly prevent a household from being able to sign a lease. Rent arrears cannot be paid once they are in collections

HOUSNG STABILITY CASE MANAGEMENT

Policy: The ~~PCCoC~~ DSM/Polk CoC shall have procedures in place for assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability
Procedure: The minimum standards for assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability as are follows:

ESG-FUNDED PROGRAMS

Eligible Services:

- Eligible case management and supportive services that ESG ~~and CoC~~ funded RRH projects may provide to participants can be found in **Appendix D**.

  - ESG-funded RRH: Case management services provided to a program participant seeking permanent housing can only be provided for up to 30 days.

- Any additional requirements regarding the type, amount, and duration of housing stabilization and/or relocation services that will be provided to a program participant, including any limitations, shall be determined by the individual service provider's policies and clearly communicated to participants.

Minimum Program Requirements (Unless otherwise identified, requirements apply to PSH, RRH & TH-RRH)**:**

- Case managers must **actively** help program participants to find housing as quickly as possible including working closely with the CI housing navigator to match the household to an appropriate unit.
- Case managers shall be trained on RRH case management strategies and related evidence-based practices as well as on program policies and community resources. (RRH & TH-RRH)
- Case managers are expected to meet with participants in their homes and must have a minimum of one contact per month with participants. All contact between case managers and participants shall be documented in case notes.
- Case managers must respect participants' homes as they do their own, scheduling appointments ahead of time, only entering when invited in, and respecting personal property and the participant's wishes.
- Programs must have clear safety procedures for home visits. They must train their staff on these procedures, post the procedures in a clearly visible manner in their offices, inform participants about the procedures at intake, and, if and when changes are made, communicate the changes to participants and staff.
- Programs must have clearly defined, or actively be working to establish, relationships with employment and income programs that they can refer participants to when appropriate.
- Programs must have clearly defined policies and objective standards about when case management should be continued and ended.
- At enrollment or within 72 hours of enrollment, the case manager must conduct a tenancy barriers assessment.
- Case managers must connect participants to community resources that help them to (1) resolve or navigate tenant problems that landlords may screen for on rental applications, (2) obtain necessary documentation, (3) prepare for successful tenancy, and (4) successfully accomplish other move-in activities.
- The case manager must offer opportunities for participants to learn basic tenancy skills.
- The case manager must work directly with the household and landlord to resolve tenancy issues without threatening the household's tenancy.
- When appropriate, case managers should work with participants to build their communication skills so they can better respond to or negotiate with a landlord.
- When necessary, case managers should help households avoid evictions and maintain positive relationships
- Housing plans for individual participants should focus on how the participant can maintain a lease and address barriers to housing retention; on improving the participant's understanding of landlord/tenant rights and responsibilities; and on addressing other issues that have, in the participant's past, resulted in housing crises or housing loss.
- Case managers should make referrals to appropriate community and mainstream resources as needed.

CoC-FUNDED PROGRAMS

Eligible Services:

- Eligible case management and supportive services that CoC-funded RRH projects may provide to participants can be found in **Appendix D**.

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- o Supportive services may be provided <u>for no longer than 6 months after </u>the RRH rental assistance has stopped.

- Any additional requirements regarding the type, amount, and duration of housing stabilization and/or relocation services that will be provided to a program participant, including any limitations, shall be determined by the individual service provider's policies and clearly communicated to participants.

Minimum Program Requirements (Unless otherwise identified, requirements apply to PSH, RRH & TH-RRH)**:**
- Case managers must **actively** help program participants to find housing as quickly as possible including working closely with the CI housing navigator to match the household to an appropriate unit.
- Case managers shall be trained on RRH case management strategies and related evidence-based practices as well as on program policies and community resources. (RRH & TH-RRH)
- Case managers are expected to meet with participants in their homes and must have a minimum of one contact per month with participants. All contact between case managers and participants shall be documented in case notes.
- Case managers must respect participants' homes as they do their own, scheduling appointments ahead of time, only entering when invited in, and respecting personal property and the participant's wishes.
- Programs must have clear safety procedures for home visits. They must train their staff on these procedures, post the procedures in a clearly visible manner in their offices, inform participants about the procedures at intake, and, if and when changes are made, communicate the changes to participants and staff.
- Programs must have clearly defined, or actively be working to establish, relationships with employment and income programs that they can refer participants to when appropriate.
- Programs must have clearly defined policies and objective standards about when case management should be continued and ended.
- At enrollment or within 72 hours of enrollment, the case manager must conduct a tenancy barriers assessment.
- Case managers must connect participants to community resources that help them to (1) resolve or navigate tenant problems that landlords may screen for on rental applications, (2) obtain necessary documentation, (3) prepare for successful tenancy, and (4) successfully accomplish other move-in activities.
- The case manager must offer opportunities for participants to learn basic tenancy skills.
- The case manager must work directly with the household and landlord to resolve tenancy issues without threatening the household's tenancy.
- When appropriate, case managers should work with participants to build their communication skills so they can better respond to or negotiate with a landlord.
- When necessary, case managers should help households avoid evictions and maintain positive relationships
- Housing plans for individual participants should focus on how the participant can maintain a lease and address barriers to housing retention; on improving the participant's understanding of landlord/tenant rights and responsibilities; and on addressing other issues that have, in the participant's past, resulted in housing crises or housing loss.
- Case managers should make referrals to appropriate community and mainstream resources as needed.

PROGRAM OPERATIONS POLICIES

Policy: The ~~PCCoC~~ DSM/Polk CoC shall ensure that policies and procedures have been established by ESG and COC-funded projects which are consistent and uniform across program components to ensure program participants receive the same type, amount and duration of services.

Procedure: The minimum standards for assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability as are follows (Unless otherwise identified, requirements apply to PSH, RRH & TH-RRH):

- Case managers' job, or similar position, descriptions must direct them to focus on housing and to use strengths-based and trauma informed practices.
- The program must offer a standard, basic level of support to all landlords who lease to program households. This support must be detailed in a written policy.
- The program must have a detailed policy covering the type of assistance provided to help households find and secure housing. Program staff must explain and distribute this policy to households upon entry to the program. The program must also have a written policy that requires staff to explain to household's basic landlord-tenant rights and responsibilities and the requirements of their specific lease.
- The program must have clearly defined policies and procedures for determining the amount of financial assistance provided to a household, as well as defined and objective standards for determining when case management and financial assistance should continue and end (RRH & TH_RRH).
- The program must have clearly defined, written standards for participant assessments and intake, determination of participants' eligibility, initial evaluation (certification) of participants, reevaluation (recertification) of participants, terminating assistance, appeals of terminations, emergency transfers under the Violence Against Women Act (VAWA), and participant files.
- When households are expected to pay an amount toward their housing, the program must have written policies and procedures for determining that amount and communicating it to the participant.
- A progressive approach must be used to determine the duration and amount of rental assistance. Policies detailing this approach should cover decision-making guidelines and reevaluation processes (RRH & TH-RRH).

EMERGENCY SHELTER (ESG)

ESG-funded emergency shelters must establish policies and procedures for:
- Admission
- Rapid resolution
- Referral
- Discharge
- Standards regarding length of stay, if any
- Safeguards to meet the safety and shelter needs of special populations, e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest
- Assessing, prioritizing and reassessing individuals'' and families' needs for essential services related to emergency shelter; and
- Documenting the shelter's compliance with HUD Habitability Standards.

TRANSITIONAL HOUSING (CoC)

Transitional housing programs that only receive operations funds through HUD's Continuum of Care Program must establish policies and procedures to ensure that participants reside in decent, safe and sanitary housing.

- These policies and procedures must include:
    - The process by which each housing unit will be inspected for HUD Housing Quality Standards by a City of Des Moines inspector at initial program startup and every time a youth moves out and before another youth moves into the unit.
    - The process for ensuring the housing unit will remain compliant with HQS during a youth's occupancy, including how damages or needed repairs are reported and addressed.
- Failure to have the unit(s) inspected at startup or prior to a new youth moving in will result in non-payment of the program's reimbursement request.

PERFORMANCE MEASURES BY COMPONENT TYPE

CoC and ESG performance measures are developed by the ~~PCCoC~~ Homeward Board's Performance Committee and submitted to the board for approval. Progress toward performance measures is reviewed quarterly by the Performance Committee. If necessary, the Performance Committee will annually recommend to the board new performance measures or adjustment in the targets of current performance measures.

~~CURRENT PERFORMANCE MEASURES FOR ESG EMERGENCY SHELTER~~

ESG-FUNDED PROGRAMS

EMERGENCY SHELTER

- ~~Timeliness of HMIS Data Entry~~ Data Timeliness
    - All project entry and exit assessments are entered in HMIS within 7 days
- Data Completeness
    - All Projects: <2% "Null" values
- Exit Destination Errors
    - Single ES: Total destination error rate <40%
    - Family ES: Total destination error rate <15%

HOMELESSNESS PREVENTION

RAPID REHOUSING

- Entering from sources above
    - Rapid Rehousing – 90% entering from sources above
- ~~Timeliness of HMIS Data Entry~~ Data Timeliness
    - All project entry and exit assessments are entered in HMIS within 7 days
- Data Completeness
    - All Projects: <2% "Null" values

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- Exit Destination Errors
  - Rapid Rehousing: Total destination error rate <15%
- Income
  - Rapid Rehousing: 25% increase in income from program entry to exit
- Time to Move-in
  - Rapid Rehousing: 60 days from the date a client is enrolled in a program and when they actually move into a RRH unit.
- Move-in Error
  - Rapid Rehousing: 10% of move-in data entered incorrectly

STREET OUTREACH

- Entering from sources above
  - Street Outreach – 95% entering from sources above
- ~~Timeliness of HMIS Data Entry~~ Data Timeliness
  - All project entry and exit assessments are entered in HMIS within 7 days
- Data Completeness
  - All Projects: <2% "Null" values
- Exited to Temporary Housing or Institution or Permanent Housing Destination
  - Street Outreach: at least 30% of clients will exit to one of the three destinations

CoC-FUNDED PROGRAMS

TRANSITIONAL HOUSING

- Timeliness of HMIS Data Entry
  - All project entry and exit assessments are entered in HMIS within 7 days
- Exit Destination Errors
  - Total destination error rate ~~< 10~~ 5%

RAPID REHOUSING

- Timeliness of HMIS Data Entry
  - All project entry and exit assessments are entered in HMIS within 10 days
- Exit Destination Errors
  - Less than 10%
- Average Length of Time from Enrollment to Housing Move-In
  - Goal is 90 days
- Successful Exits
  - 72% of program participants will successfully exit to permanent housing
- Income Increases
  - 25% of all adult participants will increase total income from entry to exit

PERMANENT SUPPORTIVE HOUISNG

- Timeliness of HMIS Data Entry
  - All project entry and exit assessments are entered in HMIS within 7days
- Exit Destination Errors
  - Less than 5%

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- Average Length of Time from Enrollment to Housing Move-In
  - Goal is 90 days
- Successful Retention
  - 93% of program participants will successfully exit to/retain permanent housing
- Income Increases
  - Q1: 15%, Q2: 20%, Q3: 25%, Q4: 30%

YHDP PROJECTS

The Polk County/Des Moines YHDP Coordinated Community Plan details desired outcomes YHDP- funded projects. YHDP projects are required to meet the performance measures, for their project type, listed in the above sections. Additional measures tracked specific to YHDP TH-RRH and RRH programs include

- Percentage of youth that move into permanent housing with 90 days
- Percentage of youth enrolled in the program that remain stably housed for at least 12 months
- Percentage of youth that exit to permanent housing at discharge
- Percentage of youth who increase their total income
- Percentage of youth interested in education, training, or employment who are connected to services
- Percentage of youth who develop at least one positive permanent relationship with a trusting adult

The YHDP Steering Committee, Youth Action Council, and Homeward will oversee Continuous Quality Improvement efforts for YHDP-funded projects and review performance on a quarterly basis. Continuous Quality Improvement will include both quantitative and qualitative feedback. Exit interviews and post-exit surveys will also be utilized to collect client feedback on implementation of the guiding principles.

EMERGENCY SOLUTIONS GRANT UNDER THE CARES ACT

The following are waivers, alternate requirements and statutory flexibilities for existing ESG-funded eligible activities authorized by Notice: CPD-20-08, Issued: September 1, 2020 and pertaining to these program standards:

SHORT-TERM AND MEDIUM-TERM RENTAL ASSISTANCE

(i)   24 CFR 576.106(a)(2), where medium-rent is defined as "for more than 3 months but not more than 24 months of rent" is waived and an alternative requirement is established where medium-term is established as for more than 3 months but not more than 12 months.

(ii) The requirement at 24 CFR 576.106(d) that prohibits rental assistance where the rent for the unit exceeds the Fair Market Rent established by HUD, as provided under 24 CFR Part 888, is waived so long as the rent complies with HUD's standards of rent reasonableness, as established under 24 CFR 982.507.

APPENDIX A: HUD HOMELESS DEFINITION CATEGORIES

Category	Definition	Required Documentation
Category 1 – Literally Homeless	Household lacks a fixed, regular, and adequate nighttime residence, meaning: a. Has a primary nighttime residence that is a public or private place not meant for human habitation; b. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or c. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution	• Written observation by the outreach worker; or • Written referral by another housing or service provider; or • Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter; For individuals exiting an institution – one of the forms of evidence above and: ○ Discharge paperwork or written/oral referral, or ○ Written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited institution
Category 2 – Imminent Risk of Homelessness	Household will imminently lose their primary nighttime residence, provided that: a. Residence will be lost within 14 days of the date of application for assistance; AND b. No subsequent residence has been identified; AND c. Household lacks the resources or support networks needed to obtain other permanent housing	• A court order resulting from an eviction action notifying the household that they must leave; or • For households leaving a hotel or motel – evidence that they lack the financial resources to stay; or • A documented and verified oral statement; and • Certification that no subsequent residence has been identified; and • Self-certification or other written documentation that the household lacks the financial resources and support necessary to obtain permanent housing

Category	Definition	Required Documentation
Category 3 – Homeless under other Federal Statutes	Not Applicable in the ~~Polk County Continuum of Care~~ DSM/Polk CoC	
Category 4 – Fleeing/ attempting to flee domestic violence	Any household who: a. Is fleeing, or is attempting to flee, domestic violence; b. Has no other residence; AND c. Lacks the resources or support networks to obtain other permanent housing	• *For victim service providers:* o An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker • *For non-victim service providers:* o Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where safety is not jeopardized, the oral statement must be verified; and o Certification by the individual or head of household that no subsequent residence has been identified; and o Self-certification, or other written documentation, that the household lacks the financial resources and support to obtain other permanent housing.

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APPENDIX B: AT RISK OF HOMELESSNESS DEFINITIONS

Category	Definition
Category 1 – Individuals and Families	An individual or family who: 1. Has an annual income below 30% of median family income for the area; AND 2. Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition; AND 3. Meets one of the following conditions: (A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR (B) Is living in the home of another because of economic hardship; OR (C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR (D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR (E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR (F) Is exiting a publicly funded institution or system of care; OR (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan
Category 2 – Unaccompanied Children and Youth	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute.
Category 3 – Families with Children and Youth	An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

APPENDIX C: HUD CPD NOTICE 17-11

APPENDIX D: SUMMARY OF ELIGIBLE RRH SUPPORTIVE SERVICES

Exhibit 5: Summary of Eligible RRH Supportive Services[4]	
ESG-RRH **24 CFR part 576.10**	**CoC-RRH** **24 CFR part 578.53**
Housing Services & Related Services Assist participants in locating, obtaining, and retaining suitable permanent housing, including: • Housing search • Tenant counseling • Understanding leases • Arranging for utilities • Making moving arrangements • Assessment of housing barriers, needs, and preferences • Development of an action plan for locating housing • Outreach to and negotiation with owners • Assessment of housing for compliance with ESG requirements for habitability, lead-based paint, and rent reasonableness • Assistance with submitting rental applications	Assist participants in locating, obtaining, and retaining suitable housing, including: • Housing search • Tenant counseling • Understanding leases • Arranging for utilities • Making moving arrangements • Mediation with property owners and landlords • Credit counseling, accessing a free personal credit report, and resolving personal credit issues • Payment of rental application fees[5]
Case Management Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing by, for example: • Conducting the initial evaluation, including verifying and documenting eligibility • Using the centralized or coordinated assessment system • Counseling • Developing, securing, and coordinating services • Obtaining Federal, State, and local benefits • Monitoring and evaluating program participant progress • Providing information and referrals to other providers • Developing an individualized housing and service plan, including planning a path to permanent housing stability • Conducting re-evaluations	Assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of program participant(s), including: • Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking • Using the centralized or coordinated assessment system • Counseling • Developing, securing, and coordinating services • Obtaining Federal, State, and local benefits • Monitoring and evaluating program participant progress • Providing information and referrals to other providers • Developing an individualized housing and service plan, including planning a path to permanent housing stability • Conducting required annual assessment of service needs (re-evaluation)

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[4] From HUD publication *Rapid Re-Housing: ESG vs. CoC*

[5] Administrative fee collected at lease signing and rental insurance fee are not eligible under "rental application fees"

Exhibit 5: Summary of Eligible RRH Supportive Services		
	ESG-RRH **24 CFR part 576.10**	**CoC-RRH** **24 CFR part 578.53**
Legal Services	Costs of resolving a legal problem that prohibits a program participant from obtaining or retaining permanent housing. Legal services or activities include **client intake**, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling. Filing fees and other necessary court costs are also eligible. Legal services are subject to the following provisions: (a) Eligible Billing Arrangements. ESG funds may be used only for legal advice from and representation by licensed attorneys and by person(s) under the supervision of licensed attorneys. Costs may be based on: • Hourly fees • Fees based on the actual service performed (i.e., fee for service) but only if the cost would be less than the cost of hourly fees (b) Ineligible Billing Arrangements. Funds must not be used for legal advice and representation purchased through retainer fee arrangements or contingency fee arrangements. (c) Eligible Subject Matters. Landlord/tenant matters; child support; guardianship; paternity; emancipation; legal separation; orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking; appeal of veterans and public benefit claim denials; resolution of outstanding criminal warrants. (d) Ineligible Subject Matter. Legal services related to immigration and citizenship matters or related to mortgages.	Costs of legal advice and representation in matters that interfere with the homeless individual's or family's ability to obtain and retain housing. Legal services or activities include receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling. Filing fees and other necessary court costs are also eligible. Legal services are subject to the following provisions: (a) Eligible Billing Arrangements. CoC funds may be used for legal advice from and representation by licensed attorneys and by person(s) under the supervision of licensed attorneys. Costs may be based on: • Hourly fees • Fees based on the actual service performed (i.e., fee for service) but only if the cost would be less than the cost of hourly fees (b) Ineligible Billing Arrangements. Funds must not be used for legal advice and representation purchased through retainer fee arrangements or contingency fee arrangements. (c) Eligible Subject Matters. Landlord tenant disputes; child support; guardianship; paternity; emancipation; legal separation; orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking; appeal of veterans and public benefit claim denials; resolution of outstanding criminal warrants. (d) Ineligible Subject Matter. Legal services related to immigration and citizenship matters or related to mortgages and homeownership.
Moving Costs	Costs such as truck rental or hiring a moving company, including payment of temporary storage fees for up to 3 months	Reasonable **one-time** moving costs, including truck rental and hiring a moving company
Utility Deposit	Standard utility deposit that the utility company requires of all customers	Payment of utility deposit, which constitutes a one-time fee paid to utility companies

Exhibit 5: Summary of Eligible RRH Supportive Services	
ESG-RRH **24 CFR part 576.10**	**CoC-RRH** **24 CFR part 578.53**
Mediation Mediation between the program participant and the owner or person(s) with whom the participant is living	Mediation with property owners and landlords on behalf of eligible program participants
Credit Repair • Credit counseling • Accessing a free personal credit report • Resolving personal credit problems • Other services needed to assist with critical skills related to household budgeting and money management	• Credit counseling • Accessing a free personal credit report • Resolving personal credit issues

Additional Supportive Services Eligible under CoC-RRH ONLY
Child Care The costs of establishing and operating child care and providing child care vouchers for children from families experiencing homelessness
Education Services The costs of improving knowledge and basic educational skills
Employment Assistance and Job Training The costs of establishing and operating employment assistance and job training programs
Food The cost of providing program participants with meals or groceries
Life Skills Training The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance abuse, and homelessness but that are necessary to function independently in the community
Mental Health Services The direct outpatient treatment of mental health conditions by licensed professionals
Outpatient Health Services The direct outpatient treatment of medical conditions by licensed medical professionals
Outreach Services Activities to engage persons for the purpose of providing immediate support and intervention and for identifying potential program participants
Substance Abuse Treatment Services The costs of program participant intake and assessment, outpatient treatment, group and individual counseling, and drug testing
Transportation Costs of program participant's travel on public transportation or in a vehicle provided by the recipient or subrecipient to and from medical care, employment, child care, or other eligible services

APPENDIX E: COMMON TERMS, ACRONYMS AND DEFINITIONS

Area Median Income (AMI) – AMI is based upon income data for the state and local jurisdiction in which a household resides, and is dependent on the size of the household. The AMI for each state and county can be found at: http://huduser.org/DATASETS/il.html.

Case Manager – The staff person assigned to assist a program participant in obtaining and/or maintaining permanent housing through needs assessment, coordination of services and advocating on behalf of the participant.

Centralized Intake – Polk County Continuum of Care's coordinated entry system to provide a single "front door" for homeless individuals and families seeking shelter and assistance. The system includes common intake, assessment and prioritization tools and process, referrals and placement decisions based on client needs, inventory of resources for emergency shelter, housing and services, and consistent opportunities for prevention or diversion to appropriate resources, supportive services and permanent housing.

Chronically Homeless **(HUD definition):**

> (1) A "homeless individual with a disability," as defined in the Act, who:

- Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

- Has been homeless (as described above) continuously for at least 12 months or on at least 4 separate occasions in the last 3 years where the combined occasions must total at least 12 months

> (2) An individual who has been residing in an institutional care facility for fewer than 90 days and met all of the criteria in paragraph (1) of this definition before entering that facility; or

> (3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraphs (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Continuum of Care (CoC) – A collaborative planning body designed to address homelessness through a coordinated community-based process of identifying needs and building a system of housing and services to address those needs. It is the body responsible for meeting the goals of HUD's Continuum of Care Program.

Emergency Shelter (ES) – A facility with overnight sleeping accommodations, the primary purpose of which is to provide temporary shelter for persons experiencing homelessness.

Fair Market Rent – Based on the Department of Housing and Urban Development's estimate of the amount of money a property would rent or lease for if it was available at this time based on the county and state the property is located in. Fair market rent is based upon 24 CFR 888 and 24 CFR 982.503.

Homeless Management Information System (HMIS) – A computerized data collection system that stores information about persons experiencing homelessness, collected throughout the community from the various agencies that provide services to these individuals. Client-level information collected from

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each program can be aggregated with data from other programs using a unique client identifier to determine unduplicated system wide information, such as the overall level of homelessness, service effectiveness, and unmet community needs.

Joint TH and PH-RRH Component Project – The Joint TH and PH-RRH component project combines two existing program components – transitional housing and permanent housing-rapid rehousing – in a single project to serve individuals and families experiencing homelessness. Program participants may only receive up to 24 months of total assistance.

Living in Unsafe Situations – unaccompanied youth aged 24 and under and families headed by youth aged 24 and under who have an unsafe primary nighttime residence and no safe alternative to that residence.

Permanent Supportive Housing (PSH) – Permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

Program Participant – An individual (including an unaccompanied youth) or family who is assisted with Continuum of Care and/or ESG program funds.

Rapid Re-Housing (RRH) – An intervention that rapidly connects families and individuals experiencing homelessness to permanent housing through housing identification, rent and move-in assistance, and case management and services.

Rapid Resolution – An intervention designed to empower persons facing imminent homelessness to identify safe and appropriate housing options (other than the street/car/shelter), and assisting them in avoiding shelter and returning immediately to housing. Rapid Rehousing emphasizes the use of services, problem-solving conversations, and financial assistance to help households be diverted from homelessness or rapidly exit homelessness.

Rent Reasonableness – Rents must be compared to other unassisted units in similar locations within the marketplace per 24 CFR 982.507.

Victim Service Provider – A private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) – evidence-based screening tool used to determine prioritization for case management, housing programs, and/or referrals. The VI-F-SPDAT is utilized for family screening and TAY-SPDAT is used for transition age youth (16-24 years old).

Youth –Serving Provider - a private nonprofit organization whose primary mission is to provide services to youth aged 24 and under and families headed by youth aged 24 and under.

HOMEWARD

3 Headlines to Share About Homelessness in Our Community This Month

1. Summer Brings Increases in Family Homelessness
- Once the school year ends, many families are no longer able to live doubled up
- Parents experiencing housing instability often wait to move or seek support during the summer so as not to disrupt their children's' education
- This month 71 families with children are on the waitlist for emergency shelter

2. Pride Month Highlights Disparities in LGBTQ+ Homelessness
- June is Pride month and an opportunity to affirm and support our LGBTQ+ neighbors
- LGBTQ+ individuals are over-represented in the homelessness system
- In fact, LGBTQ+ youth are 2.2x more likely to experience homelessness than their straight/cisgender peers
- LGBTQ+ individuals are particularly vulnerable when experiencing homelessness, especially after a season of harmful legislation in Iowa

3. Polk County Needs Additional Affordable Housing to Addresses Homelessness
- The lack of affordable housing is a significant barrier to people working to leave homelessness
- Just 23 homes are affordable and available for every 100 extremely low-income renter households in Polk County, Iowa.