



Homeward Board Meeting

October 9, 2023 / 12:00 PM– 3:00 PM

RiverPlace – 2309 Euclid Avenue, Room 1A

IN PERSON

1. Welcome and Introductions
2. Approve Agenda*
3. Consent Items*
 - 3.1. Homeward August 2023 Meeting Minutes
 - 3.2. Homeward August 2023 Financial Statement
 - 3.3. Finance Committee Minutes
 - 3.4. Director Advisory Council Minutes
 - 3.5. Centralized Intake September Monthly Report
4. Finance Committee – Tony Montgomery
 - 4.1. Financial Accounting Policies and Procedures*
5. Gap Analysis and Centralized Intake Review – Jim Cain
6. Update on 2023 NOFO Competition – Angie Arthur and Jim Cain
7. Executive Director's Report – Angie Arthur
8. Business
 - 8.1. The Beacon – Recovery and Transitional Housing – Melissa Vine
 - 8.2. Anawim Housing – Permanent Supportive Housing – Cynthia Latcham
9. Public Comment/Announcements
10. Adjournment

Next Meeting is November 13, 2023





Homeward Board Meeting Minutes

Monday, August 17, 2023 12:00 p.m.

Polk County Riverplace

BOARD MEMBERS PRESENT

Alyson Simmons, Angie Dethlefs-Trettin, Pastor Frederick Gaddy, Katie Snell, Dennis Henderson, Tony Montgomery, Annie Uetz, Charles Hill, Jennifer Miner, Amber Lewis, David Weidt, Tami Nielsen, Lori Jensen, Manisha Paudel, and Brett Burk.

BOARD MEMBERS ABSENT

Nathan Simpson, Rebecca Foster, Lorna Garcia, Jill Padgett, Ehren Stover-Wright, Amanda Wanke, Whitney Warnke, and Lyn Wilson.

GUESTS

Kasper Kittridge, Melissa O'Neil, Stephen Quirk, Cynthia Latcham, Shelby Ridley, Susan McCarragher, and Patrick Schacherer.

STAFF

Angie Arthur (by phone), Abbey Barrow and Jim Cain

CALL TO ORDER + INTRODUCTIONS

Annie Uetz called the meeting to order at 2:35 p.m.

APPROVAL OF AGENDA

A motion was made by Katie Snell to approve the agenda. Seconded by Tony Montgomery. Carried.

APPROVAL OF CONSENT AGENDA

A motion was made by Angie Dethlefs-Trettin to approve the consent agenda items. Seconded by Tony Montgomery. Carried.

FINANCE COMMITTEE

Tony Montgomery reported that the Finance Committee is looking for a second board member to sit on the committee. Please reach out to Tony or Angie. Following the investment policy, Finance Committee invested \$250,000 in a CD at Community Choice Credit Union for 5 months at 5.05%.

GRANT COMMITTEE

Angie Dethlefs-Trettin shared appreciation to Jim Cain, the providers, and the Grant Committee for their hard work in the NOFO process to bring federal funding to Polk County homelessness programs. Renewal and new projects go through review and are ranked into 2 tiers. We had 1 new domestic violence bonus project apply this year within the established prioritization. For projects straddling tiers, there is no guarantee of full funding. HUD has non-competitively renewed Youth Homelessness Demonstration Program (YHDP) grants.



If the proposed project ranking is approved by the Board today, it will then be presented to the Des Moines City Council for approval. Next steps include notifying projects of their status. Providers also enter their information into HUD's e-snaps systems.

The Grant Committee moves approval of the 2023 CoC and YHDP Project Rankings. Carried.

The Homeward Board approved a letter of support for the Beacon for the Shelter Assistance Fund. The letter of support is included in the August board packet.

EXECUTIVE DIRECTOR'S REPORT

Angie Arthur will send a written report out to the board as she has been out of the office with COVID.

YOUTH HOMELESSNESS PREVENTION

Abbey Barrow shared the job description for the Community Engagement Coordinator position. Applications can be submitted to Homeward through August 23rd.

On Thursday, September 24th, the Youth Homeless Prevention Workgroup is hosting a networking event for youth service providers. Abbey will forward the event information to the Homeward Board. The board members were challenged to send the information to three people in your network.

The Youth Homelessness Demonstration Program report will be released in the next few weeks. The summary report will review the two-year program. The report will share about the six projects, community goals, community values, demographics, and outcomes.

Abbey thanked the board for their support of YHDP and her role. This meeting is Abbey last board meeting as she has moved out of state. Annie Uetz thank Abbey for her work and commitment to the youth in Polk County.

POINT IN TIME COUNT

Kasper Kittredge presented information regarding the Summer 2023 Point in Time count.

- 633 people were homeless in the 2023 Summer PIT as compared to 628 in 2022. The 2023 Winter PIT had 606 people.
- 184 people were unsheltered in the 2023 Summer PIT the same as in Summer 2022. The 2023 Winter PIT had 129 people.
- 6 people aged 18-24 were unsheltered with the remaining were 25 and over.
- 14 people living unsheltered were veterans.
- Overall, the numbers were very similar to last year's summer count.

PUBLIC COMMENTS/ANNOUNCEMENTS

No comments.

ADJOURNMENT

With no further business to conduct, the meeting was adjourned.

The next Homeward Board Meeting will be on Monday, September 11th, 2023 at 12:00pm.

TARBELL & CO, PLC

A CERTIFIED PUBLIC ACCOUNTING FIRM

Accountants' Compilation Report

To the Board of Directors of:

Homeward Iowa
505 Fifth Avenue, Suite 1010
Des Moines, IA 50309

Management is responsible for the accompanying financial statements of Homeward Iowa which comprise the Statement of Assets, Liabilities, and Net Assets- Modified Cash Basis as of August 31, 2023, and the related Statement of Revenues and Expenses- Modified Cash Basis for the two months ended August 31, 2023, in accordance with the modified cash basis of accounting, and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed compilation engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's Assets, Liabilities, Net Assets, Revenues, and Expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary information contained in the Statement of Revenues and Expenses – Budget vs Actual for the one and two months ended August 31, 2023 is presented for purposed of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any assurance on such information.

We are not independent with respect to Homeward Iowa.

Tarbell & Co., P.L.C.

Tarbell & Co., P.L.C.
West Des Moines, IA
A Certified Public Accounting Firm
September 17, 2023

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Homeward Iowa
Statement of Assets, Liabilities, and Net Assets
Modified Cash Basis

	Aug 31, 23
ASSETS	
Current Assets	
Checking/Savings	
102 · Operational checking account	5,476.21
104 · Business primary share savings	100.00
106 · Ultra business money market	421,188.02
108 · Youth action council checking	4,751.06
110 · Online app checking	50.85
Total Checking/Savings	431,566.14
Accounts Receivable	
120 · Accounts Receivable	22,009.48
Total Accounts Receivable	22,009.48
Other Current Assets	
111 · CCCU - CD	250,000.00
Total Other Current Assets	250,000.00
Total Current Assets	703,575.62
TOTAL ASSETS	703,575.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
235 · ARPA Deferred Revenue	334,938.09
Total Other Current Liabilities	334,938.09
Total Current Liabilities	334,938.09
Total Liabilities	334,938.09
Equity	
290 · Unrestricted Net Assets	277,509.48
Net Income	91,128.05
Total Equity	368,637.53
TOTAL LIABILITIES & EQUITY	703,575.62

Homeward Iowa
Statement of Revenues and Expenses
Modified Cash Basis

	Jul - Aug 23
Ordinary Income/Expense	
Income	
301 · Polk County investment	75,000.00
306 · Investment interest income	2,196.72
312 · City of Des Moines	40,061.91
313 · HUD Planning Grant	51,507.57
	168,766.20
Total Income	168,766.20
Expense	
Program Commitments	
418 · Community Case Manager Pilot	18,750.00
491 · Youth Action Council	1,541.49
590 · Centralized Intake	8,333.34
	28,624.83
Total Program Commitments	28,624.83
Staff Costs	
511 · Salaries	33,016.95
512 · Employee benefits	958.50
514 · Payroll taxes	3,045.86
515 · Retirement plan	896.77
522 · PEO	2,046.76
589 · Mileage	137.07
	40,101.91
Total Staff Costs	40,101.91
Insurances	
525 · Workers compensation	34.59
	34.59
Total Insurances	34.59
Office Expenses	
530 · Parking	210.70
531 · Office material and supplies	290.59
532 · Office rent	4,500.00
534 · Telephone/internet	60.00
535 · Filing fees	32.50
	5,093.79
Total Office Expenses	5,093.79
Technology	
543 · Equipment replacement/software	395.25
	395.25
Total Technology	395.25
Education/Advocacy	
573 · Advertising/marketing	164.20
	164.20
Total Education/Advocacy	164.20
Staff and Board Development	
581 · Dues/subscriptions/memberships	1.07
582 · Continuing education	1,084.51
583 · Board and committee meetings	18.00
585 · Strategic Planning/ED Transitio	2,120.00
	3,223.58
Total Staff and Board Development	3,223.58
Total Expense	77,638.15
Net Ordinary Income	91,128.05
Net Income	91,128.05

Homeward Iowa
Statement of Revenues and Expenses - Budget vs Actual
Modified Cash Basis

	Aug 23	Budget	Jul - Aug 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
301 · Polk County investment	75,000.00	6,250.00	75,000.00	12,500.00	75,000.00
306 · Investment interest income	777.03	0.00	2,196.72	0.00	0.00
312 · City of Des Moines	19,266.18	12,500.00	40,061.91	25,000.00	150,000.00
313 · HUD Planning Grant	0.00	10,978.75	51,507.57	21,957.50	131,745.00
376 · Unrestricted funding	0.00	6,250.00	0.00	12,500.00	75,000.00
377 · Individual donations	0.00	250.00	0.00	500.00	3,000.00
378 · Restricted funding	0.00	1,250.00	0.00	2,500.00	15,000.00
Total Income	95,043.21	37,478.75	168,766.20	74,957.50	449,745.00
Expense					
Program Commitments					
410 · Point in Time	0.00	166.67	0.00	333.33	2,000.00
417 · Intergenerational Homeless Stud	0.00	1,870.25	0.00	3,740.50	22,443.00
418 · Community Case Manager Pilot	18,750.00	6,250.00	18,750.00	12,500.00	75,000.00
491 · Youth Action Council	1,201.49	500.00	1,541.49	1,000.00	6,000.00
590 · Centralized Intake	8,333.34	4,166.66	8,333.34	8,333.33	50,000.00
591 · CoC Training	0.00	250.00	0.00	500.00	3,000.00
Total Program Commitments	28,284.83	13,203.58	28,624.83	26,407.16	158,443.00
Professional Fees					
501 · Misc professional fees	0.00	833.33	0.00	1,666.66	10,000.00
502 · Accounting services	0.00	600.00	0.00	1,200.00	7,200.00
503 · Audit fees	0.00	833.34	0.00	1,666.67	10,000.00
Total Professional Fees	0.00	2,266.67	0.00	4,533.33	27,200.00
Staff Costs					
511 · Salaries	16,908.11	20,087.14	33,016.95	40,174.28	241,045.70
512 · Employee benefits	-77.90	1,666.67	958.50	3,333.34	20,000.00
514 · Payroll taxes	1,517.58	1,536.66	3,045.86	3,073.33	18,440.00
515 · Retirement plan	594.09	1,004.35	896.77	2,008.71	12,052.29
522 · PEO	253.38	575.00	2,046.76	1,150.00	6,900.00
589 · Mileage	70.92	41.66	137.07	83.33	500.00
Total Staff Costs	19,266.18	24,911.48	40,101.91	49,822.99	298,937.99
Insurances					
523 · D & O	0.00	116.67	0.00	233.34	1,400.00
524 · General liability and rental	0.00	20.84	0.00	41.67	250.00
525 · Workers compensation	0.00	63.33	34.59	126.67	760.00
Total Insurances	0.00	200.84	34.59	401.68	2,410.00

Homeward Iowa
Statement of Revenues and Expenses - Budget vs Actual
Modified Cash Basis

	Aug 23	Budget	Jul - Aug 23	YTD Budget	Annual Budget
Office Expenses					
530 · Parking	193.70	255.00	210.70	510.00	3,060.00
531 · Office material and supplies	290.59	58.33	290.59	116.66	700.00
532 · Office rent	1,500.00	1,500.00	4,500.00	3,000.00	18,000.00
534 · Telephone/internet	0.00	125.00	60.00	250.00	1,500.00
535 · Filing fees	32.50	16.67	32.50	33.34	200.00
536 · Postage	0.00	16.66	0.00	33.33	200.00
537 · Printing expense	0.00	41.67	0.00	83.34	500.00
Total Office Expenses	2,016.79	2,013.33	5,093.79	4,026.67	24,160.00
Technology					
541 · Equipment maintenance	0.00	450.00	0.00	900.00	5,400.00
543 · Equipment replacement/software	395.25	250.00	395.25	500.00	3,000.00
544 · Data for HMIS	0.00	666.67	0.00	1,333.34	8,000.00
Total Technology	395.25	1,366.67	395.25	2,733.34	16,400.00
Education/Advocacy					
573 · Advertising/marketing	0.00	416.67	164.20	833.33	5,000.00
575 · Electronic media	0.00	83.33	0.00	166.66	1,000.00
580 · Tickets	0.00	166.67	0.00	333.33	2,000.00
593 · eNewsletter	0.00	20.83	0.00	41.67	250.00
Total Education/Advocacy	0.00	687.50	164.20	1,374.99	8,250.00
Staff and Board Development					
581 · Dues/subscriptions/memberships	1.07	50.00	1.07	100.00	600.00
582 · Continuing education	1,084.51	666.67	1,084.51	1,333.34	8,000.00
583 · Board and committee meetings	18.00	166.66	18.00	333.33	2,000.00
585 · Strategic Planning/ED Transitio	2,120.00	416.67	2,120.00	833.34	5,000.00
Total Staff and Board Development	3,223.58	1,300.00	3,223.58	2,600.01	15,600.00
Total Expense	53,186.63	45,950.07	77,638.15	91,900.17	551,400.99
Net Ordinary Income	41,856.58	-8,471.32	91,128.05	-16,942.67	-101,655.99
Net Income	41,856.58	-8,471.32	91,128.05	-16,942.67	-101,655.99

Finance Committee Minutes**Chair: Tony Montgomery****Homeward Board****September 5, 2023 (8:00 AM- 9:00 AM)**

Attendees: Susan Rathjen, Brian Willem, Angie Arthur

Agenda

Review and discussion

- Financials
 - June 2023 (see attached report)

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

- Revenue
 - ARP Funding
 - Received and expending as planned.
 - HUD Planning Grant
 - Fully expended current grant.
 - Submitting last reimbursement request to the City of DSM
 - Foundation Grants
 - Nationwide grants are submitted
 - No 2023 application process for the Principal Foundation

- Investment Discussion- CDs
 - Have \$1000 funds to put into a CD.
 - Homeward will be able to cashflow an investment of that amount.
 - Committee approved 8-month CD with Community Choice Credit Union.

- Fiscal Operations – update
 - Draft of financial policy sent to the Committee
 - Committee will review at the October meeting.

Monthly Update on Continuum of Care

- Working on HUD CoC Competition NOFO. Due September 28th.
- Amy Croll, new staff person, joins Homeward on September 11th.
- Abbey Barrow's last day with Homeward is September 29th.
- Contracted with consultant to analysis of Centralized Intake as well as homeless system gaps.

Adjourn: 8:30 a.m.

Next meeting: October 3, 2023



Homeward Meeting Notes

8/1/2023

Attendance: Deirdre Henriquez, Caroline Gathright, Stephen Quirk, Lori Reinhart, Katie Kaminsky, Kim Jones, Latoya Scott, Matt Hauge, Jori Hindri, Jim Cain, Cole Lindholm, Jennifer Miner, Pat Schacherer, Amber Lewis, Melissa Vine, Angie Arthur

A A Highlights- Present unshelter study

- Housing 1st, encouraged to implement in everyday work
- Live with expertise themes
- What can we do better/differently

HUD Q&A

- Senetors and House meet
 - Move to every 2yr
 - Front line staff not being paid money in COC contract – 240 million

Melissa Vine

- Board donates \$20, lived experiences
- Peer residents

Non-congregant – need to move forward, data supports

System Streamline

Hope Families- ER Shelter

Greater Des Moines Partnership- public safety/ homelessness different issue, additional outreach

DMPD- More presence, More support funding for these

Downtown neighborhood association meeting tomorrow

Traveling-

- Seattle, Wa with CISS
- Austin, Tx
- Joppa comm 1st village
- Cedar Rapids Conference

Homeward Meeting Notes

9/5/2023

Attendance: Deirdre Henriquez, Leon Negea, Caroline Gathright, Stephen Quirk, Emily Osweiler, Lori Reinhart, Eric Kool, Katie Kominsky, Lisa Behrends, Kiana Hines, Cindy Rybolt, Cynthia Latcham, Shelby Ridley, Joy Ehle.

System Streamline:

- Performing and not performing
- Build better relationships with-
 - Medical, criminal, mental health providers, entitlement systems, Substance use providers and resources.
- Questions- prior to that
- Good and bad referrals
- Mental Health Case management- bring it back to what we learned and back to this group information.

Women's Shelter Update

- Unsheltered study driven
 - Non congregate
 - Non congregate women's
 - Systems

Data

- Perceived the gaps
- CFI
- Beacon
- HMIS Data
- Local Funder – gap analysis in Polk Co.
- Matt Smith- HMIS stakeholder meeting
- Independent overall system gap analysis
- Centralized Intake
- Strategic Planning tool used
- Centralized Intake
- Next meeting the 29th (separate meeting)

SAMSAH meeting

- Housing first/recovery housing
 - Beacon
 - Anawim
 - Tamara- Eastern Iowa

Dept. Of Recovery

- 8-9months old
- Respite housing in communities
- Harm reduction/Definition
- No smoking
- Federal Grants, USA Infrastructure Bill- Affordable housing
- Fentanyl strips and Zylozine strips are illegal

Full Circle

- Anawim- Old needles and safety items in front of Anawim
- PHC- University and southside
- Polk County Health Dept/Riverview

Name Change- Directors Council

Black residents in Polk county , one economy, bigger impact community wide

VOTE- Advisory Committee- bring some suggestions

612 – 2 beds/3 at the end of the week.

Domestic Violence- workforce down

CEO Conference

National Alliance to End Homelessness

Rent Assist

Justice Center filing 3 day notice

Impact- new standard for seniors 65yrs and older

Urban Dreams- School give away

Iowa Council of Homelessness is ending

Continuum of Care – Esnap 9/11/23 @ 5pm

Anawim's new housing option - Sept. 19th ground breaking

CE Household Report: 01/01/2023-09/30/2023

Region: Not selected

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)	130	112	140	137	186	166	154	172	177				1,368
PHC - Coordinated Intake (Post-Shelter Admission)(1185)	69	51	70	50	41	39	43	63	40				463
TOTAL	199	163	210	187	227	205	197	235	217				1,831

Assessments completed (CE Assessment)

Assessment Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housing Needs Assessment	196	165	208	181	207	207	194	238	202	2			1,724
TOTAL	196	165	208	181	207	207	194	238	202	2			1,724

Prioritization Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Not Placed on Prioritization List	47	31	53	30	31	36	28	49	44				349
Placed on Prioritization List	149	134	155	151	176	171	166	189	159	2			1,393

SPDAT Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Client Refused (0 Score)	14	19	31	21	10	14	15	13	12				149
Family (v2.0)	4	1	1		3	1		6					16
Family (v3.0)	40	22	24	29	58	57	43	48	38				341
Single (v2.0)	7	4	4	5	2	3	4	3	4	1			37
Single (v3.0)	120	102	130	110	121	117	117	139	132	1			1,051
Youth (v2.0)	11	17	18	16	13	15	15	29	17				140

SPDAT Score / Need	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PSH - Permanent Supportive Housing (8+)	106	88	106	103	117	124	116	128	90	1			928
RRH - Rapid Rehousing (4-7)	68	54	68	53	78	67	59	86	92	1			608
HP - Homelessness Prevention													
Diversion - No supports (0-3)	22	23	34	25	12	16	19	24	21				196

Removed from Prioritization List

Housing Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housed	13	26	30	27	28	33	33	29	10				228
Not Housed	36	30	48	70	123	87	75	285	154	6			901
Average days to permanent housing	42	39	35	51	60	50	57	47	112				51
Average days on prioritization list	20	37	22	64	70	67	77	124	98	131			85

Project type used (Housed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Other Permanent Housing (OPH)	7	13	17	10	15	17	23	21	9				131
Permanent Supportive Housing (PSH)			1	3	1		2	1					8
Rapid Rehousing (RRH)	5	12	9	13	11	16	5	3					74
Transitional Housing (TH)	1	1	1		1		3	4	1				12
NULL			2	1									3

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.	14	8	9	47	101	51	47	240	100	5			615
Client/Household no longer wishes to participate in Co	5	2	6	4	4	2	1	1	4				29
Client/Household self-resolved and is no longer homele	6	4	3	4	5	7	4	6	6	1			46
Client is now deceased.						1	1						2
Client is now in a substance abuse treatment facility or			1	1									2
Client is now in jail/prison/juvenile detention facility.	1			1					1				3
NULL	10	16	29	13	13	26	22	38	44				210

CE Household Report: 01/01/2023-09/30/2023

Region: Not selected

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		1		4				9
Referral to scheduled Coordinated Entry Crisis Needs Assessment		1					4	1					6
Referral to scheduled Coordinated Entry Housing Needs Assessment	189	163	210	181	207	204	190	236	202	2			1,713
Unique Household TOTAL	189	165	210	182	208	204	194	237	203	2			1,721
Referral Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to a Housing Stability Voucher					1				1				2
Referral to emergency assistance/flex fund/furniture assistance	2	2	1	2			9	14	10				40
Referral to Emergency Housing Voucher (EHV) (Retiree)	2		2		1	1	6	6	3				21
Referral to Emergency Shelter bed opening	71	70	94	74	75	102	72	59	55	1			632
Referral to Housing Navigation project or services	7	2	6	4	10	5	3	5	4	1			47
Referral to Joint TH-RRH project/unit/resource opening	2	1	1		1	4	7	6	1				23
Referral to Other PH project/unit/resource opening	3	12	14	5	1	11	13	4					63
Referral to post-placement/follow-up case management		1			19	2	9						31
Referral to PSH project resource opening			2	3	1		3	2	3				14
Referral to RRH project resource opening	17	26	26	28	20	35	21	19	20				203
Referral to Street Outreach project or services	3	1	3	2	3	3	2		3				20
Unique Household TOTAL	94	104	134	110	119	153	127	108	96	2			877
Event Details	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Problem Solving/Diversion/Rapid Resolution intervention													
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 a Housing Stability Voucher Successful referral: client accepted						1							1
Referral to a Housing Stability Voucher Unsuccessful referral: client rejected								1					1
Referral to emergency shelter Successful referral: client accepted	2	1	2	1	1		9	14	10				40
Referral to emergency shelter Unsuccessful referral: provider rejected	1												1
Referral to Emergency Housing Voucher Successful referral: client accepted	1		2		1		5	1	2				12
Referral to Emergency Housing Voucher Unsuccessful referral: client rejected						1		1	1				3
Referral to Emergency Shelter bed opening	1												1
ES Successful referral: client accepted	15	15	23	22	20	24	14	16	18				156
ES Unsuccessful referral: client rejected	23	55	54	66	44	63	47	58	44				440
ES Unsuccessful referral: provider rejected			1			1							2
ES								1					1
Housing Nav Successful referral: client accepted	3	1	5	2	6	6	4	3					30
Housing Nav Unsuccessful referral: client rejected	1	3	1										5
Housing Nav Unsuccessful referral: provider rejected		1			1				1				3
TH-RRH Successful referral: client accepted	1	1	1		1	1	1	6	1				13
TH-RRH Unsuccessful referral: client rejected	1					2	5	2					10
Oth PH Successful referral: client accepted	2	8	9	4	1	6	11						41
Oth PH Unsuccessful referral: client rejected	1	3	1	3		3	3	2					16
Oth PH Unsuccessful referral: provider rejected			3	1				1					5
PP/CM Successful referral: client accepted		1			8	3	3	1					16
PP/CM Unsuccessful referral: client rejected					3	7	1	4					15
PSH Successful referral: client accepted			1	2	1	1	2	1	2				10
PSH Unsuccessful referral: provider rejected				1									1
RRH Successful referral: client accepted	7	19	18	21	15	21	16	16	12				145
RRH Unsuccessful referral: client rejected	4	9	4	7	3	7	2	3	3				40

CE Household Report: 01/01/2023-09/30/2023

Region: Not selected

Provider(s): Not selected

Referral Results		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
RRH	Unsuccessful referral: provider rejected	1		1	4		2	2	2					12
SO	Successful referral: client accepted	2	1	2	1			1			1			8
SO	Unsuccessful referral: client rejected	1		1		1		4		2				9
NULL	Successful referral: client accepted		3	3	3	3	2	2		2	1			19
NULL	Unsuccessful referral: client rejected	2	1		1			1	1					6
NULL	Unsuccessful referral: provider rejected					1				1				2
NULL						5	1		2	2				10

CE Household Report: 01/01/2023-09/30/2023 (Single Individuals)

Region: 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)	82	83	110	96	102	101	97	110	109				888
PHC - Coordinated Intake (Post-Shelter Admission)(1185)	67	46	65	46	35	37	42	56	36				427
TOTAL	149	129	175	142	137	138	139	166	145				1,315

Assessments completed (CE Assessment)

Assessment Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housing Needs Assessment	144	131	171	145	140	141	131	168	144	1			1,266
TOTAL	144	131	171	145	140	141	131	168	144	1			1,266
Prioritization Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Not Placed on Prioritization List	24	24	42	26	12	24	20	34	27				233
Placed on Prioritization List	120	107	129	119	128	117	111	134	118	1			1,041
SPDAT Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Client Refused (0 Score)	10	17	29	21	8	13	12	13	9				132
Family (v2.0)	0	0	0		0	0		0					0
Family (v3.0)	0	1	0	1	2	0	2	3	2				11
Single (v2.0)	7	3	4	4	2	3	4	3	4	1			35
Single (v3.0)	116	93	121	104	117	110	101	126	115	0			969
Youth (v2.0)	11	17	17	15	11	15	12	23	15				126
SPDAT Score / Need	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PSH - Permanent Supportive Housing (8+)	70	66	81	70	61	73	70	81	53	0			595
RRH - Rapid Rehousing (4-7)	58	44	58	50	69	53	46	64	77	1			505
HP - Homelessness Prevention													
Diversion - No supports (0-3)	16	21	32	25	10	15	15	23	15				172

Removed from Prioritization List

Housing Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housed	5	20	24	23	20	21	22	17	6				158
Not Housed	19	22	36	57	86	63	43	234	106	6			664
Average days to permanent housing	34	47	42	69	74	64	65	81	180				70
Average days on prioritization list	27	93	35	94	88	93	96	144	122	144			113
Project type used (Housed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Other Permanent Housing (OPH)	4	13	17	10	13	12	19	14	6				108
Permanent Supportive Housing (PSH)			1	2	1		2	1					7
Rapid Rehousing (RRH)	1	7	4	10	6	9	1	2					40
Transitional Housing (TH)	0	0	0		0		0	0	0				0
NULL			2	1									3
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.	5	4	3	38	70	39	27	205	72	5			462
Client/Household no longer wishes to participate in Coordinated Entry	3	2	5	4	3	2	0	1	4				24
Client/Household self-resolved and is no longer homeless	3	3	2	2	1	4	2	3	4	1			25
Client is now deceased.						1	1						2
Client is now in a substance abuse treatment facility or hospital			1	1									2
Client is now in jail/prison/juvenile detention facility.	1			1					1				3
NULL	7	13	25	11	12	17	13	25	26				148

CE Household Report: 01/01/2023-09/30/2023 (Single Individuals)

Region: Not selected

CE Events

Access Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to Prevention Assistance project		0		0	1		0		2				3
Referral to scheduled Coordinated Entry Crisis Needs Assessment		1					4	1					6
Referral to scheduled Coordinated Entry Housing Needs Assessment	142	130	176	145	137	141	139	169	147	1			1,276
Unique Household TOTAL	142	131	176	145	137	141	143	170	147	1			1,282
Referral Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to a Housing Stability Voucher					1				1				2
Referral to emergency assistance/flex fund/furniture assistance	1	2	1	2			7	7	7				27
Referral to Emergency Housing Voucher (EHV) (Retiree)	0		1		1	1	4	6	3				16
Referral to Emergency Shelter bed opening	49	51	68	51	43	58	42	28	29	0			408
Referral to Housing Navigation project or services	4	1	6	2	5	4	2	3	3	1			31
Referral to Joint TH-RRH project/unit/resource opening	0	0	0		0	0	2	2	0				4
Referral to Other PH project/unit/resource opening	3	11	14	5	1	9	13	4					60
Referral to post-placement/follow-up case management		1			14	2	6						23
Referral to PSH project resource opening			2	2	1		2	1	3				11
Referral to RRH project resource opening	13	19	21	24	14	24	14	12	14				146
Referral to Street Outreach project or services	3	1	2	2	3	3	2		3				19
Unique Household TOTAL	66	78	104	82	75	96	83	61	61	1			619
Event Details	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Problem Solving/Diversion/Rapid Resolution intervention													
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 a Housing Stability Voucher Successful referral: client accepted						1							1
Referral to a Housing Stability Voucher Unsuccessful referral: client rejected								1					1
Referral to emergency shelter Successful referral: client accepted	1	1	2	1	1		7	7	7				27
Referral to emergency shelter Unsuccessful referral: provider rejected	1												1
Referral to Emergency Housing Voucher Successful referral: client accepted	0		1		1		3	1	2				8
Referral to Emergency Housing Voucher Unsuccessful referral: client rejected						1		1	1				3
Referral to Emergency Shelter bed opening	0												0
ES Successful referral: client accepted	7	10	12	14	6	9	3	3	6				65
ES Unsuccessful referral: client rejected	14	42	40	52	28	36	32	41	34				317
ES Unsuccessful referral: provider rejected			0			0							0
ES								1					1
Housing Nav Successful referral: client accepted	1	1	5	1	3	4	2	2					19
Housing Nav Unsuccessful referral: client rejected	1	1	1										3
Housing Nav Unsuccessful referral: provider rejected		1			0				1				2
TH-RRH Successful referral: client accepted	0	0	0		0	0	0	0	0				0
TH-RRH Unsuccessful referral: client rejected	0					0	2	2					4
Oth PH Successful referral: client accepted	2	7	9	4	1	5	10						38
Oth PH Unsuccessful referral: client rejected	1	3	1	3		3	3	2					16
Oth PH Unsuccessful referral: provider rejected			3	1				1					5
PP/CM Successful referral: client accepted		1			5	3	3	1					13
PP/CM Unsuccessful referral: client rejected					3	5	1	1					10
PSH Successful referral: client accepted			1	1	1	1	1	0	2				7
PSH Unsuccessful referral: provider rejected				1									1
RRH Successful referral: client accepted	4	12	14	17	10	13	9	9	4				92
RRH Unsuccessful referral: client rejected	4	8	4	6	3	6	2	3	3				37
RRH Unsuccessful referral: provider rejected	1		1	4		1	2	2					11

CE Household Report: 01/01/2023-09/30/2023 (Single Individuals)

Region: Not selected

Referral Results		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
SO	Successful referral: client accepted	2	1	1	1			1			1			7
SO	Unsuccessful referral: client rejected	1		1		1		4		2				9
NULL	Successful referral: client accepted		0	1	1	2	0	0		2	0			6
NULL	Unsuccessful referral: client rejected	2	1		1			1	1					6
NULL	Unsuccessful referral: provider rejected					1				1				2
NULL						5	1		1	2				9

CE Household Report: 01/01/2023-09/30/2023 (Family Household)

Region: 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)	48	29	30	41	84	65	57	62	68				483
PHC - Coordinated Intake (Post-Shelter Admission)(1185)	2	5	5	4	6	2	1	7	4				36
TOTAL	50	34	35	45	90	67	58	69	72				519

Assessments completed (CE Assessment)

Assessment Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housing Needs Assessment	51	34	37	36	67	66	60	70	58	1			458
TOTAL	51	34	37	36	67	66	60	70	58	1			458
Prioritization Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Not Placed on Prioritization List	22	7	11	4	19	12	8	15	17				115
Placed on Prioritization List	29	27	26	32	48	54	52	55	41	1			351
SPDAT Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Client Refused (0 Score)	4	2	2	0	2	1	3	0	3				17
Family (v2.0)	4	1	1		3	1		6					16
Family (v3.0)	40	21	24	28	56	57	41	45	36				330
Single (v2.0)	0	1	0	1	0	0	0	0	0	0			2
Single (v3.0)	3	9	9	6	4	7	13	13	17	1			81
Youth (v2.0)	0	0	1	1	2	0	3	6	2				15
SPDAT Score / Need	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PSH - Permanent Supportive Housing (8+)	36	22	25	33	56	51	44	47	37	1			333
RRH - Rapid Rehousing (4-7)	10	10	10	3	9	14	12	22	15	0			104
HP - Homelessness Prevention													
Diversion - No supports (0-3)	5	2	2	0	2	1	4	1	6				23

Removed from Prioritization List

Housing Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housed	8	6	6	4	8	12	11	12	4				70
Not Housed	16	8	12	13	37	24	32	52	47	0			238
Average days to permanent housing					9	73		10					31
Average days on prioritization list	4		81	92	54	23		8	98				58
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	2	5	4	7	3				23
Permanent Supportive Housing (PSH)			0	1	0		0	0					1
Rapid Rehousing (RRH)	4	5	5	3	5	7	4	1					34
Transitional Housing (TH)	1	1	1		1		3	4	1				12
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.	9	4	6	9	31	12	20	36	28	0			155
Client/Household no longer wishes to participate in CoC	1	0	1	0	1	0	1	0	0				4
Client/Household self-resolved and is no longer homeless	3	1	1	2	4	3	2	3	2	0			21
Client is now deceased.						0	0						0
Client is now in a substance abuse treatment facility or			0	0									0
Client is now in jail/prison/juvenile detention facility.	0			0					0				0
NULL	3	3	4	2	1	9	9	13	17				61

CE Household Report: 01/01/2023-09/30/2023 (Family Household)

Region: 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	1		1		2				6
Referral to scheduled Coordinated Entry Crisis Needs Assessment		0					0	0					0
Referral to scheduled Coordinated Entry Housing Needs Assessment	47	33	37	37	70	63	53	67	55	1			441
Unique Household TOTAL	47	34	37	38	71	63	53	67	56	1			443
Referral Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to a Housing Stability Voucher					0				0				0
Referral to emergency assistance/flex fund/furniture assistance	1	0	0	0			2	7	3				13
Referral to Emergency Housing Voucher (EHV) (Retiree)	2		1		0	0	2	0	0				5
Referral to Emergency Shelter bed opening	22	19	27	23	33	44	31	31	26	1			227
Referral to Housing Navigation project or services	3	1	0	2	5	1	1	2	1	0			16
Referral to Joint TH-RRH project/unit/resource opening	2	1	1		1	4	6	4	1				20
Referral to Other PH project/unit/resource opening	0	1	0	0	0	2	0	0					3
Referral to post-placement/follow-up case management		0			5	0	3						8
Referral to PSH project resource opening			0	1	0		1	1	0				3
Referral to RRH project resource opening	4	7	5	4	7	11	8	7	6				59
Referral to Street Outreach project or services	0	0	1	0	0	0	0		0				1
Unique Household TOTAL	28	26	31	28	46	57	46	47	35	1			262
Event Details	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Problem Solving/Diversion/Rapid Resolution intervention													
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 a Housing Stability Voucher Successful referral: client accepted						0							0
Referral to a Housing Stability Voucher Unsuccessful referral: client rejected								0					0
Referral to emergency assistance/flex fund/furniture assistance Successful referral: client accepted	1	0	0	0	0		2	7	3				13
Referral to emergency assistance/flex fund/furniture assistance Unsuccessful referral: provider rejected	0												0
Referral to Emergency Housing Voucher (EHV) (Retiree) Successful referral: client accepted	1		1		0		2	0	0				4
Referral to Emergency Housing Voucher (EHV) (Retiree) Unsuccessful referral: client rejected						0		0	0				0
Referral to Emergency Shelter bed opening	1												1
ES Successful referral: client accepted	8	5	11	8	15	15	11	13	12				92
ES Unsuccessful referral: client rejected	9	13	14	14	17	27	15	17	10				124
ES Unsuccessful referral: provider rejected			1			1							2
ES								0					0
Housing Nav Successful referral: client accepted	2	0	0	1	3	2	2	1					11
Housing Nav Unsuccessful referral: client rejected	0	2	0										2
Housing Nav Unsuccessful referral: provider rejected		0			1				0				1
TH-RRH Successful referral: client accepted	1	1	1		1	1	1	6	1				13
TH-RRH Unsuccessful referral: client rejected	1					2	4	0					7
Oth PH Successful referral: client accepted	0	1	0	0	0	1	1						3
Oth PH Unsuccessful referral: client rejected	0	0	0	0		0	0	0					0
Oth PH Unsuccessful referral: provider rejected			0	0				0					0
PP/CM Successful referral: client accepted		0			3	0	0	0					3
PP/CM Unsuccessful referral: client rejected					0	2	0	3					5
PSH Successful referral: client accepted			0	1	0	0	1	1	0				3
PSH Unsuccessful referral: provider rejected				0									0
RRH Successful referral: client accepted	3	7	4	4	6	8	8	7	8				55
RRH Unsuccessful referral: client rejected	0	1	0	1	0	1	0	0	0				3
RRH Unsuccessful referral: provider rejected	0		0	0		1	0	0					1

CE Household Report: 01/01/2023-09/30/2023 (Family Household)

Region: Not selected

Referral Results		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
SO	Successful referral: client accepted	0	0	1	0			0			0			1
SO	Unsuccessful referral: client rejected	0		0		0		0		0				0
NULL	Successful referral: client accepted		3	2	2	1	2	2		0	1			13
NULL	Unsuccessful referral: client rejected	0	0		0			0	0					0
NULL	Unsuccessful referral: provider rejected					0				0				0
NULL						0	0		1	0				1

CE Household Report: 01/01/2023-09/30/2023 (Youth Subset - 18 to 24)

Region: 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)	14	17	14	18	20	18	23	30	21				172
PHC - Coordinated Intake (Post-Shelter Admission)(1185)	6	3	11	5	1	5	1	8	5				45
TOTAL	20	20	25	23	21	23	24	38	26				217

Assessments completed (CE Assessment)

Assessment Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housing Needs Assessment	18	20	23	23	22	24	20	39	25	0			197
TOTAL	18	20	23	23	22	24	20	39	25	0			197
Prioritization Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Not Placed on Prioritization List	3	4	4	3	3	5	1	15	5				43
Placed on Prioritization List	15	16	19	20	19	19	19	24	20	0			158
SPDAT Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Client Refused (0 Score)	1	0	2	1	1	0	1	2	1				9
Family (v2.0)	2	0	0		1	0		1					4
Family (v3.0)	3	2	4	5	6	9	5	8	5				44
Single (v2.0)	0	0	0	0	0	0	0	0	0	0			0
Single (v3.0)	1	1	0	2	1	0	0	0	2	0			7
Youth (v2.0)	11	17	17	15	13	15	14	28	17				136
SPDAT Score / Need	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PSH - Permanent Supportive Housing (8+)	13	12	12	18	12	13	16	17	10	0			115
RRH - Rapid Rehousing (4-7)	4	7	9	4	8	11	3	15	12	0			67
HP - Homelessness Prevention													
Diversion - No supports (0-3)	1	1	2	1	2	0	1	7	3				18

Removed from Prioritization List

Housing Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housed	1	5	6	5	5	1	7	10	1				41
Not Housed	3	7	7	7	9	8	6	37	16	1			98
Average days to permanent housing	19	35	37	63	50	51	98	36	24				51.41
Average days on prioritization list	5	19	22	41	55	22	70	82	64	64			59
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	2	1	3	6	0				16
Permanent Supportive Housing (PSH)			0	0	0		0	0					0
Rapid Rehousing (RRH)	0	3	3	4	2	0	1	0					13
Transitional Housing (TH)	1	1	1		1		3	4	1				12
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.	1	2	3	2	7	5	2	25	7	0			54
Client/Household no longer wishes to participate in CoC	0	2	0	0	1	0	0	1	2				6
Client/Household self-resolved and is no longer homeless	1	2	1	2	1	0	0	2	1	1			11
Client is now deceased.						0	0						0
Client is now in a substance abuse treatment facility or			0	0									0
Client is now in jail/prison/juvenile detention facility.	0			0					0				0
NULL	1	1	3	3	0	3	4	9	6				29

CE Household Report: 01/01/2023-09/30/2023 (Youth Subset - 18 to 24)

Region: Not selected

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		0		0				0
Referral to scheduled Coordinated Entry Crisis Needs Assessment		0					0	1					1
Referral to scheduled Coordinated Entry Housing Needs Assessment	18	20	23	23	22	24	20	38	25	0			196
Unique Household TOTAL	18	20	23	23	22	24	20	39	25	0			197
Referral Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to a Housing Stability Voucher					0				0				0
Referral to emergency assistance/flex fund/furniture assistance	0	0	0	2			0	4	1				7
Referral to Emergency Housing Voucher (EHV) (Retiree)	0		0		0	0	0	0	0				0
Referral to Emergency Shelter bed opening	9	17	12	12	8	9	11	11	16	0			95
Referral to Housing Navigation project or services	2	0	1	0	2	3	0	0	2	0			10
Referral to Joint TH-RRH project/unit/resource opening	2	1	1		1	4	7	6	1				23
Referral to Other PH project/unit/resource opening	0	2	2	0	0	0	0	0					4
Referral to post-placement/follow-up case management		0			0	1	1						2
Referral to PSH project resource opening			0	0	0		1	0	1				2
Referral to RRH project resource opening	1	6	6	6	2	2	4	5	0				29
Referral to Street Outreach project or services	0	0	0	0	0	0	0		0				0
Unique Household TOTAL	11	23	19	18	11	19	21	24	19	0			121
Event Details	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Problem Solving/Diversion/Rapid Resolution intervention													
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 a Housing Navigation project						0							0
Referral to a Housing Navigation project								0					0
Referral to emergency shelter	0	0	0	1	1		0	4	1				7
Referral to emergency shelter	0												0
Referral to Emergency Shelter	0		0		0		0	0	0				0
Referral to Emergency Shelter						0		0	0				0
Referral to Emergency Shelter	0												0
ES	3	6	9	7	2	2	6	4	7				41
ES	2	7	6	7	5	4	4	9	7				51
ES			0			0							0
ES								0					0
Housing Nav	0	1	1	0	0	2	2	0					6
Housing Nav	0	1	0										1
Housing Nav		0			1				1				2
TH-RRH	1	1	1		1	1	1	6	1				13
TH-RRH	1					2	5	2					10
Oth PH	0	1	1	0	0	0	0						2
Oth PH	0	1	1	0		0	0	0					2
Oth PH			0	0				0					0
PP/CM		0			0	0	1	0					1
PP/CM					0	1	0	0					1
PSH			0	0	0	0	1	0	0				1
PSH				0									0
RRH	0	1	2	7	1	1	2	3	0				17
RRH	0	7	2	2	0	1	1	1	0				14
RRH	0		0	0		0	1	0					1

CE Household Report: 01/01/2023-09/30/2023 (Youth Subset - 18 to 24)

Region: Not selected

Referral Results		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
SO	Successful referral: client accepted	0	0	0	0			0			0			0
SO	Unsuccessful referral: client rejected	0		0		0		0		0				0
NULL	Successful referral: client accepted		0	0	0	0	0	0		1	0			1
NULL	Unsuccessful referral: client rejected	0	0		0			0	0					0
NULL	Unsuccessful referral: provider rejected					0				0				0
NULL						0	0		0	0				0



Homeward
Board Meeting
October 9, 2023

Topic: Homeward Accounting Policy and Procedures.

Background: As Homeward transitioned away from using a fiscal agent model for its financial practices, there was a need for additional accounting policies and procedures. The draft of the accounting policies and procedures was created to address that need.

Recommendation: The Finance Committee recommends adoption of the Accounting Policies and Procedures.



**ACCOUNTING POLICIES AND
PROCEDURES MANUAL**

DRAFT

September 29, 2023

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I. Introduction

The purpose of this manual is to describe all accounting policies and procedures currently in use at Homeward and to ensure that the financial statements conform to generally accepted accounting principles; assets are safeguarded; guidelines of grantors and donors are complied with; and finances are managed with accuracy, efficiency, and transparency.

All Homeward staff with a role in the management of fiscal and accounting operations are expected to comply with the policies and procedures in this manual.

These policies will be reviewed annually and revised as needed by the staff and approved by the Executive Director and Finance Committee of the Board of Directors.

II. Division of Responsibilities

The following is a list of personnel who have fiscal and accounting responsibilities:

Board of Directors

1. Reviews and approves the annual budget
2. Reviews annual and periodic financial statements and information
3. Reviews Executive Director's performance annually and establishes the salary
4. Two members of the board will be appointed by the board to be authorized signers on the bank accounts
5. Reviews and approves all contracts over **(\$500,000)**
6. Reviews and approves all non-budgeted expenditures over **(\$50,000)**
7. Reviews and advises staff on internal controls and accounting policies and procedures
8. Determines whether the organization should have an audit and, if so, chooses and contracts with the auditor

Executive Director

1. Reviews and approves all financial reports including cash flow projections
2. Sees that an appropriate budget is developed annually
3. Prepares and submits list of twice monthly payables to accounting services organization
4. Reviews and signs all issued checks
5. Mails vendor checks
6. Reviews and approves all contracts under **(\$500,000)**
7. Reviews and approves all grant submissions
8. Approves inter-account bank transfers
9. Processes all inter-account bank transfers
10. Makes bank deposits
11. Is on-site signatory for all bank accounts
12. Reviews all bank statements for any irregularities, and reviews completed monthly bank reconciliations
13. Oversees the adherence to all internal controls
14. Reviews and approves all payrolls and is responsible for all personnel files
15. Reviews and manages cash flow
16. Reviews and approves all reimbursements and fund requests
17. Oversees expense allocations
18. Monitors and makes recommendations for asset retirement and replacement
19. Manages the petty cash fund for Youth Action Council

20. Monitors and manages all expenses to ensure most effective use of assets

Grants & Program Coordinator

1. Prepares bank deposit
2. Monitors grant reporting and appropriate release of temporarily restricted funds
3. Reviews, revises, and maintains internal accounting controls and procedures

Community Engagement Director

1. Opens mail and records checks received
2. Initiates donor thank you letter acknowledgements

Accounting Services Organization

1. Processes invoices and prepares checks for signature twice monthly
2. Overall responsibility for data entry into accounting system and integrity of accounting system data
3. Maintains general ledger
4. Prepares monthly and year-end financial reports
5. Reconciles all bank accounts
6. Manages Accounts Receivable

Professional Employer Organization

1. Facilitates the completion and submission of new hire employment forms required by state and federal law (i.e., I-9, W-4, State Withholding and Centralized Employee Registry Reporting Forms) and enrollment in paycheck direct deposit
2. Issues pay checks to Homeward staff via direct deposit
3. Manage Homeward's benefits package including enrollment and making authorized payroll deductions for benefits

III. Chart of Accounts and General Ledger

Homeward has designated a Chart of Accounts specific to its operational needs and the needs of its financial statements. The Chart of Accounts is structured so that financial statements can be shown by natural classification (expense type) as well as by functional classification (program vs. fundraising vs. administration). The Accounting Services Organization is responsible for maintaining the Chart of Accounts and revising as necessary. The Chart of Accounts is attached to this manual as an addendum.

The general ledger is automated and maintained using The Accounting Services Organization's accounting software. All input and balancing is the responsibility of the Accounting Services Organization's approval by the Executive Director.

The Executive Director should review the general ledger on a periodic basis for any unusual transactions.

IV. Cash Receipts

Cash receipts generally arise from:

1. **Contracts and Grants**
2. **Direct donor contributions**
3. **Fundraising activities**

The principal steps in the cash receipts process are:

The Grants & Program Coordinator receives incoming mail and forwards it unopened to the Communications Director. The Communications Director opens, date stamps, and distributes the mail. The Communications Director enters all checks into a log, stamps all checks with Homewards endorsement stamp and makes a copy of each check. The checks are kept in a locked cabinet until handed to the Grants & Program Coordinator to prepare the bank deposit.

OR

The Office Manager (Pam) receives incoming mail, opens, date stamps, and distributes the mail. The Office Manager then enters all checks into a log, stamps all checks with Homewards endorsement stamp and makes a copy of each check. Both the original and copies of checks as well as the check log are given to the Grants & Program Coordinator who keeps them in a locked file cabinet until the bank deposit is prepared and handed off to the Executive Director.

Weekly (**or more often if necessary**), the **Grants & Program Coordinator** submits the following to the **Executive Director** for review: the prepared deposit, the endorsed checks, the receipt of funds journal, and the correct account allocation for each deposit. The **Executive Director** processes the deposit and takes it to the bank for deposit. A copy of the deposit slip is attached to the receipt of funds journal and check copies that were included in the deposit.

All cash received will be counted, verified, and signed off by the **Communications Director** and **Grants & Program Manager**. The cash will immediately be posted to a receipt of funds journal using the appropriate allocation. A receipt will be given to the paying party and a copy kept for internal purposes. The cash will be kept in a locked, secure location and deposited within 24 business hours.

The Executive Director shall create financial folders labeled with each month and the year (e.g., January 2023). The **Executive Director** will place the deposits in the corresponding monthly financial folder which is secured in a locked file cabinet.

V. Inter-Account Bank Transfers

The **Executive Director** monitors the balances in the bank accounts to determine when there is a shortage or excess in the checking account. The **Executive Director** recommends to the **Treasurer** when a transfer should be made to maximize the potential for earning interest. The **Executive Director** is directed in writing, from the **Treasurer**, when to make a transfer and in what amount. A copy of the transfer is attached to the written authorization and placed in the corresponding monthly financial folder.

VI. Cash Disbursements & Expense Allocations

Cash disbursements are generally made for:

1. Payments to vendors for goods and services
2. Taxes/license fees
3. Staff training and development
4. Memberships and subscriptions
5. Meeting expenses
6. Employee reimbursements
7. Marketing/promotional materials

The **Executive Director** shall create financial folders labeled with each month and the year (e.g., January 2023). The monthly financial folders shall be secured in a locked file cabinet.

Checks are processed on the 15th and 30th of each month. Invoices and requests for reimbursement must be submitted to the **Executive Director** prior to those dates. Checks can be prepared manually within one day, but this should be limited to emergency situations.

Requests for cash disbursements are submitted to the **Executive Director** in three ways:

1. Original invoice
2. Purchase request
3. Employee expense report or reimbursement request

All invoices and reimbursement requests must have the account code written on them, prior to submission, and then approved by the **Executive Director** prior to being paid.

Employee reimbursements must be documented on the approved form with travel authorization, receipts, nature of business, program allocation, and funding source (if applicable) before approving for reimbursement as follows:

Lodging - an itemized receipt from the hotel detailing all charges, the person(s) for whom the lodging was provided, and the specific business purpose.

Meals and Entertainment - a receipt must be provided showing the cost of food, beverage, and gratuities. If purchasing food or beverages for others, include the names of every person for whom food or beverage was provided, and the specific business purpose.

Other Expenditures - a receipt from the vendor detailing all goods or services purchased (including the class of service for transportation – e.g., train, cab, Uber) and the specific business purpose.

The **Executive Director** reviews all requests for payment and:

1. Verifies expenditure and amount
2. Approves for payment if in accordance with budget
3. Provides or verifies appropriate allocation information

4. Provides date of payment taking into account cash flow projections
5. Submits a list of payables to the Accounting Services Organization for processing

The **Accounting Services Organization** processes all payments and:

1. Immediately enters them into the accounting software according to payment date, vendor name, allocation, and amount.
2. Prints and submits checks to Executive Director for approval and signature. All checks in excess of **\$20,000** require a second signature from an authorized board or staff member; checks in excess of **\$50,000** must be authorized by the Board of **Directors in instances where expenses are not related to a previously approved grant or program.**

Following receipt of checks from the **Accounting Services Organization**, the **Executive Director**:

1. Stamps invoices and requests for reimbursement “paid” with the date of payment, check number, and amount of payment.
3. Mails checks and appropriate backup documentation
4. Attaches to each payment, the invoice/request for reimbursement, backup documentation and the check stub for the payment.
5. Files each payment in the corresponding monthly financial folder.

Expense Allocations

1. Expenses shall be allocated across three cost centers:

Program Services

- a. Program services are mainly those activities that further the organization's exempt purposes. Examples of Homeward’s program services include (this is not an exhaustive list):
 - i. Coordinating the annual CoC application process and writing and submitting the community’s consolidated application.
 - ii. Coordinating the City of Des Moines’ biennial ESG application process.
 - iii. Grantee training.
 - iv. Policy and procedures development for the DSM/Polk CoC
 - v. Staffing board committees such as Grant Committee, Directors Council, Coordinated Services Committee, Services Council, Performance Committee as well as the Homeless Coordinating Council and Youth Action Council.
 - vi. Development of programs to fill gaps in the DSM/Polk CoC, including writing grants to support community-wide programs such as the centralized intake.
 - vii. Coordinating the biannual Point-in-Time Count

Administration (or Management and General)

- b. Overall management will usually include the salaries and expenses of the Executive unless a part of their time is spent directly supervising or engaging in program services or fundraising activities. In that case, their salaries and expenses should be allocated among management, fundraising, and program services.
- c. Other administration costs include:
 - i. costs of board of directors' meetings; committee meetings (e.g., Executive, Finance and Nominating Committees) and staff meetings (unless they involve specific program services or fundraising activities);
 - ii. general legal services.

- iii. accounting (including patient accounting and billing).
- iv. general liability insurance; office management.
- v. auditing, human resources, and other centralized services.
- vi. preparation, publication, and distribution of an annual report; and
- vii. management of investments.

Fundraising

- a. Fundraising expenses are the expenses incurred in soliciting cash and noncash contributions, gifts, and grants.
 - b. Report as fundraising expenses all expenses, including allocable overhead costs, incurred in:
 - i. publicizing and conducting fundraising campaigns; and
 - ii. soliciting bequests and grants from individuals, foundations, other organizations, or governmental units. This includes preparing to solicit or receive contributions and writing “thank you” letters.
2. **Direct Costs** - expenses that can be identified specifically with an organization's activity or project, and can be assigned to one of the three cost centers (administration, fundraising, and program) with a high degree of accuracy.
3. **Shared Costs** – Salary and non-salary expenses that benefit more than one of the three cost centers.
- a. These costs are spread across centers using a shared cost method.
 - i. under this method, the number of full-time equivalents (FTEs) within a department are divided by the total number of FTEs at the organization to determine the percentage of shared costs they should bear.
 - b. This is done on a **monthly basis??/annually prior to audit??** by the **Accounting Services Organization???**/**Executive Director???**.

VII. Credit Card Policy and Charges

All staff members who are authorized to carry an organization-issued credit card are subject to the terms and conditions of the Homeward Iowa Credit Card Policy.

The receipts for all credit card charges will be given to the **Executive Director** within two (2) weeks of the purchase along with proper documentation. The **Executive Director** will verify all credit card charges with the monthly statements. A record of all charges will be given to the **Accounting Services Organization** with applicable allocation information for posting. A copy of all charges will be attached to the monthly credit card statement when submitted to the **Executive Director** for approval and signing.

The **Executive Director's** credit card usage will be provided to the **Board Chair and the Board Treasurer**.

VIII. Accruals

To ensure a timely close of the General Ledger, **Homeward** may book accrual entries. Some accruals will be made as recurring entries.

Accruals to consider:

1. Monthly interest earned on money market accounts, certificates of deposits, etc.
2. Recurring expenses, including employee vacation accrual, prepaid corporate insurance, depreciation, etc.

IX. Bank Account Reconciliations

1. The **Executive Director** will download and review the statements for each bank account monthly comparing the transaction documentation in the monthly financial folder against the bank activity on the corresponding statement for unusual balances and/or transactions.
2. The **Executive Director** gives the statements to the **Accounting Services Organization** for timely reconciliation as follows: a comparison of dates and amounts of deposits as shown in the accounting system and on the statement, a comparison of inter-account transfers, an investigation of any rejected items, a comparison of cleared checks with the accounting record including amount, payee, and sequential check numbers.
3. The **Accounting Services Organization** will verify that voided checks, if returned, are appropriately defaced and filed.
4. The **Accounting Services Organization** will investigate any checks that are outstanding over six months.
5. The **Accounting Services Organization** will attach the completed bank reconciliation to the applicable bank statement, along with all documentation.
6. The reconciliation report will be reviewed, approved, dated, and initialed by the **Executive Director**.

X. Petty Cash Fund

Petty cash funds are maintained by the organization. The funds are to be used for miscellaneous or unexpected purchases as well as when payment by check or credit card is not possible.

The use of the Petty Cash Fund is subject to Homeward's Petty Cash Policy.

XI. Property and Equipment

Property and equipment includes items such as:

1. Office furniture and equipment
2. Computer hardware
3. Computer software
4. Leasehold improvements

It is the organization's policy to capitalize all items which have a unit cost greater than **one thousand dollars (\$2,000)**. Items purchased with a value or cost less than **two thousand dollars (\$2,000)** will be expensed in the period purchased.

The depreciation period for capitalized assets is as follows:

Computer Hardware	36 months
Office Equipment	60 months
Office Furniture	60 months
Computer Software	36 months
Leasehold improvements	Length of lease

1. A Fixed Asset Log is maintained by the **Accounting Services Organization** including date of purchase, asset description, purchase/donation information, cost/fair market value, donor/funding source, identification number, life of asset.
2. The Log will be periodically reviewed by the **Executive Director**.
3. Annually, a physical inspection and inventory will be taken of all fixed assets and reconciled to the general ledger balances.
4. The **Accounting Services Organization** shall be informed in writing of any change in status or condition of any property or equipment.
5. Depreciation is recorded at least annually. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets. Any impaired assets discovered during the inventory will be written down to their actual value.

XII. Personnel Records

1. All personnel files contain the following documents: an application and/or resume, date of employment, position and pay rate, authorization of payroll deductions, W-4 withholding authorization, termination data where applicable, a signed conflict of interest statement, a signed acknowledgement of receipt of Employee Handbook, an emergency contact form, and other forms as deemed appropriate by the **Executive Director**.
2. All employees will fill out an I-9 form and submit the allowable forms of identification to the **Executive Director**.
3. The completed electronic I-9 forms will be housed by the Professional Employer Organization.
4. All personnel files are to be kept on line at the Professional Employer Organization and accessed only by authorized personnel.

XIII. Payroll Processing

1. Timesheets are to be prepared by all staff on the approved form and submitted biweekly on the Monday following the last day of the respective pay period. Exceptions to the submittal date may occur and will be communicated accordingly.
2. Timesheets are to be submitted and dated by the employee and the employee's supervisor for submission to the **Professional Employer Organization**.
3. The **Professional Employer Organization** will process payroll in a timely manner and record vacation time, holiday hours, sick time, and any other information deemed necessary to properly reflect time worked.
4. Paychecks will be direct deposited to the employee's designated account **within five business days of timesheets being submitted. If that date falls on a weekend or holiday the paychecks will be distributed the day before.**
5. Each employee must complete a direct deposit authorization form, provided by the Professional Employer Organization, at the time they complete the enrollment process as a new employee.
 - a. The employee may request their paycheck be direct deposited in one or more bank accounts.
 - b. An employee wishing to change the account(s) in which their paycheck is direct deposited must complete a new direct deposit authorization form **10 days** prior to the next pay date for the change to take effect.
 - c. The employee will receive a verification paystub, **via email**, on each payday.
6. The Executive Director will review payroll expenditures and allocations monthly.
7. All quarterly federal and state payroll reports will be prepared and filed appropriately by the **Professional Employer Organization**.
8. All W-2 statements, and 1099 forms if applicable, are issued to employees prior to January 31st of the following year for the prior calendar year by the **Professional Employer Organization**.

XIV. End of Month and Fiscal Year-End Close

1. The **Executive Director** will review and sign off on all month- and year-end journal entries. They will be printed and filed for audit trail purposes.
2. At the end of each month and fiscal year end, the **Executive Director** will review all balance sheet accounts including verification of the following balances: cash accounts match the bank reconciliations, fixed assets accounts reflect all purchases, write-downs and retirements, accounts receivable and payable accounts match outstanding amounts due and owed.
3. The income and expense accounts review will include reconciliation to amounts received and expended and verification that payroll expenses match the payroll reports including federal and state payroll tax filings.
4. Once the final monthly and fiscal year-end financial statements are run, reviewed, and approved by the **Executive Director**, no more entries or adjustments will be made into **that month** or year's ledgers.
5. At the end of the fiscal year, an outside CPA will prepare the annual Return for Organization Exempt from Income Tax (IRS Form 990). The return will be presented to the **Executive Director, the Board Finance Committee, and the Board Chair** for their review and approval. The **Executive Director** will then file the return with the Internal Revenue Service by the annual deadline.
6. All other appropriate government filings including those required by the state tax board and attorney general's office will be completed and filed with the appropriate agency by the **Executive Director**.

XV. Financial Reports

The Accounting Services Organization will prepare the monthly and annual financial reports for distribution to the Executive Director. The reports will include: statement of income and expenses vs budget, general ledger for the month, transaction register listing checks issued during the period, and a subsidiary ledger/report for pledges receivable (if any).

Periodic and annual financial reports will be submitted to the Finance Committee and Board of Directors for review and approval.

XVI. Fiscal Policy Statements

1. All cash accounts (except petty cash) owned by **Homeward** will be held in financial institutions which are insured by the National Credit Union Administration (NCUA) or FDIC. No account will carry a balance over the **NCUA** or FDIC insured amount.
2. All capital expenditures which exceed **two thousand dollars (\$2,000)** will be capitalized.
3. Employee or public personal checks will not be cashed through the petty cash fund.
4. No salary advances will be made under any circumstances.
5. No travel cash advances will be made except under special conditions and pre-approved by the Executive Director.
6. Reimbursements will be paid upon complete expense reporting and approval using the official **Homeward** form. Reimbursements to the Executive Director will be authorized by the Board Chair.
7. Any donated item with a value exceeding **(\$50)** will be recorded and a letter acknowledging the donation will be sent to the donor within **72 hours** of the receipt of the donation.
8. The Executive Director and three designated Board members are the signatories on **(Homeward's)** bank accounts. Disbursements exceeding **(\$20,000)** require a second signature by an authorized board or staff member. Checks over **\$50,000** require approval from the Board of Directors **in instances where expenses are not related to a previously approved grant or program..**
9. Bank statements will be reconciled monthly by the **Accounting Services Organization.**
10. Correction fluid and/or tape will never be used in preparing timesheets or any accounting documents.
11. Accounting and personnel records will be kept in locked file cabinets in the Homeward office and only parties with financial and/or HR responsibility will have access to the keys.

FLOW CHART OF SUPPORT

POINTS OF ENTRY

- Iowa Correctional Institute for Women (Mitchellville prison)
- Polk County Jail
- Substance Use Treatment Centers
- Hospitals
- Other Nonprofit Programs
- Self-referral (apply online)

DEMOGRAPHICS

- 77% domestic violence survivors
- 26% women of color
- 100% diagnosed disability (includes mental illness/substance use)
- 50% three or more disabilities

