



Homeward Board Meeting
May 13, 2024 / 12:00 PM-1:00 PM
RiverPlace – 2309 Euclid Avenue, Room 1A
IN PERSON

1. **Welcome and Introductions**
2. **Approve Agenda***
3. **Consent Items***
 - 3.1. Homeward April 2024 Meeting Minutes
 - 3.2. Homeward March 2024 Financial Statement
 - 3.3. Finance Committee Minutes
 - 3.4. Director Advisory Council Minutes
 - 3.5. Housing Committee Minutes
 - 3.6. Performance Measures Committee Minutes
 - 3.7. Centralized Intake April Monthly Report
4. **Nominating Committee** – Nathan Simpson
5. **Gap Analysis** – Angie Arthur
6. **Grant Committee** – Angie Dethlefs-Trettin
 - 6.1. 2024 HUD Continuum of Care Competition – Applications*
 - 6.2. 2024 HUD CoC Competition – Score Sheets*
7. **Executive Director's Report** – Angie Arthur
8. **Business**
 - 8.1. **Update – Youth Action Council and Youth Projects** – Amy Croll
 - 8.2. **Point In Time Count Presentation** – Karlee Kearns (ICA)
9. **Public Comment/Announcements**
10. **Adjournment**

Next Meeting is June 10, 2024



Homeward Board Meeting

April 8, 2024 / 12:00 PM-1:00 PM

RiverPlace – 2309 Euclid Avenue, Room 1A

IN PERSON

BOARD MEMBERS PRESENT

Rebecca Foster, Whitney Warnke, Jennifer Miner, Lori Jensen, Nathan Simpson, Tony Montgomery, David Weidt, Dennis Henderson, Lorna Garcia, Angela Dethlefs-Trettin, Alyson Simmons, Tami Nielsen, Jill Padgett, Katie Albrecht-Snell, Frederick Gaddy, Annie Uetz, Ehren Stover-Wright

BOARD MEMBERS ABSENT

Brett Burk, Charles Hill, Amber Lewis, Manisha Paudel, Amanda Wanke, Lyn Wilson

STAFF

Angie Arthur, James Cain, James McKee

GUESTS

Shelby Ridley, Emily Osweiler, Kasper Kittredge, Cynthia Latcham, Jeremy Orcutt, Katie Kamienski, Melissa O'Neil, Dannie Patrick

CALL TO ORDER

Annie Uetz welcomed everyone to the meeting and did introductions. 12:07

APPROVAL OF AGENDA

Lori Jensen motioned to approve. Reverend Frederick Gaddy seconded. All in favor, motion carried.

APPROVAL OF CONSENT ITEMS

Tony Montgomery motioned to approve. This was seconded by David Weidt. Nathan Simpson abstained. Motion carried.

NOMINATING COMMITTEE

Nathan Simpson reported that the first nominating committee meeting went well. People have been reached out. Applications will be accepted until the end of the day April 30th. They are looking for people with experience with LGBTQ, youth voice, legal, lived expertise, workforce, and finance/accounting. The term is three years in length with a possibility of three additional years.

GAP ANALYSIS

Some early planning, meetings, and general education/dissemination around the gap analysis have happened. There is continued focus on looking towards action items on the “immediate next steps.” Community engagement and buy in is vital to move the work forward. Board discussion took place. Several points and suggestions were made:



- The board could affirm what has been elevated through broader community conversation. There could be community solutions for the three immediate steps. This would allow for a community vision plan and for the community to have a voice.
- There is concern for leading and voting on community projects without larger community input.
- The role of the board can be to affirm recommendations, but not be in charge of carrying out everything. The board could also approve action steps within the immediate next steps, especially if there is an understanding of what those would look like and cost.
- Can the immediate next steps be broken up into smaller steps with a smaller price tag to be carried out over the next couple of years?
- Homeward should drive action on a community plan.
- How do immediate next steps work in relation to the pallet project?
- Are there ways to collaborate with people already addressing the immediate next steps?

GRANT COMMITTEE

Angela Dethlefs-Trettin reported on the Notice on Financial Opportunity is target per HUD for released in May. So, the policies and timeline have been moved up. There were two changes voted on: Edits to Letter of Interest (LoI) process and Ranking and Priorities.

Letters of Interest initiate the interest process, which will be released on Wednesday April 10th and are due on April 24th. There are two forms: one for renewal and the other for new projects. The renewal letter form identifies shifts in programs. The new letter informs us about any new applications, the purpose for the community, and if it is within the funding range. There are no major foundation shifts in the forms, just general clean up, date changes, and updated links. The LoI changes were recommended for approval by the Grant committee. Ehren Stover Wright abstained. Carried.

Ranking and priorities: All Continuums of Care must identify priorities for the funding of new projects. New project funding comes from bonus dollars and reallocation. After looking at the Gap analysis, permanent supportive housing will be the focus for the CoC bonus and reallocation. Anawim is reallocating their funds for the Anawim Consolidate project during the 2024 HUD CoC Competition. The grant committee asked for the ability to make small adjustments depending on the information that comes from the NOFO. Carried

EXECUTIVE DIRECTOR'S REPORT

We are partnering with statewide Continuums of Care for trainings; there is a Violence Against Women Act training in July. We are still waiting to hear about the Youth Homelessness System Improvement grant. We believe it will be announced in June. There is a second application round we are awarded funds during the first round. A survey is coming out for the Affirmatively Furthering Fair Housing -Analysis of Impediments process. There will be opportunities for micro grants for service providers to encourage people who are underrepresented to answer the community survey.



Homeward continues to support the ongoing community discussions around homelessness. From a communications perspective there has been ongoing work to create graphics and facts sheets for social media. Angie will introduce Gregg Colburn at Iowa State. Angie gave a public comment at the Iowa Finance Authority on supporting permanent supportive housing funds. The goal being to increase funding for crisis response funding as well as add funding for housing recovery and housing stability.

Eviction expungement legislation did not make it past the second funnel, nor did it get added to any other legislation. There has been continued participation with the national group tackling bills that criminalize homelessness.

BUSINESS

SYSTEM PERFORMANCE MEASURES

Kasper Kittredge gave an update on the seven system level measures that help communities understand how they function. It also helps the whole system to see how they are serving the homeless. Data is submitted annually to HUD.

1. Length of time homeless - Remained at a consistent median days homeless around 25 days in ES and SH and is below HUD's 30 day goal.
2. Homelessness to PH returning to homelessness – This measure is people who were in PH, exited PH and returned homelessness within two years. Appox. 25% with all programs. Across all projects there is a decrease in people returning to homelessness over the last four years.
3. Total number homeless – There are two ways of counting: PIT and annual count. There has been a slight increase each year since 2021.
4. Employment and income - Numbers have stayed consistent over the past few years.
5. People becoming homeless for the first time during last two years – 80% of people serviced have **not** been homeless in last two years.
6. Successful placement from street outreach – There is a significant increase in people exiting to successful housing. There is over 90% successful placement over the past few years.

PUBLIC COMMENT/ANNOUNCEMENTS

- **“Homelessness is a Housing Problem”** - Co-Author Gregg Colburn is speaking at ISU College of Design (715 Bissell Rd, Ames) in Kocimski Auditorium (101 Design) at 5 p.m. on Thursday, April 18th. Parking is available in the College of Design lot or on the street.
- Dannie Patrick was introduced as welcomed in her new role at the Community Foundation

ADJOURNMENT

Angela Dethlefs-Trettin moved to adjourn. Lori Jensen seconded. Carried

Next Meeting is May 13, 2024



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 March 31, 2024, and the related Statement of Revenues and Expenses- Modified Cash Basis for the nine months ended March 31, 2024, 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 nine months ended March 31, 2024 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
April 17, 2024

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

	<u>Mar 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
102 · Operational checking account	1,921.39
104 · Business primary share savings	100.00
106 · Ultra business money market	78,396.67
107 · Business exclusive money market	258,134.78
108 · Youth action council checking	3,009.57
110 · Online app checking	144.51
Total Checking/Savings	341,706.92
Other Current Assets	
112 · CCCU CD- 2321	102,893.03
Total Other Current Assets	102,893.03
Total Current Assets	444,599.95
TOTAL ASSETS	<u>444,599.95</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
235 · ARPA Deferred Revenue	300,000.00
Total Other Current Liabilities	300,000.00
Total Current Liabilities	300,000.00
Total Liabilities	300,000.00
Equity	
290 · Unrestricted Net Assets	265,897.80
Net Income	-121,297.85
Total Equity	144,599.95
TOTAL LIABILITIES & EQUITY	<u>444,599.95</u>

Homeward Iowa

Statement of Revenues and Expenses

Modified Cash Basis

	Jul '23 - Mar 24
Ordinary Income/Expense	
Income	
301 · Polk County investment	75,000.00
306 · Investment interest income	15,449.75
312 · City of Des Moines	75,000.00
313 · HUD Planning Grant	73,018.97
376 · Unrestricted funding	2,325.00
377 · Individual donations	3,294.80
378 · Restricted funding	18,033.29
Total Income	262,121.81
Expense	
Program Commitments	
410 · Point in Time	441.10
417 · Intergenerational Homeless Stud	12,500.00
418 · Community Case Manager Pilot	37,500.00
419 · Prevention	867.76
491 · Youth Action Council	6,215.80
590 · Centralized Intake	37,500.03
591 · CoC Training	33.00
Total Program Commitments	95,057.69
Professional Fees	
501 · Misc professional fees	24,820.00
502 · Accounting services	4,000.00
Total Professional Fees	28,820.00
Staff Costs	
511 · Salaries	187,225.21
512 · Employee benefits	6,376.22
514 · Payroll taxes	16,319.92
515 · Retirement plan	6,612.02
522 · PEO	4,194.94
589 · Mileage	274.03
Total Staff Costs	221,002.34
Insurances	
523 · D & O	871.00
524 · General liability and rental	250.00
525 · Workers compensation	829.88
Total Insurances	1,950.88
Office Expenses	
530 · Parking	2,010.35
531 · Office material and supplies	1,011.13
532 · Office rent	15,000.00
534 · Telephone/internet	778.90
535 · Filing fees	62.50
536 · Postage	66.00
Total Office Expenses	18,928.88
Technology	
541 · Equipment maintenance	4,144.88
543 · Equipment replacement/software	4,651.70
Total Technology	8,796.58
Education/Advocacy	
573 · Advertising/marketing	213.41
575 · Electronic media	424.65
580 · Tickets	200.00
Total Education/Advocacy	838.06

Homeward Iowa
Statement of Revenues and Expenses
Modified Cash Basis

	<u>Jul '23 - Mar 24</u>
Staff and Board Development	
581 · Dues/subscriptions/memberships	101.60
582 · Continuing education	2,080.88
583 · Board and committe meetings	3,330.93
585 · Strategic Plan/Project Manageme	2,511.82
	<hr/>
Total Staff and Board Development	8,025.23
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Total Expense	383,419.66
	<hr/>
Net Ordinary Income	-121,297.85
	<hr/>
Net Income	-121,297.85
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Homeward Iowa
Statement of Revenues and Expenses - Budget vs Actual
Modified Cash Basis

	Mar 24	Budget	Jul '23 - Mar 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
301 · Polk County investment	0.00	0.00	75,000.00	75,000.00	75,000.00
306 · Investment interest income	4,667.19	0.00	15,449.75	0.00	0.00
312 · City of Des Moines	0.00	12,500.00	75,000.00	112,500.00	150,000.00
313 · HUD Planning Grant	0.00	21,957.50	73,018.97	65,872.50	131,745.00
376 · Unrestricted funding	125.00	6,250.00	2,325.00	56,250.00	75,000.00
377 · Individual donations	70.00	250.00	3,294.80	2,250.00	3,000.00
378 · Restricted funding	48.51	1,250.00	18,033.29	11,250.00	15,000.00
Total Income	4,910.70	42,207.50	262,121.81	323,122.50	449,745.00
Expense					
Program Commitments					
410 · Point in Time	0.00	166.67	441.10	1,500.00	2,000.00
417 · Intergenerational Homeless Stud	0.00	1,870.25	12,500.00	16,832.25	22,443.00
418 · Community Case Manager Pilot	0.00	6,250.00	37,500.00	56,250.00	75,000.00
419 · Prevention	0.00		867.76		
491 · Youth Action Council	591.16	500.00	6,215.80	4,500.00	6,000.00
590 · Centralized Intake	4,166.67	4,166.67	37,500.03	37,500.00	50,000.00
591 · CoC Training	0.00	250.00	33.00	2,250.00	3,000.00
Total Program Commitments	4,757.83	13,203.59	95,057.69	118,832.25	158,443.00
Professional Fees					
501 · Misc professional fees	0.00	833.33	24,820.00	7,500.00	10,000.00
502 · Accounting services	500.00	600.00	4,000.00	5,400.00	7,200.00
503 · Audit fees	0.00	833.33	0.00	7,500.00	10,000.00
Total Professional Fees	500.00	2,266.66	28,820.00	20,400.00	27,200.00
Staff Costs					
511 · Salaries	30,505.52	20,087.14	187,225.21	180,784.28	241,045.70
512 · Employee benefits	777.74	1,666.67	6,376.22	15,000.00	20,000.00
514 · Payroll taxes	2,616.33	1,536.67	16,319.92	13,830.00	18,440.00
515 · Retirement plan	1,366.98	1,004.36	6,612.02	9,039.22	12,052.29
522 · PEO	380.07	575.00	4,194.94	5,175.00	6,900.00
589 · Mileage	0.00	41.67	274.03	375.00	500.00
Total Staff Costs	35,646.64	24,911.51	221,002.34	224,203.50	298,937.99
Insurances					
523 · D & O	0.00	116.66	871.00	1,049.99	1,400.00
524 · General liability and rental	0.00	20.83	250.00	187.51	250.00
525 · Workers compensation	143.37	63.34	829.88	570.01	760.00
Total Insurances	143.37	200.83	1,950.88	1,807.51	2,410.00

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

	Mar 24	Budget	Jul '23 - Mar 24	YTD Budget	Annual Budget
Office Expenses					
530 · Parking	272.85	255.00	2,010.35	2,295.00	3,060.00
531 · Office material and supplies	0.00	58.33	1,011.13	525.00	700.00
532 · Office rent	1,500.00	1,500.00	15,000.00	13,500.00	18,000.00
534 · Telephone/internet	83.31	125.00	778.90	1,125.00	1,500.00
535 · Filing fees	0.00	16.67	62.50	150.00	200.00
536 · Postage	0.00	16.67	66.00	150.00	200.00
537 · Printing expense	0.00	41.67	0.00	375.00	500.00
Total Office Expenses	1,856.16	2,013.34	18,928.88	18,120.00	24,160.00
Technology					
541 · Equipment maintenance	359.60	450.00	4,144.88	4,050.00	5,400.00
543 · Equipment replacement/software	0.00	250.00	4,651.70	2,250.00	3,000.00
544 · Data for HMIS	0.00	666.67	0.00	6,000.00	8,000.00
Total Technology	359.60	1,366.67	8,796.58	12,300.00	16,400.00
Education/Advocacy					
573 · Advertising/marketing	0.00	416.66	213.41	3,749.99	5,000.00
575 · Electronic media	0.00	83.34	424.65	750.01	1,000.00
580 · Tickets	0.00	166.66	200.00	1,499.99	2,000.00
593 · eNewsletter	0.00	20.83	0.00	187.50	250.00
Total Education/Advocacy	0.00	687.49	838.06	6,187.49	8,250.00
Staff and Board Development					
581 · Dues/subscriptions/memberships	21.39	50.00	101.60	450.00	600.00
582 · Continuing education	0.00	666.66	2,080.88	6,000.00	8,000.00
583 · Board and committe meetings	47.54	166.67	3,330.93	1,500.00	2,000.00
585 · Strategic Plan/Project Manageme	0.00	416.67	2,511.82	3,750.00	5,000.00
Total Staff and Board Development	68.93	1,300.00	8,025.23	11,700.00	15,600.00
Total Expense	43,332.53	45,950.09	383,419.66	413,550.75	551,400.99
Net Ordinary Income	-38,421.83	-3,742.59	-121,297.85	-90,428.25	-101,655.99
Net Income	-38,421.83	-3,742.59	-121,297.85	-90,428.25	-101,655.99

Finance Committee

Chair: Tony Montgomery

Homeward Board

March 5, 2024 (8:00 AM- 9:00 AM)

1. Welcome
 - Attendees: Angie Arthur, Tony Montgomery, Brian Willem
 - Discussion about recruitment for new members of the Finance Committee
2. Review and discussion
 - Financials
 - Review of January Financials
 - a. Can we dial in the budget for monthly income and expenses to be scheduled when expected? Follow-up conversation with Tarbell for 2024-25 FY Budget
 - b. Recommend approval
 - Minutes
 - Correction to spelling of Brian's last name
 - Revenue
 - HUD Planning Grant
 - Contract has occurred; effective 12/01/2023.
 - Can begin expending funds and plan to expend total contract in 5-6 months
 - Foundation Grants
 - Not invited by Principal Foundation to apply for funding this year; will continue conversations around community response to homelessness
 - Auditor RFP
 - RFP is nearing completion; expect to distribute early-March
 - CD – Renewal
 - \$250K CD at CCCU maturing in March
 - Committee recommends renewal of estimated \$150,000 CD at CCCU; retain \$100K in funds for cash flow
3. Monthly Update on Continuum of Care
 - Advocacy updates, etc.
4. Adjourn

Next meeting: [April 2, 2024](#)

Homeward's Director Advisory Council

Meeting Minutes

April 2, 2024, 11am-Noon

River Place, Room 3

In Attendance: Amber Lewis, Cole Lindholm, Pat Schacherer, Joy Ihle, Cindy West, Matt Hauge, Jorie Hidri, Ashlan Lippert, Jennifer Miner, Katie Kamienski, Tim Shanahan, Eric Kool, Pat Rogness, Angie Arthur, Kiana Hines, Carrie Woerdeman, Melissa O'Neil, Deirdre Henriquez, Jodi Gjersvik, Emily Osweiler

- I. The meeting was called to order at 11am by Emily Osweiler.
- II. Self-introductions
- III. Jodi Gjersvik with the City of Des Moines presented the 5-year Consolidated Housing Plan, the Des Moines MSAs Fair Housing Plan, and asked the Director Advisory Council questions regarding land use controls, zoning ordinances, and impediments to fair housing and protected classes.
 - a. Jodi also shared that there would be mini grants available soon for providers to use for clients with the hopes of getting at least 25 clients to participate in the community survey.
 - b. The PowerPoint is attached.
 - c. Jodi's email is: jlgjersvik@dmgov.org if you have follow-up questions or comments.
- IV. Emily Osweiler asked for approval of the March 2024 minutes. Dee Henriquez motioned, and Angie Arthur seconded the motion. The March minutes were approved.
- V. There was a discussion regarding what people want the priority of the Director Advisory Council to be.
 - a. People shared many thoughts and ideas:
 - i. Mutual support, collaboration, and networking
 - ii. Community updates
 - iii. Mini provider trainings- what we do/do not do, overview different organizations at each meeting for a few minutes.
 - iv. Opportunity to ask for feedback and input.
 - v. Is there a way to get to know one another better?
 - vi. Share "little" wins.
 - vii. Snacks?
 - b. Emily Osweiler plans to email the larger group, get more input, and then start trying out some of these ideas! We want everyone to feel connected and that the meeting is both important and effective.
- VI. Community Updates
 - a. Kiana Hines shared that the Beacon Village is open at NE 14th & Euclid, and they have moved in their first tenant. She shared some information about the program:
 - i. One-year leases, no time limit
 - ii. 32 efficiency apartments, 18 left
 - iii. For single women who are recovering from substances, especially stimulant abuse; should be 60 days sober (preferably 90 days)
 - iv. Rent is \$625 and includes utilities (plus internet and laundry); \$200 deposit.
 - v. They do not accept Section 8
 - vi. They are community referral based, no credit check or rental history check.

- vii. No overnight guests
 - viii. Cameras in community spaces, no curfews
 - ix. Case management required monthly.
 - b. Angie shared an updated from Jim Cain: The Systems Streamline committee will be meeting within the month to discuss the senior systems as they relate to the homeless/housing systems.
 - c. The committee working on a shelter for people who identify as women are discussing next steps.
 - d. Tim Shanahan shared that he thought it would be helpful and important for the Homeward board to publicly state/lead the effort to move forward the identified needs from the Gaps Analysis.
 - e. Eric Kool shared that the ERAP has officially run out of funds.
 - i. There are discussions happening as to whether Impact will be able to continue helping people with barriers, relocation, etc.
 - ii. The remaining funds will likely be used to purchase homes to renovate for large families.
 - 1. Carrie Woerdeman had the idea that there could be a complimentary partnership with Home Inc, Habitat, or another group to help the families served with education and possible homeownership.
 - f. Cole Lindholm shared that Hope Ministries new project for women and children will be open in November:
 - i. 100 beds (50 emergency, 50 for long-term recovery)
 - ii. They have been doing emergency shelter for men for 108 years and are excited to serve another population.
 - g. Amber Lewis shared that the City of Des Moines has invited representatives from Pallet Shelter Rapid Response Villages out of Washington to present on Thursday, April 4th from 10:30am-noon in the Central Library Room #3.
 - i. They build small, individual, prefabricated shelters (non-congregate).
 - ii. They have done this in over 100 communities.
 - iii. There are services on-site 24/7.
 - iv. They are fenced and have controlled access.
 - v. These are meant to be interim/transitional.
 - vi. The City of DSM has been researching the idea but there is still a lot to consider, namely funding, location, and who the service provider would be.
 - h. Matt Hauge shared:
 - i. April is Affordable Housing Month, and several cities are having Affordable Housing proclamations.
 - 1. WDSM had theirs on April 1st
 - 2. Urbandale's - April 2nd
 - 3. Des Moines and Ankeny - April 15th
 - ii. Matt Hauge and Julian Neely with the PCHTF were in Washington DC for the National Low Income Housing Conference. They met with Rep Nunn and Senators Grassley and Ernst and shared the Unsheltered Study and discussed HUD funding needs.
- VII. Meeting was adjourned at Noon.

THE NEXT DIRECTOR ADVISORY COUNCIL MEETING WILL BE TUESDAY, MAY 7, 2024, FROM 11-NOON AT POLK COUNTY RIVER PLACE.

OpportUNITY
HOUSING WORKGROUP MEETING
MEETING AGENDA



DATE: Monday, April 15, 2024
TIME: 1:00-2:00 PM
LOCATION: Virtual Zoom

TIME	ITEM	PRESENTER
1:00-1:05	Welcome	Rachel Ong - Habitat for Humanity Angie Arthur - Homeward
1:05-1:20	Accessory Dwelling Units (ADUs)	Brad Anderson, AARP
1:20-1:30	Central Iowa Food Insecurity Plan	Luke Lynch, UWCI
1:30-1:35	Legislative Update	Rachel Ong - Habitat for Humanity
1:35-2:00	Community Updates	All

Next Housing Work Group Meeting: Monday, May 20, 2024 from 1:00-2:00PM

Brad Anderson shared an update about ADUs. This provided an update about the advocacy work AARP is doing around these units. Identified a need for a change in code as well a need for increased knowledge. Moved from 10% of City allowed to 78%. There is still work left to do. There is a focus on getting more ADUs in Waukee, West Des Moines, Clive, Urbandale, and Pleasant Hill. Cedar Rapids is model ordinance.

What are the other challenges you see? It's early in the process, but there has been an uptick in requests to the city. Some people are still unaware of the change in ordinance. Financing is also a challenge. It's a new product, there isn't a readily available finance option for these. Another challenge is how they are assessed. Its not a second home, it is part of the original home. It does create an increase in property tax revenue for the city.

Is it a concern that these will be used for AirBnB? Yes, but AARP believes this shouldn't be a deterrent. Extra income for an older resident is a need. Des Moines requires that one of the units is owner occupied. Cedar Rapids does not have this requirement and there haven't been any partier issues. This is still new and does require somewhat of a cultural shift.

If there is an interest in further conversation, reach out to Brad, or Toby and Matt at PCHTF.

OpportUNITY is a collective impact initiative fighting to reduce poverty and eliminate barriers that prevent central Iowans in Dallas, Polk, and Warren Counties from thriving.

OpportUNITY
HOUSING WORKGROUP MEETING
MEETING AGENDA



DATE: Monday, April 15, 2024
TIME: 1:00-2:00 PM
LOCATION: Virtual Zoom

Luke provided a brief overview of the Central Iowa Food Insecurity Plan. The full plan can be found [here](#). If you would like to join that work group or be more involved in that work, please email Luke or Hannah.

Dave Stone provided a legislative update. Session is coming to an end but the last day is still unknown. Most housing bills that were being watched have stalled out.

Community Updates

Angie talked about who falls in the “extremely low income” bracket and what those demographics look like. Reminded the group about the Colburn lecture at ISU.

<https://www.design.iastate.edu/events/gregg-colburn-lecture/>

Luke talked about the Summer Meal Meet Ups. UWCI has flyers if you would like to distribute the information. More info [here](#).

UpLift is partnering with the Des Moines Public Library and several other local libraries to host conversations throughout Iowa about the experience of poverty. Check out all the events on the line up here: https://www.dmpl.org/library-talk-poverty-iowa?fbclid=IwZXh0bgNhZW0CMTEAAAR2TLIXUYLgiG_ChzO9MsiAtxGVAIrbgpZLZxSzpYJBU8uQjYfFuRK9V8Tc_aem_AaGBu4ZxMf2I3yWCIZAaBQJczM6bvJsykzCLS-6t8SK3s7szPIS_vyGy6c3w-zSbVc4I

The City of Des Moines is still working on the Fair Housing Impediments plan. There will be mini grants for organizations that help get additional responses. \$1,000 grant for 25 responses. This program will likely start in May.

Performance Measures Committee Meeting Minutes – March 28, 2024 Teams Meeting Online 10:00 AM – 11:30 AM

Attendees: Jennifer Miner, Angie Arthur, Ehren Stover-Wright, Hope Metheny, Jenna Schuck, Jeremy Orcutt, Jim Cain, Jorie Hidri, Kasperian Kittredge, Melissa Oneill, Patrick Schacherer, Sarah Martin, Ryan Schweitzer, Susan McCarragher,

System Performance Measures - ICA

Kasper reviewed the attached System Performance Measures



2023 Homeward
System Performance I

Gender Analysis - ICA

Kasper reviewed gender breakdown

- New enrollments age 65+: Population increasing for both men and women. 2023 Q2 peak for women; 2023 Q4 peak for men.
 - More aging men than aging women in all project types except street outreach. Very few age 65+ in street outreach and was evenly divided between men and women.
- Of all enrollments, more men than women being served. More men accessing CE, ES, and PSH. More women than men accessing HP and TH

Will review later in the year with focus on determining if disparity for those accessing CE and types of services they are trying to access.

PIT Update - ICA

No new update. ICA almost done with data reconciliation.

Agenda for Next Meeting

- Updated PIT data
- Quarterly Performance Outcomes

Next meeting: 4/25/2024, 10:00-11:30

CE Household Report: 01/01/2024-04/30/2024

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)	137	119	138	166									560
PHC - Coordinated Intake (Post-Shelter Admission)(1185)	45	47	43	33									168
TOTAL	182	166	181	199									728

Assessments completed (CE Assessment)

Assessment Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Crisis Needs Assessment	2												2
Housing Needs Assessment	165	160	174	189	2								686
TOTAL	167	160	174	189	2								688
Prioritization Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Not Placed on Prioritization List	31	24	37	49									141
Placed on Prioritization List	136	136	137	140	2								549
SPDAT Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Client Refused (0 Score)	15	6	16	18									55
Family (v2.0)		1											1
Family (v3.0)	34	29	30	52	1								146
HP Assessment (BOS ONLY)		1											1
Single (v2.0)	9	3	1	3									16
Single (v3.0)	97	106	115	100	1								417
Youth (v2.0)	12	14	12	16									54
SPDAT Score / Need	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PSH - Permanent Supportive Housing (8+)	83	84	84	106	1								357
RRH - Rapid Rehousing (4-7)	63	66	73	61	1								263
HP - Homelessness Prevention													
Diversion - No supports (0-3)	21	10	17	22									70

Removed from Prioritization List

Housing Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housed	8	5	10	5									28
Not Housed	24	20	36	93	8								181
Average days to permanent housing	35	13	17	23									22
Average days on prioritization list	15	60	37	56	81								47
Project type used (Housed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Other Permanent Housing (OPH)	5	4	6	5									20
Permanent Supportive Housing (PSH)			1										1
Rapid Rehousing (RRH)	2	1	3										6
NULL	1												1
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	1	6	46	5								61
Client/Household no longer wishes to participate in Coordinated Entry	1		1	2									4
Client/Household self-resolved and is no longer homeless	2		1	1	1								5
Client is now deceased.				1									1
Client is now in a substance abuse treatment facility or			1										1
Client is now in jail/prison/juvenile detention facility.				1									1
NULL	18	19	27	42	2								108

CE Household Report: 01/01/2024-04/30/2024 (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)	79	80	97	100									356
PHC - Coordinated Intake (Post-Shelter Admission)(1185)	42	43	42	30									157
TOTAL	121	123	139	130									513

Assessments completed (CE Assessment)

Assessment Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Crisis Needs Assessment	1												1
Housing Needs Assessment	116	119	131	121	1								487
TOTAL	117	119	131	121	1								488
Prioritization Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Not Placed on Prioritization List	21	13	25	25									84
Placed on Prioritization List	96	106	106	96	1								404
SPDAT Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Client Refused (0 Score)	10	5	13	11									39
Family (v2.0)		0											0
Family (v3.0)	0	0	0	1	0								1
HP Assessment (BOS ONLY)		0											0
Single (v2.0)	9	2	1	2									14
Single (v3.0)	88	100	107	93	1								388
Youth (v2.0)	10	12	10	14									46
SPDAT Score / Need	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PSH - Permanent Supportive Housing (8+)	53	58	57	52	0								220
RRH - Rapid Rehousing (4-7)	49	54	60	53	1								216
HP - Homelessness Prevention													
Diversion - No supports (0-3)	15	7	14	16									52

Removed from Prioritization List

Housing Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housed	6	3	8	4									21
Not Housed	15	10	21	57	4								107
Average days to permanent housing	67	15	31	37									38
Average days on prioritization list	33	146	76	83	90								81
Project type used (Housed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Other Permanent Housing (OPH)	3	3	5	4									15
Permanent Supportive Housing (PSH)			1										1
Rapid Rehousing (RRH)	2	0	2										4
NULL	1												1
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	1	5	30	3								41
Client/Household no longer wishes to participate in Coordinated Entry	1		1	2									4
Client/Household self-resolved and is no longer homeless	0		0	0	0								0
Client is now deceased.				1									1
Client is now in a substance abuse treatment facility or hospital			1										1
Client is now in jail/prison/juvenile detention facility.				1									1
NULL	12	9	14	23	1								59

CE Household Report: 01/01/2024-04/30/2024 (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)	58	39	41	66									204
PHC - Coordinated Intake (Post-Shelter Admission)(1185)	3	4	1	3									11
TOTAL	61	43	42	69									215

Assessments completed (CE Assessment)

Assessment Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Crisis Needs Assessment	1												1
Housing Needs Assessment	49	41	43	68	1								201
TOTAL	50	41	43	68	1								202
Prioritization Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Not Placed on Prioritization List	10	11	12	24									57
Placed on Prioritization List	40	30	31	44	1								146
SPDAT Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Client Refused (0 Score)	5	1	3	7									16
Family (v2.0)		1											1
Family (v3.0)	34	29	30	51	1								145
HP Assessment (BOS ONLY)		1											1
Single (v2.0)	0	1	0	1									2
Single (v3.0)	9	6	8	7	0								29
Youth (v2.0)	2	2	2	2									8
SPDAT Score / Need	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PSH - Permanent Supportive Housing (8+)	30	26	27	54	1								137
RRH - Rapid Rehousing (4-7)	14	12	13	8	0								47
HP - Homelessness Prevention													
Diversion - No supports (0-3)	6	3	3	6									18

Removed from Prioritization List

Housing Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housed	2	2	2	1									7
Not Housed	9	10	15	36	4								74
Average days to permanent housing													
Average days on prioritization list		0											0
Project type used (Housed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Other Permanent Housing (OPH)	2	1	1	1									5
Permanent Supportive Housing (PSH)			0										0
Rapid Rehousing (RRH)	0	1	1										2
NULL	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	0	1	16	2								20
Client/Household no longer wishes to participate in Coordinated Entry	0		0	0									0
Client/Household self-resolved and is no longer homeless	2		1	1	1								5
Client is now deceased.				0									0
Client is now in a substance abuse treatment facility or hospital			0										0
Client is now in jail/prison/juvenile detention facility.				0									0
NULL	6	10	13	19	1								49

CE Household Report: 01/01/2024-04/30/2024 (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	15	12	27									68
PHC - Coordinated Intake (Post-Shelter Admission)(1185)	4	5	5	4									18
TOTAL	18	20	17	31									86

Assessments completed (CE Assessment)

Assessment Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Crisis Needs Assessment	0												0
Housing Needs Assessment	15	19	17	28	0								79
TOTAL	15	19	17	28	0								79
Prioritization Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Not Placed on Prioritization List	2	4	5	11									22
Placed on Prioritization List	13	15	12	17	0								57
SPDAT Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Client Refused (0 Score)	0	0	0	2									2
Family (v2.0)		0											0
Family (v3.0)	4	5	3	9	0								21
HP Assessment (BOS ONLY)		0											0
Single (v2.0)	0	0	0	0									0
Single (v3.0)	0	0	2	1	0								3
Youth (v2.0)	11	14	12	16									53
SPDAT Score / Need	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PSH - Permanent Supportive Housing (8+)	7	10	8	16	0								41
RRH - Rapid Rehousing (4-7)	8	9	9	8	0								34
HP - Homelessness Prevention													
Diversion - No supports (0-3)	0	0	0	4									4

Removed from Prioritization List

Housing Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housed	0	0	1	1									2
Not Housed	0	2	5	17	2								26
Average days to permanent housing			34	0									17
Average days on prioritization list		1	5	41	91								34
Project type used (Housed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Other Permanent Housing (OPH)	0	0	0	1									1
Permanent Supportive Housing (PSH)			1										1
Rapid Rehousing (RRH)	0	0	0										0
NULL	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.	0	0	0	4	2								6
Client/Household no longer wishes to participate in Co	0		0	1									1
Client/Household self-resolved and is no longer homele	0		0	0	0								0
Client is now deceased.				0									0
Client is now in a substance abuse treatment facility or			0										0
Client is now in jail/prison/juvenile detention facility.				0									0
NULL	0	2	5	12	0								19

TOPIC: 2024 Local CoC Competition Application**DATE:** May 9, 2024**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. Due to the nature of the HMIS project, a separate project application exists for HMIS and YHDP-HMIS.

RECOMMENDATION:

The recommended changes for the 2024 local application are in purple text. Many of the changes from the

General Project Application

Page 4, midway down the page - Eliminate the question pertaining to the residence prior to homelessness of the persons being served by the project because it is reflected in the first performance measure on page 12.

Page 8, question 2 at the top of the page – This language is being updated to reflect the new project priority for the 2024 local competition.

Page 9, section VI – The addition of these two questions are due to HUD's continued focus on diversity to leadership positions and involvement of persons with lived experience of homelessness on an organization's staff and board.

Page 12, performance measures charts – These performance measures were originally established to recognize the increased difficulties by projects serving severe high needs populations. This is an area HUD continues to emphasize so we're adding two additional performance measures indicative in severe high needs populations.

Page 13, question 2 at the top of the page – This language is being updated to reflect the new project priority for the 2024 local competition.

Page 13, section VIII, rental assistance budget chart – Each year, HUD modifies their Fair Market Rent (FMR) amounts which then need to be updated in our local application.

Page 16 Budget Summary, Administration – Not all renewal projects may have a approval to increase their amount of administration from "up to 7%" to "up to 10%). The suggested changes here are to emphasize the circumstances under which they can increase the amount requested for administration.

HMIS Project Application

Page 1, bottom of the page – These questions have been moved to a new Project Administration section found on page 3 of the application.

Page 3, 13. Promoting Racial Equity – Previously, questions in this section of the general project application didn't apply to HMIS because they pertained to serving persons experiencing homelessness. However, the two



questions being recommended this year for inclusion of this section of the general application do apply to an HMIS project, so they are being added here.

Page 3, 14. Project Administration – This section is being added, as well as questions “a” and “d” to mirror the Project Administration section of the general project application.

YHDP-HMIS Project Application

Page 1, bottom of the page – These questions have been moved to a new Project Administration section found on page 3 of the application.

Page 2, 5. Promoting Racial Equity – Previously, questions in this section of the general project application didn’t apply to HMIS because they pertained to serving persons experiencing homelessness. However, the two questions being recommended this year for inclusion of this section of the general application do apply to an HMIS project, so they are being added here.

Page 2-3, 6. Project Administration – This section is being added, as well as questions “a” and “d” to mirror the Project Administration section of the general project application.

It’s not uncommon for HUD to make changes to their application which we don’t learn about until the annual NOFO is released. Therefore, the Grant Committee requests 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 2024 Project Application

To qualify as a new or renewal project and submit a 2024 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, 2024, 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_2024 the deadline for submission is **no later than MONTH DAY, 2024, at 5:00pm** in order to be considered.

Application Scoring:

Applications receiving a score of 70% or less will NOT be considered for funding.

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

- *2024 Annual CoC Program Competition Priorities and Ranking;*
- *2024 Annual CoC Program Competition Score Sheet; and*
- *Section ??, Eligibility Information of the 2024 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. Housing First

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 ADMITTANCE POLICY, ONE COPY OF YOUR TERMINATION POLICY AND ONE COPY OF YOUR TERMINATION APPEAL PROCESS.

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 percentage of clients served who fall within the VI-SPDAT range for PSH. **(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 primary 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):
- | | | |
|--|---|---|
| <input type="checkbox"/> Chronic Homeless | <input type="checkbox"/> Veterans | <input type="checkbox"/> Youth (under 25) |
| <input type="checkbox"/> Families with Children | <input type="checkbox"/> Domestic Violence (recent or past) | |
| <input type="checkbox"/> Substance Abuse | <input type="checkbox"/> Mental Illness | <input type="checkbox"/> HIV/AIDS |
| <input type="checkbox"/> 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):
- | | | |
|--|---|---|
| <input type="checkbox"/> Chronic Homeless | <input type="checkbox"/> Veterans | <input type="checkbox"/> Youth (under 25) |
| <input type="checkbox"/> Families with Children | <input type="checkbox"/> Domestic Violence (recent or past) | |
| <input type="checkbox"/> Substance Abuse | <input type="checkbox"/> Mental Illness | <input type="checkbox"/> HIV/AIDS |
| <input type="checkbox"/> 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 them, 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 provided 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.*

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

(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.

<u>Staff Person Name</u>	<u>Title</u>	<u>Year of SOAR Training</u>
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 (PSH for chronically homeless individuals and families)**: 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 specific plan 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 **CoC** project? ☐ **Yes** ☐ **No**
- (c) Do you anticipate you will have unspent funds at the expiration date of this **CoC project's** current contract?
 - ☐ **Yes** ☐ **No**

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

- (d) Did you have unspent **CoC** funds at the expiration of grant terms in any of the previous 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.**

2022 – 2023 (ended in 2023):

2021 – 2022 (ended in 2022):

2020 – 2021 (ended in 2021):

2019 – 2020 (ended in 2020):

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

VI. 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? ☐ **Yes** ☐ **No**
If “No”, do you plan to do so in the next year? ☐ **Yes** ☐ **No**

2. What steps has your organization taken to recruit under-represented individuals (BIPOC, LGBTQ, persons with lived experience) for managerial and leadership positions?

3. What steps has your organization’s board of directors taken to recruit representation from more than one person with lived experience of homelessness.

4. 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)

VI. Performance Measures

1. Renewal applicants:

- a.) All Renewal Applicants with Projects in Operation in 2023: 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.) **Renewal Applicants with IA-502 (Des Moines/Polk County) Monitoring Reports** - 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 IA-502 (Des Moines/Polk County) Monitoring Report must be attached to your application.** (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, YHDP-SSO	<u>Benchmark</u> : 7 days	Click here to enter text.
	Data Completeness: (points described below; up to 5 points)	
TH, RRH, PSH, SSO-CI, YHDP-SSO	<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?	
RRH, PSH	<u>Benchmark</u> : 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 <u>Benchmark</u> : ≥72%	Click here to enter text.
PSH	c2. Percentage of successful exits/retention: <u>Benchmark</u> : ≥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	<u>Benchmark</u> : ≥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) <u>Benchmark</u> : ≥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) <u>Benchmark</u> : 100%	Click here to enter text.
	Participants with Disabilities	
PSH	Percentage of participants with more than 1 disability <u>Benchmark</u> : 75%	Click here to enter text.
RRH, TH-RRH	Percentage of participants with more than 1 disability <u>Benchmark</u> : 50%	Click here to enter text.
	Income at Entry	
PSH	Percentage of participants with zero income at entry <u>Benchmark</u> : 70%	Click here to enter text.
RRH, TH-RRH	Percentage of participants with zero income at entry <u>Benchmark</u> : 50%	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 PSH for chronically homeless individuals and families and 2024 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. **(DO NOT 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	\$883	\$Click here to enter	12	Click here to
1 Bedroom	Click here to	\$899	\$Click here to enter	12	Click here to
2 Bedroom	Click here to	\$1,080	\$Click here to enter	12	Click here to
3 Bedroom	Click here to	\$1,477	\$Click here to enter	12	Click here to
4 Bedroom	Click here to	\$1,481	\$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-CL 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 – Renewal Projects: 10% must already be included in your project's CURRENT HUD APPROVED budget. IF NOT, you may only request up to 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 $\geq 25\%$ 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, 2024 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_2024 the deadline for submission is **no later than MONTH DAY, 2024, at 5:00pm** in order to be considered.

SUBMISSION SUMMARY

_____ **2024** 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

IA-502 (Des Moines/Polk County CoC) 2024 HMIS Renewal Application

To qualify as a renewal project and submit a 2024 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, 2024**, at **0:00**.

Application submission: Please submit this application form and required attachments by emailing an electronic application packet to Angie Arthur at aarthur@homewardiowa.org no later than **MONTH DAY 2024** at 5 p.m. in order to be considered.

Organization: _____

Contact Name: _____

Email: _____

Contact telephone #: _____

Project Name: _____

Grant #: _____

Requested amount: _____

Application Scoring:

Applications receiving a score of 70% or less will NOT be considered for funding.

~~Are funding draws from Line of Credit Control System (LOCCS) monthly for this project?~~ ~~☐ YES ☐ NO~~

~~Were dollars remaining on your most recently expired grant?~~

~~☐ YES ☐ NO~~

~~If yes, how much?~~ _____



1. Provide evidence of Homeward's review and approval of HUD required policies, and evidence of written procedures outlining the frequency of policy review by Homeward.
2. Provide evidence that all HMIs end users have completed an initial training; that HMIS Participating Agency Agreements and Data Sharing Agreements are on file at ICA; and that all Vendor Agreements comply with HMIS privacy and other related policies.
3. Describe measures taken, reports run and the frequency in which they are conducted to ensure CoC-wide data quality and integrity and that CoC-wide null values are less than 10%.
4. Describe the professional development trainings or conferences offered to ICA staff in the last year (July 1, 2023– June 30, 2024). Include the type of training or name of conference(s) and who attended (*"Staff" is defined as those ICA employees who provide assistance and/or training to Homeward as well as the Des Moines/Polk County CoC/ESG-funded, and non-funded, programs*).
5. Describe the HMIS role in providing tools for Homeward's responsibilities in setting performance goals, evaluating programs and projects, and monitoring key HEARTH performance goals. Describe methods for assisting Homeward in setting and implementing HUD system performance measures.
6. Provide examples of evaluation of local programs and/or system activities in assisting Homeward in assessing community performance and the needs of persons experiencing homelessness in this community. Provide examples of HMIS data reporting or analysis in supporting Homeward's planning.
7. Describe the role of the Institute of Community Alliances in the continued implementation and monitoring of the Des Moines/Polk County CoC's centralized intake system.
8. Describe how ICA supports data collection for non-HUD funded projects in the Des Moines/Polk County CoC.
9. Provide evidence that the HIC was accurate and posted on the HDX on a timely basis. What is the overall bed coverage rate for the Des Moines/Polk County CoC? If less than 86%, describe steps that will be taken to support the Des Moines/Polk County CoC in increasing the rate.
10. Provide evidence that ICA provides accurate and complete information from the Des Moines/Polk County CoC HMIS to HUD for the Longitudinal System Analysis and that the LSA was submitted to HUD in a timely manner.
11. Describe the trainings and technical assistance offered to end users. Include the types and frequency of trainings and technical assistance.

12. Describe steps taken by ICA to ensure the ease of use of the Des Moines/Polk County CoC HMIS system by provider agencies. Include how provider agencies can run reports independently; the frequency in which the system has been down in the last year and any problems this created for the provider agencies; and the average response time to providers' requests for information or assistance.

13. Promoting Racial Equity

- a. What percent of the program's (or organization?) managerial and leadership positions are filled with under-represented individuals (BIPOC, LGBTQ, persons with lived experience)?
- b. How many people on the organization's board of directors have lived experience of homelessness?

14. 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 previous 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.**

2022 – 2023 (ended in 2023):

2021 – 2022 (ended in 2022):

2020 – 2021 (ended in 2021):

2019 – 2020 (ended in 2020):

15. Provide the annual HMIS budget delineating federal funds and local match. If CoC funding is decreased, what would the impact on the HMIS? If CoC funding is increased, how would it be used?

Submit your match letters and in-kind MOU agreements, no later than noon MONTH DAY, 2024 by 5:00pm.

IA-502 (Des Moines/Polk County CoC) 2024 YHDP-HMIS Renewal Application

To qualify as a renewal project and submit a 2024 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, 2024, at 0:00.

Application submission: Please submit this application form and required attachments by emailing an electronic application packet to Angie Arthur at aarthur@homewardiowa.org no later than on MONTH DAY, 2024 at 5 p.m. in order to be considered.

Organization: _____

Contact Name: _____

Email: _____

Contact telephone #: _____

Project Name: _____

Grant #: _____

Requested amount: _____

Application Scoring:

Applications receiving a score of 70% or less will NOT be considered for funding.

~~Are funds drawn from Line of Credit Control System (LOCCS) monthly for this project?~~
~~_____ ☐ YES ☐ NO~~

~~Were dollars remaining on your most recently expired grant?~~
~~☐ YES ☐ NO~~

~~If yes, how much? _____~~



1. Describe the professional development trainings or conferences offered to ICA staff in the last year (July 1, 2023– June 30, 2023) that support youth and YHPD projects. Include the type of training or name of conference(s) and who attended (*“Staff” is defined as those ICA employees who provide assistance and/or training to the CoCB as well as the Polk County CoC/ESG-funded, and non-funded, programs*).
2. Provide examples of evaluation of local programs and/or system activities in assisting the PCoCB in assessing community performance and the needs of homeless youth/young adults in this community. Provide examples of HMIS data reporting or analysis in supporting CoCB planning.
3. Describe the trainings and technical assistance offered to YHDP end users. Include the types and frequency of trainings and technical assistance.
4. Describe steps taken by ICA to ensure the ease of use of the PCCoC HMIS system by YHDP provider agencies. Include how provider agencies, run reports independently; the frequency in which the system has been down in the last year and any problems this created for the provider agencies; and the average response time to providers’ requests for information or assistance.

5. Promoting Racial Equity

- a. What percent of the program’s (or organization?) managerial and leadership positions are filled with under-represented individuals (BIPOC, LGBTQ, persons with lived experience)?
- b. How many people on the organization’s board of directors have lived experience of homelessness?

6. 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 previous 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.

2022 – 2023 (ended in 2023):

2021 – 2022 (ended in 2022):

2020 – 2021 (ended in 2021):

2019– 2020 (ended in 2020):

7. Provide the annual YHDP HMIS budget delineating federal funds and local match. If CoC funding is decreased, what would the impact on the HMIS? If CoC funding is increased, how would it be used?

Submit your match letters and in-kind MOU agreements, no later than MONTH DAY, 2024 by 5:00pm.

TOPIC: 2024 Local CoC Competition Application Score Sheet

DATE: May 9, 2024

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 2024 score sheets are in pink text.

PSH-RRH-TH Score Sheet.

Page 1, *III. Project Description, 1(a)* – This question was removed from this section in the project application.

Page 2, *III. Project Description, 1(g)*– The previous scoring was confusing. Since the inclusion of organization policies is a requirement for this question, they must be included to receive full points.

Page 6, *IV. Project Administration, 1(c) & 1(d)* – Seeing more unspent funds and want to reinforce the full expenditure of grant funds awarded. Increased score from 5 to 10 points for each question.

Page 7, *VI. Performance Measures, Exited to Permanent Housing Destination* – Captured in the next measure pertaining to successful exits.

Page 8, *Second question following Percent of successful exits/retention* – This question is the general project application but the corresponding section was not in the score sheet.

Page 8, *Percent of adults or HofH meeting definition of literally homeless at entry* – Expanded the measure's description to demonstrate transitional housing was already a part of the literally homeless definition in lieu of cutting the question in the application that referenced program participants coming from transitional housing.

Page 9, *Participants with Disabilities and Income at Entry* – These are two new questions in the general project application.

Page 11, *VIII. Promoting Racial Equity* – Questions 2 and 3 are new questions being added to the general project application.



SSO-CI Score Sheet

Page 3, *V. Project Administration, 1(c) & 1(d)* – Seeing more unspent funds and want to reinforce the full expenditure of grant funds awarded. Increased score from 5 to 10 points for each question.

Page 5, *VIII. Promoting Racial Equity* – Questions 2 and 3 are new questions being added to the project application.

YHDP SSO Score Sheet

Page 3, *V. Project Administration, 1(c) & 1(d)* – Seeing more unspent funds and want to reinforce the full expenditure of grant funds awarded. Increased score from 5 to 10 points for each question.

Page 4, *VIII. Promoting Racial Equity* – Questions 2 and 3 are new questions being added to the project application.

HMIS Score Sheet

Page 2, *Promoting Racial Equity* – Questions 13(a) and 13(b) and are new questions being added to the project application.

Page 2, *Project Administration, 14(a) & 14(d)* – Seeing more unspent funds and want to reinforce the full expenditure of grant funds awarded. Increased score from 5 to 10 points for each question.

YHDP HMIS Score Sheet

Page 1, *Promoting Racial Equity* – Questions 5(a) and 5(b) and are new questions being added to the project application.

Page 2, *Project Administration, 6(a) & 6(d)* – Seeing more unspent funds and want to reinforce the full expenditure of grant funds awarded. Increased score from 5 to 10 points for each question.

As with the local application, the Grant Committee requests the flexibility to make changes in to the score sheets to reflect changes in the local application prompted by changes made by HUD in their application.



2024 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 eligible 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 <u>DO NOT</u> concur, or if all questions <u>aren't</u> 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	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 :	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 . <u>Number of units AND number of beds completed = 2 points</u> ; Either one not completed = 1 point ; Neither completed = 0 points . <u>Identifies a realistic strategy for building a landlord network and mitigating landlord reluctance to rent to target population= 7 points</u> ; 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 & policies/procedures confirm program works to preven evictions = 4 point ; Answered "Yes" but policies and procedures don't concur, or Answered "No" = 0 points 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	

Criteria	Points	Points Breakdown	Source Documentation	Score
2. Support Services				
(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 <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	Points Breakdown	Source Documentation	Score
NEW PROJECT - Leveraging Housing Resources	10	<p>10 points - Project is using one of the following sources of funding:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Private organizations <input type="checkbox"/> State or local HOME funding <input type="checkbox"/> State or local American Rescue Plan funding <input type="checkbox"/> Other state or local funding <input type="checkbox"/> Public Housing Agencies <input type="checkbox"/> Federal programs other than the CoC or ESG programs <u>AND</u> demonstrates housing units will <input type="checkbox"/> For PSH, provide at least 25% of the units included in the project for the targeted population described in this application <input type="checkbox"/> For RRH, serve at least 25% of the program participants anticipated to be served by the project <p>5 points - Project is using one of the funding sources listed above, <u>AND</u> demonstrated housing units are less than the</p>	Project Application	
NEW PROJECT - Leveraging Healthcare Resources	10	<p>10 points - Project is utilizing healthcare resources which may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Direct contributions from a public or private health insurance provider or project (e.g., Medicaid) <input type="checkbox"/> Provision of healthcare services by a private or public organization (e.g., Ryan White funded organization) tailored to the program participants of the project <input type="checkbox"/> Other healthcare resource <p><u>AND</u> demonstrates</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> 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 <p>5 points - Project is using one of the healthcare resources listed above, <u>AND</u> demonstrated a commitment of healthcare resources less than the thresholds described above</p>	Project Application	

Criteria	Points	Points Breakdown	Source Documentation	Score
IV. Project Quality				
Renewal Application				
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.	
New Application				
(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	
(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 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	

Criteria	Points	Points Breakdown	Source Documentation	Score
1. (b) LOCCS draws completed every month	10	Yes= 10 points No or N/A= 0 points	Project Application	
1. (c) Unspent funds on most recent expired grant	5 10	Yes= 0 points ; Yes and describes the amount and reason for unspent funds = 1 point . No or N/A= 5 10 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 10	No or N/A= 5 10 points ; 1 year checked = 3 8 points ; 2 year checked = 2 4 points ; 3 years checked = 1 point ; 4 years checked = 0 points ;PSH or RRH programs with unspent rental assistance funds <u>due to the difference between FMR and Rent Reasonableness calculation</u> should be awarded full	Project Application	
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 eligible 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	1	Applicant indicates the number of households served = 1 point ; Applicant has not answered either question = 0	Project Application	
Data Timeliness:				
RRH, PSH, TH-RRH, SSO-CI, YHDP-SSO 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-RRH, SSO-CI, YHDP-SSO 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				

Criteria	Points	Points Breakdown	Source Documentation	Score
RRH, 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	
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	
For each performance measure, above (i.e., Timeliness, Completeness & Destination Errors), whose benchmark hasn't been met, please explain how your agency plans to improve in each measure.	5	All bench marks were met or answer includes a reasonable plan for each benchmark not met = 5 points Answer doesn't include a reasonable plan for all benchmarks not met = 2.5 points Answer does not include a reasonable plan for any of the benchmark not met = 0 points	Project Application	
Income Increases				
RRH, TH-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> (Benchmark: Q1: 15%; Q2: 20%; Q3:25%; Q4 30%)	5	Benchmark met for all four quarters = 5 Points Bench mark met for 3 of 4 quarters = 4 Points Benchmark met for 2 of 4 quarters = 3 points Benchmark met for only one quarter = 1 point Benchmark not met for any quarter = 0 points	DSM-Polk CoC Monitoring Report	
Days to Move In (Average length of time from enrollment to permanently housed)				
RRH, PSH, TH-RRH	10	≤90 days = 10 points ; >90 days = 0 points	DSM-Polk CoC Monitoring Report	
Exited to Permanent Housing Destination				
RRH, TH-RRH Number of households who exited to a PH destination	1	-Applicant indicates the total positive housing destinations = 1 point; Applicant has not answered either question = 0 points	DSM-Polk CoC Monitoring Report	

Criteria	Points	Points Breakdown	Source Documentation	Score
Percent of successful exits/retention				
RRH, TH-RRH Percentage of successful exits to permanent housing	10	≥72% = 10 Points 62-71% = 5 Points <62% = 0 Points	DSM-Polk CoC Monitoring Report	
PSH Percentage of successful retentions	10	≥93% = 10 Points 83 - 92% = 5 Points <83% = 0 Points	DSM-Polk CoC Monitoring Report	
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	
For each performance measure whose benchmark hasn't been met, please explain how your agency plans to improve in each measure.	5	All bench marks were met or answer includes a reasonable plan for each benchmark not met = 5 points Answer doesn't include a reasonable plan for all benchmarks not met = 2.5 points Answer does not include a reasonable plan for any of the benchmark not met = 0 points	Project Application	
Percentage of adults or HoH participants that met literally homeless definition prior to entry?				
RRH, PSH, TH-RRH Number of adult participants or head of households (HoH) served that : 1)Has a primary nighttime residence that is a public or private place not meant for human habitation; or 2) 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 3) Is exiting an institution where they 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	2	≥93% = 5 Points 85 - 92% = 3 Points <85% = 0 Points	DSM-Polk CoC Monitoring Report	

Criteria	Points	Points Breakdown	Source Documentation	Score
Percentage of chronic individuals served				
RRH, TH-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	$\geq 10\% = 5 \text{ Points}$ $5 - 9\% = 3 \text{ Points}$ $< 5\% = 0 \text{ Points}$ 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	$100\% = 5 \text{ points}$ $96-99\% = 4 \text{ points}$ $92-95\% = 3 \text{ points}$ $88-91\% = 2 \text{ points}$ $85-87\% = 1 \text{ point}$ $< 85\% = 0 \text{ Points}$ YHDP Project = 5 points	DSM-Polk CoC Monitoring Report	
Participants with Disabilities				
PSH Percentage of participants with more than one disability.	5	$\geq 75\% = 5 \text{ Points}$ $65-74\% = 3 \text{ Points}$ $< 65\% = 0 \text{ Points}$	DSM-Polk CoC Monitoring Report	
RRH, TH-RRH Percentage of participants with more than one disability.	5	$\geq 50\% = 5 \text{ Points}$ $40-49\% = 3 \text{ Points}$ $< 40\% = 0 \text{ Points}$	DSM-Polk CoC Monitoring Report	
Income at Entry				
PSH Percentage of participants with zero income at entry.	5	$\geq 70\% = 5 \text{ Points}$ $60-69\% = 3 \text{ Points}$ $< 60\% = 0 \text{ Points}$	DSM-Polk CoC Monitoring Report	

Criteria	Points	Points Breakdown	Source Documentation	Score
PSH, RRH, TH-RRH Percentage of participants with zero income at entry.	5	$\geq 50\%$ = 5 Points 40-49% = 3 Points $< 40\%$ = 0 Points	DSM-Polk CoC Monitoring Report	
Describe what the data above is telling you about the impact on the program from percentage of participants with high needs .	5	Answer includes a specific description of the impact on the program = 5 points ; Answer doesn't provide a specific description = 2.5 points ; Description is vague or doesn't match the data = 0 points	Project Application	
2. New applicants for RRH	81	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 <u>planning</u> , <u>policy review</u> and <u>decision making</u> process; If answered "No = 0 points	Project Application	
VIII. Promoting Racial Equity				

Criteria	Points	Points Breakdown	Source Documentation	Score
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	
2. How many members of the program’s (or organization?) managerial and leadership positions are filled with under-represented individuals (BIPOC, LGBTQ, persons with lived	5	2 or more = 5 points; 1 = 2.5 points; 0 = 0 points		
3. How many people on the organization’s board of directors have lived experience of	5	2 or more = 5 points; 1 = 2.5 points; 0 = 0 points		
4. 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. 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 <u>not</u> 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 <u>not</u> consistent with Project Design (section III 1. (a)) = 1 point ; Project <u>not</u> eligible for operational costs = 0 points	Project Application	
3. Supportive Services	1	Services selected match services selected in <i>Supportive Services and Frequency</i> chart= 1 point ; Services selected do not match services selected in <i>Supportive Services and Frequency</i> chart= 0 points	Project Application	

Criteria	Points	Points Breakdown	Source Documentation	Score
4. Budget Summary	1	Line item totals equal corresponding budget total & admin doesn't exceed the percent in the project's most recent HUD approved contract = 1 point ; errors in line item budgets, admin calculation or doesn't match the admin amount in the project's most recent HUD approved	Project Application	
5. Accuracy	10	Up to 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)	
Renewal: PSH/RRH/TH-RRH	#VALUE!		TOTAL	
Renewal: RRH-DV	#VALUE!		TOTAL	
New: PSH	#VALUE!		TOTAL	

2024 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 points No = 0 points	Project Application	
1. (c) Unspent funds on most recent expired grant	10	Yes= 0 points ; Yes and describes the amount and reason for unspent funds = 1 point . No or N/A= 10 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	10	No or N/A= 10 points ; 1 year checked = 8 points ; 2 year checked = 4 points ; 3 years checked = 1 point ; 4 years checked = 0 points ; PSH or RRH programs with unspent rental assistance funds <u>due to the difference between FMR and Rent Reasonableness calculation should be</u>	Project Application	
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 eligible 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				
Data Timeliness:				
TH, RRH, PSH, SSO-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: <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	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	

Criteria	Points Possible	Points Breakdown	Documentation	Score
2. How many members of the program's (or organization?) managerial and leadership positions are filled with under-represented individuals (BIPOC, LGBTQ, persons with lived experience)?	5	2 or more = 5 points ; 1 = 2.5 points ; 0 = 0 points		
3. How many people on the organization's board of directors have lived experience of homelessness?	5	2 or more = 5 points ; 1 = 2.5 points ; 0 = 0 points		
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. Budget/Cost Effectiveness				
Supportive Services	1	Services selected match services selected in <i>Supportive Services and Frequency</i> chart= 1 point Services selected do not match services selected in <i>Supportive Services and Frequency</i> chart= 0 points	Project Application	
Budget Summary	1	Line item totals equal corresponding budget total & admin doesn't exceed the percent in the project's most recent HUD approved contract = 1 point ; errors in line item	Project Application	
Accuracy	10	Up to 10 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	
	166.5		TOTAL	

REVIEWER COMMENTS AND THOUGHTS:

2024 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	
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	
II. Housing First				
Project must operate under a Housing First Model	10	If questions 1-11 are answered "No" and policies concur, project is eligible for funding and receives full points ; If questions 1-11 are answered "Yes" and policies <u>DO NOT</u> concur, or if all questions <u>aren't</u> answered "Yes", the project is not eligible for funding .	Admittance and Termination Policies	
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	

Criteria	Points	Points Breakdown	Documentation	Score
(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	
1. (b) LOCCS draws completed monthly	5	Yes = 5 points No = 0 points	Project Application	

Criteria	Points	Points Breakdown	Documentation	Score
1. (c) Unspent funds on most recent expired grant	10	Yes= 0 points ; Yes and describes the amount and reason for unspent funds = 1 point . No or N/A= 10 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	10	No or N/A= 10 points ; 1 year checked = 8 points ; 2 year checked = 4 points ; 3 years checked = 1 point ; 4 years checked = 0 points ;PSH or RRH programs with unspent rental assistance funds <u>due to the difference between FMR and Rent Reasonableness calculation</u> 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, 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: <u>Included explanation of how agency plans to improve measure</u> = 2 points ; <u>Did not included explanation of how agency plans to improve measure</u> = 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				

Criteria	Points	Points Breakdown	Documentation	Score
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 process</u>	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	
2. How many members of the program's (or organization?) managerial and leadership positions are filled with under-represented individuals (BIPOC, LGBTQ, persons with lived experience)?	5	2 or more = 5 points ; 1 = 2.5 points ; 0 = 0 points		
3. How many people on the organization's board of directors have lived experience of homelessness?	5	2 or more = 5 points ; 1 = 2.5 points ; 0 = 0 points		

Criteria	Points	Points Breakdown	Documentation	Score
4. 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. Budget/Cost Effectiveness				
Supportive Services	1	Services selected match services selected in <i>Supportive Services and Frequency</i> chart= 1 point Services selected do not match services selected in <i>Supportive Services and Frequency</i> chart= 0 points	Project Application	
Budget Summary	1	Line item totals equal corresponding budget total & admin doesn't exceed the percent in the project's most recent HUD approved contract = 1 point ; errors in line item budgets or admin calculation= 0 points	Project Application	
Accuracy	10	Up to 10 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	
	177		TOTAL	

2024 HMIS Renewal Application Scoring Sheet			
Question	Points Possible	Points Breakdown	Score
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. 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 policies = 0 points	
3. 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	
4. 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	
5. 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	
6. 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	
7. 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	
8. 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	
9. 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
10. 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	
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 ≤ 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	
Promoting Racial Equity			
13 (a). How many members of the program's (or organization?) managerial and leadership positions are filled with under-represented individuals (BIPOC, LGBTQ, persons with lived experience)?	5	2 or more = 5 points ; 1 = 2.5 points ; 0 = 0 points	
13 (b). How many people on the organization's board of directors have lived experience of homelessness?	5	2 or more = 5 points ; 1 = 2.5 points ; 0 = 0 points	
Project Administration			
14. (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	
14. (b) LOCCS draws completed every month	10	Yes = 10 points No or N/A = 0 points	
14. (c) Unspent funds on most recent expired grant	10	Yes = 0 points ; Yes and describes the amount and reason for unspent funds = 1 point . No or N/A = 10 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	
14. (d) Unspent funds in previous years at grant expiration	10	No or N/A = 10 points ; 1 year checked = 8 points ; 2 year checked = 4 points ; 3 years checked = 1 point ; 4 years checked = 0 points ;PSH or RRH programs with unspent rental assistance funds <u>due to the difference between FMR and Rent Reasonableness calculation</u> should be awarded full points	
Project Budget			

Question	Points Possible	Points Breakdown	Score
15. 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 point ; Described impact of reduction in funds = up to 2 points ; Described how an increase in funds would be used = up to 2 points	
16. Accuracy	10	Up to 10 points based on budget amounts equaling corresponding amounts in the project's approved HUD budget.	
	180	TOTAL	

REVIEWER COMMENTS: