Polk County Continuum of Care Board
April 10th, 2017 -- 12:00 PM – 1:30 PM
River Place, 2309 Euclid Ave, Room 1A

Vision: Everyone in Polk County will have a safe place to call home.
Mission: Our mission is to end homelessness in Polk County by marshalling community
resources and facilitating and managing effective partnerships focused on providing services,
supports and solutions to create a safe home for everyone.
Goal: Reduce Homeless by half by 2020

Agenda
5 minutes Welcome & Approve Agenda

5 minutes Consent items
- March board meeting minutes, Housing Committee, Coordinated Services, Director’s
  Council, Service Council, and Staff Report

50 Minutes: Committee Items
- Executive Committee: Libby Nelson/Matt McDermott
  - Needs Assessment contract, in packet
- Grant Committee: Kris Schechinger-Camper
  - Performance Plan, Quality Improvement Plan, and LOI: Review and adopt
    final documents located on our website here--
    http://www.polkcares.org/committee/nofa-items/
  - RHY program at YESS and determination
  - TA Request approved
- Governance Committee: Matt McDermott
  - Review and adopt updated Charter: Final document can be reviewed on our
    website here-- http://www.polkcares.org/committee/nofa-items/
- Nomination Committee: Carole Bodin

30 minutes Flying High Award and final items
- Homeless Connect: April 20th, sign up to volunteer or be at event
- Youth Work: First large group meeting is April 24th at 12:00 to 1:30 at IHYC
- Lunch: Sponsor for April, May?
- Open items
- Next meeting: May 8th, 2017

Adjourn: 1:30 PM
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CONTINUUM OF CARE BOARD  
Monday, March 13, 2017  
12:00 – 1:00 pm  
Polk County River Place, Room 1A  

MINUTES

Board Members Present:
Elisabeth Buck, Eric Burmeister, Angela Dethlefs-Trettin, Deirdre Henriquez, Matt McDermott, Susan Wright, Phil Delafield, Chris Johansen, Susan Osby, Doug Stodge, Major Steve Waymire, Miah Baum

Board Members Absent:
Carol Bodin, Russ Frazier, Nancy Galeezi, Jamie Gilley, Tom Jackowski, Valerie Miller-Coleman, Libby Nelson, Kris Schechinger-Camper, Thomas Beil, Janice Lane

Guests:
Diogenes Mala, Karen Bougher, Margo Miller Ramirez, Shelby Ridley, Sarah Boese, Julie Eberbach, Melissa O’Neil, Andrea Dencklau, Carol Behrer

Staff
Mark Phillips

Call to Order
Vice-Chair Matt McDermott called the meeting to order at 12:08 pm on behalf of Chair Libby Nelson, who was absent.

Mark Phillips thanked CISS for catering the lunch. They are available with one week’s notice and flexible with the menu and pricing.

Agenda
A motion was made by Phil Delafield to approve today’s agenda; seconded by Angie Dethlefs-Trettin. Carried.

Consent Items
A motion was made by Eric Burmeister to approve the Consent items for today’s meeting; seconded by Susan Wright. Carried.

Grant Committee
Mark Phillips informed the Board that he emailed out the performance quality improvement plan and letter of intent; he needs comments returned to him by March 20. It was also reviewed at the Director’s Council with no comments or suggestions. After all comments are submitted by March 20 Mark will make the final changes and have it prepared for final adoption at the April COCB meeting.

Governance
Mark Phillips also provided an update on the Governance Charter. A number of changes are being proposed. He will provide a clean and redlined draft to the COCB
members. It is also posted on the COCB website under NOFA items. Comments are due back to Mark by March 27. This document will be voted on by everyone in the COCB, not just the board members.

**Performance Measures**
See attached handout. Mark Phillips will report on this quarterly. The document provided compares baseline and stretch goals to the current status. Performance measure #1 is on target. Performance measure #2 has several components including median emergency & transitional (on target), median emergency only (on target), average emergency & transitional (on target), and average emergency only (on target). Performance measure #3 needs work, however, some items such as 6-month and 2 year transitional housing and street outreach have been met. Performance measure #4 has not made progress and has in fact, gone in the opposite direction. Performance measure #5 has not changed.

On a side note Mark Phillips pointed out that Jane Fogg is contracted to work on centralized intake and move towards completing an environmental scan. She is also focused on jobs and employment. This work is being done through the Coordinated Services Committee.

**Point In Time**
See powerpoint handout. Julie Eberbach provided a summary of several slides in attached handout. Page 2 shows an overall decrease in PIT count from 793 in 2016 to 676 in 2017. The decline was seen in the transitional housing category and much discussion was had regarding the impact of the House of Mercy beds no longer being counted because of a HUD determination that was made no longer classifying their clients as homeless. Attention was drawn to pages 15, 16 and 17 to discuss sheltered sub-populations which has been drastically reduced, unsheltered sub-populations which has remained the same, and veterans which has been reduced by 19 since last year.

The statewide point in time will be presented to the Iowa Council on Homelessness then posted online. Julie Eberbach did share that the unsheltered number for the state is the lowest it’s ever been.

**Other**
It was shared that the FY18 budget will most likely have cuts made to the Home and CBDG funds. Estimates are that there may be a 15% cut to the overall grant (would be approximately $500,000). It was suggested that talking points be created for anyone who will be going on the Partnership Washington DC trip in May.

Tracy Jones from 180 Degrees asked for the COCB to sign a letter of support for a per diem grant submission. CISS and the YMCA also get this grant. A motion was made by Angie Dethlef-Trettin to sign letters of support for any of the three groups applying for this funding; seconded by Eric Burmeister. Carried. Additionally, Mark Phillips will work on a process for future letter of support requests.
Mark Phillips reminded the board and audience to check out the website and newsletter.

March 15 is Homeless Awareness Day on the Hill. Participants will be meeting at 7:30 in the Rotunda at the Capitol. Mark Phillips will send talking points.

Youth Work: the Youth NOFA application was submitted and did not receive funding, however a grant award of $50,000 was made by MidIowa Health Foundation to Iowa Homeless Youth. The work team will be reconvening to create and send out a plan.

Homeless Connect is April 20. Sign up on the website.

Mark Phillips will be reviewing all of the board terms.

April 4 is the Landlord Forum, hosted by COCB, Polk County Housing Trust Fund and Primary HealthCare. So far 40 people have registered.

OppotUnity Summit is April 25 at the Botanical Gardens and will be focused on affordable housing.

Affordable Housing Week is the first week of April.

Flying High Award
This month’s award was presented to Susan Minks who is retiring.

Adjourn
With no further business to conduct, Angie Dethlefs-Trettin moved to adjourn at 1:22 pm; seconded by Eric Burmeister. Carried.

The next meeting of the Continuum of Care Board is scheduled for 12 noon to 1:30 pm, Monday, April 10, 2017 at the Polk County River Place, Room 1A.

Respectfully submitted,
Sarah Boese
Polk County Board of Supervisors
Housing Committee--MINUTES
March 20th, at 1:00 PM – 2:00 PM
Peace Conf. Room, Plymouth Congregational UCC, 4126 Ingersoll Ave
Attendees: Latoya, Margo, Josh, Mark

Agenda

45 minutes Discussion items:
• Mainstream update: In process of working on a Needs Assessment engagement
• Landlord forum update
  o Reviewed the schedule
• Reminder Affordable housing week: April 3 to 8
• Pipeline update: Mark
  o Vecino project: Awaiting decision, application
  o CHI and Phoenix: Valley Junction moving forward
  o Blackbird: 180 Degrees
  o Policy work with City of Des Moines
  o Newbury: Parking Ramp is in pipeline, next project to focus on after a couple other projects are completed.

10 minutes Questions and open discussion

Adjourned: 1:50 PM

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Coordinated Services Committee a sub-committee of the
Polk County Continuum of Care Board
Meeting Minutes for March 22, 2017

Members Attending: Sue Wright and Deirdre Henriquez Co-Chairs & CoC board members
Bill Swanson/Anawim, Leslie VanDerMolen & Dan Zahn/St. Joseph’s Family Shelter, Catherine Gerdes/ CFI Family Violence Center, Jim Cain/Family Promise, Pam Carmichael/HOME Inc., Lynn McCormick/House of Mercy, Charles Hill/IA Legal Aid, Eileen Mitchell/Institute for Community Alliances (HMIS), Margo Miller-Ramirez/Primary Health Care Centralized Intake, Kim Neal/VA, Carole Bodin & Danell Vaughan/West DM Human Services,

CoCB Staff: Mark Phillips, Jane Fogg

The meeting was called to order by Mark Phillips. He announced that Sue Wright has agreed to serve along with Deirdre Henriquez as a co-chair for the Coordinated Services committee.

1. Polk County CoCB Performance Targets have been established. Mark reported on progress toward those targets. Discussion surrounded Performance Target #4 dealing with Jobs and Income Growth. Committee members shared that employment may not be a requirement of their funding source. Other members gave examples where individuals come for shelter or service who are currently employed.
   The Coordinated Service Committee will return to this topic at another meeting. Mark will raise the issue with the Performance sub-committee.

2. Eileen walked the committee through various elements of the quarterly HMIS data for CI as required by the policies and procedures. She also providing a very helpful summary review of trends and some questions which arise as the data is studied.
   During the discussion a question was raised about the number of individuals at CISS who had not yet completed an intake via VISPDAT. A small work group from CISS and CI are convening to increase the percentage of completions. Any changes in protocol will be brought back to this committee.

3. The length and duration of individuals on waiting lists following intake was discussed at a recent CI Work Team. PHC/CI will review files to determine if a person on the waiting list should still be there or omitted making the list more accurate. In this way all members of CoC will be better informed about any actions they might consider.

4. One of the key roles of the C.S. committee is to recommend updates or additions to the CI policies and procedures then make recommendation to the CoCB for consideration. Three additions were reviewed.
   A motion was made by Jim Cain, seconded by Deirdre Henriquez to approve the language on Homeless Verification. The motion passed.
   Other changes will be coming to the committee either through suggestions for systems improvement or due to changing requirements from HUD.
5. In January 2017, HUD sent a notice establishing additional requirements for the Continuum of Care Centralized System (CPD-17-01). All requirements must be met by January 2018. Using a Self-Assessment tool sent by HUD, work is underway to review policies and procedures and current practice to ensure compliance. These changes will need to come to the C.S. committee for review & approval then go to the CoC Board.

6. Other:
   - Following conversations with House of Mercy it has been determined that not all programs exclusively take clients who are homeless.
   - Members had a brief discussion about the potential impact on programs funded by HUD if the federal budget is dramatically reduced. The current budget proposal is likely to change but it makes sense to see what the impact might be and prepare.

Announcements:
   - CI will be closed April 13th. Calls will be taken by 2.1.1
   - Affordable Housing Week April 3-8. See list of events on the Polk County Housing Trust Fund website. www.PCHTF.org

The meeting adjourned at 11:20 AM

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Participants:
Keshia Meissner, Leslie VanDerMolen, Melissa O'Neil, Catherine Gerdes, Roberta Victor, Carolyn Gathright, Tim Shanahan, Lynn McCormick, Julie Sleeper, Kate Polush, Toby O'Berry, Mark Phillips, Margo Miller-Ramirez, Cindy Rybolt, Althea Holcomb, Carole Bodin

Call to Order:
Catherine called the meeting to order at 10:03 A.M.

Approval of Minutes of February 2017 meeting:
The February minutes were approved.

By-Laws:
The By-Laws with red-lined proposed amendments were sent out to the council membership on February 1st. Catherine asked if everyone had review the proposed changes and invited discussion. Tim moved for approval of the amended By-Laws and Althea seconded the motion. The amended By-Laws were approved.

Homeless Connect:
Homeless Connect will be on April 20th. Mark reported that volunteers are still needed as well as donations of sunscreen and insect repellent. He is hopeful that Walmart will make a donation. There is a google doc for volunteer sign-up. http://www.polkcares.org/get-involved/homeless-connect-2017/

There will be a hair stylist, mobile dental clinic, multiple clinics from Broadlawns providing care, and an optometrist who is also bringing reading classes to distribute.

Day on the Hill:
Homeless Day on the Hill is March 15th. Ehren is putting a map together that will show how many homeless/near homeless people are from each legislator's district based on last zip code.

Data:
Ehren reported that the Point in Time data will be on the ICA dashboard in two weeks and Mark indicated it would be on the polkcares.org website next week.

Performance Measures:
Mark, Jim and Julie met. Jim is working on the narrative and they plan to take a deeper look at the Chronic numbers.
Melissa reported that CISS has bittersweet news. The achievement of functional zero for homeless veterans has resulted in the loss of the veterans’ grant for designated units. CISS is looking at what to do with this space. Some options being considered include chronic homeless, crime victims, human trafficking victims, etc.

The Performance Measures Committee is analyzing community data. Is there more community data that would be helpful to the group? Performance Measures meets the 4th Thursday 10-11:30 at UW café.

Ehren reported that first-time homeless number has increased. Homelessness in general is not going down. While economic downturns are the leading cause of homelessness; an improving economy does not fix it.

COC had to report to HUD on what we are doing regarding the performance management plan. Mark sent the Performance Management Plan and Quality Improvement Plan in an email on February 23rd or 24th seeking comments through March 20th. The Grant Committee will review the comments, make revisions and then the revised plan will be sent out. The goal is for it to be approved at the April COCB meeting. One goal is to examine the data we are reporting and make sure people understand why we are reporting the data that we report. Letters of Intent will likely be due sometime in April. Drafts of all of these are also on the COCB website under NOFA 2017.

**Housing:**

Mark reported that a needs assessment and cost estimate will be conducted regarding Mainstream Living.

**Service Council:**

Roberta reported that there are three speakers lined up for the March meeting and the April meeting will be a mini-workshop on human trafficking.

**Coordinated Services:**

Centralized intake is conducting a self-assessment utilizing a tool from HUD to ascertain and address any changes that need to be made to be in compliance with new HUD requirements by the January 2018 deadline. The quarterly report is also being cleaned up to reduce duplication and make it more understandable.

**Other:**

Julie S. reminded everyone about the Peer to Peer Symposium June 6th and 7th in Omaha. She also mentioned that Steve Eggleston is looking into the possibility of Secretary Carson visiting Viva East Bank.

Lynn announced that Becca Peterson has been named the new director of House of Mercy.

Melissa announced that CISS is partnering with the Boy Scouts and JOPPA to do a clean up on April 1st with lunch following at CISS. The area from 10th to 12th Streets and Mulberry to MLK will be cleaned up. Anyone is welcome to join the effort.

**The meeting adjourned at 11:09 AM**

Minutes submitted by Cindy Rybolt
Participants:
Julie Hewitt, Dan Zahn, Leslie VanDerMolen, Shawna Cooper, Chasity Demaranville, Penny Orewiler, Roberta Victor, Carolyn Gathright, Cindy McGrane, Dwight Long, Shannon Bills, Marge Ramsey, Jessica Thorius, Kim Neal, Jennifer Juehring-Hill, Tobi Simmons

Call to Order:
Roberta Victor called the meeting to order.

Approval of Minutes of February 2017 Board meeting:
Minutes approved.

Aging Resources – Kay Vanags:
- Area agency on aging, ages 60+
- Provide referrals and services:
  - Meal, transportation, day programs, legal hotline, respite and emergency funding, nutritionist, navigating Social Security
- Also provides services for:
  - Caregivers of aging adults
  - Persons with disabilities
- Statewide database of services: Lifelong Links

St. Vincent de Paul – Chasity DeMaranville
- Assist people in poverty to become self-sufficient
- Situation rather than income based
- Emergency funding for rent, utilities, etc.
- Food, clothing, hygiene, pantries
- Education and computer classes
- New location – Southside on Army Post Rd.
- New mother education

Catholic Charities Diocese of Des Moines – Leslie VanDerMolen
- Counseling services
- Housing – St. Joseph’s Family Shelter
- Food pantry
- Refugee resettlement program

Topics for future meetings:
- Please contact Roberta or Julie if you have ideas!

Updates from Council Members:
- Impact Community Action Agency is moving from 6th Avenue to 500 Army Post Rd. as of May 1st.

Meeting adjourned at 11:05am
Minutes submitted by Julie Bardin Hewitt
Contractor Report for March — Continuum of Care Board
Jane Fogg

Centralized Intake:
- Analyze existing CI work plan and policies & procedures
  - Identify items which have been modified or have yet to be fully implemented
  - Identify items which need to be updated and/or implemented
- Study, communicate and begin work to implement new requirements established by HUD Coordinated Entry Notice CPD-17-01 – Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System (2017)
  - Inform Coordinated Services Committee, underscore their role for systems improvement and approval of modifications to the plan and policies and procedures
  - Complete HUD-provided Self-Assessment tool with CI and HMIS staff
  - Share assessment with CI work team
  - Participate in related HUD webinar
- Working with the team, identify agenda items, prepare for meetings, prepare minutes and conduct follow-up.
  - Coordinated Services Committee – meet with co-chairs in advance
  - CI Work team
- Single Intakes Completed YTD: 395
- Family Intakes Completed YTD: 165
- April 13th closed and 211 taking calls

CoC Coordination:
- Meetings with Mark to review work plan, progress & updates
- Meetings with aligned community partners to bridge, connect and create awareness.
- Communicate and reinforce goals and performance measures of the CoC Board
Executive Director’s Report for March—Continuum of Care Board

CoC Grant: Performance Plan, Quality Improvement Plan, and LOI was reviewed and will be presented in the April board meeting, the work team will meet on April 7th and participated in conference calls for the grant, reporting, and centralized intake.

National Low Income Housing Coalition:
  - This is a letter that I signed on to, as has Eric, and the link is here to understand it more: [http://nlihc.org/article/take-action-affordable-housing-and-transportation-programs-threatened-severe-cuts](http://nlihc.org/article/take-action-affordable-housing-and-transportation-programs-threatened-severe-cuts)

Youth Work: The large group meetings will be led by Andrea and Carol from YPI, posted on our website calendar, and will be held at IHYC.
  - April 24th from 12.00 to 1.30, first one.
  - June 15, August 17, October 19

Homeless Connect: This will be held on April 20th, 2017.

4 Walls for All: Update will be sent out after our April meeting.

Committees/Meetings attended: Attended the following monthly meetings—board, finance, coordinated committee, centralized intake work team, performance, governance, nomination committee, Veterans work team, directors council, grant committee, Public Housing Authority meeting for comment on vouchers, Opportunity Summit meeting and planning meeting, participated on a panel at the Human Rights Symposium, presented to Valley HS about organization, and led the Landlord Forum (with PCHTF, Anawim, and PHC).

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MINUTES--Executive Committee--Continuum of Care Board
April 3rd, 2017
Conference Call in numbers: 1-877-668-4490/ Attendee Code 20744903

Vision: Everyone in Polk County will have a safe place to call home.

Mission: Our mission is to end homelessness in Polk County by marshalling community resources and facilitating and managing effective partnerships focused on providing services, supports and solutions to create a safe home for everyone.

Goal: Reduce Homeless by half by 2020

Agenda

New items

• Review Sustainability meeting from February
  ▪ Attendees at the February meeting asked the Continuum of Care Board (CoCB) to meet with Eric & the Polk County Housing Trust Fund (PCHTF) board to discuss the option of the Continuum moving to their office location. The Executive Committee has asked Mark to meet with Eric and discuss several items such as cost, meeting space, etc.

• Executive Committee:
  ▪ Minutes will be included in the board packet and included in the consent agenda.

• United Way and Community Foundation, do I need to buy a seat or can I sit with someone?
  ▪ Matt McDermott offered a seat to Mark at the upcoming United Way event and Mark will be purchasing a ticket to the upcoming Community Foundation event.

• Review YESS and House of Mercy in our reporting our performance reports to HUD
  ▪ Performance Comm gave direction on YESS
  ▪ Grant Comm gave direction on YESS: Not to include them
    ▪ This discussion stems from the current Point in Time (PIT) count and the actual report that is submitted to HUD. Institute for Community Alliance (ICA) has received direction from Health and Human Services (RHY program originates from) and our regional USICH contact to not include children from YESS in the overall PIT count. There has been some disagreement from other government entities to include them. Conversation with both the Performance Committee and Grant Committee has led to the recommendation that the CoCB leave YESS out of the count.

• Support letter process:
  ▪ Grant Comm reviewed this and Mark is working on a process to be adopted
  ▪ Discussion of the letter from CISS for their Health and Human Services grant for Critical Time Intervention
    ▪ The grant committee is recommending that Mark create a policy to bring to the CoCB for approval a process of how Letters of Support are given to community providers. That policy should be available for the CoCB to vote in May.
- Needs Assessment for Mainstream
  - RFP was sent out, NDC's was received
  - CoCB to enter into contract to complete the Needs Assessment, funding from CDBG

- CoC Grant Items: technical assistance request submitted/accepted, AAQ regarding a score on the 2016 Application, and discussion on timing of 2017 cycle/reduction
  - CoCB requested and received word that the CoCB will receive assistance this year. The CoCB submitted a question regarding score on the 2016 HUD grant submission. The 2017 HUD grant cycle may be moved up one month – more information to come as CoCB staff receives.

- System change: LOS and first work at CISS
  - CISS had submitted a proposal to their board regarding changing length of stay policy currently at the organizations – which has lead to the question from the CoCB how should the CoCB engage in questions and conversation such as this? This policy change could impact the system as whole – which could lead to changes in community priorities.

- Financials for March
  - Finance Committee is not meeting in April due to schedules, Eric and I will be leading the landlord forum
  - FY18 draft will be reviewed in May committee

- April Board agenda items:
  - Lunch provided by CISS catering going forward, Adoption of Performance Plan, Quality Improvement Plan, and LOI, Charter Approval, Next steps for Youth Work

- Any other questions? None

- Next Meeting: May 1st
  - Same day as Live United Event
  - Find a new date that week?
    - Next meeting is scheduled for Monday, May 1 from 3-4:30 p.m
February 21, 2017

Mark K Phillips
Executive Director
Polk County Continuum of Care Board
2309 Euclid Ave
Des Moines, Iowa 50310

Re: Draft Proposal Mainstream Living Inc. Apartment Complex at 100 E McKinley Avenue in Des Moines

Dear Mr. Phillips:

This letter summarizes the proposed consulting assignment, deliverables, fees and expenses as recently discussed. If you are in agreement with the terms of this letter, please sign as provided for below. If you have questions or concerns, please contact me at your earliest convenience at 244-8600 x 3 or at glenn@ndcdm.org.

The Assignment

Mainstream Living Inc. owns a 48-unit, 3-building apartment project located on the South Side of Des Moines. The project was developed in 1987 and provides housing in a supportive living environment. For various reasons, Mainstream is looking to divest itself of the property. The Client, Polk County Housing Trust Fund, would like to explore the various ways in which this special purpose built project can be converted to independent living units, some of which will be leased as affordable units.

The Client has asked the Consultant, Neighborhood Development Corporation, to:

- Determine the most likely unit conversion concepts,
- Identify the most likely target markets for the converted units,
- Describe the changes required to meet the needs of the target populations, and
- Estimate the costs of conversion.

In this context, the Consultant will also estimate market rent for the converted units and develop an preliminary operating pro forma for a preferred, mixed affordable and market leasing arrangement.
Deliverables

Project deliverables will include:

- A draft written report suggesting the most likely conversion options, changes necessary to implement the conversion options, estimated costs to convert, likely target markets, and estimated market rents.
- A final written report which also includes an operating pro forma for a preferred conversion options and an affordable/market leasing mix.
- Presentation of the final report to the Client and any other invited parties.

Client Participation and Client-Consultant Relationship

Polk County Housing Trust Fund will be able to participate in the study in the following ways:

- Discussions with the Consultant and Mainstream Living’s representatives prior to project initiation;
- Discussions with the Consultant and Mainstream Living during the research and analysis phase of the project;
- Discussions with the Consultant and Mainstream Living regarding the Draft Report and a preferred conversion option (for modelling purposes);
- Discussions with the Consultant and Mainstream Living concerning the next steps in the process following completion of the final written report.

The Consulting Team

The consulting team will consist of the following people:

   Glenn Lyons, Neighborhood Development Corporation (Team Leader)
   Bill Anderson, WA Architecture (Architect)
   Joe Sornson, Neighborhood Development Corporation, (Construction/Project Manager)

Individual bios are provided at the end of this proposal.

Proposed Schedule

The project is to be completed within 60 days of the site visit. The Draft Report is to be completed by the 45 day mark.

Required Materials, etc.

Floor and site plans, Appraisal Report (if available).
Proposed Program Budget

The proposed budget as described below is a maximum of $10,000. The budget is based upon the following fee schedule: Lyons and Anderson - $150/hour; Sornson - $100/hour.

The work program can be summarized as follows:

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<th>Anderson</th>
<th>Sornson</th>
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<td>3</td>
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<tr>
<td>Floorplan Changes &amp; Renovation</td>
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Consulting Team Biographies

**Glenn Lyons, NDC Executive Director**

**Glenn Lyons** has over 35 years’ experience as an urban, corporate and strategic planner in the public, non-profit and private sectors. He specializes in Downtown and Inner City areas. His work is diverse involving neighborhood and business area revitalization, urban planning and real estate development, property tax consulting,
heritage preservation, non-profit association management, crime prevention, affordable housing development and teaching.

Glenn has worked throughout Western Canada, and in Arizona and Iowa. He has Masters Degrees in Environment Design (Urbanism) and Business Administration (Finance) from the University of Calgary. He is a member of the Canadian Institute of Planners.

Glenn is currently Executive Director of the Neighborhood Development Corporation, a non-profit housing and commercial development company that is involved in neighborhood revitalization efforts in Greater Des Moines. Previous experience includes senior management positions with the City of Calgary Planning & Building Department, the Calgary Downtown Association, Newell Group, Deloitte & Touche LLC, Lyons Venini & Associates Ltd, the Real Estate Development Institute, The Downtown Tucson Partnership, and the Downtown Community Alliance in Des Moines.

Bill Anderson, Architect, WA Architecture

William Anderson, FAIA is President of WAArchitecture and has practice architecture in Des Moines for over 30 years. His experience as an architect includes residential development, custom homes, office, banking, higher education, high-rise corporate buildings, research facilities, urban planning, interior architecture, publications, and graphic design. He has extensive experience leading projects in Des Moines and has proven his long-term commitment to Des Moines development. Besides heading up numerous planning projects, he was the Partner in Charge of Design for the EMC High Rise Building, led the design of the East Village Square Apartment Building and also led the design of the Western Gateway Park and Master Plan for the Iowa State Capitol Complex. During his career, he has been honored with twelve state and regional design awards, and he has been recognized with seventeen other national, regional and state recognitions.

In 1999, he was elected to the College of Fellows of the American Institute of Architects for his achievements in design. Less than three percent of the architects in America attain this level of recognition. For Mr. Anderson, every project is a unique opportunity to do excellent design work, to listen to each client’s needs and aspirations, and discover solutions to the problems at hand.

In addition to his work with his own firm, WAArchitecture, Mr. Anderson has held senior or principal positions in Neumann Monson Architects, Substance Architecture, and Brooks Borg Skiles Architecture Engineering.

Joe Sornson, NDC Construction/Project Manager

Joe Sornson has more than 15 years’ experience in the construction industry. This includes time Co-owning and managing a residential construction business, managing several downtown Des Moines commercial projects as a Superintendent for Beal Derkenne Construction and most recently a Construction Manager for Ramms Construction. Joe monitors all phases of construction for the duration of the project; pre-construction planning, performance monitoring, and closure. Joe earned a
Bachelor's degree in Construction Management with a minor Business from the University of Nebraska at Lincoln.
Conclusion

Thank you for the opportunity review ways and means of extending the life of these building for use as affordable housing.

If you are in agreement with the terms of this proposal, please sign and date below. If you require any changes or have any questions concerning its contents please contact me at (515) 244-8600 x 3 or at glenn@ndcdm.org.

Sincerely:


Glenn F. Lyons MCIP
Executive Director
Neighborhood Development Corporation

cc: Bill Anderson, Joe Sornson

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I accept the terms of this consulting proposal:

On Behalf of Polk County Continuum of Care Board

Date
CoCB Grant Committee--MINUTES
March 31st, 2017@11:00 AM – 12:30 PM
River Place Conference Room 3 - Polk County Health Services
Attendees: Jim, Susan M., Susie, Angie, Matt M., Kris, Chris, and Mark

Agenda
Welcome Susan Minks=Lisa Crabb
15 Minutes Reviewed Performance Management Plan and LOI: Mark/Jim
- Priorities need to be set before the LOI is opened, review these in April
- Review reports with agencies at the May Directors Council
- A motion was made my Matt to approve the documents as presented and lift to the board meeting, seconded by Angie. Carried.

Summary on PmP and LOI:
The Performance Management Plan (PMP) begins by providing an introduction to and the basics of measuring project performance. The PMP then describes in detail the monitoring of project performance including the frequency of monitoring, the use of performance reports generated by HMIS as the basis for monitoring, and the providers responsibilities and meeting performance objectives. The PMP concludes with a detailed description of performance measures by project type.

Appendix A of the PMP is the Quality Improvement Plan (QIP). The QIP begins with an introduction and overview of the quality improvement process followed by a description of the development and implementation of a QIP. The QIP concludes with a description of how a project’s QIP will be monitored and evaluated as well as the impact of a QIP on project submission for the annual CoC application and biannual City of Des Moines ESG application.

45 Minutes Reviewed CoC Grant items:
- AAQ Submitted asking to find out why scored the way we did on the RRH section
- 2016 PIT Commentary: Mark to review with ICA and review before submission.
- Potential cuts and Funding Mix
- House of Mercy and bed count: Reviewed reasoning, change in mission
- YESS: Mark to reach out to YESS
- TA requested
- CISS: Discussed ways in which agencies to get feedback on changes.

15 minutes Letter of Support Process/Criteria
- Discussed what would need to be completed in order to be approved
  - Mark working on a final document
• CISS: Discussion on 1 for Grant Per Diem and 1 for a HHS grant, Mark and Kris to meet with Melissa to gain more knowledge of the HHS grant.

15 Minutes Additional questions or items
• April discussion: Priorities, LOI start date, updates to CoC grant application, HMIS specific application

Adjourned: 12:55 PM

Next Meeting – April 28th, 2017

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• Website: www.polkcares.org
March 31, 2017

Melissa O'Neil, CEO
Central Iowa Shelter & Services
1420 Mulberry Street
Des Moines, IA 50309

Dear Mrs. O'Neil,

On behalf of the Polk County Continuum of Care Board of Directors, we are writing to support your application for Low Demand Housing under the 2017 Veterans Administration Grant and Per Diem NOFA.

The mission of the Polk County Continuum of Care Board is to end homelessness in Polk County by marshalling community resources and facilitating and managing effective partnerships focused on providing services, supports and solutions to create a safe home for everyone. We recognize the need for services and housing for veterans exceeds the availability and believe in the work of Central Iowa Shelter & Services. You have been attended bi-weekly meetings to end Veterans homelessness and were crucial in meeting the Mayor’s Challenge to end Veterans homelessness in Polk County. Central Iowa Shelter & Services is also active participants in work groups focused on the chronically homeless and the elderly. Central Iowa Shelter & Services has the experience and resources to provide these services to veterans experiencing homelessness.

The Polk County Continuum of Care Board looks forward to continuing to work with Central Iowa Shelter & Services in ensuring everyone in Polk County will have a safe place to call home.

Sincerely,

Mark K Phillips
Executive Director
Polk County Continuum of Care Board
Governance Committee--MINUTES
March 1st, 2017 3:00 PM – 4:30 PM
River Place, 2309 Euclid Ave, Room 1A (same as CoCB Board meetings)
Attendees:  Chris Coleman, Chris Johansen, Matt McDermott, Chief Wingert, Jane, Catherine, Kate Polush, Julie E., Mark

Agenda

Reviewed the Governance Charter updates
  • Reviewed comments from Omaha HUD Field office, attached
  • Youth Member

Open discussion
  • Review at the April CoCB and Director’s Council mtg
  • May adoption

Adjourned: 4:10 PM
Nomination Committee--MINUTES
March 30th, 2017 at 1.00 PM
Attendees: Susie, Jamie, Carole, Mark

30 Minutes Reviewed Board Roster
- Terms
- Confirm with board members on terms
- Board members on committees: minimum 2 per committee and maybe co-chairs?
- Attendance review
  - All of the items above were discussed
  - Board members will be contacted regarding renewing terms, attendance, and committees
  - Carole will discuss in April board meeting

30 Minutes Discussed the current Nomination form
- Susie will send PCHS form to review

Adjourned @ 2:00 PM

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