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

Agenda
5 minutes Welcome & Approve Agenda
5 minutes Consent items
  • May board meeting minutes, Housing Committee, Performance Committee, 
    Director’s Council, Service Council, and Staff Report
50 Minutes: Committee Items
  • Executive Committee: Libby Nelson
    o Diogenes, Brad, and Sam approved by HCC
    o Approve Employment Contract: Jane Fogg
    o Approve MOUs: PCHS and CI--Libby
    o Operations Guide: Diogenes
      ▪ Review Progress
      ▪ Documents to approve by July adoption: Communication Strategy, Board job description, Board application, Conflict of Interest/Code of Conduct
  • Finance Committee: Libby/Eric to review FY18 Budget and approve
  • Coordinated Services: Dee/Sue
    o CI Policies and Procedures/ MOU: review and approve for FY18
    o CI Agency Participation Document: review and approve for FY18
    o Employment Strategy: Jane
  • Grant Committee: Kris Schechinger-Camper
    o CoC Written Standards, Update on LOI Process, Update on RHY program at YES, and NOFA Work Team Meeting Minutes
15 minutes Flying High Award and final items
  • Lunch: Sponsor for May is Bridges of Iowa and June is Nationwide
  • Open items/Comments:
    o PIT: July 26th at noon to July 27th at noon, details forthcoming
    o SSVF Plan: Shelby
    o CI: Funder meeting on June 29th and the Agency meeting June 28th in connection with Coordinated Services Comm. Plan a visit to CI.
    o Youth Work: Committee continue to meet, July update from YPI
    o Peer to Peer Symposium Update
    o CoCB Membership: reminder, open to join

15 Minutes Closed Session for the Board: Libby
Adjourn: 1:30 PM, next meeting: New the start of FY18 on July 10th, 2017
CONTINUUM OF CARE BOARD  
Monday, May 8, 2017  
12:00 - 1:00 pm  
Polk County River Place, Room 1A

MINUTES

**Board Members Present:**
Diogenes Ayala, Miah Baum, Phil Delafield, Angela Dethlefs-Trettin, Russ Frazier, Nancy Galeazzi, Jamie Gilley, Tom Jackowski, Matt McDermott, Libby Nelson, Susan Osby, Kris Schechinger-Camper, Brad Spielman, Doug Stodgel, Susan Wright

**Board Members Absent:**
Thomas Beil, Eric Burmeister, Carole Bodin, Elisabeth Buck, Sam Fink, Deirdre Henriquez, Chris Johansen, Janice Lane, Valerie Miller-Coleman, Major Steve Waymire

**Guests:**
Bill Vaughn, Karen Bougher, Charles Hill, Shelby Ridley, Julie Sleeper, Sarah Boese, Jim Cain, Althea Holcomb, Eileen Mitchell, Margo Miller-Ramirez, Jennie Kerger, Tim Shanahan, Toby O'Berry

**Staff:**
Mark Phillips

**Call to Order**
Chair Libby Nelson called the meeting to order at 12:05 pm.

**Approval of Agenda**
A motion was made by Phil Delafield to approve the agenda; seconded by Susan Wright. Carried.

**Approval of Minutes**
A motion was made to approve the April board minutes by Angela Dethlefs-Trettin; seconded by Kris Schechinger-Camper. Carried.

**Strategic Plan**
Mark gave an update on the Strategic Plan. Libby reported that the progress being made is reflected in the Dashboard and encouraged all to review the information on the website.

**Performance Review**
Libby announced that the staff review will be sent out shortly for board input.

**Operations Guide**
Diogenes Ayala is working with Mark to streamline the Operations Guide. As a new board member, Diogenes is looking forward to being involved. Anyone who would like to join Diogenes to gather the information is welcome.
Grant Committee
Both the Grant and Executive Committees reviewed the HMIS Memorandum of Care (MOU) between the Polk County Continuum of Care Board and the Institute for Community Alliances in connection with the Homeless Management Information System, effective July 1, 2017 to June 30, 2018.

A motion was made by Kris Schechinger-Camper to approve the MOU; seconded by Matt McDermott. Carried.

The Grant Committee discussed the Letter of Intent process and that it will be opening on Tuesday, May 9th, 2017.

Kris Schechinger-Camper and Jim Cain, CoCB consultant, reviewed the new project application, HMIS application and application score sheets. Jim Cain also reviewed changes to the Letter of Interest pertaining to the inclusion of Centralized Intake as an eligible project under Supportive Services Only. Russ Frasier expressed concern that the LOI was duplicative of the project application. He suggested an LOI in a letter format would remove the duplication and would be a more efficient use of project staff time. He also recommended that in the future feedback be sought from CoC project staff before documents are finalized. Kris commented that the LOI was approved in the April board meeting and the committee will make adjustments as needed to the LOI process in 2018. Mark Phillips reviewed the Reallocaton Plan developed in 2016 noting there were no changes to the plan for 2017.

A motion was made by Kris Schechinger-Camper to approve the updated CoC application, updated CoC Score Sheet, new HMIS Application, new HMIS Score Sheet, and funding priorities for new projects within the LOI; seconded by Miah Baum. Carried.

Final Items
- Lunch: The sponsor for May is Bridges of Iowa; June is Nationwide.

- Congratulations were shared by all to:
  -- Matt McDermott for being named as the recipient of the 2017 LIVE Volunteer Award, for “his time, passion and leadership in addressing homelessness and improving the lives of all central Iowans.”
  --Nationwide, named as the recipient of the 2017 LIVE United Organization Advocate Award.
  --Susan Osby for this month’s Flying High Award.

- Youth Work: A review was given on the results from the Youth Homelessness Demonstration Program application. The local grant submitted received a score of 78.31. The NOFA limited the number of selected communities to 10 with at least four from eligible rural communities. The lowest score for a selected non-rural community was 92.42 and the lowest score for a selected
rural community was 73.32. Although Des Moines was not named, there is agreement in reapplying.

- Opportunity Summit: A handout was available from the April 25 “Affordable Housing Summit” held at United Way of Central Iowa. Highlighted was one of a few proven strategies, “inclusionary housing” for locating affordable housing in neighborhoods with access to quality schools, supportive service programs and better jobs.

- Miah Baum communicated to the group the Newbury Living projects with affordable housing options including some with vacancies. Mark will e-mail this list of contact information to everyone.

- Homeless Video – homeless education tool.

- Length of Stay - new policy of CISS as of May 1 2017.

Adjourn
With no further business to conduct, Kris Schechinger-Camper moved to adjourn at 1:00 pm; seconded by Jamie Gilley. Carried.

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

Respectfully submitted,
Tracy Levine
Polk County Housing Trust Fund
Housing Committee--MINUTES
Continuum of Care Board
May 15th @ 1:00 PM – 2:00 PM
Peace Conf. Room, Plymouth Congregational UCC, 4126 Ingersoll Ave
Attendees: Eric, Latoya, Sue, Val, and Mark

Agenda

5 minutes  Welcome and introductions

45 minutes  Discussed:

- Mainstream update: Report coming back before end of May
- Landlord forum update
  - Surveys: 5 returned
  - Plan a July social: Look into plugging into sponsoring already monthly meetings, Mark/Eric
  - Housing Navigator Challenge Concept: Frank pledges 10 units for 2017 filled by clients from CI and then leverage to the rest of the community, comes with case management and extra rent?
  - Vacancy Challenge: similar concept above?
- Reviewed how PCHTF and CoCB can work on items to set as goals for our Housing Committee on items from the Housing Tomorrow Plan:
  - Housing units needed: Goal is XX per year
    - Josh sent report and for 30% AML or less the need is 8,350 units.
    - Performance Comm to review for goal discussion.
    - Discussed the idea of having the Housing Navigator get access and assist in placing XXX per year
  - Discussed what policy would need to change/inclusionary policy:
    - Incentives: TIF policy change
    - Engage the suburbs
  - Question was asked if not these examples on creating more units how can we increase the number of units needed?
  - Performance Committee would like a unit goal, total and annually?
- Discussed Title V and HUD Properties that are foreclosed on, site:
  https://www.hudexchange.info/programs/title-v/suitability-listing/

Adjourned: 2:00 PM
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- Website: http://polkcococ.org/
Performance Committee  
Meeting Minutes  
May 25, 2017 @ 10:00am—11:21am

**Attendees:** Mark Phillips, Lynn McCormick, Bill Swanson, Melissa O’Neil, Keshia Meissner, Julie Eberbach, Leon Negen, Shelby Ridley, Lisa Crabbs, Mary Slater, Eileen Mitchell, Ehren Wright, Brad Spicelman

No RHY ruling with YESS  
Upstream items: Legal: Keshia will keep us updated and identifying challenges to re-entry

**Employment:**
- Reviewed educational attainment breakdown  
- Self-reported at Intake  
- Existing gap: job/educational training from Intake to employment

**Agency ScoreCard**
- Fall 2016: Performance Measures adopted, 5 components  
- April 2017: Quality Improvement Plan created and Performance Assessment Plan

**NEXT:** Establish short-term and stretch goals for Exits to Permanent Housing, continue discussion in June committee meeting
  - Proposal: 5% reduction in re-entry (10% stretch goals)
  - ICA to review and see what other communities have set, review in June

Reviewed how agencies define “permanent housing”
- CISS: No formal definition in place  
- PHC: 30 days plan with friends/family or name on lease  
- Bethel: No formal definition in place  
- House of Mercy: focused on long-term stability (lease of stable family/friends)

Discussed the following acceptable parameters that define an exit to permanent housing:
- Signed lease or rental agreement  
- 30 days or longer at location  
- Stay with family, verified over phone or in person  
- Home ownership  
- Friend and a verified agreement  
- Agencies commit to entering correct data upon exit

**ACTION:** Mark will send out a summary of these varying definitions and parameters. Perhaps agencies could work toward a common definition and acceptable options

Committee ownership of goals:
- **PIT:** Directors Council and Coordinated Services  
- Length of Time: Directors Council and Coordinated Services  
- Returns to homelessness: All agencies  
- Jobs and Income Growth: Coordinated Services (Jane working on this)  
- Reduction of first time homeless: All agencies  
- Affordable Housing: Housing Committee (see graph from PCHTF and we need a lot of units!)
Polk County Housing Continuum – S.C.
Meeting Minutes for Wednesday, May 17, 2017
10:00 A.M., Polk County River Place

Participants:

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

Approval of Minutes of April 2017 Board meeting:
Change made to minutes: HUD office has workstations available. Minutes have been changed to reflect update.

Des Moines Public Schools District Homeless Liaison – Kim Petersen:
- Main goal is to identify homeless students and maintain stability within the realm of education
- Prefer to keep students in school of origin instead of moving to another school
- About 1,000 students identified as homeless each year
- Once a child is identified:
  - Transportation is coordinated to keep child in district
  - Child’s name also given to person coordinating free and reduced lunch
  - Some ‘set-aside’ funds help to eliminate barriers for students and can be used for clothing, glasses, cap/gown, summer school costs, extra-curricular activities
  - Warning signs that a child might be homeless
    - Missing multiple days of school
    - Change in attitude
    - Loss of concentration
    - Cleanliness has changed
    - Falling asleep in class
  - Contact Kim if a School age child enters your shelter in order to help identify children in need
    - kimberly.petersen@dmschools.org or at 515-313-8212

Topics for future meetings:
- Summer resources and activities for children
- Please contact Roberta or Julie if you have ideas!

Updates from Council Members:
- Peer to Peer Homelessness Symposium is June 6th and 7th – Register now!
- HUD office has 5-8 workstations available for donation to a non-profit: contact Julie Sleeper
- YMCA supportive housing campus over-hauled wait list, now is a good time to make referrals
- Anawim moved to their new location at 1171 7th St. – office space available for rent at this location and at Forest Ave. office
- IMPACT moved to its new office at 500 Army Post Rd.
- Cross Ministries back to school giveaway is gearing up with donations

Meeting adjourned at 11:05am

Minutes submitted by Julie Bardin Hewitt
Polk County Continuum of Care Board

Contractor Report for May
Jane Fogg

Centralized Intake:
- Organize, facilitate and document CI Work Team meetings, agendas, notes and communications. Topics include VI-SPDAT prioritization policies, equal access, verification and CI evaluation.
- Continue to identify modifications in current protocol and practice of CI and insure modifications are reflected in revisions of CI policies & procedures.
- Ensure flow of information and process between CI Work Team and Coordinated Services committee.
- Participate and monitor CI pilot with CISS aimed to increase the number of individuals completing assessment.
- Complete draft CI Network MOU for review by Mark & team.

Coordinated Services:
- Organize, facilitate and document C.S. committee meetings, agendas, notes, materials & communications.
- Inform and support C. S. Committee co-chairs, underscore their role for county-wide, systems improvement and approval of modifications to the CI plan, policies and procedures.
- Work with Mark and team to establish timelines for approval of changes, ensure documents are ready for Board consideration.
- Convene C.S. Ad Hoc committee for the purpose of reviewing, providing comment on the revisions to CI policies & procedures. Prepare members to present the revisions for consideration at the next C.S. meeting.
- Working with Ad Hoc chair, Sue Wright, complete revisions to the CI Policies & Procedures as directed by the Ad Hoc and C.S. committees.
- Conduct interviews with workforce preparation and placement organizations leading to a strategy statement to support CoC System Target #4, Jobs & Income Growth.
  - Work towards the formation of strategy and plan of action to connect persons completing CI intakes with work-ready assessment, workforce preparation resources and potential job placement.
  - Assemble demographic data from HIMS most relevant to income, education.
  - Organizations contacted this month include: United Way, Central Iowa Works, Goodwill, DMAPCC, HOPE, Center for Working Families, IWD.

CoC Coordination:
- Meetings with Mark to review work plan, progress & updates.
- Work with Mark and team to establish timelines for approval of changes, insure documents are ready for Board consideration.
- Participate in NOFA Work Team.
- Identify resources and learning opportunities.
- 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 May

CoC Grant: 2 LOI rounds released and reviewed, NOFA work team reviewed items and will not meet again until the NOFA is released.

Youth Work: Multiple meetings have been held including a meeting at the Peer to Peer Symposium in Omaha. A recap from YPI regarding the committee work is in our June board packet.

Mainstream: NDC working on the assessment, goal to be completed the week of June 19th.

4 Walls for All: Update to be completed in the June board meeting.

Committees/Meetings attended: Attended, led or participated in the following meetings—Board, Homeless Coordinating Council, Coordinated Services Committee, housing, centralized intake work team, street outreach, youth committee meetings, performance, Veterans work team, directors council, grant committee, Community Foundation Board Launch session, finance, spoke at a NE homeless planning session, multiple board member meetings, and staffing/contractor meetings.
AGREEMENT For
Strategies for Continuous Improvement
Jane Fogg, Contractor

This Agreement is made and entered into this 12th day of June, 2017, by and between Jane Fogg, an Independent Contractor, hereinafter referred to as “Contractor”, and the Polk County Continuum of Care Board, hereinafter referred to as “CoCB”, represented by Mark K. Phillips, Executive Director, hereinafter referred to as “E.D.”, located at 2309 Euclid Ave. Des Moines IA 50310.

WITNESSETH:

WHEREAS, Contractor has the necessary training, experience and qualifications to engage in the practice of providing facilitation and planning services; and

WHEREAS, the CoCB desires to employ Contractor’s professional services in connection with the performance of the duties under the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the foregoing recitals and other good and valuable considerations as set forth in this agreement, the parties hereto agree as follows:

CoCB RESPONSIBILITIES

The mission of the POLK COUNTY CONTINUUM OF CARE BOARD (CoCB) 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. The CoCB values COLLABORATION, IMPACT AND EMPOWERMENT. The drafted strategic plan outlines goals, activities and timeline for implementation of activities and actions to achieve the identified goals as measured by the identified performance targets.

1. CoCB has designated Executive Director, Mark K Phillips (E.D.) who shall have responsibility to work with Contractor to develop a mutually agreeable schedule for performance of services, directing assignments, reviewing the work plan and approving invoices submitted by the Contractor.

2. E.D. will facilitate access to other CoCB contracted staff, CoCB subcommittee work teams, CoCB programs and partners to work directly and inclusively with Contractor as well as provide relevant information so that recommendations, documents and/or communications optimize integration and cohesion.

3. E.D. will share relevant information and data included documents and communications aligning with the Strategic Plan of the CoCB. The E.D. will assure the information is accurate and includes all important elements based on what is currently known.

4. CoCB will reimburse the Contractor at $80 per hour up to 30 hours/month or until the fiscal year ends, June 30th, 2018. At that time the contract will be reviewed before entering into a new one for the 2019 Fiscal Year. Reimbursement will be made within 15 days from receipt of invoice.
CONTRACTOR RESPONSIBILITIES

1. Contractor agrees to provide facilitation, strategic review and planning services including but not limited to the following:

   a. Review current status and provide support to the lead organization and all partners to seek continuous improvement in program effectiveness and maximize impact of the CENTRALIZED INTAKE (CI) system.

   b. Working with community partners, integrate existing assessments and services to improve JOBS AND INCOME GROWTH for persons served by CoC and ESG – funded programs.

   c. Research and align with like-minded, community partners to identify and prioritize POTENTIAL CHANGES IN POLICIES AND PRACTICE which if implemented, would improve the circumstances of individuals seeking a permanent home and entities providing services and supports which facilitate that goal. Draft language which could be included in future grant applications and/or guide local advocates to take action.

2. In order to accomplish the work, Contractor agrees to the following:

   a. Work within the CoCB committee structure as well as any new or potential partners to accomplish elements of the strategic plan and specific work plan as approved by the E.D.

   b. Research additional resources both within the region as well as national partners who could be excellent sources to inform the work.

   c. Research and identify best-practice policies or procedures which strengthen actions and activities or have significant potential to impact the overall goal of housing the most vulnerable individuals and families.

   d. Facilitate or actively participate in sub-committees as further directed by the E.D.

3. Contractor agrees that the contents of all records, reports, and documentation related to the services provided under this agreement are confidential.

4. Contractor agrees that all ideas, improvements, and inventions conceived of, developed, or first reduced to practice in the performance of, relating to or arising from the services provided hereunder for the CoCB and that any reports, studies, and other tangible and/or intangible material of any nature shall become the sole and exclusive property of the CoCB and shall be deemed “works made for hire” of which the CoCB shall be deemed the author. To the extent that the materials are not deemed “works made for hire,” the Contractor shall make an exclusive perpetual, royalty-free assignment of all copy rights in such materials to the CoCB. Contractor shall not be entitled to make any use of the materials except as may be expressly permitted in this Agreement. Any and all such property shall be forthwith delivered to the CoCB upon request by the CoCB including any and all copyright interests, and that any ideas, information, and data received by the CoCB hereunder, and ideas and developments accruing therefrom, shall all be fully disclosed to the CoCB, shall all be the exclusive property of the CoCB, and may be dealt with by CoCB as such, all without payment of further consideration than is hereinabove specified.
5. Contractor agrees to work at the discretion and time period identified by the E.D.

6. Contractor is acting as an independent contractor and is not to be considered an employee of the CoCB.

7. Contractor provides own workers compensation coverage.

8. Contractor will submit an invoice to E.D. no later than the 30th of every month, to include the specific date, time and purpose of each increment of time spent specific to project.

MISCELLANEOUS

1. Severability. In the event one or more of the provisions contained in this Agreement are declared invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions shall not in any way be impaired thereby unless the effect of such invalidity is to substantially impair or undermine either party's rights and benefits hereunder.

2. Waiver. The failure of either party to insist in any one or more instances upon performance of any terms or conditions of this Agreement shall not be construed as a waiver of future performance of any such term, covenant or condition; but the obligations of such party with respect thereto shall continue in full force and effect.

3. Recitals. The recitals are intended to describe the intent of the parties and the circumstances under which this Agreement is executed and shall be considered in the interpretation of this Agreement.

4. Applicable Law, Jurisdiction, and Venue. This Agreement shall in all respects be construed in accordance with and governed by the laws of the state of Iowa. The parties hereto further agree and consent that jurisdiction and venue for any action brought or related to or arising out of this agreement shall be limited to the Iowa District Court in Polk County, Iowa. Both Contractor and CoCB waive the right to a jury trial for any action brought or related to or arising out of this agreement.

5. Entire Agreement. This Agreement constitutes the entire agreement between the parties and subsumes and incorporates all prior written and oral statement and understandings.

6. This agreement can be modified only in writing and signed by both parties.
TERMS OF THE CONTRACT

This agreement will be in effect for a period commencing July 1st, 2017 and ending on June 30, 2018 or will terminate when scope of work has been completed. During the agreement period either party may cancel this Agreement by giving the other party thirty (30) days written notice of intent to terminate. Such notice shall be sent to the following addresses:

If to: Jane Fogg, Contactor  
13156 Pinecrest Lane  
Clive, IA 50325

If to: Polk County Continuum of Care Board  
Attn: Mark K. Phillips, Executive Director  
2309 Euclid Ave.  
Des Moines, IA 50310

IN WITNESS WHEREOF, the parties hereto have signed this agreement being effective as of June __, 2017.

Jane Fogg, Independent Contractor  
Signed: ________________________  
Printed: ________________________  
Title: ________________________  
Date: ________________________

Mark K Phillips,  
Polk County Continuum of Care Board  
Signed: ________________________  
Printed: ________________________  
Title: ________________________  
Date: ________________________
Memorandum of Understanding (MOU) between the Polk County Continuum of Care and Primary Health Care, Inc.

I. BACKGROUND

The purpose of this Memorandum of Understanding (MOU) is to confirm agreements between the Polk County Continuum of Care Board (PCoCB) and Primary Health Care, Inc. (PHC) in operation of Centralized Intake System (CI). In accordance with CI policies and procedures adopted by the PCoCB and 24 CFR Part 578, this MOU sets forth the general understandings and specific responsibilities of each party relating to key aspects of HUD governance and operation for the CI for Polk County, Iowa. This agreement is effective on July 1, 2017 and continues through June 30, 2018, and shall automatically renew for one year terms unless earlier terminated.

Provisions in HUD’s Continuum of Care (CoC) Program and Emergency Solutions Grant (ESG) Program interim rules require that all CoCs establish a centralized intake system. The CI for Polk County represents a CoC-wide process for facilitating access to all homeless designated resources, identifying and assessing the needs of persons experiencing a housing crisis, and referring clients to the most appropriate service strategy or housing intervention.

II. GUIDING PRINCIPLES OF THE Polk County Continuum of Care

The following guiding principles have been adopted by the Polk County Continuum of Care. This MOU ensures that PHC also agrees to adopt these guiding principles:

1. Right resources – Right time
2. Client centered
3. Prevent and divert when possible
4. Real-time data and inventory
5. Sustainable system: continuous evaluation and redesign as needed

III. RESPONSIBILITIES OF THE PCoCB

PCoCB will:

Planning
1) PCoCB will create a plan to ensure financial sustainability of CI through identification of funding streams.
2) Execute a CI agreement with any provider or organization within the CoC that is participating in CI. Eligibility criteria, program preferences and referrals will be coordinated with CI and will be communicated based on the CI work plan. (contractor/work plan)
3) Coordinate with local ESG recipients and other HUD Continuum of Care programs in PCoCB on CI, performance measurement, written standards, and other related topics;
4) Coordinate, integrate, and leverage resources to maximize impact of services for persons who are experiencing homelessness;
5) Identify CI lead entity charged with managing daily activities associated with CI planning, implementation, operations, and evaluation;  
6) Develop and approve policies and procedures for the operation of CI; and  
7) Provide guidance and feedback to the CI lead entity.

**Access**
8) Identify a single point of access for CI that covers the PCoCBs geography and can be accessed by all households in need of assistance;  
9) Assist CI in closing side doors that prevent the model from working effectively; and  
10) Develop an affirmative marketing plan and materials that communicates how local stakeholders can access their local CI.

**Assessment**
11) Ensure that the assessment process includes an assessment tool that is publicly available, well-crafted, comprehensive, and results in an explicit score or referral result for all households that complete it.

**Referral**
12) Publish policies and procedures for prioritization and referral, ensuring that all participating providers are following these expectations; and  
13) Ensure that CoC agencies are providing consumers with the opportunity to enroll in CoC component types that are less intensive, but not more intensive, than the CI referral choice offered.

**Data and Evaluation**
14) Work with the Homeless Management Information System lead staff to maintain the CoCs implementation of HMIS, including the CI;  
15) Provide open HMIS access to CI staff in their CoC;  
16) Utilize performance measures and goals as defined by the Performance Measures Committee and adopted by the CoC; and  
17) Evaluate at least annually performance and progress of CI. Implement quality improvement adjustments to CI as necessary.

**IV. RESPONSIBILITIES OF LEAD AGENCY**

**PHC will:**

**Planning**
1) Participate in the CoC’s centralized intake planning and management activities as established by CoC leadership;  
2) Develop and implement written procedures for operation of CI;  
3) Publish procedures for client eligibility and enrollment determination;  
4) Provide regular supervision of staff participating in CI;  
5) Notify the PCoCB of any changes to staffing that impact CI;  
6) Provide at least annual training to all staff dedicated to the local CI;  
7) Oversee client grievance as necessary; and
8) Support PCoCB efforts to generate funds for the operating expenses of the PCoCB Centralized Intake System. PHC support will include information, provision of data, anecdotal material and budget information in PCoCB's funding raising efforts.

Access
9) Engagement with CI will be a prerequisite to access supports for those experiencing housing crisis. To access publicly or privately funded programs and services, an individual or family must utilize CI.

Prioritization
10) Use only the locally defined assessment tool for CI when assessing for client eligibility and referrals;
11) Enroll only those clients referred according to the CoC's designated referral strategy; and
12) Provide consumers with the opportunity to enroll in CoC component types that are less intensive, but not more intensive, that the CI referral choice offered.

Data and Evaluation
13) Enter all data on clients in HMIS, as required by HMIS lead data timeliness, completeness, and quality standards;
14) PHC, in connection with data provided by the HMIS lead, provides analysis to CoC regarding performance measures approved by the CoC on a monthly and annually basis; and
15) Ensure that the agency is meeting local performance standards for CI.

V. CONFIDENTIALITY

All parties agree that they shall be bound by and shall abide by all applicable Federal or State statutes or regulations pertaining to the confidentiality of client records or information, including volunteers. The parties shall not use or disclose any information about a recipient of the services provided under this agreement for any purpose connected with the parties' contract responsibilities, except with the written consent of such recipient, recipient's attorney, or recipient's parent or guardian.

VI. EQUAL OPPORTUNITY

The parties mutually agree to be bound by and abide by all applicable anti-discrimination statutes, regulations, policies, and procedures as may be applicable under any Federal or State contracts, statutes, or regulations, or otherwise as presently or hereinafter adopted by the agency.

VII. TERM OF AGREEMENT

This MOU shall be effective upon adoption by each signatory agency and entity. Annually, this MOU will be reviewed and updated to incorporate changes and clarification of roles and responsibilities. Any party must provide written notice of change ninety (90) days before the annual termination date or it will be automatically renewed. Otherwise, this Agreement may be terminated in accordance with the section on Termination below.
**Termination.** Any party may terminate this MOU for any reason or no reason by giving the other parties ninety (90) days prior written notice. A party wishing to terminate this agreement for cause must provide a written intent to terminate notice to the party in breach or default. The notice will provide thirty (30) days for the party in breach or default to respond to said notice with an acceptable plan to cure cause for termination.

**Severability.** If any provision of this Agreement is judged invalid by any court, the remaining provisions shall remain in full force and effect and be interpreted, performed and enforced as if the invalid provisions were not part of this Agreement.

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**PRIMARY HEALTH CARE, INC.**

Signature: ____________________________  
Print Name: ____________________________  
Title: ________________________________  
Date: ________________________________

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**POLK COUNTY CONTINUUM OF CARE BOARD**

Signature: ____________________________  
Print Name: ____________________________  
Title: ________________________________  
Date: ________________________________
Polk County Continuum of Care Board Operations Guide
Introduction

The Polk County Continuum of Care Board (CoCB) Operations Guide is a supplement to the organization’s bylaws. The bylaws are the governing rules of the organization. The operations guide outlines more specific process and procedural details as a companion to the bylaws. The operations guide serves as a working document for the operational aspects of the Continuum of Care Board.

Polk County Continuum of Care Board Purpose:
- To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the CoCB so as to support the organization’s mission and needs.

CoCB Organizational Statements:
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.

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

Values:

1. **Collaboration.** We will cultivate relationships and effective partnerships to identify and allocate diverse resources for our homeless community.
2. **Impact.** We will strengthen and support our homeless delivery systems with a focus on transforming the lives of our most vulnerable populations.
3. **Empowerment.** We will empower our community to function at the highest levels of service to develop safe places to call home.

Board Roles and Responsibilities: See Appendix 1
- Implement and oversee the Strategic Plan.
- Be legally accountable for all aspects of the organization’s operations.
- Organization of the Board of Directors, officers, and committees.
- Formulation and oversight of policies and procedures.
- Financial management, including adoption and oversight of the annual budget.
- Oversight of program planning and evaluation.
- Personnel evaluation and staff development.
- Review of organizational and programmatic reports.
- Fundraising and outreach.
- Recruit new board members.
- Visit at least one CoCB member agency site for every year of board service.
- Measure the board’s performance against board responsibilities.
- Respect the authority and action of the board.

*Members of the board share these responsibilities while acting in the interest of CoCB. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Governance Documents: See Appendix 2
Board Orientation: See Appendix 1, 2, 3
All new board members will participate in a board and organization orientation that is coordinated by the Board Chair and the Executive Director, the orientation consists of:

- Introduction to Board members and staff
- Review of the organization and governance documents: history, mission, vision, values, and strategic plan (see Appendix 2)
- Review of Board Roles and Responsibilities – attendance, engagement, and committee participation (see Appendix 1)
- Board meetings: Board meetings are held the 2nd Monday of every month from 12:00 PM to 1:30 PM at Polk County River Place, 2309 Euclid Avenue in Room 1A. See Appendix 3 to review the annual planning calendar for the organization.

Compact for Excellence: Communication Standards, see Appendix 4

- To support our shared work together, Polk County Continuum of Care Board (CoCB) has developed Communication Standards. These Standards are intended to guide and inform CoCB’s board, work group, and task force meetings for continued success and professionalism.

Conflict of Interest and Code of Conduct: See Appendix 5

Programs Managed or Facilitated by CoCB: See Appendix 7, 8, 9

- Emergency Solutions Grant: All items related to applying and managing this grant are located within Appendix 7.
- Housing of Urban Development Continuum of Care Grant: All items related to applying and managing this grant are located within Appendix 8.
- Centralized Intake: All items related to this program are located within Appendix 9.

Performance Data: See Appendix 10, 11

- CoCB Dashboard, see Appendix 10
- Agency Scorecards, see Appendix 11
Appendices

Appendix 1: Board Job Description, Application
Appendix 2: By-laws, Articles of Incorporation, 501 © (3) filing, Governance Charter, Committee List, Strategic Plan
Appendix 3: Annual Planning Calendar
Appendix 4: Communication Standards
Appendix 5: Code of Conduct and Conflict of Interest
Appendix 6: Evaluation for staff
Appendix 7: Emergency Solutions Grant
Appendix 8: Housing of Urban Development Continuum of Care Grant
Appendix 9: Centralized Intake
Appendix 10: CoCB Dashboard
Appendix 11: Agency Scorecard example
Polk County Continuum of Care Board
Communication Standards

Purpose Statement: To support our shared work together, Polk County Continuum of Care Board (CoCB) has developed the below listed Communication Standards. These Standards are intended to guide and inform CoCB’s board, work group, and task force meetings for continued success and professionalism.

Values Statement: CoCB’s Communication Standards are based in the Values of Positive Communication, Courtesy, Openness, Essential Technology Use, and Productivity.

Positive Communication
- One person speaks at a time
- Actively listen and directly communicate
- Honor others’ input
- Ask for clarification, if needed
- Ask respectfully, “How did you come to believe that?”
- Be respectful of information shared
- Praise followed by polish

Courtesy
- Begin and end meetings on time as a leader
- Arrive on time to meetings as an attendee
- If arriving late, seat yourself quietly as the meeting continues
- Assume good intent (what a person says is true for them)
- Remember that conflict is OK but it should be healthy and relevant

Openness
- Be open and honest
- Remember that everyone has expertise of some sort
- Be respectful of differences of opinion and experience
- Remember what respect really means (no needless interruptions, no side conversations, and no domination of the group by a single person/agency)

Essential Technology Use
- Technology (phones, laptops, etc.) should be used primarily for group purposes
- If you need to use technology for a non-group matter please step out of the room

Productivity
- Think/speak with your ‘system/community perspective’ rather than your ‘agency/program perspective’ alone
- Be solution-focused (not problem-oriented)
- Board/committee decisions already made and matters already resolved should not be unnecessarily revisited
- Read minutes and other similar materials pre-meeting
- We all are responsible for honoring these Communication Standards together
Polk County Continuum of Care Board (CoCB)

Member of the Board of Directors: Job Description and Expectations

Board Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of CoCB so as to support the organization’s mission and needs.

CoCB Vision and Mission Statements
Vision: Everyone in Polk County will have a safe place to call home.
Values:
  1. Collaboration. We will cultivate relationships and effective partnerships to identify and allocate diverse resources for our homeless community.
  2. Impact. We will strengthen and support our homeless delivery systems with a focus on transforming the lives of our most vulnerable populations.
  3. Empowerment. We will empower our community to function at the highest levels of service to develop safe places to call home.

Board Roles and Responsibilities:
- Implement and oversee the Strategic Plan.
- Be legally accountable for all aspects of the organization’s operations.
- Organization of the Board of Directors, officers, and committees.
- Formulation and oversight of policies and procedures.
- Financial management, including adoption and oversight of the annual budget.
- Oversight of program planning and evaluation.
- Personnel evaluation and staff development.
- Review of organizational and programmatic reports.
- Fundraising and outreach.
- Recruit new board members.
- Visit at least one CoCB member agency site for every year of board service.
- Measure the board’s performance against board responsibilities.
- Respect the authority and action of the board.

*Members of the board share these responsibilities while acting in the interest of CoCB. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

Length of Board Term: Three years, which may be renewed up to a maximum of two consecutive terms, pending annual approval of the board and confirmation by the Homeless Coordinating Council.

Meetings and Time Commitment:
- The Board of Directors meets the second Tuesday of every month from 12:00 PM to 1:30. Meetings are held at Polk County River Place at 2309 Euclid Avenue in Room 1A.
- Committees of the board meet monthly and on an as needed and as appropriate.

Expectations of Board Members:
- Attend and participate in at least 75% of all board meetings during every fiscal year or not to

CoCB Board Job Description
June 2017
miss 4 consecutive meetings without notifying the board chair or Executive Director.

- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by CoCB’s mission, objectives, and programs.
- Help communicate and promote CoCB’s mission and programs to the community.
- Become familiar with CoCB finances, budget, and financial/resource needs.
- Understand the policies and procedures of CoCB.
- Financially and/or personally support CoCB in a manner commensurate with one’s ability.
- Ensure current and proposed programs/services are consistent with CoCB’s mission.
- Seek balance between the board’s responsibility to ensure quality, cost-effective programs and CoCB staff’s responsibility to initiate and conduct them.
- Support the Executive Director’s responsibility for hiring, developing, and releasing staff.
- Maintain confidentiality.
- Vote with wisdom and integrity.
- Resist pressures from groups or individuals who attempt to compromise values, goals, policies, or ideals, or who are self-serving.

As a CoCB Board Director, I agree to abide by the expectations detailed within this document and to serve the Board of Directors with integrity and commitment.

______________________________
Name

______________________________
Date

CoCB Board Job Description
June 2017
CODE OF CONDUCT AND
CONFLICT OF INTEREST STATEMENT
FOR POLK COUNTY CONTINUUM OF CARE BOARD
DIRECTORS, COMMITTEE MEMBERS, AND EMPLOYEES

The Polk County Continuum of Care Board (the “CoCB”), and its respective directors, committee members, and employees, shall serve in a manner so as to avoid the appearance or actual occurrence of a conflict of interest, or any favoritism or special treatment toward any person, applicant, organization, or vendor having business or dealings with the CoCB. No director, committee member, or employee shall use or cause, or allow to be used, his or her position to influence or secure any personal privilege or private gain for himself, herself, a family member, or related organization.

CoCB directors, committee members, and employees should:

- address the planning, data collection and service provision of CoCB through advocacy and sound oversight and administration of its programs;
- perform his or her duties with the highest degree of integrity and professional care to merit the respect of the beneficiaries of programs, elected officials, and the general public;
- avoid using the office to gain improper advantage for oneself or any applicant, client, vendor, or person having business with the CoCB;
- exercise diligence, objectivity, and honesty in all CoCB activities;
- avoid any activity that is in conflict with his or her official duties and not realize improper personal gain from the performance of his or her official duties;
- serve the Continuum of Care with dedication, concern, courtesy and responsiveness;
- strive for professional excellence in his or her CoCB service; and
- promote and encourage the highest level of ethics.

The Conflict of Interest Policy of the Polk County Continuum of Care Board (the “Conflict of Interest Policy”) provides that a conflict of interest exists when any director, committee member, or employee has a direct or indirect financial interest, through business, investment, or family, in any proposed transaction or arrangement of the CoCB.

A director, committee member, or employee has a financial interest if the person possesses (a) an ownership or investment interest in any entity with which the CoCB has a transaction or arrangement; (b) a compensation arrangement with the CoCB or with any entity or individual with which the CoCB has a transaction or arrangement, or (c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the CoCB is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Any directors, committee members, or employees with a potential conflict of interest involving any matter under consideration by the CoCB shall be recused from any discussion or vote on the matter. Interested directors, committee members, or employees are prohibited from any attempt to advocate on their own behalf through private contact, communication, or discussion. Such matters of interest include, but are not limited to, grant or contractual arrangements with the CoCB.
In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

The minutes of the governing board and all committees with board delegated powers shall contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board’s or committee’s decision as to whether a conflict of interest in fact existed. The minutes shall also contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action, up to and including expulsion from the CoCB and civil or criminal legal action.

Employees of the CoCB are prohibited from soliciting or accepting gifts or gratuities in excess of minimum value.

By signing below, I hereby affirm and certify as follows:

- I have received a copy of the Conflict of Interest Policy.
- I have read and understand the Conflict of Interest Policy.
- I agree to comply with the Conflict of Interest Policy.
- I understand the CoCB is a 501(c)(3) charitable organization and to maintain its federal tax exemption must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Signature: ________________________________
Print Name: ______________________________
Print Title: ______________________________
Dated: ________________________________

(02669577-2).DOC
Annual Planning Calendar: Fiscal year from July to June
The following calendar is used as a guide to conduct the major activities of the CoCB.

<table>
<thead>
<tr>
<th>Month</th>
<th>Board Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>CoC Grant work</td>
</tr>
<tr>
<td></td>
<td>Review quarterly scorecards</td>
</tr>
<tr>
<td></td>
<td>Summer PIT</td>
</tr>
<tr>
<td>August</td>
<td>CoC Grant work</td>
</tr>
<tr>
<td>September</td>
<td>Review and Update Board Operations Guide</td>
</tr>
<tr>
<td></td>
<td>Fall review of Governance Docs</td>
</tr>
<tr>
<td></td>
<td>ESG Grant work</td>
</tr>
<tr>
<td></td>
<td>Identify funding for CoCB organization and programs</td>
</tr>
<tr>
<td>October</td>
<td>ESG Grant work</td>
</tr>
<tr>
<td></td>
<td>Review progress to Strategic Plan</td>
</tr>
<tr>
<td></td>
<td>Review quarterly scorecards</td>
</tr>
<tr>
<td></td>
<td>Homeless Connect Planning Meeting begins</td>
</tr>
<tr>
<td>November</td>
<td>ESG Grant work</td>
</tr>
<tr>
<td></td>
<td>PIT preparation</td>
</tr>
<tr>
<td></td>
<td>Review CoC Priorities</td>
</tr>
<tr>
<td>December</td>
<td>Finalize ESG Grant recipients</td>
</tr>
<tr>
<td></td>
<td>Review Community Priorities</td>
</tr>
<tr>
<td>January</td>
<td>Review quarterly scorecards</td>
</tr>
<tr>
<td></td>
<td>Review CoC Score and funding</td>
</tr>
<tr>
<td></td>
<td>PIT</td>
</tr>
<tr>
<td>February</td>
<td>Review D &amp; O Insurance</td>
</tr>
<tr>
<td></td>
<td>Release of CoC LOI</td>
</tr>
<tr>
<td>March</td>
<td>CoC Planning</td>
</tr>
<tr>
<td></td>
<td>Complete funding for Centralized Intake</td>
</tr>
<tr>
<td>April</td>
<td>Begin Annual Budgeting</td>
</tr>
<tr>
<td></td>
<td>Review quarterly scorecards</td>
</tr>
<tr>
<td></td>
<td>Spring review of Governance Charter</td>
</tr>
<tr>
<td></td>
<td>Homeless Connect</td>
</tr>
<tr>
<td>May</td>
<td>Complete Annual Review for staff, board</td>
</tr>
<tr>
<td></td>
<td>Review draft of annual budget for coming year</td>
</tr>
<tr>
<td>June</td>
<td>Approve Annual Budget</td>
</tr>
<tr>
<td></td>
<td>Update Policies and Procedures for Centralized Intake, ESG, CoC Programs</td>
</tr>
<tr>
<td></td>
<td>Approve Centralized Intake Participant Report</td>
</tr>
<tr>
<td></td>
<td>CoC Grant work</td>
</tr>
</tbody>
</table>

*subject to change on items above*
Finance Committee--MINUTES
Polk County Continuum of Care Board
June 6th, 8:00 AM – 9:00 AM
Attendees: Eric, Susan, Brian, Larry, Libby, and Mark

Agenda

5 minutes  Welcome

45 minutes  Reviewed

- Financials:
  - April: Mark to ask question on Pension Amount for April?
  - May Financials: Expenses were only reviewed, no financials
- Discussed: aligning with the Federal Fiscal Year of 9.30 to align with HUD
- Discussed: Mark to ask the City to start the CDBG funds back up on July 1 to assist in prioritizing the use of funds.
- Discussed and proposed the FY18 budget: Motion by Eric, seconded by Brian, motion carried to present at the June board meeting.
- Revenue portion review:
  - City of Des Moines Funding: $112,500 I have not entered into the remainder of the contract
  - Polk County: This will come in July
  - Planning Grant Funds: 2015 Planning Grant review below
    - Started in October 1, 2016
    - Amount: $22,000.03, 3 months of funding ($88,000 was total, $7,333.33 per month)
  - 2016 Planning Grant: $93,622
    - Potential start date: October 1, 2017
    - Amount: $70,216.47, 9 months of funding @ $7,801.83 per month
  - In Kind:
    - PCHTF: 2016 Planning Grant for match, $1,125 for 9 months
    - PCHS: 2015 Planning Grant at $5,625 for 3 months and 2016 Planning Grant at $16,429.50 for 9 months, Rent at $6,100
- Expenses review:
  - Salaries
    - used current salary
- Payroll Taxes & Taxes: payroll taxes
  - Includes workers compensation of $590.16
• Fringe Benefits: employee benefits, health insurance
  o Left as is but will change if salary changes
• Phone: cell phone for the executive director
  o As is
• Postage, Copies & Supplies: mailing items, office supplies, board supplies
  o $400, increase and removed the centralized intake cards to their own line item.
  o This was over due to the centralized intake cards and Connect costs that were covered in donations.
• Travel & Parking: mileage reimbursement and parking costs
  o Decrease to $1200
• Publications: dues and subscriptions for industry related publications
  o Set at $150
• Conferences & Meetings: education, seminars, conferences or industry related education opportunities for staff or board members, board recruitment, and strategic planning
  o Reset at $4,500
• Equipment: computer, software, technical support
  o Set at $1,000
  o Could purchase another computer and put half in FY17 and half in FY18?
• Legal/Government Filings: annual filings for our organization
  o Left as is
• Professional Services: Contract services, planning grant
  o Set at HUD Planning Grant amount
• Corporate Insurance: Directors and Officers insurance
  o Set at $744
• PCHS Admin Fee: 5% administration fee paid to Polk County Health Services for being our fiscal agent
  o We did not get to $10,000 for FY17
• Rent: In-kind rent from Polk County Health Services
  o Left as is at $6,100
• Marketing (community relations): Costs related to meeting with community partners, funders, organizations, corporate partners, and board or committee costs.
  o Decreased to $1,000
• Bank Fees: None
• No change

• Line items to be added:
  • Program Costs: Centralized Intake, Point In Time
    ▪ $750 = training, meetings, cards (ordered 9,000 last year at $720)
  • Website: Aweber and Azure
    ▪ $540
    ▪ Aweber: $240, eNewsletter
    ▪ Azure: $300, web hosting can change with activity

• Discussed MOU with PCHS, future liabilities/pension, strategic partners

Adjourned: 8:41 AM

Follow us:
• Facebook: facebook.com/polkcountycoc
• Twitter: @PCCOCB
• Website: www.polkcares.org
### FUNDING

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<th></th>
<th>CASH</th>
<th>IN-KIND</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>Polk County</td>
<td>$75,000</td>
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<tr>
<td>City of Des Moines</td>
<td>$75,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Costs/HUD Planning Funds*</td>
<td></td>
<td></td>
<td>$92,217</td>
</tr>
<tr>
<td>Polk County Housing Trust Fund**</td>
<td></td>
<td></td>
<td>$1,125</td>
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<tr>
<td>Polk County Health Services***</td>
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<td></td>
<td>$28,155</td>
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<td><strong>FUNDING TOTAL</strong></td>
<td><strong>$242,217</strong></td>
<td><strong>$29,280</strong></td>
<td><strong>$271,497</strong></td>
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### EXPENSES

#### Staff Costs

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<td>Staff costs</td>
<td>$123,072</td>
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<tr>
<td>Contract Cost/Planning Grant</td>
<td>$92,217</td>
</tr>
<tr>
<td>Admin Fee from PCHS, 5% per month</td>
<td>$10,000</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$225,289</strong></td>
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#### Office Expense

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<td>Office Materials and Supplies</td>
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<tr>
<td>Computer/IT/Cell</td>
<td>1,840</td>
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<tr>
<td>Rent</td>
<td>6,100</td>
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<tr>
<td>In Kind Services from PCHTF</td>
<td>1,125</td>
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<td>In Kind Services from PCHS</td>
<td>22,055</td>
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<td><strong>Total</strong></td>
<td><strong>$31,520</strong></td>
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#### PR/Marketing

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<td>Website/Publications</td>
<td>690</td>
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<tr>
<td>Marketing (Community Relations/milesage)</td>
<td>2,200</td>
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<td><strong>Total</strong></td>
<td><strong>$2,890</strong></td>
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#### Staff and Board Development

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<th>CASH</th>
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<tr>
<td>CE, seminars, planning, Staff/Board</td>
<td>4,500</td>
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<tr>
<td>Gov/Filings/Insurance</td>
<td>1,244</td>
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<td><strong>Total</strong></td>
<td><strong>$5,744</strong></td>
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#### Programs

<table>
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<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Centralized Intake/Point In Time</td>
<td>750</td>
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<td><strong>Total</strong></td>
<td><strong>$750</strong></td>
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### EXPENSE TOTAL

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<th>Description</th>
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<tr>
<td><strong>EXPENSE TOTAL</strong></td>
<td><strong>$266,193</strong></td>
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### PROJECTED INCREASE IN NET ASSETS

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<th>Description</th>
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<tbody>
<tr>
<td><strong>PROJECTED INCREASE IN NET ASSETS</strong></td>
<td><strong>$5,304</strong></td>
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*Contract Costs: 2015 Planning Grant ends Sept 30, 2017=$22,000
2016 Planning Grant starts Oct 1, 2017=$70,216.50

**PCHTF In-Kind: Match for 2016 Planning Grant

***PCHS In-Kind: Match for 2016 Planning Grant=$21,906
Match for 2015 Planning Grant=$5,625
Coordinated Services Committee
Meeting Minutes May 24, 2017

Members attending:
Co-chairs, Susan Wright/CoC board & Dee Henriquez/CoC board & CISS
Bill Swanson/Anawim Housing, Leslie Van Der Molen & Dan Zahn/Catholic Charities & St. Josephs Family Shelter, Jan Zeleke & Liz Boyer/CISS, Jim Cain/Family Promise, LaToya Lewis/United Health Care Community Plan of Iowa, Eileen Mitchell/Institute for Community Alliances (ICA), Shelby Ridley & Margo Miller-Ramirez/Primary Health Care & Centralized Intake, Carole Bodin & Danell Vaughn/West Des Moines Human Services, Lynn McCormick/House of Mercy, Tia Herbert/Home Inc..
Staff: Mark Phillips & Jane Fogg/CoC

Susan Wright called to order at 10:00 AM followed by a round of introductions. Dee Hernandez asked for approval of the minutes from April 26th. The minutes were approved as distributed.

CI Participant Report
Responses from participating programs were due last Friday. Mark shared a draft which will be sent back out to confirm responses before the document is shared with the CoC Board at their meeting on June 12th. Three sections of the report include entries from agencies, shelter and housing programs. The intent is to provide a snapshot of each program including eligibility information.

Report from the CI Policies & Procedures Ad Hoc Committee
Ad Hoc committee chair person thanked Jim, Jan, Dee, Shelby and Bill for their time to review revisions to the current policy document. Sue provided and overview including:
Background
HUD requires that Continuums of Care (CoC) establish and operate a coordinated entry or Coordinated Intake (CI) process.
All programs funded by CoC or ESG are required to use the process.
The requirements have been in place since 2012.
In January of this year (2017) HUD issued additional requirements for a CoC’s Centralized intake allowing 12 months for full compliance.
Revisions to the current document include most but not all of the additional requirements including some items that are merely recommended or optional.
Additional small changes revise language to current process.
Work to incorporate remaining elements will be completed prior to the deadline of January 23, 2018.
Process & Description of Revisions
Jane led the effort with support from Mark, Jim, Shelby, Margo and Eileen (These members form the CI Work Team)
The C.S. committee appointed an Ad Hoc to review changes. Members intentionally included persons who are active in the Director’s Council to ensure transparency and communication.
The Ad Hoc reviewed the policies & procedures making changes thereby creating the document you have today.
Using HUD’s “Coordinated Process Self-Assessment” tool as a guide along with the HUD Notices from 2015, 2016 and 2017, language has been inserted into the currently approved document.
Examples include expanded definitions for nondiscrimination and fair & equal access, safety planning CI’s standardization, training and written processes meet the requirements.
ICA’s data management procedures meet or exceed the requirements. The document does not include all of the new HUD requirements. We are not currently fully implementing all of them. These are items for us to work on for the remainder of this year.

Some recommendations surface which could be brought to the CoC beyond revision of the Policies & Procedures document. There may be others, your help is requested to raise these questions.

Resources for diversion and prevention
Continue to identify resources to meet the needs of clients who have barriers of language, communication
We need to do more to market CI and to evaluate how its working. Planning is underway. The Agency meeting in June is part of this effort.

Leslie offered a suggestion to change one word on page 6. A motion to approve corrected version of the revised CI Policies and Procedures was made by Jim, seconded by Bill. Following discussion included items relating to prioritization, capacity, diversion and prevention resources, (Some of these topics are appropriate for the June Agency meeting as part of evaluating how well CI is working) the motion was adopted.

Review HMIS data
Eileen walked the committee through the CoC Performance Measure Dashboard. Measures 1 & 2 “Decrease length of time persons remain homeless” and “Decrease returns to Homelessness by Persons who exited to permanent destinations are high priority measures for HUD. Calculations to update the data are underway. Eileen explained a shift in data reported under “street outreach”. The community should be aware that when looking at the “monthly number of homeless persons served” measure, there is no correlation to the number of centralized intakes completed. The graph includes that trend but really shows the population levels in emergency shelter and transitional housing.

Report on early results from CI Housing Navigator
Margo reported the program was still under development since it began in January. 40 persons have been placed into housing since then. Work has been done to expand the list of landlords who could be approached for referrals. Discussion included requests for the list or how best to work with the navigator. Margo suggested case management staff send emails to PHC. PHC also offered to come to CISS for a scheduled block to share information with clients about the process of obtaining housing.

Announcements & Information Sharing
CI Agency meeting will take the place of the regular C.S. meeting. The date is June 28th, 10AM - 12 PM
Room 2, River Place (west end). Each agency should have at least one representative. Agencies will be asked to come ready to raise questions, concerns or suggestions relating to the CoC system in Polk County.

The meeting adjourned at 11:00 AM

Submitted by J. Fogg

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Summary of Revisions to Coordinated Intake Policies and Procedures

Background

- Since 2012, HUD has required all Continuums of Care (CoC) to establish and operate a coordinated entry or Centralized Intake (CI) process. HUD issued updates and additional regulations in 2015 and 2016.
- All programs funded by the CoC or ESG are required to use the process.
- In January of this year (2017) HUD issued additional requirements for a CoC’s Centralized Intake allowing 12 months for full compliance.
- Using HUD’s “Coordinated Process Self-Assessment” tool as a guide, language has been inserted into the previously approved document.
  - Examples of changes include expanded definitions for nondiscrimination and fair & equal access and safety planning.
  - CI’s standardization, training and written processes meet the requirements.
  - ICA’s data management procedures meet or exceeds the requirements.
- Revisions to the current document include most but not all of the additional requirements including some items that are merely recommended or optional.
- Additional small changes revise language to current process.
- Work to incorporate remaining elements will be completed prior to the deadline of January 23, 2018 which means the policies and procedure updates will come back through the process before that deadline.

Process & Description of Revisions

- Jane led the effort with support from Jim Cain, Shelby Ridley, Margo Miller-Ramirez and Eileen Mitchell. These members form the CI Work Team.
- The C.S. committee appointed an Ad Hoc to review changes. Members intentionally included persons who are active in the Director’s Council to ensure transparency and communication.
- The Ad Hoc reviewed the policies & procedures making changes.
- On May 24th the Coordinated Services Committee reviewed and made recommendation to the CoCB to consider and adopt the revisions. Special thanks to Sue Wright for her work to format the document.
- This draft does not include all of the new HUD requirements. We are not currently fully implementing all of them. These are items for us to work on for the remainder of this year.

Examples of system gaps which have surfaced as revisions were considered. Resources and support from the CoC would be greatly appreciated for the following:

- Additional resources for diversion and prevention
- Identification of additional partners and resources to meet the needs of clients who have barriers of language or communication
- Additional marketing strategies for CI and help to evaluate how its working. Planning is underway to survey individuals who participated in CI. The Agency meeting scheduled for later this month is part of this effort.
CoCB Grant Committee--MINUTES
May 22nd, 2017
1:00 PM – 2:00 PM
River Place Conference Room 3 - Polk County Health Services
Attendees: Chris, Kris, Susie, Jim, Matt, Corinne, Angie, Mark

Agenda
Welcome

50 Minutes  CoC Grant Items:
- Letter of Interest  
  o Reviewed received LOIs: 13  
  o Grant Committee approved second round of LOI for only Rapid Rehousing (RRH) for families, adults or youth who are unsheltered and those accessing emergency shelter.  
  o Feedback on process: Mark reviewed committee questions with organizations  
  o Discussed process: Feedback from applicant was to add corrective action period for 2018.
- Scorecard: Reviewed initial draft  
- Centralized Intake Participant Report: reviewed and will adopt at June board meeting  
- Reviewed PHC and Amendment Question: Does their proposal for doing a “progressive payment schedule” conform to the CoC’s written standards for Rapid Rehousing.  
  o CoC Written Standards will be presented at the June CoCB board meeting for adoption, similar to the ESG adopted
FYI, follow-up items:
- YESS: They still have not received final wording.
- TA requested: Moving forward, youth and CoC

10 Minutes  Additional questions or items
- Support Letter Process: reviewed draft, discussed changes  
- Monthly meetings: Changed to the 4th Tuesday of every month from 11 to 12 starting June 27th, 2017

Adjourned: 2:20 PM
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Standards for Providing Continuum of Care Assistance

Summary

As noted in the introduction, the Standards for Providing Continuum of Care Assistance ("Standards") fulfills one of the Polk County Continuum of Care's responsibilities as defined in 24 CFR 578.7; HUD's Continuum of Care interim rule. The Standards are comprised of four sections: Introduction, Standards for Participant Eligibility and Administering Assistance, Standards for Documenting and Verifying Participant Eligibility and Prioritization. The Standards for Participant Eligibility and Administering Assistance are based on program requirements spelled out in 24 CFR 578, Subpart D - Program Components and Eligible Costs. Standards for Documenting and Verifying Participant Eligibility, and the two Eligibility Verification Forms, are identical to the same standards found in the Emergency Solutions Grant Standards previously approved by the CoCB. HUD uses the same definition of homelessness and verification requirements for both programs. Since the prioritization of persons experiencing homelessness for various housing interventions is done by the centralized intake, the last section of these Standards, Prioritization, was taken from the section "Prioritization for Referral" found on pages 17-19 of the Centralized Intake Policies and Procedures.
POLK COUNTY CONTINUUM OF CARE

Standards for Providing Continuum of Care Assistance

INTRODUCTION

24 CFR 578, the Continuum of Care interim rule, provides regulatory guidance on the implementation of the Continuum of Care program. 24 CFR 578.7(a)(9) mandates that the Polk County Continuum of Care establish written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:

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

STANDARDS FOR PARTICIPANT ELIGIBILITY AND ADMINISTERING ASSISTANCE

Permanent Supportive Housing

1. An individual or family must meet the following eligibility requirements for Permanent Supportive Housing (PSH):
   a. Literally Homeless (Category 1 of Homeless Definition Final Rule);
   b. Chronically Homeless; and
   c. At least one member of the household must have a disability of long duration, verified by Social Security or a licensed professional that meets the State of Iowa criteria for diagnosing and treating that condition.

2. The program provides assistance in accessing suitable housing.
   a. In locating housing, the program considers the needs of the individual or family experiencing homelessness.

3. In addition to rental assistance, the program may provide assistance with
   a. Moving costs;
   b. Security deposits (up to 2 months)
   c. First and last month’s rent
   d. Property damage (up to 1 month’s rent, one time per participant)
4. The program enters into a lease agreement with program participant for a term of at least one year, which is terminable for cause. The lease must be automatically renewable upon expiration for a minimum term of one month. Assistance may be extended as stated in 24 CFR 578.79.

5. In accordance with CFR 578.77, agencies are not required to impose occupancy charges on program participants as a condition of residing in the housing. However, if occupancy charges are imposed, they may not exceed the highest of:
   a. 30% of the household’s monthly adjusted gross income;
   b. 10% of the household’s monthly income; or
   c. If the household is receiving payments for welfare assistance from a public agency and a part of the payments is specifically designated by the agency to meet the household’s housing costs, the portion of the payments that is designated for housing costs.

   If the household has zero income, they are not required to pay rent but their supportive services partner is expected to work with them to secure income (either earned or unearned) as soon as possible.

6. In accordance with CFR 578.77, income must be calculated in accordance with 24 CFR 5.609 and 24 CFR 5.611(a). Projects must examine a program participant’s income initially. If there is a change in family composition (e.g. birth of a child) or a decrease in the participant’s income, the occupancy charge shall be re-examined and adjusted accordingly.

**Rapid Re-Housing**

1. An individual or family must meet the following eligibility requirements for Rapid Re-Housing (RRH):
   a. Literally Homeless (Category 1 of Homeless Definition Final Rule); or
   b. Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions (Category 4 of Homeless Definition Final Rule).

2. The program provides assistance in accessing suitable housing.
   a. In locating housing, the program considers the needs of the individual or family experiencing homelessness.
   b. Programs will assess potential housing for compliance with CoC HUD Housing Quality Standards (HQS), lead-based paint, and rent reasonableness and fair market rent standards prior to the participant signing a lease with the landlord, and the program signing a rental assistance agreement with the landlord. See 24CFR§578.37(a)(1)(ii)

3. The program may provide assistance with:
   a. Security deposits (up to 2 months)
   b. First and last month’s rent
   c. Property damage (up to 1 month’s rent, one time per participant)
   d. Short-term rental assistance (up to 3 months)
e. Medium-term rental assistance (4 to 18 months)

4. The program signs a rental assistance agreement with the landlord. The program participant signs a lease with the landlord. The program and the participant sign a housing stabilization plan.

5. In accordance with CFR 578.77, agencies are not required to impose occupancy charges on program participants as a condition of residing in the housing. However, if occupancy charges are imposed, they may not exceed the highest of:
   a. 30% of the household’s monthly adjusted gross income;
   b. 10% of the household’s monthly income; or
   c. If the household is receiving payments for welfare assistance from a public agency and a part of the payments is specifically designated by the agency to meet the household’s housing costs, the portion of the payments that is designated for housing costs.

If the household has zero income, they are not required to pay rent but their case manager is expected to work with them to secure income (either earned or unearned) as soon as possible.

6. A household may be charged incremental increases in rent reaching a maximum rent of 30% of household income by the end of the first 3-6 month period.
   a. Over the next 3-6 month period, the household’s share of rent shall be at least 30% of household income with incremental increases reaching 100% of rent paid by the client at the end of the period.
   b. Over the remaining 3 months, the client will pay 100% of the rent.

7. The program will re-evaluate the household for continued eligibility at least annually. To continue to receive Rapid Re-Housing assistance, a program participant’s re-evaluation must demonstrate eligibility based on:
   a. Lack of resources and support networks. The program participant’s household must continue to lack sufficient resources and support networks to retain housing without CoC program assistance.
   b. Need. The program must determine the amount and type of assistance that the individual or family will need to maintain stability in permanent housing.

Transitional Housing

1. An individual or family must meet the following eligibility requirements for Transitional Housing (TH):
   a. Literally Homeless (Category 1 of Homeless Definition Final Rule);
   b. Imminent Risk of Homelessness (Category 2 of Homeless Definition Final Rule); or
   c. Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions (Category 4 of Homeless Definition Final Rule).

2. The program provides assistance in accessing suitable housing.
   a. In providing or arranging for housing, the program considers the needs of the individual or family experiencing homelessness.

3—PCoC Standards for Providing Assistance DRAFT
3. The program signs occupancy agreements or subleases with all program participants residing in housing.
   a. Agreements or subleases with participants should be for a term of at least one month and up to 24 months.
4. In accordance with CFR 578.77, agencies are not required to impose occupancy charges on program participants as a condition of residing in the housing. However, if occupancy charges are imposed, they may not exceed the highest of:
   a. 30% of the household’s monthly adjusted gross income;
   b. 10% of the household’s monthly income; or
   c. If the household is receiving payments for welfare assistance from a public agency and a part of the payments is specifically designated by the agency to meet the household’s housing costs, the portion of the payments that is designated for housing costs.

If the household has zero income, they are not required to pay rent but their case manager is expected to work with them to secure income (either earned or unearned) as soon as possible.

5. In accordance with CFR 578.77, income must be calculated in accordance with 24 CFR 5.609 and 24 CFR 5.611(a). Projects must examine a program participant’s income initially. If there is a change in family composition (e.g., birth of a child) or a decrease in the participant’s income, the occupancy charge shall be re-examined and adjusted accordingly.

STANDARDS FOR DOCUMENTING AND VERIFYING PARTICIPANT ELIGIBILITY

Centralized Intake

1. CoC-funded programs shall only take referrals from the Polk County Continuum of Care Centralized Intake. At the time they go through the centralized intake, individuals or families requesting CoC-funded assistance must present evidence to establish and verify they meet the applicable eligibility standards for the housing intervention type to which they will be referred.

2. The determination of literally homeless, imminent risk of homelessness, and fleeing or attempting to flee domestic violence shall always be documented in writing and maintained in the individual’s or family’s case file. The order of preference for documenting an individual’s or family’s homeless or at-risk of homeless status shall be:
   a. Third-party documentation
   b. Intake work observations
   c. Certification from the person seeking assistance

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

4. Utilizing other forms of already available documentation shall also be acceptable evidence of an individual or family’s homeless status. Already available documentation shall include certification or other appropriate service transactions recorded in ServicePoint as well as discharge paperwork to verify a stay in an institution of 90 days or less.

5. Where third-party documentation is not obtainable, a written record of the case manager’s due diligence in attempting to obtain the evidence and certification by the head(s) of household seeking assistance shall be maintained in the family’s case file.

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

7. A Homeless Verification letter, documenting the name(s) of the individual(s) or family members and the category of homelessness or at-risk of homeless status, shall be uploaded into the individual’s or family’s ServicePoint record.

CoC-Funded Program

1. The CoC-funded program shall complete the Eligibility Verification Form applicable to their housing type indicating the criterion that defines the individual’s or family’s homeless/at-risk of homeless status based on the Homeless Verification letter provided by the centralized intake.

2. The Homeless Verification letter shall be attached to the Eligibility Verification Form and placed in the individual’s or family’s case file.

PRIORITIZATION

CoC-funded programs shall only take referrals from the Polk County Continuum of Care Centralized Intake. A priority list shall be maintained by the centralized intake staff for each housing intervention type. Criteria for prioritization, by housing intervention type, is as follows:

Permanent Supportive Housing

1. Prioritizing Chronically Homeless Persons in PSH Dedicated or Prioritized for Occupancy by Persons Experiencing Chronic Homelessness

   1.1 First Priority – This category consists of chronically homeless individuals and families with the longest history of homelessness and the most severe service needs (defined as the highest VI-SPDAT/ VI-F-SPDAT score).

   1.2 Should there be no chronic homeless individuals, referrals to PSH will be made by following the order of priority in Section 2.

2. Prioritizing Chronically Homeless Persons in PSH NOT Dedicated or NOT Prioritized for Occupancy by Persons Experiencing Chronic Homelessness

   5—PCoC Standards for Providing Assistance DRAFT
2.1 **First Priority—Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness and Severe Service Needs.** This category consists of an individual or family that is eligible for PSH who has experienced fewer than four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months and has been identified as having severe service needs.

2.2 **Second Priority—Homeless Individuals and Families with a Disability with Severe Service Needs.** This category consists of an individual or family that is eligible for PSH who is residing in a place not meant for human habitation, a safe haven, or in an emergency shelter and has been identified as having severe service needs. The length of time in which households have been homeless should also be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

2.3 **Third Priority—Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter without Severe Service Needs.** This category consists of an individual or family that is eligible for PSH who is residing in a place not meant for human habitation, a safe haven, or an emergency shelter where the individual or family has not been identified as having severe service needs. The length of time in which households have been homeless should be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

2.4 **Fourth Priority—Homeless Individuals and Families with a Disability Coming from Transitional Housing.** This category consists of an individual or family that is eligible for PSH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, in an emergency shelter, or safe haven. This priority also includes individuals and families residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.

3. Referrals to PSH should follow the order of priority above while also considering the goals and any identified target populations served by the project to which the referral is being made.

4. While due diligence should be exercised when conducting outreach and assessment to ensure chronically homeless individuals and families are prioritized for assistance based on their total length of time homeless and/or the severity of their needs, PSH units should not be allowed to remain vacant indefinitely while waiting for an identified chronically homeless person to accept an offer of PSH. PSH units will only be allowed to remain vacant for 10 days. If the chronically homeless individual or family with the highest VI-SPDAT score is not located or does not respond within this period of time, the unit will be offered to the next highest ranked chronically homeless individual or family.

5. A person experiencing chronic homelessness should not be forced to refuse an offer of PSH if they do not want to participate in the project’s services, nor should the PSH...
project have eligibility criteria or preconditions to entry that systematically exclude those with severe service needs.

6. Street outreach providers partnering with the centralized intake should continue to make attempts to engage those persons that have been resistant to accepting an offer of PSH. These chronically homeless persons must continue to be prioritized for PSH until they are housed.

7. If an individual and family with the same length of chronic homelessness, and VI-SPDAT score are prioritized for the same housing intervention, the family will be prioritized first due to the vulnerability of the children.

Rapid Re-Housing

1. Individuals and families who score highest for RRH/TBRA based on their VI-SPDAT/VI-F-SPDAT score.
   a. If an individual and/or family has the same VI-SPDAT/VI-F-SPDAT score, the one with the longest length of homelessness shall be prioritized first.

Transitional Housing

1. Individuals and families who score highest for TH based on their VI-SPDAT/VI-F-SPDAT score AND meet at least one of the criteria listed below will be referred to TH:
   b. Youth Parents – non-disabled youth ages 16.5-24 who are the parents of at least one child and are seeking assistance with that child(ren).
   c. Veterans (choosing Grant and Per Diem - GPD).
Eligibility Verification Form
Permanent Supportive Housing and Rapid Rehousing

HOMELESS STATUS
has applied for rapid rehousing through __________

As required by the Department of Housing and Urban Development, this individual meets the definition of homeless due to the following reason (check all that apply):

_____ Literally Homeless – Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
   ___ Has a primary nighttime residence that is a public or private place not meant for human habitation;
   ___ 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
   ___ Is exiting an institution where (s) he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

This determination is based on (check all that apply):

Literally Homeless

___ Written observation by the outreach worker; or
___ Written referral by another housing or service provider; or
___ Certification by the individual or head of household seeking assistance stating that (s) he was living on the streets or in shelter;
___ For individuals exiting an institution – one of the forms of evidence above and:
   ___ Discharge paperwork or written/oral referral, or
   ___ Written record of intake worker’s due diligence to obtain above evidence and certification by individual that they exited institution.

Record of Due Diligence: ____________________________

__________________________

__________________________

__________________________

Client Signature: ___________________________ Date: __________

Intake Worker/Case Manger Signature: ___________________________ Date: __________

8—PCoC Standards for Providing Assistance DRAFT
Eligibility Verification Form
Transitional Housing

HOMELESS STATUS

____ has applied for rapid rehousing through ______________________

As required by the Department of Housing and Urban Development, this individual meets the
definition of homeless due to the following reason (check all that apply):

_____ Literally Homeless – Individual or family who lacks a fixed, regular, and adequate nighttime
residence, meaning:
    _____ Has a primary nighttime residence that is a public or private place not meant for
          human habitation;
    _____ 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
    _____ Is exiting an institution where (s)he has resided for 90 days or less and who
          resided in an emergency shelter or place not meant for human habitation
          immediately before entering that institution.

_____ Imminent Risk of Homelessness – Individual or family who will imminently lose their
primary nighttime residence, provided that:
    _____ Residence will be lost within 14 days of the date of application for homeless
          assistance;
    _____ No subsequent residence has been identified; and
    _____ The individual or family lacks the resources or support networks (e.g., family,
          friends faith-based or other social networks) needed to obtain other permanent
          housing.

_____ Fleeing/Attempting to Flee Domestic Violence – Any individual or family who:
    _____ Is fleeing, or is attempting to flee, domestic violence;
    _____ Has no other residence; and
    _____ Lacks the resources or support networks to obtain other permanent housing.
    _____ Meets the criteria for “Literally Homeless”

This determination is based on (check all that apply):

Literally Homeless
    _____ Written observation by the outreach worker; or
    _____ Written referral by another housing or service provider; or
    _____ Certification by the individual or head of household seeking assistance stating that
          (s)he was living on the streets or in shelter;

Record of Due Diligence: ________________________________________________________________

9—PCoC Standards for Providing Assistance DRAFT
Imminent Risk of Homelessness

_____ A court order resulting from an eviction action notifying the individual or family that they must leave; or
_____ For individual and families leaving a hotel or motel – evidence that they lack the financial resources to stay; or
_____ A documented and verified oral statement; and
_____ Certification that no subsequent resident has been identified; and
_____ Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing.

Record of Due Diligence: ____________________________________________________________

_________________________________________________________

_________________________________________________________

Fleeing/Attempting to Flee Domestic Violence

* For victim service providers:
  _____ An oral statement self-certified by the individual or head of household seeking assistance, or a certification by the intake worker which states:
    * They are fleeing;
    * They have no subsequent residence; and
    * They lack resources

* For non-victim service providers:
  _____ Oral statement which is self-certified by the individual or head of household seeking assistance, or by the case worker, that they are fleeing. When the safety of the individual or family is not jeopardized, the oral statement must be verified; and
  _____ Certification by the individual or head of household that no subsequent residence has been identified; and
  _____ Certification by the individual or head of household that they have a primary nighttime residence that is a public or private place not meant for human habitation; and
  _____ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

Record of Due Diligence: ____________________________________________________________

_________________________________________________________

_________________________________________________________

Client Signature: ____________________________ Date: ____________________________

10—PCoC Standards for Providing Assistance DRAFT
2017 NOFA Prep--MINUTES
May 25th, 2017 at 1.00 PM to 2.30 PM
Attendees: Carolyn, Jim, Jane, Julie, Lynn, and Mark

Agenda:

- Reviewed Timeline: Updated to reflect what has happened to date
  - This will need to be finalized once the NOFA drops
- Reviewed Open Meeting Agenda items:
  - Housing First Videos: These are ones from HUD/USICH
  - Link here: https://www.usich.gov/tools-for-action/webinar-core-principles-of-housing-first-and-rapid-re-housing
- Reviewed LOIs submitted
  - Round 1 and Round 2
  - Suggestion for the Grant Committee: Next period add Corrective Action Plan/Period for renewals or new projects to respond to questions
  - Timeline options for 2018
    - Priorities: decide in December/Jan
    - LOI drop in Feb/March
    - FYI for 2018 we will need to address the decrease in PSH beds on our bed count
    - Reallocation same period
- Reviewed Fair Market Rate:
  - Jim or Carolyn: https://www.huduser.gov/portal/datasets/fmr.html
- Reviewed Naming of Grants for new applications for 2017:
  - Naming Convention: Agency Name_Program Name_Year
  - Example: IHYC_RR_2017
- Reviewed Sage:
  - Reminder to update profiles, Mark to submit a AAQ
  - Only for APRs going forward
- TA submitted:
  - Moving forward on Youth and CoC
- Work list:
  - Mark and Jim moving along, reviewed in the meeting
- MOUs:
  - ICA: approved, sign on June 30
  - Any others?
  - HMIS/ICA: Do we have all signed data MOUs with agencies? Should we do it for this year?
- Reviewed 3rd Party Verification in section 576.5(a)(b)
- CoC Grant Applications: New application, scoring sheet, and HMIS have all been approved
- What do we need to do next? Not schedule another meeting until NOFA opens

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Summary:
Through the work of the first stakeholders meeting on April 24, four work groups were developed to explore strengths and opportunities for growth in the current system, best practices, and develop recommendations for the final community plan. The following describes the work of the first round of meetings for each of these work groups and the Youth Advisory Board.

Highlights:

Youth Advisory Board: (May 10th, 12 attendees)
- Youth submitted ideas for the plan (see YAB meeting summary, 5/10)
- Youth expressed interest in developing art, music, and movies to help communicate to stakeholders and the public about their experiences, hopes for the future, and ideas for the plan.
- Next meeting: Wednesday, June 14, 6:00-7:30.

Prevention: (May 19, 8 attendees)
- Developed and approved objectives for work group
- Reviewed causes of youth homelessness: child abuse and neglect, unsafe home environment, family unaccepting of LGBT, lack of permanent connections, mental health/substance abuse, lack of affordable housing options
- Discussed strengths and challenges to prevention regarding youth in foster care vs. non-system involved
- Next meeting: Wednesday, June 28

Housing & Services: (May 23, 11 attendees)
- Developed and approved objectives for work group
- Reviewed current shelters, programs, and housing options for youth who are homeless. A complete review of bed count and adherence to overarching principles will be completed by YPIL and reviewed at the next meeting. Challenges and gaps in housing options and services noted.
- Next meeting: Wednesday, June 14

Communications: (May 31, 6 attendees)
- Discussed three main “audiences” to communicate with, information to share and intent. 1) external--public, community leaders 2) Internal--service providers and public systems, 3) Youth who are vulnerable to homelessness or homeless
- Reviewed current systems map and examples from other communities
- Next meeting: Tuesday, June 27

Data & Assessment: (June 2, 11 attendees)
- Reviewed and discussed current sources of data and data points including number of youth who are homeless through point in time count, HMIS, Aftercare (formerly in foster care), health care, and education
- Discussed strengths and challenges to data collection and generated ideas for improvement including increased outreach to schools, jail, hospitals, etc.
- Next meeting: Friday, June 23

Next steps:
Each group will review recommendations from federal agencies and national organizations. With these recommendations and work group ideas in mind, groups will develop community goals that describe what the community hopes to achieve through the plan. The goals will be discussed and submitted for review at the stakeholders meeting on July 24.

Respectfully Submitted by: Andrea Dencklau, Youth Policy Institute of Iowa on 6/7/17