Polk County Continuum of Care Board
April 9, 2018 / 12:00 PM – 1:30 PM
River Place, 2309 Euclid Ave, Des Moines - Room 1A

1. Approve Agenda

2. Consent Items*
   2.1. Minutes February 2018 Meeting
   2.2. Minutes March 2018 Special Meeting
   2.3. Housing Committee Minutes
   2.4. Grant Committee Minutes
   2.5. Coordinated Service Committee Minutes

3. Finance Committee (Eric Burmeister)
   3.1. February 2018 Financial*

4. Executive Committee Report (Matt McDermott)
   5.1 Executive Director
   5.2 Fiscal Agent

5. Nominating Committee (Carole Bodin)
   5.1. Update on Nomination Process
   5.2. Nomination Committee Members

6. Coordinated Service Committee (Susan Wright)
   6.1. Initial Client Evaluation of Centralized Intake

7. Grant Committee
   6.1 NOFA – Priorities and Ranking*
   6.2 Letter of Interest Comments
   6.3 Memorandums of Understanding
   6.4 Youth Grant Submission*

8. Other Business
   8.1. 4 Walls for All

9. Public Comment/Announcements

10. Adjournment

Next Meeting is May 14, 2018
CONTINUUM OF CARE BOARD  
Monday, February 12, 2018  
12:00 – 1:00 pm  
Polk County River Place, Room 1A

MINUTES

Board Members Present:
Miah Baum, Thomas Beil, Carole Bodin, Eric Burmeister, Phil Delafield, Lt. Cynthia Donahue, Russ Frazier, Jamie Gilley, Chris Johansen, Matt McDermott, Valerie Miller-Coleman, Catherine Reaman-Gerdes, Susan Wright

Board Members Absent:
Diogenes Ayala, Angela Dethlefs-Trettin, Sam Fink, Tom Jackowski, Renee Miller, Libby Nelson, Susan Osby, Kris Schechinger-Camper, Brad Spielman, Doug Stodgel

Guests:
Shelby Ridley, Jim Cain, Pat Schacherer, Gary Wickering, Ryan Laudick, Cynthia Latcham, Julie Eberbach, Andrea Dencklau, Carrie Moreno, Aimee Smith, Jack Hackett, Charles Hill, Joe Stevens, Tim Wilson

Call to Order
Vice-Chair Matt McDermott called the meeting to order at 12:05 pm.

Approval of Agenda
A motion was made by Susan Wright to approve the Agenda; seconded by Catherine Reaman-Gerdes. Carried.

Approval of Consent Agenda
A motion was made by Eric Burmeister to approve the Consent Agenda; seconded by Phil Delafield. Carried.

Executive Committee Report
1.) Executive Director Search: Six applications have been received. Until finalists are announced, the names will be kept confidential.
2.) Fiscal Agent Transition: Eric Burmeister reported that the PCHTF met with the City of Des Moines on transitioning the CDBG & Planning grant from HUD. When contracts are signed, the transition will occur. Currently, the Polk County Health Services is the fiscal agent. Eric asked board members to RSVP attendance plans, for future CoCB meetings.

Nominating Committee: Carole Bodin explained that the Committee is mapping out a schedule to contact board members whose second terms are up to ask if they want to continue to serve. Then, as per the bylaws, stagger some so that not too many people are stepping down. Carole continued saying that in the next couple months, new board members will be sought in the “representative” areas. Finally, Carole explained that last summer three board members went for a second term and although it was announced, a vote was not taken.
A motion was made by Phil Delafield to approve reappointment of a second term, effective 7-1-2017, for Russ Frazier, Valerie Miller-Coleman and Susan Osby; seconded by Susan Wright. Carried.

Anyone who would like to join the Nominating Committee as a member or be considered as a future officer, please contact Carole Bodin.

In addition to the new board members coming on, a new slate of officers will be proposed beginning July 1.

Other Business
1.) Youth Grant: Jim Cain reported on the Youth NOFA grant that recently was released. Jim and Toby O’Berry will write the grant with the Youth Advisory Work Team and Youth Action Team to review. The timeline includes:
   March: Report to the board 
   April: Final approval of board; present to City Council 
   April 17: Due date 
2.) January Point in Time Update: Gary Wickering presented some numbers.
   Unsheltered people on street
      2017: 52 persons
      2018: 107 persons
   Number of veterans on street
      2017: 6
      2018: 12
Shelby Ridley said there was a sufficient number of volunteers helping with this count, covering all areas of the city in order to make it accurate. Being more visible may have contributed to the higher count.

Gary did not yet have the shelter number but said there was a small increase in the transitional housing population and a moderate drop in the emergency shelter.

CoC Membership Applications: Anyone interested in becoming an official CoC member, there is an application and to let Eric know and he will forward it.

Announcements: Jamie Gilley reported that the Youth Plan implementation team has met to discuss hosting a Community Launch event to present information from the recently completed “Ending Youth Homelessness Plan.” They are seeking $500 in contributions to host. The date is March 29 in the morning at the Botanical Garden. For further information, please contact Diogenes Ayala, Diogenes.ayala@simpson.edu.

The Annual Iowa Council on Homelessness Day on the Hill is Tuesday March 20, 8 am. This is an opportunity to talk with legislators about needs, services, successes and challenges affecting those facing homelessness. For more information contact Diogenes Ayala, Diogenes.ayala@simpson.edu.
Public Comment: Joe Stevens spoke about the homeless evictions in the city of Des Moines and the work that Joppa and others are doing to offer workable choices. Further discussion and information was shared on the subject by those present and encouragement to continue advocate with all communities in Central Iowa to provide affordable housing is important. Inclusionary practices

Through further discussion, information was shared on the subject including pointing out how critical the need, in all Central Iowa communities, is for affordable housing units and inclusionary practices by the development community.

Phil Delafied spoke about challenges faced in building affordable housing units and the importance of improving sub-standard housing to ensure individuals and families have continued access to affordable homeownership and rental opportunities. He explained that reinvesting in properties, with the right programs, is more critical than ever.

Adjourn
With no further business to conduct, Russ Frazier moved to adjourn at 1:00 pm; seconded by Thomas Beil. Carried.

The next meeting of the Continuum of Care Board is scheduled for 12 noon to 1:30 pm, Monday, March 12, 2018 at the Polk County River Place, Room 1A.

Respectfully submitted,
Tracy Levine
Polk County Housing Trust Fund
Housing Committee
Continuum of Care Board
February 19, 2018 1:00 PM – 2:00 PM
Room 305, Plymouth Congregational UCC, 4126 Ingersoll
Attending: Eric Burmeister, Cynthia Latcham, Latoya Lewis, Sue Wright, Seth Johnson, Amanda Murphy, Melissa O’Neil, Valerie Miller-Coleman, Angie Arthur, Sadie Gasparotto, Joe Stevens, DeAnna Rice (ISU student)

1. Tiny Houses:
   - HUD has responded to our request for clarification on the status of the Tiny Houses as proposed by Joppa. With certain qualifications HUD would categorize the program as Transitional Housing. The number of beds would need to be added to our transitional bed inventory and the residents technically counted as homeless.

2. Mainstream:
   - Owner is currently asking for community assistance in managing the residents at Unity Place. A special meeting was held on March 9 of the Housing Committee and the owners to discuss options. Plans are progressing with CISS leading. No final contracts yet.

3. Opportunity Plan:
   - The final Actions Steps and Performance Measures have been submitted to leadership of The Opportunity Plan. A community comment period is underway. The final recommendation is:
     1. Decrease the number of Extremely Low Income Renter Households who may more than 50% of their income for rent by 10% by 2023.
        ▪ Action Step 1 – Increase the number of new rental units by directing a larger portion of affordable housing resources to creation of those units.
        ▪ Action Step 2 – Advocate for mandatory inclusionary housing policies in all cities in Polk County
2. Improve the distribution of affordable rental homes in the region by encouraging creation near robust public transportation, low wage job centers and services needed by low income households.
   - Action Step 1 – Advocate for long range land use planning in cities in Polk County that provides for affordable housing near low wage job centers.

3. Increase the availability and coordination of client appropriate supportive services for households living in affordable housing.
   - Action Step 1 – Create comprehensive inventory of Permanent Supportive Housing (HUD definition) by 7/1/18
   - Action Step 2 – Create Inventory of Supportive Service Programs and providers available to households needing or living in affordable housing.

4. **Landlord Forum – Affordable Housing Week**
   a. The Continuum of Care, PCHTF, DART, United Way, The Opportunity Plan and the Refugee Alliance will co-sponsor the Annual Landlord Forum on Monday April 16th at River Place. The program will focus on working with refugee tenants.

5. **Upcoming Agenda:** Email agenda items to Eric. Next meeting will be April 16, 2018 at Plymouth Church Rm 305.
CoCB Grant Committee
March 27th, 2018
11:00am – 12:00pm
River Place Conference Room 3 - Polk County Health Services

Minutes

Attendees: Chris Johansen, Jim Cain, Lisa Crabbs, Matt McGarvey (by phone)

Monitoring HUD Grantees

- Jim provided an update on the schedule for Spring HUD Grant Reviews per email correspondence from Kris Schechinger-Camper. Jim stated he would share the schedule with new E.D., Angie Arthur in the event she wished to attend.

  April 4th  9am  Institute for Community Alliances
  April 6th  3pm  Anawim Housing
  April 10th 1pm  West Des Moines Human Services
  April 17th 2pm  Primary Health Care

Youth Homeless Demonstration Program

- Chris informed the committee that City Council approved submission of this grant at their March 12, 2018 meeting. He stated that earlier in the day of the meeting, a couple of new council members asked him questions about the purpose of the grant, who it would serve and the City’s role. Chris said it was a good opportunity to educate them on the work of the CoCB and partnering with the City. Chris also mentioned that a reporter from The Des Moines Register contacted him about the grant and had some general questions which he answered. He referred the reporter to Jim who could connect her with the relevant people involved in the grant. Jim stated that the reporter has not yet contacted him.

- Jim described progress to date which includes delegating the writing of certain parts to persons with subject expertise (e.g., Shelby Ridley answering a question pertaining to Centralized Intake); gathering updated MOUs and letters of support (Toby), assistance from Carolyn Gathright at the City of Des Moines with completing forms as well as rewriting and editing the 2016 narrative.

- Jim expressed concern about losing significant points on “Rating Factor 6: Financial Resources” which the PCCoC received 9.5/10 points on in 2016. He attributes the high score to an actual commitment of $40,000 from the Mid-Iowa Health Foundation for the plan that was completed in 2017. Comments on this rating factor in HUD’s debriefing packet indicates there must be letters actually committing a dollar amount of financial support to receive points. Chris mentioned that he was pretty certain the letter from the City of Des Moines contained a dollar amount. He will get the documents from the council’s action to Jim who will contact Councilman Coleman and inquire about similar financial support for this application. Matt suggested talking with Suzanne Mineck from Mid-Iowa about how to portray their 2016/2017 support for planning in a letter of support as well as the likelihood of additional grant funds to leverage HUD’s funds. Jim asked Matt to forward him Suzanne’s contact information.

2018 CoC Application Process

- Jim recounted a conversation he had with ICA staff and Amber Lewis from IFA after Monday’s CoCB meeting in which they were discussing the release of the 2018 NOFA. Jim mentioned that
Gary Wickering from ICA stated that the performance measures report wasn’t due to HUD til May 31st. This would seem to indicate that the earliest the NOFA would be released is June.

- Based on the Housing Bonus for previous years, the PCCoC may have enough funds for one to two new projects this round. There appears that there will be little, if any, funds from reallocation. More will be known once the NOFA is released.
- Jim referenced the documents “2018 CoC Program Competition Priorities and Ranking”, ”Polk County Central Intake Monthly Indicators” and “Units By Program Type”, sent out to the committee in advance of the meeting, as he walked through the rational for prioritizing and ranking projects in 2018. Matt reflected back to the committee an observation that in section A, pertaining to the use of the Permanent Housing Bonus dollars, PSH for youth was ranked at #5 and if there would be an expectation of it being ranked higher in lieu of the plan to end youth homelessness.

Jim reminded the committee that the population served by any new Permanent Supportive Housing program had to be 100% chronic. He stated that Catherine Gerdes wasn’t comfortable guessing a number of chronic DV survivors for 2017 but she would have her staff begin tracking that in 2018. Jim also stated that Shelby Ridley was able to identify seven youth from the 2017 TAY SPDAT intakes who were chronically homeless.

The consensus of the committee was to leave it as is and allow the CoCB to make that decision. There was also a general consensus that the prioritization was data driven and the data contained in the CI Monthly Indicators would be a good resource for the CoCB to use in making their decision.

The committee requested that Jim forward the three handouts given to the committee to the Directors Council and CoC membership for review as well as ensure they are included in the CoCB board packet. Any comments received should be forwarded to the CoCB prior to their April 9th meeting. Jim will also seek Mark Phillip’s assistance in posting the three handouts and any comments to the CoCB’s website.

After the meeting had a adjourned, Jim recalled to Chris and Lisa information from the YHDP grant narrative describing the need to separate the sheltering of youth and adults due to the youth at times being preyed upon by the adults including being victims of human trafficking, rape, physical assault and robbery.

- Last year’s timeline shows the LOI went out in early April. Following the CoCB’s April 9th meeting, Jim will update the new project LOI with the prioritization language approved by the CoCB and will coordinate the emailing out of the LOIs to the CoC membership and Directors Council by April 13th. He will also make sure they get posted to the website.
Meeting Minutes
Attending: Jim Cain/Family Promise, Leslie Van Der Molen, Dan Zahn/Catholic Charities, Ehren Wright, Patrick Schacherer /Institute for Community Alliances, Kiana Hines/New Directions Shelter, Shelby Ridley & Margo Miller-/Primary Health Care, Carole Bodin & Danell Vaughan/West Des Moines Human Services, Carie Moreno/Veterans Administration; Cynthia Latcham/Anawim; Andrea Dencklau/Youth Policy Institute of Iowa; Sue Wright/CoCB -Chair

I. Those in attendance were welcomed; a round of introductions was completed.

2. Carole Bodin moved approval and Margo Miller seconded approval of the December Minutes. Minutes were approved.

3. Client Evaluation of Centralized Intake
   - The inaugural evaluation of CI by clients was administered during January Point in Time.
   - Patrick shared some of the results, including open-ended responses.
     - Response rate: 19 of 25 clients responded to the computerized survey
     - More families than singles chose not to respond
     - Overall results were positive
   - Shelby offered comments about administration of the survey
     - Overall, administration went smoothly
     - Main reason that parents chose not to respond was related to having tired children with whom to deal
     - We discussed ways to increase response rate – maybe streamline the survey.
     - Shelby will add a request for some incentive funds to her budget request.

4. Update on Ending Youth Homelessness: A Plan to Ensure Housing Safety and Stability for Youth and Young Adults Experiencing Homelessness in Polk County
   - Andrea Dencklau provided an update on the activities of the Youth Work Team.
   - She distributed a flier with information about the Ending Youth Homelessness” plan and explained that the plan is focused on 4 areas for youth under age 25
   - An implementation team has been formed. It is meeting twice a month.
   - Another committee is working on the next grant application; due April 17th
   - There will be a launch event for the initiative on March 28, 7:45-9:00 am at the Botanical Center.
   - The work group also will put up a Facebook page.

https://spark.adobe.com/page/3IHJyks79AqVm/.
A two page plan summary will follow in the coming weeks.
5. HMIS Data
   • Ehren provided a demonstration of a new graphic report format of HMIS data.
   • Report focuses on access to permanent housing and attempts to capture the flow of clients through the system
   • He emphasized that the report is a work in progress.
   • The report – once finalized – will be on line so that users can see numbers and use it interactively.

6. Other issues
   • Jim Cain noted that the Grant Committee would like to have some of the data; need to be able to drill down to youth numbers.
   • Further discussion ensued concerning complications of placement, particularly for the Lighthouse. e.g., person in e-bed at LH may not be prioritized for RR or TH at Lighthouse.
   • Youth aged 18-24 with kids may not be captured in youth data – rather they will be in family data. This results in underrepresentation of youth. Ehren indicated that he will do a one-off report to capture that information.
   • Margo and Shelby discussed some challenges related to placement. They have faced doubts about when to involve DHS – not wishing to trigger opening of a case. They will dig into this issue.

Future Meeting Dates: 10:00 am, 4th Wednesday of each month April 25, May 23, June 27

Remaining 2018 meetings will be in River Place Room 1A (same as CoCB)
Meeting Minutes

Attending: Jim Cain/Family Promise; Toby O’Berry, Kate Polush/Iowa Homeless Youth Centers; Dan Zahn/Catholic Charities; Ehren Wright, Patrick Schacherer /Institute for Community Alliances; Kiana Hines/New Directions Shelter; Latoya Lewis/United Health Care; Shelby Ridley, Margo Miller-/Primary Health Care; Carole Bodin, Danell Vaughan/West Des Moines Human Services; Carie Moreno/Veterans Administration; Cynthia Latcham/Anawim; Sadie Gasparotto/Home Inc.; Jan Zeleke, Joani Moller/Central Iowa Shelter & Services; Doug Stodgel/Polk County General Assistance; Sue Wright/CoCB -Chair

I. Those in attendance were welcomed; a round of introductions was completed.

2. Jim Caine moved approval and Cynthia Latcham seconded approval of the February minutes. Minutes were approved.

3. HMIS Data – Patrick Schacherer
   - Patrick presented some CI intake data for January through March
     - Single family intakes were down in February and March, probably due to the fact that people are receiving tax refunds.
     - No other remarkable changes were noted.
   - The group discussed the frequency with which the committee wishes to receive reports. It was agreed that quarterly reports would be presented from here forward.

4. Centralized Intake Update – Shelby Ridley
   - CI staff have been meeting with CISS staff to determine the optimum time for CI Staff to be available at CISS.
   - Last week PHC, Anawim and CAP staff met to discuss how to keep people who are housed in their housing. They also discussed landlord engagement.
   - PHC will be closed April 19 for Team Building.

5. Program Type prioritization for CoC Grant – Jim Cain
   - A request will be coming soon for Letter of Intent to apply for renewal or new program.
     - Lol format will be pretty much the same as last year, though there has been an attempt to simplify the renewal form.
   - Jim reviewed the 2018 CoC Program Competition Priorities and Ranking that have been approved by the Grant Committee.
     - Shelby commented positively on the fact that this year’s priorities leaves room for projects that serve two adults without children.
   - Jim encouraged people to email comments to him and he will forward them to the CoC Board.
6. Other issues

- Carole Bodin commented on the fact that the HMIS report on families reports number of households, rather than number of people. Thus the total number of people is not conveyed. She asked if reports could reflect both households and number or individuals.

Future Meeting Dates: 10:00 am, 4th Wednesday of each month April 25, May 23, June 27
## CONTINUUM OF CARE

**CASH ON HAND, 1ST OF MONTH**

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<th>% BUDGET</th>
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### EXPENSES

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**CASH ON HAND, END OF MONTH**

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**DESIGNATED/FUTURE LIABILITIES**

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**CASH AVAILABLE FOR OPERATIONS**

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**TOTAL CASH + IN KIND**

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<td>($102,518)</td>
<td>($276,311)</td>
<td>37.1%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>($572.88)</td>
<td>$35,689</td>
<td>($11,562)</td>
<td>-308.7%</td>
<td></td>
</tr>
</tbody>
</table>

Shaded amounts are restricted funds.
2018 CoC Program Competition Priorities and Ranking

A. Priorities for new projects funded through the Permanent Housing Bonus:

1. Permanent Supportive Housing (PSH) for survivors of domestic violence where 100% of the beds are dedicated for families experiencing chronic homelessness or Rapid Rehousing (RRH)* for survivors of domestic violence.
4. Permanent Supportive Housing (PSH) where 100% of the beds are dedicated for adults experiencing chronic homelessness.
5. Permanent Supportive Housing (PSH) where 100% of the beds are dedicated for unaccompanied youth experiencing chronic homelessness.
6. Rapid Rehousing (RRH)* for unaccompanied youth

B. Priorities for new projects funded through Reallocation:

1. Permanent Supportive Housing (PSH) for survivors of domestic violence where 100% of the beds are dedicated for families experiencing chronic homelessness or Rapid Rehousing (RRH)* for survivors of domestic violence.
3. Permanent Supportive Housing (PSH) where 100% of the beds are dedicated for adults experiencing chronic homelessness.
4. Permanent Supportive Housing (PSH) where 100% of the beds are dedicated for unaccompanied youth experiencing chronic homelessness.
5. Rapid Rehousing (RRH)* for adults.
6. Rapid Rehousing (RRH)* for unaccompanied youth

* Persons to be served in RRH must meet the following criteria:
  (a) residing in a place not meant for human habitation;
  (b) residing in an emergency shelter;
  (c) persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
  (d) residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition; or
  (e) residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of the NOFA); or
  (f) receiving services through a VA-funded homeless assistance program and met one of the above criteria (Sections III.A.3.j.(3)(a), (b), (c), or (d) at initial intake to the VA's homeless assistance system.
Ranking projects in Tier 1 and 2:

- Renewal projects will be ranked first in Tier 1 based on total score highest to lowest.
- New projects will be ranked next in Tier 1 and/or 2 in order of priority as listed in sections A and B on page 1 and then based on total score highest to lowest.

**NOTE:** If a project application straddles the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier 1; and then, using the CoC score and other factors described in Section II.B.17. of the NOFA, HUD may fund the Tier 2 portion of the project. If HUD does not fund the Tier 2 portion of the project, HUD may award the project at the reduced amount, provided the project is still feasible with the reduced funding (e.g., is able to continue serving homeless program participants effectively).

- Renewal projects with a performance measure score of 65 points or less may be subject to reallocation or moved to Tier 2 and ranked based on… (Option 1: the criteria for new projects.) or (Option 2: after the new projects based on score).

**RATIONAL FOR PRIORITIZATION IN SECTIONS A AND B**

Priority 1. There are no DV housing programs currently funded with CoC funds. The Monthly Indicators report shows a need for both PSH and RRH. Currently, there is no documented number of persons who are chronically homeless and thus eligible for PSH. This data has begun to be collected in 2018.

Priority 2. This priority is based on the need (70%) reflected in the Monthly Indicator report for families 18-24 rated for RRH. Currently, there is only one other RRH program for this population with a total of six units. This will assist in meeting the needs of families as well as the goals of the youth plan to end homelessness.

Priority 3. As reflected in the Monthly Indicator report for Adults w/o Children, almost twice as many adults need RRH then PSH. Also, the RRH need for adults is almost 3 times as much as the RRH need for families.

Priority 4. As reflected in the Monthly Indicator reports for Adults w/o Children and for Families, there is over 4 times the amount of demand for PSH units for Adults then for families. This will also assist in the CoC’s goal of ending chronic homelessness.

Priority 5. There are no PSH units for unaccompanied youth currently funded with CoC funds. Review of the intakes completed for persons completing the TAY VI-SPDAT in 2017 show 7 to 8 youth who fit HUD’s definition of chronic homelessness.

Priority 6. This priority will assist in meeting the goals of the youth plan to end homelessness and reduce the number of youth in emergency shelter.
Polk County Central Intake Monthly Indicators

Report Month: 12/1/2017 12:00:00 AM - 12/31/2017 12:00:00 AM
Report Year: 1/1/2017 12:00:00 AM - 12/31/2017 12:00:00 AM

**Client VI-SPDAT Adults w/o Children Year-to-Date**

<table>
<thead>
<tr>
<th>VI SDPAT Range Scores</th>
<th>Client Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 OR HIGHER: Recommended for Permanent Supportive Housing Assessment</td>
<td>512</td>
<td>32%</td>
</tr>
<tr>
<td>BETWEEN 4 AND 7: Recommended for Rapid Rehousing Assessment</td>
<td>935</td>
<td>58%</td>
</tr>
<tr>
<td>3 OR LESS: Not recommended for housing and support assessment at this time</td>
<td>172</td>
<td>11%</td>
</tr>
<tr>
<td><strong>Sum:</strong></td>
<td><strong>1,619</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

---

**Family VI-F-SPDAT Score Distribution Year-to-Date**

<table>
<thead>
<tr>
<th>VI F SPDAT Range - Version 1 &amp; 2</th>
<th>Family Count¹</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 OR HIGHER²: Recommended for Permanent Supportive Housing Assessment</td>
<td>130</td>
<td>24%</td>
</tr>
<tr>
<td>BETWEEN 4 AND 8³: Recommended for Rapid Rehousing Assessment</td>
<td>358</td>
<td>64%</td>
</tr>
<tr>
<td>3 OR LESS⁴: Not recommended for housing and support assessment at this time</td>
<td>68</td>
<td>12%</td>
</tr>
<tr>
<td><strong>Sum:</strong></td>
<td><strong>556</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

---

¹ Excludes families accounted for in table entitled, "Family VI-F-SPDAT Ages 18-24 Year-to-Date" on page 2
² 12 OR HIGHER in Version 1
³ BETWEEN 6 AND 11 in Version 1
⁴ 5 OR LESS in Version 1
### TAY VI SPDAT Score Distribution Year-to-Date

<table>
<thead>
<tr>
<th>TAY VI SDPAT Range (Unaccompanied Youth)</th>
<th>Client Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 OR HIGHER: Recommended for Permanent Supportive Housing Assessment</td>
<td>64</td>
<td>27%</td>
</tr>
<tr>
<td>BETWEEN 4 AND 7: Recommended for Rapid Rehousing Assessment</td>
<td>144</td>
<td>61%</td>
</tr>
<tr>
<td>3 OR LESS: Not recommended for housing and support assessment at this time</td>
<td>27</td>
<td>11%</td>
</tr>
<tr>
<td><strong>Sum:</strong></td>
<td><strong>235</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

### Family VI-F-SPDAT Ages 18-24 Year-to-Date

<table>
<thead>
<tr>
<th>Family VI-F-SPDAT Range - Version 2</th>
<th>Client Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 OR HIGHER: Recommended for Permanent Supportive Housing Assessment</td>
<td>20</td>
<td>13%</td>
</tr>
<tr>
<td>BETWEEN 4 AND 8: Recommended for Rapid Rehousing Assessment</td>
<td>108</td>
<td>70%</td>
</tr>
<tr>
<td>3 OR LESS: Not recommended for housing and support assessment at this time</td>
<td>26</td>
<td>17%</td>
</tr>
<tr>
<td><strong>Sum:</strong></td>
<td><strong>154</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

### Family VI-F-SPDAT Domestic Violence Year-to-Date

<table>
<thead>
<tr>
<th>Family VI-F-SPDAT Range - Version 2</th>
<th>Client Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 OR HIGHER: Recommended for Permanent Supportive Housing Assessment</td>
<td>157</td>
<td>60%</td>
</tr>
<tr>
<td>BETWEEN 4 AND 8: Recommended for Rapid Rehousing Assessment</td>
<td>91</td>
<td>35%</td>
</tr>
<tr>
<td>3 OR LESS: Not recommended for housing and support assessment at this time</td>
<td>15</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Sum:</strong></td>
<td><strong>263</strong></td>
<td><strong>100%</strong></td>
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Data compiled by Children and Families of Iowa- Domestic Violence Services
**POLK COUNTY CONTINUUM OF CARE**

Inventory of HUD CoC-Funded Units By Program Type (as of 3/21/18)

<table>
<thead>
<tr>
<th>Project Sponsor</th>
<th>Program Type</th>
<th>Adults</th>
<th>Family</th>
<th>Youth</th>
<th>Parenting Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anawim S+C 1</td>
<td>PSH</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anawim S+C 2</td>
<td>PSH</td>
<td>35</td>
<td></td>
<td>63</td>
<td></td>
</tr>
<tr>
<td>Anawim H2H</td>
<td>PSH</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anawim HOP 1</td>
<td>PSH</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anawim HOP2</td>
<td>PSH</td>
<td>26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td><strong>150</strong></td>
<td><strong>63</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHC 1</td>
<td>RRH</td>
<td>2</td>
<td></td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>PHC 2</td>
<td>RRH</td>
<td></td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>PHC-Mixed</td>
<td>RRH</td>
<td></td>
<td></td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>IHYC-RRH</td>
<td>RRH</td>
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<td></td>
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<tr>
<td>WDMHS</td>
<td>RRH</td>
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<td></td>
<td></td>
<td>12</td>
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<tr>
<td>IHYC TH/RRH</td>
<td>RRH</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td><strong>14</strong></td>
<td><strong>24</strong></td>
<td><strong>9</strong></td>
<td><strong>6</strong></td>
</tr>
<tr>
<td>IHYC TH/RRH</td>
<td>TH</td>
<td></td>
<td></td>
<td></td>
<td>9</td>
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</tbody>
</table>


OVERVIEW

To assist in planning for the 2018 HUD Continuum of Care Application process, the Polk County Continuum of Care Board (“CoCB”) is implementing a Letter of Interest (LOI) process. The LOI process will assist the Board in requesting assistance in implementing new permanent housing projects needed to fill specific gaps in the local continuum using HUD Continuum of Care (CoC) permanent housing bonus funds or through reallocation of existing program funds.

If your organization is considering an application for a new Permanent Supportive Housing project (PSH), Rapid Rehousing project (RRH) or Supportive Services Only for centralized intake expansion (SSO-CI), you must submit a non-binding LOI by email to Angie Arthur at aarthur@pchtf.org no later than April 27, 2018 at 12:00 PM. LOI’s submitted after this deadline WILL NOT be accepted and the organization WILL NOT be considered for submitting a full project application for 2018 HUD CoC funds.

NEW PROJECTS

A. New projects will be created by using funds made available through reallocation and/or through HUD’s permanent housing bonus.

(1) Through reallocation, the PCCoC will create the following types of new projects:

PRIORITIES WILL BE INSERTED BASED ON THE “2018 PRIORITIES AND RANKING” APPROVED BY THE CoCB AT THEIR APRIL 9, 2018 MEETING.

(2) Through HUD’s permanent housing bonus, the PCCoC will create the following types of projects:

PRIORITIES WILL BE INSERTED BASED ON THE “2018 PRIORITIES AND RANKING” APPROVED BY THE CoCB AT THEIR APRIL 9, 2018 MEETING.

B. To verify if your project is eligible, please review the 2017 HUD CoC NOFA:


C. To be eligible for consideration, new projects must:

(1) Propose to serve chronically homeless adults; or homeless adults, unaccompanied youth coming directly from the streets or emergency shelters or persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of HUD’s definition of homelessness.

(2) Provide scattered-site leasing (units or structures cannot be owned by applicant) or tenant-based rental assistance or, if the applicant can provide a deed or long-term lease demonstrating site control for a building or units where evidence of site control exceeds the requested grant term, and where building or units are ready to be

1—DRAFT CoC 2018 New Project LOI
occupied no later than 3 months after award of funds, the applicant may instead request operating costs or project-based rental assistance.

(3) Be submitted by a project applicant that is in good standing with HUD, which means that the project applicant does not have any open monitoring findings or history of slow expenditure of grant funds;

(4) Demonstrate a plan for rapid implementation of the program. The project narrative must document how the project will be ready to begin housing the first program participant within 6 months of the award.

(5) Demonstrate a connection to mainstream service systems.

(6) Demonstrate that the type, scale, and location of the housing, as well as the type and scale of the supportive services, fit the needs of program participants.

(7) Demonstrate that program participants will be assisted to obtain and remain in permanent housing in a manner that fits their needs.

(8a) Demonstrate that 100% chronically homeless adults will be served through new permanent supportive housing; or

(8b) Demonstrate that 100% persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness, homeless adults, or unaccompanied youth coming directly from the streets or emergency shelters will be served through new rapid rehousing projects.

(9) Be a current participant or agree to participate in the CoCB’s coordinated assessment system.

(10) Provide a 25% match (cash or in-kind contributions) for all non-lease grant funds for which the applicant has applied.

(11) Be the existing contracted administrative agency of the Polk County Continuum of Care Centralized Intake.

Additionally, HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:

(a) Project applicants and potential sub-recipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of sub-recipients, regular drawdowns, and timely resolution of any monitoring findings.

(b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources.

(c) Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project if the request is made by an existing recipient that HUD finds to have significant problems related to capacity, performance, or unresolved auditing or monitoring related to one or more existing grants, or does not routinely draw down funds from e-LOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

The expected grant amount for the Permanent Housing Bonus will be up to six percent (6%) of the CoC Preliminary Pro Rata Need (PPRN), which totaled $200,140 in 2017. New project applications will be ranked by the CoCB Grant Committee along with the current renewals.
ORGANIZATION

Name: ________________________________________________________________________

Address: ________________________________________________________________________

City: __________________________________________ State: __________ Zip: __________

Phone: _________________ Fax: _______________ Email: _____________________________

CONTACT

Grant Contact Person: _____________________________________________________________

Phone: _______________________ Email: ______________________________

Agency Director: _________________________________________________________________

Phone: _______________________ Email: ______________________________

PROJECT SUMMARY

Project Name: ________________________________________________________________________

Program Type:

__ PSH  __ RRH

Primary Population Served: ________________________________________________________________________

Unit Configuration (PSH and RRH):

___0 BR   ___1 BR   ___2 BR   ___3 BR   ___4 BR   ___Total

Project Description – PSH/RRH (type of housing – scattered site or project-based; strategies to be used in assisting hard-to-serve populations secure housing; scope of services to be provided and specific partners who will provide services; strategies for assisting participants in accessing mainstream resources; and timetable for implementing the project) – 2,000 characters (excluding spaces)

Organization Experience and Capacity (organization’s previous experience in operating a similar project or current centralized intake; challenges faced and specific strategies used to overcome challenges in implementing or operating a similar project or current centralized intake; organization’s ability and qualifications to operate the proposed project - identify key members of the project operations team and briefly describe their relevant experience and duties) – 3,000 characters (excluding spaces)
BUDGET

Complete the attached Project Budget Worksheet.

ELIGIBILITY

Centralized Intake Verification – This project will accept referrals exclusively from the CoCB Centralized Intake System and follows all policies and procedures of the CoCB Centralized Intake System.

[ ] Yes  [ ] No

Housing First Verification – This project will follow the CoCB’s Housing First policy.

[ ] Yes  [ ] No

Are there any unresolved City of Des Moines or HUD monitoring findings, or outstanding audit findings related to this organization? [ ] Yes  [ ] No  If “Yes,” briefly describe.

Person completing the Letter of Interest:

________________________________________  __________________________  ___________________
Name  Signature  Title

I certify, on behalf of my organization, that all information contained in this Letter of Interest is accurate and true to best of my knowledge and belief, and is consistent with my organization’s records. I understand and acknowledge that presenting false information or failing to provide accurate and complete information as required could have a negative impact on my organization’s application potentially including, but not limited to, rejection of my organization’s grant application.

________________________________________  __________________________
Executive Director/CEO/President  Date
# Project Budget Worksheet

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Total Assistance Request for 1 Year Grant Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a. Leased Units</td>
<td></td>
</tr>
<tr>
<td>1b. Leased Structures</td>
<td></td>
</tr>
<tr>
<td>2. Rental Assistance</td>
<td></td>
</tr>
<tr>
<td>3. Supportive Services</td>
<td></td>
</tr>
<tr>
<td>4. Operations</td>
<td></td>
</tr>
<tr>
<td>5. HMIS</td>
<td></td>
</tr>
<tr>
<td><strong>6. Subtotal Cost Requested (lines 1a.- 5)</strong></td>
<td></td>
</tr>
<tr>
<td>7. Administration (7% of line 6)</td>
<td></td>
</tr>
<tr>
<td><strong>8. Total Assistance plus Admin. (total lines 6 and 7)</strong></td>
<td></td>
</tr>
<tr>
<td>9. Cash Match</td>
<td></td>
</tr>
<tr>
<td>10. In-Kind Match</td>
<td></td>
</tr>
<tr>
<td><strong>11. Total Match (lines 9 and 10)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>12. Total Budget (lines 8 and 11)</strong></td>
<td></td>
</tr>
</tbody>
</table>

## Cash and/or In-Kind Match

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Cash (check)</th>
<th>In-kind (check)</th>
<th>Signed MOU or Agreement for in-kind amounts prior to a HUD grant agreement (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Letter of Interest Submission:** Please submit this LOI by email to Angie Arthur at aarthurt@pchtf.org no later than April 27, 2018 at 12:00 PM. LOI’s submitted after this deadline WILL NOT be accepted and the organization WILL NOT be considered for submitting a full project application for 2018.

5—DRAFT CoC 2018 New Project LOI
OVERVIEW

The LOI process will assist the Polk County Continuum of Care Board (CoCB) in understanding the expenditure rate and budgetary needs of existing projects and whether they will request renewal funding.

If your organization is planning to renew an existing Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Rapid Rehousing-TH (RRH-TH) or Supportive Services Only-CI (SSO-CI) you must submit a non-binding LOI by email to Angie Arthur at aarthur@pchtf.org no later than April 27, 2018 at 12:00 PM. LOI’s submitted after this deadline WILL NOT be accepted and the organization WILL NOT be considered for submitting a full project application for 2018 HUD CoC funds.

ORGANIZATION

Name: Click here to enter text.
Grant Contact Person: Click here to enter text.
Phone: Click here to enter text. Email: Click here to enter text.

PROJECT INFORMATION

<table>
<thead>
<tr>
<th>HUD Project Name</th>
<th>HUD Grant #</th>
<th>Program Type (PSH, RRH TH-Y, SSO-CI, HMIS)</th>
<th>Expiration Date (mm/dd/yyyy)</th>
<th>Total Grant Amount</th>
<th>Amount Drawn Down</th>
<th>Date of Last Draw (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
<td>Choose an item.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
<td>Choose an item.</td>
<td>Click here to enter text.</td>
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<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
<td>Choose an item.</td>
<td>Click here to enter text.</td>
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<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
<td>Choose an item.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
<td>Choose an item.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
<td>Choose an item.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>
MODIFICATIONS

Have there been or will there be any significant changes in the project(s) listed above since the last funding approval?  ____Yes  ____No

If yes, enter the grant number(s) below of the grant(s) where changes will be made and check all that apply for each grant listed.

<table>
<thead>
<tr>
<th>HUD Grant #</th>
<th>Number of persons served</th>
<th>Number of units</th>
<th>Number of beds</th>
<th>Location of project sites</th>
<th>Line item or cost category budget changes more than 10%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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Please explain, in detail, any change(s) and why the change(s) are being made:

________________________________________
Person completing the Letter of Interest:
________________________________________
Name                                      Signature                                      Title

I certify, on behalf of my organization, that all information contained in this Letter of Interest is accurate and true to best of my knowledge and belief, and is consistent with my organization’s records. I understand and acknowledge that presenting false information or failing to provide accurate and complete information as required could have a negative impact on my organization’s application potentially including, but not limited to, rejection of my organization’s grant application.

________________________________________
Executive Director/CEO/President          Date
Memorandum of Understanding
Between the
Polk County Continuum of Care
and
Iowa Department of Human Services, Des Moines Service Area

A. The purpose and Scope
The purpose of this Memorandum of Understanding (MOU) is to confirm agreements between the Polk County Continuum of Care (CoCB) and Iowa Department of Human Services, Des Moines Service Area (DHS DMSA) in connection with the Youth Homeless Demonstration Program (YHDP). As such, the MOU sets forth the general understandings, and specific responsibilities, of each party relating to key aspects of the governance and operation of the Polk County Continuum of Care’s YHDP application. This agreement is effective on March 15th, 2018 through June 30th, 2019 with ongoing annual renewal options.

B. Background
The Youth Homeless Demonstration Program (YHDP) is a collaborative project of the Polk County Continuum of Care that is a new HUD funded initiative to reduce the number of youth experiencing homelessness in our community. In order to complete our YHDP application the CoCB must formalize a partnership between a local Public Child Welfare Agency (PCWA) and the CoCB that outlines the PCWA’s commitment to and participating in the YHDP.

The Polk County Continuum of Care (CoCB) is a communitywide collaborative that works to provide a range of homeless housing and services. The continuum of care system components include prevention, emergency shelter, transitional housing, permanent affordable/permanent supportive housing, supportive services, outreach services for each homeless subpopulation, and integration with “mainstream” programs.

The CoCB is the lead planning group for efforts to end homelessness and for implementing and operating a homeless continuum of care system in Polk County. As such and under HUD policy, the CoCB is responsible for oversight of the YHDP implementation and assurance that the program is in compliance with HUD’s national standards. The CoCB will carry out oversight and governance responsibilities and also review and approve all local YHDP policies and procedures.
C. Specific Responsibilities of the Parties

1. CoCB Responsibilities

The CoCB serves as the lead YHDP governance body, providing oversight, project direction, policy setting and guidance for the YHDP project. These responsibilities include:

   a. Responsibility for ensuring and monitoring compliance with the HUD.
   b. Manage awarding the grant funds to youth based community programs.
   c. Conducting outreach to and encouraging participation by all homeless assistance programs and other mainstream programs serving youth aged homeless people.
   d. Reviewing and approving all HUD operational agreements, policies, and procedures.
   e. Working to inform elected officials, government agencies, the nonprofit community, and the public about the role and importance of YHDP.
   f. Guiding data quality and reporting.

2. DSH DMSA Responsibilities

DSH DMSA serves as the lead PCWA for the YHDP project

   a. General Responsibilities:

      1) DSH DMSA appointed young adult homeless liaison.
      2) DSH DMSA young adult homeless liaison will attend, as needed, bi-monthly youth aged homeless work group meeting.
      3) DSH DMSA young adult homeless liaison to provide a report annually at the CoCB board meeting on young adult DHS outcomes/data.
      4) DSH DMSA young adult homeless liaison will coordinate, as needed, one annual provider training on working with system youth/young adults
      5) DSH DMSA young adult homeless liaison will coordinate, as needed, with Centralized Intake.
      6) DSH DMSA young adult homeless liaison will participate in the community wide effort to end youth aged homelessness
      7) DSH DMSA young adult homeless liaison will provide a list of the child welfare services providers under contract with DHS DMSA in Polk County as identified on the DHS home page http://dhs.iowa.gov/
      8) DSH DMSA young adult homeless liaison may participate in the CoCB monthly board and committee meetings.
      9) DSH DMSA agency representative will join the Continuum of Care as a member.
D. Period of Agreement and Modification/Termination

1. Period of Operation and Termination: This MOU will become effective upon signature of the parties and shall remain in effect until June 30, 2019.

2. Annual Renewal: This MOU shall be renewed in writing on an annual basis, on or before July 1st of each year.

3. Each party shall have the right to terminate this MOU, with 30 days written notification, on or before the annual renewal date.

4. Amendments: Amendments, including additions, deletions, or modifications to this MOU must be agreed to by all parties to this MOU in writing.
   a. The signatures of the parties indicate their agreement with the terms and conditions set forth in this document.

5. Annual Review: This MOU will be reviewed collaboratively by the CoCB and DHS.

YHDP MOU Signature Page

POLK COUNTY CONTINUUM OF CARE BOARD

By________________________________________________________
Angie Arthur, Executive Director

Date________________________

IOWA DEPARTMENT OF HUMAN SERVICES, DES MOINES SERVICE AREA

By________________________________________________________
Michael McInroy, Service Area Manager

Date______________________________
Runaway and Homeless Youth Program Agreement
Between the
Polk County Continuum of Care Board
And
Iowa Homeless Youth Centers (a YSS Organization)

A. Purpose and Scope
The purpose of this document is to confirm agreements between the Polk County Continuum of Care Board (CoCB) and Runaway and Homeless Youth Service Provider – Iowa Homeless Youth Centers in connection with the Youth Homeless Demonstration Program (YHDP). As such, the agreement sets forth the general understandings, and specific responsibilities, of each party relating to key aspects of the governance and operation of the Polk County Continuum of Care's YHDP application. This agreement is effective on March 15th, 2018 through June 30th, 2019 with ongoing annual renewal options.

B. Background
The Youth Homeless Demonstration Program (YHDP) is a collaborative project of the Polk County Continuum of Care that is a new HUD funded initiative to reduce the number of youth experiencing homelessness in our community.

The Polk County Continuum of Care (CoCB) is a communitywide collaborative that works to provide a range of homeless housing and services. The continuum of care system components include prevention, emergency shelter, transitional housing, permanent affordable/permanent supportive housing, supportive services, outreach services for each homeless subpopulation, and integration with "mainstream" programs. The CoCB is the lead planning group for efforts to end homelessness and for implementing and operating a homeless continuum of care system in Polk County.

C. Specific Responsibilities of the Parties

1. CoCB Responsibilities
The CoCB serves as the lead YHDP governance body, providing oversight, project direction, policy setting, and guidance for the YHDP project. These responsibilities include:

   a. Monitor and ensure compliance with HUD grants.

   b. Manage awarding of the grant funds to youth based community programs.

   c. Conduct outreach to and encourage participation by all homeless assistance programs and other mainstream programs serving youth aged homeless people.
d. Review and approve all HUD operational agreements, policies, and procedures.

e. Work to inform elected officials, government agencies, the nonprofit community, and the public about the role and importance of YHDP.

2. Runaway Homeless Youth Provider (Iowa Homeless Youth Centers) Responsibilities
Iowa Homeless Youth Centers is committed to supporting, reviewing, and participating in the Polk County community plan to end youth homelessness. General Responsibilities:

   a. Serve as the YHDP Lead Agency for the community approach to ending youth homelessness.

   b. Lead the youth aged homelessness work group.

   c. Attend all bi-monthly youth aged homeless work group meetings.

   d. Participate in the community wide effort to end youth aged homelessness in Polk County, Iowa.

   e. Help raise awareness surrounding youth homelessness in Central Iowa by participating in public speaking event surrounding youth homelessness.

   f. Coordinate and facilitate the Youth Action Board meetings at the IHYC Youth Opportunity Center.

POLK COUNTY CONTINUUM OF CARE BOARD

By____________________________________________________
Angie Arthur, Executive Director

Date: ______________________

IOWA HOMELESS YOUTH CENTERS

By____________________________________________________
Toby O’Berry, Director

Date: ______________________
Youth Advisory Board Agreement
Between the
Polk County Continuum of Care Board
and
Youth Action Board (YAB)

A. Purpose and Scope
The purpose of this document is to confirm agreements between the Polk County Continuum of Care Board (CoCB) and Youth Action Board (YAB) members in connection with the Youth Homeless Demonstration Program (YHDP). As such, the agreement sets forth the general understandings, and specific responsibilities, of each party relating to key aspects of the governance and operation of the Polk County Continuum of Care’s YHDP application. This agreement is effective on March 15th, 2018 through June 30th, 2019 with ongoing annual renewal options.

B. Background
The Youth Homeless Demonstration Program (YHDP) is a collaborative project of the Polk County Continuum of Care that is a new HUD funded initiative to reduce the number of youth experiencing homelessness in our community.

The Polk County Continuum of Care (CoCB) is a communitywide collaborative that works to provide a range of homeless housing and services. The continuum of care system components include prevention, emergency shelter, transitional housing, permanent affordable/permanent supportive housing, supportive services, outreach services for each homeless subpopulation, and integration with “mainstream” programs. The CoCB is the lead planning group for efforts to end homelessness and for implementing and operating a homeless continuum of care system in Polk County.

C. Specific Responsibilities of the Parties

1. CoCB Responsibilities
The CoCB serves as the lead YHDP governance body, providing oversight, project direction, policy setting, and guidance for the YHDP project. These responsibilities include:

   a. Monitor and ensure compliance with HUD grants.

   b. Manage awarding the grant funds to youth based community programs.

   c. Conduct outreach to and encouraging participation by all homeless assistance programs and other mainstream programs serving youth aged homeless people.
d. Review and approve all HUD operational agreements, policies, and procedures.

e. Inform elected officials, government agencies, the nonprofit community, and the public about the role and importance of YHDP.

2. **Youth Action Board Responsibilities**
The Youth Action Board (YAB) is committed to supporting, reviewing, and participating in the Polk County community plan to end youth homelessness. General Responsibilities:

   a. Appoint a representative to sit on the Polk County Continuum of Care Board (CoCB) and be an active member of the CoCB.

   b. Youth Action Board Chair will attend bi-monthly youth aged homeless work group meetings.

   c. The Youth Action Board will participate in the community wide effort to end youth aged homelessness in Polk County, Iowa.

   d. All member of the Youth Action Board will be 24 year old or younger.

   e. The Youth Action Board will be a subcommittee within the Polk County Continuum of Care Board.

   f. Youth Action Board members will participate with the CoCB Grant Committee members in the ranking and scoring of all project applications submitted for consideration for funding from the YHDP Grant.

**POLK COUNTY CONTINUUM OF CARE BOARD**

By_______________________________________________________________
Angie Arthur, Executive Director

Date: ______________________________

**YOUTH ACTION BOARD**

By_________________________________        By_______________________________
Clarissa Mejia, Co-Chair                    Samantha Forsyth, Co-Chair

Date: ______________________________    Date: ______________________________