

Homeward Board Meeting
September 23, 2024 / 12:00 PM-1:30 PM
RiverPlace – 2309 Euclid Avenue, Room 1A
IN PERSON

1. **Welcome and Introductions**
2. **Approve Agenda***
3. **Consent Items***
 - 3.1. Homeward August 2024 Meeting Minutes
 - 3.2. July Financial Statements
 - 3.3. Finance Committee Minutes
 - 3.4. Housing Committee Minutes
 - 3.5. Coordinated Services Committee Minutes
 - 3.6. Performance Measures Committee Minutes
 - 3.7. Service Council Minutes
 - 3.8. Centralized Intake August Monthly Report
 - 3.9. Letter of Support – Anawim IFA Permanent Supportive Housing Funding
4. **Finance Committee** – Tony Montgomery
 - 4.1. Update to Accounting Policies and Procedures*
5. **Grant Committee** – Fred Gaddy
 - 5.1. Notice of Funding Opportunities
 - 5.1.1. Continuum of Care Competitive Application
 - 5.1.1.1. Allocations*
 - 5.1.2. Continuum of Care (CoC) Builds Application
6. **Executive Director’s Report** – Angie Arthur
7. **Business**
 - 7.1. Youth Homelessness System Improvement – Amy Croll
 - 7.2. Primary Health Care Centralized Intake – Shelby Ridley and Jenna Schuck
 - 7.3. Summer Point in Time – Pat Schacherer
8. **Public Comment/Announcements**
9. **Adjournment**

Next Meeting is October 14, 2024

* - Denotes voting item



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

1. Welcome and Introductions

Board Members Present: Annie Uetz, Rebecca Foster, Jennifer Miner, David Weidt, Amber Lewis, Taylor Peterson, Dannie Patrick, Lori Jensen, Reverend Frederick Gaddy, Tony Montgomery, Acosta-Weirich Acosta Weirich, Whitney Warnke, Eli Williams, Alyson Simmons, Amanda Wanke, and Manisha Paudel

Board Members Absent: Lyn Wilson, Rusty Johnson, Ehren Stover-Wright, Lorna Garcia, Katie Snell, Nathan Simpson

Guests: Jeremy Orcutt (Anawim Housing), Patrick Schacherer (ICA), Cynthia Latcham (Anawim Housing), Melissa O’Neil (CISS), Emily Osweiler (GDMSH), Katie Kamienski (YMCA), Melissa Vine (Beacon), Anne Bacon (IMPACT), Carrie Woerdeman (HOME, Inc), Rae Luna and Weslyn Caldwell both with Emerging Young Talent

Staff: Angie Arthur, Jim Cain, Amy Croll

2. Approve Agenda*

Montgomery moved approval of the amended agenda with the addition of the Beacon Letter of Support. Foster seconded. All approved. Motion Carries.

3. Consent Items*

- 3.1. Homeward June 2024 Meeting Minutes
- 3.2. Finance Committee Minutes
- 3.3. Director Advisory Council Minutes
- 3.4. Housing Committee Minutes
- 3.5. Coordinated Services Committee Minutes
- 3.6. Performance Measures Committee Minutes
- 3.7. Service Council Minutes
- 3.8. Centralized Intake July Monthly Report
- 3.9. Letter of Support – Anawim IFA HOME ARPA

Gaddy moved approval. Acosta-Weirich seconded. All approved. Motion carries.

4. Nominating Committee – Annie Uetz

4.1. Board Member Nominations*

Luke Lynch has submitted an application for board consideration. His application replaces an earlier application that was withdrawn due to a job change and he would represent the



United Way of Central Iowa. Montgomery motioned to approve. Acosta-Wierich seconded. All approve. Motion carries.

5. **Grant Committee** – Fred Gaddy

5.1. **Letter of Support Request** – YMCA Supportive Housing Campus* - Katie Kamienski

5.2. **Letter of Support Request** – IMPACT* - Anne Bacon

5.3. **Letter of Support Request** – HOME Inc.* – Carrie Woerdeman

5.4. **Letter of Support Request** – Beacon

Fred Gaddy thanked the past committee chair for her leadership on the grants committee.

Katie Kamienski presented the YMCA Supportive Housing Campus' request for a letter of support. Acosta-Weirich motioned to approve the YMCA letter of support. Foster seconded. All approve. Motion carries.

Anne Bacon presented IMPACT's request for a letter of support. Paudel motioned to approve the IMPACT letter of support. Williams seconded. All approve. Motion carries.

Carrie Woerdeman presented HOMCE, Inc's request for a letter of support. Simmons motioned to approve the HOME, Inc letter of support. Wanke seconded. All approve. Motion carries.

Melissa Vine presented the Beacon's request for a letter of support. Nelson motioned to approve the Beacon letter of support. Acosta-Weirich seconded. All approve. Motion carries.

5.5. **Notice of Funding Opportunities**

5.5.1. **Continuum of Care Competitive Application**

A letter of interest process for Continuum of Care funding took place earlier this summer and prioritization was completed based on the gap analysis. This year, prioritization was given to PSH projects and continuation projects. There is a NOFO open meeting on Friday, August 16 at 9:00 am. This year, the primary changes from HUD include a 2-year grant process rather than a 1-year grant process and a cost-of-living salary adjustment for continuous renewal projects. Funding is divided into two tiers. Tier 1 (90%) is automatically funded and has more funds allocated than Tier 2, which is not automatically funded. Homeward is awaiting final amount totals from HUD.

5.5.2. **Continuum of Care (CoC) Builds Application**

This is a new application specifically designed to create more housing, up to \$5M for one permanent supportive housing project with a 25% match requirement. With this funding, no more than 25% can be used for other PSH eligible service and the administrative cap is 10%. Application can be used for new construction, acquisition, or rehabilitation. Application is due November 21, 2024. Timeline of build is Oct 2025-2030.

6. **Executive Director's Report** – Angie Arthur

Arthur followed up on the status of the Hope Ministries project which Homeward had written a letter of support for. The Des Moines City Council denied Hope Ministries request to expand the 8 units to 12 units, making the project unfeasible from a cash flow perspective.

Affirmatively Furthering Fair Housing -Analysis of Impediments – Almost 2000 survey responses were received, which included responses from all participating counties. Responded ranked affordable housing was a high need. A summary of responses will be shared with the community..

Homeward with the help of ICA has provided data to the Polk County Consolidated Plan as they work on the CDBG process.

Arthur passed out conflict of interest statements. An additional board member is needed for the finance committee.

Communications: working on our annual report. We conducted several interviews and presentations over the summer, and assisted media in multiple articles and pieces related to recent City of Des Moines ordinance actions. Whenever feasible, interested parties have been redirected back to our website where many public documents, figures, and graphics are already public information.

7. **Business**

7.1. **Youth Homelessness System Improvement** – Amy Croll

Croll gave a quick overview of the Youth Homelessness System Improvement (YHSI) grant, highlighting the grant's purpose to broaden partnerships that improve systems for youth, increase capacity of service providers, and expand Youth Advisory Boards in more locations across the state. This is a partnership project with the Balance of State, who supports 96 Iowa counties. Two FT positions will be hired and one of these positions will be .5 FTE with Homeward to increase capacity in Polk County and .5 FTE for Balance of State. The job announcement is on the Homeward website, its LinkedIn, and its Facebook page. Applications are due August 22 and it's expected the positions will begin the end of September or the first part of October. The Institute for Community Alliances as the fiscal agent for the Balance of State will be the employer of record.

8. **Public Comment/Announcements**

Gaddy thanked Arthur for her comments related to the recent proposed ordinance changes. Williams asked about what type of education of cities is being done around the Hope Ministries decision and exempt zoning. Arthur mentioned that Iowa City has done some exemption around affordable housing, but Polk County Housing Trust Fund would have more understanding of exemptions. It was discussed that Neighborhood Associations might

 **HOMeward**

be an avenue for advocacy when projects are coming forth. Several agreed the Neighborhood Associations could be an avenue for education.

Arthur updated the board about the change in meeting location and date for the Homeless Coordinating Council. It has been rescheduled for August 27 at noon and the in-person component will be at the C3 Center and there will still be a hybrid option.

The next board meeting has been changed to September 23 due to the NOFO.

9. Adjournment

Motion to adjourn at 12:53 pm by Acosta-Weirich. Montgomery Seconded. All approves. Motion carries.

Next Meeting is September 23, 2024

TARBELL & CO, PLC

A CERTIFIED PUBLIC ACCOUNTING FIRM

Accountants' Compilation Report

To the Board of Directors of:

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

Management is responsible for the accompanying financial statements of Homeward Iowa which comprise the Statement of Assets, Liabilities, and Net Assets- Modified Cash Basis as of June 30, 2024 and 2023, and the related Statement of Revenues and Expenses- Modified Cash Basis for the one month ended June 30, 2024 and 2023, in accordance with the modified cash basis of accounting, and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed compilation engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

The supplementary information contained in the Statement of Revenues and Expenses – Budget vs Actual for the one month ended July 31, 2024 is presented for purposed of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any assurance on such information.

We are not independent with respect to Homeward Iowa.

PRELIMINARY DRAFT

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Tarbell & Co., P.L.C.
West Des Moines, IA
A Certified Public Accounting Firm
August 5, 2024

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SULLY OFFICE
102 1ST STREET
SULLY, IA 50251
PHONE: 641.594.4461
FAX: 641.594.4468

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

	Jul 31, 24	Jul 31, 23
ASSETS		
Current Assets		
Checking/Savings		
102 · Operational checking account	39,433.27	59,606.58
104 · Business primary share savings	100.00	100.00
106 · Ultra business money market	754.40	595,415.90
107 · Business exclusive money market	550,753.52	0.00
108 · Youth action council checking	1,408.93	5,500.61
110 · Online app checking	239.51	250.00
	592,689.63	660,873.09
Total Checking/Savings		
Accounts Receivable		
120 · Accounts Receivable	0.00	10,397.80
	0.00	10,397.80
Total Accounts Receivable		
Other Current Assets		
139 · Prepaid expenses	1,500.00	0.00
	1,500.00	0.00
Total Other Current Assets		
	594,189.63	671,270.89
Total Current Assets		
	594,189.63	671,270.89
TOTAL ASSETS		
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable	0.00	1,897.35
	0.00	1,897.35
Total Accounts Payable		
Other Current Liabilities		
235 · ARPA Deferred Revenue	201,544.58	354,204.27
241 · Accrued PTO	11,225.58	0.00
	212,770.16	354,204.27
Total Other Current Liabilities		
	212,770.16	356,101.62
Total Current Liabilities		
	212,770.16	356,101.62
Total Liabilities		
Equity		
290 · Unrestricted Net Assets	372,173.45	265,897.80
Net Income	9,246.02	49,271.47
	381,419.47	315,169.27
Total Equity		
	594,189.63	671,270.89
TOTAL LIABILITIES & EQUITY		

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Homeward Iowa
Statement of Revenues and Expenses
Modified Cash Basis

	Jul 24	Jul 23
Ordinary Income/Expense		
Income		
306 · Investment interest income	2,293.92	1,419.69
312 · City of Des Moines	23,455.42	20,795.73
313 · HUD Planning Grant	0.00	51,507.57
376 · Unrestricted funding	125.00	0.00
Total Income	25,874.34	73,722.99
Expense		
Program Commitments		
491 · Youth Action Council	685.00	340.00
Total Program Commitments	685.00	340.00
Professional Fees		
502 · Accounting services	0.00	0.00
Total Professional Fees	0.00	0.00
Staff Costs		
511 · Salaries	9,925.08	16,108.84
512 · Employee benefits	949.65	1,036.40
514 · Payroll taxes	1,496.00	1,528.28
515 · Retirement plan	872.51	302.68
522 · PEO	253.38	1,793.38
589 · Mileage	0.00	66.15
Total Staff Costs	13,496.62	20,835.73
Insurances		
525 · Workers compensation	93.45	34.59
Total Insurances	93.45	34.59
Office Expenses		
530 · Parking	553.65	17.00
532 · Office rent	1,500.00	3,000.00
534 · Telephone/internet	0.00	60.00
Total Office Expenses	2,053.65	3,077.00
Technology		
541 · Equipment maintenance	299.60	0.00
Total Technology	299.60	0.00
Education/Advocacy		
573 · Advertising/marketing	0.00	164.20
Total Education/Advocacy	0.00	164.20
Staff and Board Development		
581 · Dues/subscriptions/memberships	0.00	0.00
582 · Continuing education	0.00	0.00
583 · Board and committee meetings	0.00	0.00
Total Staff and Board Development	0.00	0.00
Total Expense	16,628.32	24,451.52
Net Ordinary Income	9,246.02	49,271.47
Net Income	9,246.02	49,271.47

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

	Jul 24	Budget	Jul 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
301 · Polk County investment	0.00	0.00	0.00	0.00	75,000.00
306 · Investment interest income	2,293.92	0.00	2,293.92	0.00	0.00
312 · City of Des Moines	23,455.42	12,500.00	23,455.42	12,500.00	150,000.00
313 · HUD Planning Grant	0.00	19,902.67	0.00	19,902.67	238,832.00
376 · Unrestricted funding	125.00	2,083.33	125.00	2,083.33	25,000.00
377 · Individual donations	0.00	416.67	0.00	416.67	5,000.00
378 · Restricted funding	0.00	7,083.34	0.00	7,083.34	85,000.00
Total Income	25,874.34	41,986.01	25,874.34	41,986.01	578,832.00
Expense					
Program Commitments					
410 · Point in Time	0.00	200.00	0.00	200.00	2,400.00
417 · Intergenerational Homeless Stud	0.00	0.00	0.00	0.00	0.00
418 · Community Case Manager Pilot	0.00	6,250.00	0.00	6,250.00	75,000.00
419 · Prevention	0.00	0.00	0.00	0.00	0.00
420 · Lived expertise council	0.00	625.00	0.00	625.00	7,500.00
491 · Youth Action Council	685.00	625.00	685.00	625.00	7,500.00
590 · Centralized Intake	0.00	4,166.67	0.00	4,166.67	50,000.00
591 · CoC Training	0.00	833.33	0.00	833.33	10,000.00
594 · Rapid Resolution	0.00	2,083.34	0.00	2,083.34	25,000.00
Total Program Commitments	685.00	14,783.34	685.00	14,783.34	177,400.00
Professional Fees					
501 · Misc professional fees	0.00	833.33	0.00	833.33	10,000.00
502 · Accounting services	0.00	600.00	0.00	600.00	7,200.00
503 · Audit fees	0.00	1,500.00	0.00	1,500.00	18,000.00
Total Professional Fees	0.00	2,933.33	0.00	2,933.33	35,200.00
Staff Costs					
511 · Salaries	9,925.08	23,963.00	9,925.08	23,963.00	287,556.00
512 · Employee benefits	949.65	1,666.67	949.65	1,666.67	20,000.00
514 · Payroll taxes	1,496.00	1,833.25	1,496.00	1,833.25	21,999.00
515 · Retirement plan	872.51	1,198.17	872.51	1,198.17	14,378.00
522 · PEO	253.38	575.00	253.38	575.00	6,900.00
589 · Mileage	0.00	41.66	0.00	41.66	500.00
Total Staff Costs	13,496.62	29,277.75	13,496.62	29,277.75	351,333.00

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

	Jul 24	Budget	Jul 24	YTD Budget	Annual Budget
Insurances					
523 · D & O	0.00	116.67	0.00	116.67	1,400.00
524 · General liability and rental	0.00	20.83	0.00	20.83	250.00
525 · Workers compensation	93.45	63.33	93.45	63.33	760.00
Total Insurances	93.45	200.83	93.45	200.83	2,410.00
Office Expenses					
530 · Parking	553.65	300.00	553.65	300.00	3,600.00
531 · Office material and supplies	0.00	58.33	0.00	58.33	700.00
532 · Office rent	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00
534 · Telephone/internet	0.00	208.33	0.00	208.33	2,500.00
535 · Filing fees	0.00	16.67	0.00	16.67	200.00
536 · Postage	0.00	16.66	0.00	16.66	200.00
537 · Printing expense	0.00	41.67	0.00	41.67	500.00
Total Office Expenses	2,053.65	2,141.66	2,053.65	2,141.66	25,700.00
Technology					
541 · Equipment maintenance	299.60	450.00	299.60	450.00	5,400.00
543 · Equipment replacement/software	0.00	250.00	0.00	250.00	3,000.00
544 · Data for HMIS	0.00	666.67	0.00	666.67	8,000.00
Total Technology	299.60	1,366.67	299.60	1,366.67	16,400.00
Fundraising					
554 · Customer relationship mgmt	0.00	166.67	0.00	166.67	2,000.00
588 · Development plan	0.00	833.33	0.00	833.33	10,000.00
Total Fundraising	0.00	1,000.00	0.00	1,000.00	12,000.00
Education/Advocacy					
573 · Advertising/marketing	0.00	833.34	0.00	833.34	10,000.00
575 · Electronic media	0.00	125.00	0.00	125.00	1,500.00
580 · Tickets	0.00	250.00	0.00	250.00	3,000.00
593 · eNewsletter	0.00	20.83	0.00	20.83	250.00
Total Education/Advocacy	0.00	1,229.17	0.00	1,229.17	14,750.00
Staff and Board Development					
581 · Dues/subscriptions/memberships	0.00	83.33	0.00	83.33	1,000.00
582 · Continuing education	0.00	916.67	0.00	916.67	11,000.00

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

	Jul 24	Budget	Jul 24	YTD Budget	Annual Budget
583 · Board and committee meetings	0.00	416.66	0.00	416.66	5,000.00
585 · Strategic Plan/Project Managememe	0.00	416.67	0.00	416.67	5,000.00
Total Staff and Board Development	0.00	1,833.33	0.00	1,833.33	22,000.00
Total Expense	16,628.32	54,766.08	16,628.32	54,766.08	657,193.00
Net Ordinary Income	9,246.02	-12,780.07	9,246.02	-12,780.07	-78,361.00
Net Income	9,246.02	-12,780.07	9,246.02	-12,780.07	-78,361.00

Finance Committee
Chair: Tony Montgomery
Homeward Board

August 6, 2024 (8:00am)

Agenda

1. Welcome
 - Attendees: Tony Montgomery, Angie Arthur, Brian Willem, Susan Rathjen
2. June 2024 Financials
 - Preliminary draft financials due to audit in process
 - HUD Planning Grant full expended
 - Some modifications before final financials
3. Minutes
 - No comments; accepted as drafted
4. Revenue
 - HUD Planning Grant
 - No update on the HUD Planning Grant
 - Amount(s) not released but will be either 3% or 5% increase
 - NOFA released on 07/31; Due 10/30
 - Foundation Grants
 - Grant application submitted to Wells Fargo Foundation for \$75,000 (\$50,000 for Centralized Intake; \$25,000 for Diversion funds); These are pass through dollars.
 - Nationwide grant due on 09/01 (Will ask for \$45,000); these are unrestricted operating dollars
 - PSH NOFA from HUD coming; Due in 11/2024
 - Discussion about Principal Foundation funding
5. Audit
 - Audit underway
 - Field work is occurring now; Onsite 08/13 - 08/14
6. Staffing
 - Staffing for part-time role will be dependent on HUD Planning Grant
7. Next Meeting on 09/03/2024



OpportUNITY
HOUSING WORKGROUP MEETING
MEETING AGENDA



DATE: Monday, August 19, 2024

TIME: 1:00-2:00 PM

LOCATION: Virtual Zoom

Join Zoom Meeting

<https://us06web.zoom.us/j/86251344334?pwd=9lXHtXy7hAbKr0hdFueeVgavxanaPO.1>

Meeting ID: 862 5134 4334

Passcode: 541557

TIME	ITEM	PRESENTER
1:00-1:05	Welcome	Rachel Ong - Habitat for Humanity Angie Arthur - Homeward
1:05-1:45	Waukee Affordable Housing Development – Walnut Crossing	Mayor Courtney Clarke, City of Waukee Jenna Ekstrom, Greater Des Moines Habitat for Humanity
1:45-2:00	Community Updates	All

Next Housing Work Group Meeting: Monday, September 16, 2024 from 1:00-2:00PM

Notes:

Waukee Mayor, Courtney Clarke and Jenna Ekstrom from Greater Des Moines Habitat for Humanity shared about their partnership on the Walnut Creek Crossing development. This development will create 48 affordable townhome units for homeownership in Waukee. This type of development is new for both the City of Waukee and GDMHFH and they are excited to find ways to capture what they have learned during this process so other cities and municipalities can help increase affordable housing supply in the region.

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

OpportUNITY

HOUSING WORKGROUP MEETING

MEETING AGENDA



DATE: Monday, August 19, 2024

TIME: 1:00-2:00 PM

LOCATION: Virtual Zoom

Join Zoom Meeting

<https://us06web.zoom.us/j/86251344334?pwd=9lXHtXy7hAbKr0hdFueeVgavxanaPO.1>

Meeting ID: 862 5134 4334

Passcode: 541557

Community Updates:

Polk County Housing Trust Fund hosted a webinar focused on permanent supportive housing. That recording can be accessed [here](#).

UpLift is hosting a community conversation Thursday September 19th, "*Fixing the Foundation: Solutions to Central Iowa's Housing Needs*". You can find out more information and register to attend [here](#).

The 2024 Housing Iowa Conference, hosted by the Iowa Finance Authority, will be held September 4-6th. You can get more information and register to attend [here](#).

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

Coordinated Services Committee

Date: July 24, 2024

10:00 AM – 11:00 AM

Polk County River Place, Room 1A

Minutes

In attendance: Kim Wills, Shawna Morgan, Lori Jensen, Carrie Moreno, Jenna Schuck, Susan McCarragher, Tyan Smith, Kelsie Pinegar, Katie Kamienski, Hannah Landgraf, Catherine R. Gerdes, Martha Gasca, Pat Schacherer

I. Welcome, introductions, and approve minutes

- Approval of June 2024 Minutes

II. Homeward Updates/Executive Director's Report

- New NOFO-application for funds due 9/30/2024
- New NOFO-due in November 2024-more information to come...
- IFA-grants open for supportive services (check IFA website) in the next month.
- Letters of Support from Homeward must go through The Board by 8/7/2024.
- PSH Webinar-more to come...
- Discussion on Encroachment ordinances with City of Des Moines.
 - Court cost/fine mitigation
 - Fine \$50.00
 - Community Service?
 - Freeze on encroachment until PIT (7/31/24)?

III. Centralized Intake Presentation with Jenna Schuck

- Located at PHC 1200 University Avenue, Des Moines, IA
- Works on a walk-in basis, M-F 8-3:30 PM. Check in with the front desk.
- People can call ahead to see if they can be seen.
- There is a detailed outgoing phone message at CI (no VM).
- If someone is turned away due to time, bus passes will be provided.
- Phone intakes are available for people with special needs (8-9am M-F)
- Community Navigator/Support
- There are more programs available for families and youth
- Emergency youth beds
- Family Shelter waitlist (currently 133 families are on waiting list)
- Family sizes taken into account-IE can this family fit in this room?
- CISS and Bethal Mission can be accessed without CI.

- Intakes-HMIS database
 - Eligibility-anyone who is homeless
 - Barriers discussed-such as health conditions, etc.
 - SPDAT-vulnerability index (the higher the vulnerability, the higher one moves on the shelter waiting list)
 - Human error-trying to be addressed in the process

IV. Volunteers for August 2024 Presentation- Carrie Moreno from VA

V. Sharing of Community Resources

- There is some Homeward diversion money available-a community fund with PHC
- Mailbox services are available at PHC. -1200 University Avenue Suite 110A. Mail will be kept for 2 weeks

VI. Announcements and Information Sharing

- Gap Analysis
 - CI has been the same since 2015.
 - Recommendations include updated CI documentation, new brochures with current information, housing focused case management, and a new assessment process, families and youth triage process (most vulnerable), VISPDAT changes, new triage tools, and Predictive Modeling

VII. Adjourn

Next meeting: August 28, 2024, 10:00-11:00 AM at Polk County River Place Room 1A

**Performance Measures Committee Meeting
Minutes – July 25, 2024
Teams Meeting Online 10:00 AM – 11:00 AM**

Attendees: Jennifer Miner, Angie Arthur, Ehren Stover-Wright, Jorie Hidri, KarLee Kearns, Kyndra Lobdell, Melissa O’Neill, Patrick Schacherer

Community Dashboard Data

ICA reviewed updates that were developed based on discussion from June meeting.

Current Dashboard:

[Iowa Simple Polk Dashboard — Institute for Community Alliances \(icalliances.org\)](#)

Dashboard with Potential Edits:

[Iowa Simple Polk Dashboard - potential edits — Institute for Community Alliances \(icalliances.org\)](#)

Summary of edits:

- Added # of new enrolled and how many were new to the system
- Breakout of exits. Total # of exits and how many exited into permanent housing
- Changed “clients” to “people” or “individuals”
- Added identified primary reasons for experiencing homelessness
- Add move-in date versus exits so can capture those who are still in services

Predictive Risk Modeling

ICA reviewed. Part of the gap analysis identified using predictive modeling to replace VI-SPDAT. Predictive modeling pulls from various data sets instead of asking someone to self-report. Predictive modeling has been highlighted by National Alliance to End Homelessness as a recommended practice. Need to get technological mechanism in place which will take time. Data systems include jail, hospitals, HMIS. ICA met with Green River who is a vendor that compiles the various data sets.

Other Updates:

Angie shared they are looking to gather more information about those who have a history of foster care as there may be opportunities to access funding for that group.

Agenda for Next Meeting

- Quarterly Performance Metrics
- Preliminary Summer PIT data
- **Next meeting: August 22, 2024 10:00-11:30**



Service Council Minutes
September 18, 2024
8:30-10:00 am
Polk County River Place, Conference Room 1A

Present: Bryann Sullivan, Catherine Reaman-Gerdes, Alexa Kinkade, Emily Wozniczka, Amy Croll

Prioritize Training Population and Timeline

The group reviewed identified trainings and set target months for hosting trainings. Once the calendar is set, the group discussed repeating the schedule for an annual training calendar. As this is established, the group discussed meeting less frequently simply to create adjustments as needed. Concern was given regarding over-scheduling trainings and keeping in mind agency and other HUD-related trainings that are currently provided.

Motivational Interviewing (MI) is being conducted by Easter Seals and we have 2 free slots for each training. Amy collects registrations and coordinates with Easter Seals staff. This training is 6 hours in length and identified as needed by those in the field between 1-5 years.

C-CAR is being offered by Full Circle Recovery and Anawim Housing and we will promote their training and registration.

Domestic Violence training – several trainings occur should be occurring in the month of October and we will investigate opening training spots to the CoC network. The survey identified **human trafficking** as a need as well and this may be able to be incorporated into this training. This was identified as being needed by anyone who works with individuals, families, or youth specifically in the first year.

We decided to skip November and limit in-person trainings between November to February due to the weather and holidays. Additionally, the summer months of June-August will also be skipped because of staff shortages due to vacations.

De-escalation training: Sue Wilson of C3 can offer de-escalation training, geared at those employed less than 1 year. The ideal is to offer this training 2 times/year based on availability.

System Overview: Homeward would work with partners to provide context of the overall system and the population it serves. This would be delivered in-person as a pilot at least once, possibly twice, and then would transition to a recorded webinar once questions are integrated into the presentation. This is geared towards individuals in their first year and is more theoretical rather than technical (i.e. it's not about how to enter HMIS data, but why DVIMS and HMIS are separate systems or how someone flows from one program to the next and what criteria would need to be met to encourage, what is Homeward's role, what is the YAC, etc).

Psychological and Mental Health First Aid would be offered in-person in May. Partners will be sought who are already offering this training and ideally, we would collaborate with marketing efforts. This is geared toward staff in their first year of employment in the system.

Additional trainings to include:

Substance Use Disorder 101. Amy will check with EFR to see if they have any scheduled and if there is the potential to offer this training.

The YHSI grant has trainings on **Positive Youth Development, LGBTQ+ and trans misogyny, trauma-informed care, equity, and group facilitation** that will be included in the calendar as they get scheduled.

Additional identified needs include working with the medically fragile and connecting agencies with active shooter training.

All other identified trainings are already published on the website

(<https://www.homewardiowa.org/trainings>).

Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept
MI		MI		MI	De-Escalation	MI?	Psych/MH First Aid	MI?			De-escalation
DV					System overview						

Next Steps

Website build-out with event calendar – Amy will be working on the calendar now that a platform has been identified by the communication committee. The calendar will also need to take into consideration the other events and meetings from Homeward so therefore, is a work in progress. Initially, we will work on ensuring information regarding Service Council identified trainings are highlighted and pending capacity, may add in additional training opportunities over time.

It might be worth pulling together a training checklist for individuals in their first year of employment, and then every year following. This could be discussed at the November meeting or addressed via email communication.

Next meeting: November 20, 2024, 8:30-10:00 am, Polk County River Place, conference room 1A

CE Household Report: 01/01/2024-08/31/2024

Region: Not selected

Provider(s): Not selected

Intakes completed (EE)

CE Project (EE)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PHC - Coordinated Intake(1184)	137	119	138	165	173	150	131	133					1,145
PHC - Coordinated Intake (Post-Shelter Admission)(1185)	45	47	43	32	43	40	31	46					327
TOTAL	182	166	181	197	216	190	162	179					1,472

Assessments completed (CE Assessment)

Assessment Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Crisis Needs Assessment	2	1											3
Housing Needs Assessment	166	162	176	189	209	181	159	167					1,387
TOTAL	168	163	176	189	209	181	159	167					1,388

Prioritization Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Not Placed on Prioritization List	30	24	36	42	29	30	36	38					264
Placed on Prioritization List	138	139	140	147	180	151	123	129					1,130

SPDAT Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Client Refused (0 Score)	15	6	16	17	11	10	21	22					118
Family (v2.0)		1			1	1		3					6
Family (v3.0)	34	30	30	52	62	52	42	44					340
HP Assessment (BOS ONLY)		1											1
Single (v2.0)	9	3	1	3	3	3	3						25
Single (v3.0)	97	108	116	101	107	103	85	85					793
Youth (v1.0)								1					1
Youth (v2.0)	13	14	13	16	25	12	8	12					111

SPDAT Score / Need	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PSH - Permanent Supportive Housing (8+)	83	86	85	106	129	117	108	103					806
RRH - Rapid Rehousing (4-7)	64	67	74	61	67	54	29	39					448
HP - Homelessness Prevention													
Diversion - No supports (0-3)	21	10	17	22	13	10	22	25					140

Removed from Prioritization List

Housing Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housed	11	8	13	14	18	13	15	21					113
Not Housed	26	23	35	82	62	94	90	82					489
Average days to permanent housing	55	24	37	34	60	36	24	24					37
Average days on prioritization list	34	78	43	67	65	92	73	72					71

Project type used (Housed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Homeless Prevention (HP)					1								1
Other Permanent Housing (OPH)	5	4	6	7	9	12	11	16					70
Permanent Supportive Housing (PSH)	1	1	2	3	2	1							10
Rapid Rehousing (RRH)	4	2	5	4	5		3	1					24
Transitional Housing (TH)		1						2					3
NULL	1				1		1	2					5

Reason for removal (Not Housed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Client/Household cannot be found or contacted.	10	6	10	51	23	44	31	42					212
Client/Household needs to be re-assessed.					1		1						2
Client/Household no longer wishes to participate in Coordinated Intake	1	1	1	3	1	3							10
Client/Household self-resolved and is no longer homeless	3	1	2	1	5	4	2	2					20
Client is now deceased.				1		1							2

CE Household Report: 01/01/2024-08/31/2024

Region: Not selected

Provider(s): Not selected

Reason for removal (Not Housed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Client is now in a substance abuse treatment facility or			1										1
Client is now in jail/prison/juvenile detention facility.				2		1	1						4
NULL	12	15	21	24	32	41	55	38					238

CE Household Report: 01/01/2024-08/31/2024

Region: Not selected

Provider(s): Not selected

CE Events

Access Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to Prevention Assistance project	5		1	4	5	4	2	3					24
Referral to scheduled Coordinated Entry Crisis Needs Assessment	1												1
Referral to scheduled Coordinated Entry Housing Need Assessment	166	163	175	187	205	181	159	167					1,385
Unique Household TOTAL	172	163	175	189	206	183	159	167					1,393
Referral Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to a Housing Stability Voucher	3						5						8
Referral to emergency assistance/flex fund/furniture assistance							3	5					8
Referral to Emergency Shelter bed opening	26	45	40	55	35	33	39	23					290
Referral to Housing Navigation project or services	3	1	6	11	11	6	1	4					43
Referral to Joint TH-RRH project/unit/resource opening		1					1	2					4
Referral to post-placement/follow-up case management	12	19	7	10	13	16	7	9					93
Referral to PSH project resource opening	1	1	3	3	2	1	7	2					20
Referral to RRH project resource opening	11	8	19	12	23	36	21	11					141
Referral to Street Outreach project or services	1	2	1			1	1						6
Referral to Transitional Housing bed/unit opening								2					2
Unique Household TOTAL	55	72	70	80	78	84	77	54					518
Event Details	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Problem Solving/Diversion/Rapid Resolution intervention													
Client housed/re-housed in a safe alternative													
Referral to post-placement/follow-up case management													
Enrolled in Aftercare project		2											2
Referral Results	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to a Housing Navigation project: Successful referral: client accepted	2		1										3
Referral to emergency shelter: Successful referral: client accepted							3	5					8
ES: Successful referral: client accepted	11	11	13	16	16	8	15	7					96
ES: Unsuccessful referral: client rejected	10	22	21	21	17	6	3	4					102
ES: Unsuccessful referral: provider rejected							1						1
ES: Unsuccessful referral: client rejected			1										1
Housing Nav: Successful referral: client accepted	3		2	7	4	5	4						25
Housing Nav: Unsuccessful referral: client rejected				3	3								6
Housing Nav: Unsuccessful referral: provider rejected					1								1
TH-RRH: Successful referral: client accepted		1						1					2
TH-RRH: Unsuccessful referral: client rejected								1					1
PP/CM: Successful referral: client accepted	7	8	8	7	4	7	8	5					54
PP/CM: Unsuccessful referral: client rejected	1	2	7	7	6	10		3					36
PSH: Successful referral: client accepted	1		3	2	2	1	4	2					15
PSH: Unsuccessful referral: client rejected	1				1								1
RRH: Successful referral: client accepted	9	6	11	11	9	23	15	3					87
RRH: Unsuccessful referral: client rejected		2	2	1		7	7	4					23
RRH: Unsuccessful referral: provider rejected	2			1		1							4
SO: Successful referral: client accepted		2				1							3
SO: Unsuccessful referral: provider rejected					2								2
Referral to Transitional Housing project: Successful referral: client accepted								2					2
NULL: Successful referral: client accepted	4	1	1	4	5	6	2	3					26
NULL: Unsuccessful referral: client rejected		1	1										2
NULL: Unsuccessful referral: provider rejected						1							1
NULL: Unsuccessful referral: client rejected		1		1									2

CE Household Report: 01/01/2024-08/31/2024 (Single Individuals)

Region: Not selected

Intakes completed (EE)

CE Project (EE)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PHC - Coordinated Intake(1184)	79	80	97	99	96	84	74	75					684
PHC - Coordinated Intake (Post-Shelter Admission)(1185)	42	43	42	30	37	34	29	41					298
TOTAL	121	123	139	129	133	118	103	116					982

Assessments completed (CE Assessment)

Assessment Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Crisis Needs Assessment	1	0											1
Housing Needs Assessment	117	121	133	122	132	112	104	110					941
TOTAL	118	121	133	122	132	112	104	110					942

Prioritization Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Not Placed on Prioritization List	20	13	25	23	13	15	20	25					154
Placed on Prioritization List	98	108	108	99	119	97	84	85					788

SPDAT Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Client Refused (0 Score)	10	5	13	11	6	6	18	20					89
Family (v2.0)		0			0	0		0					0
Family (v3.0)	0	0	0	1	2	2	0	0					5
HP Assessment (BOS ONLY)		0											0
Single (v2.0)	9	2	1	2	3	3	2						22
Single (v3.0)	88	102	108	94	100	93	76	77					730
Youth (v1.0)								1					1
Youth (v2.0)	11	12	11	14	21	8	8	12					97

SPDAT Score / Need	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PSH - Permanent Supportive Housing (8+)	53	59	58	53	70	62	63	56					471
RRH - Rapid Rehousing (4-7)	50	55	61	53	54	44	22	31					364
HP - Homelessness Prevention													
Diversion - No supports (0-3)	15	7	14	16	8	6	19	23					108

Removed from Prioritization List

Housing Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housed	8	4	11	9	10	10	11	15					78
Not Housed	14	14	21	53	35	54	53	36					277
Average days to permanent housing	83	22	31	39	77	43	52	60					53
Average days on prioritization list	43	158	83	87	87	131	113	110					105

Project type used (Housed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Homeless Prevention (HP)					0								0
Other Permanent Housing (OPH)	3	3	5	5	7	10	9	13					55
Permanent Supportive Housing (PSH)	1	0	2	2	2	0							7
Rapid Rehousing (RRH)	3	1	4	2	1		2	0					13
Transitional Housing (TH)		0						1					1
NULL	1				0		0	1					2

Reason for removal (Not Housed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Client/Household cannot be found or contacted.	4	4	7	33	12	28	14	11					110
Client/Household needs to be re-assessed.					0		1						1
Client/Household no longer wishes to participate in Co	1	1	1	3	1	3							10
Client/Household self-resolved and is no longer homele	1	0	0	0	3	2	2	2					10
Client is now deceased.				1		1							2
Client is now in a substance abuse treatment facility or			1										1
Client is now in jail/prison/juvenile detention facility.				1		1	0						2

CE Household Report: 01/01/2024-08/31/2024 (Single Individuals)

Region: Not selected

Reason for removal (Not Housed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
NULL	8	9	12	15	19	19	36	23					141

CE Household Report: 01/01/2024-08/31/2024 (Single Individuals)

Region: Not selected

CE Events

Access Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to Prevention Assistance project	1		0	1	1	1	1	2					7
Referral to scheduled Coordinated Entry Crisis Needs Assessment	1												1
Referral to scheduled Coordinated Entry Housing Needs Assessment	118	125	136	125	132	119	105	112					961
Unique Household TOTAL	120	125	136	125	132	119	105	112					963
Referral Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to a Housing Stability Voucher	1						4						5
Referral to emergency assistance/flex fund/furniture assistance							2	3					5
Referral to Emergency Shelter bed opening	17	32	20	32	13	25	21	13					170
Referral to Housing Navigation project or services	3	1	4	8	5	5	0	4					30
Referral to Joint TH-RRH project/unit/resource opening		0					0	0					0
Referral to post-placement/follow-up case management	11	17	7	8	10	13	6	9					81
Referral to PSH project resource opening	1	0	3	2	2	0	6	0					14
Referral to RRH project resource opening	8	6	12	8	14	17	17	9					91
Referral to Street Outreach project or services	1	1	1			1	1						5
Referral to Transitional Housing bed/unit opening								1					1
Unique Household TOTAL	41	53	45	53	41	54	52	36					345
Event Details	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Problem Solving/Diversion/Rapid Resolution intervention Client housed/re-housed in a safe alternative													
Referral to post-placement/follow-up case management Enrolled in Aftercare project		2											2
Referral Results	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to a Housing Navigation project Successful referral: client accepted	1		0										1
Referral to emergency assistance/flex fund/furniture assistance Successful referral: client accepted							2	3					5
ES Successful referral: client accepted	6	6	6	5	5	4	5	3					40
ES Unsuccessful referral: client rejected	7	14	10	14	6	5	2	2					60
ES Unsuccessful referral: provider rejected							0						0
ES Unsuccessful referral: provider rejected			0										0
Housing Nav Successful referral: client accepted	3		1	5	3	4	2						18
Housing Nav Unsuccessful referral: client rejected				3	1								4
Housing Nav Unsuccessful referral: provider rejected					1								1
TH-RRH Successful referral: client accepted		0						0					0
TH-RRH Unsuccessful referral: client rejected								0					0
PP/CM Successful referral: client accepted	7	8	8	6	2	7	7	5					50
PP/CM Unsuccessful referral: client rejected	0	2	5	6	5	8		3					29
PSH Successful referral: client accepted	1		2	2	1	1	3	1					11
PSH Unsuccessful referral: client rejected	1				1								1
RRH Successful referral: client accepted	6	4	5	6	2	9	10	3					45
RRH Unsuccessful referral: client rejected		2	2	1		6	6	3					20
RRH Unsuccessful referral: provider rejected	2			1		1							4
SO Successful referral: client accepted		1				1							2
SO Unsuccessful referral: provider rejected					2								2
Referral to Transitional Housing project Successful referral: client accepted								1					1
NULL Successful referral: client accepted	0	0	1	2	2	2	2	3					12
NULL Unsuccessful referral: client rejected		1	0										1
NULL Unsuccessful referral: provider rejected						0							0
NULL Unsuccessful referral: provider rejected		1		1									2

CE Household Report: 01/01/2024-08/31/2024 (Family Household)

Region: Not selected

Intakes completed (EE)

CE Project (EE)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PHC - Coordinated Intake(1184)	58	39	41	66	77	67	57	58					463
PHC - Coordinated Intake (Post-Shelter Admission)(1185)	3	4	1	2	6	6	2	5					29
TOTAL	61	43	42	68	83	73	59	63					492

Assessments completed (CE Assessment)

Assessment Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Crisis Needs Assessment	1	0											1
Housing Needs Assessment	49	41	43	67	77	69	55	57					450
TOTAL	50	41	43	67	77	69	55	57					450

Prioritization Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Not Placed on Prioritization List	10	11	11	19	16	15	16	13					110
Placed on Prioritization List	40	30	32	48	61	54	39	44					344

SPDAT Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Client Refused (0 Score)	5	1	3	6	5	4	3	2					29
Family (v2.0)		1			1	1		3					6
Family (v3.0)	34	30	30	51	60	50	42	44					335
HP Assessment (BOS ONLY)		1											1
Single (v2.0)	0	1	0	1	0	0	1						3
Single (v3.0)	9	5	8	7	7	10	9	8					62
Youth (v1.0)								0					0
Youth (v2.0)	2	2	2	2	4	4	0	0					14

SPDAT Score / Need	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PSH - Permanent Supportive Housing (8+)	30	26	27	53	59	55	45	47					335
RRH - Rapid Rehousing (4-7)	14	12	13	8	13	10	7	8					84
HP - Homelessness Prevention													
Diversion - No supports (0-3)	6	3	3	6	5	4	3	2					32

Removed from Prioritization List

Housing Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housed	3	4	2	5	8	3	4	6					35
Not Housed	12	9	14	29	27	40	37	46					212
Average days to permanent housing													
Average days on prioritization list		0				0		0					0

Project type used (Housed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Homeless Prevention (HP)					1								1
Other Permanent Housing (OPH)	2	1	1	2	2	2	2	3					15
Permanent Supportive Housing (PSH)	0	1	0	1	0	1							3
Rapid Rehousing (RRH)	1	1	1	2	4		1	1					11
Transitional Housing (TH)		1						1					2
NULL	0				1		1	1					3

Reason for removal (Not Housed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Client/Household cannot be found or contacted.	6	2	3	18	11	16	17	31					102
Client/Household needs to be re-assessed.					1		0						1
Client/Household no longer wishes to participate in Co	0	0	0	0	0	0							0
Client/Household self-resolved and is no longer homele	2	1	2	1	2	2	0	0					10
Client is now deceased.				0		0							0
Client is now in a substance abuse treatment facility or			0										0
Client is now in jail/prison/juvenile detention facility.				1		0	1						2

CE Household Report: 01/01/2024-08/31/2024 (Family Household)

Region: Not selected

Reason for removal (Not Housed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
NULL	4	6	9	9	13	22	19	15					97

CE Household Report: 01/01/2024-08/31/2024 (Family Household)

Region: Not selected

CE Events

Access Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to Prevention Assistance project	4		1	3	4	3	1	1					17
Referral to scheduled Coordinated Entry Crisis Needs A	0												0
Referral to scheduled Coordinated Entry Housing Need	48	38	39	64	73	62	54	55					426
Unique Household TOTAL	52	38	39	66	74	64	54	55					432
Referral Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to a Housing Stability Voucher	2						1						3
Referral to emergency assistance/flex fund/furniture ass							1	2					3
Referral to Emergency Shelter bed opening	9	13	20	24	22	8	18	10					121
Referral to Housing Navigation project or services	0	0	2	3	6	1	1	0					13
Referral to Joint TH-RRH project/unit/resource opening		1					1	2					4
Referral to post-placement/follow-up case management	1	2	0	2	3	3	1	0					12
Referral to PSH project resource opening	0	1	0	1	0	1	1	2					6
Referral to RRH project resource opening	3	2	7	5	9	19	4	2					51
Referral to Street Outreach project or services	0	1	0			0	0						1
Referral to Transitional Housing bed/unit opening								1					1
Unique Household TOTAL	14	19	25	29	37	30	25	18					175
Event Details	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Problem Solving/Diversion/Rapid Resolution interventio													
Client housed/re-housed in a safe alternative													
Referral to post-placement/follow-up case management													
Enrolled in Aftercare project		0											0
Referral Results	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to a H Successful referral: client accepted	1		1										2
Referral to eme Successful referral: client accepted							1	2					3
ES Successful referral: client accepted	5	5	7	11	11	4	10	4					56
ES Unsuccessful referral: client rejected	3	8	11	7	11	1	1	2					42
ES Unsuccessful referral: provider rejected							1						1
ES			1										1
Housing Nav Successful referral: client accepted	0		1	2	1	1	2						7
Housing Nav Unsuccessful referral: client rejected				0	2								2
Housing Nav Unsuccessful referral: provider rejected					0								0
TH-RRH Successful referral: client accepted		1						1					2
TH-RRH Unsuccessful referral: client rejected								1					1
PP/CM Successful referral: client accepted	0	0	0	1	2	0	1	0					4
PP/CM Unsuccessful referral: client rejected	1	0	2	1	1	2		0					7
PSH Successful referral: client accepted	0		1	0	1	0	1	1					4
PSH Unsuccessful referral: client rejected	0				0								0
RRH Successful referral: client accepted	3	2	6	6	7	14	5	0					43
RRH Unsuccessful referral: client rejected		0	0	0		1	1	1					3
RRH Unsuccessful referral: provider rejected	0			0		0							0
SO Successful referral: client accepted		1				0							1
SO Unsuccessful referral: provider rejected					0								0
Referral to Tra Successful referral: client accepted								1					1
NULL Successful referral: client accepted	4	1	0	2	3	4	0	0					14
NULL Unsuccessful referral: client rejected		0	1										1
NULL Unsuccessful referral: provider rejected						1							1
NULL		0		0									0

CE Household Report: 01/01/2024-08/31/2024 (Youth Subset - 18 to 24)

Region: Not selected

Intakes completed (EE)

CE Project (EE)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PHC - Coordinated Intake(1184)	14	15	12	27	30	15	14	15					142
PHC - Coordinated Intake (Post-Shelter Admission)(1185)	4	5	5	4	8	4	4	7					41
TOTAL	18	20	17	31	38	19	18	22					183

Assessments completed (CE Assessment)

Assessment Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Crisis Needs Assessment	0	0											0
Housing Needs Assessment	14	16	14	25	37	19	18	20					160
TOTAL	14	16	14	25	37	19	18	20					160

Prioritization Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Not Placed on Prioritization List	1	3	4	9	7	2	3	5					34
Placed on Prioritization List	13	13	10	16	30	17	15	15					128

SPDAT Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Client Refused (0 Score)	0	0	0	2	1	1	1	2					7
Family (v2.0)		0			0	0		0					0
Family (v3.0)	4	3	3	8	10	5	7	4					43
HP Assessment (BOS ONLY)		0											0
Single (v2.0)	0	0	0	0	0	0	0						0
Single (v3.0)	0	0	0	0	1	1	2	1					5
Youth (v1.0)								1					1
Youth (v2.0)	10	13	11	15	25	12	8	12					104

SPDAT Score / Need	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
PSH - Permanent Supportive Housing (8+)	7	10	7	15	19	14	13	9					93
RRH - Rapid Rehousing (4-7)	7	6	7	6	16	4	4	8					57
HP - Homelessness Prevention													
Diversion - No supports (0-3)	0	0	0	4	2	1	1	3					11

Removed from Prioritization List

Housing Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Housed	0	1	2	4	3	2	2	5					19
Not Housed	0	1	3	11	15	18	30	28					105
Average days to permanent housing		15	30	51	58	10	4	25					31.84
Average days on prioritization list		7	6	43	74	67	91	73					71

Project type used (Housed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Homeless Prevention (HP)					0								0
Other Permanent Housing (OPH)	0	0	0	2	1	1	0	3					7
Permanent Supportive Housing (PSH)	0	0	2	2	1	1							6
Rapid Rehousing (RRH)	0	0	0	0	1		1	0					2
Transitional Housing (TH)		1						2					3
NULL	0				0		1	0					1

Reason for removal (Not Housed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Client/Household cannot be found or contacted.	0	0	0	4	8	6	15	15					47
Client/Household needs to be re-assessed.					1		0						1
Client/Household no longer wishes to participate in Co	0	0	0	2	1	3							6
Client/Household self-resolved and is no longer homele	0	0	0	0	1	1	2	2					6
Client is now deceased.				0		0							0
Client is now in a substance abuse treatment facility or			0										0
Client is now in jail/prison/juvenile detention facility.				0		1	1						2

CE Household Report: 01/01/2024-08/31/2024 (Youth Subset - 18 to 24)

Region: Not selected

Reason for removal (Not Housed)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
NULL	0	1	3	5	4	7	12	11					43

CE Household Report: 01/01/2024-08/31/2024 (Youth Subset - 18 to 24)

Region: Not selected

CE Events

Access Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to Prevention Assistance project	1		0	1	0	0	0	0					2
Referral to scheduled Coordinated Entry Crisis Needs A	0												0
Referral to scheduled Coordinated Entry Housing Need	13	16	14	25	34	19	18	20					159
Unique Household TOTAL	14	16	14	26	34	19	18	20					161
Referral Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to a Housing Stability Voucher	0						0						0
Referral to emergency assistance/flex fund/furniture ass							1	0					1
Referral to Emergency Shelter bed opening	3	11	6	8	6	5	9	4					50
Referral to Housing Navigation project or services	0	0	0	2	4	1	1	0					8
Referral to Joint TH-RRH project/unit/resource opening		1					1	2					4
Referral to post-placement/follow-up case management	0	2	0	0	2	5	1	0					10
Referral to PSH project resource opening	0	0	2	2	1	1	2	2					10
Referral to RRH project resource opening	0	0	0	0	4	10	8	7					29
Referral to Street Outreach project or services	0	0	0			0	0						0
Referral to Transitional Housing bed/unit opening								2					2
Unique Household TOTAL	3	12	7	10	15	19	20	15					83
Event Details	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Problem Solving/Diversion/Rapid Resolution interventio													
Client housed/re-housed in a safe alternative													
Referral to post-placement/follow-up case management													
Enrolled in Aftercare project		1											1
Referral Results	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Referral to a H Successful referral: client accepted	0		0										0
Referral to eme Successful referral: client accepted							1	0					1
ES Successful referral: client accepted	2	6	3	4	5	4	5	0					29
ES Unsuccessful referral: client rejected	2	2	4	3	3	1	0	0					15
ES Unsuccessful referral: provider rejected							0						0
ES			1										1
Housing Nav Successful referral: client accepted	0		0	1	2	0	2						5
Housing Nav Unsuccessful referral: client rejected				1	1								2
Housing Nav Unsuccessful referral: provider rejected					1								1
TH-RRH Successful referral: client accepted		1						1					2
TH-RRH Unsuccessful referral: client rejected								1					1
PP/CM Successful referral: client accepted	0	1	0	0	0	2	1	1					5
PP/CM Unsuccessful referral: client rejected	0	1	0	0	2	2		0					5
PSH Successful referral: client accepted	0		2	1	1	1	2	0					7
PSH Unsuccessful referral: client rejected	0				0								0
RRH Successful referral: client accepted	0	0	0	0	1	3	2	0					6
RRH Unsuccessful referral: client rejected		0	0	0		5	4	4					13
RRH Unsuccessful referral: provider rejected	0			0		0							0
SO Successful referral: client accepted		0				0							0
SO Unsuccessful referral: provider rejected					0								0
Referral to Tra Successful referral: client accepted								2					2
NULL Successful referral: client accepted	0	0	0	1	0	0	0	0					1
NULL Unsuccessful referral: client rejected		0	0										0
NULL Unsuccessful referral: provider rejected						0							0
NULL		0		0									0

September 18, 2024

Cynthia Latcham
Anawim Housing
1750 48th Street, Ste 100B
Des Moines, IA 50310

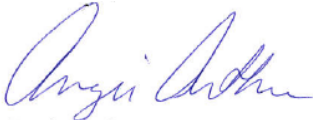
Dear Cynthia,

I am pleased to write this letter in support of the Anawim Housing application submitted to the Iowa Finance Authority for permanent supportive housing funding. The funds of this grant would offset funding gaps for HUD permanent supportive housing projects. Additional funding is needed to address expenses such as excessive damages as well as unreimbursed staffing and operational dollars.

Homeward serves as Polk County's homelessness planning organization, forging strategic partnerships between homelessness organizations, community partners, government officials, and people experiencing homelessness. Our work is to ensure that Polk County residents rarely experience homelessness at all and that their stay in homelessness is a brief, one-time experience when it does occur. We recognize the need for supportive services to house folks experiencing homelessness and believe in the work of Anawim Housing. The organization brings invaluable expertise in working with our extremely vulnerable community members and helps support them in achieving and maintaining housing stability.

The collaborations formed between Anawim Housing, and other agencies in Polk County have been successful at making a difference in the lives of our community members who have lost their housing. I wish you the best of luck with this application and look forward to continued involvement with your organization.

Sincerely,



Angie Arthur
Executive Director
Homeward



Homeward

Board Meeting

September 23, 2024

Topic: Homeward Accounting Policy and Procedures.

Background: As Homeward no longer utilizes a fiscal agent, the organization completed its first independent audit. The auditor made two recommendations to update the account policies and procedures. Further separations of duties were also added to the Grants & Program Coordinator responsibilities. The changes are outlined below.

- Page 5 – Update responsibilities for Grants & Program Coordinator
- Page 12 – Clarify review of executive director credit card usage
- Page 16 – Increase capitalization threshold to amount recommended by auditor

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



ACCOUNTING POLICIES AND PROCEDURES MANUAL

Approved By Board October 9, 2023

DRAFT 9-3-2024

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I. Introduction

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

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

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

II. Division of Responsibilities

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

Board of Directors

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

Executive Director

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

19. Manages the petty cash fund for Youth Action Council
20. Monitors and manages all expenses to ensure most effective use of assets

Grants & Program Coordinator

1. Prepares bank deposit
2. [Draft contracts for fund recipients \(e.g. Centralized Intake\)](#)
- 2.3. Monitors grant reporting and [request from executive director the](#) appropriate release of temporarily restricted funds
- 3.4. Reviews, revises, and maintains internal accounting controls and procedures

Community Engagement Director

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

Accounting Services Organization

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

Professional Employer Organization

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

III. Chart of Accounts and General Ledger

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

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

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

IV. Cash Receipts

Cash receipts generally arise from:

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

The principal steps in the cash receipts process are:

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

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

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

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

V. Inter-Account Bank Transfers

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

VI. Cash Disbursements & Expense Allocations

Cash disbursements are generally made for:

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

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

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

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

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

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

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

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

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

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

The Executive Director reviews all requests for payment and:

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

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

The Accounting Services Organization processes all payments and:

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

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

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

Expense Allocations

1. Expenses shall be allocated across three cost centers:

Program Services

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

Administration (or Management and General)

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

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

Fundraising

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

VII. Credit Card Policy and Charges

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

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

The Executive Director's credit card usage will be provided to a member of the executive committee prior to payment for review, the Board Chair and the Board Treasurer.

VIII. Accruals

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

Accruals to consider:

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

IX. Bank Account Reconciliations

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

X. Petty Cash Fund

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

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

XI. Property and Equipment

Property and equipment includes items such as:

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

It is the organization's policy to capitalize all items which have a unit cost greater than ~~one-five~~ thousand dollars (\$~~2,000~~5,000). Items purchased with a value or cost less than ~~two-five~~ thousand dollars (\$~~2,000~~5,000) will be expensed in the period purchased.

The depreciation period for capitalized assets is as follows:

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

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

XII. Personnel Records

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

XIII. Payroll Processing

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

XIV. End of Month and Fiscal Year-End Close

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

XV. Financial Reports

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

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

XVI. Fiscal Policy Statements

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

2024 NOFO CoC Project Competition

CoC RENEWAL AND NEW PROJECTS: RANK ORDER

Tier 1				
Anawim Youth PSH	Allocated Amount	Percentage	Score	Total Possible Pts.
Anawim Youth PSH	\$248,163	96.1%	94.2	98
ICA HMIS	\$108,419	95.8%	172.5	180
PHC RRH Consolidated	\$411,024	94.3%	92.4	98
PHC CI	\$147,882	92.2%	153.5	166.5
CFI - RRH2	\$492,699	88.1%	87.7	99.5
Anawim HOP Consolidated	\$1,194,114	87.6%	85.8	98
IHYC TH/RRH	\$309,945	86.1%	85.2	99
IHYC Youth RRH	\$177,738	71.5%	70.1	98
CFI - RRH	\$124,632	70.3%	69.9	99.5
Anawim Family PSH (NEW)	\$1,061,365	94.0%	94.0	100
Tier2				
Anawim Family PSH (NEW)	\$4,479	94.0%	94.0	100
Anawim Indvl PSH (NEW)	\$871,279	93.8%	93.8	100

YHDP PROJECT RENEWALS

Applicant	Allocated Amount	Percentage	Score	Total Possible Pts.
Anawim YHDP PSH	\$211,577	96.5%	94.6	98
ICA YHDP HMIS	\$37,470	91.5%	91.5	100
IHYC YHDP RRH	\$287,988	85.3%	83.6	98
IHYC YHDP SSO - Mental Health	\$152,089	80.2%	126.7	158
CFI YHDP TH/RRH	\$202,373	77.1%	76.8	99.5
PHC YHDP SSO Housing Navigator	\$81,222	76.3%	120.5	158

Tier 1 = \$4,275,981

Tier 2 = \$875,758

YHDP = \$972,719

Planning Grant = \$286,190

TOTAL SUBMISSION = \$6,410,648



2024 NOFO CoC Project Competition

Preliminary Pro Rata Need (PPRN) - HUD generated formula	\$5,047,152
Estimated Annual Renewal Demands (ARD) - Amount required to fund all renewal projects at 100%	\$5,723,809
Final Pro Rata Need (FPRN) - The higher of the PPRN and ARD	\$5,723,809
Annual Renewal Amounts (ARAs) of YHDP Renewals	\$972,719

Funding Available to IA-502

Tier 1

90% of ARD less ARA for YHDP Grants	\$4,275,981
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Tier 2

10% of Remaining ARD less YHDP Grants	\$475,109
CoC Bonus Funds - Up to 12% of IA-502 CoC FPRN	\$686,857
DV Bonus – Up to 15% of IA-502 PPRN	\$757,073

\$6,195,020

Non-Competitive Grants

Annual Renewal Amounts of YHDP Renewals	\$972,719
CoC Planning Grant - Up to 5% of IA-502 CoC FPRN	\$286,190

TOTAL FUNDING AVAILABLE **\$7,453,929**



2024 Summer Point in Time Homeward - Polk County CoC

PRESENTER:

PATRICK SCHACHERER, IOWA HMIS DIRECTOR

Summer PIT

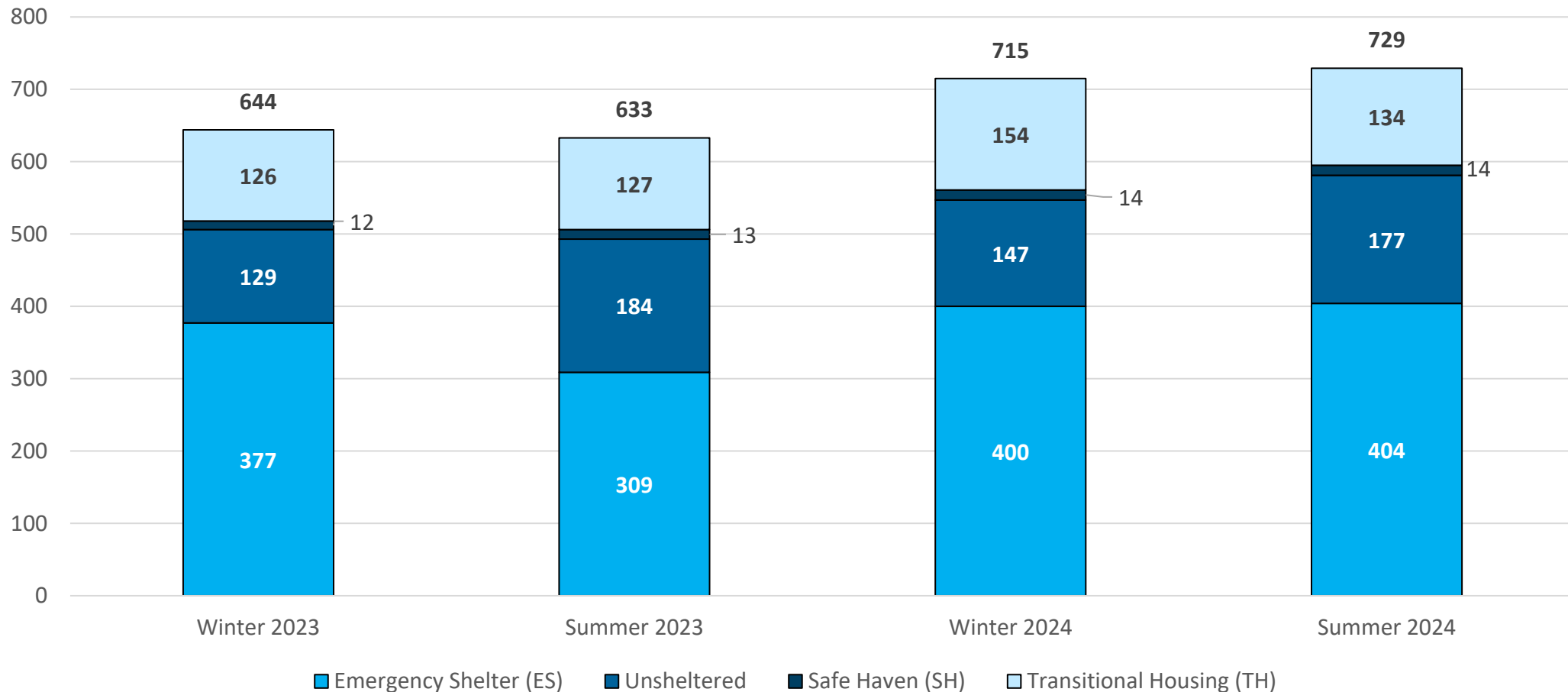
What it is:

- Community-led, voluntary effort to collect unsheltered and sheltered homelessness information
- Collection of data for 24 hours from 12pm on one day (7/31) until 12pm the next day (8/1) to establish sleeping locations of those experiencing unsheltered homelessness

What it is not:

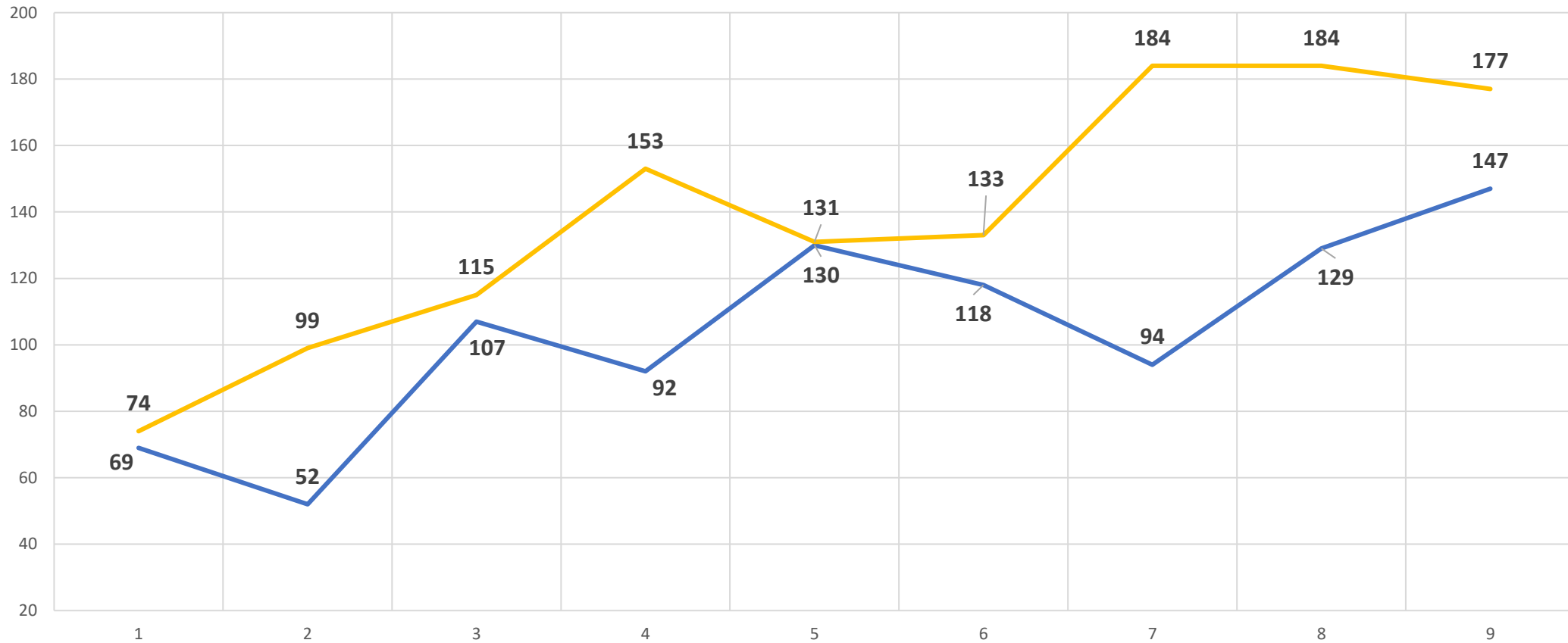
- Collection of data regarding project capacity (total beds, dedicated beds)
- Collection of data regarding permanent housing projects such as Rapid Rehousing, Permanent Supportive Housing, Other Permanent Housing, or Voucher-based interventions such as Section 8

2023, 2024 Point-in-Time Totals



Unsheltered Totals over Time

Winter Unsheltered Total 2013 - 2023



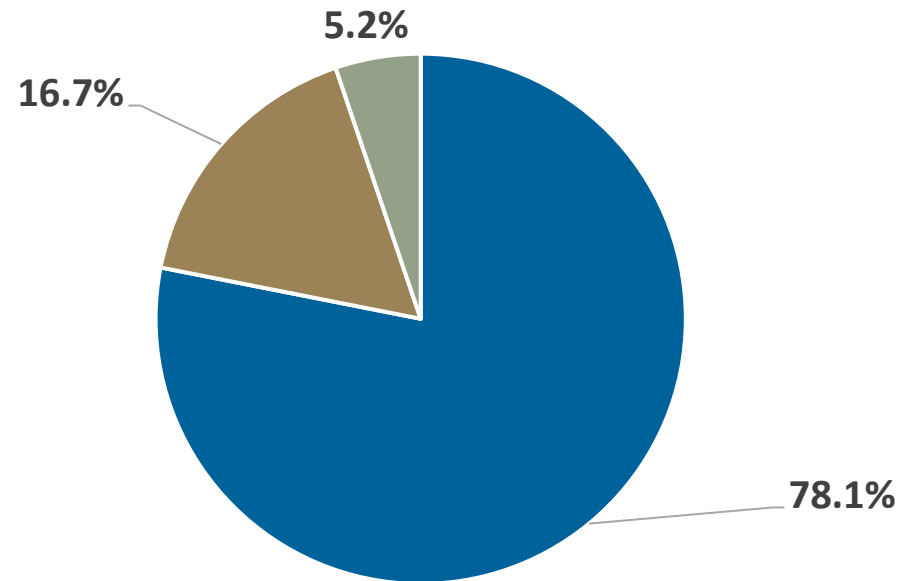
2024 Unsheltered Zip Code Analysis

Data collected from unsheltered responses for Zip Code of Last Permanent Address.
All percentages reflect known values. The percentages below are based on the 114 answers that were collected.



Zip Code of Last Permanent Address

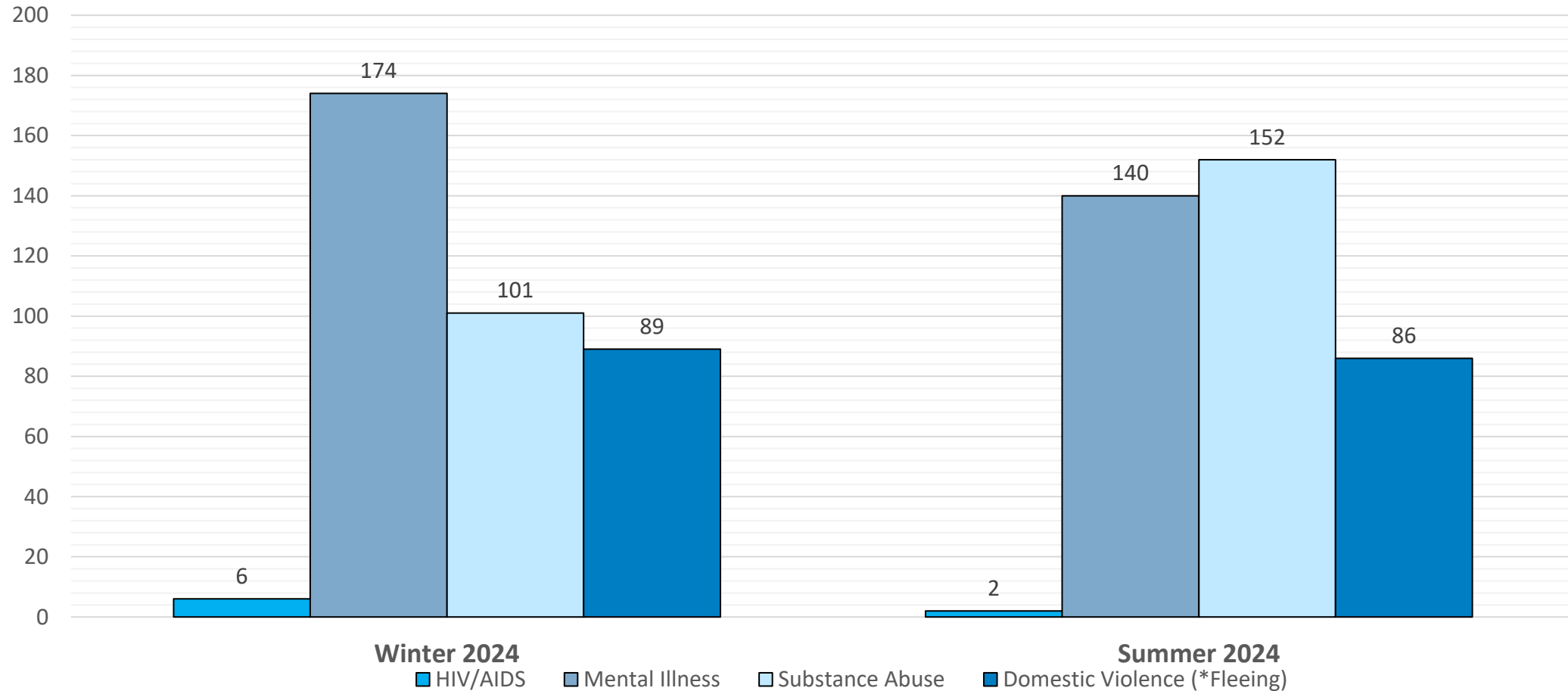
■ Polk County ■ Rest of Iowa ■ Outside of Iowa



Unsheltered/Sheltered Comparison

	Sheltered Singles	Unsheltered Singles	Sheltered Family (Total People)	Unsheltered Family (Total People)
Winter 2024	457	145	110	2
Summer 2024	411	177	141	0

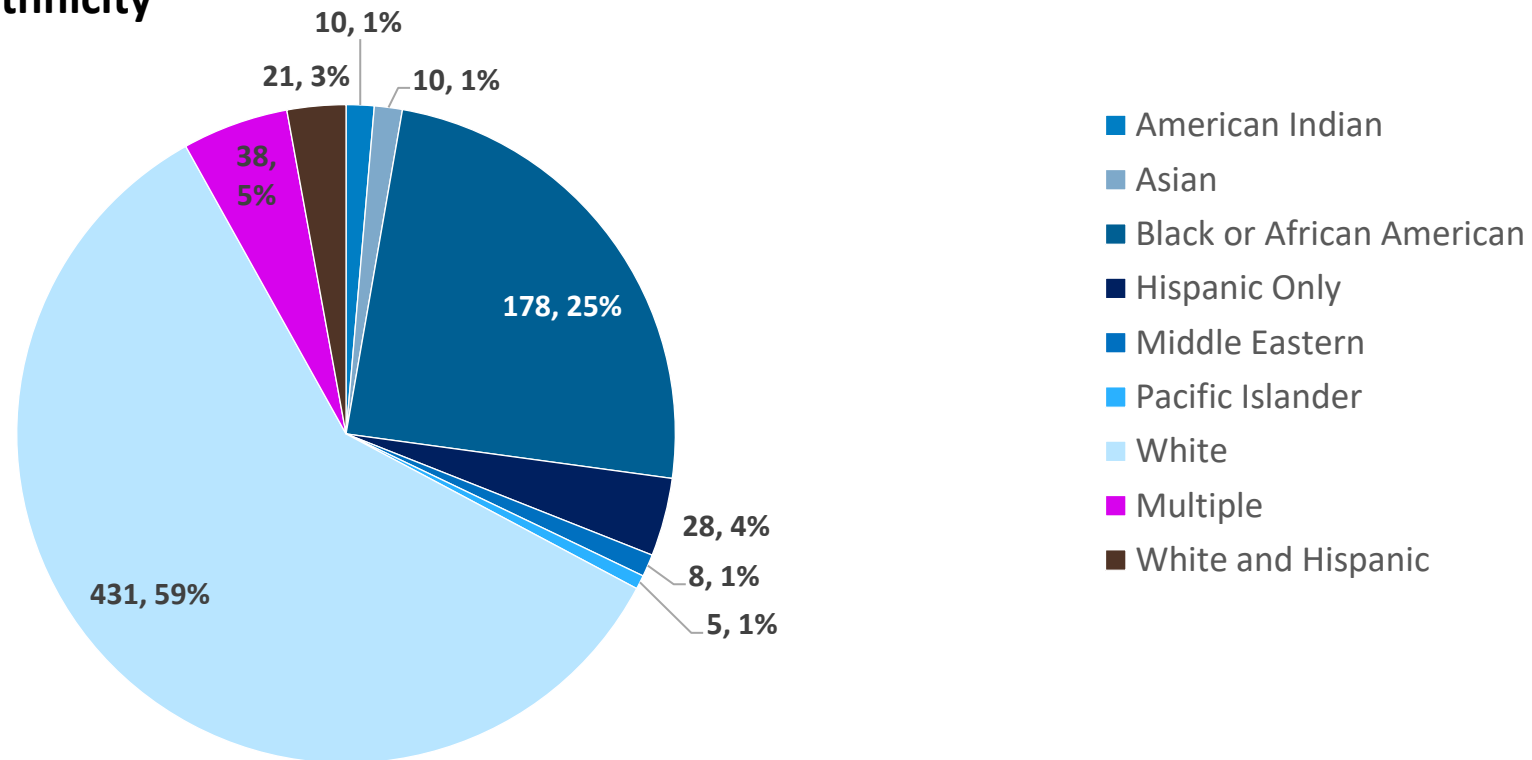
Point-in-Time Subpopulations



Additional Comparisons Race & Ethnicity



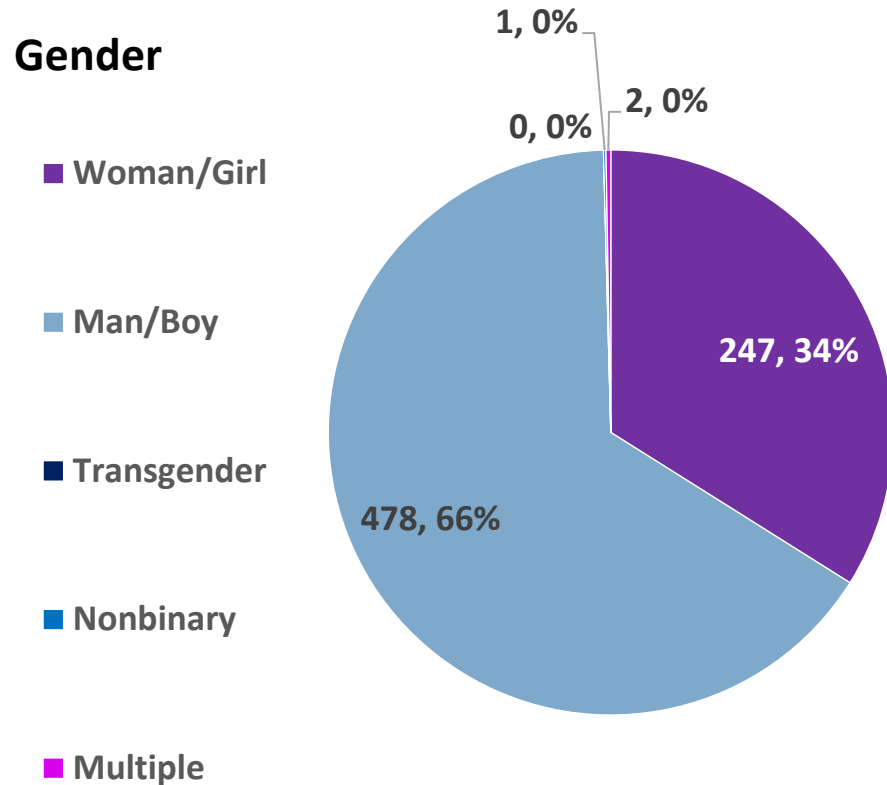
Race & Ethnicity



These amounts are combined from ES/TH/SH/Unsheltered Counts

Additional Comparisons

Gender & Age



Age Category	Total	Percent
Under Age 18	88	12%
Persons ages 18 to 24	54	7%
Persons ages 25 to 34	126	17%
Persons ages 35 to 44	173	24%
Persons ages 45 to 54	129	18%
Persons ages 55 to 64	123	17%
Persons over 65	36	5%

These amounts are combined from ES/TH/SH/Unsheltered Counts

Summary

In summary, PIT totals are similar to the 2024 Winter PIT, but represent a substantial increase from the 2023 Summer PIT in the aggregate. The population experiencing unsheltered homelessness has been relatively stable during the past 3 Summer PIT counts, but the sheltered total has increased dramatically from the prior Summer PIT to the current Summer PIT.

Though Polk County has historically been insulated from an aging homeless population, there are reasons for concern. Currently, slightly less than a quarter of the population experiencing homelessness is over the age of 55.

Questions?

Iowa HMIS Director

- Patrick Schacherer: patrick.schacherer@icalliances.org

Iowa HMIS Manager

- KarLee Kearns: karlee.kearns@icalliances.org

Iowa HMIS System Administrators

- Susie McCarragher: susan.mccarragher@icalliances.org
- Kyndra Lobdell: kyndra.lobdell@icalliances.org

HMIS Data Analyst

- Kasperian Kittredge: Kasperian.Kittredge@icalliances.org
- Ehren Stover-Wright: ehren.wright@icalliances.org

DES MOINES

July 31, 2024

	Sheltered		Unsheltered		Grand Total
	Emergency	TH & SH	Sheltered	Street Count	
Households w/Adult & Child					
Households	26	16	42	0	42
Persons (Adults and Children)	97	44	141	0	141
Persons Under Age 18	62	26	88	0	88
Persons Age 18-24	5	10	15	0	15
Persons (Age 25 - 34)	14	4	18	0	18
Persons Age 35-44	14	1	15	0	15
Persons Age 45-54	2	1	3	0	3
Persons Age 55-64	0	2	2	0	2
Persons Age 65 or older	0	0	0	0	0
Veterans	0	0	0+	0	0
Households w/o Children					
Total Persons	307	104	411	177	588
Persons Age 18-24	22	9	31	8	39
Persons Age 25-34	57	24	81	27	108
Persons Age 35-44	74	25	99	59	158
Persons Age 45-54	55	23	78	48	126
Persons Age 55-64	71	18	89	32	121
Persons Age 65+	28	5	33	3	36
Veterans	19	16	35	9	44
HH Only Children (<18)					
Households	0	0	0	0	0
Persons (Under Age 18)	0	0	0	0	0
2023 Summer PIT Totals	309	140	449	184	633
2024 Winter PIT Totals	400	168	568	147	715
2024 Summer PIT Totals	404	148	552	177	729

DES MOINES

Provisional Point in Time

July 31, 2024

Adults with a Serious Mental Illness	55	21	76	64	140
Adults with a Substance Use Disorder	32	73	105	47	152
Adults with HIV/AIDS	0	1	1	1	2
Survivors of Domestic Violence	40	4	44	42	86

Chronically Homeless Individuals	40	40	88	128
Chronically Homeless Families	3	3	0	3
Persons in Chronically Homeless Families	8	8	0	8

