

IOWA RENT AND UTILITY ASSISTANCE PROGRAM



Application Prioritization

Applications are not assigned to a Case Managers until they are in “Ready for Review” status.

Applications that are in “Ready for Review” status will be assigned to Case Managers based on created date as long as at least 80% of the applications reviewed have been submitted by Eligible Households that satisfy any of the following conditions:

- a. The income of the household does not exceed 50% of the AMI for the household OR
- b. 1 or more individuals within the household are unemployed as of the date of the application for assistance and have not been employed for the 90-day period preceding such date.

The determination as to whether at least 80% of the applications reviewed meet the criteria will be made based on the “Tenant AMI Distribution” data in the Tableau dashboard which will be monitored weekly by IFA.

If an applicant indicates in the application that eviction or utility shut off has occurred or is imminent, or if IFA/ICAA receives information that eviction or utility shut off has occurred or is imminent, the application will be assigned to a Case Manager for review and approval/denial determination. To be deemed to have occurred or be imminent, at least one of the following conditions must be satisfied:

1. Eligible household has been evicted and/or one or more utilities have been shut off; OR
2. Court hearing re: eviction has been scheduled and/or the eligible household has received notice that one or more utilities will be shut off with a date certain; OR
3. The eligible household has received notice of eviction with a date certain: OR

The preferred method of verification that eviction or utility shut off has occurred or is imminent is documentation, which may include the eviction notice with a date certain, the notice of utility shut off with a date certain or notice of eviction hearing. Documentation may be provided by the applicant, landlord, utility provider, Iowa Legal Aid or another IRUAP partner and shall be uploaded to the case. If neither the applicant nor an IRUAP partner can provide documentation, the case manager may verify that eviction or utility shut off has occurred or is imminent by obtaining the following and entering a comment on the application:

- a) Confirmation by the lessor that the lessee household has been evicted or that a court hearing is scheduled; OR
- b) Confirmation by the utility that a shut off notice with a date certain has been issued; OR
- c) Confirmation by Iowa Legal Aid or other IRUAP partner that the lessee household has been evicted, that a court hearing is scheduled, or that a shut off notice with a date certain has been issued.