Competition Information

REQUEST FOR APPLICATIONS: IOWA STATEWIDE EMERGENCY SOLUTIONS GRANT & SHELTER ASSISTANCE FUND

The Iowa Finance Authority is requesting applications for the Iowa Statewide Emergency Solutions Grant (ESG) program and Shelter Assistance Fund (SAF) for the 2024 and 2025 Calendar Years. An estimated $2.5 million each year in ESG funds may be available to fund approximately 25 awards and $1.3 million each year in SAF funds may be available to fund approximately 25 awards.

APPLICATION DEADLINE: TUESDAY JULY 25, 2023, 4:30 PM

Stakeholder Consultation/Comments

The Iowa Finance Authority released a draft application for public comment through June 23, 2023. Written comments and IFA responses will be available on the ESG and SAF web pages for the 2024 and 2025 Program.

Competition Overview

Combined ESG and SAF Application

This is a combined competition for the ESG and SAF programs. Both programs fund Shelter, with similar requirements. ESG funds additional activities as described below. Some agencies applying for Shelter may be awarded funds through just one program, and some agencies may be awarded funds through both programs. This will be to balance the total available funds through both programs, and in most cases, it will not impact the total amount awarded to any particular agency. Agencies are assumed to be applying for funds through either program as applicable. The Iowa Finance Authority will determine which agencies are awarded funds through which program(s). Alternatively, an agency may take itself out of consideration for one or the other program by explaining this in the application.

Combined 2024 and 2025 Calendar Years

This competition will be for both the 2024 and 2025 calendar years. However, the funding request in the application will be for the 2024 year only. Likewise, initial awards will be made for 2024 only. Renewal awards for 2025 will be made in mid-2024, conditional on meeting compliance requirements. This plan may be adjusted by the Iowa Finance Authority as necessary.

Regional Homelessness Prevention and Rapid Rehousing

Agencies may apply to provide Homelessness Prevention and/or Rapid Rehousing assistance to serve within a designated region. Designated regions are Iowa Coordinated Services Regions (Coordinated Entry Regions). Polk County, Woodbury County, and Pottawattamie County each normally participate in separate Coordinated Entry Regions according to their separate HUD-designated Continuum of Care, but will be considered regions for this purpose. Each region has been assigned an eligible application amount for Homelessness Prevention and Rapid Rehousing dollars. Click on the link below for the section on the ESG page for the 2024 and 2025 ESG Program, and find the document titled ESG CY24 Eligible Application Amounts Per Region. Agencies may apply for up to this amount, with flexibility allowed between the two categories to meet regional needs.

In some regions, it may work best to have a single agency providing both Rapid Rehousing and Homelessness Prevention for the general population throughout the region. Other arrangements are also possible, for multiple agencies to provide these services within a region. For example, one agency may apply for Rapid Rehousing and a different agency for Homelessness Prevention. Or, one agency may apply to provide youth-focused services, another for domestic-violence-

focused services, and another for the general population. This is allowable, although agencies within a region should still coordinate together to keep the total amount requested within the regional limits. If total applications for these services within a region exceed the allowable application amount, applications may be in competition with each other to provide these services in that region, and the applications will be evaluated to determine which agency/agencies is/are best qualified in that region. The Iowa Finance Authority may request additional information from applicants and work with applicants directly to determine any award(s). Final award amounts may vary from eligible application amounts.

Link to the ESG page for information in the section for the 2024-2025 Program
Link to the SAF page for information in the section for the 2024-2025 Program

Purpose of the ESG and SAF Programs

ESG

The ESG program is a federal program of the U.S. Department of Housing and Urban Development (HUD) designed to assist people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The Iowa Statewide ESG program is governed by federal regulations at 24 CFR Part 576 and by State of Iowa Administrative Rules at Chapter 265 Section 42.

Link to Federal ESG Resources and Information from HUD
Link to State of Iowa ESG Administrative Rules

SAF

The SAF program was created to support the operations of homeless shelters and domestic violence shelters, and provide essential services for those experiencing homelessness. The SAF program is governed by Iowa Code Chapter 16.41 and Iowa Administrative Rules Chapter 265, Section 41.

Link to State of Iowa SAF Administrative Rules

Eligible Applicants

ESG

Units of general purpose local government and private nonprofit organizations in the State of Iowa are eligible applicants for ESG. Agencies must serve persons in Iowa who are experiencing or are at risk of experiencing homelessness, according to HUD's definition.

SAF

Units of general purpose local government, private nonprofit organizations, and local public housing authorities in the State of Iowa are eligible applicants for SAF. Agencies must serve persons in Iowa that are experiencing homelessness, according to HUD's definition. Agencies may also provide food either to one or more shelters or directly to program participants.

Link to HUD Criteria and Recordkeeping Requirements for Definition of Homelessness

Eligible Activities: ESG

ESG funds may support the following activities:

1. Street Outreach

Funds in this category may be used to provide essential services necessary to reach out to unsheltered homeless persons in Iowa. Services may include connecting persons with emergency shelter, housing, or critical services. Services may also include providing urgent, nonfacility-based care to unsheltered homeless persons who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Eligible families and individuals must qualify under

Category 1 of HUD's definition of homelessness. Eligible costs include engagement, case management, emergency health services, emergency mental health services, transportation, and services for special populations.

For full details of eligible activities, applicants should refer to HUD's ESG regulations at 24 CFR part 576.101.

2. Shelter

Funds in this category may be used to provide essential services to homeless families and individuals in emergency shelters in Iowa, as well as to operate emergency shelters in Iowa. Eligible families and individuals must qualify under Categories 1, 2, 3, or 4 of HUD's definition of homelessness.

Shelter: Essential Services. Eligible essential services activities include the following, with some restrictions: case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment, transportation, and services for special populations.

Shelter: Operations. Eligible operations activities include maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible activities may include assisting with a hotel or motel voucher.

The Shelter category may include transitional shelter/housing programs--ONLY if such programs received federal FY 2010 Emergency Shelter Grant funds (in Iowa, these funds were awarded for the July 1, 2010 - December 31, 2010 grant period).

For full details of eligible activities, applicants should refer to HUD's ESG regulations at 24 CFR part 576.102.

3. Homelessness Prevention

Assistance in this category may be provided to individuals or families that qualify under Categories 2, 3, or 4 of HUD's definition of homelessness, or under HUD's definition of At Risk of Homelessness. Homelessness Prevention is currently the lowest federal priority for assistance in the ESG program.

Homelessness Prevention: Rental Assistance. Eligible activities include short- or medium-term rental assistance or rental arrears.

Homelessness Prevention: Other Financial Assistance. Assistance may include rental application fees, security deposits, last month's rent, utility deposits, utility payments, and moving costs.

Homelessness Prevention: Housing Stabilization and Relocation Services. Assistance can include housing search and placement, housing stability case management, mediation, legal services, and credit repair.

For full details of eligible activities, applicants should refer to HUD's ESG regulations at 24 CFR part 576.103-106.

4. Rapid Rehousing

Assistance in this category covers similar activities as Homelessness Prevention, but is for individuals or families that qualify under Category 1 of HUD's definition of homelessness.

Rapid Rehousing: Rental Assistance. Eligible activities include short- or medium-term rental assistance or rental arrears.

Rapid Rehousing: Other Financial Assistance. Assistance may include rental application fees, security deposits, last month's rent, utility deposits, utility payments, and moving costs.

Rapid Rehousing: Housing Stabilization and Relocation Services. Assistance may include housing search and placement, housing stability case management, mediation, legal services, and credit repair.

For full details of eligible activities, applicants should refer to HUD's ESG regulations at 24 CFR part 576.104-106.

5. Data Collection and Reporting

A subrecipient may use up to 5% of a grant to pay the costs of contributing to and reporting data from Iowa's designated Homeless Management Information System (HMIS) or DVIMS system for domestic violence (DV) victim services providers or legal services providers. These systems are currently operated by the Institute for Community Alliances.

Applicants will not include Data Collection and Reporting as part of their budget request in this application. Instead, they may choose to include this item in a later revised budget submitted after award.

6. Administration

A subrecipient may use up to 2% of an ESG grant for general management, oversight, and coordination of ESG activities. This does not include staff and overhead costs directly related to carrying out activities eligible in other cost categories, because those costs are eligible as part of those activities.

Applicants will not include Administration as part of their budget request in this application. Instead, they may choose to include this item in a later revised budget submitted after award.

Indirect Costs

In accordance with 2 CFR Part 200, as applicable, subgrantees may allocate indirect costs to any of the six eligible activities above.

Link to HUD Indirect Cost Toolkit

Eligible Activities: SAF

SAF funds may support the following activities:

1. Shelter Operations

Funds in this category may be used to operate emergency homeless or domestic violence shelters.

Eligible operating expenses include staff salaries, maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the shelter. Where no appropriate shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual. Eligible costs may also include third-party agencies providing food, either to one or more shelters, or directly to program participants.

2. Essential Services

Essential services for individuals and families in homeless and domestic violence shelters, including case management, child care, education services, employment assistance and job training, outpatient health services (to the extent that such health services are otherwise unavailable), legal services, life skills training, mental health services (to the extent that such mental health services are otherwise unavailable), substance abuse treatment services (to the extent that such substance abuse treatment is otherwise unavailable), and transportation (transportation that is necessary to provide services).

3. Data Collection and Reporting

A subrecipient may use up to 5% of a grant to pay the costs of contributing to and reporting data from Iowa's designated Homeless Management Information System (HMIS) or DVIMS system for domestic violence (DV) victim services providers or legal services providers. These systems are currently operated by the Institute for Community Alliances.

Applicants will not include Data Collection and Reporting as part of their budget request in this application. Instead, they may choose to include this item in a later revised budget submitted after award.

Certifications & Assurances

Please see the section of the application for Certifications & Assurances, which contains selected (not all) key program requirements. An additional application section contains a Minority Impact Statement, which is required by the State of Iowa for grant programs.

Source of Grant Funding

The U.S. Department of Housing and Urban Development (HUD) makes ESG funds available to states for activities pursuant to Title 24 of the Code of Federal Regulations, Part 576 (24 CFR 576). The Catalog of Federal Domestic Assistance (CFDA) number for ESG is 14.231.

The Shelter Assistance Fund is funded with a portion of the Iowa Real Estate Transfer Tax.

Award Period

The first-year award period will be January 1, 2024, through December 31, 2024. Subject to certain conditions, the second-year award period will be January 1, 2025, through December 31, 2025.

Grant Awards and Amounts

An estimated $2.5 million for each of the two calendar years in ESG funds may be available to fund approximately 25 awards and $1.3 million for each of the two calendar years in SAF funds may be available to fund approximately 25 awards. Availability of funds and award amounts are contingent on the availability of funds from HUD and from the State of Iowa. Awards will be made on a competitive basis based on the evaluation criteria.

Note that if awarded ESG funds, the agency will be required to provide documentation of a 75% match.

The Iowa Finance Authority reserves the right to make changes in the competition at any time, including the right to require additional information from applicants, and to make final award determinations.

Evaluation Criteria

There are two types of overall applications: a) for Shelter and/or Street Outreach; and b) for Regional Rapid Rehousing and/or Homelessness Prevention. Applicants may apply for one or both. 100 points are available for each type of application. The scores for the Experience & Capacity and the Performance sections will apply to both types. An applicant that submits both types of applications will therefore receive two scores overall, each up to 100 points. Applicants that have never received an Iowa ESG or SAF grant AND do not have a qualifying data report to submit in the Performance section, will complete a New Applicants Only section instead of the Performance section.

Shelter & Street Outreach - 50 points

Regional Rapid Rehousing & Homelessness Prevention - 50 points

Experience & Capacity - 25 points

Performance - 25 points

New Applicants Only - 25 points instead of Performance section

Application Deficiency Review Period

An application deficiency review period will take place following the final application deadline. The Iowa Finance Authority will first review all applications for curable technical deficiencies such as missing required documentation. If there are curable deficiencies, IFA will notify agencies using the contact information in the application. Agencies will typically be allowed one week to correct deficiencies.

Navigating the Application System

Section Navigation: Navigate through the application using the links for sections on the left. Once all required questions in a section have been completed, the section icon will turn from a red "x" to a green "check". Note that a green "check" does not reflect whether all applicable questions have been completed; applicants are responsible for verifying that all information is complete and correct.

Printing and Saving: You may use the icons toward the top of your application screen to "Print," "Save," and "Save and Exit." You may also wish to save your narrative answers first in a Word document, and then copy and paste to the application when ready. This will avoid the possibility of being "timed-out" of the system.

Linking Additional Users to One Application: You may link a second user to your application. The second user must first create their own account in the system. Then the first user may log in, click on "View" in the header, select "MyIFA Account", then at the bottom of the screen, click on "Add New Authorized User," then enter the new user's username. Both users should now be able to access and work on the same application.

Multiple Projects; One Agency: Only one application will be accepted per agency. If your agency is submitting a request for funding for more than one project, the application responses should include information for each project. Since each question includes only one response field, your response should clearly identify which parts apply to which project.

Submitting: Before the system will allow an application to be submitted, every icon must show a green "check" at left. Any missing responses to required questions will result in remaining red "x's". Any required questions that are missing a response may be identified by clicking the link at the bottom left for the "Error Log." Note that the system doesn't validate answers; it only verifies that each question contains a response. Once submitted, the application may be viewed, but no further edits will be allowed.

Application and Program Questions

Email mollie.brees@iowafinance.com with questions about the ESG or SAF programs or this application. For a response before the application deadline, final questions should be submitted at least 72 hours in advance of the application deadline.

Questions about the federal ESG program (not on this particular application) may also be submitted to HUD's online Ask-A-Question help desk at the link below.

Link to the HUD Help Desk at www.hudexchange.info

Application Deadline Reminder: July 25, 2023, 4:30 p.m.

The application deadline is Tuesday, July 25, at 4:30 p.m. The system will not allow submissions past this time. To avoid technical delays, do not wait until the last day to submit your application. Note that the system is often slower on the day or two before the deadline, due to more users in the system at one time.

Applicant Profile

Applicant organization

Select an Agency ⌄

1. Enter name of applicant organization: *

[   ]

2. Project name(s) as listed in HMIS/DVIMS: *

[   ]

3. Recipient Type (check one) *

☐ Local Government Entity (not local PHA)
☐ 501(c)3 Non Profit
☐ Local PHA

4. Organization Address *

Street Address: City   State: Zip Code:

[   ] [   ] [   ] [   ]

County:

[   ]

5. Contacts (must list at least one contact person for each role type listed) *

No Rows Found

6. Registration Numbers *

UEI #
(https://sam.gov/content/home):

Tax/Employer
Identification Number
(EIN/TIN):

[   ] [   ]

7. Transitional Housing: Check ONE of the following. To be eligible to apply, every agency MUST verify one of the following. *

○ The agency is NOT applying for a Transitional Housing project (as listed on the most recent Housing Inventory Count).

○ The agency IS applying for a Transitional Housing project, AND received ESG funds for this same project in the 2010 calendar year ("grandfathered in" under federal rules)

Link to more information on Transitional Housing eligibility

8. Financial Statements: Check ONE of the following. To be eligible to apply, every agency MUST verify one of the following. Reports will be uploaded in the Exhibits section of the application. *

○ The agency is submitting an AUDIT of financial statements, from an independent CPA, from the most recently completed fiscal year.

○ The agency is submitting a certified REVIEW of financial statements, from an independent CPA, for the most recently completed fiscal year.

○ The agency has never received Iowa ESG or SAF funding. If awarded funding, a Review or Audit will be required in following years.

9. Funded agencies must commit to using one of the following two systems to collect and report client data. Both systems are managed by the Institute for Community Alliances. Select which system your agency will use. *

○ Iowa HMIS
○ Iowa DVIMS
○ Individual HMIS

10. In general, policies and practices described by an applicant are assumed to apply throughout the agency's program(s), rather than just to some portion of the program(s) that is/are funded through ESG or SAF. For example, a Shelter cannot have two sets of policies, one set that applies to a certain number of beds that are funded through ESG or SAF, and another set of policies for other beds. Check the box to verify.*

○ Agency follows one set of policies and procedures for the whole program and/or all beds.

○ Agency has more than one set of policies and procedures for the program(s) or bed(s) and this is explained below.

If the second box is checked in Question 10 above, provide an explanation.

Shelter and/or Street Outreach

Shelter Operations, Shelter Services, & Street Outreach

Only fill out this section if applying for Shelter Essential Services, Shelter Operations, and/or Street Outreach. Otherwise, leave all items blank and skip to the next section.

1. Select the Coordinated Services Region(s) or CoC that your agency participates in.

☐ Balance of Counties West (Harrison, Shelby, Audubon, Cass, Mills, Montgomery, Fremont, Page)

☐ Black Hawk/Tama/Grundy Region

☐ Eastern Iowa (Clinton, Delaware, Dubuque, Jackson)

☐ Johnson Washington Region

☐ Metro Area Continuum of Care for the Homeless (Pottawattamie)

☐ Linn Benton Jones Region

☐ North Central Iowa (Cerro Gordo, Floyd, Franklin, Hancock, Kossuth, Mitchell, Winnebago, Worth)

☐ Northeast Iowa (Allamakee, Bremer, Buchanan, Butler, Chickasaw, Fayette, Howard, Winneshiek, Clayton)

☐ Northwest Iowa (Lyon, Osceola, Sioux, O'Brien, Plymouth, Cherokee, Ida, Monona, Crawford, Carroll)

☐ Polk County Continuum of Care (Polk)

☐ Quad Cities Bi-State (Scott)

☐ Rolling Hills (Jasper, Poweshiek, Warren, Marion, Mahaska, Lucas, Monroe, Wapello, Jefferson, Wayne, Apppanoose, Davis, Van Buren, Keokuk, Iowa)

☐ Siouxland Coalition to End Homelessness (Woodbury)

☐ South Central/West Region (Guthrie, Dallas, Adair, Madison, Adams, Union, Clarke, Taylor, Ringgold, Decatur)

☐ Southeast Iowa (Cedar, Muscatine, Louisa, Henry, Des Moines, Lee)

☐ Two Rivers (Boone, Marshall, Story, Hardin, Greene)

☐ Upper Des Moines (Buena Vista, Calhoun, Clay, Dickinson, Emmet, Hamilton, Humboldt, Palo Alto, Pocahontas, Sac, Webster, Wright)

☐ Statewide Legal Services

2. Describe the project. Who will be served? How will services be provided? Where will services be provided? (10 points)*

3. Describe the need for the proposed services. (10 points)

4. Describe how the agency's Shelter and/or Street Outreach programs: a) participate in Coordinated Entry; and b) follow a housing-first approach. (10 points)

5. Regional Support: Describe support for this project from the applicable Coordinated Services Region (Coordinated Entry Region). Upload evidence of partnership and regional support in the Exhibits section (for example, a letter of support from the lead agency of the region that demonstrates regional coordination). If the applicant serves as lead agency for the region, a letter is not required; describe this leadership instead. (10 points)

Shelter Funding Request

6a. Shelter Funding Priorities: Check all that apply.

☐ Baseline priority points for all projects (+2)

☐ Project is Emergency Shelter rather than Transitional Shelter/Housing (+3)

☐ Project serves the general population, not limited to only one specific targeted population (+2)

6b. Shelter Funding Priority Score: Add the total priority points from 6a (+points) and enter in the box below.

[   ]

6c. Maximum Shelter Request. If requesting funding for Shelter, the minimum request is $7,500 and the maximum request is $150,000. If the calculations in the table below result in an amount lower than $7,500, stop; the agency is not eligible to apply.

Action	ES or TH	The AVERAGE of shelter bed nights provided in 2021 and 2022 (total bed nights provided in both years, divided by 2)	Number of total bed nights that will be available in 2024 (for year-round beds, this is the number of total beds x 365)	Multiply the lowest bed night calculation by the Shelter Priority Funding Score above = Eligible Amount (up to maximum $150,000)	Alternate for Shelter food providers for SAF only: $20,000 Eligible Amount
	ES				

6d. Shelter Funding Request. Enter your request in the table below.

Action	Activity	Activity Subcategory	Explanation	Amount of Request, up to the eligible amount in Question 6c
	Shelter			
				$0

6e. OPTIONAL. In the category of Shelter, agencies are assumed to be applying for EITHER ESG or SAF funding. If your agency is interested ONLY in ESG or ONLY in SAF, explain this here. Note that, depending on total requests received, limiting your request in this way may decrease funding options.

Street Outreach Funding Request

7. Street Outreach Funding Request. Enter your request in the table below.

Action	Coordinated Services Region or CoC Served	Population served	Eligible Amount = up to $50,000 if serving General Population; otherwise Eligible Amount = up to $25,000

		General population--families with children and/or individuals	

8. Budget Narrative. Provide a narrative explanation of your budget request in Shelter and/or Street Outreach, including any relevant data or calculations to support request. (10 points for all budget-related questions)

Regional Homelessness Prevention and/or Rapid Rehousing

Regional Rapid Rehousing (RRH) and Homelessness Prevention (HP)

Only fill out this section if applying for Rapid Rehousing or Homelessness Prevention. Otherwise, leave all items blank and skip to the next section.

1. Select the Coordinated Services Region(s) or CoC that your agency is applying to serve.

☐ Balance of Counties West (Harrison, Shelby, Audubon, Cass, Mills, Montgomery, Fremont, Page)

☐ Black Hawk/Tama/Grundy Region

☐ Eastern Iowa (Clinton, Delaware, Dubuque, Jackson)

☐ Johnson Washington Region

☐ Metro Area Continuum of Care for the Homeless (Pottawattamie)

☐ Linn Benton Jones Region

☐ North Central Iowa (Cerro Gordo, Floyd, Franklin, Hancock, Kossuth, Mitchell, Winnebago, Worth)

☐ Northeast Iowa (Allamakee, Bremer, Buchanan, Butler, Chickasaw, Fayette, Howard, Winneshiek, Clayton)

☐ Northwest Iowa (Lyon, Osceola, Sioux, O'Brien, Plymouth, Cherokee, Ida, Monona, Crawford, Carroll)

☐ Polk County Continuum of Care (Polk)

☐ Quad Cities Bi-State (Scott)

☐ Rolling Hills (Jasper, Poweshiek, Warren, Marion, Mahaska, Lucas, Monroe, Wapello, Jefferson, Wayne, Apppanoose, Davis, Van Buren, Keokuk, Iowa)

☐ Siouxland Coalition to End Homelessness (Woodbury)

☐ South Central/West Region (Guthrie, Dallas, Adair, Madison, Adams, Union, Clarke, Taylor, Ringgold, Decatur)

☐ Southeast Iowa (Cedar, Muscatine, Louisa, Henry, Des Moines, Lee)

☐ Two Rivers (Boone, Marshall, Story, Hardin, Greene)

☐ Upper Des Moines (Buena Vista, Calhoun, Clay, Dickinson, Emmet, Hamilton, Humboldt, Palo Alto, Pocahontas, Sac, Webster, Wright)

☐ Statewide Legal Services

2. How did the region(s) selected above provide ESG RRH and HP services with the supplemental funding from the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act (ESG-CV)? Which agency provided RRH? Which provided HP? Were subcontracts used for multiple partner agencies? Did a separate agency provide DV services? Describe. (10 points)

3. Annual ESG funds are far more limited than ESG-CV. How will the region continue RRH and HP services with these limited ESG funds? If a different agency is applying to serve a region, why is this change needed? If multiple agencies are applying to provide RRH and HP in a single region, how did the agencies collaborate to determine which agencies will provide which services? Describe the region's plan. (10 points)

4. Describe the agency's experience and qualifications in providing RRH and HP assistance in the region(s) selected. (10 points)

5. Describe how the agency's RRH and HP programs: a) participate in Coordinated Entry; and b) follow a housing-first approach. (10 points)

6. Regional RRH and HP Maximum Eligible Request.

No Rows Found

Link to the ESG page for information in the section for the 2024-2025 Program

7. Budget Request. Enter your budget request in the table below, up to the estimated eligible amount above. (10 points)

Action	Activity	Description	Amount of Request
	Homelessness Prevention		
			$0

Experience & Capacity

Experience & Capacity: 25 points

1. Staff Qualifications: Enter staff experience, qualifications, and relevant training in the table. Include up to five staff members. (5 points) *

Action	Position	Name	Years with agency	Years in related field	Relevant degrees or certifications	Applicable training

2. Grant Training: Describe your agency's participation in ESG/SAF conference calls, ESG/SAF trainings, and other relevant training. (5 points) *

No Rows Found

3. Grant Management History: In the following table, describe your agency's ESG and/or SAF grant management history in the past three years (2021, 2022, and 2023). (5 points) *

No Rows Found

4. Local/regional participation: In the following table, describe your agency's participation in local/regional coordination. (4 points) *

No Rows Found

5. Operations: Check the boxes to describe the agency's policies and procedures related to operations. (3 points) *

☐ Background checks are completed for all employees and all direct-service volunteers.

☐ All staff members and direct-service volunteers are trained in at least ethics, confidentiality, first-aid, and CPR.

☐ Has a current written emergency-preparedness plan and provides regular training to follow it.

☐ Has and follows written client confidentiality procedures.

☐ Has and follows written records-retention policies and procedures.

☐ Has and follows written grievance procedures.

☐ Has and follows a written plan for regular building inspections for safety and code compliance.

☐ At least one staff member or volunteer is available during all hours of program operation.

☐ Has and follows consistent publicly-available hours of program operation.

☐ Has and follows a written code of ethics for staff members and volunteers.

6. Governance: Check the boxes to describe the agency's board of directors. (3 points) *

☐ Board includes at least five members.

☐ Board meets at least quarterly.

☐ Board achieved quorum for at least 75% of meetings held during the past year.

☐ There are written minutes for each board meeting that are available for public inspection.

☐ Board approves annual budget.

☐ Board approves written financial policies and procedures for the agency.

☐ Board follows a written conflict of interest policy.

☐ Board ensures appropriate insurance coverage for the agency and board members.

☐ Board provides at least annual performance reviews of the executive director.

☐ Board ensures completion of an annual audit or independent review of financial statements by an independent CPA, plus tax filings if required.

Performance

Performance: 25 points

HMIS or DVIMS User Instructions:

Follow the link below for instructions to produce the Performance Outcome Report for the 2021 and 2022 Calendar Years (locate the instructions in the 2024-2025 Program section). Upload this report in the Exhibits section of this application. Use the COMBINED report for 2021 and 2022 to answer the following questions. For report assistance, contact the Institute for Community Alliances at (515) 246-6643.

Link to locate the Iowa HMIS or DVIMS Performance Outcome Report Instructions for ESG

Link to locate the Iowa HMIS or DVIMS Performance Outcome Report Instructions for SAF

Is the agency applying as a new agency without a qualifying data report? If so, skip this section and instead answer the questions in the New Applicants Only section. *

○ Agency is submitting a qualifying data report to answer questions in the Performance section.

○ Agency has never received ESG or SAF funding AND is not submitting a qualifying data report. (Skip to New Applicants Only section.)

1. Participants served: a) How many total participants were served through the program in 2021 and 2022 combined? b) How many adult participants or heads of households? (not scored)

No Rows Found

2. What was your agency's data completeness in HMIS or DVIMS? All applicable data fields are checked for completeness, and all must show missing (null) values within the percentages below for points. (5 points)

○ Less than 2% missing (null) values (goal)

○ Between 2% and 5% missing (null) values

○ Higher than 5% missing (null) values

○ Agency has received ESG or SAF funding in the past three years, but no data is available for 2021 or 2022

○ Agency has never received ESG or SAF funding and no data is available

3. What was your agency's data timeliness (average days from program participant start date to data entry) in HMIS or DVIMS? (5 points)

○ 7 days or shorter (exceeds current goal)

○ 14 days or shorter (goal)

○ Longer than 14 days

○ No data is available

○ Agency has received ESG or SAF funding in the past three years, but no data is available

○ Agency has never received ESG or SAF funding and no data is available

Answer the following questions, for all types of programs for which funding is sought. (15 points total)

4a. SHELTER: Of the program participants that exited your Shelter program, what percentage exited to a permanent destination?

☐ No Shelter funding is requested (check box then move to next question)

☐ Program is a Family or Family/Individual Shelter and successful exits were 45% or higher (goal)

☐ Program is a Family or Family/Individual Shelter and successful exits were less than 45%

☐ Program is an Individual Only Shelter and successful exits were 25% or higher (goal)

☐ Program is an Individual Only Shelter and successful exits were less than 25%

☐ Funding is requested for Shelter, but no data is available

4b. SHELTER: What was your program's Exit Destination Error Rate?

☐ No Shelter funding is requested (check box then move to next question)

☐ Program is a Family or Family/Individual Shelter and exit destination error rate is 10% or less (goal)

☐ Program is a Family or Family/Individual Shelter and exit destination error rate is higher than 10%

☐ Program is an Individual Only Shelter and exit destination error rate is 65% or less (goal)

☐ Program is an Individual Only Shelter and exit destination error rate is higher than 65%

☐ Funding is requested for Shelter, but no data is available

5a. RAPID REHOUSING (RRH): What was your program's average length of time from enrollment to permanently housing an applicant?

☐ No RRH funding is requested (check box then move to next question)

☐ 30 days or less (goal)

☐ Longer than 30 days

☐ Funding is requested for RRH, but no data is available

5b. RAPID REHOUSING (RRH): What was your program's Move-In Error Rate?

☐ No RRH funding is requested (check box then move to next question)

☐ 10% or less (goal)

☐ Higher than 10%

☐ Funding is requested for RRH, but no data is available

5c. RAPID REHOUSING (RRH): Of the program participants that exited your RRH program, what percentage exited to a permanent destination?

☐ No RRH funding is requested (check box then move to next question)

☐ Higher than 80% (goal)

☐ Between 71% and 80%

☐ 70% or lower

☐ Funding is requested for RRH, but no data is available

5d. RAPID REHOUSING (RRH): What was your program's Exit Destination Error Rate?

☐ No RRH funding is requested (check box then move to next question)

☐ 10% or less (goal)

☐ Higher than 10%

☐ Funding is requested for RRH, but no data is available

6. HOMELESSNESS PREVENTION: What percentage of program participants that exited your program remained permanently housed?

☐ No Homelessness Prevention funding is requested (check box then move to next question)

☐ Higher than 90% (goal)

☐ Between 80% and 90%

☐ 80% or below

☐ Homelessness Prevention funding is requested, but no data is available

7. STREET OUTREACH: What percentage of program participants that exited your program (are no longer receiving services) remain on the streets or exited to an unknown destination?

☐ No Street Outreach funding is requested (check box then move to next question)

☐ Less than 25% (goal)

☐ Between 25% and 35%

☐ Higher than 35%

☐ Street Outreach funding is requested, but no data is available

8. OTHER: ONLY for eligible legal services providers (ESG) or shelter food providers (SAF). If none of the measures in Questions 4-7 apply to your program, what are the applicable performance results that demonstrate the success of your program? Provide performance results that relate to every type of assistance that is requested in the application. Performance results should be housing-focused; for example, the number and percentage of evictions prevented or delayed.

9. PERFORMANCE GOALS MET? Based on the responses above (Questions 4a - 8), which applicable performance goals were met and which were not? If there were significant differences in performance outcomes between 2021 and 2022 due to Covid-19 and this impacted the results reported here, explain.

New Applicants Only

New Applicants Only

This section should only be completed by an applicant that has never received an Iowa ESG or SAF grant AND that does not have a qualifying data report to submit for the Performance section of the application. It is worth 25 points, instead of the points in the Performance section.

1. How did the community determine that a new program was necessary to serve the intended population? Why was the particular model chosen? Provide specific data from

a needs analysis, gaps analysis, or other method. (5 points)

2. Describe the level of support the agency/program has from the applicable Coordinated Services Region or CoC. Upload a letter of support from the Coordinated Services Region lead agency or CoC in the Exhibits section of the application. (5 points)

3. How has your agency sought out partnership and/or support from agencies experienced in administering Iowa ESG or SAF grants? (5 points)

4. What steps has your agency taken to prepare for full data participation in HMIS or DVIMS if awarded funding? (5 points)

5. Which of the goals in the Performance section will be applicable to your program, and how will your program achieve them? (5 points)

Exhibits

Exhibits may be uploaded using the function at the bottom of this page. See the list below for documents to include.

1. Performance Outcome Reports

Follow the instructions in the Performance section of this application, and upload the required report(s) in the Exhibits section here.

2. Financial Audit or Review

Your organization's most recent Independent AUDIT Report, including the management letter, or Certified REVIEW of Financial Statements, completed by an independent Certified Public Accountant. Audits or Certified Reviews of Financial Statements must be submitted in their entirety, and should reflect all financial activity for the most recent fiscal year. Compilation reports do not meet the requirement. Agencies that have never received an ESG or SAF grant are exempt from this requirement.

3. IRS Form 990

Your private nonprofit organization's IRS Form 990 for the most recent fiscal year. Not applicable to government agencies.

4. Certificate of Standing

A valid and active Certificate of Standing/Existence for your private nonprofit organization, which may be obtained online for a fee of $5.00 from the Office of the Iowa Secretary of State, printed within the past year. Not applicable to government agencies.

Click here to obtain Certificate of Standing

5. Shelter Certification of Local Government Approval

This is required for Shelter projects from private, nonprofit agencies, with the exception of agencies ONLY applying for SAF. This certification is valid for two years from signing. Locate the certification template at the link below, in the section for Program Management. Print and have signed by your local government official, then upload a signed copy into this section.

Link to locate the ESG Shelter Certification of Local Government Approval; see Program Management section

6. Written Standards for Providing Assistance

View the document at the link below in the section for Program Management to identify required ESG standards. Agencies applying only for SAF are also expected to have written standards that address similar items. Upload your agency's written standards.

Link to locate required Standards for Providing Assistance; see Program Management Section

7. Letter of Support from Coordinated Services Region lead agency or CoC (see sections for Shelter & Street Outreach and/or New Applicants Only)

Refer to New Applicants Only section. Upload any relevant Letter of Support.

Upload All Items Here

Upload exhibits here*

No Documents Found

Use the fields below to upload an exhibit.

Document Type: Select a Document Type ⌄

Title:

Document to Upload: °   Select   Upload Document

Optional Explanation

OPTIONAL: For any item in the application, provide an explanation if needed. For example: the response choices provided don't fit for your programs, an exhibit is missing, etc.

Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

This section is not scored.

Definitions: "Disability" means the same as provided in section 15.102, subsection 10, paragraph "b", subparagraph (1). b. "Minority persons" includes individuals who are women, persons with a disability, African Americans, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans. c. "State agency" means a department, board, bureau, commission, or other agency or authority of the state of Iowa.

1. Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s). *

☐ A: The proposed grant project programs or policies could have a disproportionate or unique positive impact on minority persons.

☐ B: The proposed grant project programs or policies could have a disproportionate or unique negative impact on minority persons.

☐ C: The proposed grant project programs or policies are not expected to have a disproportionate or unique impact on minority persons.

2. If "A" is selected above, answer the following:

Describe the positive impact expected from this project.

Indicate which group is impacted:

☐ Women

☐ Persons with a disability

☐ Blacks

☐ Latinos

☐ Asians

☐ Pacific Islanders

☐ American Indians

☐ Alaskan Native

☐ Other

3. If "B" is selected above, answer the following:

Describe the negative impact expected from this project.

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Describe the negative impact expected from this project.

Indicate which group is impacted:

☐ Women

☐ Persons with a disability

☐ Blacks

☐ Latinos

☐ Asians

☐ Pacific Islanders

☐ American Indians

☐ Alaskan Native

☐ Other

3. If "C" is selected above, answer the following:

Present the rationale for determining no impact.

I hereby certify that the information above is complete and accurate, to the best of my knowledge.

Entering my name and title here serves as my electronic signature.*

Name

Title

Certifications & Assurances

By electronically signing at the bottom of this page, I certify that to the best of my knowledge and belief, information in the application is true and correct, the application has been duly authorized by the governing body of the applicant, I am an authorized representative of the applicant, and the applicant will comply with all applicable federal and state requirements, including, but not limited to the following, if assistance is approved:

General Certifications

The Applicant acknowledges and agrees that any representation or information contained in this Application and in any subsequent documentation provided to the Iowa Finance Authority that is misleading or incorrect may result in termination of: 1) review of this Application; 2) any reservation of funds; and 3) any commitment of funds. The Applicant acknowledges and agrees that it is obligated to notify the Iowa Finance Authority of any changes in the information provided in the Application.

The Applicant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any Federal department or agency. The Excluded Parties List System can be found at https://www.sam.gov/.

The Applicant will use any ESG funds granted pursuant to Iowa's approved Consolidated Plan and any applicable local Consolidated Plan and in compliance with all requirements of 24 CFR Part 92.

Lobbying Certification

The Applicant understands that no federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

The Applicant understands that if any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract grant, loan or cooperative agreement, the undersigned shall complete Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Sections 1352, Title 31, U.S. Code. Any person who fails to

file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The Applicant understands that the undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Federal and State Requirements

If awarded funds, the Applicant will comply with the following:

If awarded ESG funds, the federal ESG rules and regulations at 24 CFR Part 576, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. If awarded either ESG or SAF funds, all applicable State of Iowa Code and Administrative Rules.

If awarded ESG funds, the financial management guidelines issued by the U.S. Office of Management and Budget, as applicable, in accordance with 2 CFR Part 200.

If awarded ESG funds, the matching contributions requirement at 24 CFR Part 576.201.

If awarded ESG funds: the Violence Against Women Act (VAWA) Reauthorization of 2013 and HUD Final Rule Implementing VAWA, including protections against denial of assistance or admission, termination and eviction protections, VAWA Notice and Certification, and VAWA Emergency Transfer Plan.

Procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter. In addition, the Applicant will develop and implement written procedures to ensure that all records containing personally identifying information of any individual or family who applies for and/or receives grant assistance will be kept secure and confidential.

The Applicant will maintain in client files adequate documentation of homelessness or at risk of homelessness status to determine the eligibility of persons served, according to the most current definition of homelessness from the U.S. Department of Housing and Urban Development at 24 CFR Part 91.5, and will also keep a written record of any individuals that are denied assistance due to ineligibility.

Data and reporting requirements utilizing the ServicePoint Iowa Homeless Management Information System (HMIS), ServicePoint Domestic Violence Information Management System (DVIMS), or other means subject to agreement with the Authority, and according to standards established by the HMIS lead agency.

Termination of Assistance procedures, including a formal notification and appeals process for the termination of assistance to individuals or families who violate program requirements.

If awarded ESG funds, Coordinated Entry participation according to the approved Continuum of Care system as established by HUD.

To the maximum extent possible, the involvement, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted with grant funds, in providing services assisted with grant funds, and in providing services for occupants of facilities assisted with grant funds.

Conflict of Interest provisions at 2 CFR Part 200.112. In addition, the provision of any type or amount of assistance will not be conditioned on an individual's or family's acceptance or occupancy of emergency shelter or housing owned by the agency, or a parent or subsidiary of the agency. If awarded ESG, the Applicant will not, with respect to individuals or families occupying housing owned by the agency, or any parent or subsidiary of the agency, carry out the initial evaluation for assistance or administer homelessness prevention assistance under Part 576.103.

Non-discrimination, in accordance with all applicable federal and state regulations. These include the requirements in 24 CFR part 5, the prohibitions against discrimination against disabled individuals under Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act, the nondiscrimination and equal opportunity requirements under 24 CFR Part 576.407(a), and the

prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07).

Requirements for religious organizations: the Applicant will not engaging in religious proselytizing or counseling utilizing these grant funds, will not require attendance at religious services as a requirement or condition to receive services, and will not limit services or give preference to persons on the basis of religion.

Fair Housing Requirements, including all applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101–12213) and implementing regulations at 28 CFR part 35 and part 36 (public accommodations and requirements for certain types of short-term housing assistance).

Affirmative Action, including all requirements as implemented with Executive Orders 11625, 12432, and 12138, which require that every effort be made to solicit the participation of minority and women business enterprises (MBE/WBE) in governmental projects.

If awarded ESG funds: Affirmative Outreach, including procedures to ensure that all persons who qualify for the assistance, regardless of their race, color, religion, sex, age, national origin, familial status, or disability, know of the availability of the ESG services and assistance, including facilities and services accessible to persons with a handicap, and maintain evidence of implementation of the procedures. Consistent with Title VI and Executive Order 13166, the Recipient must also take reasonable steps to ensure meaningful access to programs and activities for limited English proficiency persons.

If awarded ESG funds: the HUD Equal Access to Housing Final Rule of 2012 and HUD Equal Access to Housing Final Rule of 2016, regarding equal access in accordance with an individual's sexual orientation, gender, identity, and marital status. This includes: If a shelter serves families with children under the age of 18, it must serve all family types (for example, it cannot limit services to only women and children).

Job Training and Employment for Low-income Residents, including Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u, and implementing regulations at 24 CFR part 135, except that homeless individuals have priority over other Section 3 residents in accordance with § 576.405(c).

Section 6002 of the Solid Waste Disposal Act as amended by the Resource Conservation and Recovery Act.

Drug-Free Workplace Act of 1988 and HUD's implementing regulations at 24 CFR Part 24.

The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821–4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851–4856), and implementing regulations in 24 CFR part 35, subparts A, B, H, J, K, M, and R, as applicable.

If awarded funding for Shelter: the age or gender of a child under age 18 must not be used as a basis for denying any family's admission to an emergency shelter that provides shelter to families with children under age 18.

If awarded funding for ESG Homelessness Prevention and/or Rapid Rehousing: Rental assistance requirements according to Fair Market Rent restrictions at 24 CFR Part 982.503 and Rent Reasonableness standards at 24 CFR Part 982.507.

At no time since May 20, 2021, has the agency required a customer, patron, client, patient or other person invited onto the premises to provide proof that the person has received a vaccination for COVID-19 prior to entering.

Note that the Certifications & Assurances above are not an exhaustive list of all federal and state requirements that pertain to either the ESG or SAF programs. Applicants awarded funds are required to comply with all applicable state and federal rules.

Entering my name and title here serves as my electronic signature.*

Name

Title

Remember to hit the Submit button when all sections are complete. Thank you for your application!

the box to verify.
Question is required.

The following errors occurred in the Shelter and/or Street Outreach section:

2. Describe the project. Who will be served? How will services be provided? Where will services be provided? (10 points)
Question is required

The following errors occurred in the Experience & Capacity section:

1. Staff Qualifications: Enter staff experience, qualifications, and relevant training in the table. Include up to five staff members. (5 points)
Staff retention questions is required.

2. Grant Training: Describe your agency's participation in ESG/SAF conference calls, ESG/SAF trainings, and other relevant training. (5 points)
Coordinated Entry question is required.

3. Grant Management History: In the following table, describe your agency's ESG and/or SAF grant management history in the past three years (2021, 2022, and 2023). (5 points)
Coordinated Entry question is required.

4. Local/regional participation: In the following table, describe your agency's participation in local/regional coordination. (4 points)
Question is required.

5. Operations: Check the boxes to describe the agency's policies and procedures related to operations. (3 points)
Quality standards question is required.

6. Governance: Check the boxes to describe the agency's board of directors. (3 points)
Board of directors information is required.

The following errors occurred in the Performance section:

Is the agency applying as a new agency without a qualifying data report? If so, skip this section and instead answer the questions in the New Applicants Only section.
Question is required.

The following errors occurred in the Exhibits section:

Upload exhibits here
Exhibits are required.

The following errors occurred in the Minority Impact Statement section:

1. Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).
Required

Entering my name and title here serves as my electronic signature.
Required signature
Name - Name is required
Title - Title is required

The following errors occurred in the Certifications & Assurances section:

Entering my name and title here serves as my electronic signature.
Required signature
Name - Name is required
Title - Title is required

You must resolve the errors listed above before you can submit this application.