Requesting Proposals

REQUEST FOR PROPOSALS: IOWA COORDINATED SERVICES REGIONS

The Iowa Finance Authority is requesting proposals for NEW Iowa Coordinated Services Regions for homelessness assistance in the Iowa Balance of State Continuum of Care. Approximately $170,000 is available to fund new and renewal requests. It is anticipated that up to 10-12 awards will be made, including funding for new regions and existing regions, depending on the number of qualifying proposals that are received.

Currently-funded regions interested in Year 2 funding should follow instructions provided separately to submit a Letter of Intent.

APPLICATION DEADLINE: Thursday, November 30, 2017, 4:30 PM

Purpose of the Continuum of Care Program

The Continuum of Care (CoC) Program is a federal program of the U.S. Department of Housing and Urban Development (HUD) designed to promote a community-wide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

Purpose of HUD CoC Planning Projects

HUD reserves funds from the CoC Program to support one Planning Project for each CoC. Only the Collaborative Applicant may apply for these funds. The purpose is to assist CoCs in carrying out the responsibilities of the CoC. These are detailed in 24 CFR 578.7, with some excerpts below.

Operate the Continuum of Care

"...Establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services... This system must comply with any requirements established by HUD by Notice."

Continuum of Care Planning

"The Continuum must develop a plan that includes:

(1) Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following: (i) Outreach, engagement, and assessment; (ii) Shelter, housing, and supportive services; (iii) Prevention strategies."

(2) Planning for and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets

the following requirements: (i) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.(ii) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons. (iii) Other requirements established by HUD by Notice.

(3) Conducting an annual gaps analysis of the homeless needs and services available within the geographic area...."

Link to Federal CoC Resources and Information from HUD

Purpose of the Iowa Balance of State CoC Planning Project

This initiative is to carry out the Iowa Balance of State CoC Planning Project. The project was first funded through HUD's 2015 CoC Program awards and was funded for a second year through the 2016 CoC Program awards. The purpose of the project is to develop a regional system of providing homeless assistance services throughout the CoC. Details follow:

The Iowa Balance of State CoC encompasses a 96-county geography of 53,879 square miles, with vast rural areas of few services, and urban areas with more complete services. When the initiative began, there were 23 known local homeless coordinating boards in various pockets of the state—some that served just one county or city, and others that spanned a multi-county region. Approximately half of the state was not served by any local homeless planning body.

Separate from these scattered local planning groups, the CoC overall is governed by the Iowa Council on Homelessness, with its 38 Governor-appointed members and seven active committees. The Council is challenged to meet HUD's expectations for CoC-wide coordination over such a large and diverse geographic area. It's difficult to get folks from four hours away in the same room; it's therefore far more difficult to create a cohesive system.

The examples are numerous: the relatively slow adoption of Coordinated Entry throughout the Balance of State CoC, compared with neighboring metropolitan CoCs; Point-in-Time unsheltered count participation, HMIS bed coverage, consistent standards for providing assistance, training and technical assistance, monitoring of performance, gaps analysis, policy development, and, ultimately, progress toward functional zero homelessness.

The model for this plan is the Wisconsin Balance of State CoC, which serves 69 of Wisconsin's 72 counties, over a similarly-large and diverse geographic area. The Wisconsin Balance of State CoC achieves system-wide coordination through a network of 21 local planning bodies and four broad regions. Quarterly meetings of the entire membership and regular trainings hold the system together.

The Iowa Balance of State CoC plans to build upon the currently existing capacity of local planning groups. The goal is to fill in the gaps and missing connections between current services, so that at least a baseline level of coordinated services will be present in all areas of the CoC. Between 10 - 15 Coordinated Services Regions are anticipated, eventually serving all 96 counties in the Iowa Balance of State. Not all counties are likely to be covered during the initial launch phase. Additional counties and additional regions will be supported to the extent possible during launch and in future years, as funding allows.

Initial progress in Year 1: In Year 1, which mostly spanned the 2017 calendar year, a total of eight regions were funded. In Year 2, the goal is to build on those regions and approve additional new regions. The goal in Year 2 is also to develop a more formalized structure to make progress on the main goals of the initiative and to report progress back to the Iowa Council on Homelessness.

Eligible Applicants

Units of general purpose local government and private nonprofit organizations in the State of Iowa are eligible Lead Fiscal Agency

applicants. Lead fiscal agency applicants may be located in a county not covered by the Iowa Balance of State, but the proposal must include services to counties within the Iowa Balance of State.

Application Requirements

Key application requirements include:

a) Designate a Lead Fiscal Agency to accept responsibility for and administer funds awarded through this RFP, including submitting financial records with this RFP, and submitting at least quarterly reimbursement requests if awarded funds;

b) Designate a Lead Planning Agency, to ensure representative and inclusive participation by stakeholders in the development and implementation of the Coordinated Services Region;

c) Designate a Lead Data Coordination Agency to act as single/first point-of-contact for overall data system participation in the Coordinated Services Region;

Note that in most cases, the agency roles designated above should be filled by different agencies, to ensure broad participation.

d) Designate a Primary and Secondary Communication Liaison to report back regularly to the Iowa Council on Homelessness; liaisons may also be expected to participate in a committee such as the Coordinated Entry Committee;

e) Identify a minimum of two and a maximum of 20 Iowa Balance of State counties within the proposed Coordinated Services Region;

f) Respond to the questions, provide a budget, and upload two required financial documents as directed in the RFP.

Award Requirements

Coordinated Services Regions awarded funds must commit to work toward all of the following:

1. Regional Coordination

Develop an inclusive and representative process for planning and coordination throughout the Coordinated Services Region. To the maximum extent possible, this should involve the coordination of nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve veterans, and homeless and formerly homeless individuals.

2. Coordinated Entry Participation

A. Designate one or more Coordinated Entry locations and participating staff or volunteer members.

B. Use common approved standardized assessment tools (currently VI-SPDAT) to assess consumer needs.

C. Capture and manage data related to assessment and referrals in HMIS according to approved standards (or as otherwise directed for victim services providers).

D. Participate in policies and procedures adopted by the Iowa Balance of State regarding a "prioritization list" for the provision of services to program participants.

E. Participate in other aspects of Coordinated Entry, as approved and directed by the Iowa Council on Homelessness.

3. Data Coordination

A. Work with service providers throughout the region to support maximum HMIS participation and bed coverage possible, including timely and complete data entry by participating providers. Support participation in a comparable data system for victim service providers.

B. Coordinate the annual unsheltered Point-in-Time Count for the region.

4. Common Standards

A. Promote utilization throughout the region of Iowa Quality Standards and other standards approved by the Iowa Balance of State Continuum of Care. This may include maintaining current knowledge of the development and implementation of such standards, supporting related education and training opportunities for service providers, providing assistance to service providers to implement the standards, and communicating with the Iowa Council on Homelessness on the extent of the region's adoption of such standards.

B. Promote common written standards for providing assistance for different types of services throughout the region.

5. Baseline Services Planning

Develop and support a baseline of services available throughout the Coordinated Services Region, to include at least emergency shelter and rapid rehousing. The services should be available to the general population of persons and families experiencing homelessness (not just specific sub-populations), but may be prioritized for those most in need. Prioritization should be in line with current standards for Coordinated Entry.

6. Balance of State CoC Participation

Facilitate two-way communication with the Iowa Council on Homelessness (the governing body of the Iowa Balance of State) on the development of the Coordinated Services Region. Report on the status of the region's development at intervals determined by the Iowa Council on Homelessness, which may include presentations (generally in-person or by phone) at bi-monthly Council meetings and/or Council Executive Committee meetings.

7. Administration of Funds

Expend and administer funds awarded through this RFP (which will be considered sub-grants), according to CoC Program standards and requirements. Submit expenditure reports and documentation to the Iowa Finance Authority for reimbursement on at least a quarterly basis.

Award Period

The award period is expected to be from approximately January 1, 2018 through December 15, 2018.

Source of Grant Funding

The U.S. Department of Housing and Urban Development (HUD) makes CoC Planning funds available to CoCs for activities pursuant to Title 24 of the Code of Federal Regulations, Part 578 (24 CFR 578). The Catalog of Federal Domestic Assistance (CFDA) number for CoC is 14.267.

Grant Awards and Amounts

A total of approximately $170,000 is available to provide small grants to develop Coordinated Services Regions. Up to 10-12 total new and renewal awards are anticipated. Availability of funds and award amounts are contingent on the availability of funds from HUD.

Proposals earning a minimum of 30 points out of 40 possible will pass threshold for funding. If, after all proposals passing initial threshold are funded, available funds still remain, applicants that did not initially pass threshold may be allowed the option to submit additional or revised information for further consideration.

Amounts may be requested according to the following formula:

A. $10,000 - if serving the minimum requirement of two counties in the Iowa Balance of State;

B. Add $2,000 - for each additional county served in the Iowa Balance of State;

C. Add $5,000 - if one or more of the counties served is a Metropolitan Statistical Area in the Iowa Balance of State CoC (includes Ames, Cedar Rapids, Davenport, Dubuque, Iowa City, and Waterloo);

Maximum request: $35,000

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, including adjustments to account for total funds available.

Eligible Uses of Funds

Eligible uses of funds are subject to the federal requirements of the HUD CoC Program and the uniform federal requirements at 2 CFR 200. In general, uses of funds for this initiative are expected to include staff salary costs, staff travel, and supplies. Other uses of funds may be proposed by applicants and will be reviewed for eligibility.

Evaluation Criteria

Coordinated Services Region Development - 15 points

Coordinated Services Region Current Capacity & Goals - 18 points

Budget - 7 points

Total: 40 total points possible

Application Directions

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 verify that questions have been answered fully or correctly, and it does not reflect whether OPTIONAL 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 proposals covering one geographic region: Only one proposal will be reviewed per geographic region. If one region submits competing proposals with fully overlapping geographic areas, none will be reviewed. If regions submit proposals with partially overlapping geographic areas, the Iowa Finance Authority reserves the right to negotiate with region representatives and/or the Iowa Council on Homelessness to determine how best to separate the geographic areas for the purposes of this initiative.

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.

Questions

Iowa Finance Authority:

The Iowa Finance Authority is the Collaborative Applicant for the Iowa Balance of State Continuum of Care and is responsible for administering this initiative. Application questions may be sent to Amber Lewis at amber.lewis@iowa.gov.

Coordinated Entry Lead Agency, HACAP:

Hawkeye Area Community Action Program, Inc. (HACAP) is the lead agency for Iowa Balance of State Coordinated Entry. Coordinated Entry questions may be sent to Dusty Noble at dnoble@hacap.org or Heather Harney at hharney@hacap.org.

Iowa Balance of State Continuum of Care Committee Chair:

Tim Wilson is a member of the Iowa Council on Homelessness and Chair of the Continuum of Care Committee. General Iowa Balance of State Continuum of Care questions may be sent to tim@homeforwardiowa.org.

HMIS Lead Agency, Institute for Community Alliances:

The Institute for Community Alliances is the Iowa Balance of State Continuum of Care Lead Agency for the Homeless Management Information System (HMIS). Questions about HMIS participation or Point-in-Time Count participation may be sent to Gary Wickering at gary.wickering@icalliances.org or David Nelson at david.nelson@icalliances.org.

Coordinated Services Region Profile

1. Coordinated Services Region Name*

2. Select the counties proposed for your Coordinated Services Region. Utilize the Control or Shift keys to select multiple counties. *

3. Lead Planning Agency

a. Lead Planning Agency Name: *

b. Lead Planning Agency Address *

Street Address: City: State: Zip Code:

c. Lead Planning Agency Primary Contact Person *

No Rows Found

d. Lead Planning Agency Secondary Contact Person *

No Rows Found

4. Lead Fiscal Agency

a. Lead Fiscal Agency Name (may be same or different from Lead Planning Agency; note that Lead Fiscal Agency is required to submit Audit/Review and IRS Form 990 in Exhibits section): *

b. Lead Fiscal Agency Address *

Street Address: City: State: Zip Code:

c. Lead Fiscal Agency DUNS #: *

d. Lead Fiscal Agency Primary Contact Person *

No Rows Found

e. Lead Fiscal Agency Secondary Contact Person *

No Rows Found

5. Lead Data Coordination Agency

a. Lead Data Coordination Agency Name (may be same or different from Lead Planning Agency and/or Lead Fiscal Agency): *

b. Lead Data Coordination Agency Address *

Street Address: City: State: Zip Code:

c. Lead Data Coordination Agency Primary Contact Person *

> No Rows Found

5d. Lead Data Coordination Agency Secondary Contact Person*

> No Rows Found

6. Communication Liaisons

a. Designated Primary Communication Liaison to report to the Iowa Council on Homelessness (may or may not be member of above designated lead agencies)*

> No Rows Found

b. Designated Alternate Communication Liaison (may or may not be member of above designated lead agencies)*

> No Rows Found

7. If any of the roles designated above are for the same agency, provide a brief justification.

8. Select any of the following current homeless services planning groups that are at least partially within the geography of your proposed Coordinated Services Region.*

- ☐ Black Hawk County Local Homeless Coordinating Board
- ☐ Boone County Homelessness Prevention Board
- ☐ Buchanan County Homeless Coalition
- ☐ Cedar Valley Homeless Coalition
- ☐ Clinton/Jackson Coalition for the Homeless
- ☐ Dubuque Homeless Advisory Council
- ☐ Hamilton & Webster Counties PCC/CPPC
- ☐ Johnson County Homeless Coordinating Board
- ☐ Linn County Continuum of Care
- ☐ Mahaska Homelessness Coalition
- ☐ Marshall-Hardin Housing Coordinating Board
- ☐ Metro Area Continuum of Care for the Homeless (Council Bluffs)
- ☐ North-Central Iowa Local Homeless Coordinating Board
- ☐ Northeast Iowa Housing and Homeless Alliance
- ☐ Northern Iowa Central Homeless Task Force
- ☐ Polk County Continuum of Care Board
- ☐ Polk County Directors' Council or Service Council
- ☐ Quad Cities Shelter & Transitional Housing Council
- ☐ Siouxland Coalition to End Homelessness
- ☐ Southeast Iowa Local Homeless Coordinating Board

☐ Story County Homeless Board and Task Force

☐ Other

If "Other" is selected above, enter the name of this homeless services planning group and list the counties served.

9. Explain if any of the proposed counties to be covered by your region are currently covered in 2017 by a Coordinated Services Region that was funded in Year 1 of the initiative. If so, explain the reasons for the change and how the current region and the proposed region have coordinated together to agree on the change.

Coordinated Services Region Development--15 points

1. How was it determined which counties would be included in the proposed Coordinated Services Region? (2 points) *

☐ One agency decided it all.

☐ Several agencies in one county made the decision together.

☐ Several agencies in all counties included worked together.

☐ Agencies in these counties have a history of coordinating together to provide homeless assistance services.

☐ Agencies in these counties have a history of coordinating together to provide other types of services.

2. What are the Lead Planning Agency's qualifications for this role? (2 points) *

☐ No relevant experience

☐ Experience as a convener related to homeless services

☐ Experience as a convener for other community services

☐ Positive relationships with other proposed service providers in the region

☐ Positive relationships with local governments

☐ Capacity to dedicate staff time to planning & coordination

3. What are the Lead Fiscal Agency's qualifications for this role? (2 points) *

☐ No relevant experience

☐ Currently manages one or more federal grants, in good standing.

☐ Current manages one or more federal homelessness assistance grants, in good standing.

☐ Currently manages one or more state or local grants, in good standing.

☐ Has a history of dispensing funds to multiple agencies.

☐ Has staff capacity to manage federal funds, retain documentation of expenditures, and submit reimbursement requests.

☐ Has policies and procedures in place to meet federal records retention requirements.

☐ Financial management staff have specialized training and qualifications for managing funds.

3b. Verify that the Lead Fiscal Agency is a qualifying nonprofit or local government agency that has valid and current standing with the Iowa Secretary of State's office (check the Secretary of State website for a Certificate of Standing that is current for this agency). By checking "yes" below, this represents certification that this has been verified.*

☐ Yes to BOTH

☐ No to either--STOP! The agency is not eligible for this role.

4. What are the Lead Data Coordination Agency's qualifications for this role? (2 points)*

☐ No relevant experience

☐ Has staff already trained and certified to use ServicePoint HMIS

☐ Experience with HMIS reporting

☐ Experience with reporting other client data to state and federal sources

☐ Knowledgeable about differences in reporting requirements for domestic violence victim service agencies

☐ Knowledgeable about policies and procedures necessary to protect client confidentiality

5. What are the designated individuals' qualifications for the roles of Primary and Alternate Designated Statewide Communication Liaisons? (2 points)*

☐ Little or no experience participating in statewide planning meetings and events.

☐ History of participating in statewide planning meetings and events.

☐ Currently member(s) of the Iowa Council on Homelessness.

☐ Currently member(s) of one of the council's committees.

☐ Have attended the annual HUD Peer-to-Peer Homelessness Symposiums, the annual HousingIowa conference, and/or the Homelessness Awareness Day on the Hill.

☐ History of participating in statewide planning for other types of social services.

6. Who has agreed to participate in planning and coordination meetings of the Coordinated Services Region? Fill in a table below that includes each individual's name, agency, county represented, subpopulation represented or area of expertise (such as DV, youth, veterans, substance abuse, employment, etc.), role in group, email, and phone. (5 points)*

No Rows Found

Coordinated Services Region Current Capacity & Goals--18 points

Note on scoring: For all questions below regarding current capacity, responses are not scored. Please respond as candidly as possible. It's not expected that regions are already operating at full capacity in these areas; it is the purpose of the grant to develop and build on whatever capacity currently exists. For each question, only the second part is scored, regarding how the planning grant will be used in the region.

1a. What is the current capacity within the proposed Coordinated Services Region to coordinate services among nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable

housing developers, law enforcement, organizations that serve veterans, and homeless and formerly homeless individuals? *

☐ No current capacity to coordinate homelessness services.

☐ Services coordinated among a few service providers and stakeholders in at least one county.

☐ Services coordinated broadly among all or almost all service providers and stakeholders in at least one county.

☐ Services coordinated among a few service providers and stakeholders in all counties proposed.

☐ Services coordinated broadly among all or almost all service providers and stakeholders throughout all counties proposed.

1b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points) *

2a. What is the current participation of the proposed Coordinated Services Region in Coordinated Entry throughout the region? *

☐ No Coordinated Entry participation anywhere in the region.

☐ One or two agencies have attended training on Coordinated Entry, such as the VI-SPDAT or other topics.

☐ Several agencies are trained and ready to go for Coordinated Entry, and just awaiting further guidance on implementation.

☐ Agencies are already participating in some form of Coordinated Entry in at least some parts of the proposed region.

☐ Agencies in the region have been involved in statewide development and planning for Coordinated Entry.

2b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points) *

3a. What is the current level of data coordination and participation within the proposed Coordinated Services Region? *

☐ No agencies participate in data collection or coordination.

☐ 100% HMIS bed coverage for all homeless services providers in the region (excludes DV agencies).

☐ Organized efforts are underway to either maintain 100% HMIS bed coverage or to increase it.

☐ Organized support is available within the region for agencies that struggle with full HMIS participation.

☐ Agencies within the region participate in annual training to stay up-to-date on the unsheltered Point-in-Time Count.

☐ An unsheltered Point-in-Time Count is conducted in some parts of the region.

☐ A thorough unsheltered Point-in-Time Count is conducted throughout the region.

☐ Organized efforts are in place to support data collection and coordination involving DV agencies.

3b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points) *

4a. To what extent do agencies within the proposed Coordinated Services Region currently follow common standards and

policies, such as the Iowa Quality Standards or other standards adopted by the Iowa Council on Homelessness? *

☐ No knowledge of or adoption of common standards.

☐ One or more individuals or agencies in the region participated in developing Iowa Quality Standards.

☐ One or more agencies in the region have actively pursued adoption of Iowa Quality Standards.

☐ One or more agencies coordinate together to follow other common standards for the region.

☐ One or more agencies work together to ensure adherence to other standards implemented by the Iowa Council on Homelessness (example: chronic homeless prioritization standards).

4b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points) *

5a. In the table that follows, describe the services that are currently available within the geography of your proposed Coordinated Services Region. Note that "General Population" refers to services that are not limited to specific groups, such as DV, mental illness, substance use disorder, veterans, etc. *

No Rows Found

5b. Based on the table above, what is the current capacity of the proposed Coordinated Services Region to provide Emergency Shelter and Rapid Rehousing to the general population of persons experiencing homelessness throughout the region (not just specific sub-populations such as DV, veterans, youth, etc.)? *

☐ No Emergency Shelter available.

☐ Emergency Shelter available for some subpopulations only.

☐ Emergency Shelter available for the general population but only in certain counties.

☐ Emergency Shelter available to the general population throughout the proposed region but capacity is too low.

☐ Sufficient Emergency Shelter available to the general population throughout the proposed region.

☐ No Rapid Rehousing Available.

☐ Rapid Rehousing available for some subpopulations only.

☐ Rapid Rehousing available for the general population but only in certain counties.

☐ Rapid Rehousing available to the general population throughout the proposed region but capacity is too low.

☐ Sufficient Rapid Rehousing available to the general population throughout the proposed region.

5c. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points) *

6a. What is the current participation of regional representatives in statewide planning and coordination?

☐ No current participation in statewide planning and coordination.

☐ One or more regional representatives are members of the Iowa Council on Homelessness.

☐ One or more regional representatives participate in one or more council committees.

☐ One or more regional representatives participate in the leadership of the council, such as with the Executive Committee or chairing/co-chairing another committee.

☐ One or more regional representatives have attended statewide training and events, such as the annual HUD Peer-to-Peer Homelessness Symposium, the HousingIowa conference, and/or the annual Homelessness

☐ Many regional representatives participate regularly in the meetings and events described above.

6b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points) *

7. Describe specifically what support from statewide partners (Iowa Council on Homelessness, Iowa Finance Authority, Institute for Community Alliances, Hawkeye Area Community Action Program, Home Forward Iowa) would be most helpful for the region in the coming year.

Budget--7 points

Budget: 7 points

1. Provide the budget request in the following table. Note that funds are not intended to support direct services, but rather to support regional planning activities and development.

No Rows Found

2. Provide a narrative explanation of the budget request. (5 points) *

3. What are the results of the uploaded Independent Audit or Certified Independent Review of Financial Statements included in the Exhibits section of this application? (2 points) *

☐ The audit or review has multiple findings, with no evidence that any of the findings were addressed by management.

☐ Findings were identified in the audit or review, and the document includes a management response to the findings that was accepted by the CPA.

☐ No findings were identified in the audit or review, and the documentation provided clearly states this.

Exhibits

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

1. AUDIT or Certified REVIEW of Financial Statements for the Lead Fiscal Agency (Required)

The proposed Lead Fiscal Agency's most recent Independent AUDIT Report, including the management letter, or Certified REVIEW of Financial Statements, completed by an independent Certified Public Accountant, for the most recently completed fiscal year. To be considered timely and qualifying, Audits or Certified Reviews must have been completed within 10.5 months past the end of the fiscal year. NOTE: Compiled statements or Compilation Reports are NOT sufficient.

2. Most recently filed IRS Form 990 for the Lead Fiscal Agency (Required if a Private Nonprofit Agency)

The proposed Lead Fiscal Agency's most recently filed IRS Form 990. To be considered timely and qualifying, Form 990s must be filed no later than 10.5 months past the end of an organization's fiscal year. (If the proposed Lead Fiscal Agency is a unit of general purpose local government, Form 990s are not required).

Upload Exhibits Here

Exhibits*

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 for Discrepancies

Optional: Please explain any discrepancies in the documents uploaded above.

Optional Application Feedback

Optional: Provide any application feedback here.

Remember to hit the Submit button when finished. Thank you for your proposal!

Error Log

The following errors occurred in the Coordinated Services Region Profile section:

1. Coordinated Services Region Name
Coordination Services Region name is required

2. Select the counties proposed for your Coordinated Services Region. Utilize the Control or Shift keys to select multiple counties.
County list is required.

a. Lead Planning Agency Name:
Lead Planning Agency Name is Required

b. Lead Planning Agency Address
Lead Planning Agency Address is Required
Street Address: - Address is a required Field
City - City is a required field
State: - State is a required Field
Zip Code: - Zip Code is a required field.

c. Lead Planning Agency Primary Contact Person
Contact Information is Required

d. Lead Planning Agency Secondary Contact Person
Contact Information is Required

a. Lead Fiscal Agency Name (may be same or different from Lead Planning Agency; note that Lead Fiscal Agency is required to submit Audit/Review and IRS Form 990 in Exhibits section):
Lead Fiscal Agency Name is Required

b. Lead Fiscal Agency Address
Lead Fiscal Agency Address is Required
Street Address: - Address is a required Field
City - City is a required field
State: - State is a required Field
Zip Code: - Zip Code is a required field.

c. Lead Fiscal Agency DUNS #:
A valid DUNS # is required.

d. Lead Fiscal Agency Primary Contact Person
Contact Information is Required

e. Lead Fiscal Agency Secondary Contact Person
Contact Information is Required

a. Lead Data Coordination Agency Name (may be same or different from Lead Planning Agency and/or Lead Fiscal Agency):
Lead Data Coordination Agency Name is Required

b. Lead Data Coordination Agency Address
Lead Data Coordination Agency Address is Required
Street Address: - Address is a required Field
City - City is a required field
State: - State is a required Field
Zip Code: - Zip Code is a required field.

c. Lead Data Coordination Agency Primary Contact Person
Contact Information is Required

5d. Lead Data Coordination Agency Secondary Contact Person
Contact Information is Required

a. Designated Primary Communication Liaison to report to the Iowa Council on Homelessness (may or may not be member of above designated lead agencies)
Contact Information is Required

b. Designated Alternate Communication Liaison (may or may not be member of above designated lead agencies)
Contact Information is Required

8. Select any of the following current homeless services planning groups that are at least partially within the geography of your proposed Coordinated Services Region.
Homeless planning groups identification is required.

The following errors occurred in the Coordinated Services Region Development--15 points section:

1. How was it determined which counties would be included in the proposed Coordinated Services Region? (2 points)
County determination is required.

2. What are the Lead Planning Agency's qualifications for this role? (2 points)
Goal #1 description is required.

3. What are the Lead Fiscal Agency's qualifications for this role? (2 points)
Lead Fiscal Agency determination is required.

3b. Verify that the Lead Fiscal Agency is a qualifying nonprofit or local government agency that has valid and current standing with the

Iowa Secretary of State's office (check the Secretary of State website for a Certificate of Standing that is current for this agency). By checking "yes" below, this represents certification that this has been verified.
Verification of current Certificate of Standing is required.

4. What are the Lead Data Coordination Agency's qualifications for this role? (2 points)
Lead Data Coordination Agency determination is required.

5. What are the designated individuals' qualifications for the roles of Primary and Alternate Designated Statewide Communication Liaisons? (2 points)
Statewide Communication Liaison determination is required.

6. Who has agreed to participate in planning and coordination meetings of the Coordinated Services Region? Fill in a table below that includes each individual's name, agency, county represented, subpopulation represented or area of expertise (such as DV, youth, veterans, substance abuse, employment, etc.), role in group, email, and phone. (5 points)
Participant list is required.

The following errors occurred in the Coordinated Services Region Current Capacity & Goals--18 points section:

1a. What is the current capacity within the proposed Coordinated Services Region to coordinate services among nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve veterans, and homeless and formerly homeless individuals?
Coordination of services response is required.

1b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points)
Goal question is required.

2a. What is the current participation of the proposed Coordinated Services Region in Coordinated Entry throughout the region?
Coordinated Entry current participation response is required.

2b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points)
Goal question is required.

3a. What is the current level of data coordination and participation within the proposed Coordinated Services Region?
Data quality and completeness response is required.

3b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points)
Goal question is required.

4a. To what extent do agencies within the proposed Coordinated Services Region currently follow common standards and policies, such

as the Iowa Quality Standards or other standards adopted by the Iowa Council on Homelessness?
Coordination of standards and policies response is required.

4b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points)
Goal question is required.

5a. In the table that follows, describe the services that are currently available within the geography of your proposed Coordinated Services Region. Note that "General Population" refers to services that are not limited to specific groups, such as DV, mental illness, substance use disorder, veterans, etc.
Baseline services question is required.

5b. Based on the table above, what is the current capacity of the proposed Coordinated Services Region to provide Emergency Shelter and Rapid Rehousing to the general population of persons experiencing homelessness throughout the region (not just specific sub-populations such as DV, veterans, youth, etc.)?
Current ES capacity question is required.

5c. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points)
Goal question is required.

6b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points)
Goal question is required.

The following errors occurred in the Budget--7 points section:

2. Provide a narrative explanation of the budget request. (5 points)
Budget narrative is required.

3. What are the results of the uploaded Independent Audit or Certified Independent Review of Financial Statements included in the Exhibits section of this application? (2 points)
Audit results question is required.

The following errors occurred in the Exhibits section:

Exhibits
Exhibits are required.
Audit or Review of Financial Statements - Audit or Review of Financial Statements is required.

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