

## Requesting Applications

### REQUEST FOR APPLICATIONS: RENEWAL IOWA COORDINATED SERVICES REGIONS

The Iowa Finance Authority is requesting applications for 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. Up to 15 awards are anticipated, including funding for new and existing regions, depending on the number of qualifying proposals that are received. This is an abbreviated application for RENEWAL regions that are currently funded in 2018; this brief application closely follows the Letter of Intent form required for renewal regions last year.

New regions or regions not funded in 2018 should submit the NEW CSR Application instead of this one.

### APPLICATION DEADLINE: Friday, January 25, 2019, 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](#)

[Link to Selected Resource: How to Govern Geographically Diverse CoCs: Leading by Providing a Regional Voice](#)

### **Purpose of the Iowa Balance of State CoC Planning Project**

This initiative is to carry out the Iowa Balance of State CoC Planning Project, awarded to the Iowa Finance Authority through HUD's CoC Program. The purpose of the project is to develop a regional system of providing homeless assistance services throughout the CoC. Funded CSRs become subgrantees of the CoC Program Planning Grant. 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 this initiative began in 2017, 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.

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. Up to approximately 15 Coordinated Services Regions are anticipated, eventually serving all 96 counties in the Iowa Balance of State.

Progress to date: In Year 1, which mostly spanned the 2017 calendar year, a total of eight regions were recognized and funded. In Year 2, during the 2018 calendar year and into the first quarter of 2019, 10 regions were funded, with two additional regions recognized but not funded. The goal in Year 3 is to further develop and expand the overall system.

### **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 application 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). 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 cover the full 2019 Calendar Year. The award period will be finalized at the time awards are made and contracts are issued.

CSRs receiving funding in Calendar Year 2018 had the option to extend the award period through March 31, 2019. This adjustment was made in order to account for a late CoC Planning Grant funding contract from HUD last year (which pushed the operating year start date back one quarter). In the upcoming 2019 Calendar Year, funds from the CoC Planning Grant are available earlier. The award period is not yet finalized, but is anticipated to cover the full 2019 Calendar Year, including pre-award costs incurred after January 1, 2019. This means there may be some overlap for some regions in the funding periods covered by last year's CSR grant and the upcoming year's CSR grant. Regions in this situation will need to be sure to account for both grants separately in their records. In most cases, regions will begin to incur expenses for the new CSR grant after the current CSR grant is fully expended OR beginning April 1, 2019 (whichever is earlier).

### **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 15 total new and renewal awards are anticipated. Availability of funds and award amounts are contingent on the availability of funds from HUD. The Iowa Finance Authority intends to follow an updated funding formula for Year 3 allocations, as described below. Final amounts may be adjusted up or down depending on the number of regions that apply for continued or new funding. Proposals earning a minimum of 30 points out of 40 possible will generally 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 for RENEWAL CSRs may be requested according to the following formula:**

- A. \$5,000 - if serving the minimum requirement of two counties in the Iowa Balance of State;
- B. Add \$500 for each additional Balance of State county served that conducted a qualifying Point-in-Time unsheltered (street) count in January 2018, and submitted results to the Institute for Community Alliances (maximum \$3,000), and also has specific plans in place for a January 2019 unsheltered count.
- C. Add \$2,000 per county added to the region in 2019, if the county was previously part of the "balance of counties" in 2018 (meaning, not covered by any approved Coordinated Services Region) OR that was part of a Coordinated Services Region that was not funded in 2018 (maximum \$12,000).
- D. Add \$2,000 if the region is "live" for Coordinated Entry as of the submission of this application (according to records from the Institute for Community Alliances); meaning, the region is trained and is having qualifying "pull" meetings from the prioritization list. As of October 2018, this included Northeast Iowa, Two Rivers, Linn/Benton/Jones, Eastern Iowa, and Johnson/Washington.

### Maximum request: \$24,000

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 for planning and coordination (not direct services such as outreach or case management), travel costs based on mileage only (see written travel policy for this program), and supplies. Other uses of funds may be proposed by applicants and will be reviewed for eligibility.

## Evaluation Criteria

Coordinated Services Region Goals and Progress - 30 points

Budget - 10 points

Total: 40 total points possible

## Application Directions

**Section Navigation:** Navigate through the application using the links for sections on the left. Questions that are required will be indicated with a red asterisk (\*). 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](mailto: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 [doble@hacap.org](mailto:doble@hacap.org) or Heather Harney at [hharney@hacap.org](mailto:hharney@hacap.org).

Tim Wilson is the secretary of the Iowa Council on Homelessness and the director of Home Forward Iowa, which subcontracts with HACAP to support the CoC Coordinated Entry grant. Questions may be sent to [tim@homeforwardiowa.org](mailto: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](mailto:gary.wickering@icalliances.org) or David Nelson at [david.nelson@icalliances.org](mailto:david.nelson@icalliances.org). Questions about HMIS support for Coordinated Entry in the Iowa Balance of State CoC may be sent to Courtney Guntly at [courtney.guntly@icalliances.org](mailto:courtney.guntly@icalliances.org).

**CSR Profile****1. Coordinated Services Region Name\***

**2a. Select the counties covered by your Coordinated Services Region. Utilize the Control or Shift keys to select multiple counties.\***

**2b. Explain any changes to counties included in the region last year and those proposed for the upcoming year. If there are changes, describe why changes were made and who was involved in the decision. If there are no changes, indicate N/A.\***

**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 have changed from last year, provide an explanation.**

### CSR Goals and Progress--30 points

**Instructions: Refer back to the section on Requesting Applications for descriptions of the six goals below. Length of responses: Generally - limit responses to what will fit in each box without scrolling.**

#### 1. REGIONAL COORDINATION

**1a. What were the region's goals in 2018 related to regional coordination--meaning, the capacity 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? (1 point)\***

**1b. What progress did the region make in 2018 related to regional coordination? (2 points)\***



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**1c. What are the region's goals related to regional coordination in 2019? (2 points)\***

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**2. COORDINATED ENTRY PARTICIPATION**

**2a. What were the region's goals in 2018 related to Coordinated Entry? (1 point)\***

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**2b. What progress did the region make in 2018 related to Coordinated Entry? (2 points)\***

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**2c. What are the region's goals related to Coordinated Entry in 2019? (2 points)\***

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**3. DATA COORDINATION**

**3a. What were the region's goals in 2018 related to Data Coordination? (1 point)\***

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**3b. What progress did the region make in 2018 related to Data Coordination? (2 points)\***

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**3c. What are the region's goals related to Data Coordination in 2019? (2 points)\***

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**4. COMMON STANDARDS**

**4a. What were the region's goals in 2018 related to Common Standards? (1 point)\*\***

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**4b. What progress did the region make in 2018 related to Common Standards? (2 points)\***

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**4c. What are the region's goals related to Common Standards in 2019? (2 points)\***

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**5. BASELINE SERVICES PLANNING**

**5a. What were the region's goals in 2018 related to Baseline Services Planning? (1 point)\***

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**5b. What progress did the region make in 2018 related to Baseline Services Planning? (2 points)\***

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**5c. What are the region's goals related to Baseline Services Planning in 2019? (2 points)\***

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## **6. BALANCE OF STATE COC PARTICIPATION**

**6a. What were the region's goals in 2018 related to Balance of State CoC Participation? (1 point)\***

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**6b. What progress did the region make in 2018 related to Balance of State CoC Participation? (2 points)\***

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**6c. What are the region's goals related to Balance of State CoC Participation in 2019? (2 points)\***

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## **Renewal CSR Budget--10 points**

### **RENEWAL CSR Budget: 10 points**

**1. Refer to the Requesting Applications section for eligible amounts, and provide the information in the following table to calculate the total eligible request (up to \$24,000).**

<b>Action</b>	<b>Formula Item</b>	<b>Description</b>	<b>Amount of Request</b>
	\$5,000 baseline for serving at least two counties in Balance of State	EXAMPLES PROVIDED IN THE TABLE HERE--\$5,000 for serving County A and County B	\$5,000
	\$500 each for counties participating in unsheltered Point-in-Time counts (as per description)--name counties (maximum \$3,000)	\$500 each for County A, County B, County C, County D, and County E, that all meet criteria for PIT participation	\$2,500
	\$2,000 each for additional counties that were previously in the "balance of counties" or not funded in 2018 (maximum \$12,000)	Additional counties include County C, County D, and County E	\$6,000
	\$2,000 for being "live" for Coordinated Entry throughout region--see description	Region went "live" on XX/XX/XXXX according to ICA records.	\$2,000
			<b>\$15,500</b>

**2. Provide the budget request in the following table. The total should not exceed the LESSER of the amount calculated above or the total request limit of \$24,000. Note that funds are not intended to support direct services, but rather to support regional planning activities and development.**

<b>Action</b>	<b>Activity</b>	<b>Description</b>	<b>Amount</b>
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		of Request
Salary for planning/coordination (not direct services)	EXAMPLES PROVIDED IN THE TABLE HERE--Salary for Coordinator, 6 hours per week at \$25/hour, \$150/week x 52 weeks = \$7,800	\$7,800
Travel (mileage only)	Estimated mileage for six participants to attend weekly XXXX meetings; average of 40 miles total each participant each meeting, or 240 miles total weekly; 240 x 52 weeks = 12,480 miles; 12,480 * \$0.39/mile = \$4,867	\$4,867
Training	Training A and B at \$500 each = 1,000	\$1,000
		<b>\$13,667</b>

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

Provide narrative explanation here of calculations above.

**4. Provide details on the region's CSR funding amount in 2018, the amount spent so far, and on what kinds of activities. If funds are left unspent, provide an explanation and a justification for the amount requested for 2019. (5 points)\***

**5. What are the results of the uploaded Independent Audit or Certified Independent Review of Financial Statements included in the Exhibits section of this application?\***

- 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:

o

Select

Upload Document

### Optional Explanation for Discrepancies

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

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

### Error Log

The following errors occurred in the [CSR Profile](#) section:

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

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

2b. Explain any changes to counties included in the region last year and those proposed for the upcoming year. If there are changes, describe why changes were made and who was involved in the decision. If there are no changes, indicate N/A.  
Question is required.