

## 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 the Shelter Assistance Fund (SAF) for the 2019 Calendar Year. An estimated \$2.3 million in ESG funds may be available to fund approximately 25 awards and \$1 million in SAF funds may be available to fund approximately 25 awards.

**APPLICATION DEADLINE: Friday, July 6, 2018, 4:30 PM**

## Stakeholder Consultation/Comments

The Iowa Finance Authority released a draft proposed application on May 7, 2018, for stakeholder review and comment. The deadline for written comments is Friday, May 25, 2018. Comments may be submitted to [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov). Comments and IFA responses will be available on the ESG and SAF web pages for the 2019 Program.

## Competition Overview

### Combined ESG and SAF Application

This is a combined competition for the ESG and SAF programs, consistent with last year's competition. Grants will still be awarded separately through the programs, so that each agency that is awarded funds will only be awarded funds through either ESG or SAF. Agencies are assumed to be applying for funds through either program, according to the types of services listed below that are eligible through each program. The Iowa Finance Authority will make the determination as to which agencies are awarded funds through which program, according to scoring, type of funding sought, and other factors. Alternatively, an agency may choose to take itself out of consideration for one or the other program. Agencies choosing this must explain this in the Budget section of the application.

[Link to the ESG page for information in the section for the 2019 Program.](#)

[Link to the SAF page for information in the section for the 2019 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.

[Follow this link for the SAF Administrative Rules \(in the Program Management section\).](#)

**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 at risk of homelessness, according to HUD's definition.

[Link to HUD Homeless Definition at 24 CFR Part 91](#)

[Link to HUD ESG Regulations at 24 CFR Part 576](#)

**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.

**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 data to Iowa's designated Homeless Management Information System (HMIS), ServicePoint, or approved comparable database for victim services providers or legal services providers.

### **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.

### **Indirect Costs**

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

**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 recipient may use up to 5% of a grant to pay the costs of contributing data to Iowa's designated Homeless Management Information System (HMIS), ServicePoint. If the recipient is primarily a victim services provider, it may use SAF funds to establish and operate a comparable database that collects client-level data over time and generates unduplicated aggregate reports based on the data.

**Certifications & Assurances**

A new section in the application contains electronic Certifications & Assurances, which contain many key program requirements. This replaces the previous paper document that was signed and uploaded with the application. An additional application section contains a Minority Impact Statement, which is also filled out electronically as part of the application.

**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 award period will be January 1, 2019, through December 31, 2019.

### **Grant Awards and Amounts**

An estimated \$2.3 million in ESG funds may be available to fund approximately 25 awards and \$1 million 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.

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**

Program Design - 22 points

Experience and Capacity - 20 points

Community Coordination - 20 points

Performance - 20 points

Budget & Grants Management - 18 points

Total: 100 total points possible

### **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 be allowed one week to correct deficiencies.

### **Application Directions**

Most questions are required. If a question does not pertain to your particular program, enter Not Applicable.

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 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 [judy.hartman@iowa.gov](mailto:judy.hartman@iowa.gov), [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov), or [carole.vipond@iowa.gov](mailto:carole.vipond@iowa.gov) 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 on the federal ESG program (not on this particular application) may also be submitted by agencies directly to HUD through the HUD Help Desk at the link below.

[Link to the HUD Help Desk and FAQs at www.onecpd.info.](http://www.onecpd.info)

### Application Deadline Reminder: Friday, July 6, 2018, 4:30 p.m.!

The application deadline is Friday, July 6, 2018 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

**1. Organization Name:\***

**2. Project Name(s) (Enter more than one if for multiple projects):\***

**3. Recipient Type (check one)\***

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

Local PHA

#### 4. Organization Address\*

Street Address:

City

State:

Zip Code:





County:

#### 5. Contacts\*

No Rows Found

#### 6. Registration Numbers\*

DUNS #:

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 2018 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)

#### 8. Audit: Check ONE of the following. To be eligible to apply, every agency MUST verify one of the following. Note that Compilation Reports, or Compiled Financial Statements, are NOT sufficient.\*

- The agency has an AUDIT of financial statements, performed by an independent CPA, and reflecting financial activity at least through 7/31/16, to submit with this application.
- The agency has a certified REVIEW of financial statements, performed by an independent CPA, and reflecting financial activity at least through 7/31/16, to submit with this application.

#### 9. Funded agencies must commit to using one of the following two systems in 2019 to collect and report client data. Select which system your agency will use.\*

- ServicePoint I-COUNT HMIS
- ServicePoint Domestic Violence Information Management System (DVIMS)

### Program Design

#### Program Design: 22 points

For the questions below, please read each response carefully. Mark as many responses as apply to your program. Note that in some questions, only one response is appropriate. Also note that some responses will add points while other responses may reduce points.

#### 1. Enter the name(s) of your project(s). This should be match how projects are (or will be) listed in ServicePoint.\*

Name:

Name:

Name:

Name:

**2. What type of assistance is requested? Check all that apply.\***

- Shelter
- Street Outreach
- Homelessness Prevention
- Rapid Rehousing

**3. Who is eligible to receive assistance through the project(s) above?\***

- Women
- Men
- Families with minor children (must include any family type if serving families with children)
- Unaccompanied youth

**4. Is the program primarily intended to serve persons with any of the following conditions or characteristics?\***

- Fleeing domestic violence
- Veterans (or veterans families)
- Substance use disorder
- Serious mental illness
- Youth
- Other
- Not limited--serve general population

**5. How does your program prioritize assistance through Coordinated Entry? If the agency participates fully in more than one region or CoC, select any that apply in at least one of these regions or CoCs. (4 points)**

- The agency is on the official list of fully participating agencies in the approved Coordinated Entry system for Polk County or Linn County (if selected, move to next question).
- Current employees are trained on appropriate use of the VI-SPDAT.
- The agency uses a community by-name prioritization list (either placing individuals on the list as appropriate or taking referrals from the list).
- The agency uses a CoC-approved prevention/diversion screening tool as appropriate.
- The agency participates in a region that has had Policies & Procedures approved by the ICH Coordinated Entry Committee.
- The agency provides services on a first-come, first-served basis.

**6. How does your program follow a Housing First approach? (4 points)\***

- Program does NOT screen out applicants OR terminate assistance for having too little or no income.
- Program does NOT screen out applicants OR terminate assistance for active alcohol or substance use.
- Program does NOT screen out applicants OR terminate assistance for failure to participate in supportive services.



- Program does NOT screen out applicants for having a previous address not in Iowa OR not in designated service area.
- None of the above apply to our program.

**7. How is your program following HUD's Equal Access rules? (1 point)**

- Staff members have actively participated in training on HUD's Equal Access Rules, such as training webinars or conferences.
- Agency has written policies that ensure equal access regardless of gender identity.
- The agency is still developing policies related to equal access.

**8. How does your agency handle Termination of Assistance and Grievances? (1 point)**

- The agency follows a written Termination of Assistance policy, which clients sign at intake. For RRH or HP, this includes written notice, opportunity for appeal, and final written response.
- The agency has a written Grievance Policy for items not related to termination of assistance.
- The agency is still developing policies related to termination of assistance and grievances.

**Answer the following according to the types of assistance requested. (12 points total)****9. Shelter:\***

- The agency is NOT requesting funding for Shelter (check this box then move to the next question).
- The agency follows a written schedule for regular habitability inspections.
- The facility was either constructed after 1978, determined to be free of lead-based paint, or the agency follows a regular schedule for lead-based paint visual inspections.
- The agency follows a written reasonable accommodation policy to ensure services are provided to persons with disabilities, including a policy for accommodating assistance animals.
- The agency keeps written records for all clients provided assistance, and the records document eligibility under HUD's homelessness definition.
- The agency keeps a written record of all individuals that are denied assistance due to ineligibility.
- The agency serves families with minor children, but has restrictions regarding the age or gender of the children.
- The agency follows written policies for admission, diversion, referral, and discharge, including length of stay.
- The agency follows written policies to meet the safety needs of victims of domestic violence, dating violence, sexual assault, and stalking.
- Participants are required to attend regular classes and case management meetings to maintain services.
- If offering shelter beds directly, all participants must exit the shelter by a certain time each day, without exception.
- Participants must do chores to maintain services or stay in shelter.
- Participants must line up for beds each night.
- The program does NOT permanently ban people, with possible exceptions for violence or theft.

**10. Rapid Rehousing:\***

- The agency is NOT requesting funding for Rapid Rehousing (check this box then move to the next question).
- The program provides legal aid ONLY (check this box then move to the next question).
- The program follows written policies that describe the length of time that any participant may receive assistance.

- The program follows written policies that describe the depth of assistance that any participant may receive (maximum subsidy amount, etc.).
- The program actively identifies and recruits landlords into the program, such as through landlord outreach events.
- The program relies on participants to identify their own housing and a landlord willing to work with them.
- The program provides a flexible amount of assistance to households that qualify.
- The program provides the same amount of assistance to every household that qualifies.
- Assistance is generally limited to one-time, emergency assistance, such as to help with one-month's rent.
- Once appropriate housing is identified by the program, households are required to accept that housing in order to continue to receive assistance.
- The program helps households to apply for housing and prepare for landlord interviews.
- Case managers assist households to connect with other services, such as legal assistance, healthcare, employment, etc.
- Case managers assist households to prevent and resolve housing crises that might otherwise lead to eviction.
- Staff follows up with households after they exit the program to assess long-term housing stability.

**11. Homelessness Prevention:\***

- The agency is NOT requesting funding for Homelessness Prevention (check this box then move to the next question).
- The program provides legal aid ONLY (check this box then move to the next question).
- The program follows written policies that describe the length of time that any participant may receive assistance.
- The program follows written policies that describe the depth of assistance that any participant may receive (maximum subsidy amount, etc.).
- The program provides a flexible amount of assistance to households that qualify.
- A habitability inspection is completed before any housing is approved (exception for legal services provider), plus a lead-based paint visual assessment as applicable.
- Case managers assist households to resolve housing crises that may occur.
- Staff follows up with households after they exit the program to assess long-term housing stability.
- The program provides the same amount of assistance to every household that qualifies.
- Assistance is generally limited to one-time, emergency assistance, such as to help with one-month's rent.

**12. Street Outreach:\***

- The agency is NOT requesting funding for Street Outreach (check this box then move to the next section).
- The agency follows written policies that describe the standards for targeting and providing essential services.
- The agency follows written policies and procedures to ensure coordination with other service providers.

**Experience and Capacity****Experience and Capacity: 18 points**

### 1. Briefly describe the mission and history of your agency.\*

Example

### 2. Fundraising: List your agency's major funding sources (up to 10) during the past year for the program(s) for which funding is requested. Total amounts should be at least twice the amount requested in this application to show adequate capacity. (3 points)\*

Action	Contribution Type	Describe Source of Contribution	Describe Use of Contribution	Amount
	Federal Grant	Example	Example	\$100,000

### 3. Staff Experience: Identify current program staff experience and qualifications as follows. Include up to 10 staff members. (3 points)\*

Action	Position	Name	Years with agency	Years in housing & homelessness (total years in relevant positions)	Relevant degrees or certifications
	Executive Director	First Last	8.0	11.0	Example degree

### 4. Staff Training: List up to 10 of the most important staff training completed during the past two years. (3 points)\*

Action	Topic of Training	Format (conference, webinar, etc.)	Participating Staff Member(s)	Date
	Example topic	Example format	First Last, First Last	01/01/2018

### 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.
- Agency 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 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.

**7a. Financial Audit or Review: What are the results of the uploaded Independent Audit or Certified Independent Review of Financial Statements included in the Exhibits section of this application? Note that an audit or review is an eligibility requirement to submit an application. (3 points)\***

- The audit or review has four or more findings, and/or there is no written evidence of a management response to the findings.
- Three or fewer 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.

**7b. In the Audit or Review of Financial Statements that is uploaded with your application, list the page number(s) that indicate any findings or lack of findings, and any management response to the findings.\***

**8. Program Monitoring: If your agency operated an ESG- or SAF-funded program that received a monitoring visit by the Iowa Finance Authority in the past two years, describe the results of the monitoring below. In the Exhibits section of the application, attach correspondence after the visit that describes any findings or concerns, the agency's response to the findings or concerns, and any closeout letter provided. (2 points)\***

- Monitoring resulted in three or more findings of noncompliance.
- Monitoring resulted in one or two findings of noncompliance, and all were satisfactorily addressed at the time.
- Monitoring resulted in NO findings of noncompliance.
- No such monitoring took place in the past two years.

## Community Coordination

### Community Coordination (20 points)

**1. Select the Coordinated Services Region (or HUD-designated Continuum of Care) that your agency participates in. If your agency participates in more than one region, select one region to answer the following questions.\***

- Black Hawk/Tama Region
- Eastern Iowa (Clinton, Delaware, Dubuque, Jackson)
- Johnson Washington Region
- Metro Area Continuum of Care for the Homeless (Pottawattamie)

- Linn Benton Jones Region
- Mid-Sioux Region (Cherokee, Ida, Lyon, Sioux, Plymouth)
- North Central Iowa (Cerro Gordo, Floyd, Grundy, Franklin, Hamilton, Hancock, Humboldt, Kossuth, Mitchell, Webster, Winnebago, Worth, Wright)
- Northeast Iowa (Allamakee, Bremer, Buchanan, Butler, Chickasaw, Fayette, Howard, Winneshiek, Clayton)
- Quad Cities Bi-State (Scott)
- Polk County Continuum of Care Board (Polk)
- Siouxland Coalition to End Homelessness (Woodbury)
- South Central/West Region (Guthrie, Dallas, Adair, Madison, Adams, Union, Clarke, Taylor, Ringgold, Decatur)
- Southeastern Iowa (Muscatine, Louisa, Henry, Des Moines, Lee)
- Two Rivers (Boone, Marshall, Story, Hardin, Greene)
- Upper Des Moines Region (Osceola, Dickinson, Emmet, O'Brien, Clay, Palo Alto, Buena Vista, Pocahontas, Sac, Calhoun)
- Balance of Counties (not covered currently by any other Coordinated Services Region)

**2. In the following table, describe the Emergency Shelter and Rapid Rehousing services available in your Coordinated Services Region(s) (selected above), including your own agency's program(s). Note that "General Population" refers to services that are not limited to specific groups, such as DV, mental illness, substance use disorder, veterans, etc. (1 point)\***

Action	Region	Service Provided	Provider Agencies	Counties Served
		ES for Families w Children or Unaccompanied Youth--General Population	Example Agency	Example services description

**3. Regional Coordination: Select all of the following that apply to the region selected above. (3 points)\***

- One agency in your region or CoC serves as the lead in data coordination, to promote data collection, reporting, bed coverage, and Point-in-Time Count participation.
- One agency in your region or CoC serves as the lead to ensure service coordination among various providers.
- Your region or CoC has developed and publicized a written schedule for regular meetings to coordinate homeless services.
- Your region or CoC is actively working to plan and implement Coordinated Entry.
- Your region ensures that at least Emergency Shelter and Rapid Rehousing may be accessed by the general population throughout all counties of your region.

**4. Local/regional participation by your agency: In the following table, describe your agency's participation in local/regional coordination. (5 points)**

Action	Type of Contribution	Staff Member(s) Involved	Describe contribution/activities	Impact (why is this contribution important/helpful/etc.?)
	Coordinated Entry	First Last, First Last, First Last	Example activities	Example impact

**5. Iowa Council on Homelessness participation: Describe staff member participation in activities/meetings of the Iowa Council on Homelessness in the past 12 months. (3 points)\***

Action	Staff member(s) that participated	Dates of meeting attendance	Any leadership contributions	Other participation
	First Last	Example dates	Example leadership	Example other

**6. Iowa Council on Homelessness COMMITTEE participation: Describe staff or board member participation in COMMITTEE activities/meetings of the Iowa Council on Homelessness in the past 12 months. (3 points)\***

Action	Committee(s)	Staff member(s) that participated	Dates of meeting attendance	Any leadership contributions	Other participation
	Example Committee	First Last, First Last	Example dates	Example leadership	Example other participation

**7. PIT & HIC: In the following table, describe your agency's participation in the January 2018 Point-in-Time (PIT) Count and Housing Inventory Count (HIC). (4 points)\***

Action	Agency role in the 2018 Unsheltered Point-in-Time count	Staff member(s) that participated in sheltered or unsheltered PIT webinar training in 2018 hosted by your CoC or the Institute f	Date(s) of webinar training	Staff member(s) that participated in the 2018 Unsheltered Point-in-Time count	Approximate number of staff hours dedicated to the 2018 Unsheltered Point-in-Time count	Counties covered by the unsheltered count	Role in reporting results
	Participating agency	First Last, First Last, First Last	Example date	First Last, First Last, First Last, First Last	18	Example counties	Agency ensured another community agency submitted PIT & HIC results before the deadline.

## Performance

### Performance: 20 points

#### ServicePoint User Instructions (HMIS or DVMIS):

Follow the link below for instructions to produce the Performance Outcome Report for the 2017 Calendar Year (locate the instructions in the 2019 Program section). This report will be uploaded in the separate Exhibits section of this application. Use this report to answer the following questions, as applicable. For report assistance, contact the Institute for Community Alliances at (515) 246-6643.

[Link to locate the ServicePoint HMIS or DVIMS Performance Outcome Report Instructions](#)

#### Applicants that did not use ServicePoint in 2017:

In the Exhibits section, upload a report from your system that contains the following applicable client outcome data for the period

January 1, through December 31, 2017.

**1a. Respond to all three items (a, b, c) using the drop-down selections: a) How many total participants were served through the program in 2017 (including all programs for which funding is requested)? b) How many adult participants or heads of households (HoH)? c) How many were literally homeless at entry (entered directly from the street, place not meant for human habitation, emergency shelter, safe haven, or fleeing domestic violence, including less than 90 days in an institution with literally homeless immediately prior)?**

Action	Client Entry	Shelter	Rapid Rehousing	Homelessness Prevention	Street Outreach
	Number of participants served	200	50	0	0
	Number of adult or head-of-household participants served	60	30	0	0
	Number of adult or head-of-households participants served that were literally homeless at program entry	60	30	0	0
		100	100	0	0

**1b. Refer to the table in 1a. Based on these results, what is the percentage of adult participants or heads of households that were literally homeless at program entry? (4 points)\***

Action	Shelter	Rapid Rehousing
	95 - 100%	95 - 100%

Shelter\*

95 - 100% ▼

Rapid Rehousing\*

95 - 100% ▼

**2. What was your agency's data completeness in ServicePoint, according to the report uploaded with this application? All applicable data fields are checked for completeness, and all must show missing (null) values within the percentages below for points. (2 points)\***

- Less than 2% missing (null) values in ServicePoint (HMIS or DVIMS)
- Between 2% and 5% missing (null) values in ServicePoint (HMIS or DVIMS)
- Higher than 5% missing (null) values, or does not use ServicePoint
- Agency did not use ServicePoint in 2017, but is now trained and using the system

**3. What was your agency's data timeliness (average days from program participant start date to data entry) in ServicePoint, according to the report uploaded with your application? (2 points)\***

- 14 days or shorter
- Between 15 and 21 days
- Longer than 21 days or does not use ServicePoint
- Agency did not use ServicePoint in 2017, but is now trained and using the system

**4. What was your agency's "exit destination error" rate in ServicePoint for Shelter and/or Rapid Rehousing,**

**according to the report uploaded with your application? (2 points; select all that apply)\***

- Shelter: Less than 20%
- Shelter: 20% or higher
- No funding is requested for Shelter
- Rapid Rehousing: Less than 10%
- Rapid Rehousing: 10% or higher
- No funding is requested for Rapid Rehousing

**Answer the following questions, for all types of programs for which funding is sought. (10 points total)****5a. RAPID REHOUSING: What was your program's average length of time from enrollment to permanently housing an applicant?\***

- No Rapid Rehousing funding is requested (check box then move to next question).
- Less than 30 days
- Between 30 and 45 days
- Between 46 and 60 days
- Longer than 60 days, or data is unavailable
- No RRH in 2017; this request is for a new program.

**5b. RAPID REHOUSING: Of the program participants that exited your Rapid Rehousing program, what percentage exited to a permanent destination?\***

- No Rapid Rehousing funding is requested (check box then move to next question).
- Higher than 80%
- Between 71% and 80%
- Between 61% and 70%
- Between 51% and 60%
- 50% or lower, or data is unavailable
- No RRH in 2017; this request is for a new program.

**6. SHELTER: Identify the following: a) your program's average participant length of stay; and b) exits to permanent housing. If Shelter funding is not requested, enter this in the table.\***

Action	Program Name (enter N/A if not requesting Shelter funding)	Average length of stay	Exits to permanent housing
	Example Program	Less than 30 days	20% - 40%

**7. STREET OUTREACH: What percentage of program participant leavers exited to the streets or unknown?\***

- No Street Outreach funding is requested (check box then move to next question).
- Less than 10%
- Between 10% and 20%



- Higher than 20%
- No Street Outreach in 2017; this request is for a new program.

**8. 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%
- Between 80% and 90%
- 80% or below, or data is unavailable
- No HP in 2017; this request is for a new program.

**9. OTHER: ONLY for eligible legal services providers (for ESG) or shelter food providers (for SAF). What are the applicable performance results that demonstrate the success of your program?**

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**Budget and Grants Management**

**Budget and Grants Management: 18 points**

**Instructions:**

**There are four eligible categories of assistance: Shelter, Rapid Rehousing, Homelessness Prevention, and Street Outreach. Shelter may be funded by either ESG or SAF; funding in other categories is limited to ESG. In the following tables, first determine your maximum eligible application amount for each category you are applying for. Then enter your actual request. The actual request for each category must not exceed the maximum eligible.**

**The total request for all categories combined must be between \$20,000 and \$200,000.**

**1. OPTIONAL QUESTION. Funding Request: Agencies are assumed to be applying for EITHER ESG or SAF funding, according to the types of assistance requested. 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 the likelihood of an award or the likely amount of funding through either category.**

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**2a. Shelter: Maximum eligible request. Count ONLY those beds dedicated to persons that qualify under HUD's definition of homeless, and that are/will be designated as following all applicable program requirements. More than one program may be included ONLY if the calculations for the first program exceed the minimum \$20,000 funding threshold.**

Action	ES or TH	Number of total bed nights	Number of shelter bed nights	Multiply the lowest bed night calculation by 3 for a TH program = Eligible Amount	Multiply the lowest bed night calculation by 6 for an ES program = Eligible Amount (at	Alternate for Shelter food providers for SAF
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	available in 2019 (projected)	provided in 2017	(at least \$20,000; up to \$50,000).	least \$20,000; up to \$200,000).	only: \$30,000 Eligible Amount
ES	21,900	20,000		\$120,000	

**2b. Rapid Rehousing: Maximum eligible request. Note that only participants qualifying under Category 1 of HUD's homeless definition (literally homeless) are eligible to be served through RRH.**

No Rows Found

**2c. Homelessness Prevention: Maximum eligible request**

No Rows Found

**2d. Street Outreach: Maximum eligible request**

No Rows Found

**3. Actual Request. Enter your budget request in the table below. Ensure that no category subtotal exceeds the eligible amount as calculated above, and that all items follow eligible program rules. The total request must be at least \$20,000 and no more than \$200,000. If including Data or Administration, these items must be included WITHIN the overall limits and NOT added on top. Provide enough detail in the "Description" boxes to explain each item. (10 points)\***

Action	Activity	Activity Subcategory	Description	Amount of Request
	Shelter	Shelter: Operations	Example description	\$111,600
	Data Collection/Reporting (limit 5%)	Data Collection/Reporting (limit 5%)	Example description	\$6,000
	Administration (limit 2%; ESG only)	Administration (limit 2%)	Example description	\$2,400
				<b>\$120,000</b>

**4. Recipients awarded ESG funds will be required to provide 75% matching contributions through either cash or non-cash sources. Matching contributions must meet all requirements at CFR 576.201. Enter the information below as applicable. If applying ONLY for SAF, may leave this question blank. (2 points)**

Action	Source of Contribution	Description	Use of Contribution	Status	Amount
	Non-ESG HUD Funds	Example description	Example description of use	Committed	\$90,000.00
					<b>\$90,000.00</b>

**5. Enter information for any of the following grants to your agency during the past three years. (2 points; agencies that have not received any of these grants will receive an automatic 1 point)\***

Action	Type of Grant	Amount Awarded	Amount Spent
	2017 Iowa Statewide ESG	\$100,000	\$100,000

**6. Grant Management History: Check all of the following that apply. (4 points)**

- The agency participated in at least two of the following ESG conference calls in 2017, or did not have an ESG grant in 2017: 4/18/17, 7/18/17, 10/17/17.
- The agency submitted all ESG or SAF draws by their quarterly deadlines in 2017, or did not have an ESG or SAF grant in 2017.
- All draws submitted for ESG or SAF in 2017 were submitted with a qualifying Data Quality Report, or the agency did not have an ESG or SAF grant in 2017.
- The agency had no more than one draw request in 2017 that was found to contain an ineligible expense, or the agency did not

have an ESG or SAF grant in 2017.

## 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 (Required)

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

### 2. AUDIT or Certified REVIEW of Financial Statements (Required)

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 at least through 7/31/2016 to be considered current. This allows more than ten months after the end of an agency's fiscal year to complete and submit these financial statements. As an example, for agencies with a July 1 - June 30 fiscal year, the required audit or review must be from the period ended 6/30/2017. NOTE: Compiled statements or compilation reports are NOT sufficient.

### 3. Most recently filed IRS Form 990 (Required for Nonprofit Agencies)

Your organization's most recently filed IRS Form 990. Form 990s must be filed no later than 10.5 months past the end of an organization's fiscal year. (If your agency is a unit of general purpose local government, Form 990s do not apply).

### 4. Certificate of Standing (Required for Nonprofit Agencies)

A valid and active Certificate of Standing/Existence for your organization, which can be obtained online for a fee of \$5.00 from the office of the Iowa Secretary of State. A Certificate of Standing/Existence for the State of Iowa will be considered current if it was printed or obtained sometime in the past 12 months. Note that only one application is accepted per agency; each agency applying should generally have its own unique business number from the Secretary of State.

[Click here to obtain Certificate of Standing](#)

### 5. Shelter Certification of Local Government Approval (Required for Nonprofit Agencies applying for ESG Shelter funds)

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 the 2019 Program. 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](#)

## 6. Written Standards for Providing Assistance (Required for ESG)

Written standards are required for all agencies funded for ESG. Areas of written standards depend on what types of assistance are provided. View the document at the link below in the section for the 2019 Program to identify which standards apply to your program. Upload your agency's written standards. They may be in any format, but they must clearly cover the items listed.

[Link to locate required Standards for Providing Assistance](#)

## 7. Program Monitoring Results

Refer to Experience & Capacity section, Question 8. Upload any applicable program monitoring results here.

### 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:

o

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.**

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### 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.

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.

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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.

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

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

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Describe the negative impact expected from this project.

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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.

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**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.

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.

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 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.

**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!**

### Error Log

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

1. Organization Name:  
Organization Name is Required
2. Project Name(s) (Enter more than one if for multiple projects):  
Project Name is Required
3. Recipient Type (check one)  
Identification of agency type is required.
4. Organization Address  
Project 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.  
County: - Count is required.
5. Contacts  
Contacts are required.