

Competition Information**REQUEST FOR APPLICATIONS: IOWA STATEWIDE EMERGENCY SOLUTIONS GRANT PROGRAM**

The Iowa Finance Authority is requesting applications for the Iowa Statewide Emergency Solutions Grant (ESG) program for the 2016 Calendar Year. Approximately \$2.4 million is available to fund between 20 - 40 awards.

APPLICATION DEADLINE: Friday, July 17, 2015, 4:30 PM**Purpose of the ESG Program**

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](#)

Consultation with Stakeholders

The Iowa Finance Authority released a proposed competition plan on April 17, 2015, for stakeholder review and comment. Comments were accepted until April 29, 2015, for consideration in drafting the final application materials. A public comment hearing was also held on April 29, 2015. Stakeholder comments with IFA responses are available online at the link below.

[Link to Stakeholder Comments and IFA responses, in the section for the 2016 Program](#)

Eligible Applicants

Units of general purpose local government and private nonprofit organizations in the State of Iowa are eligible applicants.

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

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

Eligible Activities

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. 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, as well as to operate emergency shelters. 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. Applicants requesting funds for Homelessness Prevention should be prepared to address why the agency and community has determined that this is a higher priority than another type of assistance such as Rapid Rehousing.

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. At least \$1,000,000 is prioritized for Rapid Rehousing in this competition, if applications meet at least threshold criteria.

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. If the subrecipient is a victim services provider or legal services provider, it may use ESG funds to establish and operate a comparable database that collects client-level data over time and generates unduplicated aggregate reports based on the data.

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 OMB Circulars A-87 or A-122, as applicable, subgrantees may allocate indirect costs to any of the six eligible activities above.

Program Requirements

The application Threshold Assurances contain a summary of many of the key program requirements. These can be reviewed at the link below; a signed copy must be uploaded with the application.

Link to the ESG Threshold Assurances, in the section for the 2016 Program

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.

Award Period

The award period will be January 1, 2016, through December 31, 2016.

Grant Awards and Amounts

Approximately \$2.4 million is available in grant funds for this competition. There will be approximately 20 - 40 awards. The minimum total request is \$30,000; the maximum total request is \$150,000. Requests outside of this range may not be reviewed. No more than \$100,000 may be requested in any single category of assistance (Street Outreach, Shelter, Homelessness Prevention, or Rapid Rehousing). Availability of funds and award amounts are contingent on the availability of funds from HUD. 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.

Competition Priorities

Competition priorities represent opportunities for applicants to earn additional bonus points. Applicants will be asked to describe their qualifications for meeting each of the criteria. Full details are found in the section for Competition Priorities.

Priority for veterans - up to 3 points

Priority for families with children or unaccompanied youth - up to 3 points

Services for a rural area (outside a Metropolitan Statistical Area) - up to 3 points

Priority for literally homeless household (those in emergency shelter or unsheltered) - up to 3 points

Evaluation Criteria

Priority Bonus Points (described above) - 12 additional points possible (above 100)

Project Design - 21 points

Experience and Capacity - 22 points

Community Partnerships and Need - 21 points

Performance - 22 points

Budget & Grants Management - 14 points

Total: 100 regular points plus 12 bonus points; 112 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 Training Webinar

An application training webinar is scheduled for Thursday, June 11, 2015, at 11:00 a.m. Slides will be made available afterwards for later viewing.

[Click here to register for the webinar.](#)

Application Directions

Length guideline for responses: Responses should generally be limited to the text that will fit in the comment box after each question, without scrolling. For each response, this allows approximately 300 words, or 1,500 characters with no spaces, or 1,800 characters with spaces. Responses that are unnecessarily lengthy may lose points.

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.

Anticipated review structure: A panel of reviewers will score applications independently and then meet together to discuss and finalize scoring. Each reviewer will likely be responsible for reviewing all applications, but in only one section. This means applicants should ensure that all necessary information is submitted to fully answer each question in each section, instead of relying on information entered in another section.

Application and Program Questions

For questions about using the online application system, or if you have forgotten your password or been locked out of the system, contact Josh McRoberts at josh.mcroberts@iowa.gov. For other competition questions, contact Amber Lewis at amber.lewis@iowa.gov. To ensure a response before the application deadline, final questions must 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.

Application Deadline Reminder: Friday, July 17, 2015, 4:30 p.m.!

The application deadline is Friday, July 17, 2015 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:*

Area Substance Abuse Council

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

ASAC's Transitional Housing

3. Recipient Type (check one)*

Local Government Entity (not local PHA)

501(c) Non Profit

4. Organization Address*

Street Address: City State: Zip Code:
 3601 16th Avenue SW Cedar Rapids IA 52404

County:*

LINN

5. Executive Director*

Action	Role	First Name	Last Name	Courtesy title	Phone	Fax	Email	Other - Role Description
	Executive Director	Barbara	Gay	Ms.	(319) 390-4611	(319) 390-4381	bgay@asac.us	

6. Application Contact Person (other than Executive Director)*

Action	Role	First Name	Last Name	Phone	Fax	Email	Other - Role Description	Courtesy title
		Paul	Willging			pvwillging@hotmail.com		Mr.

Other - Describe		(563) 212-7091	(319) 390-4381	Resource Development Director
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7. Primary Program Contact Person (may be listed publicly if the program is awarded funds)*

Action	Title	First Name	Last Name	Phone	Fax	Email
	Executive Director	Barbara	Gay	319-390-4611 x 118	(319) 390-4381	bgay@asac.us

8. Applicant DUNS #.*

054907464

9. Applicant Tax Identification Number (TIN)/Employer Identification Number (EIN):*

42-1114396

10. Is your agency a Transitional Housing/Shelter provider applying for ESG funds in the Shelter category (either Essential Services or Operations)?*

Yes No

If answering yes to the above question, did your agency receive Iowa ESG statewide program funding during the period from July - December 2010? If not, STOP. It is a federal requirement under the ESG Interim Rule that Transitional Housing/Shelters may be eligible for further ESG funding ONLY if they also received funding during Federal Fiscal Year 2010, which in Iowa corresponds to the above dates. If answering no to the above question, answer Not Applicable here.*

Yes

11. Will your agency have either a completed independent financial audit or completed independent reviewed financial statements, performed by a Certified Public Accountant and reflecting financial activity at least through 8/31/2012, to submit with this application? If not, STOP! Completed, current, and independently reviewed financial statements or audit are required for eligibility. Compiled statements (or a compilation report) are not sufficient.*

Yes No

12. Select the counties your project will serve. You may utilize the Control or Shift keys on your keyboard to select multiple counties or groups of counties.*

County
CLINTON
LINN

13. Who is eligible to receive assistance through your program?*

- Women
- Men
- Families with children
- Unaccompanied youth

14. Is a program participant required to meet any of the following conditions or characteristics to receive assistance through your program?*

- Fleeing domestic violence
- Veterans (or veterans families)
- Substance use disorder
- Serious mental illness
- Disability
- Other
- None

Provide a two- or three-sentence summary of the project.*

The Area Substance Abuse Council (ASAC) has four transitional housing programs whose target population is low income chronic substance abusers who, without housing and supportive services, would be homeless. ASAC's Adult Halfway House program provides transitional housing for men and women, King House serves men, and the Heart of Iowa Halfway House program and Hightower Place serve pregnant women or women with children. Although Heart of Iowa and Adult Halfway House are located in Linn County and King House and Hightower Place are located in Clinton, the programs can accept clients from throughout Iowa.

Program Design & Competition Priorities

Program Design: 21 points

Length guideline for responses: Responses should generally be limited to the text that will fit in the comment box after each question, without scrolling. For each response, this allows approximately 300 words, or 1,500 characters with no spaces, or 1,800 characters with spaces. Responses that are unnecessarily lengthy may lose points.

1. Provide a brief history of your program. Why was this particular program developed, and how does it fit with your agency overall and with other services in your community? Why is it important? (3 points)**

ASAC was created in 1978 with the merger of the Citizens Committee on Alcohol and Drug Abuse and the Reality 10 drug program. The agency initially provided substance abuse treatment in Linn, Benton and Jones counties. In 1981 Jackson County was added to ASAC's service area and in 2000 New Directions, a substance abuse treatment agency in Clinton, merged with ASAC to form Iowa's largest substance abuse treatment and prevention agency. ASAC began offering transitional housing in 1967, via New Directions King House. In 1992 ASAC added the Adult Residential Halfway House program in Cedar Rapids. In 1993, ASAC opened the Heart of Iowa Mother and Child Recovery Center in Cedar Rapids, which included halfway house services. In 2001 ASAC established Hightower Place in Clinton, which was modeled after Heart of Iowa Halfway House. All of the transitional housing programs were created to help homeless individuals, who had successfully completed a residential substance abuse treatment program, to develop financial stability, build life skills, stabilize their recovery, and break the cycle of homelessness they had previously experienced. Transitional housing is part of ASAC's continuum of care for substance abuse treatment. Transitional housing provides clients time to obtain employment, build resources, find housing, and transition back into the community. ASAC's transitional housing programs are vital to the state of Iowa as they serve clients from the eastern third of the state. The latest Linn County Point in Time (PIT) Survey shows the need for transitional housing increasing from 240 individuals requiring transitional housing in January 2011 to 288 in January 2015. In Linn County's January 2015 PIT chronic substance abuse was cited as the primary cause of homelessness.

Score:

of 3 points

Scores for all reviewers

2. Describe the physical structure of the program(s) for which funding is requested, such as number of beds, scattered-site, facility-based, etc. Why is this an effective model for your program participants? (3 points)*

ASAC operates four transitional housing programs. Two are located in Cedar Rapids; Adult Residential Halfway House and Heart of Iowa Halfway House, and two are located in Clinton; King House and Hightower Place. All of the programs are facility based. Heart of Iowa and Hightower Place both serve pregnant women and women with children and have the capacity to serve for twelve families. ASAC's Adult Halfway House can serve up to 10 males and females. King House is for adult males only with a maximum capacity of 10. Each of these transitional programs were created to provide safe, low cost housing with supportive services, including substance abuse treatment, to persons who had successfully completed a residential substance abuse treatment program. For Linn County, the transitional housing programs are located on the same campus as the corresponding residential treatment programs. This proximity provides an ease of transition for the client while giving close oversight as the client moves to a less structured environment. In Clinton the King House program is located a few blocks from the ASAC main campus and Hightower Place is located on its own campus adjacent to the N.D. Housing; ASAC's permanent low income housing complex. The Heart of Iowa Halfway House program is less than a mile from The Way Home, ASAC's Cedar Rapids-based permanent low income housing program that targets families in recovery. The close proximity of Hightower Place and Heart of Iowa Halfway House to ASAC's permanent low-income facilities is beneficial to the families who move into those housing programs.

Score:

of 3 points

Scores for all reviewers

3. Who is served by your program? Consider the following questions: How does your agency prioritize which families and individuals receive assistance? Is your agency participating in a Coordinated Entry system? Does it use a standardized assessment tool such as a vulnerability index or VI-SPDAT? If the agency operates on a first-come, first-served basis, how does this ensure services to those that are most in need? (Note that if the Continuum of Care serving your geographic area has an approved Coordinated Entry system, all ESG-funded programs must participate. See the link below for more information.) (3 points)**

ASAC's four transitional housing programs are in the Balance of State. Currently ASAC's transitional housing programs are not using a standardized assessment tool however plans are in place to train staff and begin

utilizing the VI-SPDAT 2.0 for entry into our Linn County programs on October 1. ASAC's two Clinton county transitional housing programs will also be using this assessment tool by the end of 2015. The two Linn County programs serve individuals and families that successfully completed their corresponding residential treatment programs. Clients who meet the criteria for entry into transitional housing are put on the waiting list for the respective halfway house program. If space was not available at their program exit date, our counselors helped them to access other housing programs or keep them in residential treatment until an opening becomes available. Most of the Clinton County clients come directly from Iowa residential drug treatment and corrections treatment programs. A client must apply to enter Hightower or King House. To be considered, a client needs to have successfully completed a residential treatment program, not have the financial resources to obtain housing, are seeking a supportive environment to help them remain in recovery, and be clean and sober for at least 30 days. If approved the client is put on the waiting list for entry into the program. If we get an outside referral or a client graduating from residential or corrections program in need of housing and our programs are at capacity, referrals are made to Victory Center, Y Transitional Housing, Humility of Mary Shelter in Davenport, Salvation Army in Davenport, and Center for Alcohol and Drug Services, CADS, Country Oaks program. Priority is given to pregnant women and IV drug users for program entry.

Score:

of 3 points

Scores for all reviewers

[Link to HUD Coordinated Entry Policy Brief](#)

4. How is your program following a Housing First approach? Provide specific examples. See the link below for information from HUD. (3 points)*

Since ASAC's transitional housing programs are for individuals and families in recovery, we have a program criteria for program entry that a client must have successfully completed a residential treatment program, be clean and sober at least 30 days, and have the desire to work on their continued sobriety. Those are the only program prerequisites beyond meeting the HUD definition of homelessness. The majority of the clients we serve have criminal backgrounds, physical health concerns, mental illness and/or disabilities. Three of our transitional housing programs have children on grounds so some sex offenders cannot live in those facilities. If the offense, however, allows the client to be located in close proximity to youth, then we do not exclude them as a client.

ASAC uses a First Approach in our programming. If a client relapses while in one of our transitional housing programs they are not automatically terminated from the program. Addiction is a chronic disease and we understand and work with individuals who relapse. For example, when a client relapses while in our Heart of Iowa Halfway House program, we will increase their level of care to primary residential for a period of time (approximately 30 days) to make sure they have the skills they may be missing and then return them to halfway house to meet the requirements of that program. Also, since we accept people on disability we work with them to find volunteer opportunities since employment is not always an option. Currently we have a client that is on disability that is volunteering in ASAC's cafeteria.

Score:

of 3 points

Scores for all reviewers

[Link to HUD SNAPS In Focus: Why Housing First?](#)

5. Answer Question 5a if seeking funding for a Rapid Rehousing program. Answer Question 5b if seeking funding for Shelter or Street Outreach. Answer Question 5c if seeking funding for Homelessness Prevention. If seeking funding for multiple programs, answer all that apply. (9 points total)

Score:

of 9 points

Scores for all reviewers

5a. Rapid Rehousing programs: Describe your program's written policies for determining the length and depth of assistance. Additionally, how is your program meeting the following three key components: a) Housing identification (working with landlords); b) Rent & move-in assistance; and c) Case management and services? Note that one-time rental assistance does not in most cases qualify as Rapid Rehousing. See the link below for information from HUD.

N/A for this application.

HUD SNAPS In Focus: Rapid Rehousing Brief

5b. Shelter or Street Outreach Programs: Describe your program's written policies for coordinating with other service providers, including mainstream service providers. Additionally, describe your program's written policies for assessing and targeting essential services. Additionally, if requesting funds for shelter, describe your shelter utilization during the most recently-completed program year: What were the total "bed-nights" available (number of beds x 365), and what were the number of "bed-nights" used?

ASAC's written policies state that our services must take into consideration all aspects of a person's life that adversely affects their ability to live without substances. One of the primary goals of ASAC's transitional housing programs is to remove barriers so clients can access mainstream benefits and essential services to help them improve their lives and transition to self-sufficiency. To help clients gain self-sufficiency, our counselors provide case management and client advocacy. The counselor and the client together develop a treatment/transition plan. This plan outlines steps to be taken to complete the respective housing program. The plan identifies and connects the client with needed mainstream and essential services: SNAP, WIC, Medicaid, Medicare, Free/Low Cost Health and Dental Clinics, VA Medical Facilities, SSI, SSDI, TANF, Promise Jobs, Iowa Works, Department of Vocational Rehabilitation, and Housing Choice Vouchers. Clients interested in pursuing their High School Equivalency Diploma are connected to Iowa Works or local community colleges. Our programs provide client access to a computer for resume writing, job searches and school work. Counselors also help clients obtain any identifying documentation such as their driver's license, social security card, and birth certificate. In Linn County, counselors also connect Adult Halfway House and Heart of Iowa clients in need of budget counseling/debt reduction with Horizons Credit Counseling Services. In Clinton County, clients with budgetary concerns are directed to United Way 2-1-1 or RSVP program. Bed nights: Adult Residential: 10 beds x 365=3650, Used-3,138; Heart of Iowa: 36 beds x 365=13,140, Used-7,492; Hightower Place: 32 beds x 365=11,680; Used-9,162; King House: 10 beds x 365=3,650, Used: 2,350. We just realized that we have not been entering all of the families in our Heart of Iowa housing program into Service Point so our count is low. This is being rectified.

5c: Homelessness Prevention: Homelessness prevention is currently the lowest priority activity for the ESG program. If seeking funding for Homelessness Prevention, how has your agency and community determined that this is a higher priority than another type of assistance such as Rapid Rehousing? Additionally, answer the questions in 5a above, as applicable.

N/A to this application

Optional: Competition Priorities: 12 bonus points

Optional Bonus 1: Veterans. Does your program prioritize services for veterans? If so, briefly describe. During the 2014 calendar year, how many veterans were served by your program? How does this compare to the total number of clients served? See the link below for information from HUD. (3 priority bonus points)

ASAC's programs prioritize services for veterans. The King House has a close relationship with VA representatives in both Davenport and Clinton to ensure any Veterans seeking services will have an advocate, access to approved healthcare, and ability to gain copies of any forms or personal identifying paperwork they may no longer have in records after living migrant lifestyle (such as DD-214). Veterans Health Administration has provided this facility the appropriate forms and procedures to streamline care for Veterans involved in the King House programming. In 2014, the program served 4 veterans out of its 27 clients.

Score:

of 3 points

Scores for all reviewers

[Link to Resources for Homeless Veteran Service Providers](#)

Optional Bonus 2: Families and Youth. Does your program prioritize services for families with children and/or unaccompanied youth? How does the agency ensure that children are enrolled in school, connected to appropriate services, and aware of their eligibility for McKinney-Vento education services? Note that if providing emergency shelter to families with children under age 18, the age of a child under age 18 must not be used as a basis for denying any family's admission to the shelter. See the link below for information from HUD. (3 priority bonus points)

Two of ASAC's four transitional housing programs, Hightower Place and the Heart of Iowa Halfway House serve families with children. Both these programs give priority to women with children and women who are pregnant.

The Directors at Heart of Iowa and Hightower Place are well versed on the McKinney-Vento Act and work with their local school districts to get the children enrolled in classes, transportation, and special services if needed. Both programs work directly with their Area Education Agency for early childhood assessments. Heart of Iowa and Hightower Place do not have any age restrictions for children entering the program. We accept newborns and children of both genders up to age 18.

Score:

of 3 points

Scores for all reviewers

[Link to HUD SNAPS In Focus: Family Homelessness](#)

[Link to HUD SNAPS In Focus: Youth Homelessness](#)

Optional Bonus 3: Rural Services. Is your agency committing to utilize at least half of any grant received to serve a rural area, defined here as outside a Metropolitan Statistical Area (MSA)? If so, describe. Briefly, MSAs in Iowa are Ames, Cedar Rapids, Davenport, Des Moines-West Des Moines, Dubuque, Iowa City, Council Bluffs, Sioux City, and Waterloo-Cedar Falls (some counties are also included; see the link below for more information). (3 priority bonus points)

Each of our transitional housing programs will receive 25% of grant funding. Two of our programs are located in Cedar Rapids, which is designated as a Metropolitan Statistical Area. The other two are located in Clinton, which is defined as rural. The two Clinton programs will receive 50% of awarded grant funding. All four programs take referrals from the eastern counties in Iowa and serve clients from rural counties. Services are available for clients from anywhere in the state of Iowa, however our primary target service area is the eastern 1/3 of the state of Iowa.

Score:

of 3 points

Scores for all reviewers

[Link to the Iowa Data Center for MSAs in Iowa](#)

Optional Bonus 4: Literally Homeless. Does your agency prioritize services for persons meeting Category 1 of HUD's Homeless Definition, Literally Homeless? This includes persons who are sleeping unsheltered or in emergency shelter. See the full description in the link below. Describe your agency's policies in this area. (3 priority bonus points)

Yes, all of ASAC's Transitional Programs give priority to Literally homeless individuals and families who meet admission criteria.

The agency's policy to give priority to Literally homeless upon presentation for services or referral from emergency shelter programs. Individual must still meet the minimum criteria for admission, i.e. be medically stable, sober and not under the influence of illegal drugs and not in possession of alcohol or illegal drugs. They must also be assessed as not being mentally unstable or a threat to themselves or others. ASAC's transitional programs must have these restrictions on admission (must be sober and not under the influence of illegal drugs, physically and mentally stable) due to the nature of the programs target population of homeless persons who are in recovery from substance abuse and the need to ensure that other adults and children in residence are provided a safe substance free environment. When safety criteria is met priority is always given to literally homeless person who meet admission criteria and are sleeping unsheltered or who are in temporary emergency sheltered situations.

Score:

of 3 points

Scores for all reviewers

[Link to HUD Criteria and Recordkeeping Requirements for Definition of Homeless](#)

Scorer: 1 (0.00 of possible 33 points)

Experience and Capacity**Experience and Capacity: 22 points**

Length guideline for responses: Responses should generally be limited to the text that will fit in the comment box after each question, without scrolling. For each response, this allows approximately 300 words, or 1,500 characters with no spaces, or 1,800 characters with spaces. Responses that are unnecessarily lengthy may lose points.

1. Briefly describe the mission and history of your agency. (1 point)*

ASAC's primary mission is to prevent and treat substance use/addiction disorders. ASAC utilizes a holistic approach to substance abuse treatment, taking into consideration all aspects of a person's life of which housing is an important basic need. ASAC's King House, established in 1966, was one of Iowa's first, and oldest operating transitional halfway house programs. ASAC is currently the largest single provider of transitional housing services for recovering homeless substance abusers in the state of Iowa. Concern regarding limited safe and supportive housing options for families leaving treatment programs led to ASAC creating ASAC Housing Corporation and ND Housing, Inc. The creation of ASAC Housing Corporation and ND Housing expanded our agency mission to include providing safe, low cost housing to families in early recovery. ASAC's former Executive Director, John Garringer, worked with Representative David Heaton to establish the Iowa Finance Authority's Revolving Trust Fund to help build long-term transitional housing programs that target people in early recovery from substance abuse. With the help of IFA's Revolving Trust Fund and tax credit financing, ASAC built The Way Home in Cedar Rapids in and ND Housing in Clinton. Both programs opened their doors in 2007 and provide safe substance free low-income permanent housing opportunities for recovering individuals and families.

Score:

of 1 points

Scores for all reviewers

2. Describe your agency's fundraising for the past three years, including any major grants, local government support, and other activities. (3 points)*

Over the past three years ASAC conducted one capital campaign and numerous direct mail campaigns for specific program needs. We also solicit financial support through the submission of applications to city, state and federal grant programs and to corporate and community foundations.

ASAC recently completed a capital campaign to renovate ASAC's Youth Residential substance abuse treatment program. We raised \$314,000; exceeding our \$290,000 goal. Following is a listing of the direct mail campaigns we have conducted over the past three years:

- November 2014 - \$16,460
- September 2014 - \$15,532.50
- November 2013 - \$11,295
- August 2012 - \$1,805

Below is a list grants, \$10,000 or more in one fiscal year, we have received during the past three years:

Greater Cedar Rapids Community Foundation: FY15 - 83,500, FY14 - 52,142, FY13 - 15,000
 United Way of East Central Iowa: FY15 - 492,000, FY14 - 480,000, FY13 - 530,000
 Gateway United Way (Clinton): FY15 21,000, FY14 21,000, FY13- \$19,500
 Clinton County - FY15 - 22,000, FY14-22,000, FY13 22,000.
 Substance Abuse Mental Health Administration: FY 15 and FY13 - 125,000, FY14 - \$200,000
 Office of Drug Control Policy Grant: FY15 - 36,726, FY 14 and FY13 - 38,000
 Hall-Perrine Foundation: FY15 - 93,500
 Transamerica Foundation: FY15 - 35,000
 Iowa Department of Public Health: FY15 - 608,333, FY14 - 980,564, FY13 - 922,464
 IFA Emergency Solutions Grant: FY15 - 82,350, FY14 - 79,200, FY13-75,000
 Benton County Decat: FY15 - 19,832, FY14 - 18,182, FY13 - 19,920
 Variety, the Children's Charity: FY15 - 33,000
 Union Pacific Foundation - FY15 10,000
 Cedar Rapids CDBG Grant: FY15 -9,632, FY14 - 10,214
 Housing Fund for Linn County: FY15 - 90,000, FY14 - 21,790

Score:

of 3 points

Scores for all reviewers

3. Describe the qualifications of your key staff members for this project. (3 points)*

Barb Gay is ASAC's Executive Director of ASAC. Prior to taking this position in December 2014, she was the Director of Foundation 2 for five years. Barb has a BA in Psychology and Sociology from St. Ambrose University and a MA in Health Education from the University of Northern Iowa.

Kristin Meyer is ASAC's Accountant. She is responsible for the submittal of all grant invoices and financial reporting. Kristin has been with ASAC for five years and has a BA in accounting.

Stephanie Boesenberg is ASAC's IT Manager. She oversees Service Point and all data collection; its accuracy and timeliness. Stephanie has been with ASAC for 22 years and has been working with Service Point since it was first implemented.

Wanda Mokrey Sellers is Director of Heart of Iowa and oversees the Heart of Iowa Halfway House program. Wanda has worked in ASAC's Heart of Iowa program for almost 18 years; becoming the Director in 2007. She holds a Ph.D. in Student Development in Post-Secondary Education with an emphasis in counseling and administration.

Kelly Reitzler is the Director of Adult Residential and oversees the Adult Halfway House program. Kelly has been employed with ASAC since April 2000. She has a BS in Psychology and a Master's in Counseling. Kelly is a Certified Alcohol and Drug Counselor (CADC) and a Licensed Mental Health Counselor (LMHC).

Gabe Gluba is the Director of King House. Prior to taking the position in March 2014, Gabe worked in a number of different clinical positions within ASAC. Gabe has an AA in Liberal Arts, a BA in Sociology and Philosophy, and a MA in Criminal Justice. Gabe is a Certified Alcohol Drug Counselor and recently obtained a Certificate in Nonprofit Management.

Sue Wolever is the Director of Hightower Place. She has managed Hightower Place since its opening in December of 2001. Sue is an Internationally Certified for Alcohol and Drug Counseling and has been with ASAC for 23 years.

Score:

of 3 points

Scores for all reviewers

4. What has been the percentage rate of staff turnover at your agency during each of the past three years? Use the following formula: Number of employees who left each year for any reason, DIVIDED BY the average number of employees, MULTIPLIED by 100. Example: If 10 employees left during 2014, and the average number of employees during 2014 was 100, the turnover rate is 10%. Show your calculations. Provide a brief explanation for the results. (3 points)*

2014 - 18%; 187 average employees with 34 leaving (34 divided by 187 is .18 x 100 = 18%)
 2013 - 18%; 189 average employees with 34 leaving (34 divided by 189 is .18 x 100 = 18%)
 2012 - 8%; 175 average employees with 14 leaving (16 divided by 206 is .08 x 100 = 8%)

The primary reason for the rise in staff turnover from 2012 is due to the economy improving. Job opportunities became available which previously had not existed. Most of our staff changes come from support positions in our residential programs and childcare. Many of these are on-call or part-time roles that young people take to get experience then move onto outside full-time employment. Overall, ASAC has a seasoned workforce: 28% of our staff have been with the agency ten years or more; 14% have been employed 10 -14 years with the agency, 12% employed 15-29 years, and 2% (five employees) over 30 years.

The Directors of our four transitional housing programs are all long-term ASAC employees.
 Wanda Mokrey Sellers, Heart of Iowa, 18 years
 Kelly Reitzler, Adult Residential, 14 years
 Gabe Gluba, King House, 8 years
 Susan Wolever, Hightower Place, 23 years

Score:

of 3 points

Scores for all reviewers

5. Describe the key training and staff development activities during the past three years for this program. (3 points)*

ASAC Transitional staff receive both outside and in house training. Following is a list trainings that were attended by ASAC transitional staff:

Outside Professional Development: BASICS & CASICS Facilitator Training - 9/2013 and 5/2015, Cultural Considerations in Serving the African-American & Hispanic Population in Iowa - 3/2015, High In Plain Sight 4/30/2015, Dual Diagnosis and Correctional Supervision 5/2015, Bridges out of Poverty 5/2014, 24:7 Dad Facilitators Training 5/12/15, "Uniting a Caring Community"5/2014, Certificate in Nonprofit Management GreenProfit Solutions, Inc. 1/2015, Suicide and Addictive Disorders - 2014, What we Know and How to Know More, Treatment Planning and Co-occurring Services - 2014, Clinical Skills for Supervisors - 2013, Uncovering the Mystery of the Brain, How Neuroscience Illuminates Addiction and Gambling Disorders, there's More to You than You Can See - 2014, Stimulants and Sedatives Effect on the Brain - 2013, Human Trafficking Prevention and Intervention Training 10/9/14, Trauma Informed Care Practices 2/20/15

In House Training Sessions: The Process of Supervision 2/24/12, Ethics for Helping Professionals 4/19/12 and 5/8/12, Safety Training 2/25/13, EEO Training for Supervisors 12/19/12, Diabetes, Blood Pressure and Cholesterol 1/28/13, Confidentiality/ HIPPA 8/16/13, Mandatory Reporter: Child & Dependent Adult 9/26/13 and 10/14/13, Team Building & Updates 11/8/13, CPR/First Aid/Blood Borne Pathogens 2/3/14, Rapport Building 4/18/14, Adverse Childhood Experiences 7/18/14, Emerging Drug Trends 8/12/14, Marijuana: What Science Says & What You Need to Know 10/21/14, Social Media Ethics 11/12/14, A Closer Look at Alcohol on 4/8/15

In addition, all of our counseling staff must obtain 40 hours of approved CEU's, including 3 hours of ethics, every two years to maintain their Certified Alcohol and Drug Counselor certification. We have not listed the courses each of the counselors that work in our transitional housing programs have taken.

Score:

of 3 points

Scores for all reviewers

6. Describe any litigation involving your agency during the past three years concerning civil rights, equal employment opportunities, or discrimination. Explain how these were resolved, if applicable. (3 points)*

ASAC has not had any litigation concerning civil rights, equal employment opportunities or discrimination during the past five years.

Score:

of 3 points

Scores for all reviewers

7. Describe the results of your agency's most recent audit or independent reviewed financial statements. What findings or concerns were identified, if any? Explain whether and how these were resolved. (Audit or financial statements must also be uploaded in the Exhibits section; note that Compiled Statements or Compilation Reports are not sufficient.) (3 points)*

No substantial issues have been identified in ASAC's most recent audit for FY14; which ended June 30, 2014. As stated in the audited financial statement that has been uploaded, no material weaknesses in internal controls were disclosed by the audit and the audit did not disclose any non-compliance.

Score:

of 3 points

Scores for all reviewers

8. Describe the oversight provided by the agency's board of directors. (3 points)*

ASAC is governed by a 17 member volunteer Board of Directors. ASAC has a diverse group of active board members that represent our five county service area. Members include persons of color, individuals in recovery, persons who have been homeless, and individuals with a variety of skills and employment backgrounds. Each county's Board of Supervisors is represented on the ASAC board as an active member. Each board member sits on one of the standing committees – Executive, Program, Human Resource and Budget or they represent the board on one of our advisory councils: Heart of Iowa, New Directions, Multicultural and Youth. We recently created a board/staff Community Engagement Committee to develop speaking points and a brand for our agency.

At each board meeting the agency's financials and program outcomes are shared with the board for their input, guidance and approval. Annual service reports and audits are also reviewed by the Board and approved/accepted. The Board is responsible for monitoring all audit finding (if any) and ensure that any corrective actions or internal controls are implemented per audit recommendations. All large capital expenditures require board approval and the Board also updates the agency's strategic plan every 5 years and approves annual budgets and program plans.

Score:

of 3 points

Scores for all reviewers

Scorer: 1 (0.00 of possible 22 points)

Community Partnerships and Need

Community Partnerships and Need: 21 points

Length guideline for narrative responses: Responses should generally be limited to the text that will fit in the comment box after each question, without scrolling. For each response, this allows approximately 300 words, or 1,500 characters with no spaces, or 1,800 characters with spaces. Responses that are unnecessarily lengthy may lose points.

For any question below, you may upload MOUs or letters of support in the Exhibits section to support your response; if doing so, be sure to indicate this in your response.

1. Select any of the following homeless services planning groups in which your agency currently participates.*

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

- Southeast Iowa Local Homeless Coordinating Board
- Story County Homeless Board and Task Force
- Other

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

2. For the group selected above, how does your community ensure that at least a basic level of homeless assistance services is available to meet diverse needs throughout your community, including at least emergency shelter, rapid rehousing, and essential services? (3 points)*

Clinton/Jackson Coalition for the Homeless is the local homeless and CoC Coalition for Clinton and Jackson Counties. The Coalition has over 30 members representing all homeless service providers, support service providers in the two county area. The Coalition also has former homeless person as a member. ASAC has been an active member of the coalition since its inception in 1986. ASAC staff has served as officers and directors for the coalition consistency over the years. A group of the homeless providers annually plan and hold a Sleep Out for the Homeless event to educate the community on the issue of homelessness and to raise funds for the local service agencies. A current member of the coalition also serves as a board member on the Iowa Council for the Homeless. The Coalition assesses and plans for local homeless service needs and supports agencies in developing and funding essential homeless services. The Coalition offers support for each of our shelter providers in funding applications.

Linn County Continuum of Care Planning and Policy Council is comprised of 55 members that represent service providers and organizations that provide support to the homeless. Through their efforts there is a full range of homeless services available in Cedar Rapids including 7 emergency shelter programs, 7 transitional housing programs, 3 rapid rehousing programs and essential services such as Iowa Legal Aid, and numerous food banks. A group of homeless providers annually plan and hold a Sleep Out for the Homeless event to educate the community on the issue of homelessness and to raise funds for the local service agencies. ASAC is an active member of the Linn County CoC and the Sleep Out Committee.

Score:

of 3 points

Scores for all reviewers

3. For the community described, what are the current gaps in services? How is the community working to reduce these gaps? (3 points)*

The Linn County Continuum of Care identified a need to provide overflow shelter beds during the winter. A subcommittee was formed and protocol was put in place to open additional beds during times there was frigid weather. A grant was written and approved to purchase emergency equipment for the participating shelter programs. At the same time, a few concerned citizens opened an overflow shelter at a community meal site. Between the two efforts anyone seeking shelter during very cold weather was served.

Our Linn County COC August meeting agenda will include a discussion on gaps in homeless services. The Council has previously identified a need for more permanent supportive housing. We will review efforts made to address that community need and discuss if there are other homeless needs not being met.

The Clinton Jackson Coalition for the Homeless has identified to continue developing additional permanent housing units for individuals and families that are safe and substance free. In addition the Coalition has identified the need for a small permanent emergency shelter in Jackson County (which currently does not have a dedicated shelter facility). One gap in services currently identified is a lack of enough permanent housing units for single men. The Coalition is activity working within its membership and in the community to develop funding to support development of new permanent housing units to fill this gap.

Score:

of 3 points

Scores for all reviewers

4. If your planning group serves only one or two counties, how is your community actively coordinating with other neighboring local planning groups? If your planning group is already serving a region of several counties, how does the group ensure services throughout the region? (3 points)*

Linn County COC serves only Linn County but through member involvement in the Iowa Coalition on Homelessness we actively involved in balance of state issues. Five of the Iowa Coalition Board members are from Linn County: David Hagen, Kristine Harris, Ann Hearn, Stefanie Munsterman-Robinson, and Amy Rawhouser. Tim Wilson, who recently moved from Linn County, also served on the Board. Balance of State Updates is a standing agenda item on our monthly Linn County COC meetings. Under that agenda item information is shared on Statewide Standards and Coordinated Entry. Waypoint is piloting coordinated entry system for Linn County that will be the basis of the system for the Balance of the State. Dave Hagen, a member of the Linn County COC and the Iowa Coalition on Homelessness, is spearheading the Coordinated Intake system for the Balance of the State. Heather Harney, a member of the Linn County COC, also serves on the Statewide Standards Committee. To coordinate more with neighboring planning groups, the Linn County COC invited members of the Johnson County Local Homeless Coordinating Board to participate in our monthly meetings. In addition, the Linn County COC has been considering adding surrounding counties to our group.

The Clinton/Jackson Coalition for the Homeless serves two rural counties. The Coalition is made up of representative from communities across the two counties and representatives from all homeless service providers and serves as the central planning body for all services provided across both counties and the small cities and townships within the two counties. The Clinton/Jackson Coalition for the Homeless participates, via Coalition members in the states CoC balance of State planning process and the Iowa Council for the Homeless.

Score:

of 3 points

Scores for all reviewers

5. How is your agency actively participating in the Iowa Council on Homelessness, including council meetings, committee meetings, the State Planning Advisory Committee, or other activities? Note that membership is not required to attend meetings and participate. (3 points)*

For the past year Laurel Merrick, on behalf of the agency, has been attending all Iowa Council on Homeless meetings either via phone or the Cedar Rapids ICN site. She also attended the meetings that were held on the Homeless Self-Assessment and Iowa Quality Standards and Handbook and the Emergency Solutions Grant Training. Other ASAC staff have been involved in state level workgroups for various Council initiatives over the years. Gabe Gluba has also participated in meetings and has planned to significantly increase his involvement during the upcoming years as he is now an officer in the Clinton/Jackson Coalition for the Homeless.

Score:

of 3 points

Scores for all reviewers

6. Describe your community's strategy to ensure 100% participation in the ServicePoint Homeless Management Information System (HMIS), or comparable database for DV providers, by all providers of homeless services in your community. Also describe your community's strategy to ensure 100% participation in the annual Point In Time Count. (3 points)*

ASAC was one of the first agencies eastern Iowa to participate in Service Point Homeless Management Information System (HMIS) for all our programs.

The Linn County CoC encourages all providers to participate in the I-COUNT/Service Point Homeless Management Information System (HMIS), or alternative database for DV providers. One shelter, Mission of Hope, does not participate in HMIS. They are volunteer driven and do not have the ability to collect/enter the needed data. The Linn County COC has reached out to Mission of Hope to offer assistance with the data collection. The Coalition also promotes 100% participation in the semi-annual PIT survey, and annual Individual and Family Needs surveys. This information is vital to our community in our planning for the community. Though outreach to board members and staff at all agencies in the community serving the homeless we encourage fully utilize these systems to better track and assess the needs of homeless persons in our community. All local homeless providers participate in the statewide PIT studies.

As noted previously, ASAC is a founding member of the Clinton/Jackson County Coalition for the Homeless. This group has been working for the past 9 years to encourage area providers to participate in the I-COUNT/Service Point Homeless Management Information System (HMIS), or alternative database for DV providers. To date all providers of homeless services in Clinton/Jackson County participate in the systems. The Coalition is making inroads in solidifying the Victory Center (faith based shelter) in moving towards participating HMIS, in 2013 they

reported for the PIT surveys for the first time. The Coalition continues to encourage Victory Center management to consider participating in HMIS fully.

Score:

of 3 points

Scores for all reviewers

7. Describe your agency's top three housing-focused community partnerships.*

ASAC participates in the Linn County Coordinated Services Network a/k/a Linn County Triage Network. This network is administered by Waypoint. Clients from participating agencies sign an Informed Consent and Release of Information to allow the sharing of intake/exit assessments, case manager information, and program information. The process benefits the client by eliminating duplication. In addition, ASAC's Linn County transitional programs are in the process of joining the Linn County Coordinated Intake process administered by Waypoint. ASAC plans to pilot this same Coordinated Service Network in Clinton/Jackson County over the next two years.

All of ASAC's transitional halfway house programs have relationships with local providers for rapid rehousing support for our clients. ASAC's Clinton programs have a relationship with the YWCA for utilization of ESG- Rapid Rehousing dollars and our Linn County programs have a relationship with Waypoint Services for their ESG-Rapid Rehousing funds. Via our local Coalitions, these agencies were selected to administrate Rapid Rehousing funds for all programs in the community, thus avoiding duplication and ensuring coordination Rapid Rehousing through one central point in these respective communities.

ASAC developed two low income permanent housing programs that target families in recovery from substance abuse. The Way Home, a 24 unit long-term housing program in Cedar Rapids and ND Housing, a 10 unit program in Clinton. Both programs were built in 2007 using tax credit financing and state and local HOME funds. The need for safe, affordable, substance free permanent housing was identified in both communities many years ago.

Score:

of 3 points

Scores for all reviewers

8. Describe your local community's support for your particular program. How are you measuring this support? (3 points)*

In Linn County we have received community support for both the Heart of Iowa Halfway House program and the Adult Residential Halfway House program. We have two current grants that to improve the Adult Residential Halfway House facility: (1) \$6,250 City of Cedar Rapids Community Development Block Grant to renovate the kitchen area of the program and (2) \$90,000 grant from the Housing Fund of Linn County to make renovations to the program's housing units. Heart of Iowa is a fairly new facility, but we received strong community support in building the apartments in 2004. Due to local donations from individuals and businesses and community grants we were able to exceed our \$500,000 capital campaign goal. The Heart of Iowa program also receives an annual Emergency Food and Shelter Grant from Linn County for its on-site food pantry.

In Clinton ASAC receives broad community support for both Transitional programs. ASAC receives annual funding support for both programs from the Gateway United Way and Clinton County (totaling over \$30,000). In addition both programs have received support from the City of Clinton via CDBG funds and the Clinton Community Development Fund for facility upgrades and improvements.

All our programs also receive significant unsolicited donations from the community, local civic and church groups plus in-kind donations of food, personal care items, towels, bedding, and household items.

Support is measured both in terms of financial supports to each of the programs (totaling over \$1 million for capital and operations combined over the past 10 years) and community support for our clients' needs. Over the past year ASAC's transitional programs have received over 5000 donated items for our clients.

Score:

of 3 points

Scores for all reviewers

Scorer: 1 (0.00 of possible 21 points)

Performance

Performance: 22 points

Length guideline for responses: Responses should generally be limited to the text that will fit in the comment box after each question, without scrolling. For each response, this allows approximately 300 words, or 1,500 characters with no spaces, or 1,800 characters with spaces. Responses that are unnecessarily lengthy may lose points.

HMIS ServicePoint User Instructions:

If your agency uses the ServicePoint Homeless Management Information System (HMIS) to collect client data, follow the link below for instructions to produce the Performance Outcome Report (locate in the 2016 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 Performance Outcome Report Instructions

Comparable DV Database User Instructions:

If your agency is primarily a domestic violence (DV) victim services provider, using a comparable DV database to collect client information, print an APR report for the time period of January 1, through December 31, 2014. This will typically include aggregate information regarding the following: number of persons/households served, physical/mental health conditions at entry and exit, residence prior to entry, veteran status, cash income amount at entry and exit, non-cash benefits at entry and exit, length of participation, and destination at exit. This report will be uploaded in the separate Exhibits section of this application. Use this report to answer the following questions, as applicable.

New Applicant Instructions (for those not currently using either system above):

If your agency does not currently use the ServicePoint HMIS system or comparable database for domestic violence victim services providers, answer the following questions, explaining the source of the data and reports used. In the Exhibits section, upload a report from your system that contains client outcome data for the period January 1, through December 31, 2014.

1. Describe your agency's data completeness/quality into the ServicePoint HMIS system, comparable DV database, or internal database. If using the ServicePoint HMIS system, refer to the data quality report that lists null (missing) values. What steps are being taken to improve data completeness and quality? The goal is 2% or less null (missing) values. (3 points)*

All four of ASAC's transitional programs, King House, Hightower Place, Heart of Iowa and Adult Transitional HWH have had 100% completeness on the most recent Data Completion Summary for 10/1/2014 through December 31, 2014. For the current fiscal year ASAC's null percentage is less than 2%. ASAC has worked diligently over the past several years to reach this level of data completeness and quality and will continue to maintain this high level of data fidelity through ongoing staff training and monitoring of data summaries.

Score: [] of 3 points

Scores for all reviewers

2. Describe your agency's data timeliness in the ServicePoint HMIS system, comparable DV database, or internal database. What steps are being taken to improve data timeliness? The goal is average data entry within 14 days of entry. (3 points)*

ASAC far exceeds the goal in this area for all of our transitional programs.

The follow are the current Average Data Entry Delay for each program:

- ASAC Adult HWH: .067 Days
King House: 1.63 Days

Hightower Place: 3.57 Days
 ASAC Heart of Iowa: .91 Days

All three programs far exceed the goal. The primary reason Hightower Place delay is longer than the other three programs is its proximity to our main office where data is entered for the program and the complexity of the data collection process with women with children in residence. Stated plainly, it takes a little longer to gather complete data for both mothers and their children and a few days longer to get this completed data to our main office data department for entry into the system. Ideally at some point in the future the agency will be able to dedicate staff time on-site at Hightower Place to do data entry, however this will require additional staff time and new hardware that can access the HMIS system more efficiently than our current hardware allows.

Score:

of 3 points

Scores for all reviewers

3. Briefly summarize the program outcomes as reflected in your report, such as destination upon program exit, changes in client employment and income, and mainstream resource access. What do these results indicate about your program? (8 points)*

*Note: combined percentages are based on simple averages across the 4 programs.

ASAC's housing programs produce significant improvements for our clients, particularly when you consider our target population, chronic homeless substance abusers with significant compounding issues such as criminal histories, mental health issues, disabilities and poor work histories. We help clients to remain in recovery and assist them in accessing resources to change their lives.

Destination at Exit: In 2014, 254 clients and children exited ASAC's transitional housing programs with 42% exiting to permanent housing. In addition, 25% of HOI families entered The Way Home, ASAC's long-term transitional housing program for families in recovery.

Employment: ASAC's programs work with clients to improve/maintain employment and build resources. On average 46% of clients improved their employment status prior to exit and 5% maintained employment.

Changes in Income: ASAC has as a goal for clients to obtain financial stability and independence at program exit. On average 34% of our clients increased their cash income, 33% maintain income levels and an average of 46% increase monthly income by more than \$250 from program entry to exit.

Mainstream Resources: We assist our clients in accessing mainstream services to help them obtain financial stability. We helped clients receive WIC, SNAP, TANF Services. Our clients also received financial support from SSDI, SSI, General Assistance, and service connected disability compensation.

Our results show that ASAC's programs are effectively assisting individuals and families that are in recovery from long-term substance abuse to gain financial stability and obtain permanent housing. Our programming reduces homelessness among chronic substance abusers.

Score:

of 8 points

Scores for all reviewers

4. Answer Question 4a if seeking funding for a Rapid Rehousing program. Answer Question 4b if seeking funding for Shelter. Answer Question 4c if seeking funding for Street Outreach. Answer Question 4d if seeking funding for Homelessness Prevention. If seeking funding for multiple programs, answer all that apply. (8 points total)

Score:

of 8 points

Scores for all reviewers

4a. Rapid Rehousing: Describe your program's results in the following key outcomes: the average length of time to re-house participants (quicker is better); the percent of households that remain permanently housed after

rapid rehousing assistance ends (program exit); and the percent of households that remain permanently housed during the 12 months after program exit.

n/a - No Rapid Rehousing funding requested

4b. Shelter: Describe your program's results in the following outcomes: Increase in the percent of participants who exit to a permanent destination; and reduction in the average and median lengths of time that persons remain homeless in shelter.

As noted previously, ASAC's four transitional programs serve a very challenging target population, chronic homeless substance abusers. On average, 42% of clients (and families) exit to permanent housing following completion of one of ASAC's programs.

Permanent housing destination percentages for each program:

- ASAC Adult HWH:49%
- King House:39%
- Hightower Place:57%
- ASAC Heart of Iowa: 22%

It is important to note that of those exiting to permanent tenures, an average of 22% exit to permanent rental housing with no subsidy. Of additional significant is that less then 10% exited to more restrictive destinations (i.e. hospitals, psychiatric programs, incarceration or detox programs) and less then 2% exited back to an emergency shelter situation. Since all of ASAC's programs provide essential transitional serves to clients who would otherwise be homeless or in longer term shelter situations, the programs have a significant impact on reducing the average and median lengths of time that person's remain homeless in shelter. On average 80% of clients in ASAC's four programs stay over 30 day, 60% over 90 days. This clearly illustrates our commitment to, and success in, providing stable transitional housing and essential support services to our homeless clients that enable them to break the cycle of homelessness and move to permanent, stable tenures at exit.

These outcome illustrate ASAC's commitment to assisting clients in preparing for and transitioning to permanent stable housing.

4c: Street Outreach: Describe your program's results in the following outcome: Increase in the percent of persons who exit to shelter or a permanent housing destination.

n/a no street outreach funding requested.

4d: Homelessness Prevention: Describe your program's results in the following outcome: the percent of households that remain permanently housed during the 12 months after Homelessness Prevention assistance ends.

n/a no Homelessness Prevention funding requested.

Scorer: 1 (0.00 of possible 22 points)

Budget and Grants Management

Budget and Grants Management: 14 points

Length guideline for narrative responses: Responses should generally be limited to the text that will fit in the comment box after each question, without scrolling. For each response, this allows approximately 300 words, or 1,500 characters with no spaces, or 1,800 characters with spaces. Responses that are unnecessarily lengthy may lose points.

Please note an update to the application on 7/2/15, for Item 4 below, clarifying that HOME TBRA will not generally be accepted as a source of match beginning in 2016.

There are four eligible categories of assistance: Rapid Rehousing, Shelter, Street Outreach, and Homelessness Prevention. At least \$1,000,000 is prioritized for Rapid Rehousing, if applications are received that meet minimum scoring thresholds. Funds may be requested to provide more than one type of assistance; however, no more than \$100,000 may be requested to provide any single type of assistance. The minimum total request is \$30,000; the maximum total request is \$150,000.

1. In the table that follows, provide a budget detail if requesting funds for Rapid Rehousing.

No Rows Found

2. In the table that follows, provide a budget detail if requesting funds for any category other than Rapid Rehousing.

Action	Activity	Activity Subcategory	Description	Projected number of clients	Average request per client	Amount of Request
	Shelter	Shelter: Operations	King House Men's Transitional Housing Program – Clinton Shelter Operations. \$25000 in funding will be used for shelter operations staff to provide overnight and week-end supervision of clients.	45	\$556	\$25,000
	Shelter	Shelter: Operations	Adult Transitional Halfway House Program – Linn Shelter Operations. \$25000 in funding will be used for shelter operations staff to provide overnight and week-end supervision of clients.	45	\$556	\$25,000
	Shelter	Shelter: Operations	Hightower Place Transitional Housing for Women and Children-Clinton Shelter Operations. \$25000 in funding will be used for shelter operations staff to provide overnight and week-end supervision of clients and children.	105	\$238	\$25,000
	Shelter	Shelter: Operations	Heart of Iowa Women's and Children's Transitional Program – Linn Shelter Operations. \$25000 in funding will be used for shelter operations staff to provide overnight and week-end supervision of clients and children.	105	\$238	\$25,000
	Data Collection/Reporting (limit 5%)	Data Collection/Reporting (limit 5%)	Service Point Data entry and reporting for all four funded programs. 5% of total shelter operations funding requested	300	\$17	\$5,000
	Administration (limit 2%)	Administration (limit 2%)	Administrative costs for all four programs for cost of administration of funding: accounting, billing and audit costs.	300	\$7	\$2,000
						\$107,000

3. Provide a narrative explanation of your agency's budget request and cost per client. (5 points)*

ASAC is requesting funding to assist with shelter operations budget for personnel in each of our four housing programs. Total program budget for personnel include both essential services and operations supervision personnel. Critical to the operation of all four programs is the supervision of clients and facilities overnight and on weekends when professional clinical staff are off. ESG funding for each program will be used to assist in covering the cost of night and weekend supervision and security staff.

Operations Personnel Request for each program is to help cover the annual salaries for overnight and week-end security staff; 88 hours or 2.20 FTE:

Hightower Place: Total Personnel Cost - \$270,037. ESG Request - \$25,000.00

King House: Total Personnel Cost - \$136,370. ESG Request - \$25,000.00

Heart of Iowa: Total Personnel Cost - \$286,720. ESG Request - \$25,000.00

Adult Halfway House: Total Personnel Cost \$127,502. ESG Request \$25,000.00

Even though the family programs are much more costly to run, we are requesting the same amount of funding for each of our programs. There are more financial resources and in-kind support for the women and children's programs. Funding and community support to house adults in recovery from substance abuse is more difficult to obtain. All of our programs, but especially King House and Adult Halfway House, rely heavily on ESG funding to remain operational.

Data Entry: ASAC provided data entry to HMIS for each of the funded programs. Data entry budget will be

utilized to cover a portion of the cost of data entry staff. Five staff members input data into Service Point and/or pull data reports.

Administration: Administration budget will be utilized to cover costs of audit, process reimbursement requests and reports.

Score:

of 5 points

Scores for all reviewers

Recipients will be required to provide 75% matching contributions for ESG funds through either cash or non-cash sources. Matching contributions must meet all requirements that apply to the ESG program. Contributions must be made after the date HUD signs the Federal Fiscal Year 2015 ESG grant agreement for the State of Iowa (as of June 8, 2015, this is not yet signed). Refer to the HUD ESG Interim Rule at CFR 576.201 for additional restrictions.

4. Provide potential sources and amounts for the matching requirement in the grid below. Indicate whether each source is committed or uncommitted. NOTE THAT, BEGINNING IN 2016, HOME TBRA SHOULD NOT GENERALLY BE USED AS A SOURCE FOR MATCH. (Updated 7/2/2015; a previous update included LIHEAP as a source that should not be used, but this has been changed and LIHEAP may still be used, provided necessary conditions are met.) (2 points)*

Action	Type of Matching Contribution	Description	Status	Amount
	Private Funds	Gateway United Way annual funding for King House (\$6800) and Hightower Place (\$5875)- Clinton FY 16	Committed	\$12,675.00
	Private Funds	United Way of East Central Iowa FY16 funding for ASAC is \$492,000 for our Linn, Benton and Jones programming. We have allocated \$10,000 to Heart of Iowa Halfway House and \$10,000 to Adult Halfway House	Committed	\$20,000.00
	Program Income	ASAC Magellan Service Contracts for Medicaid Reimbursements for Services to eligible clients in all four of the agencies transitional programs (Hightower Place, King House, Heart of Iowa and Adult HWH Programs) NOTE: The \$47,575 pleaded as matching funds is only a portion of ASAC's total Magellan Behavioral Health Service Contract. Contract Total reimbursements for our four transitional programs for FY 2014 was \$1,664,687 in Medicaid reimbursement for all program services.	Committed	\$47,575.00
				\$80,250.00

Score:

of 2 points

Scores for all reviewers

4b. Please check here to acknowledge that HOME TBRA and LIHEAP will not be used as sources of match for the 2016 program.*

Verified

5a. Is your agency a current recipient of an Iowa Statewide Emergency Solutions Grant or Shelter Assistance Fund grant to provide services during the 2015 calendar year?*

Yes

No

5b. If yes to Question 5a, describe the agency's grant management practices this year. Include the amount of the grant, the amount that has been submitted for reimbursement as of the grant application deadline, participation in quarterly conference calls, timely and accurate submission of contract documents, timely and accurate submission of reimbursement requests, and timely and accurate submission of client data reports. (3 points; agencies that do not have a current grant will receive an automatic 1 point)

ASAC was awarded ESG funds in the amount of \$82,350 for the 2015 calendar year. To date, ASAC has submitted reimbursement requests totaling \$52,506.03, which represents 64% of our total award. ASAC personnel have not participated in quarterly conference calls. We had a change in Executive Directors at the first of the year. Our new director did not know that she was the only ASAC staff person receiving the email notifications of the calls and assumed someone else from ASAC was participating. We now have assigned Gabe Gluba, Director of King House, to participate in the calls. We have submitted all contract submissions per stated deadlines and all reimbursement requests and data reports have been submitted in accordance with contract deadlines.

Score:

of 3 points

Scores for all reviewers

6a. Did your agency receive any of the grants listed below during the previous three program years (check all that apply)?*

- ESG for Calendar Year 2014
- Shelter Assistance Fund for Calendar Year 2014
- ESG for Calendar Year 2013
- Shelter Assistance Fund for Calendar Year 2013
- ESG for Calendar Year 2012
- Shelter Assistance Fund for Calendar Year 2012
- None of the above

6b. For each of the grants checked above, list the total amount granted and the total amount approved for reimbursement (list separately). To receive points, Iowa Finance Authority records must also confirm spending of at least 80% of the grant total each year. (4 points; agencies that have not received any of these grants will receive an automatic 2 points)

Shelter Assistance Fund for Calendar Year 2014

ASAC was granted \$79,200 for our four transitional housing programs: Heart of Iowa Halfway House, Adult Residential Halfway House, King House and Hightower Place. 100% of the grant award was expended and ASAC received full reimbursement of the \$79,200 grant.

Shelter Assistance Fund for Calendar Year 2013

ASAC was granted \$75,000 for our four transitional housing programs: Heart of Iowa Halfway House, Adult Residential Halfway House, King House and Hightower Place. . 100% of the grant award was expended and ASAC received full reimbursement of the \$75,000 grant.

Emergency Shelter Grant for a Calendar Year 2012

ASAC was granted \$88,000; \$22,000 for Hightower Place, \$22,000 for King House, \$22,000 for Heart of Iowa Halfway House, and \$22,000 for Adult Residential Halfway House. 100% of all grant funds were spent and ASAC received full reimbursement totaling \$88,000. The grants for the two Clinton County programs, Hightower Place and King House, were submitted under the name New Directions. New Directions merged with ASAC in 2000 but continued to do business under its former name until recently.

Score:

of 4 points

Scores for all reviewers

Scorer: 1 (0.00 of possible 14 points)

Exhibits

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

Audit or Certified Reviewed Financial Statements (Required)

Your organization's most recent Independent Audit Report, INCLUDING THE MANAGEMENT LETTER, or Certified Reviewed Financial Statements, completed by an independent Certified Public Accountant. Audits or Certified Financial Statements must be submitted in their entirety, and should reflect all financial activity at least through 8/31/2013 to be considered current. This allows up to ten months after the end of an agency's fiscal year to complete and submit these financial statements.

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).

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](#)

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.

Threshold Assurances (Required)

Download the ESG Application Threshold Assurances at the link below, in the section for the 2016 Program. Print, read, and have signed by an authorized agency representative. Then upload a signed copy into this section.

[Link to locate the ESG Threshold Assurances](#)

Certification of Local Government Approval (Required for Nonprofit Agencies with Shelter Projects)

Only for ESG Shelter projects from private, nonprofit agencies: This certification is required at the earlier of: 1) at least once every two years; or 2) when a new contract is received, and the administration has changed for the applicable unit of general purpose local government. Locate the certification template at the link below, in the section for the 2016 Program. Print and have signed by your local government official, then upload a signed copy into this section.

[Link to locate the Certification of Local Government Approval](#)

Memoranda of Understanding/Letters of Support from Partnering Agencies (Optional)

If your agency has formalized partnerships in place to carry out the ESG project described in this application, upload MOUs and/or letters of support at the bottom of the page (not required, but may support your responses in the Partnerships and Community Need section of the application).

Upload All Items Here

Upload your exhibits here*

Title	Document Type	Upload Date
Heart of Iowa Data Report 2	Performance Outcome Reports	7/17/2015 9:37:13 AM
Heart of Iowa Data Report 1	Performance Outcome Reports	7/17/2015 9:36:45 AM
Hightower Place Data Report 2	Performance Outcome Reports	7/17/2015 9:36:12 AM
Hightower Place Data Report 1	Performance Outcome Reports	7/17/2015 9:35:37 AM
King House Data Report 2	Performance Outcome Reports	7/16/2015 4:14:00 PM
King House Data Report 1	Performance Outcome Reports	7/16/2015 4:13:24 PM
Adult Halfway House Data Report 2	Performance Outcome Reports	7/16/2015 4:05:42 PM
Adult Halfway House Data Report 1	Performance Outcome Reports	7/16/2015 4:04:36 PM
City of Cedar Rapids Certification of Approval	Certification of Local Government Approval	7/16/2015 3:17:05 PM

City of Clinton Certification of Approval	Certification of Local Government Approval	7/15/2015 9:31:30 AM
Linn County Coordinated Services Network MOU	MOUs/Letters of Support	7/14/2015 11:09:16 AM
ASAC Clinton/Jackson Coalition Letter of Support 2015	MOUs/Letters of Support	7/12/2015 12:10:24 AM
ASAC Linn CoC Letter of Support	MOUs/Letters of Support	7/12/2015 12:08:08 AM
ASAC ESG Threshold Assurances 2015	Threshold Assurances	7/12/2015 12:07:23 AM
ASAC KH HWH Application Report ESG 2015	Performance Outcome Reports	7/12/2015 12:01:40 AM
ASAC HTP Application Report ESG 2015	Performance Outcome Reports	7/12/2015 12:01:04 AM
ASAC HOI Application Report ESG 2015	Performance Outcome Reports	7/11/2015 11:59:55 PM
ASAC Adult HWH Application Report ESG 2015	Performance Outcome Reports	7/11/2015 11:59:19 PM
ASAC Cert of Standing 2015	Certificate of Standing	7/11/2015 11:56:52 PM
ASAC Form 990	Most Recently Filed IRS Form 990	7/11/2015 11:56:18 PM
Governance Letter - ASAC Audit	Audit or Certified Financial Statement	7/11/2015 11:48:36 PM
ASAC FY2014 Audit	Audit or Certified Financial Statement	7/11/2015 11:47:21 PM

Use the fields below to upload an exhibit.

Document Type:

Title:

Document to Upload:

Optional Explanation for Discrepancies

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

None Required

Optional Application Feedback

We appreciate hearing from our applicants on how we can improve the application experience. We welcome any feedback here.

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

Error Log