

### 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](mailto:josh.mcroberts@iowa.gov). For other competition questions, contact Amber Lewis at [amber.lewis@iowa.gov](mailto: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](http://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:\*

Hawkeye Area Community Action Program, Inc.

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

Hawkeye Area Community A

3. Recipient Type (check one)\*

Local Government Entity (not local PHA)

501(c) Non Profit

4. Organization Address\*

Street Address:  City:  State:  Zip Code:

County:\*

LINN

5. Executive Director\*

Action	Role	First Name	Last Name	Courtesy title	Phone	Fax	Email	Other - Role Description
	Executive Director	Jane	Drapeaux		(319) 393-7811	(319) 393-6263	jdrapeaux@hacap.org	

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

Action	Role	First Name	Last Name	Phone	Fax	Email	Other - Role Description	Courtesy title
		Heather	Harney			hharney@hacap.org		

Program Manager		319-393-7811 ext 1056	(319) 393-6263	
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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
	Regional Housing Director	Heather	Harney	319-393-7811 ext 1056	(319) 393-6263	hharney@hacap.org

8. Applicant DUNS #:\*

039311399

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

42-0898495

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
BENTON
BLACK HAWK
BUCHANAN
CEDAR
DELAWARE
DUBUQUE
IOWA
JOHNSON
JONES
LINN
WASHINGTON

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.\*

HACAP will use ESG funds for two distinct projects. The first project will assist in supporting operations for 86 transitional housing units in Linn and Johnson Counties. The program prioritizes literally homeless households for placement into the program. The second project is HACAP's Rapid Re-Housing program. The program prioritizes

literally homeless veterans in 11 counties across Eastern Iowa. The program assists veterans with deposits, rent assistance and other support services in helping homeless veterans establish permanent housing.

**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)\*\*

Hawkeye Area Community Action Program, Inc. has been providing homeless services for over 50 years. HACAP began specifically administering transitional housing in the Eastern Iowa area over 20 years ago. HACAP is the only transitional housing provider in the rural communities for Washington and Benton Counties and is also the only provider for families with children in Linn and Johnson Counties. Access to safe and affordable housing continues to be one of the largest barriers for obtaining permanent housing. Over the past 20 years the program continues to develop in order to meet the changing needs of our communities.

HACAP administered the HPRP program in 2010 in coordination with IFA. After experiencing the success of the program HACAP continued to look for funding in order to keep Rapid Re-housing dollars in our community. In 2013 HACAP also received the Support Services for Veterans Families and began administering Rapid Re-Housing services to homeless veterans. Since October of 2013, 332 homeless veteran households have been served by the program. ESG Rapid Rehousing funds allow the program to serve more homeless veterans in our communities than what the SSVF program can accommodate.

**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)\*

HACAP's Transitional Housing Programs operate in 4 Eastern Iowa Counties, Benton, Johnson, Linn, and Washington. The programs consist of 105 transitional housing units in the 4 county area. The units range from efficiency to 4 bedroom single family homes. The large range of unit types allows the program to serve all types of household that are experiencing homelessness. All of HACAP's Transitional Housing programs were developed to fill an identified need in the communities the agency serves. The transitional model allows for additional time for those in need of more intensive support services than what Rapid Re-Housing can provide. The service also allow time for the homeless household to access mainstream and employment resources while in the program so permanent housing can be maintained upon exit.

One of the changing needs of the community is the increased need for Rapid Re-Housing funding. HACAP provides this resource to homeless veterans in a 11 county area. Rapid Re-Housing services allow for veterans to receive services while being placed in permanent housing. Rapid re-housing assistance coupled with SSVF assistance allows a veteran enough time to be housed, receive case management support, and be connected to benefits so that at program exit the veteran can maintain housing.

**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)\*\*

HACAP serves literally homeless individuals in families in both ESG programs. Households who are literally homeless are prioritized for all services including transitional housing. Both programs participate in the Coordinated Entry system in Linn County. The Rapid Re-Housing program also conducts the VI-SPDAT as a standardized assessment tool in all 11 service counties. The agency prioritizes transitional housing placements on first come first served basis, but only for those families who are literally homeless. Doubled up families or families that are imminently at risk of homelessness are not put on the prioritization list. In the Rapid Re-Housing program homeless veterans with the highest VI-SPDAT score are prioritized for entry into SSVF and ESG services.

**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)\*

HACAP's homeless programs follow a Housing First approach in providing services. Income is not needed in order to receive services. Individuals and households with 0 income are consistently placed into the homeless programs. After placement into a Rapid Re-housing or Transitional Housing program, case management begins in order to connect program participants to mainstream resources and other sources of income suitable for the household. Clients in the Rapid Re-housing program are prioritized by need not by their ability to possibly succeed in the program. Program participants in the transitional housing programs are prioritized based on their homeless status, not by income nor their connection to other services in the community. Connection to these services and referrals to other community services are provided after the household is safely housed. Assisting program participants in obtaining housing stability is the goal of both programs. Housing stabilization plans are developed for each participant household. Goals of income, connection to mainstream resources, and how to be a good tenant are all priorities of the customized stabilization plan.

**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.

HACAP has developed relationships the area landlords in order to house homeless veterans as quickly as possible. Specific landlords in the community have set aside units to house homeless veterans and contact the program when vacancies occur. These landlords are a critical piece in the success of the program. Annual surveys of landlords regarding the rapid rehousing services are conducted in order to receive feedback on how the program can continue to further relationships with landlords. Homeless veteran households are in need of Rapid Re-Housing assistance all receive short-term rental assistance of up to 3 months in addition to deposit, utility payments, and rental application fees. Housing stabilization plans are developed with each household. If after 3 months the household is assessed as not being able to maintain housing other community services are provided to the veteran, including TBRA funds in order for the veteran to remain housed after program exit. Case

management services are performed at least monthly on all participant households enrolled in the program. Housing stabilization plans and goals are developed with input from the program participant and are updated during meetings with a case manager.

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?

HACAP coordinates with local homeless shelters in the community to prioritize households in shelter for placement in transitional housing. When the program has an opening, intakes and applicant assessments are conducted at the shelter where the household is located. This prevents the household from having to use limited resources in order to completed the assessment and allows them easier access to the needed documentation for placement into the program. Applicant households who are doubled up are not prioritized for assistance. If an household does become literally homeless while on the wait list, the household contacts HACAP and a prioritization is added. HACAP shelter utilization (transitional housing occupancy rates) have been over 80% for the program year for all programs. Since transitional housing is a separate unit for each participant household a unit may have 6 beds but only 5 are utilized for the household. The occupancy rate can be a more accurate indicator of service utilization than a bed count rate. Bed utilization rate for the programs are 71% of beds nights used (87,075/122,640).

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.

**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)

In October 2013, HACAP was awarded its first veteran focus grant from the VA (SSVF). This program serves homeless or imminently at risk of homelessness veterans and their families. In order to engage veterans and enroll them in mainstream resources and access to other benefits, specific targeting was needed on a community wide level. HACAP has been targeting services to veterans since October 2013 and has dedicated staff for veteran homeless outreach. HACAP has now prioritized all of its services, including housing resources to veterans. In May 2014, the HACAP Board of Directors voted to add serving veterans as a new strategic initiative of the agency. In 2014, 172 homeless or imminently at risk veteran families were enrolled in the SSVF program in 11 counties. Transitional housing and Rapid-Rehousing assistance is prioritized for each homeless veteran family identified in the service area depending on their VI-SPDAT score (the common assessment tool). Historically, less than 10% of clients served by all HACAP programs were veterans (4,000 veterans annually). The agency has now seen an increase in veterans enrolled in programs across our services spectrum.

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)

HACAP's transitional housing program consists of efficiency to 4 bedroom units. Over 80% of the households served by the program have children in the household. Available one bedroom units are prioritized for single parents with small children or expectant mothers. The transitional housing program has a designated staff

member who works with the homeless liaisons for each school district to make sure all children are enrolled in school and connected to the services available to them under the McKinney-Vento act. HACAP also provides Head Start services, children who are homeless are categorically eligible for this service. HACAP housing staff and Head Start staff work together to ensure age eligible children in the transitional housing programs are enrolled in Head Start services.

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)

HACAP is committed to prioritizing all Rapid ReHousing funds to rural areas served by the agency. These counties include Iowa, Cedar, Delaware, and Buchanan Counties. Households in these counties will receive priority for Rapid Rehousing assistance over households in urban areas who have access to more community resources. HACAP already has in place outreach and engagement activities in these rural areas to assist households with applications and educate households on services that may be available to them.

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)

HACAP prioritizes all homeless assistance to those meeting the Category 1 definition for homelessness. In the transitional housing programs two wait lists are maintained based on homeless status. All households who are literally homeless are kept separate and are contacted first when vacancies occur in the program. Doubled up households and households who are imminently at risk of homelessness are not prioritized and are only placed in the program if there are no literally homeless households that fit the available unit size. Currently HACAP is only working off the Category 1 waitlist for program entry. HACAP works with local homeless shelters, PATH programs, and other street outreach providers in order to identify and place households in the community who are the most vulnerable and in need of the service. The VI-SPDAT tool is used in order help identify those most at risk. Applications and assessments for program entry are conducted at local shelters. For Rapid Re-housing programs all households to be eligible must met the Category 1 definition of homelessness. The VI-SPDAT tool is also utilized in the Rapid Re-housing programs to make sure the limited resources in the community for this assistance is provided to those who may benefit the most from the program.

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)\*

"Helping people develop skills to become successful and build strong communities" is the mission of Hawkeye Area Community Action Program, Inc. (HACAP). HACAP is committed to helping individuals develop skills toward becoming self sufficient and become an asset to their community. Through innovative programs and services that allow the agency to respond quickly to varying community needs, HACAP continues to explore how best to serve the community to continue its mission.

HACAP has 50 years of experience in service provision in our community. The agency was created in 1965 following the enactment of the Economic Opportunity Act in 1964 and has been providing services in Linn County since its founding and additional service counties have been added to its current 6 counties served. HACAP has been providing services in the area of child care, client advocacy and counseling, food assistance, utility assistance, homeless services, and employment services for since its founding.

**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)\*

HACAP has been utilizing a direct mail campaign over the past 2 years to help support our Food Reservoir. The Food Reservoir distributes commodities and other fresh and stable food items to social service agencies and food pantries in a 7 county service area. Over the past 2 years the campaign has produced over \$200,000 in additional revenue. In the last 3 years HACAP received an Early Head Start expansion of \$833,000 to provide this service in Johnson and Jones counties. Also in the past 3 years HACAP was awarded the Support Services for Veteran Families grant of \$1.2 million providing homeless prevention and rapid-rehousing services to homeless veterans in 11 counties.

HACAP receives state and local support through out our service areas in all our programs, including homelessness services. Local support is received from Linn County, the City of Cedar Rapids, and the City of Iowa City, and the United Way. HACAP is working on developing partnerships with local businesses to establish other long term financial supports for the agency's programs.

**Score:**

of 3 points

**Scores for all reviewers**

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

Heather Harney- Heather is the Regional Housing Director and has over five years experience administering and development of HUD programs at HACAP. Heather oversees the grant management and daily operations of all of HACAP's homeless programs including the Support Services for Veteran Families, CoC programs, ESG, HOME/CDBG, and other local homeless programs.

Nicole Wise- Nicole has been working with the SSVF and ESG Rapid Re-housing program since January. She has previous experience working with homeless veterans for Dave Loeb sack at his congressional office in Iowa City. Nicole is organized, has a passion for helping veterans, and continues to develop relationships with landlords in our communities. Nicole also is dedicated to prioritization for individuals most in need in our community and helping further develop the coordinated entry and VI-SPDAT into the homelessness system.

**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)\*

FY12: 13.1% (35/267)  
 FY13: 22.5% (64/285)  
 FY14: 13.3% (34/255)

HACAP experienced significant funding increases during the ARA funding period. New programs were establish as well as new staff. In the years after this funding ended, HACAP could not maintain all the new program and staff positions that were created. In addition, the sequester in early 2013 had a significant impact of staffing levels and increase the turnover rate by 10%. In FY14 after the sequester cuts turnover levels returned to previous years levels.

**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)\*

HACAP conducts an All-Staff training each year. All employees are required to attend the training which is held each August. Training consists of agency policies, conflicts of interest, personal safety, funding changes, and the importance of programmatic outcomes. Agency leadership also receives compliance and grant management training annually on OMB circulars and federal funding requirements. In addition, each program conducts specific staff training. Housing programs staff attend the HousingIowa Conference in September, HUD Peer to Peer conference, and annual CoC grant and compliance training in Omaha. These conferences focus on changes in homeless policy on a local, state, and national level. Housing staff also attending ending veteran homelessness conferences through SSVF and using a Housing First strategy to end homelessness. Case Managers and Outreach workers over the last year have attended training on motivational interviewing, trauma informed care, mental health first aid, and SOAR.

**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)\*

N/A

**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)\*

The most recent agency audit was conducted in October and November of 2014. No findings or concerns were identified. Results from the audit are uploaded in the Exhibits section.

Score:

of 3 points

Scores for all reviewers

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

The HACAP Board of Directors is an 18 seat tri-partited board, consisting of one-third public representatives, one-third service consumers, and one-third private seats. An additional non-voting sear has been established for a legal expert. The Board of Directors meets 9 times per year and has averaged a meeting attendance of 12 members during the past year.

The HACAP Board of Directors provide oversight over the agency through regular review of agency financials and yearly budgets, program activity reports and monitoring visit results, Human Resources/Legal Activity, and HACAP facility activities. The Board review and votes on major funding submissions and contracts, personnel policy revisions and additions, and all project spending/contracts over \$25,000.

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)\*

All the local homeless coordinating groups HACAP participates in work on agency specialization and preventing duplication of services. Resources and funding for homeless services is limited and in order to provide the best and most resourceful assistance to our communities agencies must work together.

In the urban areas and counties ensuring that a basic level of homeless assistance is a less daunting task since resources are more readily available. Emergency shelter, rapid re-housing and essential services, including case management and street outreach, exist in these communities but there is an issue with have having enough capacity. Urban areas coordinate together to specialize in the division of resources so all diverse needs are met.

The task of ensuring basic levels of homeless assistance in the Rural counties is more challenging. Emergency shelters are non-existent in these communities and homeless households are either in doubled up situations or living in places not meant for habitation. More homeless prevention activities occur in the rural communities to prevent a homeless situation from occurring since resources after a household becomes homeless are scarce. If a homeless situation does occurring the community works together to pay for hotel until rapid rehousing or other services can assist the household in becoming permanently housed.

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)\*

In Linn, Johnson, Dubuque, and Black Hawk counties the current gaps in services is not a lack of the service being available but a lack of capacity. In rural areas the shortage of affordable housing in communities is a direct result of an larger number of homeless households. The shelter and transitional housing system work together in these communities to safely shelter those in need until rapid re-housing or other permanent housing solutions can be identified. Also there is a large need for permanent supportive housing options in these areas. Agencies with capacity to build, provide services, or partner with local housing developers or landlords are working together in order to build capacity for this essential permanent housing service.

In Buchanan County and the other rural counties HACAP serves the gap in services is a lack of emergency shelters. Homeless households in search for shelter must travel to an urban area, and this may not be possible due to lack of transportation. Homeless prevention is a key resource in these communities and a large majority of the resources are supported financially by the county and religious groups. Agencies with rapid re-housing assistance are able to assist if households are literally homeless. Relationships with landlords are an essential piece in order for service providers to help near homeless and homeless households obtain and maintain permanent housing.

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)\*

HACAP serves an 11 county geographical area and sits on 5 local homeless coordinating boards. Currently all boards are only a single county based with some members of the boards also serving on the Iowa Council on Homelessness. Reports on statewide planning efforts are made at each coordinating board meeting and gives context to the board on how local planning efforts fit into the larger statewide picture of ending homelessness. Since HACAP sits on multiple boards in the region, our agency is able to inform the other members on efforts in nearby counties. Other larger service providers in the area that also serve multiple counties attend all meetings that are relevant to their services. Coordination to ensure services in the region is improving with the startup of the coordinated entry process and directing homeless households to service providers in the area that can best fulfill their housing needs.

**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)\*

HACAP staff members attend the Iowa Council on Homelessness meetings, as well as numerous committee meetings formed by the council. Regional Housing Director, Heather Harney, attends the bi-monthly Iowa Council on Homelessness meetings, is a member of the State Planning Advisory Committee on developing statewide homelessness standard, and attends the Continuum of Care committee meetings. David Hagen, is chair of Research and Analysis Committee and co-chair of the Coordinated Entry committee. David also is a voting member for the Iowa Council on Homelessness.

**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)\*

In Linn and Johnson counties the vast majority of homeless service providers participate in HMIS system. Religious groups and other small non profits, the infrequent providers in our communities at times need assistance in capturing the data. In Linn County the coordinated entry process has helped eliminate this need by having the data already in the system when someone enters and is assigned to shelter.

All providers who do receive CoC, ESG, and SAF funds in all the communities participate in the HMIS network. HACAP enters data for homeless services in all 11 counties in its service area. In some cases HACAP is the only homeless provider in the county. HACAP has also taken the initiative in conducting quarterly Point in Time Counts in Black Hawk, Dubuque, Linn, and Johnson counties as part of the initiative to end veteran homelessness by the end of 2015. Counts in Linn and Johnson counties continue to go well. While progress is assisting Black Hawk and Dubuque counties with additional resources are ongoing. Surveys to local food pantries in rural areas will be sent out for the first time and the end of July to try and count homelessness in those communities.

**Score:**

of 3 points

**Scores for all reviewers**

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

HACAP works extensively with the Local Homeless Coordinating Boards throughout the year to develop and maintain coordinated homeless services. HACAP is currently working with the Linn County CoC to develop a coordinated entry process, eliminate duplication of service, and maintain a working relationship that will support service agencies in the community. HACAP is able to become more efficient and provide better services than the agency would without their support. A letter of support from the board in Linn County is attached as an Exhibit.

Shelter House, in Johnson County, partners with HACAP in numerous capacities. This partnership can be seen through the relationship built on Johnson County Local Homeless Coordinating Board, in Rapid Re-Housing services in the community, and by developing a strong relationship of shared referrals, specialization of services, and resources in the areas of homelessness and veterans. The MOU of the case management services Shelter House provides to HACAP and its partnership is attached as an Exhibit.

Willis Dady Emergency Shelter has become a key partner in HACAP's focus on veterans in our community. HACAP staff works in conjunction with the shelter to identify immediately participants who may need transitional housing services and prioritizes them for potential placement in HACAP's programs, including a large number of referrals for the SSVF program. With the receipt of the SSVF grant funds, HACAP and Willis Dady have partnered together to offer 24/7 case management services to veterans in need. The MOU of the case management services Shelter House provides to HACAP and its partnership is attached as an Exhibit.

**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)\*

Throughout the HACAP service area community support is an integral piece of the success of the homelessness programs. Volunteers in Linn, Johnson, and Washington counties help provide volunteer hours in conducting projects at our transitional housing units. Local funding support is present in all the programs, this includes county, city, foundations, and private donations all help support the transitional housing operations. In Linn County the community comes together annually to help support the shelters in our community with an annual Sleep Out benefit in November, in which HACAP is a recipient.

For our Rapid Re-housing programs that support homeless veterans the community continues to respond and become more and more engaged with our efforts. Volunteers donate housing items once a homeless veteran is housed. Local retailers are also donating new household items for veterans in the program. Landlords have been an essential partner for the program since it began two years ago and support from the landlord community continues to increase as more and more landlords are willing to work with the program.

**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)\*

HACAP's null percentage rate is 0, and HACAP continues to look for training and other ways staff members can keep their skills up-to-date and continue to enter accurate, complete information in to ServicePoint. This is true across all data points in both the Transitional Housing and Rapid-Rehousing programs. Although HACAP has an average of 0 null percentage rate, the agency continues to stress the importance of data input into the HMIS in a timely and correct manner. Reports continue to be run monthly to monitor that data entry is complete and all information that is obtained from the client has been entered. HACAP continues to make a concentrated effort for these rates to remain low and will take corrective action if needed to remedy an increase in these numbers.

**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)\*

The combined total of all HACAP transitional housing programs for timeliness of entry into the Service Point system is 5.87 days. This is less than the system goal of 14 days. This is a significant improvement over last years average timeliness of 9.13 days. Work load of staff is monitored and adjustments are made if data timeliness is hindered and additional support is provided to staff. Since the Rapid Rehousing program with ESG funds was new in 2015 no calendar year 2014 data is available for this program. The SSVF Rapid Rehousing data was pulled instead for a comparison for this year since the programs are similar. Average data entry delay was 16.51 days. This will continue to be improved on throughout 2015. Communication between case managers and the compliance staff on data and paperwork will be reviewed and additional support will be provided if needed. Improvements continue to be made each year in the timeliness of data entry into the system. It is the goal of the programs to have an average timeliness entry of less than 5 days in the 2015 calendar year.

**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)\*

Overall, the transitional housing programs were successful in assisting our clients gain independence and skills to empower them to be active, productive members of their communities. The majority of clients either improved or

maintained their levels of employment, 63%, and increased or maintained their cash income, 81%. For the Rapid Rehousing program these numbers are 28% and 63% respectively. Many veterans in the program have disabilities or mental illness and cannot work but are connected to other case income sources. HACAP continues to stress employment income as an essential piece for obtaining permanent housing. Efforts will continue to be made to work with clients on increase employment and cash income.

In all programs over 83% of clients exited with SNAP benefits. Connection to mainstream resources is one of the first steps that the case managers work on in developing a housing stability plan. Enrollment in these programs means clients are meeting basic needs allowing them to progress out of "crisis-mode" and to start working on the action steps and goals for that have been set to attain self sufficiency. It is the goal of the program that 100% of clients that are eligible for mainstream resources exit with their entitled benefit. Destination for clients at exit is also an indicator of the success of the housing projects. For the 2014 calendar year in the Transitional Housing and Rapid Rehousing programs exits to a permanent housing situation were 67% and 87% respectively. In the transitional housing programs 11% of clients responded "do not know". HACAP has made an increased effort to continue to improve these totals over the 2015 calendar year. The agency's goal is that each program participant finds a place of permanent tenure after they complete the program.

**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.

As stated above a full year of ESG funded Rapid rehousing has not been established but since the SSVF Rapid rehousing program is almost identical and also is for veterans like ESG results should be similar. The SSVF Rapid rehousing programs average length of time to re-house a veteran household is 32 days. The SSVF providers have set a statewide goal of 45 days as a measure in order to reach ending veteran homelessness (functional zero) by the end of 2015. The percentage of households that remain permanently housed after assistance ends is 83%. Follow up with clients after exit is extremely difficult. Since HACAP cannot access statewide recidivism rates by program/client the agency assumes former participants are stably housed unless they return to SSVF or another HACAP homeless program for service. The return to service after 12 months is 7% thus HACAP assumes 93% of clients remain housed after 12 months.

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.

In 2014, 67% of program participants in the transitional housing programs exit to permanent destinations. In 2013, the rate was 70%. Although the exit rate to permanent destinations did fall decrease this can be contributed to a change of prioritization of the program over the last 12 months. The program is serving those most at risk, and prioritizing individuals who are literally homeless over the last year. Using a housing first approach, those who are in need of longer and more intensive services are entered into the program. Those in need of more short term assistance are being diverted to Rapid Rehousing programs. Although the program participants enrolled in 2014 may be more difficult to house than in prior years, the results are still above the national average of transitional housing provider of just 50%. In 2014, 48% of transitional housing program participants exited in 6 months or less, 35% exited in 6 months to a year, and 17% stayed over one year. This is a dramatic decrease in previous years where over 50% of participants stayed in the program for over one year. Reduction in lengths of stay continues to be reviewed and with the average housing stability plan is around 9 months.

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.

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.

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.

Action	Activity	Activity Subcategory	Description	Projected number of clients	Average request per client	Amount of Request
	Rapid Rehousing	Rapid Rehousing: Housing Relocation & Stabilization Services	Housing Stability Case Management	50	\$500	\$25,000
	Rapid Rehousing	Rapid Rehousing: Rental Assistance	Rental Assistance/Arrears	50	\$710	\$35,500
	Rapid Rehousing	Rapid Rehousing: Other Financial Assistance	Rental and Utility Deposits, Utility Payments, Application Fees	35	\$429	\$15,000
						<b>\$75,500</b>

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	Utilities	220	\$245	\$54,000
	Shelter	Shelter: Essential Services	Case Management	100	\$180	\$18,000
	Administration (limit 2%)	Administration (limit 2%)	Management and Oversight	0	\$0	\$2,500
						<b>\$74,500</b>

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

Hawkeye Area Community Action Program is requesting ESG funding for 2 different projects with separate components. The budget requests for the transitional housing projects in Linn, Johnson, Washington, and the Inn Circle facility, are for utilities and case management (a combined total of \$72,000). The dollar amount requested is based on number of housing units and individuals served. HACAP pays utilities in our transitional housing program. The agency believes that by providing this essential service program participants can use their discretionary income towards paying past due bills and saving funds for their transition into permanent housing. Without ESG funds towards utilities and operations HACAP would not be able to operate these programs which are an essential service in the community. Average cost per client above is based on the number of clients served in the program in calendar year 2014.

HACAP's second project is the Rapid ReHousing program. These funds will be prioritized for homeless veterans and families in rural communities who lack the access to community resources that are available in urban areas. HACAP anticipates serving approximately 25 households (50 clients) with these services for literally homeless

veterans. Depending on household need and average cost per client this number could increase. HACAP currently projects it will spend \$710 per client on rental assistance and arrears, \$429 per client on rental deposits and utility assistance, and \$120 per client on housing stability case management.

**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
	Other Federal Funds	Support Services for Veteran Families	Committed	\$112,500.00
				<b>\$112,500.00</b>

**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)

HACAP received \$150,000 in Emergency Solutions Grant funding for the 2015 calendar year. To date \$20,999.68 has been reimbursed. Utilities for transitional housing operations will be expended after July 1st and spending will increase in the second half of the year. HACAP has participated in the mandatory quarterly conference calls, submitted contract documents on time as well as reimbursement requests. Reimbursement requests include the submission of all client data reports.

**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)

ESG Calendar Year 2014-Awarded \$150,000 Expended \$20,999.68  
Shelter Assistance Fund Calendar Year 2013- \$75,000 Expended \$75,000  
Shelter Assistance Fund Calendar Year 2012- \$76,300 Expended \$76,300

**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
City of Cedar Rapids Approval	Certification of Local Government Approval	7/17/2015 7:24:58 AM
Veteran Support MOU with Willis Dady	MOUs/Letters of Support	7/16/2015 12:50:49 PM
Veteran Support MOU with Shelter House	MOUs/Letters of Support	7/16/2015 12:50:12 PM
HACAP Threshold Assurances	Threshold Assurances	7/16/2015 12:48:35 PM
Linn County CoC Support Letter	MOUs/Letters of Support	7/16/2015 12:34:48 PM
City of Iowa City Approval	Certification of Local Government Approval	7/16/2015 12:31:38 PM
HACAP Rapid Re-housing Outcomes	Performance Outcome Reports	7/16/2015 12:30:35 PM
HACAP Transitional Housing Outcomes	Performance Outcome Reports	7/16/2015 12:30:10 PM
HACAP Certificate of Standing	Certificate of Standing	7/16/2015 12:22:52 PM
HACAP 990	Most Recently Filed IRS Form 990	7/15/2015 9:51:24 AM
HACAP Audit	Audit or Certified Financial Statement	7/15/2015 9:50:55 AM

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**Optional Explanation for Discrepancies**

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

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**Optional Application Feedback**

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

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

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