

**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:\*

Willis Dady Emergency Shelter

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

Shelter and Related Services

3. Recipient Type (check one)\*

Local Government Entity (not local PHA)

501(c) Non Profit

4. Organization Address\*

Street Address: City State: Zip Code:  
 1247 4th Ave. SE Cedar Rapids Iowa 52403

County:\*

LINN

5. Executive Director\*

| Action | Role               | First Name | Last Name | Courtesy title | Phone          | Fax            | Email                 | Other - Role Description |
|--------|--------------------|------------|-----------|----------------|----------------|----------------|-----------------------|--------------------------|
|        | Executive Director | Phoebe     | Trepp     |                | (319) 362-7555 | (319) 362-7540 | wdesed@willisdady.org |                          |

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

| Action | Role | First Name | Last Name | Phone | Fax | Email                  | Other - Role Description | Courtesy title |
|--------|------|------------|-----------|-------|-----|------------------------|--------------------------|----------------|
|        |      | Martha     | Carter    |       |     | wdescm1@willisdady.org | Case Manager             |                |

Case Manager | | | (319) 362-7555 | (319) 362-7540 | |

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 | Phoebe     | Trepp     | (319) 362-7555 | (319) 362-7540 | wdesed@willisdady.org |

8. Applicant DUNS #.\*

806859187

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

42-1311668

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.\*

Not Applicable

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 |
| BUTLER     |
| CEDAR      |
| IOWA       |
| JONES      |
| 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.\*

This project builds on 28 years of experience in the homeless services field by providing emergency shelter and case management to single men and families experiencing homelessness. Willis Dady Emergency Shelter (WDES) provided the most shelter nights to men in Linn County in 2014, and the second most shelter nights overall. Our project is highly involved in Linn County's coordinated assessment/intake process.

**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)\*\*

Willis Dady Emergency Shelter (WDES) was founded in 1987 as a day program for men experiencing homelessness. Our founder Jim Welborn struggled with homelessness for 25 years before attending college for social work and starting WDES. Welborn had first-hand experience of the need for safe shelter, specifically for single men. Shortly after opening we began to provide overnight shelter. Since then WDES has expanded to shelter 16 single men and 4 families, and we provide case management for shelter clients. WDES addresses the needs of our clients by working with other agencies who can meet clients' needs in areas WDES cannot, and through the development of new programming/projects when needed. Our other projects include prevention services and targeted aid for veterans.

Single men are consistently the highest percentage of local homeless persons, and we have always served single men. We currently provide the most nights of shelter for men in Linn County; 9,584 nights in 2014. Our family client population and other services have changed over time based on the needs in the community. For the past several years we have housed male headed families in addition to single men, and we are the only agency in our community that serves this population.

**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)\*

Our shelter operates at one site with 16 beds for men and 4 family apartments. The family apartments are on the second floor; the men's rooms on the first; each floor with separate locking entrances. Each family apartment has a private bathroom, 2 bedrooms, and a living room; this provides private, safe space for the family. The family apartments open to a shared kitchen and dining area with one other family. There are 4 men's rooms with 4 beds per room; this provides more privacy and a much better sleeping environment than one large dorm facility. The men have bathrooms, living areas, a dining area, and a kitchen.

All clients can meet their essential needs in our facility; safe shelter, rest, food and a food pantry, hygiene items, laundry, showers, restrooms, clothing items, phone and computer access, and staff/volunteer assistance. Our shelter is near additional services; across the street from a healthcare for the homeless clinic; on a major bus route; 5 blocks from an elementary school; 2 blocks from a middle school; and 5 blocks from Waypoint services which provides coordinated intake. Our shelter's proximity to services is essential for our clients who do not have vehicles.

**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)\*\*

WDES shelters homeless single men and families with a male parent. Single men are the highest % of local homeless people and our founder sought to serve homeless men like himself.

We prioritize shelter clients based on (1) a 9-step triage and diversion tool with the goal of shelter diversion provided during the Coordinated Entry process (mediated by Waypoint Services since 2012), (2) veteran status, (3) family status, (4) no outstanding warrants, (5) non-registry as sex offender who is under the 2000 foot restriction, and (6) no recent prior stay at WDES. Once determined eligible to stay at WDES a client is admitted based on bed availability; veterans are given priority for open beds, or are placed at the top of the wait list when no bed is available. After an intake to our shelter our case manager does a warm hand-off with rapid rehousing

where they conduct the VI-SPDAT to identify appropriateness for permanent supported housing, rapid rehousing, or neither. Our staff has been trained in using the VI-SPDAT 2.0. There is no wait or eligibility criteria for our other services; SSVF for homeless vets, and homeless prevention.

**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)\*

WDES knows that all clients can and should be housed, and are ready for housing, right now. To that end all shelter clients are provided case management during and after their stay with the #1 goal of assisting them in finding and maintaining housing asap. After an intake to our shelter our case manager does a warm hand-off to rapid rehousing where they conduct the VI-SPDAT to identify appropriateness for permanent supported housing, rapid rehousing, or neither. The case manager works with all clients to identify current barriers to housing including; employment, money management, and health needs. The case manager and clients create action steps and set goals to overcome these barriers, while immediately conducting a housing search. If Rapid Re-housing funds are not available for a client, our case manager continues to work with them to find other resources to secure permanent housing as soon as possible. Our case manager meets with clients at different times and locations depending on the specific needs of each household. She is available to assist clients after they leave our shelter if the client requests her assistance, but this is the client's choice.

**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

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?

We have active contracts/MOUs in place and we work weekly with Waypoint, HACAP, St. Luke's Hospital, and Mercy Hospital on shared projects. We have a written agreement with the Linn County CoC Planning and Policy Council (CoC) and in 2014 we had 100% attendance/participation. The CoC is 50+ agencies serving the homeless and creates time/space for interagency coordination. CoC subcommittees include; the annual Stand-Down fair for the homeless, annual Sleep-Out for the Homeless, Point-In-Time counts, coordinated intake, and overflow shelter during the winter. WDES staff are active in all of these subcommittees.

At entry clients get verbal and written info about shelter and essential services they can access on site:

food/kitchens, clothing/laundry, hygiene products, etc. Upon exit clients are surveyed about their destination and their experience at WDES. Exit info goes into ServicePoint and the written client feedback is used to improve our services. Gathering this data is a written requirement for shelter staff. This data is reported to the Board of Directors monthly and includes outcome data re: exits to permanent housing and lengths of stay. In 2014 92% of clients felt WDES helped them meet their most urgent needs, 91% felt the shelter was physically and emotionally safe, and 88% felt their experience was pleasant overall. In 2014 WDES used 9,578 of an available 11,680 bed-nights (82%).

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

**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)

Yes, veterans receive priority at our shelter. Once determined eligible to stay at WDES a client is admitted based on bed availability; veterans are given priority for open beds, or are placed at the top of the wait list when no bed is available. All veterans staying in our shelter are immediately connected with one of our Supportive Services for Veteran Families (SSVF) staff; this provides additional services and prioritizes them for Rapid Re-Housing funds. In 2014 over 1/3 of our budget was spent on veteran services, and 42 of the 275 total adults sheltered were veterans (15%). This is almost double veterans in the Linn County general population (8%).

The WDES SSVF staff can also serve veteran clients not staying in the shelter. Veterans who contact our coordinated intake center but do not ultimately stay at WDES's shelter are still referred to SSVF for homeless prevention and/or rapid re-housing assistance. These households can come from seven Iowa counties, including Linn. In the previous SSVF program year we provided services to 142 non-shelter veteran households. All three of our SSVF full time staff are military veterans, as is one of our three Shelter Resident Assistants.

**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)

Yes, WDES prioritizes families with children. We have 4 apartments in the shelter designated only for family use; single men are never placed in the apartments, even when all single male beds are full. Families are referred to us via coordinated intake whenever we have family apartments open. WDES provides case management to these families and works with Waypoint, the local Public Housing Authority program, and HUD-VASH to find permanent housing for families as quickly as possible. In 2014 WDES sheltered 61 children. We work with the Youth Shelter to house young adult male clients who age out of their program and don't yet have other housing. During the shelter intake WDES staff explain that school districts are obliged to transport children if they are already enrolled in an area school; WDES also posts fliers in the family areas explaining McKinney-Vento education services with contact information for local school districts. WDES staff coordinate with local school district homeless coordinators to transport children to and from school and to enroll those new to the community. WDES provides bus tickets daily to assist families in transport. In 2014 we began to provide free family outing opportunities thanks to a local grant. Families have attended museums, plays, activity centers, etc.

**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)

No, this program (WDES's shelter) will not be able to devote one-half of the grant to a rural area. WDES's shelter is located in the heart of the MSA of Cedar Rapids, Linn County and primarily serves clients from the MSA; due to our location and community needs, we cannot prioritize sheltering clients from rural areas.

However, the WDES SSVF program staff serve veterans throughout seven Iowa counties, and our prevention services complete outreach services in rural Linn County.

**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, as an emergency shelter 100% of the individuals we house are literally homeless based on Category 1 of HUD's Homeless Definition. Additionally, 11% of the adults we sheltered in 2014 were chronically homeless. To ensure we provide emergency shelter only to households experiencing homelessness, the coordinated intake process includes questions about homelessness status and living situation prior to seeking shelter. After the coordinated intake process, we perform a complete intake through Service Point for entry to our shelter. Families and individuals both undergo this process. When someone locates housing they are exited from our shelter and their exit is completed in ServicePoint.

**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)\*

Our mission is to provide shelter and prevention services to the homeless and near homeless with the vision of empowering clients to break the cycle of homelessness and become self-sufficient. WDES was founded in 1987 as

a day program for men experiencing homelessness and/or struggling with substance abuse. The program's founder, Jim Welborn, faced similar challenges for 25 years before attending college and creating WDES as his senior project. Shortly after its creation, WDES expanded to provide shelter nights; it now houses 16 single men and 4 male-headed families and has housed approximately 12,000 individuals since opening. WDES was incorporated in 1989, moved to a new location in the mid-90s, and renovated in 2010. In 2007 WDES added case management for shelter clients, and in 2012 we added prevention/outreach services. In 2013 we began to provide services to veterans experiencing homelessness through the Support Services for Veteran Families (SSVF) program called Operation Home. WDES provides the most nights of shelter to men in Linn County.

**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)\*

WDES participates in event fundraising, grant writing, and soliciting individual, business, and faith-based contributions. Our funding changed significantly in 2013 with the addition of the SSVF program, which funds three WDES staff via a contract with HACAP. In 2014 we received a large one-time bequest of \$100,000 which the board set aside as an operating cash reserve. The following incomes (2012 | 2013| 2014) do not include federal government grants or service contracts (e.g. SSVF).

Contributions – Faith-Based: \$10,477.88 | \$9,891.28 | \$16,805.14  
 Contributions – Individual: \$33,145.04 | \$24,351.21 | \$133,633.44  
 Contributions – Other: \$23,273.54 | \$15,514.25 | \$12,002.76  
 Grants – Faith-based & business: \$14,372.01 | \$5,213.66 | \$7,643.00  
 Event Revenue: \$1,015.00 | \$13,873.00 | \$23,637.78  
 TOTAL: \$82,283.47 | \$68,843.40 | \$193,722.12

**Score:**

of 3 points

**Scores for all reviewers**

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

Our Shelter Manager is our longest term employee, having worked here for 9 years. She started as a Resident Assistant working evenings and overnights at the shelter while she pursued her associates degree in human services. She has served in many capacities including as a SSVF case manager, but she is now our Shelter Manager and supervises our three Resident Assistants. Our Case Manager has been with us since 2011 and has been in the field of case management since 2006. She has her Master's in Public Administration. Our Executive Director was the Program Development Director at Shelter House for five years prior to coming to Willis Dady in May 2015, where she worked with programs including emergency shelter services, permanent supported housing, SSVF, HVRP, Rapid Re-Housing, and a VA Grant Per-Diem program.

**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)\*

2012: 25% (2 of 8 = 25%)  
 2013: 25% (3 of 12 = 25%)  
 2014: 8% (1 of 12 = 8.3%)

The small size of our staff means that even two or three people changing in a year has a large impact percentage-wise. We had very little turnover in 2010 and 2011.

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)\*

2012: ServicePoint, K-2 Spice Marijuana Awareness, Sexual Assault  
2013: Suicide Prevention, SOAR (SSI/SSDI Outreach, Access and Recovery), Housing Iowa Conference, new ServicePoint training  
2014: COLORS communications style workshop, Homeless Veterans Summit, Mental Health First Aid, Cultural Diversity Training, Linn County Triage Training, Emerging Drug Trends, Mental Health Summit, Trauma informed care 1 and 2, Mediation and domestic abuse, using IA Housingsearch.org, Adverse Childhood experiences. All non-administrative staff were trained and received CPR certification in 2014.

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)\*

Not applicable.

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)\*

Our most recent Audit statements were issued on April 27th 2015 and are attached with this application. We had no significant findings to report. A presentation made to our Audit and Finance committee from our Auditor (Clifton Larson Allen) includes the following summaries:

Financial Statements - "Overall: Unmodified opinion which is the highest level of assurance CPA firm can provide."  
Governance Communications - "Difficulties: No difficulties encountered. No disagreements encountered. No other findings to report."  
Internal control - "Specific findings: None. This is the best letter we can issue under professional standards."

We received two items to review: having someone other than our administrative assistant open and record checks, and having a board member review the executive director's expenses. Changes to address these concerns have been implemented, including a new check-recording log and a new procedure for the board to review the executive director's expenses.

Score:

of 3 points

Scores for all reviewers

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

A list of the board of directors is attached. We currently have 13 board members and all members are active. The board meets each month and occasionally calls special meetings. Monthly meetings include reports from the treasurer, executive director, and any active subcommittees. Representatives of other community agencies and/or WDES staff also attend at times to present relevant information to the board. The board has an executive committee which also operates as a governance committee. There are four board officers: president, vice president, secretary, and treasurer. The board has a finance committee to review quarterly budgets and spending and to spearhead the annual budgeting process. The executive director attends regular board meetings and other special meetings as appropriate. The board is active in planning and facilitating the annual budget, the audit, the performance review of the executive director, and recently completed an updated strategic plan. The board leads two major fundraising events throughout the year and is required to volunteer at the shelter at least once per calendar year. Board members bring a wide range of skills and experience to the board.

**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/CPCC
- 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.

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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)\*

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The Linn County Continuum of Care (CoC) is 50+ agencies serving the homeless. The CoC monthly meetings and additional sub-meetings creates time/space for inter-agency coordination. CoC subcommittees include; the annual Stand-Down fair for the homeless, annual Sleep-Out for the Homeless, Point-In-Time counts, coordinated intake, and overflow shelter during the winter. WDES staff are active in all of these subcommittees. The CoC hosts monthly speakers who educate members about resources for the homeless as well as high level changes in standards and laws that will impact both the clients and the organizations, such as the HEARTH Act, the Affordable Care Act, the Iowa COH shelter standards, and locally the nuisance abatement ordinance. The CoC is engaged in a coordinated intake process which allows someone seeking homeless assistance to access a wide range of services through a single entry point. This is available via phone or walk-in. The coordinated intake goes through a 9-point assessment/triage to determine if a client can be diverted from shelter. If not, clients are directed to appropriate services, including WDES's single male/male-headed families shelter, a shelter for unaccompanied youth, a women and children's shelter, and a transitional housing program. Many of these shelters, including WDES, provide essential services such as clothing, hygiene items, food, and bus tickets. After the coordinated intake, clients may also be directed to the WDES prevention outreach worker, SSVF case managers, outreach worker, or a number of other homeless services in the community, including rapid rehousing.

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**Score:**  
 of 3 points

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**Scores for all reviewers**

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

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There are two main gaps in the current services offered. 1) There aren't timely services for clients with a combination of mental health, substance abuse, and physical health problems. These services exist but the wait is lengthy to receive psychiatric care and to access inpatient substance abuse treatment. Furthermore there is a lack of housing and treatment for those who are intoxicated and/or actively using substances. WDES's shelter is dry, which we've found important because we house families with children and because it helps those in recovery stay sober. We have worked with two local hospitals to make beds available to homeless people with complex health needs who are discharging in need of a safe place to stay. We work directly with hospital staff to help clients sign up for behavioral health and substance treatment services; clients will often stay with us (sober) while waiting for these services. We have begun conversations with other local service providers about a more focused approach to housing people with the most challenging needs, and we hope to see this develop into collaborative community action.

2) Our community lacks access to safe, affordable housing, particularly for people below 30% area median income (our clients). To address this there are several new affordable housing projects underway. Habitat for Humanity and Affordable Housing Network are both focused on improving the rental housing stock in the most affordable neighborhoods in Cedar Rapids, which is where our shelter is located. We support their efforts through referrals and other neighborhood initiatives such as attending the Wellington Heights Community Association meetings.

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**Score:**  
 of 3 points

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**Scores for all reviewers**

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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)\*

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Our planning group serves Linn County, but we are active in other initiatives throughout the region. The Point-In-Time count is an area where our group reaches beyond Linn County to coordinate better collection of data in the rural neighboring counties. Willis Dady staff are involved throughout the year with the planning and

facilitation of the Point-In-Time count. Our planning group and Willis Dady staff are also very active on the state level with the Council on Homelessness. Our new executive director was a committee chair, an executive committee member, and highly active in the Johnson County Local Homeless Coordinating Board until May of this year. She facilitated attendance at the Linn County group by Johnson County planning members and facilitated public presentations about the Johnson County FUSE project at the Linn County CoC group. She brings to Linn County a thorough awareness of the current initiatives of the Johnson County planning group and has continued communication with multiple members of that group.

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)\*

Until May 2015 the executive director was the ICH Secretary, recently chaired and actively served on the Public Awareness Committee, helped coordinate the 2014 and 2015 "Day on the Hill: Homelessness Awareness" event at the Capitol in Des Moines, and was active on the planning committee for the 2015 Iowa Peer-to-Peer Homeless Symposium held in June 2015. As of May 2015 the new executive director started at Willis Dady and has attended all ICH meetings held since that time, attended the Iowa Peer-to-Peer symposium, and is seeking to join an ICH committee based on current ICH committee needs.

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)\*

Linn County service providers have embraced HEARTH/Opening Doors, including 100% participation in ServicePoint; all seven shelter programs and six transitional housing programs participate. These agencies have signed MOUs and participate in Linn County's Coordinated Services Network. Also, the Linn County Continuum of Care (CoC) consists of 50+ community agencies, many of which utilize ServicePoint. At CoC meetings the importance of ServicePoint is emphasized, and while there are no formal consequences for rejecting it, CoC meetings and resulting partnerships pressure relevant agencies to utilize ServicePoint. WDES's leadership in these efforts has included involvement with coordinated intake since its start in Linn County, participation in the 2011 HEARTH Academy and follow-up planning, and a depth of staff participation in the CoC. WDES has learned much about sharing information to coordinate care and using ServicePoint to make coordinated intake more efficient. We plan to continue sharing what we learn with agencies state-wide to help Iowa to be in full compliance with Opening Doors.

The CoC is also highly engaged with and coordinates Point-in-Time twice each year, in January and July. The count includes several weeks of training and weekly visits to map areas where people may be staying. WDES's staff are active in pre-visits leading to the counts and help with the actual street and shelter counts on the night of the count. The Point-in-Time count is a standing agenda item at CoC meetings; repeated discussion about the planning and results encourages all relevant agencies to participate.

Score:

of 3 points

**Scores for all reviewers**

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

1) Waypoint Services - Coordinates assessment/intake and rapid re-housing with WDES to streamline services at entry/exit. Also offers child care and women's services to WDES clients. When clients enter our shelter we make a warm hand-off to rapid-rehousing staff to conduct the VI-SPDAT. Our case manager then works with the

client on the best/quickest option to find permanent housing. Current MOU attached.  
 2) Hawkeye Area Community Action Program (HACAP) – Provides transitional and permanent supportive housing as exit destinations for WDES clients. Partners with WDES to participate in Supportive Services for Veteran Families (SSVF) to provide outreach/case management for veterans. SSVF vastly expands WDES’s number and geographic base of clients and focuses resources on obtaining or maintaining safe, stable housing. Current agreement attached.  
 3) United Way of East Central Iowa (UWECI) – Funds WDES under its “Financial Stability” priority area, which recognizes the central role of housing and supports WDES’s emphasis of rapid re-housing shelter and prevention services. Additionally, UWECI convenes service providers, administers 211 help calls, gathers key data, organizes local advocacy, and provides vital communications to the community; due to size, WDES cannot independently provide these services. Most recent award letter attached.

**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)\*

The City of Cedar Rapids administers the federal CDBG program and has increased awards to WDES each of the last 3 years, with \$12,000 in 2015. In addition, the City has provided the venue for our annual 5K and letters of support for major grant proposals whenever asked. The Police Dept. has provided office space at its 1st Ave SE location for free; our SSVF WDES staff use this office location. Our prevention staff member utilizes free office spaces at the Linn County Southeast Community Center, the Mission of Hope, and the county VA office. These agencies have expressed a desire to continue providing space and access to their clients free-of-charge because of our positive impact. Linn County administers the Emergency Food and Shelter (FEMA) grant program locally and has approved high awards for WDES in each of the past two years (\$6,000 in 2013 and 2014; both tied for 2nd highest). The County provides staffing for Point-in-Time, other reports, note-taking, and the coordination of service providers. Many committees and groups addressing homelessness meet at County locations at no charge. United Way of East Central Iowa, the Greater Cedar Rapids Community Foundation, and the Housing Fund for Linn County are long-time supporters of WDES, both financially and through in-kind donations of services and programming. Additionally, WDES receives several community grants, including Ronald McDonald House, REACT, St. Joseph’s Catholic Church, and St. Pius X Catholic Church. We also receive financial donations, goods, and volunteers from hundreds of individuals, faith groups, and businesses throughout the community.

**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)\*

We have 0% Nulls for our data, as reflected in the ServicePoint Application report, Data Quality #1, and Data Quality # 2 reports. These reports reflect total data completeness and meet the goals for the entire year of 2014. Data entered is reviewed three to four times each month by the ServicePoint administrator (shelter case manager) to ensure that information is being entered into the system in a timely manner and that mistakes are corrected quickly. When errors are identified, they are immediately addressed, assigned to the appropriate staff, and corrected to ensure accuracy.

**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)\*

WDES client information is entered in ServicePoint within the first two days (average 1.78 days) the client(s) enter(s) shelter. This is 12 days quicker than the goal. To achieve this, 7 of the 8 in-shelter staff are ServicePoint certified, including 100% (4/4) of our direct-care shelter staff. ServicePoint data is input as immediately as possible after an intake, and the shelter manager and shelter case manager follow up with other direct-care staff to confirm data entry occurs within the appropriate time frame; outstanding entries are assigned to appropriate staff and with follow-up by our ServicePoint administrator.

**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)\*

In 2014, 56% exited to permanent housing, 7% to temporary housing, and 22% to an unknown destination. (Unknown information results from client disappearance or refusal to complete an exit interview.) In 2014, 54% exited with cash income, 15% had a cash increase of = \$250 at exit vs. entry, and 10% began receiving cash income while at our shelter. Relatedly, 22% (56/265) entered with employment, 96% of whom (54) maintained employment. 15% who entered unemployed (31/209) exited with employment, and 32% overall (85/265) exited with employment.

We follow up with clients 3 and 6 months after exiting shelter. Of the households we were able to contact in 2014, 94% were housed and 67% had employment after 3 months; after 6 months, 96% were housed and 70% were employed. Our 3 and 6 month post-shelter outcomes are very positive, and we believe after factoring in "unknown destinations," at least 60% of clients exit to permanent housing when leaving our shelter. This and our work with clients on SSI/DI, SNAP, repaid rehousing, and other resource applications reveal the strength of our case management . We view the number of clients exiting without housing, income, and employment, as focus

areas for improvement. For employment in early 2015 we established a very strong relationship with the Homeless Veterans Reintegration Program (HVRP) and have begun dialogues with several area businesses and vocational services (e.g. Iowa Workforce Development, Iowa Vocational Rehabilitation, Goodwill) to develop new ways for clients with major barriers (criminal records, no transportation, etc.) to become legally employed quickly.

**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

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.

Compared to 2013, in 2014 we maintained the percentage of clients staying 0-1 months (63%). Nearly two-thirds exited within one month, and fully 99% exited within 3 months. 2014 saw a 4% reduction in the number of clients exiting to permanent housing in comparison to 2013. In positive contrast, 2014 saw a reduction in clients who remained homeless and a reduction in clients who exited to only temporary housing. A number of factors may have contributed to the 4% reduction of exits to permanent housing including a higher percentage of "unknown destinations" (15% to 22%), and the start of the Cedar Rapids nuisance abatement in July 2014. In 2015 we started initiatives to shorten client stay and increase exiting to permanent housing. In May we began weekly, in-person meetings between the shelter manager and shelter case manager to specifically discuss the length of each client's stay. These meetings help staff adjust exit dates and also provide status reports on housing, employment, etc. so staff can effectively help clients meet their needs ASAP. We are relocating staff and changing schedules to increase accessibility for clients so they can more quickly establish goals and become connected to services. WDES is promoting a community-wide increase in safe, affordable housing as a lack of housing inhibits any rehousing/shelter program's effectiveness. WDES serves on the board of SAFE-CR to address the impact the nuisance abatement has on our clients. We are also working with our Neighborhood Association and developers to address community-wide needs for affordable 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

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

**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         | Staff Salaries/security: trained personnel who staff the shelter, conduct intakes, etc.                          | 350                         | \$117                      | \$41,092          |
|        | Shelter  | Shelter: Operations         | Maintenance: cleaning, pest control, and related supplies and materials for repair or replacement of minor items | 350                         | \$16                       | \$5,436           |
|        | Shelter  | Shelter: Operations         | Insurance: required for property and liability coverage  | 350                         | \$12                       | \$4,371           |
|        | Shelter  | Shelter: Operations         | Utilities: cost of electricity, water, heat, and telephone service for shelter                                   | 350                         | \$17                       | \$5,851           |
|        | Shelter  | Shelter: Essential Services | Case Management  | 350                         | \$33                       | \$11,605          |
|        | Shelter  | Shelter: Essential Services | Transportation: local bus tickets and off-hours transportation for clients to get to work                        | 350                         | \$8                        | \$2,640           |
|        |          |                             |  |                             |                            | <b>\$70,995</b>   |

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

This request is limited to the following categories directly linked to operating our shelter and providing essential services at the cost of \$202.84 per client: shelter staff salaries; shelter maintenance, insurance, and utilities; shelter case management; and client transportation. This request is for 1/2 the cost of each of these budgeted categories, with the exception of the case manager; this request includes only 1/3 the cost of our shelter case manager. This budget does NOT include other shelter expenses such as office supplies, internet, printing, equipment, snow plowing, staff development, administration staff salaries (no costs for the executive director, accountant, or administrative assistant are included), volunteer expenses, etc. This request also does NOT include WDES's non-shelter programs, SSVF and prevention; these require additional separate funding. If our full budget request is approved, we will still require substantial additional funding to continue all current WDES programs at current capacity. We anticipate being able to cover the remaining costs through other financial support from the United Way, local grants, and private contributions.

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             |
|--------|-------------------------------|---|-------------|--------------------|
|        | Local Government Funds        | City of Cedar Rapids CDBG                                 | Uncommitted | \$12,500.00        |
|        | Private Funds                 | Greater Cedar Rapids Community Foundation - Program Grant | Uncommitted | \$8,000.00         |
|        | Private Funds                 | Housing Fund of Linn County - grant                       | Committed   | \$7,500.00         |
|        | Other Federal Funds           | FEMA/EFSP   | Committed   | \$5,425.00         |
|        | Private Funds                 | United Way of East Central Iowa                           | Committed   | \$57,500.00        |
|        | Noncash - Services            | In-Kind Volunteer service contributions                   | Uncommitted | \$6,000.00         |
|        |                               |   |             | <b>\$96,925.00</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)

For 2015 we were awarded \$39,600 in SAF funds. We have submitted all \$39,600 for reimbursement as of this application. WDES has turned in complete reports on time every quarter of the current and previous SAF grant years. Documents, reimbursement applications, and client data reports have been accurate, not requiring follow-up by IFA staff. We will gladly participate in ESG conference calls if we receive ESG funds.

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)

Year Type Amount awarded Amount approved for reimbursement  
 2012 ESG \$22,000 \$22,000  
 2013 SAF \$20,000 \$20,000

2014 SAF \$26,600 \$26,600  
 2015 SAF \$39,600 \$39,600 (pending our most recent grant draw in early July)

**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          |
|--|--|----------------------|
| Certification of Local Government Approval   | Certification of Local Government Approval | 7/16/2015 3:14:49 PM |
| 2015 ESG Data Quality #2 Report              | Performance Outcome Reports                | 7/16/2015 3:14:15 PM |
| 2015 ESG Data Quality #1 Report              | Performance Outcome Reports                | 7/16/2015 3:13:46 PM |
| 2015 ESG Application Performance Report      | Performance Outcome Reports                | 7/16/2015 3:12:50 PM |
| 5.14.15 2014 Form 990 Final Signed Returns   | Most Recently Filed IRS Form 990           | 7/13/2015 3:19:15 PM |
| Internal Control Communication               | Audit or Certified Financial Statement     | 7/13/2015 3:09:56 PM |
| Governance Communication                     | Audit or Certified Financial Statement     | 7/13/2015 3:09:29 PM |
| Management Letter                            | Audit or Certified Financial Statement     | 7/13/2015 3:09:11 PM |
| Certified Financial Statement                | Audit or Certified Financial Statement     | 7/13/2015 3:08:50 PM |
| HACAP SSVF Agreement 2014 - 2015             | MOUs/Letters of Support                    | 7/1/2015 4:06:33 PM  |
| Linn Co. Continuum of Care Letter of Support | MOUs/Letters of Support                    | 7/1/2015 4:05:09 PM  |
| United Way Funding Renewal                   | MOUs/Letters of Support                    | 7/1/2015 4:03:50 PM  |
| City CDBG Subgrantee Site Monitoring Letter  | MOUs/Letters of Support                    | 7/1/2015 3:59:03 PM  |
| List of Board Members                        | MOUs/Letters of Support                    | 7/1/2015 3:49:06 PM  |
| Threshold Assurances                         | Threshold Assurances                       | 7/1/2015 3:16:55 PM  |
| Certificate of Standing                      | Certificate of Standing                    | 7/1/2015 3:16:23 PM  |

Use the fields below to upload an exhibit.

Document Type:  ▼

Title:

Document to Upload:  Select

**Optional Explanation for Discrepancies**

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

N/A

**Optional Application Feedback**

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

IFA staff was helpful throughout this process in explaining the application process, who to contact at ServicePoint, clarifying funding categories, etc. In the future a specific word/character limit would be preferable as a stand-alone guideline vs. the space it takes on the screen, because a smaller screen might still require scrolling even though we ensured that our word count is less than requested and fits on our screens without scrolling.

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

**Error Log**

