

### 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 2017 Calendar Year. Approximately \$2.4 million is available to fund between 20 - 40 awards.

#### APPLICATION DEADLINE: Friday, June 24, 2016, 4:30 PM

#### Application Training Webinar

An application training webinar is scheduled for Monday, May 23, 2016, at 11:00 a.m. Slides may be made available afterwards for later viewing.

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

#### 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 15, 2016, for stakeholder review and comment. Written comments are being accepted until May 6, 2016, for consideration in drafting the final application materials. Stakeholders are also invited to submit oral comments during a public hearing on Wednesday, April 27, 2016, from 10 - 11 a.m., at the Iowa Finance Authority.

[Link to Stakeholder Comments and IFA responses, in the section for the 2017 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 2 CFR Part 200, 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 2017 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, 2017, through December 31, 2017.

### 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.

### Evaluation Criteria

Program Design - 25 points  
 Experience and Capacity - 20 points  
 Community Partnerships and Need - 20 points  
 Performance - 20 points  
 Budget & Grants Management - 15 points  
 Total: 100 total points possible

### Application Deficiency Review Period

An application deficiency review period will take place following the final application deadline. The Iowa Finance Authority will first review all applications for curable technical deficiencies such as missing required documentation. If there are curable deficiencies, IFA will notify agencies using the contact information in the application. Agencies will be allowed one week to correct deficiencies.

### Application Directions

**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

Contact Judy Hartman at judy.hartman@iowa.gov or Amber Lewis at amber.lewis@iowa.gov with questions. To ensure a response before the application deadline, final questions must be submitted at least 72 hours in advance of the application deadline.

Questions on the federal ESG program (not on this particular application) may also be submitted by agencies directly to HUD through the HUD Help Desk at the link below.

Link to the HUD Help Desk and FAQs at www.onecpd.info.

**Application Deadline Reminder: Friday, June 24, 2016, 4:30 p.m.!**

The application deadline is Friday, June 24, 2016 at 4:30 p.m. The system will not allow submissions past this time. To avoid technical delays, do not wait until the last day to submit your application. Note that the system is often slower on the day or two before the deadline, due to more users in the system at one time.

**Applicant Profile**

1. Organization Name:\*

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

3. Recipient Type (check one)\*

Local Government Entity (not local PHA)

501(c) Non Profit

4. Organization Address\*

Street Address:  City:  State:  Zip Code:

County:\*

Select a County

5a. Executive Director (Primary Contact Person)\*

No Rows Found

5b. Secondary Contact Person\*

No Rows Found

5c. Additional Program Contact Person (optional)

No Rows Found

5d. Additional Program Contact Person (optional)

No Rows Found

6. Applicant DUNS #:\*

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

8a. Is your agency a Transitional Housing/Shelter provider applying for ESG funds in the Shelter category (either Essential Services or Operations)?\*

Yes  No

8b. 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.\*

9. 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 7/31/2014, 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

10. 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.\*

No Rows Found

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

- Women
- Men
- Families with children
- Unaccompanied youth

12. Is assistance through your program limited to persons with the following conditions or characteristics?\*

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

13. Funded agencies must use one of the following two systems to collect and report client data. Select the system your agency will use. The second system is designed for agencies whose primary mission is to serve clients that are fleeing domestic violence (DV).\*

- ServicePoint I-COUNT HMIS
- ServicePoint Non-HMIS for DV

14. For the project(s) described in this application, identify the associated project name in the ServicePoint system. If not currently using ServicePoint, enter the project name that will be used in ServicePoint if the application is funded.\*

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

**Program Design**

**Program Design: 25 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. Include a description of the structure (scattered-site, project-based, etc.). (1 point)\*

2. Provide information from the 2016 Housing Inventory Count (HIC) to answer Questions 2a, 2b, 2c, and 2d, using the chart at the link below. Ensure the totals add up all beds correctly in each table. If your agency does not have beds in a particular category, leave that table blank.

ADD LINK HERE WHEN AVAILABLE TO THE 2016 HIC.

2a. In the table that follows, enter your agency's 2016 HIC bed information for Emergency Shelter (ES).

Action	Facility Name	Bed Type	Family Units	Family Beds	Adult-Only Beds	Child-Only Beds	Seasonal	Overflow	Total ES Beds
	Project A	ES for Families	3	5					5
	Project B	ES for Mixed Populations			4				4
				5	4	0	0	0	9

2b. In the table that follows, enter your agency's 2016 HIC bed information for Transitional Housing (TH).

Action	Bed Type	Facility Name	Family Units	Family Beds	Adult-Only Beds	Child-Only Beds	Seasonal	Overflow	Total TH Beds
	TH for Youth	Project C				5			5
				0	0	5	0	0	5

2c. In the table that follows, enter your agency's 2016 HIC bed information for Rapid Rehousing (RRH).

No Rows Found

2d. Provide a narrative explanation of your program's anticipated cost per participant served. Refer to bed availability above, as applicable. This information should fit with the information provided in the Budget section of the application. (4 points)\*

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3. How does your agency prioritize which families or individuals receive assistance, such as through a Coordinated Entry system, use of the VI-SPDAT assessment tool, or other means? If the agency operates on a first-come, first-served basis, how does this ensure the most efficient use of resources to serve 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.) (4 points)\*

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

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

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

5. Describe if your agency prioritizes 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. (3 points)\*

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

6. Answer Question 6a if seeking funding for a Rapid Rehousing program. Answer Question 6b if seeking funding for Shelter or Street Outreach. Answer Question 6c if seeking funding for Homelessness Prevention. If seeking funding for multiple programs, answer all that apply. (6 points total)

6a. 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.

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[HUD SNAPS In Focus: Rapid Rehousing Brief](#)

6b. 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?

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6c: 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 6a above, as applicable.

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7: Federal Opening Doors Plan: How does your program align with and further the four goals of the federal USICH Opening Doors Plan, especially ending homelessness among veterans, the chronically homeless, and families with children and youth? (4 points)

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

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

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

**Experience and Capacity**

**Experience and Capacity: 20 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. (2 points)\*

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

3. 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 2015, and the average number of employees during 2015 was 100, the turnover rate is 10%. Show your calculations. Provide a brief explanation for the results. (3 points)\*

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

5. 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)\*

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

8. Describe how the agency ensures continuous quality improvement. This may include how the agency has utilized the Iowa Quality Standards recommended guidelines for homeless service providers, or other means to ensure quality. (3 points)\*

[Link here to the Iowa Quality Standards](#)

**Community Partnerships and Need**

**Community Partnerships and Need: 20 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.**

1a. 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.

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1b. Planning Group Primary Contact Person\*

No Rows Found

1c. Planning Group Secondary Contact Person\*

No Rows Found

1d. Provide a brief overview of your planning group, including who participates, how frequently the group meets, and the group's successes and challenges. (2 points)\*

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2a. In the table that follows, describe the services available in your local/regional community (selected above). Note that "General Population" refers to services that are not limited to specific groups, such as DV, mental illness, substance use disorder, veterans, etc.\*

Action	Service Provided	Provider Agencies	Description
	ES for Families w Children or Unaccompanied Youth--General Population	Agency A	
	ES for Single Adult Males--General Population	Agency A, Agency B	
	ES for Single Adult Females--General Population	Agency C	
	RRH for Families w/ Children or Unaccompanied Youth--General Population	Agency A, Agency B, Agency D	
	Street Outreach	Agency B	
	Coordinated Entry	Agency G	

2b. Based on the table above, what are the current gaps in services in your community? How does your proposed project contribute to reducing these gaps? (4 points)\*

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3. How is your planning group helping to ensure regional access to services, beyond just one or two counties? (4 points)\*

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4. 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. (4 points)\*

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5. Describe your community's strategy to increase data quality and completeness by all providers of homelessness services, such as increasing HMIS "bed coverage," increasing participation in the annual PIT and HIC, or other means. (3 points)\*

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6. 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 points)

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

**Performance**

**Performance: 20 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 2017 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 an HMIS-comparable DV database to collect client information, print an APR report for the time period of January 1, through December 31, 2015. 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, 2015.

1. Describe the data report uploaded for your agency. Imagine someone looking at your report for the first time, who is unfamiliar with your agency or the goals of your program. What is the most important information in this report? (3 points)\*

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2. 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)\*

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3. 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)\*

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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)

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.

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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.

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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.

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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.

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5. Describe your agency's participation in the January 2016 Point-in-Time (PIT) Count and Housing Inventory Count (HIC). This may include staff participation in webinar trainings for the PIT and HIC for both the sheltered and unsheltered counts, timeliness and completeness of the sheltered count report submission, and participation in your local community's unsheltered count. New agencies or agencies without beds in the 2016 Housing Inventory Count may still have participated in the community's unsheltered count. (3 points)\*

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**Budget and Grants Management**

**Budget and Grants Management: 15 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.**

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.

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

No Rows Found

1b. In the table that follows, provide a budget detail if requesting funds for any category other than Rapid Rehousing.

No Rows Found

1c. Provide a narrative explanation of your agency's budget request. (4 points)\*

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 2016 ESG grant agreement for the State of Iowa (as of May 27, 2016, this is not yet signed). Refer to the HUD ESG Interim Rule at CFR 576.201 for additional restrictions.

2. Provide potential sources and amounts for the matching requirement in the grid below. Indicate whether each source is committed or uncommitted. (2 points)\*

No Rows Found

3a. Is your agency a current recipient of an Iowa Statewide Emergency Solutions Grant or Shelter Assistance Fund grant to provide services during the 2016 calendar year?\*

- Yes
- No

3b. If yes to Question 3a, 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)

4a. Did your agency receive any of the grants listed below during the previous three program years (check all that apply)?\*

- ESG for 2015
- Shelter Assistance Fund for 2015
- ESG for 2014
- Shelter Assistance Fund for 2014
- ESG for 2013
- Shelter Assistance Fund for 2013
- None of the above

4b. 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. (3 points; agencies that have not received any of these grants will receive an automatic 1 point)

5. 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)\*

**Exhibits**

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

**1. Threshold Assurances (Required)**

Download the ESG Application Threshold Assurances at the link below, in the section for the 2017 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

**2. 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.

**3. 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 7/31/2014 to be considered current. This allows more than ten months after the end of an agency's fiscal year to complete and submit these financial statements. As an example, for agencies with a July 1 - June 30 fiscal year, the required audit or financial statements must be from the period ended 6/30/2015.

**4. 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).

**5. 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

**6. 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 2017 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

**7. 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\*

No Documents Found

Use the fields below to upload an exhibit.

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