



**Iowa Finance Authority PUBLIC SERVICE SHELTER GRANT Fund
Allocation Plan for the Public Service Shelter Grant Program**

Dated May 2009

SECTION 1. INTRODUCTION, PURPOSE, AND DEFINITIONS

1.1 Public Service Shelter Grant Fund. In accordance with Iowa Code section 16.185 a Public Service Shelter Grant Fund (Fund or PSSG) is held within the Iowa Finance Authority (IFA). The moneys in the Fund are to be used for construction, renovations, or improvements of homeless shelters, emergency shelters, and family and domestic violence shelters, to assist communities in providing certain essential social services including supportive services and other kinds of assistance to individuals in need of temporary housing necessary to improve their living situations. The program operated under the Fund is the Public Service Shelter Grant (PSSG) Program.

1.2 Purpose of the Public Service Shelter Grant Allocation Plan. The purpose of the Plan is to implement Iowa Code section 16.185 and to set forth the criteria that IFA will use in making awards of moneys held in the Fund.

1.3 Documents Incorporated by Reference. Iowa Code section 16.185 is incorporated by reference in the Plan. The Plan will be deposited in the Iowa State Law Library. Statutory references are also available in the Iowa State Law Library.

1.4 Amount Available. Prior to the application deadline, the Authority will post on its web site at www.IowaFinanceAuthority.gov the Available Moneys for such round.

1.5 Definitions. The following terms shall have the meanings set forth herein unless context clearly requires a different meaning.

Accessibility means buildings used by the public, accessible to, and functional for, the physically handicapped to, through and within their doors, without loss of function, space, or facility where the general public is concerned. An Accessible Route means a continuous unobstructed path connecting all accessible elements and spaces in a building or facility that can be negotiated by a severely disabled person using a wheelchair and that is also safe for and usable by people with other disabilities. Interior Accessible Routes may include corridors, floors, ramps, elevators, lifts, and clear floor space at fixtures. Exterior Accessible Routes may include parking, access aisles, curb ramps, walks, ramps and lifts.

Authority or IFA means the Iowa Finance Authority.

Available Moneys: means the amount of money determined by IFA to be available for distribution from the Fund in the applicable funding round, initially estimated at \$10 million. IFA will calculate and announce the Available Moneys. Available Moneys will consist of the following: (1) moneys appropriated to or deposited in the Fund, from any source, for use in a specific funding round; (2) interest earned on Fund assets; and (3) awards returned to the Fund.

Board means the Iowa Finance Authority Board of Directors

Family Shelter or Domestic Violence Shelter means any facility, the primary purpose of which is to provide temporary or transitional shelter for persons who are homeless due to domestic violence.

Emergency Shelter or Homeless Shelter means any facility, the primary purpose of which is to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless.

Homeless means:

1. an individual who lacks a fixed, regular, and adequate nighttime residence; and
2. an individual who has a primary nighttime residence that is: A) supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); B) a institution that provides a temporary residence for individuals intended to be institutionalized; or C) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodations for human beings.

Homeless Shelter: See Emergency Shelter or Homeles Shelter.

IFA means Iowa Finance Authority

PSSG means Public Service Shelter Grant

Ready to Proceed means a reasonable ability, as demonstrated in the application timeline, to expend at least 10 percent (10%) of the project's approved development budget and to request reimbursement for such project-related expenditures from the Public Service Shelter Grant Fund within six months of signing the award contract.

Renovations or Improvements means repair directed toward an accumulation of deferred maintenance; replacement of principal fixtures and components of existing buildings; installation of security devices; and improvements through alterations or additions to, or enhancements of, existing buildings, including improvements to increase the efficient use of energy in buildings. Costs of Renovations and Improvements may include labor, materials, tools and other costs of improving buildings.

SECTION 2. Public Service Shelter Grant

2.1 Funding Cycle/Application Submittal. Information regarding the funding cycle, program schedule, award maximums, and application submission process will be posted on the IFA web site at www.IowaFinanceAuthority.gov.

- The first application round for the PSSG Program will be held starting on June 15, 2009. Applications for this round must be received at IFA offices, 2015 Grand Ave, Des Moines, Iowa no later than 4:30 PM on July 15, 2009.
- If all available funds were not awarded in the first round, or if additional funds are made available, subsequent application rounds will be announced on the IFA website and each application period will be no less than thirty (30) days.

2.2 Eligible Applicants.

2.2.1 Any entity that is eligible to apply for Emergency Shelter Grant funds under Chapter 24 Economic Development [261] IAC is eligible to apply for PSSG funds.

2.3 Eligible Uses.

2.3.1 New construction of homeless shelters, emergency shelters, and family and domestic violence shelters.

2.3.2 Renovations or Improvements of homeless shelters, emergency shelters, and family and domestic violence shelters.

2.4 Ineligible Uses.

2.4.1 Acquisition of land or buildings

2.4.2 Operating Expenses

SECTION 3. GRANT APPLICATION AND AWARDS

3.1 Awards.

3.1.1 For New Construction, a minimum grant of \$100,000 and a maximum grant of \$4 Million dollars, not to exceed Fifty Percent (50%) of the project costs.

3.1.2 For Renovations or Improvements, a minimum grant of \$50,000 and a maximum grant of \$3 Million dollars. There is no local match requirement for the first \$250,000 of project costs, and fifty percent (50%) local match for any amounts in excess of \$250,000.

3.2 Threshold Requirements.

3.2.1 IFA will produce on its website an application. Applicants must complete the application in its entirety, including all exhibits.

3.2.2 An applicant must be Ready to Proceed and be able to complete the project within the two-year grant agreement period.

3.2.3 An applicant must demonstrate the need in the community for the number of beds proposed in the project.

3.2.4 An applicant must meet the local match requirement for the project.

3.2.5 All award amounts for the PSSG must be approved by the Board. Notwithstanding the foregoing, the Board may increase or decrease the award amount to an applicant if the Board determines that doing so would be in the best interest of the development or preservation of homeless shelters, emergency shelters, and family and domestic violence shelters in the State.

3.3 Scoring Criteria

3.3.1 Applications will be scored using a 100 point scale and based on the following criteria:

- Demonstrated need for homeless shelters, emergency shelters, family or domestic violence shelters in the community **Up to 20 Points**
- Impact of project. Will the project positively impact the community's economy and social services needs? **Up to 20 Points**
- Timeline. Is the project Ready to Proceed and can the project be reasonably expected to be complete within the two-year grant agreement period? **Up to 10 Points**
- Financial and overall feasibility of project. Is the project financially and operationally feasible? **Up to 20 Points**
- Leveraging and partners in project. Does the application meet Local Match requirements and is there demonstration of local support? **Up to 20 Points**
- Administrative capacity of project sponsor. Does the project sponsor demonstrate administrative capacity? **Up to 10 Points**

3.3.2 In the event there is not enough Available Moneys to fund award amounts to multiple applications the Board shall implement the following tie-breaker system:

- An award will first be made to the application developing the greatest number of new shelter beds for Homeless People, with subsequent awards made on that same basis until all Available Moneys have been exhausted.

- In the event two or more applications will develop the same number of new shelter beds for Homeless People, awards will be made in order of the highest percentage of Local Match contribution.
- In the event two or more applications will develop the same number of new shelter beds for Homeless People and have the same percentage of Local Match contribution, awards will be made in order of the highest number of new jobs created.
- In the event two or more applications are still tied after considering number of beds, match and job creation an award will be made for a project identified in an Iowa Great Places agreement, pursuant to Iowa Code 303.3C.
- If the amount of Available Moneys is not sufficient to fund the entire amount requested by the applicant next in line for award, the Board will offer a partial award, which the applicant may accept or reject. If an applicant rejects the partial award offered by the Board, the funds will remain as Available Moneys for the next approved application.

3.3.3 No more than one project shall be funded at any one facility or location.

3.3.4 Award conditions and amounts are subject to IFA negotiations with the applicant.

3.3.5 IFA reserves the right to deny funding to an applicant that has failed to comply with program requirements in the administration of any previous project funded by IFA through any of its programs.

3.4 Retention Period. The retention period is five years from the date of closing or the date of project completion, as applicable. All assisted units must be subject to a recorded retention and recapture agreement. In the event of a sale or transfer of an assisted unit prior to the end of the five-year retention period, the Public Service Shelter Grant Fund subsidy provided to that unit will be forgiven on a prorated basis monthly over the five-year period with all remaining funds to be recaptured and repaid to IFA, unless otherwise approved by IFA through a written reuse plan.

SECTION 4. GENERAL REQUIREMENTS

4.1 Notification of Award. IFA will notify the applicant in writing (1) of its approval as to eligibility and amount or (2) as to the reasons for denial.

4.2 Grant Agreement. Each entity receiving monies from the Fund shall be required to enter into a grant agreement with IFA.

4.3 Compliance. Each entity receiving monies from the Fund shall be required to submit quarterly compliance reports. The reporting periods are January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through

December 31. The reports must be submitted to the IFA office no later than 10 calendar days after the end of the reporting period. The reporting format will be posted on the IFA web site and shall include, but not be limited to, the following: project status, progress of work completed, estimated project budget including funding sources, amount of funds expended, actual number of jobs created as a result of the project and information related to the quality of such jobs as determined by IFA, and estimated or actual project completion date. Previous Fund Grantees must be in compliance with all reporting requirements at the time of the current application to be eligible for a new Fund award.

4.4 Grant Period and Timely Use of Awarded Funds.

4.4.1 The grantee will have two years in which to expend all moneys received from the Fund and complete all work activities identified in the project budget in accordance with the grant agreement. Extensions may be requested by the recipient, subject to review by IFA. IFA will consider the capacity of the grantee to complete the project during the extension period in its review of the extension request.

4.4.2 Grantees must be in compliance with section 4.4.1 above to be eligible for subsequent awards from the Fund

4.5 Appeals. An applicant whose application has been timely filed and whose application did not receive an award may appeal the decision by filing a written notice of appeal within seven days of the award with the Iowa Finance Authority, 2015 Grand Avenue, Des Moines, Iowa 50309.

4.6 Hearing. Upon receipt of notice of an applicant appeal, IFA may contact the Department of Inspections and Appeals to arrange for a hearing. A written notice of the date, time, and location of the appeal hearing will be sent to the parties to the appeal. IFA shall select a presiding officer and hold a hearing on the appeal, in conformance with its rules on appeals.

4.7 Judicial Review. Judicial review of IFA's final decisions may be sought in accordance with Iowa Code Section 17A.19.

4.8 State Building Code. In areas where the governmental subdivision has not adopted a building code, electrical code, mechanical code, and plumbing code and does not perform inspections pursuant to such codes, the Public Service Shelter Grant award recipient shall comply with Iowa Code section 103A.10A, as applicable, to ensure all newly constructed buildings and structures the construction of which is paid for in whole or in part with Fund moneys are subject to the plan review and inspection requirements of the Iowa Department of Public Safety State Building Code Bureau.