



IOWA FINANCE AUTHORITY

REQUEST FOR PROPOSALS FOR

HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

PROGRAM

June 9, 2009

ARTICLE 1 -- INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposals (“RFP”) is to solicit proposals from Iowa cities or counties, consortia of cities and/or counties (via Ch. 28E agreements/organizations), or private nonprofit organizations designated under IRS Ch. 501(c)(3) or 501(c)(4), to administer federal funds provided through the Iowa Finance Authority (“Authority”) through the Homeless Prevention and Rapid Re-Housing Program (HPRP) authorized under the American Recovery and Reinvestment Act of 2009.

1.2 Background Information

This RFP is designed to provide cities, counties, consortia of cities and/or counties, or private nonprofit organizations with the information necessary for the preparation of competitive proposals. The RFP process is for the Authority’s benefit and is intended to provide the Authority with competitive information to assist in the selection process. This RFP is not intended to be comprehensive. Each applicant is responsible for determining all factors necessary for submission of a comprehensive proposal.

The Iowa Finance Authority was established in 1975 pursuant to what is now Chapter 16 of the Code of Iowa, 2007 (the “Act”), to undertake programs which assist in the attainment of qualified housing, by encouraging the investment of private capital and stimulating the construction and rehabilitation of adequate housing through the use of public financing. The Authority administers numerous programs, including, but not limited to, FirstHome, FirstHome Plus, the Iowa Title Guaranty Program, the Iowa Main Street Loan Program, the Home and Community-Based Services Revolving Loan Program, the Senior Living Revolving Loan Fund, the Transitional Housing Revolving Loan Fund, the OurHome Rehabilitation Loan Program, the State Housing Trust Fund, the Multifamily Housing Loan Program, the Low-Income Housing Tax Credit Program, Section 8 Contract Administration, the Economic Development Loan Program, Private Activity Bond Cap Allocation, the Iowa Water Pollution Control and Drinking Water Facilities Financing Program, the Housing Opportunities for Persons with AIDS Program, the Homeless Assistance Program and the Continuum of Care.

ARTICLE 2 -- ADMINISTRATIVE INFORMATION

2.1 Issuing Officer

The Issuing Officer, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful firm or firms.

Lyle Schwery, Issuing Officer
Iowa Finance Authority
2015 Grand Avenue
Des Moines, Iowa 50312
Fax (515) 725-4942
lyle.schwery@iowa.gov

2.2 Restriction on Communication

From the issue date of this RFP until announcement of the successful organizations, all applicants may contact only the Issuing Officer. The Issuing Officer will respond only to questions regarding the proposal process. Questions related to the interpretation of this RFP must be submitted via e-mail to the Issuing Officer by 4:30 p.m., central daylight time, June 30, 2009. Oral questions related to the interpretation of this RFP will not be accepted. The Issuing Officer will collect all questions and e-mail responses to those potential applicants who have been provided this RFP by the Authority. Applicants may be disqualified if they contact any Authority Board Member or employee other than the Issuing Officer concerning the subject matter of this RFP.

2.3 Downloading the RFP from the Internet

The original RFP and any amendments will be posted on the Authority's website at www.iowafinanceauthority.gov. Interested organizations are advised to check the Authority's website periodically for amendments to this RFP.

2.4 Procurement Timetable

The following dates are set forth for informational and planning purposes; however, the Authority reserves the right to change the dates.

- Issue RFP – on or about June 9, 2009
- Questions regarding this RFP are due at the Authority– June 30, 2009
- Technical assistance conference (via ICN) for prospective applicants – July 9, 2009, 1:00 PM; this session will include responses to questions received. A list of ICN sites is included on ATTACHMENT A.
- Closing Date for Receipt of Proposals – August 1, 2009
- Announce Successful Applicants – on or about August 30, 2009
- Contracts implemented by September 30, 2009

2.5 Questions and Requests for Clarification

Applicants are invited to submit written questions and requests for clarifications regarding the RFP. The questions or requests for clarifications must be via e-mail and received by the Issuing Officer before 4:30 p.m., central daylight time, June 30, 2009. Oral questions will not be permitted. If the questions or requests for clarifications pertain to a specific section of the RFP, the page and section number(s) must be referenced. Written responses to questions and requests for clarifications will be posted on the IFA web site on June 12th, June 19th and July 2nd and will be presented at the technical assistance conference, via ICN, on July 9th, 2009, 1:00 PM.

2.6 Amendment to or Termination of the RFP and Proposal and Withdrawal of Proposal

The Authority reserves the right to amend or terminate the RFP at any time. The applicants shall acknowledge receipt of any and all amendments in its proposal. If the amendment occurs after the closing date for receipt of proposals, the Authority may, in its sole discretion, allow applicants to amend their proposals in response to the amendment if necessary.

The applicant may amend its proposal. The amendment must be in writing, signed by an authorized representative of the applicant and received by the time set for the receipt of proposals. Electronic mail and faxed amendments will not be accepted. Applicants who submit proposals in advance of the deadline may withdraw, modify, and resubmit proposals at any time prior to the deadline for submitting proposals. Applicants must notify the Issuing Officer in writing if they wish to withdraw their proposals.

2.7 Submission of Proposals

The Issuing Officer must receive the proposal at the address set forth in section 2.1 before 4:30 p.m., central daylight time, August 1, 2009. **This is a mandatory requirement and will not be waived by the Authority. Any proposal received after this deadline will be rejected and returned unopened to the applicant.** Applicants mailing proposals must allow ample mail delivery time to ensure timely receipt of their proposals. It is the applicant's responsibility to ensure that the proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the proposal. Electronic mail and faxed proposals will not be accepted. Applicants must furnish all information necessary to evaluate the proposal. Proposals that fail to meet the mandatory requirements of the RFP will be disqualified. Oral information provided by the applicant shall not be considered part of the applicant's proposal.

2.8 Costs of Preparing the Proposal

The costs of preparation and delivery of the proposals are solely the responsibility of the applicant submitting such proposal.

2.9 Rejection of Proposals

The Authority reserves the right to reject any or all proposals, in whole and in part, received in response to this RFP. Issuance of this RFP in no way constitutes a commitment by the Authority to award a contract. This RFP is designed to provide applicants with the information necessary to prepare a competitive proposal. This RFP process is for the Authority's benefit and is intended to provide the Authority with competitive information to assist in the selection of an organization to provide services. This RFP is not intended to be comprehensive and each applicant is responsible for determining all factors necessary for submission of a comprehensive proposal.

2.10 Disqualification

The Authority may reject proposals outright for any one of the following reasons:

2.10.1 The applicant fails to deliver the proposal by the due date and time.

2.10.2 The applicant states that a service requirement cannot be met.

2.10.3 The applicant's response materially changes a service requirement.

2.10.4 The applicant's response limits the rights of the Authority.

2.10.5 The applicant fails to include information necessary to substantiate that it will be able to meet a service requirement. A response of "will comply" or merely repeating the requirement is not sufficient.

2.10.6 The applicant fails to respond to the Authority's request for information, documents, or references.

2.10.7 The applicant fails to include any signature, certification, authorization, stipulation, disclosure or guarantee requested in section 4 of this RFP.

2.10.8 The applicant presents the information requested by this RFP in a format inconsistent with the instructions of the RFP.

2.10.9 The applicant initiates unauthorized contact regarding the RFP with state employees.

2.10.10 The applicant provides misleading or inaccurate responses.

2.11 Reference Checks

The Authority reserves the right to contact any reference to assist in the evaluation of the applicant, to verify information contained in the proposal and to discuss the applicant's qualifications.

2.12 Information from Other Sources

The Authority reserves the right to obtain and consider information from other sources concerning an applicant, such as the applicant's capability and performance under other contracts.

2.13 Verification of Proposal Contents

The content of a proposal submitted by an applicant is subject to verification. Misleading or inaccurate responses may result in disqualification.

2.14 Proposal Clarification Process

The Authority reserves the right to contact an applicant after the submission of proposals for the purpose of clarifying a proposal to ensure mutual understanding. The Authority will not consider information received if the information materially alters the content of the proposal. An individual authorized to legally bind the applicant shall sign responses to any request for clarification. Responses shall be submitted to the Authority within the time specified in the request. Failure to comply with requests for additional information may result in rejection of the proposal as noncompliant.

2.15 Disposition of Proposals

All proposals become the property of the Authority and shall not be returned to the applicant unless all proposals are rejected, the RFP is cancelled, or the proposal is not timely received. Otherwise, at the conclusion of the selection process, the contents of all proposals will be in the public domain and shall be open to inspection by interested.

2.16 Public Records

The Authority will treat all information submitted by an applicant as public information following the conclusion of the selection process.

2.17 Release of Claims

By submitting a proposal, the applicant agrees that it will not bring any claim or cause of action against the Authority based on any misunderstanding concerning the information provided herein or concerning the Authority's failure, negligent or otherwise, to provide the applicant with pertinent information as intended by this RFP.

2.18 Presentations

Applicants may be required to make a presentation of the proposal. The presentation, if necessary, will occur at the Authority's offices. The determination as to need for presentations, the location, order, and schedule of the presentations is at the sole discretion of the Authority.

2.19 Evaluation of Proposals Submitted

Proposals that are timely submitted and are not subject to disqualification will be reviewed in accordance with Section 5 of the RFP.

2.20 Choice of Law and Forum

This RFP and the resulting contract are to be governed by the laws of the state of Iowa, and applicable federal laws and administrative rules. Changes in applicable laws and rules may affect the award process or the resulting contract without regard to conflict of laws provisions. Applicants are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

2.21 Restrictions on Gifts and Activities

Iowa Code Chapter 68B restricts gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible to determine the applicability of this Chapter to their activities and to comply with the requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

ARTICLE 3 SERVICE REQUIREMENTS

3.1 Introduction

The services to be provided under this RFP and any subsequent contracts shall be as stated in this Section, and other documents cited and made part of this RFP by such reference. Preliminary allocations of Homeless Prevention and Rapid Re-Housing (HPRP) funds under this RFP have been determined by formula for individual counties within multi-county regions of the State of Iowa. See ATTACHMENT A for the Regional Map and Funding Chart.

Eligible organizations may apply for funding to serve one or more of these regions. If serving multiple regions, they must be contiguous. Applicants must serve all counties within the region(s) for which they are applying. If the applicant is also planning to be a provider of direct

services under this RFP, there must be assurances and methods provided to assure fair consideration of other providers within the area(s) to be served.

3.1.1 Data Collection and Reporting Requirements

HPRP data collection will include, but not be limited to; initial intake and assessment of each individual and/or household receiving assistance. This will include demographic data, risk assessment, self sufficiency measures, service transactions and referrals. Each participating individual and household must be reassessed at a minimum of every three months for purposes of monitoring client progress and follow up assessments must be completed at six months and one year following participation in the HPRP program.

Grantee and sub grantees will utilize integrated HMIS data tools to the greatest extent possible, including case management, shared records, unified intake, coordinated client goals, and real time service and referral tracking, ensuring efficiency and excellent service delivery for HPRP clients.

The grantee and sub grantees must submit HPRP Quarterly Progress Reports (QPR's) within the timeframes and deadlines prescribed in Requirements for Homelessness Prevention and Rapid Re-Housing Program under the American Recovery and Reinvestment Act of 2009.

3.1.2 Further Guidance and Requirements

Guidance and requirements for the Homelessness Prevention and Rapid Re-Housing Program under the American Recovery and Reinvestment Act of 2009 can be found in:

- Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Program Grantees under the American Recovery and Reinvestment Act of 2009, and
- The HPRP Frequently Asked Questions (FAQ) document.

Both are located at <http://www.hudhre.info/HPRP/> .

3.2 Scope of Work

3.2.1 Program Intent

The focus of the HPRP is housing stabilization through the provision of temporary financial assistance and/or services to help persons gain housing stability. The intent is to serve persons who are homeless or would be homeless but for this assistance and can remain stably housed after this temporary assistance ends; and to provide assistance to rapidly re-house persons who are homeless as defined in the McKinney Vento Homeless Assistance Act. Selected applicants will be given discretion to develop prevention and/or rapid re-housing programs that meet locally defined needs, but also targets and prioritizes resources to serve households most in need of this temporary assistance and are most likely to achieve stable housing after this program ends. Applicants should develop strategies to identify eligible program participants, review existing models for prevention

and rapid re-housing programs, and create a plan that utilizes all community and Recovery Act resources to provide a comprehensive array of services to meet participant and community needs.

3.2.2 Eligible Activities

There are four categories of eligible services for the HPRP program: financial assistance, housing relocation and stabilization services, data collection and evaluation, and administrative costs. HPRP assistance is not intended to provide long-term support, nor will it be able to address all the financial and supportive service needs of households. Rather it should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and planning to prevent future housing instability. Applicants should clearly define the type, level, and duration of assistance for each program participant.

3.2.2.1 Financial/Rental Assistance

Financial/rental assistance is limited to the following activities: short-term rental assistance (up to 3 months), medium-term rental assistance (4-18 months), security deposits, utility deposits, utility payments (up to 18 months), moving cost assistance, and motel and hotel vouchers (up to 30 days). Grantees and sub grantees shall not make payments directly to program participants, but only to third parties, e.g., landlords, or utility companies. Also, an assisted property may not be owned by the grantee, sub grantee, or the parent, subsidiary, or affiliated organization of the sub grantee.

3.2.2.2 Housing Relocation and Stabilization Services

HPRP funds may be used for services that assist program participants with housing stability and placement. These services are limited to the following activities:

- a) Case management; including arrangement, coordination, monitoring, and delivery of services related to meeting housing needs of participants and helping them obtain housing stability. Components may include: counseling; developing, securing, and coordination services; monitoring and evaluating program participant progress; assuring that participants' rights are protected; and developing individualized housing and service plan, including a path to permanent housing stability after HPRP financial assistance has ended.
- b) Outreach and engagement; including services or assistance designed to publicize the availability of programs to make persons who are homeless or almost homeless aware of these and other available services and programs.
- c) Housing search and placement; including services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Components may include: tenant counseling; assisting participants in understanding leases; securing utilities; making moving arrangements; representative payee services concerning rent and utilities; and outreach to property owners related to locating and retaining housing.
- d) Legal services; including legal services to help people stay in their homes, such as services provided by a lawyer or others under supervision of a lawyer to assist participants with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or other housing issues.

- e) Credit repair; including services targeted to assist participants with critical skills related to household budgeting, money management, accessing a free personal credit report, and resolving personal credit issues.

3.2.2.3 Data Collection and Evaluation

HPRP requires that all participate in data collection and reporting through the use of the Homeless Management Information System (HMIS) operating in the grantee's service area. The HMIS System for the State of Iowa is **Iowa's Continuum Outcomes and Universal Needs Toolkit (I-COUNT) Network**. The I-Count Network is administered by the Iowa Institute for Community Alliances.

Reasonable costs associated with grantee and sub grantee participation in the HMIS system may be eligible program costs. Grantees and sub grantees must participate in HUD-sponsored or Authority-sponsored research and evaluation of HPRP. Costs for such participation are eligible HPRP activities.

3.2.2.4 Administrative Costs

Administrative costs, including: accounting for the use of grant funds; preparing reports for submission to the Authority or HUD; obtaining program audits; similar costs related to administering the grant after award; and grantee or subgrantee staff salaries associated with these administrative costs. Administrative costs may also include training for staff who administer the program or case managers who will serve program participants, as long as the training directly relates to learning about HPRP. No more than two and one half percent (2 1/2%) of the total HPRP grant/contract to the sub grantee may be spent on administrative costs.

3.2.3 Eligible Program Participants

Grantees are allowed significant discretion in program design and operation while targeting those who are most in need of temporary homeless prevention and rapid re-housing assistance. When establishing local programs, grantees and sub grantees should consider how their programs will identify eligible program participants and meet their needs as intended by the Recovery Act. Grantees should consider serving two eligible populations with HPRP funds: persons who are still housed, but at risk of becoming homeless, and those who are already homeless. Grantees and sub grantees are responsible for verifying and documenting the individuals' risk of homelessness that qualifies them for receiving rental assistance, and must evaluate and certify eligibility of participants receiving medium-term rental assistance every three months.

3.2.3.1 Requirements of All Program Participants

All individuals and families assisted with HPRP funds must meet the following minimum criteria: a) all participants must have an initial consultation with a case manager or other authorized representative who can determine the appropriate type of assistance to meet their needs. Communities are encouraged to have a process in place to refer HPRP-ineligible participants for other appropriate services/providers; b) all households must be at or below 50% of Area Median Income (AMI); c) households must be either homeless or at risk of losing their housing, have no appropriate subsequent housing options

identified and lack the financial resources and support needed to obtain immediate housing or remain in their existing housing.

3.2.3.2 Requirements for Participants Receiving Prevention Assistance

Homeless persons are those defined as homeless under the McKinney Vento Act. It is more challenging to identify persons who are housed but at high risk of becoming homeless. The Authority and HUD strongly encourage grantees and sub grantees to target prevention assistance to those individuals and families at greatest risk of becoming homeless. It is helpful to remember the defining question to ask is: “Would this individual or family be homeless but for this assistance?” The requirements set forth in section 3.2.3.1 above, are the minimum conditions an individual or family must meet to receive assistance under HPRP. Communities are encouraged to consider more factors in designing their local programs. To assist grantees and sub grantees in targeting funds toward those most at risk of becoming homeless, a number of potential risk factors are listed here that could indicate those at most risk of becoming homeless. These factors may be considered in various ordering or weighting for the various types of assistance eligible under HPRP. These risk factors are optional, and communities may consider other risk factors or other methods to target persons at risk in developing their programs. Risk factors for homelessness for consideration by grantees and sub grantees include:

- Eviction within 2 weeks from a private dwelling (including housing provided by friends or family);
- Discharge within 2 weeks from an institution in which the person has been a resident for more than 180 days (including prisons, mental health institutions, hospitals);
- Residency in housing that has been condemned by housing officials and is no longer meant for human habitation;
- Sudden and significant increase in utility costs;
- Sudden and significant loss of income;
- Mental health and substance abuse issues;
- Physical disabilities and other chronic health issues, including HIV/AIDS;
- Severe housing cost burden (greater than 50% of income for housing costs);
- Homeless in the past 12 months;
- Young head of household (under 25 with children or pregnant);
- Current or past involvement with child welfare, including foster care;
- Pending foreclosure of rental housing;
- High overcrowding (the number of persons exceeds health and/or safety standards for the housing unit size);
- Past institutional care (prison, treatment facility, hospital);
- Recent traumatic life event, such as death of a spouse or primary care provider, or recent health crisis that prevented the household from meeting its financial responsibilities;
- Credit problems that preclude obtaining housing; or
- Significant amount of medical debt.

3.2.3.3 Requirements for Participants Receiving Rapid Re-Housing Assistance

Rapid Re-Housing assistance is available to persons who are homeless according to HUD's definition (McKinney Vento Act). Individuals and families who meet one of the following criteria, along with requirements under section 3.2.3.1 above, are eligible for Rapid Re-Housing assistance:

- Sleeping in an emergency shelter;
- Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks;
- Staying in a hospital or other institution for up to 180 days, but was sleeping in an emergency shelter or other place not meant for human habitation immediately prior to entry to the hospital or institution;
- Graduating from, or timing out of a transitional housing program; or
- Victims of domestic abuse.

Generally, rapid re-housing programs include short- and medium-term rental assistance and services for households who have barriers to housing, but who are likely to sustain housing after the subsidy ends. The goal of HPRP Rapid Re-Housing is to assist eligible participants to quickly obtain and sustain stable housing. Applicants should develop a process to assess participant's level of service needs, other resources available in the community, and the appropriateness of their participation in the HPRP Rapid Re-Housing program. Participants needing longer-term housing assistance should be directed to programs providing that level of services and assistance.

3.2.4 Spending Rates

IFA must draw down sixty percent (60%) of its HPRP Grant funds within two (2) years of the date the grant agreement with HUD is signed and one hundred percent (100%) of funds within three (3) years of this date. No funds may be drawn after the three year expenditure deadline. If a grantee cannot spend sixty percent (60%) of its grant funds within two (2) years of the date IFA signs their grant agreement IFA will re-allocate the grantees funds. Spending rates will be monitored with each draw request and corrective action will be taken as necessary. Regions that are slow to spend will have grant dollars transferred to regions with greater need as shown by the use of funds.

3.2.5 Other Requirements

Grantees and sub grantees shall follow all requirements of the Department of Housing and Urban Development provided in "Docket No. FR-5307-N-01, Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Program Grantees under the American Recovery and Reinvestment Act of 2009" (See 3.1.2 above) These requirements include, but are not limited to the following:

- Conflict of Interest
- Habitability Standards
- Nondiscrimination and Equal Opportunity Requirements
- Fair Housing and Civil Rights laws
- Lead-Base Paint Requirements

- Uniform Administrative Requirements
- Equal Participation of Religious Organizations
- Lobbying and Disclosure Requirements
- Drug Free Workplace Requirements
- Procurement of Recovered Materials
- Environmental Requirements do NOT apply

ARTICLE 4 -- FORMAT AND CONTENT OF PROPOSALS

4.1 Instructions

These instructions prescribe the format and content of the proposal. An application/proposal form is included as ATTACHMENT B – HPRP Application, and must be used by all applicants. This form is designed to facilitate a uniform review process. Failure to adhere to or utilize the Authority’s forms shall result in the disqualification of the proposal.

4.1.1 The proposal shall be typewritten on 8.5" x 11" paper (one side only), Using Times New Roman Font no smaller than size 11 font.

4.1.2 One (1) original and three (3) copies of the proposal shall be submitted, by the due date and time, to the Issuing Officer.

ARTICLE 5 --EVALUATION OF PROPOSALS

5.1 Introduction

This section describes the evaluation process that will be used to determine which proposal(s) provides the greatest benefits to the Authority. The evaluation process is designed to award contracts to the applicant(s) best able to perform the required services.

5.2 Evaluation Steps

The evaluation and award process shall consist of the following:

- a. Review of the proposals to assess compliance with mandatory requirements;
- b. Detailed evaluation of each proposal regarding the organization’s experience and qualifications, program planning and design, the capacity to deliver services and programs under this RFP, and coordination with other community resources; and
- c. Award decision.

5.3 Evaluation Committee

The Authority intends to conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFP. The Authority may use an Evaluation Committee to review and evaluate the proposals. The Evaluation Committee will make a recommendation to the Authority’s Executive Director, who will make the final selection. The Executive Director is not bound by the Evaluation Committee’s recommendation.

5.4 Evaluation Criteria

The Authority's staff, and The Evaluation Committee will evaluate all proposals and make an award recommendation to the Executive Director using the following criteria, which are listed in no particular order.

5.4.1 Experience and Qualifications (25%)

The applicant's experience in providing services for purposes similar to those outlined in this RFP and the experience of assigned staff.

5.4.2 Program Planning and Design (25%)

The applicant's demonstrated knowledge of the Authority's objectives, knowledge of its community needs, delivery system and how the resources provided under this RFP will enhance the community's ability to respond to its needs and the purposes of the RFP.

5.4.3 Capacity to Deliver Services and Programs under this RFP (25%)

The applicant's specific demonstrated ability to implement services discussed in the RFP.

5.4.4 Coordination with other Community Services (25%)

A description of how resources under this RFP will be coordinated with existing community resources to be most effective in meeting community needs and the purposes of this RFP.

ARTICLE 6 -- CONTRACT TERMS AND CONDITIONS

6.1 Contract Terms and Conditions

The Authority will include the contract terms and conditions in the award letter sent to the selected applicant(s). The resulting contract will consist of the following: the terms and conditions of this RFP, the scope of services and budget contained in the applicant's proposal, and other terms necessary for completing the services outlined in this RFP. The Authority may negotiate terms of the selected proposals if conditions warrant.

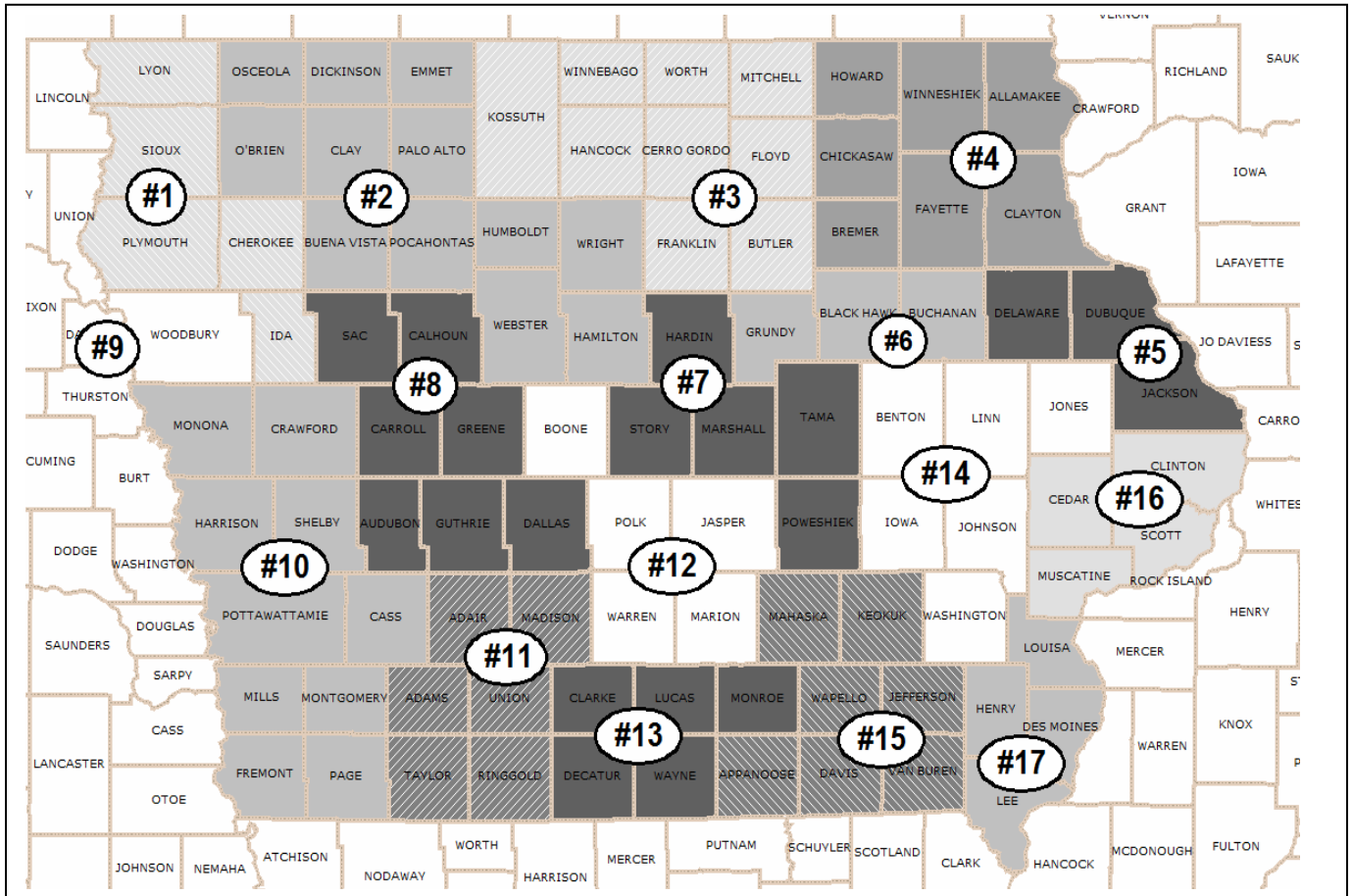
6.2 Contract Length

The term of the contract will be for a term of three (3) years, based on successful performance and availability of funds.

ATTACHMENT A

Below is a map showing seventeen regions followed by the funding amount available in each region. A list of the ICN sites for the Technical Assistance Workshop is on the last page.

Regional Map



ATTACHMENT A

Funding Amounts:

Region #	Counties included in the region	HPRP Funding Available
1.	Lyon, Sioux, Plymouth Cherokee and Ida	\$ 245,114
2.	Osceola, Dickinson, Emmet, O'Brien, Clay Palo Alto, Buena Vista, Pocahontas, Humboldt Wright, Webster and Hamilton	\$ 826,596
3.	Kossuth, Winnebago, Worth, Mitchell, Hancock, Cerro Gordo, Floyd, Franklin and Butler	\$ 809,188
4.	Howard, Winneshiek, Allamakee, Chickasaw, Bremer, Fayette and Clayton	\$ 600,746
5.	Delaware, Dubuque and Jackson	\$ 200,850
6.	Grundy, Blackhawk and Buchanan	\$ 317,389
7.	Hardin, Story, Marshall, Tama and Poweshiek	\$ 863,625
8.	Sac, Calhoun, Carroll, Greene, Audubon, Guthrie and Dallas	\$ 398,428
9.	Woodbury <i>(No additional state allocation per formula)</i>	\$ 0
10.	Monona, Crawford, Harrison, Shelby Pottawattamie, Cass, Mills, Montgomery Fremont and Page	\$ 959,948
11.	Adair, Madison, Adams, Union, Taylor and Ringgold	\$ 274,738
12.	Boone, Polk, Jasper, Warren and Marion	\$ 1,194,589
13.	Clarke, Lucas, Monroe, Decatur and Wayne	\$ 243,440
14.	Benton, Linn, Jones, Iowa, Johnson and Washington	\$ 1,610,783
15.	Mahaska, Keokuk, Wapello, Jefferson, Appanoose, Davis and Van Buren	\$ 856,341
16.	Cedar, Clinton, Scott and Muscatine	\$ 994,690
17.	Louisa, Henry, Des Moines and Lee	\$ 699,076

ATTACHMENT A

Homeless Prevention and Rapid Re-Housing Technical Assistance Workshop July 9, 2009 1:00 PM to 3:00 PM

Originating Site:

Iowa Finance Authority
2015 Grand Avenue
DES MOINES, IA 50312
Room: Lower Level Presentation Room
Phone: (515) 725-4900

Remote Sites:

Iowa Lakes Community College
2111 HIGHWAY 169 NORTH
ALGONA, IA 50511
Room Number: 13
Room Location: Attendance Center
Phone: (515) 295-9455

Iowa Western Community College – 1
BOX 4-C
2700 COLLEGE ROAD
COUNCIL BLUFFS, IA 51502
Room Number: 024
Room Location: Looft Hall, Room 024
Phone: (712) 325-3252

Dubuque Community School District – Forum
2300 CHANEY
DUBUQUE, IA 52001
Room Location: Marv O'Hare; Admin. Office; Forum Building
Phone: (563) 552-3000

Kirkwood Community College
1816 Lower Muscatine Road
IOWA CITY, IA 52240
Room Number: 117
Phone: (319) 887-3611

Department of Human Services
Trospar-Hoyt Co. Services Building
822 Douglas Street
SIOUX CITY, IA 51101
Room Location: 4th floor
Phone: (712) 255-0833

Department of Human Services
PINECREST OFFICE BUILDING
1407 INDEPENDENCE AVENUE
WATERLOO, IA 50703
Room Location: Pinecrest Office Building
Phone: (319) 291-2441
Fax: (319) 291-2619

If you have any complications with your ICN site please contact the ICN Help Desk at (515) 242-3182 and refer to Reservation # 54915

Attachment B – HPRP Application

State of Iowa HOMELESS PREVENTION & RAPID RE-HOUSING (HPRP) GRANT PROGRAM

NOTE: This application form is used for the above listed program and is submitted to the **Iowa Finance Authority** for review.

Application Completion Checklist

To ensure that your application is complete, please indicate with checkmarks that all listed items are included. Submit **one original** and **three (3) copies** of the **entire application and supporting documentation**.

- Completed application form (plus Contact Information Page)
- Articles of Incorporation
- Certification of 501(c) (3) status and DUNS Number.
- List of the Organization's Board of Directors
- Copy of the most recent independent certified financial audit (2007)
- Copy of signed sub-recipient agreements (If any)

Application must arrive at the office of the Issuing Officer on or before the application date.

This is not a post mark date!

Lyle Schwery, Issuing Officer
Iowa Finance Authority
2015 Grand Avenue
Des Moines, Iowa 50312
Fax (515) 725-4942
lyle.schwery@iowa.gov

Attachment B – HPRP Application

HPRP Application for Region # _____

Contact Information

Note, this should be the first or top page of your application packet.

Name of Organization/Agency: _____

Address: _____

Director of Agency: _____

Phone #: _____

E-mail: _____

Fax #: _____

Contact Person for HPRP Grant: _____

Phone #: _____

E-mail: _____

Fax #: _____

Cell#: _____

Before proceeding with the application, please certify that the person completing this application has read

- 1) HUD “Docket No. FR-5307-N-01, Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Program Grantees under the American Recovery and Reinvestment Act of 2009”. , and
- 2) the HPRP Questions and Answers document.

Both are located at <http://www.hudhre.info/HPRP/>.

Signed: _____

Date: _____

Attachment B – HPRP Application

B. Staffing

1. How many FTE's (Full Time Equivalent positions -- i.e., both full **and** part-time employees) currently are employed by your organization and any partner organizations to be involved in HPRP? Indicate how many additional FTE's will be employed by your organization or any partner organization if your HPRP application is successful. (Example: Current FTE's – 4.0; additional FTE's if HPRP application is funded – 3.0)

Current FTE's

FTE's, if funded

2. List in 2a., the individuals (by title) currently comprising the staff of your organization and any partner organizations to be involved in HPRP, and then indicate their % FTE (1.0, .5, etc.). In 2b., list (by title) any new positions that will result in your organization or any partner organization if this application is funded along with their % FTE. Use additional pages, if necessary.
 - a. Current Positions

Position Title

% FTE

- b. HPRP Positions

Position Title

% FTE

Attachment B – HPRP Application

C. Current Services/Current Capacity

Instructions: Place a checkmark on the line provided next to those activities that are done currently by you or any partner organization and then answer the questions associated with that service. **NOTE:** The meaning of these services can vary so be clear and concise when describing how your agency (your staff) or partners deliver the service in question.

___ Case Management:

Does your agency/partner's case management involve

- 1) the development of a plan to assist clients through your program? Yes ___ No ___
- 2) a commitment to helping clients apply for and secure mainstream resources (SSI, Food Stamps, Medicaid, etc.)? Yes ___ No ___
- 3) the coordination of client services with other agencies/other case managers? Yes ___ No ___
- 4) the monitoring and evaluation of client performance? Yes ___ No ___
- 5) the development of an individualized housing & service plan? Yes ___ No ___

Number of case management plans developed in '08: _____

FTE's devoted to case management? _____

Describe case management as it is practiced in your/partner organization:

___ Rental Assistance:

How much rental assistance does your agency/partner provide, i.e., dollar amount? \$_____

Does your agency:

- 1) provide tenant counseling? Yes ___ No ___
- 2) assist tenants in understanding leases? Yes ___ No ___
- 3) help tenants with securing utilities? Yes ___ No ___
- 4) help with making moving arrangements? Yes ___ No ___
- 5) provide third party payee services? Yes ___ No ___

Describe rental assistance as it is practiced in your agency/partner organization, i.e., who is eligible, how eligibility is determined; amount available per household, etc.?

Attachment B – HPRP Application

___ Utility Assistance:

How much utility assistance does your agency/partner provide, i.e., dollar amount? \$_____

Does your agency/partner help with the securing of utilities? Yes ___ No ___

Describe utility assistance as it is practiced in your agency/partner organization, i.e., who is eligible, how eligibility is determined; amount available per household, etc.?

___ Income Verification:

Does your agency/partner utilize the “Section 8 Income Eligibility Standard” when assessing household income? Yes ___ No ___

Attach forms (to back of application) used in the income verification process.

Describe the income verification process practiced in your agency/partner organization:

___ Rent Reasonableness Assessment:

Does your agency/partner utilize the “Rent Reasonableness Standard” when determining the appropriateness of a unit for a given client/household? Yes ___ No ___

Describe how your agency/partner determines the appropriateness of specific rents for a given unit:

___ Credit Assessment/Credit Repair:

Does your agency/partner:

1) provide training/counseling related to budgeting and money management? Yes ___ No ___

2) access and review with clients their credit report? Yes ___ No ___

Describe the credit assessment/credit repair process practiced in your agency/partner organization:

___ Tenant/Landlord Mediation & Tenant Legal Issues:

Does your agency/partner provide (by an attorney)

1) legal advice to tenants? Yes ___ No ___

2) legal representation for tenants in court proceedings? Yes ___ No ___

3) tenant/landlord mediation/dispute resolution? Yes ___ No ___

Attachment B – HPRP Application

Describe the legal services available through your agency/partner:

___ Unit Inventories:

Does your agency/partner engage in outreach to property owners/landlords for the purpose of locating and retaining housing units? Yes ___ No ___

Does your agency/partner maintain a “unit inventory”? Yes ___ No ___

Describe the unit inventory maintained, its size, how it was created and how it is used:

___ Housing Inspection:

Does your agency/partner conduct housing or habitability inspections? Yes ___ No ___

Are these inspections in accord with local codes, if any? Yes ___ No ___

Describe the housing inspection process utilized by your agency/partner to ensure that units are habitable:

___ HMIS User:

Does your agency/partner have an HMIS user license? Yes ___ No ___

Does your agency/partner enter data into HMIS on a regular basis? Yes ___ No ___

How are you using HMIS currently?

Attachment B – HPRP Application

II. Implementing HPRP in your Agency

Instructions: It's entirely possible that your agency does only a few of the activities listed in the previous question, however these are the activities that are needed for (and required by) an HPRP implementation. In this section, you are asked to detail your implementation strategy for HPRP. Again, where narratives are required, be clear and concise.

- A. List the FTE's that will staff your HPRP implementation. Include staff from partner organizations that have provided written agreements. Identify staff not by name but by function (i.e., case manager, etc.), percent FTE and whether or not they will be hired with HPRP funds. NOTE: It is possible that a given FTE will have more than one function (i.e., case manager, housing locator).

<u>%FTE</u>	<u>Function</u>	<u>New Hire?</u>
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- B. As indicated above, the activities/functions listed in the previous section are required of any agency that would implement HPRP. Answer the following questions, describing in the process how your HPRP initiative will function. Be succinct.

1. How will you contact participants likely to be eligible for homelessness prevention services?
2. List the agencies that you will contact, inform, work with in your effort to build an ongoing referral network:
3. How will you help ensure that these agencies/referral sources identify and refer likely participants?
4. List the factors that you will use (at least initially) to select participants and thus determine eligibility for Homelessness Prevention assistance (thereby increasing the likelihood that you are serving participants who will remain stably housed when HPRP assistance ends). To put it another way, what factors will you use to screen homelessness prevention participants:
5. Describe what will occur during your initial contact with a possible participant:
6. What participant needs will you assess through your case management process?

Attachment B – HPRP Application

7. What services will you attempt to provide through case management to eligible participants (in addition to third party financial assistance, i.e., rental assistance, utility assistance, etc.)?

- the development of a plan to assist clients through HPRP? Yes ___ No ___
- a commitment to helping clients secure mainstream resources (SSI, Food Stamps, Medicaid, etc.)? Yes ___ No ___
- the coordination of client services with other agencies/other case managers? Yes ___ No ___
- the monitoring and evaluation of client performance? Yes ___ No ___
- the development of an individualized housing & service plan? Yes ___ No ___
- tenant counseling? Yes ___ No ___
- assistance with the understanding of leases? Yes ___ No ___
- help in securing utilities? Yes ___ No ___
- help with moving arrangements? Yes ___ No ___
- training/counseling on budgeting and money management? Yes ___ No ___
- ___
- review of credit report? Yes ___ No ___

Other services:

8. Describe the Section 8 Income Verification process that you will implement:

9. How will you provide or ensure legal assistance to participants in the form of legal advice, legal representation in court proceedings (should they be required), tenant/landlord mediation/dispute resolution?

10. How will you develop (or expand) your “unit inventory”, i.e., units available for use by HPRP participants?

11. List the agencies, groups, etc. that you will contact, inform, work with in order to build your unit inventory:

Attachment B – HPRP Application

12. How will you determine the rent reasonableness of a given unit?

13. How will your agency conduct (or ensure) habitability inspections?

C. Data Collection & Program Administration

1. If your agency is not currently an HMIS user, what steps will you take to ensure that it will be by the time the HPRP initiative begins?

2. Describe how your data entry process will function, i.e, who will have responsibility for data collection and data entry, how often will data be entered into HMIS, etc.?

3. A critical aspect of HPRP is the timely expenditure of funds, not only for the sake of meeting HUD's 60% expenditure goal within two years but for the sake of participants who need financial assistance payments issued to third parties in a timely way. For example, the agency that implements the Homelessness Prevention component of HPRP will have any number of rental and utility assistance checks that must be mailed on time in order for the program to function as it should for all involved. Therefore, the following questions become quite relevant:

a. Given your agency's implementation plan (much of which is detailed in your answers to the above questions) would you need to draw down funds in advance (something that is permitted by HUD) or would you be able to cover the costs of staff and participant financial assistance from agency funds submitting then to the State a monthly reimbursement request?

Draw downs in advance would be necessary: _____

Monthly reimbursement requests possible: _____

b. How will your agency ensure the timely payments of participant financial assistance to third parties?

Attachment B – HPRP Application

III. Commitment to Collaboration & Continuum of Care Certifications

Instructions: The HPRP initiative is one that will require a commitment to collaboration in order for it to be a success. That collaboration will likely extend beyond the agencies that comprise the Continuum of Care but must include them. The following certifications establish the applicant agency's commitment to work collaboratively so as to ensure community-wide involvement in HPRP.

We agree to work collaboratively with the following: area agencies serving those in poverty, high need neighborhoods, hospitals, clinics, mental health and substance abuse programs, housing agencies, property managers, landlords, the faith-based community and others to the extent feasible in our effort to implement HPRP.

Signed by Agency Director: _____

Date : _____

Attachment B – HPRP Application

IV. Preliminary Budget

Instructions: At the beginning of this application, you indicated your general breakdown of dollars into the primary funding categories. Enter that breakdown again on this page and then detail the way in which you plan to allocate those dollars should your application be funded. Remember, this is funding for a three-year program.

Funds Requested:

Homelessness Prevention	\$ _____
Housing Relocation/Stabilization	\$ _____
Data Collection/Evaluation	\$ _____
Administration	\$ _____
Total	\$ _____

Breakdown of category funding into staffing and other line items (use additional pages, if necessary):

	<u>\$ Amount</u>
Staffing (indicate position):	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Other proposed line items:	
_____	_____
_____	_____
_____	_____
_____	_____
Program Administration*	\$ _____
Total	\$ _____

*Cannot exceed two and one-half percent (2 ½%) of the grant amount.