

**261—24.7(PL100-628) Application review process.** The following procedures will be used in the review of applications received under the emergency shelter grants program.

**24.7(1)** Applications will be reviewed by a panel of the staff of the Iowa department of economic development and coordinated with representatives of other homeless assistance programs. Applications will be reviewed to determine eligibility based on the following criteria:

*a.* The identified community need for the funds, including the number of clients proposed to be served, the current unmet need in the community, geographic area of service, and common factors leading to the need for the service. Maximum 25 points.

*b.* The comprehensiveness and flexibility of the proposed program, including how the applicant proposes to meet the total and special needs of its clients and how homeless assistance is integrated with other programs. Maximum 25 points.

*c.* The accessibility of the applicant's proposed services to its clients, including how well the applicant promotes its services within the community, any barriers to service, and any networking with other service providers in the area. Maximum 15 points.

*d.* How well the applicant deals with cultural diversity within its community. Maximum 10 points.

*e.* Any partnerships or collaborations between the applicant and other programs within the organization or with other organizations performing similar or complementary services. Maximum 15 points.

*f.* A description of specific outcome measures for short- or long-term objectives for clients. An applicant's past performance, if applicable, shall be assessed in terms of its ability to meet performance targets. Maximum 25 points.

*g.* How well the applicant maximizes or leverages resources. Maximum 20 points.

*h.* Threshold criteria. Applicants shall demonstrate capacity for grant administration as evidenced by previous satisfactory grant administration or by providing evidence of administrative ability to administer such a grant.

**24.7(2)** If an application contains an activity determined to be ineligible under the ESG program, the ineligible activity will be deleted from the application or referred to another funding source, if applicable.

**24.7(3)** IDEED staff reserves the right to negotiate directly with the applicant to determine the priority of funding requested within the application.

**24.7(4)** IDEED staff may also review applications with the department of human rights, department of human services, or other groups with expertise in the area of serving homeless persons before making final funding recommendations. Consultation with other agencies is intended to avoid duplication and promote maximum utilization of funding sources. Based on the review process, IDEED may revise the overall funding request by activity or funding level and recommend a final funding figure to the director of IDEED for approval. Applicants receiving funding will not receive less than a \$10,000 award.

**24.7(5)** A city or county government or nonprofit organization may be designated, at the discretion of IDEED, to administer a contract for multiple applicants within a prescribed geographic area.

**24.7(6)** IDEED reserves the right to negotiate all aspects of a funding request prior to final approval.

**24.7(7)** Applicants that receive awards will receive funding for a one-year period.