



POLK COUNTY  
**HOUSING  
TRUST FUND**

Basic Needs | Powerful Solutions

## **FY 2018/2019 CAPACITY BUILDING FUNDING**

### **APPLICATION INFORMATION**

#### ***General information on Capacity Building Funding***

One of Guiding Principles of The Polk County Housing Trust Fund is to preserve, maintain, and improve its existing housing inventory in Polk County. Using tax dollars to strategically fund construction and preservation of units is the primary vehicle for achieving this Priority. However, the Board of Directors recognizes that the same goal can be accomplished through creative programs that introduce new units into the community's affordable housing inventory or preserve existing inventory. This recognition has led the PCHTF Board of Directors to allocate development funds for specific Capacity Building programs.

#### ***PCHTF Funding Standards***

In analyzing those organizations and programs eligible for funding the PCHTF places high value on the following four requirements and principles:

- Grantee must be a 501(c)3 organization or municipal corporation operating in Polk County, Iowa.
- Utilizing existing resources for affordable housing programs in a coordinated and cost-effective way to maximize their effectiveness.
- Developing partnerships that utilize strategies to share resources to promote effectiveness of limited monies.
- Attracting and leveraging additional funds to sustain the organization and program over time.
- Increasing the number of individuals and families obtaining and maintaining permanent affordable housing over time.

***The following are types of activities considered in funding under this Application:***

Non-bricks and mortar programs that either introduce new affordable housing units to the community's inventory, that prevent an existing unit from leaving the inventory or assist more quickly in opening existing inventory for eligible owners or tenants.

***Applications will be evaluated on the following outcomes:***

Capacity Building Applications will be evaluated using traditional unit development criteria including but not limited to:

- Number of units created or preserved
- Cost per unit impacted
- Leverage of PCHTF dollars against other funding
- Applicant's need for PCHTF dollars to operate the program
- Previous year's results (if renewal funding)

**Application Information**

Applications are due **by 3:00 p.m. on July 18, 2018.**

**All applications must be submitted electronically in PDF format.** (Hard copies are no longer required or accepted.) They may be submitted by email or by delivering a memory stick with the complete application to:

Polk County Housing Trust Fund  
505 5<sup>th</sup> Avenue, Suite 1000  
Des Moines, IA 50309

E mail: [lkauzlarich@pchtf.org](mailto:lkauzlarich@pchtf.org)

**ATTACH THE FOLLOWING INFORMATION IN NARRATIVE FORM. PLEASE BE AS CLEAR AND CONCISE AS POSSIBLE WHEN COMPLETING THIS SECTION.**

- Name(s) of agency requesting capacity building funds with contact information
- A summary of the program including a description of and number of clients impacted and the number of units introduced or preserved in the community
- Annual Program Budget
- Annual Program Source/Uses
- Latest data on prior year's program (if renewal)