



POLK COUNTY  
**HOUSING  
TRUST FUND**

# APPLICATION FOR FUNDING FY2022

**July 1, 2021 - June 30, 2022**

Polk County Housing Trust Fund  
Program and Supportive Services

## **Mission of the Polk County Housing Trust Fund**

To provide strategic leadership, expertise and resources to strengthen communities by expanding affordable housing choices in Polk County.

## **Vision of the Polk County Housing Trust Fund**

Everyone has equal opportunity for safe, stable, affordable homes within the communities where they choose to live, work, play and learn.

## **Goal of Programs and Supportive Services Funding**

The purpose of Program and Supportive Services work is to bridge the gap between affordable housing and families in our community. We strive to help improve the lives of households living in Polk County through our support of programs and organizations that improve resident stability and self-sufficiency that lead to successful housing outcomes. As the strategic leaders in affordable housing in our region, we take a holistic approach to addressing housing issues and barriers. This funding provides the essential support of helping to get families housed and keep them housed with flexibility and systemic thinking in mind.

For more information about our funding principles, eligibility, and previous grant recipients, please visit <https://www.pchtf.org/about-us/pss-funding/>

## Applications due 9:00 a.m. on Monday, May 10, 2021

Deliver an electronic copy to Mollie Giller, Director of Program and Supportive Services at [mgiller@pchtf.org](mailto:mgiller@pchtf.org)

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Agency Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### General Conditions

All funding allocated because of this application is at the sole discretion of the Polk County Housing Trust Fund Board of Directors.

All PCHTF funding is subject to a contract that pays awards in up to 12 equal monthly installments and includes, among other things, the right of the PCHTF to withhold installment payments in the event the Grantee is out of compliance with its reporting requirements.

All Permanent Supportive Housing programs funded by the PCHTF are required, exclusively, to fill program vacancies using the Polk County Continuum of Care Centralized Intake System.

### Criteria for Funding

When allocating funding for Programs and Services the Polk County Housing Trust Fund considers certain client outcomes, positive indicators of a movement toward self-sufficiency and long-term housing stability. Programs serving individuals who are homeless or formerly homeless are required to follow the community policy of the "Housing First" philosophy as established by the Polk County Continuum of Care.

High Scoring applications WILL demonstrate alignment with the following Core Criteria:

- # of individuals served at/below 30% AMI
- # of individuals stably housed\* for 12 months
- # of individuals stably housed\* for 24 months
- # of individuals served increasing income by the following amount:
  - > 25%
  - 24%-20%
  - 19%-15%
  - 14%-10%
  - 9%-5%
  - < 5%

\* Stably housed is defined as living at the same address.

In addition to the criteria above, additional consideration will be awarded for programs demonstrating alignment with these Optional Criteria:

- # of individual job placements
- Average wage of each job placement
- # of individuals with improved credit scores
- # of individuals completing financial education program
- # of individuals completing homeowner education program
- # of individuals placed into permanent housing
- # of individuals purchasing a home
- # of foreclosures prevented
- Other data that demonstrates evidence of stability and/or self-sufficiency and/or program effectiveness

Equity has been and continues to be a critical and essential focus of our work and funding. We strive for equity through the process we take to determine funding, who we fund, and in what outcomes we are hoping to collectively achieve. ALL applicants must strive, for and demonstrate a commitment to equity in the way that services are provided as well as in the outcomes achieved.

Systemic and historical racism has created the conditions that we witness in housing today. Our desire is that this funding helps to create a more just and equitable opportunity for all in Polk County to access and retain safe, stable, and affordable housing.

All applicants must demonstrate a commitment to equity to be eligible for funding.

Finally, programs applying for re-funding will receive additional consideration based on achievement of performance targets established in prior application(s).

**FUNDING REQUEST (Program name)** \_\_\_\_\_

**AMOUNT** \_\_\_\_\_

### **Program description**

**Brief background and history of Organization**

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**Description of program requesting funding with description of supportive services, including how/when/where services are provided to clients.**

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**Detailed breakdown of the population you serve by age, gender, race, head of household status and by their percentage of AMI earned at or below 30%.**

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**Explain how your program aligns with and reflects equity principles.**

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**Identify the program staff and their responsibilities in providing the services.**

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## **Equity Measures**

**Does your program help to mitigate policies of racial discrimination? If so, how?**

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**How does your program help individuals build agency?**

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## **Other Information**

**For programs not accepting clients from Centralized Intake, describe your marketing and outreach activities and those which specifically address hard to reach populations. Include any marketing materials your agency uses to reach your target populations.**

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**Describe how you work and collaborate with other agencies to meet the needs of your clients and to help clients increase income and maintain housing stability.**

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**If resources were no object, what could you do to most improve the outcomes for your most vulnerable clients?**

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**What am I not asking you that I should know about your program?**

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## Performance Measures

All Applicants – Please consider the list of Criteria for Funding above and determine the program’s 2021/2022 goals in each of the first four criteria categories.

Core Required Criteria	2021/2022 Performance Targets (Goals)
<ul style="list-style-type: none"><li>• # of individuals served at/below 30% AMI</li><li>• # of individuals stably housed for 12 months</li><li>• # of individuals stably housed for 24 months</li><li>• # of individuals increasing income<ul style="list-style-type: none"><li>◦ &gt; 25%</li><li>◦ 24%-20%</li><li>◦ 19%-15%</li><li>◦ 14%-10%</li><li>◦ 9%-5%</li><li>◦ &lt; 5%</li></ul></li></ul>	

Optional Criteria	2021/2022 Performance Targets (Goals)

**NOTE:** Identified Performance Targets will be included in Applicant’s Contract for receipt of funds allocated because of this Application.

Please use the provided format but use as much space as necessary.

## For Currently Funded Partners In FY21

From your previous year's application list your 2020/21 Performance Targets (goals) for each funded category and the ACTUAL Performance Measures (outcomes). Please use the provided grid format but use as much space as necessary.

	2020/21 Performance Targets (Goals from last year's app)	2020/21 Performance Measures (Outcomes)
Programs and Services		

Please feel free to BRIEFLY explain how COVID-19 has affected your program's Performance Measures for 2020/21.

**NOTE: If you are applying for a Permanent Supportive Housing Program please complete the following.**

# of clients accepted to program last year

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# of clients accepted last year from Centralized Intake

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# of clients last year referred by Centralized Intake but denied  
(attach a narrative explaining detailed reason for denial)

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Is your program designed and operated in accordance with Housing First philosophy?  
Please explain in a narrative form.

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Does your program have an eviction avoidance policy? If so, please explain.

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How many evictions did your organization or any entity tied to your organization file  
(must include all cases, including those that were dismissed)?

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## ATTACHMENTS TO THE APPLICATION

### Financial Information

Your organization's current total operating budget including sources and uses; if a meaningful part of your organization's work is not providing or preserving affordable housing units (for example neighborhood redevelopment) then the total budget should be submitted along with how the sources and uses are split between activities. Please indicate the amount allocated for programs/services outside of Polk County.

If you are applying for funding for a supportive service program(s) provide a program operating budget for that program including sources of funds. If the program-funding request includes part of the organization's general overhead expense, please indicate that amount as a line item expense along with a notation of the percentage of that line item of your organization's total general overhead expense.

### Additional Information

Does your organization have a current strategic plan? Yes/No

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### Appeal of Allocation

An appeal of an allocation made on account of this Application is governed by the PCHTF Appeal Process.

**Applicant** \_\_\_\_\_

By \_\_\_\_\_

**Applicant's Board Chair** \_\_\_\_\_

Signature \_\_\_\_\_

Adopted 4/2013  
Revised 12/2014  
Revised 3/2015  
Revised 4/2016  
Revised 4/2017  
Revised 4/2018  
Revised 4/2019  
Revised 4/2020  
Revised 4/2021