

Iowa Home Ownership Education Project (IHOEP)
Home Ownership Education and Anti-Predatory Lending
Instructions, Grant Application and Scoring Criteria
Fall 2010 - Due Monday, August 20, 2010

**PLEASE REVIEW THIS DOCUMENT PRIOR
TO STARTING THE APPLICATION PROCESS**

About the Iowa Home Ownership Education Project

The Iowa Home Ownership Education Project (IHOEP) supports homeowner education in Iowa through a collaborative of organizations and individuals.

IHOEP Program Certification is required prior to applying for *most* applications. Please refer to the eligibility requirements for more information.

IHOEP Home Ownership Counseling Grant Program

This grant is available for new or expanding projects. IHOEP recognizes that many communities and organizations have little to no resources to assist them with creating and/or maintaining home ownership education programs. With this in mind, the IHOEP Grant Program provides the financial means to assist these organizations in creating or expanding home ownership education initiatives.

Anti-Predatory Lending Initiative Grant Program

IHOEP is aware that predatory lending practices exist throughout Iowa. The anti-predatory lending efforts and activities may promote awareness about predatory lending tactics and/or enable counseling and educational activities; give guidance to predatory lending victims; or help homebuyers avoid predatory lending situations. The specific focus should be on predatory lending as it relates to home ownership. This application requires a dollar-to-dollar match.

Application and Workbook

A complete application includes up to three pages of answers to the Application questions, four worksheets from the Application Workbook and attachments. If you apply for the HUD Housing Counseling Grant you should find this to be a similar format. This allows agencies to use the same reporting methods for HUD and IHOEP. The scoring criteria for the application are on pages 7 and 8 of this packet.

Eligible Applicants

IHOEP Member organizations that are:

- Incorporated Cities or Local Governments
- Counties
- Non-Profit Organizations
- Local Housing Agencies
- Other not-for-profit organizations sponsoring home ownership programs

Changes for the Fall 2010 Grants

Timing of Award - Due to an increase in demand for the IHOEP Grant funds, IHOEP is seeking a new funding source for these grants. Because of funding timelines, IHOEP may not know how many projects we are able to fund by the IHOEP Annual Meeting on September 8, 2010. We fully expect to raise the funds necessary, but may not be able to notify some or all of the applicants of their award until November 2010. It is our hope to notify all applicants of the expected award date by September 1, 2010, however, there may be delays because of IHOEP's funding.

Changes to Reporting - Due to the new funding sources there will be additional reporting requirements for agencies. This will include providing a spreadsheet twice a year for all clients served under the IHOEP grant. The spreadsheet will need to include the following: a client number, the city of county of the client, the service provided to the client, the total household income and the number of people in the household. IHOEP does not intend to collect any information that will impact client confidentiality.

Eligibility Requirements

In order for a project to be eligible, it must meet all the following eligibility requirements.

- Certification is required for a Home Ownership Counseling Grant; and prior to applying for an Anti-Predatory Lending Initiative Grant if the agency provides housing counseling currently, or if the agency will provide housing counseling as part of the project that the agency is requesting IHOEP funding. IHOEP requests agencies receive national certification. Agencies that receive national certification through the National Industry Standards for Homeownership Education and Counseling are considered IHOEP Program Certified; agencies only need to be certified for the type of counseling (see drop down menu on the National Industry Standards for Homeownership Education and Counseling web site) that they propose to serve through the grant. For more information, go to www.homeownershipstandards.com.

IHOEP Program Certification is still available as an option for new programs. Information is available on the IHOEP website at www.ihoep.com. If you do not feel your program is eligible for national certification, you can submit an application for IHOEP Program Certification. If you are not currently certified, an application for certification (either national or IHOEP) will need to be made prior to the grant submission deadline, and grant approval will be contingent on receiving notice of certification.

- The project must have a home ownership education or anti-predatory lending component.
- The applicant must be an IHOEP member at the "Supporting Partners" or "Organization" level. Individual and student members cannot apply. Membership applications are on-line at www.ihoep.com or call 515-278-1415 or 1-888-994-4637.
- An eligible IHOEP member can submit one housing counseling grant application and one anti-predatory lending grant application during each grant period (i.e. Spring and Fall). There are two exceptions to this rule:
 - (1) If an eligible IHOEP member has more than one office or branch, the branches can apply separately if each branch submitting an application has joined as an IHOEP organizational or supporting member, and has received IHOEP Program Certification for their home ownership education project at that specific branch.

(2) If a member decides to submit more than one application in either category, and the applications are not under separate memberships and certifications, then the application that receives fewer points will only be funded to the extent that funds are available after all other eligible applications are funded.

- If funding is being requested under the IHOEP Home Ownership Counseling Grant Program, the project must be creating and/or expanding home ownership education initiatives.
- If funding is being requested under the Anti-Predatory Grant Program, the IHOEP funds must be matched 1:1 with another source of funding.
- Eligible applicants must have been in existence for at least two years and/or demonstrated skills and capacity to provide proposed services.
- The project must be located in Iowa and the applicant must have a demonstrated history of providing services to Iowa residents.
- The project must have a component of serving low- and moderate-income buyers, whose income does not exceed 100% of the area median income limits as established by the Department of Housing and Urban Development (HUD).
- Grant awards limited to a maximum of \$5,000 per application.
- Previous grant recipients must have expensed at least 50% of their current grant funds; this is for grants of the same type (example: An agency previously received Anti-Predatory Lending Initiative funds and are applying for Anti-Predatory Lending Initiative funds). All projects must comply with the IHOEP grant agreement.
- Eligible projects must be complete by December 31, 2011.
- Grant recipients are required to sign a contract and complete necessary reporting documents at the time of funding. In addition, recipients must submit semi-annual reports to IHOEP in January and July.
- Examples of eligible activities:
 - Hardware/Software or other home ownership education tools
 - Training of homebuyer education counselors/instructors
 - Home ownership education classes
 - Program expansion (i.e. adding a new component to your program, serving a new area). Serving more clients through an existing program is not considered program expansion.
 - Program creation (includes start-up salaries of housing counselors)
 - Anti-Predatory lending counseling and/or education initiatives

Ineligible Criteria

- Projects without either a home ownership education component or an anti-predatory lending component.
- Applications from individual or student members of IHOEP.
- On-going administrative salaries and benefits of homebuyer counselors, agency staff and/or contracted providers.

- Applications from a type of agency that is not identified under “eligible applicant”.
- Projects that do not meet the eligibility requirements.

Application Access

The application has been updated for 2010. Applicants will need to respond to the questions that start on the next page and complete the Fall 2010 Grant Application Workbook. The Fall 2010 Grant Application is available at the Members section on the IHOEP Grants page of the IHOEP website at www.ihoeep.com. In order to complete the application, you will need to open the Fall 2010 Grant Application Workbook and save it to your computer. If you do not save it to your system before you start to enter information you may lose your data. The Workbook will need to be completed in Excel. The answers for the Grant Application should be answered in a separate document.

Application Deadline

Completed Grant Applications must be received by IHOEP no later than 4:30 Friday, August 20, 2010.

Please mail, email or fax applications to:
IHOEP
Attn: Kristine Winter
PO Box 31028 Des Moines, IA 50310
Email kwinter@ihoeep.com
Fax: 888-241-3112

IHOEP Grant Application

Instructions:

The answers for the portion of Grant Application should be answered in a separate document. In addition, the four worksheets in the Grant Application Workbook need to be completed.

The answers to the following questions:

- Should be in size 12 font and not exceed 3 pages total.
- Each answer must be numbered to correspond to the question.
- If a question does not apply, enter N/A. Many of the answers will be very brief.

General Information

1. Name of Agency and mailing address.
2. Name of the contact person regarding this application, including email address and phone number.
3. Name of the Project Requesting Funds
4. Location of the Project
5. Amount of Request
6. What type of grant is being applied for with this application; Home Ownership Counseling Grant or Anti-Predatory Lending Initiatives Grant? If it is a home ownership project, is this a new program or an expansion of the current program? If it is for an anti-predatory lending initiative, does it include a 1:1 match with another funding source?
7. Does the organization currently have a home ownership counseling program in place? Please describe it.
8. Describe the project that you are requesting funding.

Applicants Eligibility

9. Is the agency applying an eligible applicant? What type of organization is the applicant? (See the instructions)
10. Does this application meet the eligibility requirements? These can be found in the instructions. Please explain if any will not be met and then consider whether the application is eligible for funding. You can contact IHOEP with questions about eligibility. Please confirm that your program meets the **Eligibility Requirements** in the Instructions.

Capacity and Relevant Experience

11. When was the organization founded? Briefly describe the organization's history.
12. What is the organization's total annual operating budget?
13. What is the geographical area that the organization serves?
14. What is your organization's capacity to implement the proposed project? If applicable, provide information on your home ownership education program or anti-predatory lending education and/or counseling, including any workshops you sponsor.
15. List and explain any outstanding or unresolved defaults, deficiencies, or notices of non-compliance with any public or private funding agencies.

Identified Need and Extent of the Problem

16. Answer the questions on the Clients to be Served worksheet in the Grant Workbook.
17. Does this project meet and unmet need or serve an under-served market? Explain.
18. Explain the identified need and the extent of the problem that this project will address.

19. Are there barriers that need to be overcome to serve the target population?

Soundness of Approach

20. How was the need for the project determined?

21. What are the primary purpose and the goal of the project?

22. How does the project fit into your agency's current programs and initiatives?

23. Are there partners or participating organizations working on the project? Identify partners and their role in the project.

24. Is this project a duplication of services in your area? If yes, explain why duplication is necessary and the other agency providing this service.

Bonus Points

25. What percentage of the clients that will be served by this project will be from a rural community?

Rural Definition: (1) Any housing located outside of a Metropolitan Statistical Area (MSA) where the population is 25,000 or less or (2) Any housing located in an area eligible for USDA Rural Housing Service programs.

Feasibility

26. Complete the Budget worksheet in the Grant Workbook.

Expected Outcomes

27. Complete the Outcomes worksheet in the Grant Workbook.

28. What do you anticipate to be the result of this project? For example, what will be the benefit to consumers of your project; what changes in behavior do you anticipate; or what will be the result of attendance at a workshop or a public information campaign. Be as specific as possible.

29. How will you measure the project's effectiveness?

Attachments

30. Completed Application Workbook (Excel file –all 4 tabs): Budget, Outcomes, Clients to be Served and HUD 9902 - Historical (or include HUD Form 9902 in PDF format).

31. 501(c) 3 determination (required for non-profits)

32. Optional attachments

- Local Government support documentation
- Support/Commitment information from other agencies or resources
- Commitment letters from confirmed funding services
- Current Agency Budget

Signature

33. Name, title and signature of the person authorized to submit the application.

Application Submission

The application can be mailed, faxed, or scanned and emailed to IHOEP. Completed Grant Applications must be received by IHOEP no later than 4:30 Monday, August 20, 2010.

Scoring Criteria

IHOEP Grant Home Ownership Counseling Application

Points Available

All points are variable and given at the discretion of the Grant Scoring Committee. The following rating system will be used to rank applications, the highest total possible score is 100 (weight ranking shown below), plus 10 bonus points for #7 if awarded:

Capacity and Relevant Organizational Experience

- 10 points 1. Does the organization have the organizational resources necessary to successfully implement the project within the allowable time-frame?
- 10 points 2. Does the organization present evidence of sustainability of the program?

Identified Need/Extent of Problem

- 15 points 3. Does the application demonstrate an unmet need, or an underserved market?
- 15 points 4. Does the program target and assist low-to-moderate income and/or minority consumers, new markets, rural markets, IFA targeted areas or HUD underserved areas?

Soundness of Approach

- 20 points 5. Does the project present a reasonable scope of activities that can be accomplished in the allowable time-frame with the resources available to the project?
- 10 points 6. Does the organization have partners or participating organizations working with it on the program?
- 10 BONUS points 7. Additional points will be awarded if the project will serve rural homebuyers or homeowners as an integral part of this project. Visit www.fhlbdm.com or refer to the IHOEP Grant Application for the definition of rural.

Feasibility/Budget

- 10 points 8. Does the program have any local funding, either monetary or in-kind?

Expected Outcomes and Outputs

- 10 points 9. Are the outcomes (activities) and outputs (results) realistic and cost-effective?

Scoring Criteria

Points Available	<p>IHOEP Grant <i>Anti-Predatory Lending</i> Application</p> <p>All points are variable and given at the discretion of the Grant Scoring Committee. The following rating system will be used to rank applications, the highest total possible score is 100 (weight ranking shown below) plus 10 bonus points for #10 if awarded:</p>
	<p><u>Capacity and Relevant Organizational Experience</u></p>
5 points	1. Does the grant application demonstrate organization staff, contracted service or participating partners with expertise and/or skills sufficient to carry out the proposed project?
10 points	2. Does the application present evidence of sustainability of the program? (15 points)
	<p><u>Identified Need/Extent of Problem</u></p>
10 points	3. Does the application demonstrate an unmet need or service of an under-served market?
10 points	4. Does the program target and assist low-to-moderate income and/or minority consumers, new markets, rural markets, IFA Targeted or HUD underserved areas?
	<p><u>Soundness of Approach</u></p>
10 points	5. Does the project present a reasonable scope of activities that can be accomplished in the allowable time-frame with the resources available to the project?
15 points	6. Does the project have a home ownership education or financial literacy education component?
15 points	7. Does the project include a plan for refinancing predatory lending victim's loans; obtaining relief from high cost loan; or an educational counseling component for predatory lending victims?
5 points	8. Is the project inclusive of partners or other initiatives outside of the targeted geographic area?
	<p><u>Feasibility/Budget</u></p>
10 points	9. Other than the dollar-for-dollar match, does the project have any local partners providing services or expertise?
10 BONUS points	10. Additional points will be awarded if the project will serve rural homebuyers or homeowners as an integral part of this project. Refer to the IHOEP Grant Application for the definition of rural.
	<p><u>Expected Outcomes and Outputs</u></p>
10 points	11. Are the outcomes (activities) and outputs (results) realistic and cost-effective?