



**You must complete  
Parts I through V of this  
application form.**

## WATERLOO HOUSING TRUST FUND / 2021-2022 APPLICATION

### Activity 1– Emergency Services and Transitional Housing

#### PART I- PROJECT OVERVIEW

Organization Name:		
Contact Person:		
Street Address:		
City, State, Zip:		
Phone:		Email:

**Project Name:**

**Tax ID #**

**Agency Type:**

Government

Nonprofit

Other:

**There are three programs eligible under Activity 1. Please identify the program(s) you are applying for and complete the applicable Program Section in Part II.**

Program 1: Emergency Housing
Program 2: Repair/Renovation/Acquisition/New Construction
Program 3: Tenant Based Rental Assistance / Rapid Re-Housing

**Amount Requested:**

1. Provide a brief description of the project for which you are applying for funds.

2. Explain your agency's administrative capacity to complete the activity. How will you monitor and track expenditures?

3. What are your proposed outcomes for this project and how will you measure them?

4. What is your project timeline from start to completion? List tasks or milestones.

5. How will you verify income of persons served?

6. If full funding is not awarded from WHTF, how will this project be completed?

7. Please share any other information you would like the WHTF to know about your program.

## **PART II – PROGRAM AREA RESPONSES**

### **PROGRAM 1 EMERGENCY HOUSING**

1. Name and address of the shelter where services will be provided.
2. Describe how your emergency services/ rapid rehousing program will work, identify any partnerships.
3. Document the need, including bed capacity and space available.
4. How has your agency handled overflow situations in the past?

## **PROGRAM 2**

### **REPAIR / RENOVATION / ACQUISITION NEW CONSTRUCTION PROJECTS**

1. Provide the address of the building to be impacted by this activity.
2. Describe the need for the project.
3. Describe how you will select the contractor and who will manage the construction process.
4. Attach any renderings, construction quotes, budgets, etc. as applicable to the project.

## **PROGRAM 3**

### **Tenant Based Rental Assistance (TBRA) / Rapid Re-Housing Projects**

- 1.** Briefly describe your organization's past experience in the delivery of Tenant Based Rental Assistance and/or Rapid Re-Housing services.
- 2.** Describe how funds will be provided to assist individuals. How will you work with Landlords?
- 3.** How will you track services provided to the client population?
- 4.** How will you ensure that units assisted under this program will meet basic Housing Quality Standards?

### Part III – ACTIVITY 1 PROGRAM BUDGET

Complete the Program Budget below. You may add supplemental information or a separate project budget, if you feel it will help clarify your costs or proposal.

DESCRIPTION	AMOUNT REQUESTED FROM WHTF	AMOUNT FROM OTHER SOURCES	TOTAL
TOTALS			

### Part IV – ATTACHMENTS

- Documentation of 501c3 or other agency status
- Other documents to support your application as necessary

### Part V – CERTIFICATION

*I certify that all statements in this application, including all requested supplemental information are true, complete and accurate to the best of my knowledge.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

**You may mail or scan / email your application and attachments to [INRCOG@inrcog.org](mailto:INRCOG@inrcog.org).  
Due date: NOON March 12, 2021**