

Request for Proposals

General Information:

2025-2026 Des Moines Emergency Solutions Grant Funding

Introduction

The City of Des Moines is requesting applications for the Emergency Solutions Grant (ESG) program. This competition includes two federal allocations of ESG funds: FY 2025 funds and FY 2026 funds.

Applications are due:

Friday, August 15, 2025 at 3:30 p.m.

City of Des Moines
Neighborhood Services Dept.
602 Robert D. Ray Dr.
Des Moines, IA 50309

Applications must be submitted in two (2) formats **by the due date:**

1. Email to PMOrewiler@dmgov.org **AND** aarthur@homewardiowa.org, one copy of the proposed work program/application and the *DSM-Polk CoC Monitoring Report*.
2. Copies of the following should be placed in an envelope with **"Attention: Penny Orewiler"** on the front:
 - A completed copy of the proposed work program/application.
 - The *DSM-Polk CoC Monitoring Report*.
 - Agency policies and procedures requested within the application.
 - Attachments 1 through 4 – completed and signed (where requested).

Drop off the envelope **at the Neighborhood Services Department window** inside the Armory Building (602 Robert D. Ray Dr.)

The City of Des Moines reserves the right to make changes in the competition at any time, including the right to require additional information from applicants, and to make final award determinations.

Purpose of the Program

The Emergency Solutions Grant Program (ESG) program, formerly known as the Emergency Shelter Grant Program, is a federal program designed to assist people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

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The City of Des Moines' ESG program is governed by federal regulations at [24 CFR Part 576](#).

Eligible Applicants

Units of general-purpose local government and private nonprofit organizations that **serve within the City of Des Moines** are eligible applicants, provided that applicants propose to serve clients that qualify as homeless or at-risk-of-homelessness under the federal definitions at [24 CFR Part 576.2](#).

Per existing Memoranda of Understanding, the eligible applicant for Centralized Intake funding is Primary Health Care and for HMIS is Institute for Community Alliances.

Eligible Activities

Eligible applicants may apply for funds to support the following activities:

1. **Emergency Shelter/Essential Services**. Assistance in this category may be used for the costs of providing essential services to homeless families and individuals in emergency shelters and operating emergency shelters. Examples of eligible activities include the following: case management; childcare; education services; employment assistance/job training; outpatient health services; life skills training; mental health services; substance abuse treatment services; transportation and services to special populations.
2. **Homelessness Prevention Assistance**. Assistance in this category may be provided to individuals or families that qualify as At Risk of Homelessness according to the ESG regulations at [24 CFR part 576.2](#). Examples of eligible activities include the following: short- or medium-term rental assistance; rental and utility arrears (up to six months of arrears); security deposit (rental and utility); and other financial assistance such as rental application fees, last month's rent, utility payments; and services costs such as case management.
3. **Rapid Rehousing Assistance**. Assistance in this category covers similar activities as Homelessness Prevention but is for individuals or families who meet the definition of "homeless" as defined [at 24 CFR part 576.2\(Category 4\)](#) AND where the individual or family also meets the criteria of Literally Homeless as defined at [24 CFR part 576.2\(Category 1\)](#). As in the Homelessness Prevention

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category, examples of eligible activities include the following: short- or medium-term rental assistance or rental arrears; other financial assistance such as rental application fees, security deposits, last month's rent, utility deposits, utility payments; and services costs such as case management.

4. **Street Outreach**. Assistance in this category is for the costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Examples of eligible activities include the following: engagement; case management; emergency health services; emergency mental health services; transportation and services to special populations.
5. **Centralized Intake**. Activities under this section include costs associated with operating a centralized point of entry where all households seeking homeless services or homeless prevention/diversion assistance are directed for assessment of need and housing barriers, utilizing a standard assessment tool, and receive appropriate and targeted referrals for prevention/diversion services, shelter, or housing.
6. **Homeless Management Information System (HMIS)**. Activities under this section include costs associated with operating the Polk County Continuum of Care's Homeless Management Information System.

Compliance with Federal Regulations and Local Standards

For full details of eligible activities, applicants are strongly encouraged to review HUD's ESG regulations at [24 CFR part 576](#).

If awarded funds, applicants will be required to comply with the Des Moines/Polk County Continuum of Care's *Standards for Providing Assistance in Continuum of Care and Emergency Solutions Grant Programs*

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Threshold Requirements

Applicants must meet the following threshold requirements **in order for their application to be considered for funding**

1. All support documentation is completed and submitted with the application (Attachment #1).
2. Shelter/Essential Services, Homelessness Prevention, and Rapid Rehousing programs accept referrals solely from the Des Moines/Polk County Continuum of Care's centralized intake (Attachment #3) which will be verified by the centralized intake's Participating Agencies Report.
3. Street Outreach programs use centralized intake for initial assessment, standardized housing assessment and referrals to housing programs as well as transport program participants to Centralized Intake.
4. The program complies with HUD VAWA Implementation Policy.
5. The program agrees to participate in HMIS or DVIMS.

Outcome Measures

ALL applicants must meet the applicable performance measure goals listed in the *2025 Performance Measure Goals* found in Attachment #4.

Contract Period

The award period for 2025 ESG funds will begin on January 1, 2025. Applicants are given the option to start a contract period either January 1, 2025 or July 1, 2025. Grant agreements for these awards will specify the final contract period.

Grant Allocation and Amounts

Estimated funding for 2025 ESG is \$328,836. A similar amount is anticipated for 2026. Availability of funds is contingent upon the Congressional allocation to the Department of Housing and Urban Development. Awards will be made on a competitive basis.

Administration (City of Des Moines) – 7.5%:	\$ 24,662
HMIS – 3%:	\$ 9,865
Centralized Intake:	\$ 50,000
ES/HP/SO/RRH:	\$ 244,309

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ES/HP/SO/RRH Categories are limited to the following thresholds:

1.) Shelter/Essential Services – 41%:	\$134,309
2.) Homelessness Prevention - 13%:	\$ 44,000
3.) Rapid Rehousing – 6%	\$ 20,000
4.) Street Outreach – 14%	\$ 46,000

Evaluation/Scoring Criteria: 130 Points

- Project Design – 30 points
- Agency Capacity – 20 points
- Personnel – 10 points
- Experience – 20 points
- Budget & Grant Management – 20 points
- Performance – 30 points

NOTE: Applications receiving a score of less than 91 points (70% of total points available) will NOT be considered for funding.

Application Packet Materials:

1. Request for Proposals
2. **FORM:** General Information and Application **Expanding Text Boxes for Answers**
3. **FORM:** Checklist Form with Support Documents Requires an ink signature
[ATTACHMENT #1] NOTE: If submitting more than one project application, the applicant need only attach the Support Documents to one application.
4. **FORM:** Conflict of Interest Form Requires an ink signature [ATTACHMENT #2]
5. **FORM:** Centralized Intake Verification Requires an ink signature [ATTACHMENT #3]
7. **Attachment #4** – DSM-Polk CoC Monitoring Report Instructions and 2025 Performance Measure Goals
8. HUD definitions of Homeless and At-Risk of Homelessness & Verification Forms
9. 2025 HUD Income Guidelines for Des Moines MSA