



REQUEST FOR PROPOSALS

For

**HOME Investment Partnerships Program- American Rescue Plan
(HOME-ARP)
Supportive Services for Existing Housing Developments**

**INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY
30 South Meridian Street, Suite 900
Indianapolis, IN 46204
<http://www.in.gov/ihcda/>**

317-232-7777

ISSUE DATE: December 11, 2023

RESPONSE DEADLINE: January 22, 2024, 5:00 PM Eastern Time

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PART 1

SCOPE OF THIS REQUEST

1. PURPOSE OF THIS REQUEST FOR PROPOSALS (“RFP”)

The Indiana Housing and Community Development Authority (“IHCDA”) is seeking to select **existing, IHCDA-funded affordable rental housing developments** to receive HOME Investment Partnership-American Rescue Plan (“HOME-ARP”) funds in the form of a grant to provide supportive services to HOME-ARP qualifying populations as defined in the US Department of Housing and Urban Development’s [CPD Notice 21-10](#) and listed in [Appendix A](#) of this RFP.

“**Existing**” means that the development is placed-in-service as of the RFP response deadline.

“**IHCDA-funded**” means that the development was funded with IHCDA capital resources through one or more of the following programs: Low Income Housing Tax Credits, tax-exempt bonds, Tax Credit Assistance Program (TCAP), 1602 Tax Credit Exchange Program, HOME Investment Partnerships Program (HOME), Community Development Block Grants (CDBG), Community Development Block Grants- Disaster Recovery (CDBG-DR), National Housing Trust Fund (NHTF), or the Indiana Affordable Housing and Community Development Fund (Development Fund).

“**Affordable rental housing**” means that the development is subject to rent and income restrictions and that tenants have leases. Transitional housing, other time-limited housing, and emergency shelters do not qualify under this RFP.

The purpose of this RFP is to expand and enhance supportive services at projects where services are already being offered onsite to residents. Projects not currently offering supportive services are ineligible.

Preference will be given to existing permanent supportive housing (PSH) developments serving persons who were experiencing homelessness at time of admission.

IHCDA is making \$5,900,000 of HOME-ARP available for eligible supportive services through this RFP.

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

MISSION STATEMENT

The Indiana Housing and Community Development Authority (“IHCDA”) provides housing opportunities, promotes self-sufficiency, and strengthens communities. To accomplish this IHCDA will:

- Promote place-based initiatives that will allow Hoosiers opportunities to improve their quality of life;
- Create and preserve housing for Indiana’s most vulnerable population;
- Enhance self-sufficiency initiatives in existing programs; and
- Promote a value-driven culture of continuous improvement.

VISION

IHCDA envisions an Indiana with a sustainable quality of life for all Hoosiers in the community of their choice. We believe that growing Indiana's economy starts at home and that all Hoosiers should

have the opportunity to live in safe, affordable, good-quality housing in economically stable communities. That's the heart of IHCDA's mission. Our charge is to help communities build upon their assets to create places with ready access to opportunities, goods, and services. We also promote, finance, and support a broad range of housing solutions, from temporary shelters to homeownership.

IHCDA's work is done in partnership with developers, lenders, investors, and nonprofit organizations that use our financing to serve low and moderate-income Hoosiers. We leverage public and private funds to invest in financially sound, well-designed projects that will benefit communities for many years to come. And our investments bear outstanding returns. The activities that we finance help families become more stable, put down roots, and climb the economic ladder. In turn, communities grow and prosper, broadening their tax base, creating new jobs, and maximizing local resources. IHCDA's work is truly a vehicle for economic growth, and it all starts at home.

OVERVIEW (for more information visit <http://www.in.gov/ihcda/>)

IHCDA was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCDA's programs are successful in large part because of the growing network of partnerships IHCDA has established with local, state, and federal governments, for-profit businesses and not-for-profit organizations. For-profit partners include investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. Not-for-profit partners include community development corporations, community action agencies, and not-for-profit developers.

3. SCOPE OF SERVICES

Selected Respondents will receive grants to cover supportive service funding gaps for a maximum of five years with award agreements beginning April 1, 2024 and expiring on March 31, 2029. Supportive services provided must promote housing stability. HOME-ARP service funding must not supplant existing supportive service funding streams (such as Medicaid reimbursement), but rather must be used to complement existing service funding sources and to fund services that are not billable under those programs. All households served must meet the HOME-ARP Qualifying Population definitions in [Appendix A](#).

Permanent Supportive Housing (“PSH”) developments providing affordable housing and services to persons experiencing homelessness will be prioritized through the RFP selection process.

Maximum Request:

The maximum request per project is capped at the lesser of (1) \$500,000; (2) # of units to receive services x \$5,000 per unit x 5 years; or (3) the annual service funding gap as demonstrated by the [Corporation for Supportive Housing \(“CSH”\) Service Budget Tool](#) x 5 years.

Award Terms:

- Awards will be made in the form of a grant.
- The award Recipient must be the legal owner of the project for which service funding is being requested. The Award Agreement will be executed by the legal project owner and IHCDA. Awards will not be made to the service provider, unless the provider is also the legal project owner. The award Recipient may make one or more Sub-Awards to supportive service providers to provide services.
 - Ex: A response is submitted for the tax credit project known as XXX Apartments which is owned by XXX Apartments, L.P. Services are provided by YYY Services, Inc. The

Award Agreement is between XXX Apartments, L.P. and IHCDA. The Sub-Award Agreement is between XXX Apartments, L.P. and YYY Services, Inc.

- The Award Agreement will commence on April 1, 2024 and expire on March 31, 2029 (the “Award Term”).
- Grant funds will be claimed on a monthly basis as reimbursement for eligible service costs incurred by the Recipient. Recipients must submit claims through IHCDA Online.
- Recipients must submit quarterly performance reports throughout the Award Term, in the format prescribed by IHCDA, as amended from time to time.
- Recipients must enter client information for all households served in the program in either the Indianapolis or Balance of State Homeless Management Information System (HMIS).
- Failure to submit quarterly performance reports, to meet performance indicators defined in the Award Agreement, and/or to meet expenditure deadlines may result in de-obligation of all or a portion of a Recipient’s remaining grant funds.
 - De-obligated funds may be awarded to other Recipients who exceed or meet their performance and expenditure benchmarks, at IHCDA’s discretion.
- Recipients agree to attend any training courses mandated by IHCDA.

Project Requirements:

- Housing must be permanent, not transitional or with time limits.
- Recipient must implement low-barrier tenant screening procedures and tenant selection plans. Tenant selection plans must be reviewed and approved by IHCDA prior to executing the Award Agreement.
- Recipient must implement an eviction prevention plan and utilize eviction only as a last resort. Eviction prevention plans must be approved by IHCDA prior to executing the Award Agreement.
- All services provided through the HOME-ARP grant funding, as well as other services offered at the project, must be offered on a voluntary basis. Acceptance of or participation in services cannot be a condition of occupancy and lack of service engagement cannot be considered a lease violation.
- Comprehensive case management and supportive services must be accessible to tenants where they live and offered in a manner designed to maximize housing stability, choice, and self-sufficiency. The supportive service provider must utilize a harm reduction approach.
- All households provided services must meet one of four qualifying populations as defined in the US Department of Housing and Urban Development’s [CPD Notice 21-10](#) and listed in [Appendix A](#) of this RFP.
- Recipients must comply with all applicable HOME-ARP regulations and guidance issued by HUD and/or IHCDA, as amended from time to time.

Eligible Services:

- Eligible and ineligible services are outlined in Exhibit B.

4. RFP TIMELINE

| | |
|-------------------|---|
| December 11, 2023 | RFP released to the general public |
| December 21, 2023 | Informational Webinar 2:00-3:00 p.m. Eastern Time. No registration is necessary. Click here to join the webinar . |
| January 8, 2024 | CSH Services Budget Tool Webinar 2:00-3:30 p.m. Eastern Time. Click here to register |

January 18, 2024
January 22, 2024
February 22, 2024
April 1, 2024
March 31, 2029

Respondent must submit questions for RFP by 3:30 p.m. Eastern Time
Responses due to IHCDA by 5:00 p.m. Eastern Time
Announcement of selected teams
Award Term Begins
Award Term Expires

PART 2

RFP PROCESS

1. SELECTION PROCESS

Evaluation of all proposals will be completed by a selection committee consisting of staff from IHCDA and CSH. Respondent must be responsive and responsible as described in Part 2 Sections 2 and 3 below. Selection is at the sole discretion of the selection committee.

2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT

Complete Compliant Proposal

Respondent must submit a complete proposal which addresses all applicable questions enumerated in Part 2 Section 4 and includes the submission and receipt by IHCDA of all items enumerated in Part 2 Section 6 of this RFP.

Past Award Performance (if applicable)

Past award performance, including history of complying with federal, state, and local guidelines, meeting benchmarks, and quality of work performed, and services provided will be considered. Applicants are not required to submit documentation to attest to past award performance. IHCDA will review documentation from previous awards to evaluate Respondent's past award performance, if applicable.

Any entity currently suspended or debarred by or in default with IHCDA will be disqualified.

Commitment

By submitting a proposal, Respondent agrees to participate in any mandatory program trainings and meetings.

3. RESPONSIBLE RESPONDENT REQUIREMENTS

IHCDA shall not award any funds until the selected Respondent has been determined to be responsible. A Responsible respondent must:

1. Have adequate financial resources to perform the project, or the ability to obtain them;
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the Respondent's existing commercial and governmental business commitments;
3. Have a satisfactory performance record with IHCDA;
4. Have a satisfactory record of integrity and business ethics;
5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
6. Have supplied all requested information;
7. Be legally qualified to contract in the State of Indiana. If it is an entity described in IC Title 23, it must be registered, and owe no outstanding reports to the Indiana Secretary of State (There is a fee to register with the Secretary of State); and
8. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended or debarred.

If a Respondent is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official file for this RFP and the Respondent shall be advised of the reasons for the determination.

4. EVALUATION CRITERIA

The following factors will be IHCDA's primary consideration in the selection process.

1. Satisfaction of Threshold Criteria: Respondent must meet each requirement enumerated in Part 2 Section 2 "Minimum Requirements" and Part 2 Section 3 "Responsible Respondent Requirements" and must submit all documentation listed in Part 2 Section 6 "Submission Items" to receive consideration in the selection process.
2. Supportive Service Plan: Submit a narrative (not to exceed 7 pages) describing the project's current and proposed supportive service plan. Respondent must include the following information:
 - a. Summary of supportive services currently provided to residents. Include information on existing supportive service staff, case management ratio of service providers to residents, and available hours that services are offered. **Projects not currently offering supportive services are ineligible to apply under this RFP.**
 - b. Summary of service funding used to pay for current services, including a discussion of service gaps for service types or costs that cannot be covered by current funding streams.
 - c. Summary of proposed uses of grant funding including amount of funds requested. If applicable, identify the organizations that will receive Sub-Awards, the services that will be covered under those agreements, and the anticipated dollar amount of the Sub-Awards. If the Respondent will need to engage service partners that do not currently provide services at the project, describe the process that will be used to identify and evaluate new service partners. Discuss new or expanded supportive services to be provided if awarded a grant through this RFP. Include information on how the grant will impact the types of services offered, the staffing model, case management ratio of service providers to residents, available hours services would be offered, etc.
 - d. Plan to solicit feedback from existing residents to make improvements to supportive services.
 - e. Proposed program implementation timeline.
 - f. Identify current metrics used to track outcomes of supportive services currently offered.
 - g. Identify proposed metrics to track outcomes of supportive services to be offered through this grant funding.
3. Problem Statement/Unmet Need: Submit a narrative (not to exceed 2 pages) describing the unmet supportive service need that the HOME-ARP grant funding will address. Explain how the HOME-ARP grant funding will complement existing supportive service funding at the project and why the existing service funding is insufficient to meet service needs of the residents. **NOTE: HOME-ARP service funding must not supplant existing supportive service funding streams (such as Medicaid reimbursement), but rather must be used to complement existing service funding sources and to fund services that are not billable under those programs.**
4. Capacity: Submit a narrative (not to exceed 2 pages) describing the primary service provider's experience with providing onsite supportive services at affordable housing projects, particularly in a permanent supportive housing setting. Include a bio and resume for lead staff member.

5. **Project Performance:** Submit a narrative (not to exceed 1 pages) detailing the following data points from the 12 months preceding the submission:
 - a. The number of early exits from the property (includes court-ordered eviction and early lease termination in lieu of eviction).
 - b. The number of court-ordered evictions.
 - c. The number of early exits that were primarily caused by non-payment of rent.
 - d. Whether the property is currently reporting data in either the Indiana Balance of State HMIS or Indianapolis HMIS
 - e. The percentage of supportive housing residents who stayed in the project or exited to another permanent housing destination.

5. SCORING CRITERIA

Proposals will be scored according to the point system described in this section. Proposals which fail minimum threshold criteria will not be scored.

Scoring Criteria: Maximum 60 points. The following criteria are further defined in Part 2 Section 4 above.

1. Supportive Service Plan (25 points)
 - a. Narrative describing current services and service funding (5 points)
 - b. Narrative describing proposed uses of HOME-ARP service funding (10 points)
 - c. Plan to solicit feedback from existing tenants (5 points)
 - d. Discussion of current and proposed metrics to track outcomes related to services (5 points)
2. Problem Statement/Unmet Need (10 points)
3. Capacity (5 points)
4. Project Performance (10 points)
5. BONUS (10 points) if project is currently operating as PSH and meets one of the following criteria:
 - a. Project was developed through an Indiana Supportive Housing Institute: or
 - b. Project received points as integrated supportive housing through the Qualified Allocation Plan

6. RFP SUBMISSION ITEMS

Respondent must submit documentation in response to the requirements listed in each category heading summarized below. Each of these requirements are described more fully in **Part 2 Sections 2, 4, and 5 of this RFP**. Therefore, Respondent must review Sections 2, 4, and 5 of Part 2 of this RFP carefully before submitting its response. The Respondent must also submit the Proposal Coversheet and the Certification of Company using the templates located at the end of this RFP document.

Checklist of Submission Requirements:

1. **Proposal Coversheet.** Qualifications Coversheet (required template included at end of this RFP packet).
2. **Certification of Respondent.** Certification of Respondent (required template included at end of this RFP packet).
3. **Project Narrative:** Submit a narrative (not to exceed 1 page) providing the following information:
 - a. Project name, address, and number of units. If existing PSH, include number of PSH units.
 - b. Owner entity, management company, and onsite service providers
 - c. Population served by the project, including any target population requirements or preferences in place
4. **Project Financials:** Submit 2022 and 2023 financial statements for the project.

5. Current tenant selection plan for the project
6. Current eviction prevention plan for the project
7. Narratives addressing all applicable evaluation factors defined in Part 2 Section 4 of this RFP:
 - a. Supportive Service Plan
 - b. Problem Statement/Unmet Need
 - c. Capacity- including a bio and resume for lead staff member for supportive services
 - d. Project Performance
8. CSH Service Budget Tool: Completed copy of the budget tool identifying current supportive services budget for the project and the service gap.
9. HOME-ARP Service Budget: Completed copy of the HOME-ARP Service Budget form identifying uses of the HOME-ARP funds for the five-year Award Term. Budget must identify the service provider(s) who will receive the sub-award from the project owner. The maximum HOME-ARP supportive service funding request per project is capped at the lesser of (1) \$500,000; (2) # of units to receive services x \$5,000 per unit x 5 years; or (3) the annual service funding gap as demonstrated by the CSH Service Budget Tool x 5 years.

7. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE

Written questions regarding this RFP will be accepted no later than 3:30PM Eastern Time, January 18, 2024. All questions must be submitted to Shaquana Nelson at snelson1@ihcda.in.gov.

Responses must be submitted via email to the contact below. All documents must be in PDF format.

Shaquana Nelson
Supportive Housing Analyst
Indiana Housing and Community Development Authority
snelson1@ihcda.in.gov

The deadline for submission is January 22, 2024, at 5:00 PM Eastern Time. Applications that do not contain all required forms/documents as listed in this RFP may be determined ineligible for further consideration.

PART 3

TERMS AND CONDITIONS

1. STATE POLICIES

- A. **ETHICAL COMPLIANCE:** By submitting a proposal, the respondent certifies that it shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq., Ind. Code § 4-2-7, et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. Respondent will be required to attend online ethics training conducted by the State of Indiana.
- B. **PAYMENTS:** Any payments for services under any contract awarded pursuant to this RFP shall be paid by IHCDA in arrears in conformance with State fiscal policies and procedures and, as required by IC §4-13-2-14.8, the direct deposit by electronic funds transfer to the financial institution designated by the successful Respondent in writing unless a specific waiver has been obtained from the IHCDA Controller. No payments will be made in advance of receipt of the goods or services that are the subject of any contract except as permitted by IC §4-13-2-20.
- C. **EMPLOYMENT ELIGIBILITY VERIFICATION.** The Respondent cannot knowingly employ an unauthorized alien. The Respondent shall require its contractors who perform work for the Respondent pursuant to the project must certify to the Respondent that the contractor does not knowingly employ or contract with an unauthorized alien.
- D. **CONFIDENTIALITY OF STATE INFORMATION.** The Respondent understands and agrees that data, materials, and information disclosed to the Respondent may contain confidential and protected information. The Respondent covenants that data, material, and information gathered, based upon or disclosed to the Respondent for the purpose of this project will not be disclosed to or discussed with third parties without the prior written consent of the IHCDA. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the Respondent and IHCDA agree to comply with the provisions of IC §4-1-10 and IC §4-1-11. If any Social Security number(s) is/are disclosed by Respondent, Respondent agrees to pay the cost of the notice of disclosure of a breach of the security of the system in addition to any other claims and expenses for which it is liable under the terms of this contract.
- E. **INFORMATION TECHNOLOGY ENTERPRISE ARCHITECTURE REQUIREMENTS.**

Respondent agrees that any information technology-related products or services are compatible with the technology standards, including the assistive technology standard, all found at <https://www.in.gov/iot/2394.htm>.

Additionally, if this RFP is related to software, Respondent agrees that IHCDA owns all of the data that it imports, populates or otherwise adds into the Respondent's software. Therefore, upon the expiration or termination of any contract that Respondent enters into with IHCDA pursuant to this RFP, the Respondent must export IHCDA's data from its software to IHCDA in a secure and useable format that would be able to be readily imported into another system in conformance with industry standards.

- F. **ACCESS TO PUBLIC RECORDS:** Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act ("APRA"), IC 5-14-3 et. seq., and the entire response may be viewed and copied by any member of the public. Respondents claiming a statutory exemption to disclosure under APRA must place all confidential documents (including the requisite number of copies) in a sealed

envelope marked “Confidential”. Respondents should be aware that if a public records request is made under APRA, IHCDCA will make an independent determination of confidentiality, and may seek the opinion of the Indiana Public Access Counselor. Prices are not considered confidential information. The following information shall be subject to public inspection after the contract award:

- A. The RFP.
- B. A list of all vendors who received the RFP.
- C. The name and address of each Respondent.
- D. The amount of each offer.
- E. A record showing the following:
 - a. The name of the successful Respondent.
 - b. The dollar amount of the offer.
 - c. The basis on which the award was made.
- F. The entire contents of the contract file except for proprietary information that may have been included with an offer, such as:
 - i. trade secrets;
 - ii. manufacturing processes;
 - iii. financial information not otherwise publicly available; or
 - iv. other data that does not bear on the competitive goals of public procurement that was not required by the terms of the RFP itself to be made available for public inspection.
- G. **TAXES, FEES AND PENALTIES:** By submitting a proposal respondent certifies that neither it nor its principal(s) is presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana or the United States Treasury. Respondent further warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by either the State or Federal Government pending against it, and agrees that it will immediately notify IHCDCA of any such actions.
- H. **CONFLICT OF INTEREST:** Respondent must disclose any existing or potential conflict of interest relative to the performance of the services resulting from this RFP, including any relationship that might be perceived or represented as a conflict. By submitting a proposal in response to this RFP, respondent affirms that it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of the respondent’s proposal or immediate termination of an awardee’s contract. An award will not be made where an actual conflict of interest exists. IHCDCA will determine whether a conflict of interest exists and whether an apparent conflict of interest may reflect negatively on IHCDCA, should IHCDCA select respondent. Further, IHCDCA reserves the right to disqualify any respondent on the grounds of actual or apparent conflict of interest.
- I. **APPEALS/PROTEST:** Respondent may appeal/protest the award of this contract based on alleged violations of the selection process that resulted in discrimination or unfair consideration. The appeal/protest must include the stated reasons for the Respondent’s objection to the funding decision, which reasons must be based solely upon evidence supporting one (1) of the following circumstances:
 - a. Clear and substantial error or misstated facts which were relied on in making the decision being challenged;
 - b. Unfair competition or conflict of interest in the decision-making process;
 - c. An illegal, unethical or improper act; or

- d. Other legal basis that may substantially alter the decision.

The appeal/protest must be received within ten (10) business days after the Respondent receives notice of the contract award, or the appeal/protest will not be considered. All protests shall be in writing, submitted to the Compliance Officer, who shall issue a written decision on the matter. The Compliance Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. The Respondent will receive written acknowledgement of receipt of the appeal/protest within five (5) business days of its receipt, noting the day the appeal/protest was received. Any appeal/protest regarding the funding decision made by IHCDA will be examined and acted upon by the Compliance Officer within thirty (30) days of its receipt.

2. FEDERAL REQUIREMENTS

Respondent understands that it must comply with the Federal requirements described in the RFP and listed below and must have knowledge of the HOME requirements related to CHDOs and Rental housing, including but not limited to the requirements listed below:

- a. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- b. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- c. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- d. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Respondents that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- e. 24 CFR 92, HOME Investment Partnerships Act.

- f. EO 13166, signed on August 11, 2000, directs all federal agencies, including the Department of Housing and Urban Development (HUD), to work to ensure that programs receiving federal financial assistance provide meaningful access to Limited English Proficient (“LEP”) persons.
- g. The Violence Against Women Act (VAWA) requirements as modified by 24 CFR 92.359 (b) and (c).
- h. The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821–4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851–4856), and implementing regulations at 24 CFR part 35 subparts A, B, J, K, M and R.
- i. 31 U.S.C. 1352, Byrd Anti-Lobbying Amendment.
- j. Applicable Portions of 2 CFR 200, Uniform Administrative Requirements, Cost Principle and Audit Requirements for Federal Awards, which includes but is not limited to the following requirements:
 - i. 2 CFR 200.501, Audit requirements.
 - ii. 2 CFR 200.113, Mandatory Disclosures.
 - iii. 2 CFR, 200.62, Internal Controls.
 - iv. 2 CFR, 200.216, Prohibition on certain telecommunications and video surveillance services or equipment.
 - v. 2 CFR, 200.318, General Procurement Standards and Conflict of Interests.
 - vi. 2 CFR, 200.322, Domestic Preferences for Procurements.
 - vii. Federal Funding Accountability and Transparency Act of 2006 or Transparency Act—Public Law 109-282, as amended by section 6202(a) of Public Law 110-252 (31 U.S.C. 6101), which includes requirements on executive compensation, and also requirements implementing the Act for the non-Federal entity at 2 CFR part 25 Financial Assistance Use of Universal Identifier and System for Award Management and 2 CFR part 170 Reporting Sub-award and Executive Compensation Information.
 - viii. 2 CFR 200.326, Bonding Requirements
 - ix. 2 CFR 200.321, Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms. Recipients must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- k. 24 CFR 92.351, Affirmative Fair Housing Marketing Plan for rental projects containing five (5) or more HOME-assisted housing units.
- l. 24 CFR 92.219 and 24 CFR 92.220, Matching Contributions.
- m. 24 CFR 92.206 (d)(5), Rent-Up Reserve.
- n. 24 CFR 92.356(f), Conflict of Interest.
- o. 24 CFR 92.251, Property Standards.
- p. 24 CFR 92.252, Affordability Period Requirements.
- q. The Davis-Bacon Act requires that workers on certain Federally assisted developments receive no less than the prevailing wages being paid for similar work. Prevailing wages are computed by the U.S. Department of Labor and are issued in the form of a Federal wage decision for each classification of work. The Davis-Bacon Act will apply to awards for the following types of projects: (1) rehabilitation or new construction of a residential property containing twelve (12) or more HOME-assisted units; and (2) affordable housing containing twelve (12) or more units assisted with HOME Funds regardless of whether HOME Funds are used for construction or non-construction activities. Such property may be one (1) building or multiple buildings owned and operated as a single development. Any such contract or award must also be subject to the overtime provisions, as applicable, of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701
- r. 24 CFR 92.300(a)(2), Use of CHDO proceeds.

- s. 24 CFR 92.503(b), Requirements related to recaptured funds.
- t. 24 CFR 252(f)(2) and (f)(3), Rent limits and occupancy levels, changes in rent.
- u. 24 CFR 92.2, Definition of CHDO
- v. 24 CFR 5.609 and 24 CFR 5.611(a), Income calculations.
- w. 24 CFR 92.253 (a) and (b), Lease and Prohibited Lease Provisions
- x. 24 CFR 300, CHDO requirements
- y. 24 CFR 353, 92.353 Displacement, relocation, and acquisition.
- z. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).
- aa. 37 CFR 401, Rights to Inventions Made Under a Contract or Agreement.

3. RFP TERMS AND CONDITIONS

This request is issued subject to the following terms and conditions:

- A. This RFP is a request for the submission of qualifications but is not itself an offer and shall under no circumstances be construed as an offer.
- B. IHCDA expressly reserves the right to modify or withdraw this request at any time, whether before or after any qualifications have been submitted or received.
- C. IHCDA reserves the right to reject and not consider any or all respondents that do not meet the requirements of this RFP, including but not limited to: incomplete qualifications and/or qualifications offering alternate or non-requested services.
- D. IHCDA reserves the right to reject any or all respondents, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
- E. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, IHCDA may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
- F. In no event shall any obligations of any kind be enforceable against IHCDA unless and until a written agreement is entered into.
- G. The Respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of responses of qualifications submitted hereunder or for any costs or expenses incurred during negotiations.
- H. By submitting a response to this request, the Respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- I. IHCDA reserves the right not to award a contract pursuant to the RFP.
- J. All items become the property of IHCDA upon submission and will not be returned to the Respondent.
- K. IHCDA reserves the right to split the award between multiple applicants and make the award on a category-by-category basis and/or remove categories from the award.
- L. The Respondent certifies that neither it nor its principals, contractors, or agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from utilizing federal funds by any federal or state department or agency.

PROPOSAL COVERSHEET

Name of Individual, Firm, or Business: _____

Address: _____

Phone Number: _____

Website Address: _____

Qualification Contact Person: _____

Contact Title: _____

Contact Phone: _____

Contact E-mail Address: _____

Contract Signatory Authority Name: _____

Signatory Title: _____

Signature: _____

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

CERTIFICATION OF RESPONDENT

I hereby certify that the information contained in these qualifications and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I acknowledge that I have read and understood the requirements and provisions of the RFP and agree to abide by the terms and conditions contained herein.

I _____ am the _____ of the (type name of signatory authority) corporation, partnership, association, or other entity named as company and the Respondent herein, and I am legally authorized to sign this and submit it to the Indiana Housing and Community Development Authority on behalf of said organization.

18 U.S.C. § 1001, "Fraud and False Statements," provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, and/or imprisoned for not longer than five (5) years.

Respondent:

Signed: _____

Name: _____

Title: _____

Date: _____

Firm name: _____

APPENDIX A: QUALIFYING POPULATIONS DEFINITIONS

Qualifying populations are defined in the US Department of Housing and Urban Development's [CPD Notice 21-10](#) as follows:

1. **Homeless**, as defined in [24 CFR 91.5](#) *Homeless (1), (2), or (3)*:
 - (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or 4
 - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
 - (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;
 - (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment;

2. **At risk of Homelessness**, as defined in [24 CFR 91.5](#) *At risk of homelessness*:
- (1) An individual or family who:
 - (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
 - (ii) Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition in this section; and
 - (iii) Meets one of the following conditions:
 - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - (B) Is living in the home of another because of economic hardship;
 - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
 - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
 - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;
 - (2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
 - (3) A child or youth who does not qualify as “homeless” under this section but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.
3. **Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD.**

For HOME-ARP, this population includes any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This population includes cases where an individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or

has made the individual or family afraid to return or remain within the same dwelling unit. In the case of sexual assault, this also includes cases where an individual reasonably believes there is a threat of imminent harm from further violence if the individual remains within the same dwelling unit that the individual is currently occupying, or the sexual assault occurred on the premises during the 90-day period preceding the date of the request for transfer.

Domestic violence, which is defined in [24 CFR 5.2003](#) includes felony or misdemeanor crimes of violence committed by:

- 1) A current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship);
- 2) A person with whom the victim shares a child in common;
- 3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- 4) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving HOME-ARP funds; or
- 5) Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence which is defined in [24 CFR 5.2003](#) means violence committed by a person:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship;
 - b. The type of relationship; and
 - c. The frequency of interaction between the persons involved in the relationship.

Sexual assault which is defined in [24 CFR 5.2003](#) means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

Stalking which is defined in [24 CFR 5.2003](#) means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- 1) Fear for the person’s individual safety or the safety of others; or
- 2) Suffer substantial emotional distress.

Human Trafficking includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). These are defined as:

- 1) *Sex trafficking* means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- 2) *Labor trafficking means* the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

4. **Other Populations** where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family’s homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:

(1) **Other Families Requiring Services or Housing Assistance to Prevent Homelessness** is defined as households (i.e., individuals and families) who have previously been qualified as “homeless” as defined in [24 CFR 91.5](#), are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness.

(2) **At Greatest Risk of Housing Instability** is defined as household who meets either paragraph (i) or (ii) below:

(i) has annual income that is less than or equal to 30% of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs);

(ii) has annual income that is less than or equal to 50% of the area median income, as determined by HUD, **AND** meets one of the following conditions from paragraph (iii) of the “At risk of homelessness” definition established at [24 CFR 91.5](#):

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

Veterans and Families that include a Veteran Family Member that meet the criteria for one of the qualifying populations described above are eligible to receive HOME-ARP assistance.

Appendix B: Eligible and Ineligible Supportive Services Costs

In accordance with [HUD Notice CPD-21-10 Requirements for the Use of Funds in the HOME-American Rescue Plan Program](#), eligible supportive services for this program are listed below. To effectively serve participants and meet the Cost Principles requirements outlined below, not all services outlined in HUD Notice CPD-21-10 are included in the list of eligible services.

1. *Oversight of Eligible Costs:* All supportive service costs paid for by HOME-ARP must comply with the requirements of HUD Notice CPD 21-10, including requirements in 2 CFR part 200, subpart E, Cost Principles that require costs be necessary and reasonable. If a qualifying household is already receiving the same eligible supportive service or has been approved to receive the same service through another program or provider, the program participant does not have a need for the HOME-ARP service. Subrecipients are responsible for ensuring participants do not receive duplicative assistance.
2. *Direct Provision of Services:* If services outlined in this section are being directly delivered by a subrecipient, the following costs are eligible project delivery costs for those services:
 - a. The costs of labor or supplies and materials incurred by the subrecipient in directly providing supportive services to program participants.
 - b. The salary and benefit packages of the subrecipient staff who directly deliver the services. These project delivery costs must be attributable to the identifiable objective of the service delivered, otherwise they are administrative costs of the subrecipient.
3. *Eligible Costs for McKinney Vento Supportive Services and Homelessness Prevention Services:* Eligible costs for supportive services under either of these two categories include costs associated with the following services:
 - a. *Childcare:* The costs of childcare for program participants, including providing meals and snacks, and comprehensive and coordinated developmental activities, are eligible. The childcare center must be licensed by the jurisdiction in which it operated in order for its costs to be eligible. The following conditions also apply:
 - i. Children must be under the age of 13 unless the children have a disability.
 - ii. Children with a disability must be under the age of 18.
 - b. *Education services:* The costs of improving knowledge and basic educational skills are eligible costs including:
 - i. Instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED).
 - ii. Screening, assessment, and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to community resources.
 - c. *Employment assistance and job training:* The costs of establishing and/or operating employment assistance and job training programs are eligible, including classroom, online and/or computer instruction, on-the-job instruction, services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is also an eligible cost.
 - i. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates.
 - ii. Services that assist individuals in securing employment consist of:
 1. Employment screening, assessment, or testing;
 2. Structured job skills and job-seeking skills;

3. Special training and tutoring, including literacy training and pre-vocational training;
 4. Books and instructional material;
 5. Counseling or job coaching; and
 6. Referral to community resources.
- d. *Food*: The cost of providing meals or groceries to program participants is eligible.
- e. *Housing search and counseling services*: Costs of assisting eligible program participants to locate, obtain, and retain suitable housing are eligible. Services are:
- i. Development of an action plan for locating housing;
 - ii. Housing search;
 - iii. Tenant counseling;
 - iv. Securing utilities;
 - v. Making moving arrangements;
 - vi. Outreach to and negotiation with owners;
 - vii. Assistance submitting rental applications and understanding leases;
 - viii. Assistance obtaining utilities; and
 - ix. Tenant counseling;
 - x. Mediation with property owners and landlords on behalf of eligible program participants;
 - xi. Credit counseling, accessing a free personal credit report, and resolving personal credit issues; and
 - xii. Payment of rental application fees;
- Please Note: When subrecipients provide housing services to eligible persons that are incidental to a larger set of holistic case management services, these services do not meet the definition of Housing counseling, as defined in 24 CFR 5.100, and therefore are not required to be carried out in accordance with the certification requirements of 24 CFR 5.111.*
- f. *Legal services*: Eligible costs are the fees charged by licensed attorneys and by person(s) under the supervision of licensed attorneys, for advice and representation in matters that interfere with a qualifying individual or family's ability to obtain and retain housing.
- i. Eligible subject matters are child support; guardianship; paternity; emancipation; legal separation; orders of protection and other legal remedies for victims of domestic violence, dating violence, sexual assault, human trafficking, and stalking; appeal of veterans and public benefit claim denials; landlord-tenant disputes; and the resolution of outstanding criminal warrants; landlord/tenant matters, provided that the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.
 - ii. Legal services for immigration and citizenship matters and for issues related to mortgages and homeownership are ineligible. Retainer fee arrangements and contingency fee arrangements are prohibited.
 - iii. Services may include client intake, receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling.
 - iv. Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services.
- g. *Life skills training*: The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic

violence, dating violence, sexual assault, stalking, human trafficking, substance abuse, and homelessness are eligible. These services must be necessary to assist the program participant to function independently in the community. Life skills training includes:

- i. The budgeting of resources and money management, household management, conflict management, shopping for food and other needed items, nutrition, the use of public transportation, and parent training.
- h. *Mental health services*: Eligible costs are the direct outpatient treatment of mental health conditions that are provided by licensed professionals.
 - i. Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management.
 - ii. Services are crisis interventions; counseling; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.
- i. *Outpatient health services*: Eligible costs are the direct outpatient treatment of medical conditions when provided by licensed medical professionals including:
 - i. Providing an analysis or assessment of program participant's health problems and the development of a treatment plan;
 - ii. Assisting program participants to understand their health needs;
 - iii. Providing directly or assisting program participants to obtain and utilize appropriate medical treatment;
 - iv. Preventive medical care and health maintenance services, including in-home health services and emergency medical services;
 - v. Provision of appropriate medication;
 - vi. Providing follow-up services; and
 - vii. Preventative and non-cosmetic dental care.
- j. *Outreach services*: The costs of activities to engage qualified populations for the purpose of providing immediate support and intervention, as well as identifying potential program participants, are eligible.
 - i. Eligible costs include the outreach worker's transportation costs and a cell phone to be used by the individual performing the outreach.
 - ii. Costs associated with the following services are eligible: initial assessment; crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; actively connecting and providing people with information and referrals to homeless and mainstream programs; and publicizing the availability of the housing and/or services provided within the subrecipient's geographic area.
- k. *Substance abuse treatment services*: Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals. The costs include:
 - i. Program participant intake and assessment;
 - ii. Outpatient treatment;
 - iii. Group and individual counseling;
 - iv. Drug testing;
 - v. Inpatient detoxification and other inpatient drug or alcohol treatment are ineligible.
- l. *Transportation*: Eligible costs are:
 - i. The costs of program participant's travel on public transportation or in a vehicle

- provided by the subrecipient to and from medical care, employment, childcare, or other services eligible under this Notice;
- ii. Mileage allowance for service workers to visit program participants and to carry out housing inspections;
 - iii. The cost of purchasing or leasing a vehicle in which staff transports program participants and/or staff serving program participants with written IHCD A approval;
 - iv. The cost of gas, insurance, taxes, and maintenance for the vehicle;
 - v. The costs of subrecipient staff to accompany or assist program participants to utilize public transportation; and
 - vi. If public transportation options are not sufficient within the area, the subrecipient may make a one-time payment on behalf of a program participant needing car repairs or maintenance required to operate a personal vehicle, subject to the following:
 1. Payments for car repairs or maintenance on behalf of the program participant may not exceed 10 percent of the Blue Book value of the vehicle (Blue Book refers to the guidebook that compiles and quotes prices for new and used automobiles and other vehicles of all makes, models, and types);
 2. Payments for car repairs or maintenance must be paid by the subrecipient directly to the third party that repairs or maintains the car; and
 3. Subrecipients may require program participants to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance.
 - vii. Payments for the cost of gas, insurance, taxes, the one-time payment for car repairs or maintenance described above, and maintenance for vehicles of program participants must be limited to program participants with the inability to pay for such costs and who, without such assistance, would not be able to participate in eligible services under this Section. Subrecipients must maintain written justification for these expenses in the tenant file.
- m. *Case management*: The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s) are eligible costs. Subrecipients providing these supportive services must have written standards for providing the assistance. Eligible costs are those associated with the following services and activities:
- i. Conducting the initial evaluation, including verifying and documenting eligibility, for individuals and families applying for supportive services;
 - ii. Counseling;
 - iii. Developing, securing, and coordinating services;
 - iv. Using the Coordinated Entry System (CE);
 - v. Obtaining federal, State, and local benefits;
 - vi. Monitoring and evaluating program participant progress;
 - vii. Providing information and referrals to other providers;
 - viii. Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking;
 - ix. Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
 - x. Conducting re-evaluations of the program participant's eligibility and the types and amounts of assistance the program participant needs.
- n. *Mediation*: HOME-ARP funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in

which the program participant currently resides.

- o. *Credit repair*: HOME-ARP funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.
- p. *Landlord/Tenant Liaison*: Costs of liaison services between property managers/owners and program participants are eligible HOME-ARP costs and may include:
 - i. Landlord outreach;
 - ii. Mediation services in (n) for housing issues that may arise between owner, property manager, or other residents and clients;
 - iii. Coordination or assistance with the provision of other HOME-ARP eligible services to assist clients to maintain permanent housing.
- q. *Services for special populations*: HOME-ARP funds may be used to provide services for special populations, such as victim services, so long as the costs of providing these services are eligible under this section. The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, stalking, or human trafficking.
- r. *Financial assistance costs*: HOME-ARP funds may be used to pay housing owners, utility companies, and other third parties for the following costs, as applicable:
 - i. Utility deposits: A standard utility deposit or initiation fee required by the utility company or owner (if owner-paid utilities are provided) for all program participants for the following utilities:
 1. Gas
 2. Electric
 3. Water
 4. Sewer
 - ii. Utility payments: HOME-ARP funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 24 months of utility assistance within any 3-year period.
 - iii. Moving costs: HOME-ARP funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance under this section of the Notice and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.

Administrative Costs

- Eligible administrative costs include reasonable costs of overall HOME-ARP program management, coordination, monitoring, and evaluation. Review section VI.A. of [HUD Notice CPD-21-10 Requirements for the Use of Funds in the HOME-American Rescue Plan Program for a more complete understanding of eligible administrative costs.](#)
- HOME-ARP administration and planning funds cannot be used to pay costs attributable to the regular

HOME Program.

- Administrative costs cannot exceed 10% of the total award amount.

Ineligible Costs

- Financial assistance cannot be on behalf of a program participant who is receiving the same type of assistance through other public sources. Financial assistance also cannot be provided to a program participant who has been provided with replacement housing payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 USC 4601 et seq.) and its implementing regulations at [49 CFR part 24](#), or Section 104(d) of the Housing and Community Development Act of 1974 (42 USC 5304(d) and its implementing regulations at [24 CFR part 42](#), during the period of time covered by the replacement housing payments.
- Financial assistance costs permitted through the HOME-ARP Program must be paid to a third-party and cannot be paid directly to the participant.
- Any other services not specifically listed above as eligible costs, unless approved by IHCD prior to submitting a claim for reimbursement.
- Funds should not be duplicated with other funds or funding sources.