



**COMMUNITY SERVICE BLOCK GRANT  
INNOVATIVE COMMUNITY COLLABORATION APPLICATION**

**APPLICATION DUE DATE:  
Thursday, August 27, 2015 by 5:00 pm/EST**

Return all grant applications to:  
Indiana Housing and Community Development Authority  
Community Programs Department  
Attn: CSBG Innovation Grants 2015  
Email: [vmorrismay@ihcda.in.gov](mailto:vmorrismay@ihcda.in.gov)

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## **PART 1 INTRODUCTION**

### **I. PURPOSE OF THIS APPLICATION**

**Notice of Funding Opportunity:** The Indiana Housing and Community Development Authority (“IHCDA”) is requesting grant applications from one or more organizations to fund innovative community collaboration. The community project must incorporate community collaboration between the local community action agency and other organizations with similar mission and focus, include the use of technology, and address current community needs, as identified from a recent community needs assessment (survey, assessment, etc.).

### **II. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**

**About Indiana Housing and Community Development Authority:** IHCDA was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCDA’s mission is for every Hoosier to have the opportunity to live in safe, affordable, good-quality housing in economically stable community. IHCDA believes that growing Indiana’s economy starts at home.

IHCDA’s programs are successful in large part because of the growing network of established partnerships with local, state, and federal governments, for-profit businesses, and not-for-profit organizations. IHCDA’s for-profit partners include investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. IHCDA’s not-for-profit partners include community development corporations, community action agencies, and not-for-profit developers.

**Mission Statement:** To provide housing opportunities, promote self-sufficiency, and strengthen communities.

**Community Programs Department Overview:** In 2007, the Governor of the State of Indiana, Mitchell E. Daniels, Jr., designated IHCDA as the lead agency for the purpose carrying out State activities for the Community Service Block Grants (CSBG), Weatherization (Wx), and Energy Assistance Program (EAP). IHCDA created the Department of Energy Programs in 2011 and was tasked with overseeing the allocation, implementation and monitoring of the energy programs and the Community Services Block Grant funded through the U.S. Department of Health and Human Services (HHS). In 2013, these programs were transferred to the Community Programs Department, which also encompasses the Individual Development Account Program, the Housing Choice Voucher Program, and Homelessness Prevention Initiatives.

**Funding Summary:** Funding for this grant application will come from the Community Services Block Grant, commonly referred to as “CSBG”. CSBG is funded through the U.S. Department of Health and Human Services via the Office of Community Services. Indiana receives approximately \$9 million annually. Of the annual allocation, up to five percent (5%) can be used to fund discretionary projects that are identified by the IHCDA.

CSBG is a federal block grant that is designed to assist community action agencies with alleviating the causes and conditions of poverty in communities at or below one hundred twenty-five percent

(125%) of the federal poverty level. According to the CSBG Act, funds made available through this grant will be used:

a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S. C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families and a description of how such activities will enable the families and individuals--

- (i) To remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of Title IV of the Social Security Act);
- (ii) To secure and retain meaningful employment;
- (iii) To attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiative;
- (iv) To make better use of available income;
- (v) To obtain and maintain adequate housing and a suitable living environment;
- (vi) To obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs,
- (vii) To achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on methodologies for widespread replication; and to strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

b) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models, (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and;

c) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts).

**CSBG's National Goals:** Programs supported with CSBG funding are designed to achieve one (1) or more of the Six National Goals.

- (i) Low income people become more self-sufficient
- (ii) The conditions in which low-income people live are improved
- (iii) Low-income people own a stake in their community
- (iv) Partnerships among supporters and providers of services to low-income people are achieved
- (v) Agencies increase their capacity to achieve results
- (vi) Low-income people, especially vulnerable populations, achieve their potential by strengthening families and other supportive environments

IHCDA will provide up to \$150,000 in CSBG discretionary funding to one (1) or more grant applications that demonstrate community collaboration between a local community action agency and other supporting groups with a similar mission. The grant period will run from October 1, 2015 through September 30, 2016. As with all funds provided through CSBG, funding will be provided on a reimbursement basis.

**Purpose of the 2015 Grant:** To support an innovative community collaborative project that will impact local low income communities at or below one hundred twenty-five percent (125%) of the federal poverty level and directly address one (1) or more of the Six National Goals.

Grant applications should focus on a particular community need that was documented through a local needs assessment or other community survey. The project or initiative must demonstrate an active partnership between the local community-based organizations and community action agency. Applicants should demonstrate their ability to leverage other local resources. The project or initiative should have long-term sustainability. Grant applications should incorporate the use of innovative technology and social media tools.

### **III. MINIMUM REQUIREMENTS**

**Eligible Applicant:** This grant application is available to any public or private not for profit agency. All applicants must include collaboration with a local community action agency to be eligible for funding. The collaboration must be documented by a contract, memorandum of understanding, or letter of intent between the entities.

### **IV. APPLICATION TIMELINE**

**Submission date:** All grant applications are due at the IHCDA Office by August 27, 2015 by 5:00 pm/ EST.

**Submission format:** All applicants must submit one electronic copy of the grant application. The electronic copy will be emailed to vmorrismay@ihcda.in.gov.

**Term of contract:** The term of the contract is one (1) year, from October 1, 2015 to September 30, 2016

**Maximum award:** The maximum award will be \$150,000.00.

**Grant Application Components:** Each application must provide an answer to each of the following sections. Applications that fail to answer these sections may be disqualified from the process.

## **PART 2 APPLICATION PROCESS**

### **I. SELECTION PROCESS**

**Evaluation Process:** Evaluation of all applications will be completed by IHCDA. Based on the evaluation criteria, a short list of the highest ranked proposals may be selected and notified, and onsite visits may be conducted with each selected entity to discuss its proposal. Final selection will be at the discretion of IHCDA. IHCDA will not return proposals to applicants nor publish scoring.

### **II. QUALIFICATIONS EVALUATION CRITERIA**

**Proposal Evaluation Criteria:** All applicants are eligible to receive up to 100 points. The applicant with the most points will be recommended to receive the grant. The following criteria will be IHCDA's primary considerations in the selection of the applicant(s):

- 1. Agency Overview (15 points)-** Quality and experience of the applicant
- 2. Program/Project Description (55 points)-** Demonstrate a community need, exemplify how the program/project meets the need for clients at or below one hundred twenty-five percent (125%) of the federal poverty level, develop community partnerships to fulfill the project, use of technology, goals and objectives, program design and implementation, and provide a timeline for completion
- 3. Budget/Financial Reporting (20 points)-** Budget line items and narrative will be reviewed and considered individually and wholly
- 4. Reporting/Evaluation (10 points)-** Demonstrate that the agency has an effective means of evaluating the outlined goals and objectives

### **III. APPLICATION SUBMISSION ITEMS**

#### **IV. Application Components**

All applications must include the following components to be considered complete. If an agency does not have one of the components, then the agency should address the reason for the component's exclusion to be considered.

#### **Section 1: Agency Overview- Total: 15 points**

This section cannot exceed nine (9) pages.

#### **Organizational Capacity Summary of Organizational Qualifications (6 points)-**

Please include a brief summary of the applicant's history and experience in programming. Also include the items listed below:

- a. A copy of your business' State of Indiana Certificate of Existence from the Secretary of State.
- b. Copies of pertinent organizational certifications, designations, licensures.
- c. Minority-owned Business Enterprise/Women-owned Business Enterprise (MBE/WBE) designations, if any.
- d. Experience with federal grants management. Please note: IHCDA will also take into consideration the applicants past performance under CSBG and other IHCDA grants and programs, to determine whether applicant has a history of complying with the policies,

procedures, or directives associated with CSBG or other IHEDA programs, which would be indicated by the number of findings and concerns that were noted on IHEDA awards that have closed over the past five (5) years.

This section should not exceed four (4) pages.

**Meaningful Access to Limited English Proficient Persons**

Please describe the measures your organization will take or is taking to ensure that its services and programs are accessible to persons with limited English proficiency (this should include outreach and accommodations for persons with limited English proficiency).

**Summary of Current Projects (5 points)** - A brief summary of the most recent projects to support organizational qualifications (no more than two (2) pages).

**Principal Staff (2 points)** - A brief summary of the organization's executive management team (no more than one (1) page).

**Designated Project Staff (2 points)** - Names, titles, responsibilities, and summary of work history of staff responsible to complete this project. Identify the primary point of contact for this proposal (no more than two (2) pages).

**Section 2: Program/Project Description- Total: 55 points**

This section cannot exceed six (6) pages.

**Program/Project Summary (15 points)** - Please provide a summary of the program or project to be funded by the grant application. The summary should include: services provided, clients/benefit recipients, recruitment, intake (if applicable), and marketing and public relations. (not to exceed two (2) pages)

**Community Partners/Collaboration (10 points)** - Please provide a list of the community organizations that have been identified as partners with this program or project. Provide a brief summary of the partners role, responsibilities, and financial contributions (if applicable) to the program or project. (not to exceed two (2) pages)

**Incorporation of Technology (5 points)** - Please describe how the agency plans to incorporate the use of technology and/or social media in this program or project.

**Determination of Need (10 points)** In this section, please explain how your agency came up with the idea to implement this project/activities/services (i.e. surveys or assessments that were used). Who was involved in the decision making? Include any barriers or challenges the agency may encounter.

**Program Recipients/Client (5 points)** Discuss the demographics of the population the program/activities/services will impact. The applicant must include a process for verifying that the clients are at or below one hundred twenty-five percent (125 %) of the federal poverty level.

**Project Objectives and Goals (5 points)** - Please provide a summary of the objectives and goals that the program or project will achieve. These goals should be measurable and correlate to the Six National Goals and/or National Performance Indicators.

**Timeline (5 points)** - Provide a timeline for planning, implementation, and evaluation of the program or project. Include staff and resources to be utilized throughout the timeline. There should

be benchmarks to ensure that all funds are expended by the end of the grant (not to exceed one (1) page).

**Section 3: Budget and Budget Narrative- Total: 20 points**

**Budget and Narrative** (20 points) A one-year budget for all costs associated with this project, beginning October 1, 2015 through September 30, 2016. The budget cannot exceed \$150,000. The budget should include all program and administrative expenses, such as travel expenses, supplies and materials. The administrative portion of the budget shall not exceed sixteen (16) percent of the total requested amount. The budget narrative should ensure that all expenses are compliant with cost principles set forth in 45 CFR 75. If this program/project is supported by other funding sources, the agency should provide a brief summary of the other funding sources and their estimated contributions. (not to exceed two (2) pages)

**Section 4: Reporting/Evaluation- Total: 10 points**

**Evaluation Plan** (10 points) Use this section to describe the methods and criteria that will be used to measure whether the project goals/objectives have been achieved. List and provide any surveys or assessment tools that may be used (if available). At a minimum, the evaluation tool should benchmark projected versus actual clients served, quantify the services received, and assess the impact of the overall program/project. If the applicant receives funding under this application will be required to close out the grant within forty-five (45) days after the expiration of the award agreement and provide a closeout report detailing the impact of the funds. (not to exceed two (2) pages)

**Scoring Process**

All applicants are eligible to receive up to 100 points. The applicant(s) with the highest score will be recommended to receive further evaluation via site visits. Grants may be awarded to one (1) or more projects for a total of \$150,000.

**V. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE**

**Tentative Review Timeline**

July 6, 2015	Application released to the public
August 27, 2015	Applications due to IHCD
September 1-4, 2015	IHCD Review Period
September 14-17, 2015	IHCD Site Visits
September 24, 2015	IHCD Board Meeting for Approval
October 1, 2015	Award agreement sent to recipient

**Submission Format:** Applicant must provide an electronic copy of the proposal and supporting materials. The electronic copy will be emailed to [vmorris@ihcd.in.gov](mailto:vmorris@ihcd.in.gov).

**Submission Materials:** Applicant may submit supporting materials, such as an annual report, most recent financial documents demonstrating annual revenue and expenses, examples of assessment tools, training plans developed for other clients, evaluation tools, and workshop documents. This information is not required with the application.

**PART 4 STATE AND FEDERAL REQUIREMENTS**

**I. STATE POLICIES**

**Employment Eligibility Verification.**

The applicant cannot knowingly employ an unauthorized alien. The applicant shall require its contractors who perform work for the applicant pursuant to the project must certify to the applicant that the contractor does not knowingly employ or contract with an unauthorized alien.

**Confidentiality of State Information.**

The applicant understands and agrees that data, materials, and information disclosed to the applicant may contain confidential and protected information. The applicant covenants that data, material, and information gathered, based upon or disclosed to the applicant for the purpose of this project will not be disclosed to or discussed with third parties without the prior written consent of the IHCD. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the applicant and IHCD 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 applicant, applicant 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.

**Ethical Compliance**

By submitting a proposal, the applicant 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.

**Confidentiality of Information**

The applicant is 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.

Any applicant 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”.

Applicant should be aware that if a public records request is made under APRA, IHCD will make an independent determination of confidentiality, and may seek the opinion of the Public Access Counselor. Prices are not considered confidential information.

**II. FEDERAL REQUIREMENTS****Uniform Administrative Requirements**

Successful applicants are subject to the cost principles audit requirements at 45 CFR 75 et. seq.

Applicant agrees to comply with the following federal regulations:

**45 CFR Part 73b** – Debarment and Suspension from Eligibility for Financial Assistance;

**45 CFR Part 80** - Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964;

**45 CFR Part 84** - Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance;

**45 CFR Part 86** – Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance;

**45 CFR Part 87** – Equal Treatment for Faith-Based Organizations;

**45 CFR Part 91** – Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance;

**45 CFR Part 93** – New Restrictions on Lobbying;

**41 U.S.C. 10a-10d**, the “Buy American Act.”

**The Pro-Children Act of 1994 (20 U.S.C. § 6081 et seq.)**

**Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).**

**The Federal Financial Accountability and Transparency Act 2006 (FFATA).**

### **III. RESPONSIBLE APPLICANT REQUIREMENTS**

IHCDA shall not award any funding until the selected applicant, has been determined to be responsible. A responsible applicant 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 applicants 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 the necessary production, construction, and technical equipment and facilities, or the ability to obtain them;
7. Have supplied all requested information;
8. Be legally qualified to contract in the State of Indiana and is an entity described in IC Title 23, is properly registered, and owes no outstanding reports to the Indiana Secretary of State (There is a fee to register with the Secretary of State); and
9. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended or debarred. If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official file for this application, and the applicant shall be advised of the reasons for the determination.

### **IV. APPLICATION TERMS AND CONDITIONS**

This application or any subsequent award related hereto is subject to the following terms and conditions:

1. This application is a request for the submission of proposals, but is not itself an offer and shall under no circumstances be construed as an offer.

2. IHCDA expressly reserves the right to modify or withdraw this application, or any part of it, at any time, whether before or after any proposals have been submitted or received.
3. IHCDA reserves the right to reject and not consider any or all submissions that do not meet the specified requirements, including but not limited to: incomplete applications and/or proposals offering alternate or non-requested services or ineligible activities.
4. IHCDA may reject any or all submissions submitted in response to this application at any time prior to entering into a written agreement.
5. In the event the applicant selected does not enter into the required agreement to carry out the purposes described in this application, IHCDA may, in addition to any other rights and remedies available at law or in equity, withdraw the selection and commence negotiations with another applicant.
6. In no event shall any obligation of any kind be enforceable against IHCDA unless and until a written agreement is entered into.
7. Each applicant agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs or expenses relating to the preparation of this application or for any costs or expenses incurred during negotiations.
8. By submitting a response to this application, each applicant waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of an applicant or applicants with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
9. IHCDA reserves the right to reject any or all applicants, to waive any informality in the application process, or to terminate the application process at any time, if deemed to be in its best interest.
10. IHCDA reserves the right not to award a grant pursuant to this application.
11. All items become the property of IHCDA upon submission and will not be returned to applicant.
12. 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.
13. Applicant 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.
14. A copy of IHCDA's Contract Boilerplate is attached as "Exhibit A" to this Application. By submitting a response to this Application, applicant acknowledges the acceptance of IHCDA's Contract Boilerplate and the understanding that such Boilerplate is non-negotiable.

**V. CERTIFICATION OF APPLICANT**

**[MUST BE EXECUTED BY THE APPLICANTS EXECUTIVE DIRECTOR OR CHIEF EXECUTIVE OFFICER]**

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 activity/project to be provided by this organization. I acknowledge that I have read and understood the requirements and provisions of this application 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 applicant 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.

I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812.

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

By (Title): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
Board of Directors-Member

\_\_\_\_\_  
Date