

Emergency Solutions Grant (ESG)
Rapid Re-Housing Program - Request for Proposals (FY2011 & 2012)
Indiana Balance of State Continuum of Care

ESG RFP's must be received in the IHCDA office by May 18, 2012 at 5:00pm EST. Applications received after this date and time will be rejected. Faxed or e-mailed applications will *not* be accepted.

Mail to: ESG Program Manager
Indiana Housing & Community Development Authority
30 South Meridian, Suite 1000
Indianapolis, IN 46204
E-mail: kbarker@ihcda.in.gov

IHCDA requests innovative proposals from organizations who will administer the ESG-Rapid Re-housing program in coordination with their regional Planning Councils on the Homeless. The program design must designate the lead applicant to serve as a central access point for eligible homeless participants residing in their designated service area into the Emergency Solutions Grant (ESG) Rapid Re-housing (RR) program. The applicant will describe how potential program participants in their region will have access to apply for the ESG-RR funds.

This program provides funding for the rapid re-housing of households at or below the 30% of Area Median Income for which no appropriate housing options are identified and that lack sufficient resources and support networks to immediately obtain housing. Rapid Re-housing is defined as providing services and rental assistance to assist a homeless individual or family to move as quickly as possible into permanent housing and achieve stability in that housing.

The application selection process is highly competitive.

A. THRESHOLD REQUIREMENTS

- 1) Applicant must be a private nonprofit organization (defined as tax-exempt secular or religious organizations described in section 501(c) of the Internal Revenue Code), or a unit of general purpose local government in the State of Indiana. Documentation of this status must be submitted with proposal.
- 2) Applicant does not have any unresolved IHCDA or HUD findings.
- 3) Applicant must actively participate in their regional homeless planning council on the homeless. This is defined as attendance to at least 75% of all meetings in 2011. Certificate of Attendance with regional Planning Council on Homeless must be submitted.
- 4) Applicant must be located in Balance of State Continuum of Care region (IN-502), which currently includes all counties in Indiana except Marion and St. Joseph counties.
- 5) Applicant must have administered the Homeless Prevention and Rapid Re-housing Program (HPRP) or have experience administering a rental assistance program of similar scope.

B. OTHER REQUIREMENTS

- 1) Applicants must have coordination between the State ESG program and the local Entitlement City (when an Entitlement City is included in proposed service area).
- 2) Applicants must demonstrate other matched funds to support the ESG-Rapid Re-housing program. Eligible sources of funds can be any of those listed in 24 CFR Part 576.201 (b).
- 3) Applicants must demonstrate organizational capacity to assess eligibility; develop and monitor housing permanency plans; identify and contract with eligible landlords and utilities; and manage the distribution and accounting of assistance checks for eligible activities.
- 4) Applicants and any contracted vendors involved in program participant assessment, case management or fiscal management of the allocated funds must have Internet access with e-mail availability.
- 5) Agencies awarded ESG-RR funds will be required to use a standard assessment and web-based housing resource and referral tool called the Indiana Housing Opportunity Planner and Evaluator (I-HOPE).
- 6) All subrecipients must sign an agreement with IHCDA for the licensing and provision of the HMIS for the ESG-RR program.

- 7) All grantees will be required to complete reports each award year in accordance with HUD and IHCD requirements. This data will be retrievable through HMIS. IHCD will monitor outcomes on a regular basis and will also be reported by the subrecipients in program reports.
- 8) Future allocations of ESG will be partially based on performance on goals stated in this RFP (Section E). Outcomes will be evaluated and used as a factor in determining allocations in future ESG Rapid Re-housing program awards.
- 9) ESG-RR subrecipient staff must attend IHCD required trainings on designated topics related to the rapid re-housing program.
- 10) Proposals must include a defined outreach plan involving outreach to street/unsheltered homeless. This may involve the local PATH or ACT teams when one is existent in the proposed service area. Information about these teams is available from Charlie Boyle, FSSA Division of Mental Health and Addiction (Charles.Boyle@fssa.in.gov).
- 11) Proposals must also include a defined plan to coordinate with sheltered homeless individuals and families. An MOU must be executed between all ESG-funded shelters (including transitional housing) in the proposed service area detailing the proposed referral process.
- 12) The Rapid Re-housing assistance may be provided to program participants who meet the criteria in the McKinney-Vento Homeless Assistance Act amended by S.896, The Homeless Emergency and Rapid Transition to Housing (HEARTH) Act of 2009 under of the “homeless” definition as stated below:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a) 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;
 - b) 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 federal, state, or local government programs for low-income individuals); or
 - c) An individual who is exiting an institution where s/he 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. Any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other 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 to their primary nighttime residence;
 - a) Has no other residence; and
 - b) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing; and
 - c) Lives in an emergency shelter or other place described in #1 above.

C. ELIGIBLE ACTIVITIES. Assistance may be used for the following activities:

- 1) **Rapid Re-housing: Tenant Based Rental Assistance**
 - a) Including up to 12 months of rental payments.
 - b) Payment of rental arrears consists of a one-time payment for up to six months of rent in arrears, including any late fees on those arrears
- 2) **Rapid Re-housing: Housing Relocation and Stabilization Services**, including:
 - a) **Financial Assistance**
 1. Moving Costs
 2. Rental Assistance fees
 3. Security Deposit
 4. Last Month’s rent
 5. Utility Deposit
 6. Utility Payments
 - b) **Services**

1. Housing Search & Placement (Housing Locators)
 2. Housing Stability Case Management
 3. Mediation
 4. Legal Services
 5. Credit Repair
- 3) **Administration** including administrative costs related to the planning and execution of ESG Rapid Re-housing activities. Subrecipients can budget up to 5% of their total grant for eligible administrative activities. This does not include staff and overhead costs directly related to carrying out activities eligible under other activities. Administration costs include the following:
- a) Salaries, wages and related costs of the subrecipients engaged in administration, including:
 1. Preparing program budgets and schedules, and amendments to those budgets and schedules;
 2. Developing systems for assuring compliance with program requirements,
 3. Developing interagency agreements to carry out program activities,
 4. Monitoring program activities for progress and compliance with program requirements,
 5. Preparing reports and other documents directly related to the program for submission to IHCDA,
 6. Coordinating the resolution of audit and monitoring findings,
 7. Evaluating program results against stated objectives,
 8. Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in any of #1-7 above.
 - b) Other costs for goods and services required for administration of the program including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space,
 - c) Costs of attending HUD-sponsored ESG trainings.
- 4) **HMIS**: As needed, the subrecipient may include up to 1% of their ESG-RR total budget to pay the salaries for operating the HMIS, as designated by the Continuum of Care for the area, including:
1. Completing data entry,
 2. Monitoring and reviewing data quality,
 3. Reporting to the HMIS lead agency (IHCDA),
 4. Training staff on using the HMIS;
 5. Paying staff travel costs to conduct intake

D. CLAIMS

The selected agencies are responsible for drawing funds down on a monthly basis through IHCDA Online and used for services and eligible expenses. There will be twelve disbursements for the fiscal year through an IHCDA defined process. IHCDA expects that contracted agencies have adequate accounting practices to ensure that all funds are tracked at the client and activity level. All funds in this program must be committed in 12 months and expended within 18 months. Accordingly, IHCDA reserves the right to reallocate ESG-RR funds to another program in the Balance of State Continuum if a contracted agency cannot meet the above requirement.

E. PERFORMANCE OBJECTIVES

The statewide performance objectives for clients served with ESG-Rapid Re-housing for 2011-12 are stated below. Each grantee will be required to report their progress on the three (3) performance objectives on the semi-annual report and annual report for 2011-12. The measurement for each goal will be tracked by IHCDA through HMIS. The time period for the goals is between 7/1/11-6/30/12. Below is the list of IHCDA standards. Subrecipients should meet or exceed the following goals by the end of the award year:

Program Objectives

- 1) After successful completion of ESG-RR program, 82% of clients will remain stably housed in permanent housing.
- 2) At least 50% of participants will increase or maintain their employment or income upon exit.
- 3) At least 65% of ESG-RR clients will increase access to mainstream resources upon exit from the program.

Regional System Objectives*

- 1) Reduce average length of homeless episodes in shelters (and transitional housing) in service area by at least 10% from the prior year.
- 2) Reduce recidivism (subsequent return to homelessness) of homeless persons in service area who are served through shelter system and rapid re-housing program by at least 20% from the prior year.

**Outcomes on above objectives will not be evaluated until valid baseline data can be established.*

F. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) SOFTWARE REQUIREMENT

The Emergency Solutions Grant- Rapid Re-housing (ESG-RR) program requires participation in the Homeless Management Information System (HMIS). HMIS is a secure, confidential electronic data collection system that can be used to determine the nature and extent of homelessness.

The applicant agrees to submit client demographic information as required by the U.S. Department of Housing and Urban Development via a Homeless Management Information System (HMIS). All information reported to IHCDCA will only contain aggregate data and will not contain person-identifying information. All programs funded with ESG-RR agree to enter data into Client Track by DSI for HMIS data reporting on a regular and consistent basis. This entry must essentially be “real time” so that all funds related to eligible activities may be directly tied to program participants. IHCDCA will track entry using the HMIS reporting functions. The applicant agrees to participate in the HMIS within 14 days of their agreement with IHCDCA (See Fed. Reg. 68, 43431 7/22/2003).

IHCDCA functions as the lead agency for the Indiana Balance of State Continuum of Care. For more information on the HMIS, contact Kerrie Kikendall (kkikendall@ihcda.in.gov). Training in use of the HMIS for the purposes of the ESG- RR program will be provided by IHCDCA.

Applicants that use HMIS at time of application submission will be evaluated on their current use of HMIS including data quality, specifically regarding the following data elements: Name, Social Security Number, Date of Birth, Ethnicity, Race, Gender, Veteran Status, Disabling Condition, Residence prior to program entry, Zip Code, Length of stay at previous residence and Homeless Cause.

G. ACCESS TO RECORDS/INSPECTIONS:

The Grantee shall, without prior notice and at any time permit HUD or its representatives, the General Accounting Office or its representatives, and the Indiana Housing & Community Development Authority or the State Auditor to examine, audit, and/or copy **so long as no identifiable data about persons who receive service is released** (See 68 Fed. Reg., 43450) (7/22/2003) (1) any plans and work details pertaining to the program, (2) all of the applicant’s books, records and accounts, and (3) all other documentation or materials related to this Contract; the applicant shall provide proper facilities for making such examination and/or inspection. The applicant, upon request, will provide aggregate data about services related to persons who receive services.

The applicant shall provide IHCDCA all necessary records, data, information, and documentation required for IHCDCA to carry out its obligations under the Grant Agreement.

H. DISCHARGE POLICY & SECTION 811 PROJECT RENTAL ASSISTANCE

The subrecipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Indiana Housing and Community Development Authority, the Division of Mental Health and Addiction, and the Office of Medicaid Planning and Policy have established a state coordinating committee to use Section 811 Project Rental Assistance (PRA) rental assistance and Medicaid services to prevent individuals being discharged from publicly funded institutions and State Operated Facilities into homelessness.

Respondents to this Request for Proposals agree to work with IHCDCA to coordinate and link ESG funded rapid re-housing assistance with the State’s discharge planning efforts using Section 811 PRA. The coordination will include, but not be limited to, consideration of discharge when designing and implementing the region’s central access point and providing *rapid* rental assistance to individuals who become homeless after discharge from State Operated Facilities. As part of the Section 811 PRA project, the I-HOPE will be configured to include housing options for

individuals being discharged from publicly funded institutions and State Operated Facilities at risk of homelessness. The respondent further agrees to work with local community mental health centers to accept I-HOPE referrals for such individuals, when appropriate.

CERTIFICATIONS:

Each applicant applying for funds must certify the agency's compliance with the following assurances and in the future be prepared to provide written policies and procedures, where applicable, and upon request.

A. AUTHORITY OF APPLICANT AND ITS REPRESENTATIVE:

The authorized representative of the agency who signs the certifications and assurances affirms that both the applicant and its authorized representative have adequate authority under state and local law and internal rules of the applicant organization to:

1. Execute and return the application.
2. Execute and return the required certifications, assurances, and agreements on behalf of the applicant and,
3. Execute agreements on behalf of the applicant.
4. Understand that intentional falsification, concealment or cover up by any trick, scheme or devise of any information, charts, data, attachments, or materially false, fictitious or fraudulent statement or representation of any information, submitted by the applicant will permanently disqualify the applicant from applying for funds under this program's initiatives.

B. HOMELESS PERSONS INVOLVEMENT:

To the maximum extent practicable, the subrecipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted with ESG.

C. SUPPORTIVE SERVICES:

The subrecipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local and private assistance available for such individuals.

D. STANDARD ASSURANCES:

The applicant assures that the agency will comply with all applicable federal statutes, regulations, executive orders, circulars, and other federal administrative requirements in carrying out the grant.

The applicant acknowledges that it is under a continuing obligation to comply with the terms and conditions of the grant and recognizes that federal laws, regulations, policies and, administrative practices, might be modified from time-to-time and may affect the implementation of the project.

E. DEBARMENT OR SUSPENSION:

The applicant or principals have not been convicted of nor had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction, or have not been terminated for cause or default.

F. DRUG FREE CERTIFICATION:

The applicant will publish, or has published, a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against the employees for violation of that prohibition.

Establish an ongoing drug-free awareness program to inform its employees about: (1) the dangers of drug abuse in its workplace; (2) the applicant's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs, and (4) the penalties that may be imposed upon its employees for drug abuse violations occurring in the workplace.

Making it a requirement that each of its employees engaged in the performance of the grant be furnished a statement of the applicant's drug policy.

G. NON-DISCRIMINATION:

The applicant will comply with Title VI of the 1964 Civil Rights Act, as amended (42 U.S.C. § 2000d et seq.) the Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Americans with Disabilities Act (ADA), as amended, (42 U.S.C. § 12101 et seq.)

The Civil Rights Act generally requires that applicants assure that no person otherwise qualified, on the basis of race, color, national origin, creed, sex, or age will be excluded from participation in or be denied the benefits of, or otherwise discriminated against in any program, or activity conducted by the applicant.

The Rehabilitation Act and ADA generally require that any person otherwise qualified with a disability shall, not be excluded from participation in, or denied the benefits of, or otherwise subjected to discrimination, in any program, or activity receiving federal assistance, by reason of that disability.

H. AGE DISCRIMINATION ACT:

The 1975 Age Discrimination Act, as amended, (42 U.S.C. § 6101 et seq.) provides that no person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age, under any program, or activity receiving federal funds.

I. EXECUTIVE ORDER (EO) 11246:

This EO, as amended, provides that no person shall be discriminated against, on the basis of race, color, religion, sex, or national origin, in any phase of employment during the performance of federal contracts in excess of \$10,000.

J. OMB CIRCULAR A-110 AS REVISED:

Applicant certifies that the funding provided by the state through this agreement should not be used to provide voters and prospective voters with transportation to the polls or provide similar assistance in connection with any election or voter registration activity.

Positive efforts shall be made by applicants to utilize small businesses, minority firms, and women's business enterprises whenever possible. Recipients of federal awards shall take all of the following steps to further this goal:

1. Ensure that the small businesses, minority owned firms, and women's business enterprises are used to the fullest extent possible.
2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small business, minority-owned firms, and women's business enterprises.
3. Consider, in the contract process, whether firms competing for contracts intend to subcontract with small businesses, minority owned firms, and women's business enterprises.
4. Encourage contracting with consortiums of small businesses, minority-owned firms, and women's business enterprises, when a contract is too large for one of these firms to handle individually.
5. Use the services and assistance, as appropriate, of such organizations as the federal Small Business Administration and the Indiana Department of Administration's minority business development division in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises.
6. For more information about OMB Circular A-110: <http://www.whitehouse.gov/omb/>

K. ANTI-LOBBYING:

Pursuant to 31 U.S.C. § 1352, and any regulations promulgated there under, applicant hereby assures and certifies, to the best of his or her knowledge and belief, that no federally appropriated funds have been paid, or will be paid, by or on behalf of applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

L. RELIGIOUS ACTIVITIES:

Applicant agrees that activities conducted with funding obtained through this agreement shall be non-sectarian in nature and that religious activities shall not be included in any activities to be conducted hereunder. This does not restrict a religious organization from using its personnel or offices for the purposes of the program as long as program activities are kept separate and participation in religious activity is not a requirement for a ESG-RR program participant.

M. CONFLICT OF INTEREST:

Applicant specifically agrees to comply with applicable provisions of the Office Of Management and Budget Circulars A-110 and “The Common Rule” regarding conflicts of interest. Applicants further acknowledge and agree that no employee, agent, representative, or subcontractor of applicant who may be in the position to participate in the decision-making process of applicant or its subcontractors may derive an inappropriate personal or financial interest or benefit from any activity funded through this agreement, either for himself or for those with whom he has family business ties.

N. ENVIRONMENTAL TOBACCO REGULATIONS:

Applicant certifies that it will comply with applicable provisions of the Pro-Children Act of 1994 (20 U.S.C. § 6081 et seq.), which require that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted for by contractor and which is used routinely or regularly for the provision of health, day care, education, or library services to children under the age of eighteen (18) years, if the services are funded by federal programs either directly or through states or local governments by federal grant, contract, loan, or loan guarantee. This provision shall not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment.

SUBMITTING THE APPLICATION

Completed ESG-RR applications must be received in the IHCDA office no later than May 18, 2012, 5:00 pm Eastern Daylight Time. Faxed applications will not be accepted. Application forms must be submitted both by hard copy and by e-mail. The hard copy must be *completed* electronically, printed and mailed in with attachments and signature page. The hard copy can be double-sided, with a clip placed around all of the pages. Please do NOT copy and paste application onto a new spreadsheet, staple papers, enclose in folders or three ring binders. The tabs should be easily removable and placed behind application forms in order listed below. Submit one (1) paper/hard copy attention to:

ESG Program Coordinator
Indiana Housing & Community Development Authority
30 South Meridian, Suite 1000
Indianapolis, IN 46204

Submit application forms electronically by e-mail to Kelli Barker, kbarker@ihcda.in.gov. An e-mail confirming receipt of the completed application will be sent once received.

Order of Pages & Attachments:

All applicable forms must be completed and submitted together prior to due date stated in order to be considered for funding. Application forms include:

- 1) Cover Page
- 2) Exhibit 1-4

- 3) Certification Statement and Signature page
- 4) Attachments in order listed below

- Tab A:** Documentation of non-profit status
- Tab B:** Certificate of Attendance to Regional Planning Council meetings in 2011
- Tab C:** Letter(s) of match commitment(s)
- Tab D:** Current organizational chart, including proposed ESG Rapid Re-housing staff
- Tab E:** List of current Board of Directors including names, affiliation, e-mail address, phone number
- Tab F:** Copy of current accounting policy and procedures (If longer than 15 pages double-sided, send instead by e-mail to Kelli Barker at kbarker@ihcda.in.gov)
- Tab G:** IRS Form 990 for 2010 or most recent
- Tab H:** A-133 Audit or most recent financial audit completed by independent accounting firm
- Tab I:** General Liability Insurance (the minimum coverage amount is \$500,000)
- Tab J:** Automobile Liability (must include non-owned vehicles). Only include if applicable.
- Tab K:** Workers' Compensation and Unemployment Compensation
- Tab L:** Fidelity Bond / Employee Dishonesty Bond (in an amount equal to one-half (1/2) of the total annual funding provided by the state or \$250,000, whichever is less, for all persons who will be handling funds. This coverage is also sometimes called employee dishonesty insurance, crime coverage, employee dishonesty bond, fidelity bond and crime fidelity insurance.)
- Tab M:** MOU with Entitlement City, if proposed ESG service area lies within Entitlement City boundaries. If applicable, MOU must include details of coordination between Entitlement program and State program.
- Tab N:** Letter of support from Regional Planning Council Chairperson
- Tab O:** MOU's with ESG funded shelters and transitional housing providers in proposed service area. Agreement should detail planned referral process to ESG-RR program, including provision of services.
- Tab P:** Map of proposed homeless triage system