Emergency Solutions Grant
Shelter Program - Request for Proposals (FY2016)
Indiana Balance of State Continuum of Care

DUE DATE

Applicant's proposal must be submitted electronically via e-mail and received by the IHCDA no later than April 22, 2016 at 5:00pm EDT. Applications received after this date and time will not be accepted. Postmarked applications received after the deadline will ***not*** be considered. Faxed applications will *not* be considered. *Email submission is the preferred method of submission.*

E-mail: eharrisshears@ihcda.in.gov
Mail to: Emily Harris-Shears, Emergency Solutions Grant Coordinator
Indiana Housing & Community Development Authority
30 South Meridian, Suite 1000
Indianapolis, IN 46204

AWARD AMOUNT

The maximum request and award amount for an organization that received a 2015-16 ESG award from IHCDA is $60,000.
The maximum request for any organization that did NOT receive a 2015-16 ESG award from IHCDA is $25,000.

The award term is one year: July 1, 2016 to June 30, 2017.

2016-17 REQUIREMENTS FOR THE ESG PROGRAM:

ELIGIBLE APPLICANTS

A. THRESHOLD REQUIREMENTS

Applicants must meet the following ten (10) requirements to be considered for an ESG award:

1) Applicant must be a private non-profit organization (defined as tax-exempt secular or religious organizations described in section 501(c) of the Internal Revenue Code), or a local unit of government in the state of Indiana. Documentation of this status must be submitted with proposal in **Tab A**.
2) Applicant does not have unresolved IHCDA or HUD findings against the agency.
3) Applicant has not had state or federal funds recaptured.
4) Applicant's shelter program must be located in the Indiana Balance of State Continuum of Care region (IN-502), which includes all counties in Indiana except Marion and St. Joseph counties.
5) Applicant must actively attend their regional planning council on homelessness meetings. Active participation is defined as attendance to at least 75% of all meetings in calendar year 2015. Certificate of Attendance with local regional planning council on homeless must be submitted in **Tab B**.
6) One hundred percent (100%) of clients served in applicant's shelter program are homeless as defined by HUD in below definition (Section B). Applicants must be currently housing and providing services to homeless individuals at the time of application.
7) If one of your programs was denied through the competitive Balance of State Application McKinney Vento funds for NOFA 2011-2015, that same program that was denied is not eligible for BOS ESG funds.
8) Applicant cannot use the age or gender of a child under age 18 as a basis for denying any family's admission to an emergency shelter that uses Emergency Solutions Grant (ESG) funding or services and provides shelter to families with children under age 18.
9) For applicants that did not receive a State ESG award in 2015-16 program year, the shelter program must be a short-term emergency shelter, of which the primary purpose is to provide temporary shelter for the homeless and which does NOT require occupants to sign leases, program or occupancy agreements. No transitional housing providers that have not received ESG funds in 2015 can apply.
10) Applicant's shelter program must be open all year round. Seasonal shelters are ineligible to apply.

B. SUB-RECIPIENT REQUIREMENTS

If applicant is selected to receive and ESG award it will be considered a sub-recipient and will need to also comply with requirements that are applicable to "subrecipients" of ESG funding:

1) Subrecipients must be actively providing services to **homeless persons as defined by HUD** in paragraph below.
   a. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
      1. Has a primary nighttime residence that is a public or private place not meant for human habitation;
      2. Is living in a 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 and local government program); or
      3. Is exiting an institution where (s) he has 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.
   b. Individual or family who will imminently lose their primary nighttime residence, provided that:
      1. Residence will be lost within 14 days of the date of application for homeless assistance;
      2. No subsequent residence has been identified; and
      3. The individual or family lacks the resources or support networks needed to obtain other permanent housing
   c. Note: States need to get special permission from HUD to use this definition and the State of Indiana does not currently have permission to use this definition. 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:
      1. Are defined as homeless under the other listed federal statues;
      2. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
      3. Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and
      4. Can be expected to continue in such status for an extended period of time due to special needs or barriers
   d. Any individual or family who:
      1. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that related to violence against the individual or 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;
      2. Has no other residence; and
      3. Lacks the resources or support networks e.g., family, friends, faith-based or other social networks, to obtain other permanent housing
2) Data Collection:
   a. HMIS: Subrecipients of the Emergency Solutions Grant are required to enter all HMIS required data for homeless clients into Client Track by DSI. Domestic Violence Shelters are exempt from the HMIS requirement.
   b. Domestic Violence Shelters: Domestic violence shelters are required to operate a comparable database. A comparable database must collect client-level data over time (i.e., longitudinal data), generate unduplicated aggregate reports from that data, and collect all of the HMIS universal data elements listed in Section G of this RFP. Information entered into a comparable database cannot be entered directly into or provided to HMIS. To sign up for the DV Version of Client Track, please contact Jill Robertson: jirobertson@ihcda.in.gov. The data provided into the system will be restricted to each organization and will be in compliance with the Violence Against Women's Act. The system will collect client-level data over time including, but not limited to all of HMIS's universal data elements, and generate unduplicated aggregate reports based on the data. Information entered into this comparable database will not be entered directly into or provided to an HMIS.

3) All subrecipients must have Internet access with regular e-mail availability and use a financial software system for accounting purposes.
4) All subrecipients must sign an award agreement with IHCDA.
5) All subrecipients will be required to complete a Semi-Annual Report, due mid-year; an Annual Report and Close-out Form, both due end year. Reports should be pulled from Client Track/HMIS or comparable database for victim service providers.
6) The subrecipient is required to set two (2) performance objectives corresponding to the ESG shelter program type indicated in the application. The agency will be evaluated on their performance with each objective. The agency will document the outcomes of each objective in both the Semi-Annual and Annual Report.
7) Only one ESG-Shelter proposal may be submitted per organization.
8) All subrecipients are required to participate in HUD's annual homeless Point-In-Time count held in late January.

9) All subrecipients are required to attend all IHCDA Award Webinar trainings and any other ESG related trainings required as stated by ESG Program Coordinator. Dates and registration information will be posted online and e-mailed to all subrecipients.
10) Subrecipient must comply with the requirements set forth in HUD's Equal Access Rule. See below for details.

Appropriate Placement for Transgender Persons in Single-Sex Emergency Shelters and Other Facilities

On February 3, 2012, HUD published the *Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity* final rule (Equal Access Rule) (77 FR 20 5662). This final rule requires that HUD's housing programs be made available to individuals and families without regard to actual or perceived sexual orientation, gender identity, or marital status. The rule defines "gender identity" to mean "actual or perceived gender-related characteristics." 24 CFR 5.100; 77 FR at 5665. The final rule also prohibits owners and administrators of HUD-assisted or HUD-insured housing, approved lenders in an FHA mortgage insurance program, and any other recipients or subrecipients of HUD funds from inquiring about sexual orientation or gender identity to determine eligibility for HUD-assisted or HUD-insured housing. The rule does not, however, prohibit voluntary self-identification of sexual orientation or gender identity, and it provides a limited exception for inquiries about the sex of an individual to determine eligibility for temporary, emergency shelters with shared sleeping areas or bathrooms, or to determine the number of bedrooms to which a household may be entitled. 24 CFR 5.105(a)(2).

HUD Guidance for Single-Sex Emergency Shelters or Other Facilities that Receive ESG, HOPWA, or CoC Funds

Assignments
HUD assumes that a recipient or subrecipient ("provider") that makes decisions about eligibility for or placement into single-sex emergency shelters or other facilities will place a potential client (or current client seeking a new assignment) in a shelter or facility that corresponds to the gender with which the person identifies, taking health and safety concerns into consideration. A client's or potential client's own views with respect to personal health and safety should be given serious consideration in making the placement. For instance, if the potential client requests to be placed based on his or her sex assigned at birth, HUD assumes that the provider will place the individual in accordance with that request, consistent with health, safety, and privacy concerns. HUD assumes that a provider will not make an assignment or re-assignment based on complaints of another person when the sole stated basis of the complaint is a client or potential client's non-conformance with gender stereotypes.

Appropriate and Inappropriate Inquiries Related to Sex
For temporary, emergency shelters with shared sleeping areas or bathrooms, the Equal Access Rule permits shelter providers to ask potential clients and current clients seeking a new assignment their sex. Best practices suggest that where the provider is uncertain of the client's sex or gender identity, the provider simply informs the client or potential client that the agency provides shelter based on the gender with which the individual identifies. There generally is no legitimate reason in this context for the provider to request documentation of a person's sex in order to determine appropriate placement, nor should the provider have any basis to deny access to a single-sex emergency shelter or facility solely because the provider possesses identity documents indicating a sex different than the gender with which the client or potential client identifies. The provider may not ask questions or otherwise seek information or documentation concerning the person's anatomy or medical history. Nor may the provider consider the client or potential client ineligible for an emergency shelter or other facility because his or her appearance or behavior does not conform to gender stereotypes.

Privacy
If a client expresses safety or privacy concerns, or if the provider otherwise becomes aware of privacy or safety concerns, the provider must take reasonable steps to address those concerns. This may include, for example: responding to the requests of the client expressing concern through the addition of a privacy partition or curtain; provision to use a nearby private restroom or office; or a separate changing schedule. The provider must, at a minimum, permit any clients expressing concern to use bathrooms and dressing areas at a separate time from others in the facility. The provider should, to the extent feasible, work with the layout of the facility to provide for privacy in bathrooms and dressing areas. For example, toilet stalls should have doors and locks and there should be separate showers stalls to allow for privacy. The provider should ensure that its policies do not isolate or segregate clients based upon gender identity.

Example as it relates to Domestic Violence Providers
A recipient that operates a sex-segregated or sex-specific program should assign a beneficiary to the group or service which corresponds to the gender with which the beneficiary identifies, with the following considerations. In deciding how to house a victim, a recipient that provides sex-segregated housing may consider on a case-by-case basis whether a particular housing assignment would ensure the victim's health and safety. A victim's own views with respect to personal safety deserve

serious consideration. The recipient should ensure that its services do not isolate or segregate victims based upon actual or perceived gender identity. A recipient may not make a determination about services for one beneficiary based on the complaints of another beneficiary when those complaints are based on gender identity.

C. ELIGIBLE ACTIVITIES:

1. EMERGENCY SHELTER

a) Shelter Operations: Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

b) Essential Services: ESG funds may be used to provide essential services to individuals and families who are in an emergency shelter, as follows:

1. **Case Management**- the cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant, including component services and activities consisting of using the I-HOPE tool, Arizona Self Sufficiency Matrix, working with local Rapid Re-housing program, conducting the initial evaluation, verifying and documenting eligibility, counseling, developing, securing and coordinating services and obtaining Federal, State and local benefits; Monitoring and evaluating program participant progress; Providing information and referrals to other providers; Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault and stalking.
2. **Child Care-** The costs of child care for program participants, including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible. The children must be under the age of 13, unless they are disabled. Disabled children must be under the age of 18. The child care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.
3. **Education Services-** When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; and referral to community resources.
4. **Employment Assistance and Job Training-** The costs of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; on-the-job instruction; and 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 an eligible cost. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates. Services that assist individuals in securing employment consist of employment screening, assessment, or testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and prevocational training; books and instructional material; counseling or job coaching; and referral to community resources.
5. **Outpatient Health Services-** Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and noncosmetic dental care.
6. **Legal Services-** (A) Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State in which the services are provided, and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant's ability to obtain and retain housing. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community. (C) Eligible subject matters are child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants. (D) Component services or activities may include client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling. (E) 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. (F) Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible costs. Retainer fee arrangements and contingency fee arrangements are ineligible costs.

7. **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, substance use, and homelessness are eligible costs. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are budgeting resources, managing money, managing a household, resolving conflict, shopping for food and needed items, improving nutrition, using public transportation, and parenting.
8. **Mental Health Services-** (A) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions. (B) ESG funds may only be used for these services to the extent that other appropriate mental health services are unavailable or inaccessible within the community. (C) 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. (D) Eligible treatment consists of crisis interventions; 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.
9. **Substance Abuse Treatment Services**- (A) 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. (B) ESG funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community. (C) Eligible treatment consists of client intake and assessment, and outpatient treatment for up to 30 days. Group and individual counseling and drug testing are eligible costs. Inpatient detoxification and other inpatient drug or alcohol treatment are not eligible costs.
10. **Transportation-** Eligible costs consist of the transportation costs of a program participant's travel to and from medical care, employment, child care, or other eligible essential services facilities. These costs include the following: (A) The cost of a program participant's travel on public transportation; (B) If service workers use their own vehicles, mileage allowance for service workers to visit program participants; (C) The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle; and (D) The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.
11. **Services for Special Populations**. ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs (a)(1)(i) through (a)(1)(x) of this section. The term *victim services* means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, 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, or stalking.

2. <u>RAPID RE-HOUSING (SHORT TERM):</u>

ESG funds awarded through the ESG-Shelter Application may be used to provide housing relocation and stabilization services, short- term financial assistance, and to pay for rental arrears as necessary to assist in rapidly re-housing homeless individuals or families into permanent housing. This activity is *only* available to shelters in regions that do not have an ESG funded Rapid Re-housing program. Rapid Re-housing assistance may be provided to program participants who meet the criteria of the ''homeless'' definition listed in Section B, 1 (a & d). The Rapid Re-housing assistance must be provided in accordance with the housing relocation and stabilization services requirements in § 576.105, and area-wide systems coordination requirements and procedures established under § 576.400.

a) <u>HOUSING RELOCATION & STABILIZATION – FINANCIAL ASSISTANCE:</u>

1. **Rental Application Fees-** ESG funds may pay for the rental housing application fee that is charged by the owner to all applicants.
2. **Security Deposits**- ESG funds may pay for a security deposit that is equal to no more than 2 months' rent.
3. **Last Month's Rent**- If necessary to obtain housing for a program participant, the last month's rent may be paid from ESG funds to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent.
4. **Utility Deposits**- ESG funds may pay for a standard utility deposit required by the utility company for all customers for the following utilities: gas, electric, water, and sewage.

5. **Utility Payments**- ESG funds may pay for up to 2 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 8 months of utility assistance, including arrears, within any 24 month period.
6. **Moving Costs**- ESG 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 and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.

b) RENTAL ASSISTANCE:

1. **Rental Arrears-** Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
2. **First Month's rent-** Payment of first month's rent only. Cannot exceed one month of rental payment.

c) HOUSING RELOCATION & STABILIZATION - SERVICES:

1. **Housing Search and Placement**. Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, include the following:
   i. Assessment of housing barriers, needs, and preferences;
   ii. Development of an action plan for locating housing;
   iii. Housing search; Outreach to and negotiation with owners;
   iv. Assistance with submitting rental applications and understanding leases;
   v. Assistance with obtaining utilities and making moving arrangements; and
   vi. Tenant counseling.
2. **Housing Stability Case Management**. ESG funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing. This assistance cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 12 months during the period the program participant is living in permanent housing. Component services and activities consist of:
   i. Using the centralized or coordinated assessment system as required under § 576.400(d), to evaluate individuals and families applying for or receiving homelessness prevention or rapid re-housing assistance;
   ii. Counseling;
   iii. Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
   iv. Monitoring and evaluating program participant progress;
   v. Providing information and referrals to other providers;
   vi. Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
   vii. Conducting re-evaluations required under § 576.401(b).
3. **Mediation**. ESG 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.
4. **Credit repair**. ESG 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 for modification of a debt.

D. PERFORMANCE OBJECTIVES:

The statewide performance objectives for programs served with ESG Shelter funds or Fiscal Year 2015 (7/1/15-6/30/16) are stated below. Each subrecipient will be required to report their progress on the two (2) performance objectives on the semi-annual report and annual report for FY2015. The measurement for each goal will be tracked by IHCDA through HMIS except for Domestic Violence programs which will be tracked through Client Track or the provider's comparable system. IHCDA standards are guided by HUD's standards of a high-performing Continuum of Care. Subrecipients should be working to meet or exceed the following goals over the next few years.

Performance Objective	Emergency Shelter Program	Transitional Housing Program
Permanent Housing: Percentage of discharged clients who exited to a permanent	56%	75%

housing destination.		
Income: Percentage of discharged clients who increased or maintained their employment income upon exit. Sustaining no income should not be counted. (SSI/SSDI, employment, TANF, child support, cash veterans benefits, etc.)	55%	60%

E. CLAIMS FOR REIMBURSEMENT:

Subrecipients are reimbursed for eligible expenses. There can be no more than 12 claims submitted for the fiscal year. Each claim submitted must contain expenses that were either incurred or paid during the month claimed. Claims shall be submitted to IHCDA within sixty (60) calendar days after the calendar month in which the expenses are incurred or paid. For example the last day a claim for March will be accepted will be 60 days after March 31. All final claims and reports must be submitted to IHCDA within thirty (30) calendar days after the expiration of each effective period or any renewal periods or the termination of the grant agreement. The fiscal year for the grant begins on July 1, 2016 and ends on June 30, 2017. Claims for reimbursement must be submitted through IHCDA's Online electronic claims system. Supporting documentation must be submitted electronically through IHCDA Online. Operations funds can be utilized to purchase up to date copier machines to scan supporting documentation into one PDF.

F. ACCESS TO RECORDS/INSPECTIONS:

Financial records, supporting documents, statistical records, and all other records related to the ESG award must be retained for a period of five (5) years from the date of submission of the final expenditure report or closeout of the grant, whichever is occurs later. HUD, Inspectors General, the Comptroller General of the United States, and IHCDA, or any of their authorized representatives or sub-contractors, must have the right of access to any documents, papers, or other records of the applicant to the ESG award, in order to make audits, examinations, excerpts, and transcripts so long as no identifiable data about persons who receive service is released (See 68 Fed. Reg., 43450) (7/22/2003). The right also includes timely and reasonable access to the applicant's personnel for the purpose of interview and discussion related to such documents.

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

G. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) SOFTWARE REQUIREMENT:

The sub-recipient must ensure that data on all persons served and all activities assisted under ESG are entered into the Homeless Management Information System ("HMIS") in accordance with HUD's standards on participation, data collection, and reporting requirements. The sub-recipient is required to enter data into the Homeless Management Information System ("HMIS") on a regular and consistent basis. "Regular and consistent" means within a two (2) week period of intake or discharge. Data must be entered for the ESG funded shelter program and all other residential programs serving homeless individuals and families. The data required for entry into HMIS includes 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. The sub-recipient agrees to collect any other data elements as required by HUD as it updates its HMIS data standards, from time to time. The sub-recipient is required to update a client's status annually. These updates should be completed at intake and discharge and at client's annual recertification. IHCDA will monitor entry progress and data quality on a regular basis. For any questions related to implementing HMIS in your shelter, please contact the HMIS helpdesk HMISHelpDesk@ihcdaonline.com. Victim services providers are not allowed to enter data into the HMIS but must enter data into a comparable database as described below.

If sub-recipient is a victim service provider it must enter client-level data on ESG beneficiaries/clients into a comparable database, which collects all of the HMIS universal data elements listed in this paragraph and generates unduplicated aggregate reports. Victim service providers are encouraged to use IHCDA's ClientTrack database. The data required for entry into IHCDA's ClientTrack database or the victim service provider's comparable database must include 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. The sub-recipient agrees to collect any other data elements as required by HUD as it updates its HMIS data standards, from time to time. The sub-recipient is required to update a client's status annually. These updates should be completed at intake and discharge and at client's annual recertification. To sign up for DV Client Track, please contact Jill Robertson at jirobertson@ihcda.in.gov. Victim service providers within the Balance of State Continuum of Care can choose to opt into Client Track. The data provided into the system will be restricted to each organization and will be in compliance with the Violence Against Women's Act. The system will collect client-level data over time including, but not limited to all of HMIS's universal data elements, and generate unduplicated aggregate reports based on the data. Information entered into this comparable database will not be entered directly into or provided to an HMIS.

H. AFFIRMATIVELY FURTHERING FAIR HOUSING

All sub-recipients will participate in Affirmatively Furthering Fair Housing by attending a required one-day Fair Housing Training offered in three regional locations throughout the balance of state.

Training Dates:
1. June 28, 2016- New Albany, Indiana
2. June 29, 2016-Indianapolis, Indiana
3. June 30, 2016-South Bend, Indiana

I. Match

Each subrecipient must match dollar-for-dollar the ESG funding provided by HUD with funds from other public or private sources. A subrecipient may comply with this requirement through matching funds or voluntary efforts provided by any recipient or project sponsor.

Matching funds must be provided after the date of the grant award to the subrecipient. Funds used to match a previous ESG grant may not be used to match a subsequent grant award. No federal funds can be used for match, with the exception of Community Development Block Grant (CDBG) and Community Service Block Grant (CSBG) funds.

All subrecipients are required to contribute 100% match to their ESG program. For example, if the ESG award is $10,000, the subrecipient must demonstrate $10,000 as match. The following items may be used as match:

Type of Match	Documentation required
Cash/Grant	Award letter
Value or fair rental value of any donated material or building	Documentation of value of donated material or building. Documentation of previous year's match.
Value of any lease on a building	Documentation of value of lease on a building
Any salary paid to staff to carry out the program of the subrecipient	Timecards of staff member. Proof of salary payment (cancelled checks / bank statements). Summary list of all salaries counted as match. List should contain staff name, hours worked and total monetary value of time worked.
Value of the time and services contributed by volunteers to carry out the program of the subrecipient. (Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the local community.)	List containing all volunteer names, number of hours worked and total value of time contributed.

Examples of Possible Sources of ESG Match

Below are some examples of match that could be used as ESG match. Please note that in order for the match to be counted, it the source must be eligible and its use must be an eligible ESG activity. Match can be provided by the subrecipient itself OR any other community agency, but must directly benefit the ESG participants and be provided during the award term in order to be counted. This list is not exhaustive.

In-Kind	Cash
211 Helpline: Time conducting Coordinated Entry assessments or other eligible expenses.	CDBG, CSBG
AIDS/HIV-related services provided to ESG participants	City or County funds
Alcohol and substance abuse services	Community Action Agencies
Bookkeeping/Administrative services for ESG program (but not billed to ESG)	Donations received as a result of the Neighborhood Assistance Program
Budgeting, credit repair service provided to participants in the community (but not billed to ESG)	ICJI grants, as eligible
Case management (not billed to ESG)	Local Foundations
Child care	Private donations
Clothing, Household, Hygiene items donated	Program income

Community Center - educational meetings related to housing, transportation vouchers, other eligible financial assistance	United Way
Donation Inventory Management	Township Trustees(s) assistance provided to ESG participants
Education, GED, classes (parenting)	
Employment assistance & Job Training	
Emergency Shelter/ Transitional Housing - services provided in program, not billed to ESG	
Faith Based Community; Ecumenical/Ministerial associations	
Food donated to participants by local churches (food stamps *cannot* be counted)	
Furniture donated	
Health care provided by local clinic/hospital	
Housing Food kit, Move-in kit preparation	
Housing placement	
Hygiene Kit preparation	
Legal Services	
Life skills Training not billed to ESG	
Mental health services (CMHC's)	
Minority Health Coalitions	
Motel Stays	
Move in Kits donated	
Office space donated	
Street Outreach: Engagement, case management, emergency mental health services, transportation, services to special populations	
Outpatient Health services - Community Health Centers, other medical centers	
Rent, not paid with ESG	
Renovation of shelter facility, benefiting ESG participants	
School Corporations- eligible services provided to ESG participants	
Transportation	
Utilities, not paid with ESG	
Utility Companies- any amount that is waived from arrears or deposits off of amount due	
Volunteer - professional - local, customary rate	

CERTIFICATIONS

Each applicant that submits an application in response to this RFP is certifying that it will comply with the following certifications and the RFP terms and conditions listed in the next section.

A. AUTHORITY OF APPLICANT AND ITS REPRESENTATIVE:

The authorized representative of the applicant 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 applicant 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 applicant 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 it 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 if it is selected to receive ESG funding it will be under a continuing obligation to comply with the terms and conditions of the ESG grant and recognizes that federal laws, regulations, policies and, administrative practices, may be amended from time-to-time and may affect the implementation of the project.

E. DEBARMENT AND SUSPENSION:
The applicant warrants that it has no current or outstanding criminal, civil, or enforcement actions initiated by the State pending, and agrees that it will immediately notify the State and the IHCDA of any such actions. During the term of such actions, the applicant agrees that IHCDA may delay, withhold, or deny work under any supplement, amendment or contractual device issued pursuant to this Agreement.

The applicant certifies that it or its 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. The applicant certifies that neither it nor its principals nor any of its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from doing business or receiving funds from any federal agency or by any department, agency or political subdivision of the State. The term "principal" for purposes of this certification means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the applicant.

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 SUPERCIRCULAR:
The applicant will comply with the provisions of 2 CFR part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" in utilizing any funds awarded pursuant to this RFP including but not limited to the following:

11) Conflict Of Interest:

a. The Applicant must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the Applicant may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the Applicant may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Applicant.

b. If the Applicant has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the Applicant must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the Applicant is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

c. The Applicant's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

12) Internal Controls.
The Applicant must**:**

a. Establish and maintain effective internal control over federal funds that provides reasonable assurance that the Applicant is managing federal funds in compliance with Federal statutes, regulations, and the terms and conditions of the federal funding. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

b. Comply with Federal statutes, regulations, and the terms and conditions of federal funds.

c. Evaluate and monitor the Applicant's compliance with statutes, regulations and the terms and conditions of the federal funds.

d. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

e. Take reasonable measures to safeguard protected personally identifiable information and other information that IHCDA or HUD designates as sensitive or the Applicant considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

K. MINORITY AND WOMEN'S BUSINESS ENTERPRISES:
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.

L. 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.

M. 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.

N. CONFLICT OF INTEREST DISCLOSURE:
The applicant must disclose in writing any potential conflict of interest to IHCDA.

O. MANDATORY DISCLOSURE:
The applicant must disclose, in a timely manner, in writing to IHCDA all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Award. The applicant's failure to make these disclosures may subject to the applicant to remedies of non-compliance set forth in 2 CFR 200.338.

If the total value of the applicant's currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then the applicant must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

P. CONFIDENTIALITY:
The applicant must develop and implement written procedures to ensure:

(i) All records containing personally identifying information (as defined in HUD's standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential;

(ii) The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG will not be made public, except with written authorization of the person responsible for the operation of the shelter; and

(iii) The address or location of any housing of a program participant will not be made public, except as provided under a preexisting privacy policy of the applicant and consistent with state and local laws regarding privacy and obligations of confidentiality.

The confidentiality procedures of the applicants must be in writing and must be maintained in accordance with this section.

RFP TERMS AND CONDITIONS

This RFQ 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 companies, 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 applicant 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 applicant 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 applicant.

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 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.

M. A copy of IHCDA's most recent Award Agreement Boilerplate is attached as an Exhibit to this RFP. By submitting a response to this RFP, respondent acknowledges the acceptance of IHCDA's Award Agreement Boilerplate and the understanding that such Boilerplate is non-negotiable.

SUBMITTING THE APPLICATION

Completed ESG applications must be received by IHCDA no later than April 22, 2015, 5:00 pm Eastern Daylight Time. Faxed applications will not be accepted. Applicants have the choice of submitting by e-mail or by mail as described below. Email is the preferred method of submission. Confirmation of receipt will be sent by e-mail to all applications received by the deadline stated.

If submitted electronically:
Application forms can be sent electronically by sending as one e-mail to eharrisshears@ihcda.in.gov .If sent by e-mail, the Application Forms should be attached as one Excel or PDF document and the Attachments/Tabs should be scanned and attached as one PDF document (wherever possible). Certification and Signature page must also be printed, signed with original signature, scanned and attached to e-mail.

If submitted by mail:
Application forms must be completed *electronically*, then printed and mailed with all attachments (tabs), including Certification Statement and Signature page in one envelope to address listed on page one of this document. Send only one (1) paper/hard copy. The application can be double-sided, with a clip placed around all documents. Do *not* copy and paste application onto a new document, staple forms, or enclose in folders or three ring binders. The tabs for each attachment should be easily removable and placed behind application forms in order listed below.

Order of Pages & Attachments:

The following application forms must be submitted for all applicants:

1) Cover Page 2) Exhibits 1-5 3) Certification Statement and Signature page 4) Submission of Program Inventory **Link**

Additionally, all applicable attachments (tabs listed below) must be submitted with application forms.

Tab A:	**Most recent letter of 501(c) 3 non-profit status determination.**
Tab B:	**Certificate of Attendance with Regional Planning Council on the Homeless Meetings-completed and signed by council chairperson. Must have attended at least 75% of meetings in calendar year 2015 to meet threshold. This form is posted here:** link
Tab C:	**Current organizational chart.**
Tab D:	**List of current Board of Directors, including each member's name, employer, e-mail address, phone number, and term commitment. Required to have board representatives from at least 3 different employers.**
Tab E:	**Copy of accounting policy and procedures. If longer than 15 pages double-sided, can send as a separate PDF.**
Tab F:	**Copy of CoC APR from Client Track/HMIS for 7/1/15-4/1/16 in PDF format. Copy of APR Performance Calculation Form.**
TABs G,H,I, & J:	**Note on insurance documentation:** *Do not send entire insurance policy.* Please only include the summary page of your insurance policies. This should be one or two pages. Documentation must show the amount of coverage and the dates of coverage to be accepted. Dates for coverage must be current or recently expired to be accepted. If multiple policies are documented on one Certificate of Liability Insurance page, please label each requested policy where it appears on the form as "Tab G", "Tab H", etc.
Tab G:	**General Liability Insurance (If your organization receives ESG funding, the minimum coverage amount is $500,000)**
Tab H:	**Automobile Liability (must include non-owned vehicles). Only include if applicable.**
Tab I:	**Workers' Compensation and Unemployment Compensation insurance amount.**
Tab J:	**Fidelity Bond coverage 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 K:	**Copy of current shelter building fire inspection (passed and completed in 2015 or 2016). If there were any violations, the documentation must show that the violations were corrected and the date they were corrected. A fire extinguisher or sprinkler inspection does not fulfill this requirement. Must have shelter building inspected.**
Tab L:	**Copy of current shelter building health inspection (passed) or waiver form stating not applicable/required. Must be dated in 2014 or 2015.**
Tab M:	**Articles of Incorporation – required for new applicants only (those who did not receive State ESG in 2015-16)**

All applicants must retain a copy of these application policies. Applicants that receive funding will be bound by the information contained therein.