



REQUEST FOR PROPOSALS

for

FAYETTE, UNION AND WAYNE COUNTIES COMMUNITY SERVICES BLOCK GRANT (CSBG)

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY
30 S. Meridian Street, Suite 1000
Indianapolis, Indiana 46204
<https://www.ihcd.in.gov>
317.232.7777

ISSUE DATE: October 31, 2014
RESPONSE/PROPOSAL DUE DATE: December 1, 2014
by 5:00 pm/EST

Return all responses to:
Indiana Housing and Community Development Authority
Attn: Community Programs Department
CSBG Grants 2014

For general questions, contact:
Lynell S. Westbrook
Community Programs Manager
at
Email: lwestbrook@ihcda.in.gov

TABLE OF CONTENTS

PART 1 SCOPE OF THIS REQUEST

- 1. PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)**
- 2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**
- 3. SCOPE OF SERVICES**
- 4. RFP TIMELINES**

PART 2 RFP SELECTION PROCESS, SCORING AND SUBMISSION

- 1. SELECTION PROCESS**
- 2. MINIMUM REQUIREMENTS**
- 3. RECAP OF SCORING**
- 4. RFP SUBMISSION ITEMS**
- 5. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS AND DUE DATE**

PART 3 TERMS AND CONDITIONS

- 1. STATE POLICIES**
- 2. ADDITIONAL FEDERAL REQUIREMENTS**
- 3. RFP TERMS AND CONDITIONS**
- 4. QUALIFICATIONS COVER SHEET**

PART 4 APPENDICES

- 1. IHCDA COMPREHENSIVE ADMINISTRATIVE REVIEW TOOL**
- 2. IHCDA 2014 BOILERPLATE AGREEMENT**

PART 1

SCOPE OF REQUEST

1. PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)

The Indiana Housing and Community Development Authority (“IHCDA”) seeks to contract with a community action agency that is geographically located in the unserved area(s) or an area contiguous to the unserved areas of Fayette, Union or Wayne counties, to support community programs for residents who are low income, for the Community Services Block Grant (CSBG) Program, as detailed in the Scope of Services section of this RFP.

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

MISSION

To provide housing opportunities, promote self-sufficiency, and strengthen communities.

VISION

An Indiana with a sustainable quality of life for all Hoosiers in the community of their choice.

To Accomplish This We Will:

- Promote place-based initiatives that will allow Hoosiers opportunities to improve their quality of life
- Create and preserve housing for Indiana's most vulnerable population
- Enhance self-sufficiency initiatives in existing programs
- Improve our efficiency by expanding Continuous Improvement, including LDMS, to all of IHCDA

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

IHCDA was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCDA’s mission is for every Hoosier to have the opportunity to live in safe, affordable, good quality housing in economically stable communities. 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.

COMMUNITY PROGRAMS DEPARTMENT

In 2007, the Governor of the State of Indiana, Mitchell E. Daniels, Jr., designated IHCD as the lead agency for the purpose of carrying out State activities for the Community Service Block Grant (CSBG), Weatherization (Wx), and Energy Assistance Program (EAP). IHCD created the Department of Energy Programs in 2011 and was tasked with overseeing the allocation, implementation and monitoring of the energy programs and Community Services Block Grant funded through the U.S. Department of Energy (DOE) and the U.S. Department of Health and Human Services (HHS). In 2013, the 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 AND PROGRAM OVERVIEW

Funding for this grant RFP 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. For the past three (3) years, the average allocation for Fayette, Union and Wayne counties has been approximately \$245,000, depending on federal funding levels.

CSBG funds are authorized by the Omnibus Reconciliation Act of 1981, P.L. 97-35, the Community Service Block Grant Act of 1981 as amended by Section 680(a)(2) of the Community Opportunities, Accountability, and Training and Educational Services Act of 1998 (P.L. 105-285). These funds are available to the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Territories and Federal and State-recognized Indian Tribes and Tribal organizations. In addition, funds are made available under a national competitive Training, Technical Assistance and Capacity Building Discretionary Grant Program to assist the local community services networks.

Congress passed the Government Performance and Results Act ("GPRA") in 1993. The purpose of GPRA is to improve federal program effectiveness and public accountability by promoting a new focus on results, service quality and customer satisfaction. As the State Community Services Block Grant Lead Agency for the State of Indiana, IHCD is required to advance Results Oriented Management and Accountability ("ROMA") performance-based concepts among local agencies through on-going training and technical assistance. The applicant must be a community action agency that is geographically located in the unserved area(s) or an area contiguous to the unserved areas. The applicant selected through this RFP should be able to identify which of the ROMA/National Performance Indicators ("NPI") for which they have supporting programs and activities, as identified in the CSBG Information Memorandum 49: Program Challenges, Responsibilities and Strategies issued in 2001.

To accomplish the goals of the NPI, local community action agencies have been encouraged to implement activities that focus on results-oriented management and results-oriented accountability, as described below:

1. **Results-Oriented Management:** Assess poverty needs and conditions within the community; define a clear agency anti-poverty mission for community action and a strategy to address those needs, both immediate and long term, in the context of existing resources and opportunities in the community; identify specific improvements, or results, to be achieved among low-income people and the community; and organize and implement programs, services, and activities, such as advocacy, within the agency and among “partnering organizations, to achieve anticipated results.
2. **Results-Oriented Accountability:** Develop and implement strategies to measure and record improvements in the condition of low-income people and the communities in which they live that result from community action intervention; use information about outcomes, or results, among agency tripartite boards and staff to determine the overall effectiveness, inform annual and long-range planning, support agency advocacy, funding, and community partnership activities.

3. **SCOPE OF SERVICES**

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); 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.

1. Low income people become more self-sufficient
2. The conditions in which low-income people live are improved
3. Low-income people own a stake in their community
4. Partnerships among supporters and providers of services to low-income people are achieved
5. Agencies increase their capacity to achieve results
6. Low-income people, especially vulnerable populations, achieve their potential by strengthening families and other supportive environments

IHCDA will provide approximately \$245,000 in CSBG funding for all three (3) counties. The 2014 allocations per county are as follows: approximately \$77,000 for Fayette county, approximately \$13,000 for Union county and approximately \$155,000 for Wayne county. The funding may be awarded to one (1) or more grant applicants. Applicants may apply for one (1) or more counties. Applicants must demonstrate a similar mission to IHCDA and prove capable of meeting eligibility requirements for CSBG recipients established by Federal CSBG Statute (42 U.S.C. 9901) and Indiana Code (IC 12-14-23-1). The funding amount may fluctuate based on federal funding levels.

The applicant must be an existing community action agency that is geographically located in the unserved area(s) or in an area contiguous to the unserved area(s). As with all funds provided through CSBG, funding will be provided on a reimbursement basis.

Term of Grant Agreement: The term of the Agreement is one (1) year, commencing on January 1, 2015 and expiring on December 31, 2015. IHCDA reserves the option of renewing the initial agreement up to three (3) additional years.

4. RFP TIMELINE

Grant RFP Submission and Review Timeline

October 31, 2014	RFP released to the public
December 1, 2014	RFPs due to IHCDA
December 2-10, 2014	IHCDA Review Period
December 18, 2014	IHCDA Board Approval
January 2, 2015	Award Agreement sent to recipient

PART 2 RFP PROCESS, SCORING AND SUBMISSION

1. SELECTION PROCESS

Evaluation of all qualifications will be completed by IHCDA. Respondent must be responsive to responsibilities as described in Section 2 and 4 of Part 2 of this RFP. Selection of a respondent to provide program management services to the Fayette, Union and Wayne County territory for CSBG is at the sole discretion of IHCDA.

2. MINIMUM REQUIREMENTS

A. Eligible Applicant (Threshold must be met)

The applicant must be a community action agency that is geographically located in the unserved area(s) or an area contiguous to the unserved area(s) (Fayette, Union, Wayne, etc.).

Applicant must either certify that it is currently a community action agency that is geographically located in the unserved area(s) or an area contiguous to the unserved area(s) and list the counties that it currently serves and the unserved area(s) (Fayette, Union, Wayne, etc.) it will serve if it is awarded CSBG funds under this RFP.

B. Organizational Capacity: Summary of Organizational Qualifications (35 points)

Please include a brief summary of the applicant's history and experience in programming.

Also include the items listed below (each item is worth **7 points**):

1. A copy of your business' State of Indiana Certificate of Existence from the Indiana Secretary of State.
2. Copies of pertinent organizational certifications, designations and licensures.
3. Experience with federal grants management and OMB Circulars.
4. A summary of current projects, a brief summary of the most recent projects to support organizational qualifications.
5. Designated program staff, names, titles, responsibilities, and summary of work history of staff responsible to complete this project. Identify the primary point of contact for this proposal.

C. Meaningful Access to Limited English Proficient Persons (15 points)

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).

D. Desired Specifications (175 points)

1. **Organizational Experience (50 points)**: Applicants should submit a statement of relevant organizational experience within the last five (5) years, including the experience of major subcontractors. The narrative in response to this factor should thoroughly describe the applicant's expertise in activities related to and designed to assist low-income individuals and families.

In this section, the applicant should provide the following information: A statement and documentation of the extent of experience and expertise as a community action agency or the willingness to be designated a community action agency; a description of the level of experience managing state and federal reimbursement contracts; and a description of the extent of the applicant's knowledge and samples of work regarding services that assist low-income families and individuals including (no more than 5 pages):

- a. Employment
 - b. Education
 - c. Housing
 - d. Nutrition
 - e. Health
 - f. Emergency Services
 - g. Income Management
 - h. Self-sufficiency
2. **Previous IHCDA Award Performance (25 points)**
 - a. IHCDA will take into consideration the applicant's past performance under CSBG, to determine whether the applicant has a history of complying with the policies, procedures, or directives associated with CSBG, which would be indicated by the number of findings and concerns that were noted on IHCDA awards that have closed over the past three (3) years.
 - b. Applicant may include any monitoring documentation indicating past performance in other programs administered by IHCDA or other federally-funded programs, including copies of monitoring reports from other state or federal authorities, if applicant has not participated in CSBG previously.

3. **Partnerships and Collaborations (25 points):** Applicants should highlight community partnerships and collaborations within Fayette, Union and Wayne counties. Provide an overview of programs and services utilized to meet the needs of low-income Hoosiers through leveraging of community partnerships and resources.
4. **Demonstration of Financial Stability (75 points):** An applicant must submit audited financial statements for the previous three (3) fiscal years. These documents will include the statement of financial condition, statement of activities, notes to the audit review, audit opinion and A-133 requirements if applicable. Additionally, the following documents are required if applicable:
 - a. Information regarding any mergers, acquisitions, or sales of the applicant's subcontracting companies within the last ten years, or if any are pending or being negotiated and if so, an explanation providing relevant details.
 - b. A statement as to whether there is any pending litigation against the applicant, and if such litigation exists, attach an opinion of counsel as to whether the pending litigation may impair the applicant's performance in a contract under this RFP.
 - c. A statement as to whether the applicant or any of the applicant's employees, agents, independent contractors, or subcontractors have been convicted of, pled guilty to, or pled nolo contendere to any felony, and if so provide an explanation with relevant details.

E. Community Action Plan (200 points)

Please provide a Community Action Plan as part of the RFP. At a minimum, the Community Action Plan should include the following: which of the unserved counties (Fayette, Union, Wayne) that the applicant will serve if it is awarded this RFP, a milestone chart including tasks to be performed, the time frame, the number of clients serviced, the number of staff designated for the completion of each task, and the measurement of the objectives and outcomes as set forth in the Results Oriented Management and Accountability ("ROMA").

The plan should consist of objectives related to the CSBG Act as described below:

- a. Specify 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 to enable the families and individuals to **(125 points)**:
 - i. 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. Secure and retain meaningful employment;
 - iii. 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 initiatives;
 - iv. Make better use of available income;
 - v. Obtain and maintain adequate housing and a suitable living environment;
 - vi. Obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs;

- vii. 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 successful grassroots intervention in urban areas, to develop methodologies for widespread replication and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
 - viii. 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
 - ix. Make more effective use of, and to coordinate with, other programs (including State welfare reform efforts).
- b. Describe service delivery system targeted to low-income families and individuals in the service area **(15 points)**;
 - c. Describe how linkages will be developed to fill identified gaps in services through information, referral, case management, and follow-up consultations **(15 points)**;
 - i. Additionally, an applicant should submit three (3) references from subcontractors that execute a significant portion of its services. Subcontractor references must include (no more than 9 pages):
 - 1. Name of the Subcontractor
 - 2. Subcontractors current address
 - 3. Name and telephone number of the subcontractors contact person
 - 4. Dates and description of the services provided
 - d. Describe how funding under this proposal will be coordinated with other public and private resources **(15 points)**;
 - e. Describe how the applicant will use CSBG funds to support innovative community and neighborhood-based initiatives related to the purposes of the CSBG Act which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting **(15 points)**;
 - f. Describe outcome measures to be used to report success in promoting self-sufficiency, family stability and community revitalization **(15 points)**.

3. RECAP OF SCORING

Scoring Process: All applicants are eligible to receive up to 425 points. The applicant with the most points will be recommended to receive the grant. Grants may be awarded to one (1) or more organizations for a total annual appropriation of approximately \$245,000 if the applicant is awarded all three (3) counties. This amount is subject to change based on fluctuations in the amount of CSBG funding allocated by the Federal government.

Other Considerations: IHCDCA may review monitoring reports for applicants who are currently IHCDCA subgrantees. Poor standing in other IHCDCA programs may result in disqualification from this process.

4. RFP SUBMISSION ITEMS

Grant RFP Components: Each response to this RFP must provide an answer to each of the sections in this RFP. Responses that fail to answer all sections may be disqualified from the process.

5. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS AND DUE DATE

Submission date: All responses to this RFP are due at the IHCDCA Office by December 1, 2014 by 5:00 pm/ EST. Responses to this RFP that are received after this date will not be accepted.

Submission format: All applicants must submit an electronic copy of its response to this RFP. The electronic copy must be submitted via email or on a flash drive, CD, or DVD. Emailed responses should be submitted to Lynell S. Westbrook at lwestbrook@ihcda.in.gov.

PART 3 LEGAL TERMS AND CONDITIONS

1. STATE POLICIES

Uniform Administrative Requirements

Successful nonprofit applicants would be subject to the cost principles at Omnibus Circular A-122 through the Indiana Office of Management and Budget (OMB). Successful educational institution applicants would be subject to those at OMB Circular A-21 and applicants that are commercial organizations would be subject to the cost principles under 48 CFR Part 31.

Confidential Information

Applicant is advised that materials contained in this proposal are subject to the Access to Public Records Act (“APRA”), IC 5-14-3 et seq., and after the grant is awarded, the entire file may be viewed and copied by any member of the public. Any applicant claiming a statutory exception to APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope marked “Confidential.” IHCDCA reserves the right to make determinations of confidentiality or seek the opinion of the Indiana Public Access Counselor. Prices are not confidential information.

2. ADDITIONAL FEDERAL REQUIREMENTS

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;

OMB Circular A-133

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).

42 U.S.C. 106 – Community Services Block Grant Program

3. RFP TERMS AND CONDITIONS

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

1. This RFP 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. IHCDCA expressly reserves the right to modify or withdraw this RFP, or any part of it, at any time, whether before or after any proposals have been submitted or received.
3. IHCDCA 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, responses and/or proposals offering alternate or non-requested services or ineligible activities.
4. IHCDCA may reject any or all submissions submitted in response to this RFP 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 RFP, IHCDCA 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 RFP or for any costs or expenses incurred during negotiations.
8. By submitting a response to this RFP, 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 RFP process, or to terminate the RFP 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 RFP.
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 boilerplate CSBG agreement is attached as "Exhibit A" to this RFP. By submitting a response to this RFP, applicant acknowledges the acceptance of IHCDA's Contract Boilerplate and the understanding that such Boilerplate is non-negotiable.

[THE RFP TERMS AND CONDITIONS MUST BE EXECUTED BY THE APPLICANTS EXECUTIVE DIRECTOR OR CHIEF EXECUTIVE OFFICER]

The applicant agrees to abide by the terms and conditions contained in this RFP.

Applicant: _____
Address: _____

Phone: _____ Fax: _____
Signature: _____ Date: _____
By (Title): _____
E-mail Address: _____

Board of Directors-Member

Date

4. QUALIFICATIONS COVER SHEET

<<TYPE SERVICE>>

Name of Individual, Firm or Business:

Address:

Phone Number:

Fax Number:

Web Site Address:

QUALIFICATION

Contact Person:

Title:

Email Address:

Phone:

Contract Signatory

Authority:

Title:

APPENDICES