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| **REQUEST FOR APPLICATIONS** |
|  |
| **for** |
|  |
| **Continuum of Care Domestic Violence Funding for New and Capacity Building Projects** |
|  |
| INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY |
| 30 South Meridian Street, Suite 1000 |
| Indianapolis, IN 46204http://www.in.gov/ihcda/ |
|  |
| 317-232-7777 |
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|  |
| ISSUE DATE: September 27, 2021 |
| RESPONSE DEADLINE: October 25, 2021, at 5:00 PM EST |

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

## Mission Statement

IHCDA’s mission is to provide housing opportunities, promote self-sufficiency, and strengthen communities.

## Vision

IHCDA’s vision is an Indiana with a sustainable quality of life for all Hoosier in the community of their choice. To accomplish this we will:

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

## Overview

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

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

# **REQUEST FOR APPLICATION (“RFA”)**

The Indiana Housing and Community Development Authority (IHCDA) requests innovative proposals from organizations who will serve as subrecipients to administer Continuum of Care (CoC) funds targeted towards assisting individuals fleeing domestic violence, dating violence, sexual assault, or stalking as defined in 24 CFR 578.3 and/or victims of human trafficking.

This RFA is designated for new projects for the 2021-2022 program year only.

If an organization had been awarded DV Bonus Funds under a previous sub-recipient (i.e. the Indiana Coalition Against Domestic Violence or “ICADV”), the organization should submit a “renewal” application through IHCDA. This RFA is not intended for renewal projects, only organization with proposed new projects that have not received previous DV Bonus funding.

If an organization is attempting to apply for funds for the 2022-2023 program year, they should apply through the IHCDA NOFO process. This RFA is not intended for 2022-23 funding.

For any DV Bonus Funds questions, including questions about this application, please contact the IHCDA Community Services Grants Team at communityservices@ihcda.in.gov.

## Background

Each year, the Indiana Balance of State (BoS) CoC competes with other CoCs across the country to secure federal funds to help end homelessness through the U.S. Department of Housing and Urban Development’s (HUD) CoC program. In addition to the usual funding awarded through this process, HUD made additional resources available to fund Domestic Violence Bonus projects (DV Bonus). In FY2019, the IN BoS CoC received over $1.3 million in Domestic Violence (DV) Bonus funding for Rapid Rehousing (RRH) and over $540,000 in Joint Transitional Housing-Rapid Rehousing (TH-RRH).

As the recipient of those funds, IHCDA is currently seeking innovative proposals from organizations who will serve as subrecipients to administer CoC funds targeted towards assisting individuals fleeing domestic violence, dating violence, sexual assault, or stalking as defined in 24 CFR 578.3 and/or victims of human trafficking for the following DV project types:

* **Rapid Rehousing for DV Survivors**: RRH provides time-limited rental assistance and supportive services to people who have experienced homelessness. All RRH rules and policies apply to these projects. Survivors can receive supportive services and up to 24 months of tenant-based rental assistance.
* **Joint TH-RRH for DV Survivors**. As with other joint TH/RRH projects, these projects should be targeted toward people fleeing DV and for whom there is insufficient emergency housing resources. Survivors should be in TH for the least time needed to facilitate a transition to RRH. RRH can only provide supportive services and tenant-based rental assistance; the TH can only be provided through leasing and operating costs. Combined total length of stay is 24 months.
* **Other Considerations**
* Projects funded through the DV Bonus Funds may serve only individuals and/or family, including unaccompanied youth, who lacks a fixed, regular, and adequate nighttime residence, which may include those residing in emergency shelter, or a location not meant for human habitation AND who qualify under the domestic violence criteria in paragraph (4) of the HUD definition of homelessness, including persons fleeing or attempting to flee human trafficking.[[1]](#footnote-2) (see Appendix B: Definition of Key Terms)
* To be eligible for funding projects must commit to using the Housing First model (see Appendix B: Definition of Key Terms)
* **Capacity-Building Technical Assistance**: IHCDA recognizes the need for additional support for new projects. IHCDA, along with their training/technical assistance contractor, will provide intensive 1:1 support to sub-recipients. Awardees will spend the first three to six months of their agreement building or expanding their domestic violence survivor specific program. This will include the development of policies and procedures, training of staff, and other capacity building trainings. The second half will focus on the implementation of their housing assistance program with survivors. By the end of their first year, awardees should be able to continue on their own without the additional training/technical assistance. All new applicants without experience with CoC funding will be required to go through this process. If an organization has extensive successful experience with CoC funds, they may request a waiver to begin their program earlier.

The goals of the technical assistance are:

* To expand community response to homelessness as experienced by DV Survivors to include small, nontraditional, or other type of community-based providers, organizations, and coalitions.
* To build a bridge to housing and services for these individuals who are disconnected from their community’s larger homeless and DV system of care.
* To build organizational infrastructure for small organizations to access homelessness services funding from government sources.

## Project Requirements and Priorities

* **Eligible activities/projects for the Funds:**
* Projects must be focused on Rapid Rehousing or Joint Transitional Housing-Rapid Rehousing;
* Projects can request funds for
	+ Rental assistance
	+ Supportive Services
	+ Project Administrative Costs
* **Additional information regarding Project Administrative Costs:**
* HUD establishes a maximum rate of 10% for project administrative costs (i.e., admin costs may not exceed 10% of the aggregated amount requested for all other budget line items. For example, a project that requests $500,000 annually for rental assistance and supportive services can request up to $50,000 additional for admin. Total CoC budget = $550,000 in this example.
* Project Admin costs do not include staff time and overhead directly related to carrying out CoC Program eligible activities, because those costs are eligible on the relevant budget line item, not on the project administrative costs line. For example, the cost of conducting Housing Quality Standards (HQS) inspections and determining rent reasonableness are eligible on the rental assistance line, NOT the admin line. The costs of office supplies and supervision for case managers are eligible on the supportive service line, NOT the admin line.
* Applicants should note that though admin is budgeted as a % of the total amount requested for the other CoC project budget line items, it cannot be **billed that way, and costs must be allocated only to these eligible activities:**
	+ General management oversight and coordination
		- Salaries, wages, and related costs of recipient staff, sub recipient staff, or other staff engaged in program administration including:
		- Preparing program budgets and schedules and amendments to those budgets and schedules
		- Developing systems for assuring compliance with program requirements
		- Monitoring program activities for progress and compliance with program requirements
		- Preparing reports and other documents directly related to the program for submission to IHCDA
		- Coordinating the resolution of audit and monitoring findings
		- Evaluating program results against stated objectives
		- Managing or supervising persons whose primary responsibilities with regard to the program include such assignments
	+ Travel costs incurred for monitoring of sub recipients;
	+ Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services; and
	+ Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.
		- Costs of providing training on CoC requirements and attending HUD-sponsored CoC trainings
		- Costs of carrying out the HUD required environmental review responsibilities.
* **DV ClientTrack**: Projects, except as prohibited to protect victims of domestic violence, dating violence, sexual assault, or stalking, must agree to enter client data into the IN BoS CoC DV ClientTrack.
* **Homeless Counts and Coordinated Entry**: All projects must participate in the annual homeless count(s) and Coordinated Entry Networks and comply with all IN BOS CoC Policies and Procedures.
* **Applications must demonstrate:**
	+ A plan to end homelessness for individual who qualify under the domestic violence criteria in paragraph (4) of the HUD definition of homelessness, including persons fleeing or attempting to flee human trafficking (see (see Appendix B: Definition of Key Terms)
	+ A plan for rapid implementation of the program; the project narrative must document how and when the project will be ready to begin housing the first program participant, when the project will achieve full occupancy, and a detailed plan for how the project will ensure timely implementation.
	+ A connection to mainstream service systems, specifically:
		- that demonstrate activities are in place to identify and enroll all Medicaid-eligible program participants; AND
		- whenever possible, that the project includes services, including case management, tenancy supports, behavioral health services, or other services important to supporting housing stability. Project applicants may include Medicaid-financed services either by the recipient receiving Medicaid coverage payments for services provided to project participants or through formal partnerships with one or more Medicaid billable providers (e.g., Federally Qualified Health Centers). Medicaid-financed health services provided in a hospital setting do not qualify. Where projects can demonstrate that there are barriers to including Medicaid-financed services in the project, they must demonstrate that the project leveraged non-Medicaid resources available in the CoC’s geographic area, including mainstream behavioral health system resources such as mental health or substance abuse prevention and treatment block grants or state behavioral health system funding.
		- that demonstrate services are in place to connect participants to mainstream resources, including benefits, health insurance and employments services
	+ Experience in operating a successful Housing First program and a program design that meets the definition of Housing First as adopted by the IN BOS CoC (see Appendix B: Definition of Key Terms) A plan for outreach to the eligible populations.
	+ Project cost-effectiveness, including costs of operations and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
	+ Ability to meet HUD’s match requirements (see Appendix B: Definition of Key Terms)
* **Eligible localities:**
	+ Projects must be located within IN BOS CoC, which includes 91 of the 92 counties in Indiana (excluding Marion County)
* **Eligible populations:**
	+ Projects may serve only individuals and/or families, including unaccompanied youth, who meet the following criteria:
		- residing in a place not meant for human habitation (i.e., unsheltered and living, for example, on the streets, in a park, or on public transportation); OR
		- residing in an emergency shelter; AND
		- qualify under the domestic violence criteria in paragraph (4) of the HUD definition of homelessness, including persons fleeing or attempting to flee human trafficking (see Appendix B: Definition of Key Terms)
		- Individuals coming from an institution where they have resided for 90 days or less AND have entered the institution from the streets or emergency shelter maintain their homeless status during that time.
* **Eligible applicants:**
	+ Eligible project applicants are nonprofit organizations, local governments, and instrumentalities of local governments, and public housing agencies.
	+ Applications shall only be considered from project applicants in good standing with HUD, which means that the applicant does not have any open monitoring or audit findings, history of slow expenditure of grant funds, outstanding obligation to the US Government that is in arrears or for which a payment schedule has not been agreed upon, or history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

## RFA Timeline

|  |  |  |
| --- | --- | --- |
| September 27, 2021 |  | RFA released to the general public. |
| October 25, 2021 |  | RFA responses are due to IHCDA by 5:00 p.m. EST |
| October 25-27, 2021 |  | Applications reviewed for completeness |
| October 27-31, 2021 |  | Applications reviewed and scored |
| November 1, 2021 |  | Selected applications will be notified by 5:00 p.m. EST |
| November 2-30, 2021 |  | Subrecipients work with COC Grants Analyst to collect necessary documentation to execute grant agreements |
| December 1, 2021 |  | Grant Agreement Start Date (Grant term: Dec 1, 2021-Nov 30, 2022, with potential option to renew |
| December 1-15, 2021 |  | Training and Orientation |

# **DV BONUS PROJECT APPLICATION**

## Instructions

Please complete this application for innovative projects to serve as subrecipients to administer Continuum of Care (CoC) funds targeted towards assisting individuals fleeing domestic violence, dating violence, sexual assault, or stalking as defined in 24 CFR 578.3 and/or victims of human trafficking. funding assistance for rapid rehousing, shelter operations, and/or street outreach and submit to: communityservices@ihcda.in.gov.

All information requested in this application is required, and IHCDA reserves the right not to review applications that:

* Are late
* Are incomplete
* Are submitted by ineligible applicants
* Do not indicate that the proposed project will meet all eligibility requirements
* Propose costs that deviate substantially from the norm in the locale for the type of structure or kind of activity proposed.

Applications are due by COB on Friday, October 25, 2021, and should be sent to: communityservices@ihcda.in.gov.

Please contact IHCDA at communityservices@ihcda.in.gov for questions about the application or process. You may also request to meet with a member of the IHCDA Community Services Grants Team to discuss your concept or plans.

## Section 1: Project Applicant Information:

|  |  |
| --- | --- |
| Name of Organization: |  |
| Physical Address: |  |
| Address 2: |  |
| City, State, Zip Code:  |  |
| Organization Type: | ❑Units of Local Government ❑Non-profit 501(c)(3) ❑PHA ❑Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DUNS Number:  |  |
| Employer or Tax Identification Number: |  |
| Is the subrecipient a Faith-Based Organization? | [ ]  YES [ ]  NO |
| Has the subrecipient ever received a federal grant, either directly from an agency or through a State/local agency?  | [ ]  YES [ ]  NO |
| Contact information for executive officer: |
| Name: |  |
| Title: |  |
| Phone: |  |
| Email |  |
| Contact information for person completing this application (if different): |
| Name: |  |
| Title: |  |
| Phone: |  |
| Email |  |
| Contact information for person responsible for managing the project (if different): |
| Name: |  |
| Title: |  |
| Phone: |  |
| Email |  |
| Type of Project: | ❑ RRH ❑ TH-RRH |
| Is this project a capacity building project?: | ❑ Yes ❑ No |

I hereby certify that all information that I have completed and submitted as a part of this application is true and correct and accurately reflects the agency's proposed project. Additionally, I certify that I am legally authorized to sign and submit this information to the Indiana Housing and Community Development Authority on behalf of said agency. I understand that any misrepresentation of information or failure to disclose information requested as a part of this application process and may be grounds for recapture of grant funds awarded or received by the agency based on fraud or omission.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Official Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Typed or printed) Title (Typed or printed)

## Section 2: Eligibility, Requirements, and Threshold Questions

Your project must meet all the following criteria in order to be considered for funding.

### Federal Requirements

* Federal Education Requirements (Required for homeless individuals and families per 42 USC 11431 et seq.)
	+ Are the proposed project policies and practices consistent with the laws related to providing education services to homeless individuals and families? Please attach a copy of this project’s policies with relevant sections highlighted. [ ]  YES [ ]  NO
	+ Does the project have a designated staff person to ensure that homeless children are enrolled in school and receive educational services as appropriate? Please attach a copy of this project’s policies with relevant sections highlighted. [ ]  YES [ ]  NO
	+ If applicable, describe the reasons for non-compliance with educational laws, and the corrective action to be taken prior to grant agreement execution. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does the agency maintain a drug-free workplace per HUD regulations (24CFR Subpart F)?
[ ]  YES [ ]  NO
* Does the agency participate in any federal lobbying as prohibited by HUD regulations (24 CFR part 87)? [ ]  YES [ ]  NO
* Does the agency comply with Title VI of the Civil Rights Act with respect to Fair Housing and Equal Opportunity? [ ]  YES [ ]  NO
* Does this project use one or more properties that have been conveyed through the Title V Process? [ ]  YES [ ]  NO
* Does the project adhere to processes for conducting Housing Quality Standards inspections?
[ ]  YES [ ]  NO
* Does the project identify properties built prior to 1978, and disclose the potential for Lead-Based Paint? [ ]  YES [ ]  NO

### Agency Eligibility\*

* Is the agency registration current in SAM? [ ]  Yes [ ]  No

SAM: [https://www.sam.gov/portal/SAM/##11](https://www.sam.gov/portal/SAM/)

* Is the agency registration current with Indiana’s Secretary of State? [ ]  Yes [ ]  No
Indiana SoS: <https://inbiz.in.gov/BOS/Home/Index>
* Does the agency have outstanding federal delinquent debt? [ ]  Yes [ ]  No
	+ If yes, is there a negotiated repayment schedule? [ ]  Yes [ ]  No
	+ If yes, is the repayment schedule not delinquent? [ ]  Yes [ ]  No
	+ If yes, have you made other satisfactory arrangements? [ ]  Yes [ ]  No
* Is the agency a federally debarred contractor? [ ]  Yes [ ]  No
* Does the agency have Homeless participation on governing board? [ ]  Yes [ ]  No
(There is at least one person with a lived experience of homelessness on the governing board. (See Appendix A: Participation of Homeless Individual Form).
* Does the agency have any outstanding findings on its annual financial audit? [ ]  Yes [ ]  No

If you have HUD funding, has your agency received a HUD audit in the last 12 months?
[ ]  Yes [ ]  No

* If yes, were there any findings from the audit? [ ]  Yes [ ]  No
* If there were findings, please describe the findings and your agency’s corrective actions to satisfy the findings and attach a copy of the corrective action plan that you submitted to HUD.

### Project Eligibility\*

* Project commits to using DV Bonus funds to serve only individuals and/or families, including unaccompanied youth, who are residing in emergency shelter, or a location not meant for human habitation AND qualify under the domestic violence criteria in paragraph (4) of the HUD definition of homelessness, including persons fleeing or attempting to flee human trafficking (see Appendix B: Definition of Key Terms). 🞎 YES 🞎NO (note that projects indicating “no” are not eligible to apply under this RFA)
* Project commits to using the Housing First model (see Appendix B: Definition of Key Terms).🞎 YES 🞎NO (note that projects indicating “no” are not eligible to apply under this RFA)

\*If your response to any of these questions is “No”, please provide additional information describing any circumstances that may have contributed to the outcome:

## Section 3: Organization Experience and Project Information

Describe your organization’s experience working with individuals experiencing homelessness, survivors of domestic violence, dating violence, sexual assault, stalking, or human trafficking and/or other vulnerable populations. Include information around how you have served each target population; how you provide trauma-informed and victim-centered approaches; how you assist survivors in meeting safety outcomes.

### Organization/Capacity Building Need:

1. Describe your organization’s experience utilizing state/federal grant dollars. What was the amount and result of these funds?
2. Describe your organization’s experience serving survivors of domestic violence, human trafficking, and/or sex trafficking.
3. Describe your organization’s experience with utilizing data including but not limited to outcomes, performance measures, and theories of change.
4. Describe your organization’s experience in housing and homelessness.

### Community Need: Number of Domestic Violence Survivors in Your Community

|  |  |
| --- | --- |
| 1. Enter the number of survivors that need housing or services:
 |  |
| 1. Enter the number of survivors your community is currently serving:
 |  |
| 1. Unmet Need[[2]](#footnote-3):
 |  |

Please describe:

1. how your community calculated the number of DV survivors needing housing or services in the above response for both element 1 and element 2; **and**
2. the data source (e.g., comparable database, other administrative data, external data source, HMIS for non-DV projects); **or**
3. if your community is unable to meet the needs of all survivors, please explain in your response all barriers to meeting those needs.

What geographic jurisdiction (city, county, counties, region, Congressional District) does this project propose to serve?

|  |  |
| --- | --- |
| Total Proposed Number of Units: |  |
| Total Proposed Number of Beds:  |  |

Please describe the proposed project. The project description should be complete and concise. It must address the entire scope of the project, including a clear picture of the community/target population(s) to be served, the plan for addressing the identified needs/issues of the CoC community/target population(s), projected outcome(s), and any coordination with other source(s)/partner(s).

Describe the estimated timeline for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.

In cases where the proposed project is expanding an existing project, describe how the requested funds will supplement existing services and resources, and increase participants served.

Describe your experience with and a description of the program design for implementing Housing First.

Describe your plans to implement a system of Continuous Quality Improvement, program evaluation, and consumer satisfaction in order to ensure that your program provides a high quality of services. Please describe how outcomes related to improving employment rates and increasing income among participants will be measured.

Describe your agency’s existing mechanism(s) for client involvement and how that information is used. Describe how you would obtain client feedback in this new program.

## Section 5: Project Applicant Experience

### Providing Housing to DV Survivor

Describe in the field below how the project applicant:

1. ensured DV survivors experiencing homelessness were assisted to quickly move into safe affordable housing;
2. prioritized survivors–you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC’s emergency transfer plan, etc.;
3. connected survivors to supportive services; and
4. moved clients from assisted housing to housing they could sustain–address housing stability after the housing subsidy ends.

### Ensuring DV Survivor Safety–Project Applicant Experience.

Describe in the field below examples of how the project applicant ensured the safety of DV survivors experiencing homelessness by:

1. training staff on safety planning;
2. adjusting intake space to better ensure a private conversation;
3. conducting separate interviews/intake with each member of a couple;
4. working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;
5. maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant; and
6. keeping the location confidential for dedicated units and/or congregate living spaces set aside solely for use by survivors.

### Evaluating Ability to Ensure DV Survivor Safety–Project Applicant Experience.

Describe in the field below how the project evaluated its ability to ensure the safety of DV survivors the project served.

### Trauma-Informed, Victim-Centered Approaches–Project Applicant Experience.

Describe in the field below examples of the project applicant’s **experience** in using trauma- informed, victim-centered approaches to meet needs of DV survivors in each of the following:

1. prioritizing program participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;
2. establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3. providing program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;
4. emphasizing program participants’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
5. centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
6. providing opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7. offering support for parenting, e.g., parenting classes, childcare.

### Meeting Service Needs of DV Survivors–Project Applicant Experience.

Describe in the field below:

1. supportive services the project applicant provided to domestic violence survivors experiencing homelessness while quickly moving them into permanent housing and addressing their safety needs; and
2. provide examples of how the project applicant provided the supportive services to domestic violence survivors.

### Trauma-Informed, Victim-Centered Approaches–New Project Implementation.

Describe in the field below examples of how the new project will:

1. prioritize program participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;
2. establish and maintain an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3. provide program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;
4. place emphasis on program participants’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
5. center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
6. provide opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7. offer support for parenting, e.g., parenting classes, childcare.

### Providing Services through an Equity Lens

Please describe how your organization addresses diversity, equity, and inclusion. In your response, describe how your board of Directors and in key leadership and management positions reflect the demographics in your community, including individuals of color, LGBTQIA+, and individuals with lived experience and on how you obtain feedback from people with lived experience or from other affected populations. Describe how you structure your program outcomes using an equity lens to assess if race, ethnicity, gender identity, and/or age has led to disparate outcomes

## Section 6: HMIS Participation

Projects, except as prohibited to protect victims of domestic violence, dating violence, sexual assault, or stalking, must agree to enter client data into the IN BoS CoC DV ClientTrack.

1. Do you agree to use the IN BoS CoC DV ClientTrack? Yes No
2. Does your agency currently enter client data into a database that is comparable to HMIS and compliant with all HUD HMIS requirements? Yes No
3. Does your agency already have the capacity to share de-identified information from this database with the CoC? Yes No

If you responded no to any of the above questions, please describe how you will ensure that the proposed project will meet these requirements and your timeline for being able to meet both requirements.

## Section 7: Project Budget

### Rental Assistance Budget

The following list summarizes the rental assistance funding request for the total term of the project.

|  |  |
| --- | --- |
| Total Request for Grant Term:  |  |
| Total Units: |  |
| Type of Rental Assistance\* | FMR Area (County) | Total Units Requested  | Total Request |
|  |  |  |  |
|  |  |  |  |

\*Rapid Rehousing, Transitional Housing

### Rental Assistance Units Detail

Does the applicant request rental assistance funding for less than the area’s per unit size fair market rent? [ ]  YES [ ]  NO

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Size of Units** | **# of Units (Applicant)** |  | **FMR Area\*** |  | **12 Months** |  | **Total Request** |
| **SRO** |  | **X** |  | **X** | **12** | **=** |  |
| **0 Bedrooms** |  | **X** |  | **X** | **12** | **=** |  |
| **1 Bedroom** |  | **X** |  | **X** | **12** | **=** |  |
| **2 Bedrooms** |  | **X** |  | **X** | **12** | **=** |  |
| **3 Bedrooms** |  | **X** |  | **X** | **12** | **=** |  |
| **4 Bedrooms** |  | **X** |  | **X** | **12** | **=** |  |
| **5 Bedrooms** |  | **X** |  | **X** | **12** | **=** |  |
| **6 Bedrooms** |  | **X** |  | **X** | **12** | **=** |  |
| **7 Bedrooms** |  | **X** |  | **X** | **12** | **=** |  |
| **8 Bedrooms** |  | **X** |  | **X** | **12** | **=** |  |
| **9 Bedrooms** |  | **X** |  | **X** | **12** | **=** |  |
| **TOTAL Units Requested** |  |  |  |  |  | **TOTAL Annual Assistance Requested** |  |

\*For FMR rates, go to: <https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022_code/select_Geography.odn>

### Summary for Match Commitment:

Describe your experience in identifying and securing matching funds and leveraging other Federal, State, local, and private sector funds. If the applicant has no experience, indicate “No experience leveraging other Federal, State, local or private sector funds.”

|  |  |
| --- | --- |
| Total Value of Cash Commitments: |  |
| Total Value of In-Kind Commitments: |  |
| Total Value of All Commitments: |  |

* Will this project generate program income described in 24 CFR 578.97 to use as Match for this project? **[ ]  YES [ ]  NO**Please describe below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Source** | **Contributor** | **Value of Commitments** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Sources of Match Detail

|  |  |
| --- | --- |
| Type of match commitment: |  |
| Source |  |
| Name of Source |  |
| Amount of Written Commitment:  |  |

|  |  |
| --- | --- |
| Type of match commitment: |  |
| Source |  |
| Name of Source |  |
| Amount of Written Commitment:  |  |

|  |  |
| --- | --- |
| Type of match commitment: |  |
| Source |  |
| Name of Source |  |
| Amount of Written Commitment:  |  |

|  |  |
| --- | --- |
| Type of match commitment: |  |
| Source |  |
| Name of Source |  |
| Amount of Written Commitment:  |  |

### Summary Budget

|  |  |
| --- | --- |
| **Eligible Costs** | **Total Assistance Requested for 1 year Grant Term** |
| 1a. Leased Units |  |
| 1b. Leased Structures |  |
| 2. Rental Assistance |  |
| 3. Supportive Services |  |
| 4. Operating |  |
| 5. HMIS |  |
| Sub-total Costs Requested |  |
| 6. Admin (Up to 10%) |  |
| Total Assistance plus Admin Requested |  |
| 7. Cash Match |  |
| 8. In-Kind Match |  |
| Total Match |  |
| Total Budget |  |

## Section 8: Supporting Documentation Checklist

* IRS Determination Letter
* Articles of Incorporation(?)
* Bylaws
* Board of Directors List
* Homelessness Participation Certification (See Appendix A)
* Most recent audited financial statements
* Match commitment letters (cash match) or Memoranda of Agreement or Understanding (MOAs or MOUs) (in-kind match)
* Screenshot of SAM registration
* Screenshot of Indiana Secretary of State Business registration
* Other Documentation, if applicable

# APPENDIX A: Participation of Homeless Individuals on Board of Directors Certification

Agency Name:

Project name:

Address:

Phone and email:

Pursuant to 24 CFR 578.75(g) organizations receiving Continuum of Care Program (“CoC”) funding must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the sub-recipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance. This requirement is waived if a sub-recipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby certify that the above-listed agency:

* Does have a homeless/formerly homeless representation on our current Board of Directors or auxiliary board.
* Does NOT have a homeless/formerly homeless representation on our current Board of Directors or auxiliary board.\*

\* If the agency does not have a homeless/formerly homeless representation, has the agency received approval from HUD for an alternate plan to consult with a homeless or formerly homeless person when considering making policies and decisions?

* Yes; please submit a copy of the plan and the approval from HUD with this form.
* No; contact IHCDA immediately to discuss a plan to comply with 24 CFR 578.75(g).

**I understand that any misrepresentation or failure to accurately respond to the questions contained in this form may disqualify me from receiving additional CoC funding, may be grounds for termination of CoC funding to the Agency and/or repayment of any CoC funding that the Agency received based on misrepresentation, an inaccurate or misleading response, fraud, or omission.**

Agency Representative:

(Print name and title)

Signature: Date:

# APPENDIX B: DEFINITIONS OF KEY TERMS:

**Category 4** – HUD Homeless Definition: HUD defines four categories under which individuals and families may qualify as homeless. Category 4 is individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member. HUD has clarified that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph 4, and therefore may be eligible for certain forms of homeless assistance under the CoC Program, subject to other restrictions that apply. HUD considers human trafficking, including sex trafficking, to be “other dangerous or life-threatening conditions related to violence against the individual or family member.” Where an individual or family is fleeing, or is attempting to flee human trafficking, that has either taken place within the individual’s or family’s primary night-time residence or has made the individual or family afraid to return to their primary night-time residence; and the individual or family has no other residence; and lacks the resources or support networks to obtain other permanent housing; HUD would consider that individual or family to quality as homeless under paragraph 4 of the definition.

**Housing First Principles**

Housing First is a programmatic and systems approach centering on providing homeless people with housing quickly and then providing services as needed using a low barrier approach that emphasizes community integration, stable tenancy, recovery, and individual choice.

Low barrier approach to entry:

* Housing First offers individuals and families experiencing homelessness immediate access to permanent supportive housing without unnecessary prerequisites. For example:
* Admission/tenant screening and selection practices do not require abstinence from substances, completion of or compliance with treatment, or participation in services.
* Applicants are not rejected on the basis of poor or lack of credit or income, poor or lack of rental history, minor criminal convictions, or other factors that might indicate a lack of “housing readiness.”
* Blanket exclusionary criteria based on more serious criminal convictions are not applied, though programs may consider such convictions on a case-by-case basis as necessary to ensure the safety of other residents and staff.
* Generally, only those admission criteria that are required by funders are applied, though programs may also consider additional criteria on a case-by-case basis as necessary to ensure the safety of tenants and staff. Application of such additional criteria should be rare, and may include, for example, denial of an applicant who is a high-risk registered sex offender by a project serving children, or denial of an applicant who has a history of domestic violence involving a current participant.

**Lease compliance and housing retention**

Tenants are expected to comply with a standard lease agreement and are provided with services and supports to help maintain housing and prevent eviction. Leases do not include stipulations beyond those that are customary, legal, and enforceable under Indiana law. No program rules beyond those that are customary, legal, and enforceable through a lease are applied (e.g., visitor policies should be equivalent to those in other types of permanent, lease-based housing in the community). Services are designed to identify and reduce risks to stable tenancy and to overall health and well-being. Retention in housing is contingent only on lease compliance and is not contingent on abstinence from substances or compliance with services, treatment, or other clinical requirements.

For example: Tenants are not terminated involuntarily from housing for refusal to participate in services or for violating program rules that are not stipulated in the lease. Transitional housing programs offer participants due process to resolve issues that may result in involuntary discharge (unless immediate risk to health and safety) PH providers only terminate occupancy of housing in cases of noncompliance with the lease or failure of a tenant to carry out legal obligations as defined by local and state law.  In order to terminate housing, PH providers are required to use the legal court eviction process.

**Tenant Choice**

Efforts are made to maximize tenant choice, including type, frequency, timing, location and intensity of services and whenever possible choice of neighborhoods, apartments, furniture, and décor. Staff accepts tenant choices as a matter of fact without judgment and provides services that are non-coercive to help people achieve their personal goals. Staff accepts that risk is part of the human experience and helps tenants to understand risks and reduce harm caused to themselves and others by risky behavior.

Staff understands the clinical and legal limits to choose and intervenes as necessary when someone presents a danger to self or others. Staff helps tenants to understand the legal obligations of tenancy and to reduce risk of eviction. Projects provide meaningful opportunities for tenant input and involvement when designing programs, planning activities, and determining policies.

**Rental Assistance Budgets for RRH**

HUD requires that all new rental assistance projects must budget their projects at 100% of FMR. New project applications may not request budgets at either more or less than FMR.

HUD requires all RRH project applications to budget each unit at the full annual amount (i.e., at 12 months for each year). For example, a RRH project requesting 3 years of funding for 10 units with an FMR of $1000/month would be required to budget rental assistance at 10 X 1,000 X 12 per year or $120,000 annually and $360,000 for the full 3-year project. This does not mean that you must provide rental assistance at full FMR or for a full year for all or any project participants.

RRH projects may anticipate serving more than one household during a year in a single budgeted unit. This does not mean that households are sharing units, rather that you are using the available budget to serve as many households as possible. For the purposes of the annual project budget, even if average length of rental assistance needed by participants is anticipated to be shorter or longer than 12 months, each unit included in the budget must be budgeted at 12 months.

For example, a project anticipating average length of rental assistance at full FMR for 4 months per household, would budget each unit included in the application at the full 12 months and anticipate serving 3 households in each budgeted “unit” during the year. If in reality the households you serve need less than the full FMR or fewer than 4 months of assistance, you may serve more households than indicated in your application. You should plan to serve at least the number of households proposed in your application but can serve as many households as possible.

Similarly, for the purposes of the annual project budget, even if average amount of rental assistance required by participants is anticipated to less than full FMR, each unit included in the budget must be budgeted at full FMR. Here’s another example: a project anticipating average length of rental assistance at 50% of FMR for 4 months per household, would budget each unit included in the application at the full 12 months and anticipate serving 6 households in each budgeted unit during the year. In this example, if FMR is $1,000/month, each household would be anticipated to receive $500/month in rental assistance (i.e., 50% of full FMR) for 4 months. You would budget each unit at the full 12-month FMR (i.e., 12 X $1,000 or $12,000/unit/year). But you would anticipate serving, 6 households during the year in that “unit” (i.e. each household receives $500/month for 4 months (or $2,000 during the year) and six households per year receive $2,000 (6 X 2,000= $12,000 and thus you will have fully expended the $12,000 you budgeted for one unit for one year. Again this does not mean, that households are sharing units, rather that you are using the available budget to serve as many households as possible.

In order to ensure cost effectiveness and maximize the number of participants who can be assisted, the IN BOS County CoC, encourages participants to design their projects in a manner that provides the least assistance necessary to prevent a return to homelessness. Some households may need a small amount of assistance for only one month. Others may need a deeper subsidy for a longer period of time. You may not provide rental assistance for longer than 24 months to any RRH participant.

**Matching Requirements**

Per the CoC Program Interim Rule (24 CFR 578.73), match must equal 25 percent of the total grant request. For example, if the ‘total assistance requested’ is $100,000, then the project applicant must secure commitments for match funds equal to no less than $25,000. The total match requirement can be met through cash, in-kind, or a combination of the two. Match must be used for eligible costs for the program component you are applying for, as set forth in the HEARTH Interim Rule (Subpart D of 24 CFR part 578).

Cash sources. A sub-recipient may use funds from any source, including any other federal sources (excluding Continuum of Care program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. The recipient must ensure that any funds used to satisfy the matching requirements of this section are eligible under the laws governing the funds in order to be used as matching funds for a grant awarded under this program.

The subrecipient may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that if the recipient had to pay for them with grant funds, the costs would have been eligible. Any such value previously used as match, may not be used again.

If match is provided through in-kind sources from a third party, it must be documented by an MOU between the recipient or sub-recipient and the third party that will provide the services. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient’s or sub-recipient’s organization. If the recipient or sub-recipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market. The MOU must establish the unconditional commitment, except for selection to receive a grant, by the third party to provide the services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided.

During the term of the grant, the sub-recipient must keep and make available, for inspection, records documenting the service hours provided. To qualify as match, funds must come to and be disbursed by the grantee.  If benefits are paid directly to program participants, the funding is not going through the agency's books, and it cannot be counted as match. For example, rent paid directly to a private landlord does not come to the subrecipient and so cannot qualify as match. Benefits received by tenants such as SSI, GA do not go to the grantee and cannot be used as match.

Agencies providing the required match using volunteer time should indicate this as in-kind match. Agencies providing the match using paid staff time should indicate this as cash match and list the source of the funds used to pay for those staff salaries. Match is only in-kind if it is a donation of services, goods, materials, or equipment. Donations are typically from a third party. In-kind match from a third-party requires an MOU with the entity providing the match. An agency cannot sign an MOU with itself.

For more information see:

<https://www.hudexchange.info/resource/3113/importance-of-documenting-match-under-the-coc-program/>

1. Homeless Category 4: Fleeing/Attempting to Flee Domestic Violence (§ 578.3) is any individual or family who: 1) Is fleeing, or is attempting to flee, domestic violence; 2) Has no other residence; and 3) Lacks the resources or support networks to obtain other permanent housing. Note: “Domestic Violence” includes dating violence, sexual assault, stalking, and other dangerous or life-threatening conditions that relate to violence against the individual or family member that either takes place in, or him or her afraid to return to, their primary nighttime residence (including human trafficking). [↑](#footnote-ref-2)
2. A negative number in the **Unmet Need** field indicates there is no unmet need for DV survivors in your community. [↑](#footnote-ref-3)