



REQUEST FOR APPLICATIONS

for

Emergency Solutions Grant (ESG)

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY
30 South Meridian Street, Suite 1000
Indianapolis, IN 46204
<http://www.in.gov/ihcda/>

317-232-7777

ISSUE DATE: May 4, 2026
RESPONSE DEADLINE: May 29, 2026, 5:00 PM EST

1. PURPOSE OF THIS REQUEST FOR APPLICATIONS (“RFA”)

The Indiana Housing and Community Development Authority (referred to as “IHCDA” or “Grantee” throughout this document) seeks to contract with community-based 501(c)(3) nonprofit organizations (referred to as “Subrecipients” or “Respondents”) to directly administer housing assistance and supportive services under the Emergency Solutions Grant (“ESG”) program.

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

MISSION STATEMENT

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.

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.

3. ABOUT THE ESG PROGRAM & FUNDING SOURCE

The Emergency Solutions Grant (ESG) provides funding for essential services, operations, and homeless prevention activities to emergency homeless shelters, transitional housing for the homeless, and day/night homeless shelters. These programs provide basic needs of shelter, food, clothing, and other necessities, and many also provide case management, referrals, rental assistance, and other services to individuals and/or families who are in need of assistance.

IHCDA is the Indiana agency designated to receive the state’s “Balance of State” funding for the Emergency Solutions Program (ESG)), as administered by the U.S. Department of Housing and Urban Development (HUD).

ESG funds may be used for four Program Types: Emergency Shelter, Street Outreach, Rapid Re-Housing assistance, and Homelessness Prevention.

ELIGIBLE EXPENSES BY PROJECT TYPE

Emergency Shelter

Essential Services: case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, and transportation.

Shelter Operations, including maintenance, rent, repair, 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.

Clients must meet Category 1 or 4 of HUD's Homeless Definition to be eligible for Emergency Shelter assistance.

See [24 CFR 576.102](#).

Street Outreach

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement, case management, emergency health and mental health services, and transportation.

Clients must meet Category 1 or 4 of HUD's Homeless Definition to be eligible for Street Outreach assistance.

See [24 CFR 576.101](#).

Rapid Re-Housing

Housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.

Eligible costs:

- Rental Assistance: rental assistance and rental arrears
- Financial Assistance: rental application fees, security and utility deposit, utility payments, first month's rent, last month's rent, and moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.

Clients must meet Category 1 or 4 of HUD's Homeless Definition to be eligible for Rapid Re-Housing assistance. ESG RRH clients must have household income of less than or equal to 30% Area Median Income (AMI). This does not apply for the initial intake but is enforced when income is reassessed during interim-evaluations. Clients must be referred to RRH from the Coordinated Entry system.

See [24 CFR 576.104](#).

Homelessness Prevention

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter, a place not meant for human habitation, or another place described in paragraph (1) of the homeless definition.

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing.

Eligible costs:

- Rental Assistance: rental assistance and rental arrears
- Financial Assistance: rental application fees, security and utility deposit, utility payments, first month's rent, last month's rent, and moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.

Clients must meet Category 2 or 4 of HUD's Homeless Definition and have income at 30% or below AMI at intake and 90-day interim-evaluations to be eligible for Homeless Prevention assistance. If at any time during assistance, the service provider is made aware of a change in status, an evaluation must be conducted to determine continued eligibility

See [24 CFR 576.103](#).

HUD HOMELESS DEFINITION

Category 1: Literally Homeless

- Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - Has a primary nighttime residence that is a public or private place not meant for human habitation;
 - 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 programs); or
 - (iii) 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

Category 2: Imminent Risk of Homelessness

- Individual or family who will imminently lose their primary nighttime residence, provided that:
 - Residence will be lost within 14 days of the date of application for homeless assistance;
 - No subsequent residence has been identified; and
 - The individual or family lacks the resources or support networks needed to obtain other permanent housing

Category 3: Homeless under other Federal Statutes

- *NOT APPLICABLE UNDER ESG*

Category 4: Fleeing/Attempting to Flee DV

- Any individual or family who:
 - Is fleeing, or is attempting to flee, domestic violence;
 - Has no other residence; and
 - Lacks the resources or support networks to obtain other permanent housing

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 meet this requirement through matching funds or volunteer time (in-kind).

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.

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.

4. REQUIRED SCOPE OF SERVICES

Subrecipients who successfully obtain ESG FY 2026 funding have responsibilities to ensure sound program management and service delivery and successful grants administration. They also are required to be mindful in complying with all federal, state, and local regulations, policies, standards, and guidelines. Once the contract commences, Subrecipients are expected to complete the following activities:

Program Management and Service Delivery Responsibilities:

- A. Comply with all federal, state, and local regulations, policies, standards, and guidelines – including but not limited to:
 - a. 2 CFR 200
 - b. 24 CFR 576
 - c. Additional Notices and Guidance from HUD-CPD Office and IHCDA
- B. Ensure efficiency and effectiveness of ESG program:
 - a. Enter client-level data on the Homeless Management Information System (HMIS), or in the case of clients who are survivors of domestic violence, DV ClientTrack.
 - b. Comply with annual Fair Market Rent and rent reasonableness requirements, property inspection requirements, and lead-based paint requirements outlined in the program manual.
 - c. Utilize and participate in Coordinated Entry (coordinated assessment) process established by Balance of State CoC.
 - d. Ensure that new and existing staff members are adequately trained in all aspects of ESG service delivery.

- C. Execute Rental Assistance Payment Contracts with the tenants and landlords and ensure VAWA Lease Addendum containing current Lease Provisions Guidelines as required by HUD is executed by the tenants and landlords.
- D. Ensure the existence of and compliance with internal policies regarding the following:
 - a. Confidentiality of client-level personal identifying information
 - b. Preventing the duplication of benefits for clients
 - c. ESG services are administered without discrimination against members of protected classes as defined by Federal and State law and any published HUD rules and notices – includes but is not limited to: Fair Housing Act, Violence Against Women Act and its subsequent updates or amendments, Equal Access to Housing Final Rule, etc.
 - d. Termination of assistance is done as a last resort
- E. Participate in annual Point in Time Count held in late January.

Grants Administrative Responsibilities:

- A. Comply with all federal, state, and local regulations, policies, standards, and guidelines – including but not limited to:
 - a. 2 CFR 200
 - b. 24 CFR 576
 - c. Additional Notices and Guidance from HUD-CPD Office and IHCDCA
- B. Ensure successful grant utilization throughout the contracted term of your award.
 - a. Have consistent internet access with regular e-mail availability and use a financial software system for accounting purposes that functions and operates according to generally accepted accounting principles or has designated an entity that will maintain such an accounting system.
 - b. Track and maintain a spending plan for their annual funding that accounts for claim submission deadlines and the budget outlined in your award.
 - c. Ensure that claim submission deadlines are met in a timely manner, or that approval to submit a claim beyond its original deadline has been obtained from a Community Services (CS) Staff Member.
- C. Attend relevant webinars or in-person events hosted by IHCDCA, such as the IHCDCA Community Services Grants Team Kickoff Webinars, CS Team Quarterly Office Hours; and other IHCDCA-hosted events that pertain to the ESG program.
- D. Timely communication with IHCDCA:
 - a. Respond to award inquiries or documentation requests from IHCDCA Community Services staff in a timely manner.
 - b. Alert Grants Analyst of any issues affecting grant utilization.
 - c. Needing approval for specific purchases or determining if expenses are eligible
- E. Complete a bi-annual Program Progress and Match Report due on January 31, 2027, and July 31, 2027.
- F. Complete the Complete CAPER (Consolidated Annual Performance and Evaluation Report) by July 31, 2027.

5. RFA TIMELINE

May 4, 2026	RFA released to the general public.
May 29, 2026	RFA responses are due to IHCDCA by 5:00 p.m. EST
June 25, 2026 (<i>tentative</i>)	Funding recommendations presented to IHCDCA Board of Directors
June 29, 2026 (<i>tentative</i>)	Funding decisions posted on ESG webpage and sent to applicants
TBD	Agreement details finalized

FY2026 award agreements will be effective on July 1, 2026, regardless of the agreement execution date. Subrecipients will have approval to submit back claims to July 1.

PART 2

RFA PROCESS

1. FUNDING ELIGIBILITY CRITERIA

The following list of requirements renders an agency eligible to apply for IHCD's ESG funding:

- A. A private nonprofit organization (defined as tax-exempt secular or religious organization described in section 501(c)(3) of the Internal Revenue Code).
- B. An organization that has an active UEI Number from sam.gov.
- C. Be legally qualified to contract in the State of Indiana. If an entity described in IC Title 23, it must be registered with and owe no outstanding reports to the Indiana Secretary of State.
- D. An organization that coordinates with their Regional Planning Council, through attending monthly meetings and case conferencing sessions and providing or accepting referrals for assisting ESG-eligible clients.
- E. Have the necessary organization, experience, accounting and operational controls and technical skills or the ability to obtain them.
- F. An organization that does not have any unresolved findings from IHCD or HUD.
- G. An organization that provides services in the Balance of State Continuum of Care region (IN-502), which currently includes every county in the State of Indiana except Marion County.
- H. An organization that certifies that it has standards of financial accountability that conform to 2 CFR 200.302, 'Financial Management' and 2 CFR 200.303, 'Internal Controls,' which includes systems and software that allow for effective control over, and accountability for, all funds, property, and other assets.
- I. Have supplied all necessary information outlined in narrative and JotForm application.
- J. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not being suspended or debarred. If a prospective applicant is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the in the official files for this RFA, and the applicant shall be advised of the reasons for the determination.
- K. 100% of program clients meet HUD's definition of homelessness (see definition under "About the ESG Program & Funding Source" section of this RFA).

If the applicant fails to demonstrate that each requirement listed above has been met, its proposal will not be reviewed.

2. EVALUATION CRITERIA OF RFA RESPONSE

Evaluation of all applications will be completed by IHCD's Community Services Team based on the criteria listed below:

- A. Capacity to meet the organization's request (dependent on amount IHCDCA receives from HUD)
- B. Meeting the requirements highlighted in Part 2, Section 1 titled "Funding Eligibility Criteria"
- C. Financial capacity and readiness to manage federal grants
- D. Spending progress in previous fiscal years
- E. Service Provision according to the results of prior CAPER reports
- F. Quality of Application submission as defined below:
 - 1. All questions are completed as accurately as possible; none are left blank unless the question allows.
 - 2. Narrative responses provide a clear and comprehensive context of how the organization's ESG program is administered.

3. RESPONDENT PROPOSAL

Respondents must provide the following information to be deemed responsive to this RFA:

Submitted ESG FY 2026 Funding Application via JotForm:

Respondent must complete their application through the JotForm platform. The link to the application can be found [HERE](#).

Required Supplemental Attachments:

The following supporting documents must be provided in the application you submit via JotForm:

- 1. Proof of 501(c)(3) non-profit organization (defined as tax exempt secular or religious organization described in Section 501© of the Internal Revenue Code) status
- 2. Evidence of an active UEI Number from SAM.gov
- 3. Confirmation showing that your organization is registered with the Indiana Secretary of State
- 4. Letter of Match commitment for total amount requested for ESG across all program types.
- 5. Financial Documentation:
 - a. Organization's 990
 - b. 2025 year-to-date Balance Sheet
 - c. 2025 year-to-date Income Statement
 - d. 2025 year-to-date Cash Flow Statement
 - e. 2024 or 2025 Financial Statements
- 6. List of agency's current Board of Directors: including names, affiliating organization(s), email address, and phone number.

7. Board of Directors Bylaws
8. Organization's staffing/organization chart of ESG staff, including FTE employees.
9. General Liability Insurance documentation to evidence policy (Summary page showing coverage is all that is needed).
10. Fidelity Bond Insurance documentation to evidence policy or bond (amount should be equal to ½ of the total annual funding provided by the state and should cover all employees/board members handling funds).
11. Proof of Worker's Compensation Coverage
12. Proof of Auto Insurance (only required if using ESG funds for Transportation in agency vehicle)
13. Fire Inspection Report—dated within last 6 months (Shelter Requests Only)
14. Health Department Inspection—dated within last 6 months (if shelter serves food)
15. Participant Selection Plan/Policy (Homelessness Prevention Requests Only)

PART 3 RELEVANT LAWS & REGULATIONS

Respondents must comply with applicable state and federal laws and regulations, including but not limited to the provisions of 2 CFR Part 200, 24 CFR Part 576, and 24 CFR 5.105 in its implementation of the program.

PART 4 RFA TERMS AND CONDITIONS

This RFA is issued subject to the following terms and conditions:

- A. This RFA 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. IHCDCA 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. IHCDCA reserves the right to reject and not consider any or all respondents that do not meet the requirements of this RFA, including but not limited to: incomplete qualifications and/or qualifications offering alternate or non-requested services.
- D. IHCDCA reserves the right to reject any or all companies, to waive any informality in the RFA process, or to terminate the RFA 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, IHCDCA 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 IHCDCA 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. IHCD A reserves the right not to award a contract pursuant to the RFA.
- J. All items become the property of IHCD A upon submission and will not be returned to the Applicant.
- K. IHCD A 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. By submitting a response to this RFA, respondent acknowledges the acceptance of IHCD A's Award Agreement Boilerplate and the understanding that such Boilerplate is non-negotiable.

PART 6 FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE

Respondents will submit their RFA Application via JotForm [at this link](#).

Applications exclusively received via email, fax, and mail will NOT be accepted or reviewed. Additionally, unless previous approval has been granted, applications received after the deadline written below will NOT be accepted. If approval for an extension is needed, please contact communityservices@ihcda.in.gov.

The deadline for submission is May 29, 2026, at 5:00 PM EST.

Applications that do not contain all the required forms/documents as listed in this RFA may be determined ineligible for further consideration.