COMMUNITY SERVICE BLOCK GRANT
INNOVATIVE COMMUNITY COLLABORATION APPLICATION

ISSUE DATE:
Friday, February 9, 2018

DUE DATE:
Monday, March 26, 2018, 5:00PMET

Return all grant applications to:
Indiana Housing and Community Development Authority
Community Programs Department
Attn: CSBG Innovation Grants 2018
Email: vmorrismay@ihcda.in.gov
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PART 1 INTRODUCTION

I. PURPOSE OF THIS APPLICATION

Notice of Funding Opportunity: The Indiana Housing and Community Development Authority ("IHCDA") is requesting grant applications from one or more Community Action Agencies to fund innovative community collaboration projects. These are projects that provide new approaches or methods that will aid in overcoming special problems identified by communities or neighborhoods which may include providing assistance for projects that are designed to serve low-income individuals and families who are not being effectively served by other programs. The project must incorporate community collaboration between the local community action agency and other community organizations with similar missions and focuses, and addresses current community needs as identified from a recent community needs assessment (survey, assessment, etc.).

II. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

About Indiana Housing and Community Development Authority: IHCDA was created in 1978 by the Indiana General Assembly and is a body corporate and politic of the State of Indiana. IHCDA’s vision is an Indiana with a sustainable quality of life for all Hoosiers in the community of their choice. In 2007, the Governor of the State of Indiana, Mitchell E. Daniels, Jr., designated IHCDA as the lead agency for the purpose of carrying out State activities for the Community Service Block Grants (CSBG), Weatherization (Wx), and Energy Assistance Program (EAP).

Funding Summary: Funding for this grant application 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. Indiana receives approximately $9 million annually. Of the annual allocation, up to five percent (5%) can be used to fund discretionary projects that are identified by the IHCDA.

CSBG is designed to assist community action agencies with alleviating the causes and conditions of poverty for individuals and families 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); and 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 Three National Goals.

(i) Individuals and families with low incomes are stable and achieve economic security
(ii) Communities where people with low incomes live are healthy and offer economic opportunity
(iii) People with low incomes are engaged and active in building opportunities in communities

Purpose of the 2018 Grant: IHCDA will provide up to $150,000 in CSBG discretionary funding to one (1) or more applicants to support an innovative community collaborative project that will impact local low income individuals and persons at or below one hundred twenty-five percent (125%) of the federal poverty level and directly address one (1) or more of the Three National Goals.

Applicants should focus on a particular community need that was documented through a local needs assessment or other community survey. The project must demonstrate an active partnership between a local community-based organization(s) and a community action agency. Applicant should
demonstrate its ability to leverage other local resources. The project or initiative should have long-term sustainability.

III. **MINIMUM REQUIREMENTS**

**Eligible Applicant:** All applicants must be designated as a Community Action Agency to be eligible for funding.

IV. **APPLICATION TIMELINE**

**Submission date:** All responses to this application must be submitted electronically to IHCDA by March 26, 2018 at 5:00 pm Eastern Time.

**Submission format:** All applicants must submit one (1) electronic copy of its response to the application. The electronic copy must be emailed to vmorrismay@ihcda.in.gov.

**Term of contract:** The term of the contract awarded pursuant to this application shall be one (1) year in length, from May 1, 2018 to April 30, 2019. All activities for which the selected applicant (“recipient”) would seek reimbursement must be completed within the term of the contract.

**Maximum award:** The maximum award amount is $150,000.00.

**PART 2 APPLICATION PROCESS**

I. **SELECTION PROCESS**

Evaluation of applications will be completed by IHCDA. Based on the evaluation criteria, a short list of the applicants with the highest ranked proposals may be selected to provide presentations regarding their proposals. Final selection will be at the discretion of IHCDA. IHCDA will not return proposals to applicants nor publish its scoring.

II. **QUALIFICATIONS EVALUATION CRITERIA**

All applicants are eligible to receive up to 100 points. The applicant with the most points will be recommended to receive the award. The following criteria will be IHCDA’s primary considerations in the selection of the recipient(s):

1. **Agency Overview (10 points)**- Quality and experience of the applicant.
2. **Program/Project Description (30 points)**- Demonstrate a community need, explain how the program/project meets the needs of clients at or below one hundred twenty-five percent (125%) of the federal poverty level, develop community partnerships to fulfill the project goals and objectives, program design and implementation, and provide a timeline for completion.
3. **Budget Narrative/Financial Reporting (10 points)**- Budget line items and narrative should show use of grant funds and any anticipated match.
4. **Innovativeness (20 Points)** - Demonstrates that this project introduces an original and creative programming to the Indiana CSBG Network.
5. **Sustainability (20 Points)** - Demonstrate the ability of this project to continue after this funding ends.
6. Reporting/Evaluation (10 points)- Demonstrate that the applicant has an effective means of evaluating the outlined goals and objectives of the project.

III. APPLICATION SUBMISSION ITEMS

Application Components
All applications must include the following components to be considered complete. If an applicant does not have one of the components, then the applicant should address the reason for the component’s exclusion for it to be considered for evaluation.

Section 1: Agency Overview- Total: 10 points
Organizational Capacity Summary of Organizational Qualifications

Please include a brief summary of the applicant’s history and experience in programming. Also include the items listed below:

a. A copy of your organization’s Certificate of Existence from the Indiana Secretary of State, if your organization is an entity describes in Title 23 of the Indiana Code.
b. Copies of pertinent organizational certifications, designations, licensures.
c. Experience with federal grants management. Please note: IHCDA will also take into consideration the applicants past performance under CSBG and other IHCDA grants and programs, to determine whether applicant has a history of complying with the policies, procedures, or directives associated with CSBG or other IHCDA programs, which would be indicated by the number of findings and concerns that were noted on IHCDA awards that have closed over the past five (5) years.

Meaningful Access to Limited English Proficient Persons
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).

Summary of Current Projects - A brief summary of the most recent projects to support organizational qualifications

Principal Staff - A brief summary of the organization’s executive management team.

Designated Project 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.

Section 2: Program/Project Description- Total: 30 points

Program/Project Summary - Please provide a summary of the program or project to be funded by the application. The summary should include: services provided, clients/benefit recipients, recruitment, intake (if applicable), and marketing and public relations.

Community Partners/Collaboration - Please provide a list of the community organizations that have been identified as partners with this program or project. Provide a brief summary of the partners role, responsibilities, and financial contributions (if applicable) to the program or project.
**Determination of Need** In this section, please explain how your organization came up with the idea to implement this project/activities/services (i.e. surveys or assessments that were used). Who was involved in the decision making? Include any barriers or challenges the agency may encounter.

**Program Recipients/Client** Discuss the demographics of the population the program/activities/services will impact. The applicant must include a process for verifying that the clients are at or below one hundred twenty-five percent (125%) of the federal poverty level.

**Project Objectives and Goals** - Please provide a summary of the objectives and goals that the program or project will achieve. These goals should be measurable and correlate to the Six National Goals and/or National Performance Indicators.

**Timeline** - Provide a timeline for planning, implementation, and evaluation of the program or project. Include staff and resources to be utilized throughout the timeline. There should be benchmarks to ensure that all funds are expended by the end of the grant.

**Section 3: Budget and Budget Narrative- Total: 10 points**

**Budget and Narrative** A one-year budget for all costs associated with this project, beginning May 1, 2018 through April 30, 2019. The requested funding cannot exceed $150,000 under any agreement awarded pursuant to this application. The proposed budget should include all program and administrative expenses, such as travel expenses, supplies and materials as to be paid for under any agreement awarded pursuant to this application. The administrative portion of the budget shall not exceed 16% of the total requested amount. The budget narrative should ensure that all expenses are compliant with cost principles set forth in 45 CFR 75. If this program/project is supported by other funding sources, the agency should provide a brief summary of the other funding sources and their estimated contributions.

**Section 4: Innovativeness - Total: 20 points**

Demonstrate that the project presented in the request is a new program, or significant alteration of an existing program for the applicant. The “new” program idea should address the community need and address issues and have the potential to lead to change.

**Section 5: Sustainability – Total: 20 points**

Include a plan and provide evidence that the project/program has the ability to remain financially stable as a result of one or more of the following; volunteer services, income creation, in-kind donations, grants, collaborating with other agencies, sponsorship, monetary donations, etc.

**Section 6: Reporting/Evaluation- Total: 10 points**

**Evaluation Plan** Use this section to describe the methods and criteria that will be used to measure whether the project goals/objectives have been achieved. List and provide any surveys or assessment tools that may be used (if available). At a minimum, the evaluation tool should benchmark projected versus actual clients served, quantify the services received, and assess the impact of the overall program/project. Recipients of these funds will be required to close out the grant within forty-five (45) days after the expiration of the award agreement and provide a closeout report detailing the impact of the funds.

**Scoring Process** All applicants are eligible to receive up to 100 points.
IV. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE

Tentative Review Timeline
February 9, 2018  Application released to the public
March 26, 2018  Application due to IHCDA
March 27- April 6, 2018  IHCDA Review Period
April 26, 2018  IHCDA Board of Directors for Approval
April 26, 2018  Announcement of Award

Submission Format: Applicant must provide an electronic copy of the proposal and supporting materials. The electronic copy will be emailed to vmorrismay@ihcda.in.gov.

Submission Materials: Applicant must submit supporting materials, such as an annual report, most recent financial documents demonstrating annual revenue and expenses, examples of assessment tools, training plans developed for other clients, evaluation tools, and workshop documents. This information is not required with the application.

PART 3 STATE AND FEDERAL REQUIREMENTS

I. STATE POLICIES

Employment Eligibility Verification. The applicant cannot knowingly employ an unauthorized alien. The applicant shall require its contractors who perform work for the applicant pursuant to the project must certify to the applicant that the contractor does not knowingly employ or contract with an unauthorized alien.

Confidentiality of State Information. The applicant understands and agrees that data, materials, and information disclosed to the applicant may contain confidential and protected information. The applicant covenants that data, material, and information gathered, based upon or disclosed to the applicant for the purpose of this project will not be disclosed to or discussed with third parties without the prior written consent of the IHCDA. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the applicant and IHCDA agree to comply with the provisions of IC §4-1-10 and IC §4-1-11. If any Social Security number(s) is/are disclosed by applicant, applicant agrees to pay the cost of the notice of disclosure of a breach of the security of the system.

Payments. Any payments for services under any contract awarded pursuant to this application shall be paid by IHCDA in arrears in conformance with State fiscal policies and procedures and, as required by IC §4-13-2-14.8, the direct deposit by electronic funds transfer to the financial institution designated by the successful applicant in writing unless a specific waiver has been obtained from the IHCDA Controller. No payments will be made in advance of receipt of the goods or services that are the subject of any contract except as permitted by IC §4-13-2-20.

Ethical Compliance
By submitting a proposal, the applicant certifies that it shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-
Access to Public Records.
Applicant is advised that materials contained in proposals are subject to the Access to Public Records Act ("APRA"), IC 5-14-3 et. seq., and the entire response may be viewed and copied by any member of the public. Applicants claiming a statutory exemption to disclosure under APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope marked “Confidential”. Applicants should be aware that if a public records request is made under APRA, IHCDA will make an independent determination of confidentiality, and may seek the opinion of the Public Access Counselor. Prices are not considered confidential information. The following information shall be subject to public inspection after the contract award:

A. The Application.
B. A list of all vendors who received the Application.
C. The name and address of each applicant.
D. The amount of each offer.
E. A record showing the following:
   a. The name of the successful applicant.
   b. The dollar amount of the offer.
   c. The basis on which the award was made.

F. The entire contents of the contract file except for proprietary information that may have been included with an offer, such as:
   a. trade secrets;
   b. manufacturing processes;
   c. financial information not otherwise publicly available; or
   d. other data that does not bear on the competitive goals of public procurement that was not required by the terms of the Application itself to be made available for public inspection.

Appeals/Protest.
Applicant may appeal/protest the award of this contract based on alleged violations of the selection process that resulted in discrimination or unfair consideration. The appeal/protest must include the stated reasons for the Applicant’s objection to the funding decision, which reasons must be based solely upon evidence supporting one (1) of the following circumstances:

a. Clear and substantial error or misstated facts which were relied on in making the decision being challenged;
b. Unfair competition or conflict of interest in the decision-making process;
c. An illegal, unethical or improper act; or
d. Other legal basis that may substantially alter the decision.

The appeal/protest must be received within ten (10) business days after the Applicant receives notice of the contract award, or the appeal/protest will not be considered. All protests shall be in writing, submitted to the Compliance Attorney, who shall issue a written decision on the matter. The Compliance Attorney may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. The applicant will receive written acknowledgement of receipt of the appeal/protest within five (5) business days of its receipt, noting the day the appeal/protest was received. Any appeal/protest regarding the funding decision
made by IHCDA will be examined and acted upon by the Compliance Attorney within thirty (30) days of its receipt. The decision of the Compliance Attorney is final.

II.  FEDERAL REQUIREMENTS

Uniform Administrative Requirements
Successful applicants are subject to the cost principles audit requirements in accordance with 45 CFR 75 et. seq. The CFDA # for CSBG is CFDA 93.569.

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;
41 U.S.C. 10a-10d, the “Buy American Act.”


Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).


III. RESPONSIBLE APPLICANT REQUIREMENTS

IHCDA shall not award any funding until the selected applicant, has been determined to be responsible. A responsible applicant must:
1. Have adequate financial resources to perform the project, or the ability to obtain them;
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the applicants commitments;
3. Have a satisfactory performance record with IHCDA;
4. Have a satisfactory record of integrity and business ethics;
5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
6. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them;
7. Have supplied all requested information;
8. Be legally qualified to contract in the State of Indiana and if an entity described in IC Title 23, is properly registered, and owes no outstanding reports to the Indiana Secretary of State (There is a fee to register with the Secretary of State); and
9. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended or debarred. If a prospective contractor is found to be non-responsive, a written determination of non-responsibility shall be prepared and included in the official file for this application, and the applicant shall be advised of the reasons for the determination.

IV. APPLICATION TERMS AND CONDITIONS

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

1. This application 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. IHCDA expressly reserves the right to modify or withdraw this application, or any part of it, at any time, whether before or after any proposals have been submitted or received.

3. IHCDA 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 and/or proposals offering alternate or non-requested services or ineligible activities.

4. IHCDA may reject any or all submissions submitted in response to this application 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 application, IHCDA 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 application or for any costs or expenses incurred during negotiations.

8. IHCDA reserves the right to reject any or all applicants, to waive any informality in the application process, or to terminate the application process at any time, if deemed to be in its best interest.

9. IHCDA reserves the right not to award a grant pursuant to this application.
10. All items become the property of IHCDA upon submission and will not be returned to applicant.

11. 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.

12. 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.

13. A copy of IHCDA’s Contract Boilerplate is attached as “Exhibit A” to this Application. By submitting a response to this Application, applicant acknowledges the acceptance of IHCDA’s Contract Boilerplate and the understanding that such Boilerplate is non-negotiable.

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V. CERTIFICATION OF APPLICANT

[MUST BE EXECUTED BY THE APPLICANTS EXECUTIVE DIRECTOR OR CHIEF EXECUTIVE OFFICER]

I hereby certify that the information contained in these qualifications and any attachments is true and correct and may be viewed as an accurate representation of proposed activity/project to be provided by this organization. I acknowledge that I have read and understood the requirements and provisions of this application and agree to abide by the terms and conditions contained herein.

I ________________________________ am the ________________________________ of

the (type name of signatory authority) corporation, partnership, association, or other entity named as company and the applicant herein, and I am legally authorized to sign this and submit it to the Indiana Housing and Community Development Authority on behalf of said organization.

I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812.

Applicant: ____________________________________________________________
Address: ____________________________________________________________
Phone: ___________________________ Fax: _____________________________
Signature: ________________________ Date: _____________________________
By (Title): __________________________

E-mail Address: ________________________________________________________

______________________________ __________________________
Board of Directors-Member Date