

**Emergency Solutions Grant (ESG)
Rapid Re-Housing Program and Homelessness Prevention
Request for Proposals (FY2016)
Indiana Balance of State Continuum of Care**

PURPOSE

IHCDA requests innovative proposals from organizations to administer the ESG-Rapid Re-housing and homeless prevention program in coordination with their regional Planning Councils on the Homeless.

The ESG program provides funding for the rapid re-housing of households at or below the 30% of Area Median Income for which no appropriate housing options are identified and that lack sufficient resources and support networks to immediately obtain housing. Rapid Re-housing is defined as providing services and rental assistance to assist a homeless individual or family to move as quickly as possible into permanent housing and achieve stability in housing.

In the 2016-2017 award year IHCDA will require applicants that receive ESG funds to utilize up to 10% of the total budget for Homelessness Prevention activities. Applicants can request a waiver from this expectation if Homelessness Prevention funds from another source are being utilized by the organization. Applicants that receive ESG funds will be expected to operate a Housing First Rapid Rehousing model, including access to services without precondition or eligibility requirements related to income, criminal history or any other perceived barrier. Agencies awarded ESG funds will be required to participate in the year-long Rapid Rehousing and Homelessness Prevention Learning Collaborative which will take place from August 2016-July 2017. ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in § 576.2 (see below). This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition (see below), or who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition in § 576.2 and have an annual income below 30 percent of median family income for the area, as determined by HUD.

The application selection process is highly competitive.

DUE DATE

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

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2016-17 REQUIREMENTS FOR THE ESG-RRHP PROGRAM:

ELIGIBLE APPLICANTS

A. THRESHOLD REQUIREMENTS

- 1) Applicant must be a private nonprofit organization (defined as tax-exempt secular or religious organizations described in section 501(c) of the Internal Revenue Code), or a unit of general purpose local government in the State of Indiana. Documentation of this status must be submitted with proposal.
- 2) Applicant must not have any unresolved IHCDA or HUD findings.

- 3) Applicant must actively participate in their regional homeless planning council on the homeless. This is defined as attendance to at least 75% of all meetings in calendar year 2015. Certificate of Attendance with regional Planning Council on Homeless must be submitted.
- 4) Applicant must be located in Balance of State Continuum of Care region (IN-502), which currently includes all counties in Indiana except Marion and St. Joseph counties.
- 5) Applicant must have administered the Rapid Re-Housing Program in 2015 or the Homeless Prevention and Rapid Re-housing Program (HPRP) or have experience administering a rental assistance program of similar scope (such as Shelter Plus Care/Permanent Supportive Housing, CoC RRH recipient). If not providing any of these options, describe other rental assistance programs.
- 6) The applicant's program design must designate a lead applicant to serve as a central access point for eligible homeless participants residing in its designated service area for the Emergency Solutions Grant (ESG) Rapid Re-housing (RR) & Homeless Prevention (HP) program.
- 7) The applicant must also describe how potential program participants in their region will have access to apply for the ESG-RR & HP funds.

B. OTHER APPLICANT REQUIREMENTS

- 1) Applicants must have coordination between the State ESG program and the local Entitlement City (when an Entitlement City is included in proposed service area).
- 2) Applicants must demonstrate other matched funds to support the ESG Program. Eligible sources of funds can be any of those listed in 24 CFR Part 576.201 (b).
- 3) Applicants must demonstrate organizational capacity to assess eligibility; develop and monitor housing permanency plans; identify and contract with eligible landlords and utilities; and manage the distribution and accounting of assistance checks for eligible activities.
- 4) Future allocations of ESG will be partially based on performance on goals stated in this RFP (Section F). Outcomes will be evaluated and used as a factor in determining allocations in future ESG awards.
- 5) Proposals must include a defined outreach plan involving outreach to street/unsheltered homeless. This may involve the local PATH or ACT teams when one is existent in the proposed service area. Information about these teams is available from FSSA Division of Mental Health and Addiction: <http://www.in.gov/fssa/dmha/2879.htm>.
- 6) Proposals must also include a defined plan to coordinate with sheltered homeless individuals and families. An MOU must be executed between all ESG-funded shelters (including transitional housing) in the proposed service area detailing the proposed referral process. Proposals must include a defined outreach plan involving outreach to street/unsheltered homeless. This may involve the local PATH or ACT teams when one is existent in the proposed service area. Information about these teams is available from FSSA Division of Mental Health and Addiction: <http://www.in.gov/fssa/dmha/2879.htm>.

C. SUB-RECIPIENT REQUIREMENTS

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

- 1) Sub-recipients and any contracted vendors involved in program participant assessment, case management or fiscal management of the allocated funds must have Internet access with e-mail availability.
- 2) Sub-recipients will be required to complete reports each award year in accordance with HUD and IHCD requirements. This data will be retrievable through HMIS. IHCD will monitor outcomes on a regular basis and will also be reported by the subrecipients in program reports.
- 3) Sub-recipient staff must attend IHCD required trainings on designated topics related to the rapid re-housing program and homelessness prevention program.
- 4) Agencies awarded ESG funds will be required to participate in the year-long Rapid Rehousing and Homelessness Prevention Learning Collaborative which will take place from August 2016-July 2017.
- 5) Sub-recipients must execute an agreement with IHCD in order to use HMIS for the ESG program unless sub-recipient is a Domestic Violence Service Provider.
- 6) Agencies awarded ESG funds will be required to use a standard intake assessment.
- 7) Sub-recipients are required to conduct case management with all program participants at a minimum of once per month.
- 8) The Rapid Re-housing assistance may only be provided to program participants who meet the criteria in the McKinney-Vento Homeless Assistance Act amended by S.896, The Homeless Emergency and Rapid Transition to Housing (HEARTH) Act of 2009 under the "homeless" definition as stated below:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - b) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by federal, state, or local government programs for low-income individuals); or
 - c) An individual who is exiting an institution where s/he 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;
2. Any individual or family who is fleeing, or is 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, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - a) Has no other residence; and
 - b) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing; and
 - c) Lives in an emergency shelter or other place described in #1 above.

- 9) The Homelessness Prevention assistance may only be provided to program participants who meet the criteria in the McKinney-Vento Homeless Assistance Act amended by S.896, The Homeless Emergency and Rapid Transition to Housing (HEARTH) Act of 2009 under the "At risk of homelessness" definition as stated below:

At risk of homelessness means: (1) An individual or family who: (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD; (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "homeless" definition in this section; and (iii) Meets one of the following conditions: (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance; (B) Is living in the home of another because of economic hardship; (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals; (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau; (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan; (2) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e- 2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or (3) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

- 10) Sub-recipient must comply with the requirements set forth in HUD's Equal Access Rule. See below for details.

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

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

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

Assignments

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

Appropriate and Inappropriate Inquiries Related to Sex

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

Privacy

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

D. ELIGIBLE ACTIVITIES for Rapid Rehousing & Homeless Prevention. ESG assistance may be used for the following activities:

1) Rapid Re-housing & Homeless Prevention: Tenant Based Rental Assistance

- a) Including up to 12 months of rental payments. If client is chronically homeless, IHCDCA will allow up to 13 months of rental assistance to be paid.
 - b) Payment of rental arrears consists of a one-time payment for up to six months of rent in arrears, including any late fees on those arrears
- 2) **Rapid Re-housing & Homeless Prevention : Housing Relocation and Stabilization Services**, including:
- a) **Financial Assistance**
 - 1. Moving Costs
 - 2. Rental Assistance fees
 - 3. Security Deposit
 - 4. Last Month's rent
 - 5. Utility Deposit
 - 6. Utility Payments
 - b) **Services**
 - 1. Housing Search & Placement (Housing Locators)
 - 2. Housing Stability Case Management
 - 3. Mediation
 - 4. Legal Services
 - 5. Credit Repair
- 3) **Homelessness Prevention Component**
Same activities as Rapid Re-Housing for those HUD defines as "at risk of homelessness".
- 4) **Administration** including administrative costs related to the planning and execution of ESG Rapid Re-housing activities. Sub-recipients can budget up to 3% of their total grant for eligible administrative activities. This does not include staff and overhead costs directly related to carrying out activities eligible under other activities. Administration costs include the following:
- a) Salaries, wages and related costs of the subrecipients engaged in administration, including:
 - 1. Preparing program budgets and schedules, and amendments to those budgets and schedules;
 - 2. Developing systems for assuring compliance with program requirements,
 - 3. Developing interagency agreements to carry out program activities,
 - 4. Monitoring program activities for progress and compliance with program requirements,
 - 5. Preparing reports and other documents directly related to the program for submission to IHCDCA,
 - 6. Coordinating the resolution of audit and monitoring findings,
 - 7. Evaluating program results against stated objectives,
 - 8. Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in any of #1-7 above.
 - b) 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,
 - c) Costs of attending HUD-sponsored ESG trainings.

E. CLAIMS

Sub-recipients are responsible for claiming funds on a monthly basis through IHCDCA Online. The funds will only be disbursed for eligible expenses. Sub-recipients can receive up to eighteen disbursements for the fiscal year through an IHCDCA defined process. IHCDCA expects that sub-recipients have adequate accounting practices to ensure that all funds are tracked at the client and activity level. All ESG funds must be committed within 12 months and expended within 18 months. Accordingly, IHCDCA reserves the right to reallocate ESG funds to another program in the Balance of State Continuum if a sub-recipient cannot meet the above requirement.

F. PERFORMANCE OBJECTIVES

The statewide performance objectives for clients served with ESG-Rapid Re-housing & Homeless Prevention for 2016-2017 are stated below. These goals will be evaluated on the 2018 ESG application. Each subrecipient will be required to report its progress on the two (2) performance objectives in the annual report for 2016-17. The

The sub-recipient shall provide IHCD all necessary records, data, information, and documentation required for IHCD to carry out its obligations under the ESG grant agreement.

I. DISCHARGE POLICY & SECTION 811 PROJECT RENTAL ASSISTANCE

The subrecipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Indiana Housing and Community Development Authority, the Division of Mental Health and Addiction, and the Office of Medicaid Planning and Policy have established a state coordinating committee to use Section 811 Project Rental Assistance (PRA) rental assistance and Medicaid services to prevent individuals being discharged from publicly funded institutions and State Operated Facilities into homelessness.

Respondents to this Request for Proposals agree to work with IHCD to coordinate and link ESG funded rapid re-housing assistance with the State’s discharge planning efforts using Section 811 PRA. The coordination will include, but not be limited to, consideration of discharge when designing and implementing the region’s central access point and providing *rapid* rental assistance to individuals who become homeless after discharge from State Operated Facilities. As part of the Section 811 PRA project, the I-HOPE will be configured to include housing options for individuals being discharged from publicly funded institutions and State Operated Facilities at risk of homelessness. The respondent further agrees to work with local community mental health centers to accept I-HOPE referrals for such individuals, when appropriate.

J. AFFIRMATIVELY FURTHERING FAIR HOUSING

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

Training Dates:

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

K. Match

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

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

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

Type of Match	Documentation required
Cash/Grant	Award letter
Value or fair rental value of any donated material or building	Documentation of value of donated material or building. Documentation of previous year’s match.
Value of any lease on a building	Documentation of value of lease on a building
Any salary paid to staff to carry out the program of the subrecipient	Timecards of staff member. Proof of salary payment (cancelled checks / bank statements). Summary list of all salaries counted as match. List should contain staff name, hours worked and total monetary value of time worked.

Value of the time and services contributed by volunteers to carry out the program of the subrecipient. (Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the local community.)	List containing all volunteer names, number of hours worked and total value of time contributed.

Examples of Possible Sources of ESG Match

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

In-Kind	Cash
211 Helpline: Time conducting Coordinated Entry assessments or other eligible expenses.	CDBG, CSBG
AIDS/HIV-related services provided to ESG participants	City or County funds
Alcohol and substance abuse services	Community Action Agencies
Bookkeeping/Administrative services for ESG program (but not billed to ESG)	Donations received as a result of the Neighborhood Assistance Program
Budgeting, credit repair service provided to participants in the community (but not billed to ESG)	ICJI grants, as eligible
Case management (not billed to ESG)	Local Foundations
Child care	Private donations
Clothing, Household, Hygiene items donated	Program income
Community Center - educational meetings related to housing, transportation vouchers, other eligible financial assistance	United Way
Donation Inventory Management	Township Trustees(s) assistance provided to ESG participants
Education, GED, classes (parenting)	
Employment assistance & Job Training	
Emergency Shelter/ Transitional Housing - services provided in program, not billed to ESG	
Faith Based Community; Ecumenical/Ministerial associations	
Food donated to participants by local churches (food stamps <i>cannot</i> be counted)	
Furniture donated	
Health care provided by local clinic/hospital	
Housing Food kit, Move-in kit preparation	
Housing placement	
Hygiene Kit preparation	
Legal Services	
Life skills Training not billed to ESG	
Mental health services (CMHC's)	
Minority Health Coalitions	
Motel Stays	
Move in Kits donated	
Office space donated	
Street Outreach: Engagement, case management, emergency mental health services, transportation, services to special populations	
Outpatient Health services - Community Health Centers, other medical centers	
Rent, not paid with ESG	
Renovation of shelter facility, benefiting ESG participants	
School Corporations- eligible services provided to ESG participants	
Transportation	
Utilities, not paid with ESG	
Utility Companies- any amount that is waived from arrears or deposits off of amount due	
Volunteer - professional - local, customary rate	April 2016

CERTIFICATIONS

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

A. AUTHORITY OF APPLICANT AND ITS REPRESENTATIVE:

The authorized representative of the applicant who signs the certifications and assurances affirms that both the applicant and its authorized representative have adequate authority under state and local law and internal rules of the applicant organization to:

1. Execute and return the application.
2. Execute and return the required certifications, assurances, and agreements on behalf of the applicant and,
3. Execute agreements on behalf of the applicant.
4. Understand that intentional falsification, concealment or cover up by any trick, scheme or devise of any information, charts, data, attachments, or materially false, fictitious or fraudulent statement or representation of any information, submitted by the applicant will permanently disqualify the applicant from applying for funds under this program's initiatives.

B. HOMELESS PERSONS INVOLVEMENT:

To the maximum extent practicable, the applicant will involve, through employment, volunteer services, board involvement or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted with ESG.

C. SUPPORTIVE SERVICES:

The applicant will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local and private assistance available for such individuals.

D. STANDARD ASSURANCES:

The applicant assures that it will comply with all applicable federal statutes, regulations, executive orders, circulars, and other federal administrative requirements in carrying out the grant.

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

E. DEBARMENT AND SUSPENSION:

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

The applicant certifies that it or its principals have not been convicted of nor had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction, or have not been terminated for cause or default. The applicant certifies that neither it nor its principals nor any of its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from doing business or receiving funds from any federal agency or by any department, agency or political subdivision of the State. The term "principal" for purposes of this certification means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the applicant.

F. DRUG FREE CERTIFICATION:

The applicant will publish, or has published, a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against the employees for violation of that prohibition.

Establish an ongoing drug-free awareness program to inform its employees about: (1) the dangers of drug abuse in its workplace; (2) the applicant's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs, and (4) the penalties that may be imposed upon its employees for drug abuse violations occurring in the workplace.

Making it a requirement that each of its employees engaged in the performance of the grant be furnished a statement of the applicant's drug policy.

G. NON-DISCRIMINATION:

The applicant will comply with Title VI of the 1964 Civil Rights Act, as amended (42 u.s.c.§ 2000d et.seq.) the Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Americans with Disabilities Act (ADA), as amended, (42 U.S.C. § 12101 et seq.)

The Civil Rights Act generally requires that applicants assure that no person otherwise qualified, on the basis of race, color, national origin, creed, sex, or age will be excluded from participation in or be denied the benefits of, or otherwise discriminated against in any program, or activity conducted by the applicant.

The Rehabilitation Act and ADA generally require that any person otherwise qualified with a disability shall, not be excluded from participation in, or denied the benefits of, or otherwise subjected to discrimination, in any program, or activity receiving federal assistance, by reason of that disability.

H. AGE DISCRIMINATION ACT:

The 1975 Age Discrimination Act, as amended, (42 U.S.C.§ 6101 et.seq.) provides that no person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age, under any program, or activity receiving federal funds.

I. EXECUTIVE ORDER (EO) 11246:

This EO, as amended, provides that no person shall be discriminated against, on the basis of race, color, religion, sex, or national origin, in any phase of employment during the performance of federal contracts in excess of \$10,000.

J. OMB SUPERCIRCULAR:

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

1. Conflict Of Interest:

- a. The Applicant must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the Applicant may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the Applicant may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Applicant.
- b. If the Applicant has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the Applicant must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the Applicant is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

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

2. Internal Controls.

The Applicant must:

- a. Establish and maintain effective internal control over federal funds that provides reasonable assurance that the Applicant is managing federal funds in compliance with Federal statutes, regulations, and the terms and conditions of the federal funding. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b. Comply with Federal statutes, regulations, and the terms and conditions of federal funds.
- c. Evaluate and monitor the Applicant’s compliance with statutes, regulations and the terms and conditions of the federal funds.
- d. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- e. Take reasonable measures to safeguard protected personally identifiable information and other information that IHCD or HUD designates as sensitive or the Applicant considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

K. MINORITY AND WOMEN’S BUSINESS ENTERPRISES

Positive efforts shall be made by applicants to utilize small businesses, minority firms, and women's business enterprises whenever possible. Recipients of federal awards shall take all of the following steps to further this goal:

1. Ensure that the small businesses, minority owned firms, and women’s business enterprises are used to the fullest extent possible.
2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small business, minority-owned firms, and women's business enterprises.
3. Consider, in the contract process, whether firms competing for contracts intend to subcontract with small businesses, minority owned firms, and women's business enterprises.
4. Encourage contracting with consortiums of small businesses, minority-owned firms, and women’s business enterprises, when a contract is too large for one of these firms to handle individually.
5. Use the services and assistance, as appropriate, of such organizations as the federal Small Business Administration and the Indiana Department of Administration's minority business development division in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises.

L. ANTI-LOBBYING:

Pursuant to 31 U.S.C. § 1352, and any regulations promulgated there under, applicant hereby assures and certifies, to the best of his or her knowledge and belief, that no federally appropriated funds have been paid, or will be paid, by or on behalf of applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress, in

connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

M. RELIGIOUS ACTIVITIES:

Applicant agrees that activities conducted with funding obtained through this agreement shall be non-sectarian in nature and that religious activities shall not be included in any activities to be conducted hereunder. This does not restrict a religious organization from using its personnel or offices for the purposes of the program as long as program activities are kept separate and participation in religious activity is not a requirement for a ESG-RR program participant.

N. CONFLICT OF INTEREST DISCLOSURE:

The applicant must disclose in writing any potential conflict of interest to IHCD A.

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

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

P. CONFIDENTIALITY:

The applicant must develop and implement written procedures to ensure:

- (i) All records containing personally identifying information (as defined in HUD's standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential;
- (ii) The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG will not be made public, except with written authorization of the person responsible for the operation of the shelter; and
- (iii) The address or location of any housing of a program participant will not be made public, except as provided under a preexisting privacy policy of the applicant and consistent with state and local laws regarding privacy and obligations of confidentiality.

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

RFP TERMS AND CONDITIONS

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

- A. This RFP is a request for the submission of qualifications, but is not itself an offer and shall under no circumstances be construed as an offer.
- B. IHCD A 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. IHCD A reserves the right to reject and not consider any or all respondents that do not meet the

requirements of this RFP, including but not limited to: incomplete qualifications and/or qualifications offering alternate or non-requested services.

- D. IHCDCA reserves the right to reject any or all companies, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
- E. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, 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. IHCDCA reserves the right not to award a contract pursuant to the RFP.
- J. All items become the property of IHCDCA upon submission and will not be returned to the applicant.
- K. IHCDCA reserves the right to split the award between multiple applicants and make the award on a category by category basis and/or remove categories from the award.
- L. The applicant certifies that neither it nor its principals, contractors, or agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from utilizing federal funds by any federal or state department or agency.
- M. A copy of IHCDCA's most recent Award Agreement Boilerplate is attached as an Exhibit to this RFP. By submitting a response to this RFP, respondent acknowledges the acceptance of IHCDCA's Award Agreement Boilerplate and the understanding that such Boilerplate is non-negotiable.

SUBMITTING THE APPLICATION

Completed ESG applications must be received by IHCDA no later than April 22, 2015, 5:00 pm Eastern Daylight Time. Faxed applications will not be accepted. Application forms must be submitted both by hard copy and by e-mail. The hard copy must be completed *electronically*, printed and mailed in with attachments and signature page. The hard copy can be double-sided, with a clip placed around all of the pages. Please do NOT copy and paste application onto a new spreadsheet, staple papers, enclose in folders or three ring binders. The tabs should be easily removable and placed behind application forms in order listed below.

E-mail to: eharrisshears@ihcda.in.gov

Mail to: [Emily](#) Harris-Shears, Emergency Solutions Grant Coordinator
Indiana Housing & Community Development Authority
30 South Meridian, Suite 1000
Indianapolis, IN 46204

When submitting electronically, the Application Forms should be attached as one Excel document and the Attachments/Tabs should be scanned and attached as one PDF document (when possible). An e-mail confirming receipt of the completed application will be sent once received.

Order of Pages & Attachments:

All applicable forms must be completed and submitted together prior to due date stated in order to be considered for funding. Application forms include:

- 1) Cover Page & Threshold
- 2) Match Form
- 3) Exhibits 1-6
- 4) Fair Market Rent Form
- 5) Completion of the Program Inventory Survey Monkey [Link](#)
- 6) Certification Statement and Signature page
- 7) Attachments in order listed below

Tab A: Most recent letter of 501(c)3 non-profit status determination.

Tab B: Certificate of Attendance with local Regional Planning Council on the Homeless meetings. Must have attended at least 75% of meetings in 2015 calendar year to meet threshold. This form is posted here: [link](#)

Tab C: Letter(s) of match commitment(s).

Tab D: Current organizational chart, including proposed ESG Rapid Re-housing staff.

Tab E: List of current Board of Directors including each member's name, employer, e-mail address, phone number, and term commitment. Required to have board representatives from at least 4 different employers/organizations.

Tab F: Copy of current accounting policy and procedures. If longer than 15 pages double-sided, can send as a separate PDF.

Tab G: Copy of CoC APR from Client Track/HMIS for dates:
RRH & HP: 7/1/2014-12/31/2015.

Tabs H, I, J, K: Note on Insurance Documentation: *Do not send entire insurance policy*. Please only include the summary page of your insurance policies. This should be one or two pages. Documentation must show the amount of coverage and the dates of coverage to be accepted. Dates for coverage must be current or recently expired to be accepted. If multiple insurance types are documented on one certificate of Liability Insurance page, please label each requested policy on form as "Tab H", "Tab I", etc.

Tab H: General Liability Insurance (the minimum coverage amount is \$500,000)

Tab I: Automobile Liability (must include non-owned vehicles). Only include if applicable.

Tab J: Workers' Compensation and Unemployment Compensation amount and dates of coverage.

Tab K: Fidelity Bond / Employee Dishonesty Bond (in an amount equal to one-half (1/2) of the total annual funding provided by the state or \$250,000, whichever is less, for all persons who will be handling funds. This coverage is also sometimes called employee dishonesty insurance, crime coverage,

employee dishonesty bond, fidelity bond and crime fidelity insurance.)

Tab L: Letter of support from Regional Planning Council Chairperson.

Tab M: Rapid Rehousing Applicants: MOU's with all ESG funded shelters and transitional housing providers in proposed service area.* Agreement should detail planned referral process to ESG-RR program, including provision of services.

Homeless Prevention Applicants: MOU with at least 2 local township trustees, 1 with the community action agency and 1 with a faith based agency/ministry/church that may not necessarily receive ESG funds.

MOU with Entitlement City: If proposed ESG service area lies within Entitlement City boundaries. If applicable, MOU must include details of coordination between Entitlement program and State program.

* [Link to list of 2015-16 ESG funded shelters.](#)