



**REQUEST FOR FUNDING  
DIVISION OF MENTAL HEALTH AND  
ADDICTION  
RFF 2022-009  
LOW-BARRIER SHELTER GRANT PROGRAM**

COMPETITIVE GRANT PROGRAM  
GRANT PROPOSALS DUE: ~~APRIL 29, 2022~~ ~~JUNE 3, 2022~~ **JULY 8, 2022**  
AT 5PM EST  
RFF DATE ISSUED: MARCH 23, 2022

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**TABLE OF CONTENTS**

**I. Introduction..... 3**  
    **A. BACKGROUND..... 3**

**II. Grant Proposal Details ..... 4**  
    **A. OBJECTIVE..... 4**  
    **B. ELIGIBLE APPLICANTS..... 6**  
    **C. GRANT FUNDING..... 6**  
    **D. USE OF FUNDS..... 7**  
    **E. Grant Period ..... 8**  
    **F. SAMPLE GRANT Agreement..... 8**  
    **G. GRANT PROPOSAL Submission INSTRUCTIONS ..... 8**  
    **H. GRANT Proposal submission Component overview..... 9**  
    **I. RFF TIME FRAME ..... 10**  
    **J. INFORMATION Webinars ..... 10**  
    **K. Submission of Proposal Questions ..... 10**

**III. Grant Proposal Components ..... 11**  
    **A. Technical Proposal ..... 11**  
        1. TECHNICAL PROPOSAL COMPONENTS.....11  
        2. TECHNICAL PROPOSAL POINTS .....13  
    **B. Grant Budget Proposal ..... 14**  
    **C. Priority Points ..... 14**

**IV. Evaluation Criteria..... 14**  
    **A. RFF EVALUATION CRITERIA ..... 15**  
    **B. PROPOSAL POINTS..... 15**

# I. INTRODUCTION

This is a Request for Funding (RFF) issued by the Indiana Family and Social Services Administration, Division of Mental Health and Addiction (DMHA). As part of the Coronavirus response legislation, DMHA is making available a one-time federal funding opportunity to develop and support low-barrier shelter services for the unhoused in Indiana. This Grant Program, the Low-Barrier Shelter Grant Program, aims to provide funding to individual entities and/or county/community coalitions that will partner with local municipalities to establish and operate low-barrier shelter services in Indiana. The Priorities of this RFF are to increase quality, integration, and access to shelter services that provide mental health and substance use disorder treatment and recovery programs for unhoused Hoosiers.

This RFF requests responses from:

- 501(c)(3)s; and/or
- Units of local government.

Respondents should be currently working with and/or have experience serving unhoused populations and interested in submitting proposals for supporting the development and continuation of shelter services in Indiana.

The State is specifically interested in funding low-barrier shelter and associated programming that addresses at least one of six (6) services: (1) single-site construction, (2) residential services, (3) case management, (4) onsite therapeutic and rehabilitative services, (5) staffing, and/or (6) staff development. Programming should be clearly adherent to models that are focused on harm reduction and being trauma informed. Respondents<sup>1</sup> are encouraged to submit proposals that demonstrate alignment with the low-barrier shelter model or alternative shelter models. Funding under this program is only available once and respondents are expected to integrate long-term sustainability within submitted proposals. The State also invites respondents to propose new or expanded services that enhance current operations at low-barrier shelters so that all Hoosiers experiencing homelessness, regardless of socioeconomic status, geographic location, race, ethnicity, gender identity, religion, age, and sexual orientation receive equitable and high-quality care.

## A. BACKGROUND

### 1. Funding Appropriation and Requirements

House Enrolled Act (HEA) 1001 of the 2021 legislative session, signed into law by Governor Eric Holcomb on April 29, 2021, appropriated federal coronavirus (COVID-19) relief funds from the American Rescue Plan Act (ARPA) to the Indiana Family and Social Services Administration (FSSA), in consultation with the Indiana Department of Health (IDOH), to address mental health needs across the state. Funding appropriated by HEA1001 will fund the Low-Barrier Shelter Grant Program.

### 2. DMHA Mission and Need for this RFF

DMHA's mission is to champion mental health promotion and substance use disorder treatment and recovery systems that are high quality, seamlessly integrated and accessible to the people and communities of Indiana.

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<sup>1</sup> The term "Respondent" and "Applicant" are used interchangeably in this RFF.

Across the State, there is an unprecedented demand for mental health and substance use disorder services for the unhoused, and the COVID-19 pandemic has magnified gaps in the existing continuum of care. As of 2020, Indiana has over 5,625 persons experiencing homelessness on any given day, as reported by Continuums of Care to the U.S. Department of Housing and Urban Development (HUD). However, the number of homeless living unsheltered has increased during the pandemic, resulting in the highest rates of homelessness amongst Hoosiers in over a decade, according to the Coalition for Homelessness Intervention and Prevention. Individuals identifying as Black or African American were also disproportionately represented among those who were unsheltered.

A 2021 point-in-time count conducted by the Indiana Housing & Community Development Authority (IHCDA), found that of those who were sheltered, a majority were located in either emergency or transitional shelters, with a minority in a Safe Haven<sup>2</sup> model program. These statewide challenges increasingly demonstrate the need for increased and enhanced shelter services that provide mental health and substance use disorder services.

Organizations currently operating or which have had experience working with the unhoused are uniquely positioned to understand and meet the challenges of homelessness. Through this Low-Barrier Shelter Grant Program RFF, the State has the opportunity to support the continued development of a comprehensive continuum of care that offers high quality, integrated, and accessible care for unhoused Hoosiers.

## **II. GRANT PROPOSAL DETAILS**

### **A. OBJECTIVE**

The Priorities of this RFF are to increase quality, integration, and access to shelter services that provide mental health and substance use disorder treatment and recovery programs for unhoused Hoosiers. A Respondent can meet the Objectives of this RFF by developing, establishing or supporting the services of a low-barrier shelter.

The low-barrier shelter model, a model inspired by the Safe Haven program<sup>3</sup>, centers on supporting individuals affected by chronic homelessness by providing supportive housing that relies on harm reduction practices and serves individuals affected by mental illness and/or substance use disorders. Individuals who have not been successful in or cannot and/or will not be fully compliant under traditional shelter program guidelines are typically targeted for participation. Under the low-barrier shelter model, sobriety is not required for admission or continued stay and programs do not demand treatment participation, although services are available. This principle extends to the duration of resident stays, where individuals are offered long-standing, non-temporary housing for up to 6 months. Any required rules focus on the safety of staff and residents, keeping barriers to entry and service at a minimum to ensure service provision for the hardest to reach individuals. Additionally, resident episodes of intoxication, substance use, compliance problems, and rule infractions are seen as opportunities for engagement rather than disciplinary action. The low-barrier shelter model is fundamentally based upon the acceptance that not all mental illness and/or substance use issues can be cured, however individuals can work toward harm reduction in order to improve functioning. However, continuous effort are

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<sup>2</sup> Please see Section II.A for a discussion of the Safe Haven model and its relationship to the Low Barrier Shelter programs sought through this RFF.

<sup>3</sup> For more information regarding the Safe Haven model, please refer to the implementation framework developed by the VA National Center on Homelessness among Veterans:  
<https://www.va.gov/HOMELESS/nchav/resources/docs/interventions/implementation-science/Safe-Haven-Framework-508.pdf>

directed at helping residents achieve the goal of securing permanent housing and re-engaging with treatment services.

The State encourages proposals to be submitted in alignment with the low-barrier shelter model, however respondents can also propose alignment with other shelter models provided that adequate explanation and alignment with DMHA priorities is demonstrated. Regardless, all proposals must contemplate completion of services to residents and ultimate transition to permanent housing or therapeutic placement within 180 days from the date of admission. Proposals addressing DMHA Expectations and Preferences will be prioritized during the evaluation process, as further described below.

### **1. DMHA Expectations and Preferences**

Applicants should address how funding shall be utilized in the development or support of at least one of the following service areas in their proposals. Applicants are not limited to the following six (6) service areas and may also suggest alternative areas, provided adequate explanation is given:

- a. Single Site Construction. This Grant is open to capital funding, including but not limited to: property development, facility construction costs, costs associated with purchasing equipment, furnishing or capital assets, permits, legal/architect/developer fees, costs involved in the expansion of an existing facility, *etc.*
- b. Residential Services. Any costs associated with providing for ongoing programming at a low-barrier shelter, including but not limited to: facility supplies, food operations, linen and clothing services, hygiene products, transportation services, *etc.*
- c. Case Management. This Grant may fund the employment of Case Managers who will work with individuals experiencing homelessness and receiving services at a low-barrier shelter to assess their needs, strengths, and develop any planning that includes the individual's living and housing goals. Case management funding may also be directed towards securing permanent housing, discharge, and follow-up services.
- d. Onsite therapeutic and rehabilitative services. Funding may be directed to support costs involved in furnishing services at a low-barrier shelter, including individual counseling, education and employment programs such as a GED program or on-the-job training, life skills training, education groups, homelessness relapse prevention groups, *etc.*
- e. Staffing. The Grant may fund any costs involved in staffing programs or the operation of services located within the low-barrier shelter. This may include security officers, residential engagement specialists, clinical supervisors, program directors, *etc.*
- f. Staff development. The Grant may fund costs associated with increasing low-barrier shelter staff competency and training in areas, including but not limited to: safety procedures, treatment services, service model training, *etc.*

Additionally, applicants who are currently enrolled in or have completed the Indiana Supportive Housing Institute through IHCDA are eligible for Priority Points in the State's evaluation of proposals. More information on the Priority Points received can be found in Section III.C.

### **2. Key Considerations**

Proposals will be evaluated with the following considerations:

- a. Long-term sustainability
- b. Connection to DMHA mission
- c. Alignment with low-barrier shelter service model
- d. Connection to research-supported interventions and use of best practices

Applicants deemed eligible per Section II.B are encouraged to apply. Applicants are encouraged to carefully review this RFF before submitting a proposal and to consider enhancing their narrative responses related to how their proposal and included budget items meet the Objectives of the RFF.

Applicants shall focus on projects for or during the period beginning in State Fiscal Year (SFY) 2023 and running through mid-SFY 2025 (July 1, 2022 through December 31, 2024). Applicants must be prepared to track and show how State objectives, including but not limited to the RFF Objectives, were met as a result of the funding received.

## **B. ELIGIBLE APPLICANTS**

To receive funding under this grant, an eligible applicant must currently provide and/or have experience providing services for the unhoused and meet one of the following criteria. Applicants will be asked to affirm they meet the following criteria in their proposal.

Applicant must be one of the following types of entities **AND** must currently provide and/or have experience in the provision of services for the unhoused:

A. 501(c)(3) as defined by United States Internal Revenue Code

**OR**

B. Unit of local government

Applicants may also apply as a coalition of stakeholders that includes one or more eligible entity (as described above) who would receive funding through this RFF. In this case, the intent would be to receive one proposal from a coalition detailing its plan. Applicants applying as a coalition must have one organization acting as the prime grantee for the coalition. The prime grantee must be an eligible entity (501(c)(3) or unit of local government) that will be able to sign a grant agreement with the State to administer funding if awarded (see Section II.F).

## **C. GRANT FUNDING**

The grant funding available in this RFF will follow a standard competitive grant model. The applicant will apply for the grant per the guidelines in this RFF. If selected, the applicant will receive a grant to implement the items agreed to in the proposal and eventual grant agreement. FSSA reserves the right to make all final award decisions and to award grants based on the quality of proposals and available funding.

### **1. Grant Payments**

Funds from the grant will be provided as a combination of reimbursements and upfront payment for approved grant budget items as allowed by Indiana Code 12-8-10-7. If the awarded grant amount is \$50,000 or more, applicants can receive up to 1/6 (16.67%) of their total grant amount as an upfront payment. If the grant is under \$50,000, applicants can receive up to 1/2 (50%) of their total grant amount as an upfront payment. In both scenarios, the remainder of the grant will be provided through reimbursements by the State.

If the applicant is an individual entity, grant payments will be disbursed directly to the entity. If the applicant is a coalition, grant payments will be disbursed to the prime grantee. It is the prime grantee's responsibility to distribute the funding to the sub-grantees within the coalition. All funding must be used by eligible entities to fulfill the Objectives of the RFF.

## **2. Key Performance Indicators (KPIs)**

The grantees awarded from this RFF will be required to measure performance in accordance with set performance indicators for their project for the duration of the grant period. As such, applicants will stipulate how they will measure and monitor outcomes specific to their proposal to ensure the Objectives are being met on behalf of the unhoused who will benefit from this funding. All applicants will be required to report **Key Performance Indicators (KPIs)** to the State on a quarterly basis. These KPIs will act as project goals that track the progress and measure the success of shelter services and enhance quality, integration, and access of mental health and substance use disorder services for the unhoused in Indiana.

The KPIs may include:

- *Progress on the construction or remodeling/renovation of a building to serve as a shelter;*
- *Amount, type and impact of training obtained;*
- *Number of individuals served through the project;*
- *Percentage of shelter currently in occupation (%);*
- *Rate of permanent housing exits (%);*
- *Average length of stay;*
- *Recidivism rate amongst residents (%);*
- *Percent of residents referred to ongoing mental health and substance use-disorder treatment services (%).*

Applicants may also propose additional/different KPIs in their proposal to the KPIs question and detail how the KPIs will be met in their response to the Service Plan question in the Technical Proposal (See Section III.A). Although the KPIs need to be achieved by the grantee directly, if applying as a county/community coalition, members of the coalition must also take an active role in setting and supporting the achievement of the KPIs.

Final KPIs will be memorialized in each Grant Agreement with the State, and these final KPIs may be different and more numerous from those proposed by the Applicants.

In addition to tracking and reporting on KPIs, selected applicants must routinely input information into the Homeless Management Information System (HMIS) to ensure IHCDA obtains accurate information on shelter utilization across Indiana.

## **D. USE OF FUNDS**

Grant funds must be used to develop and/or support the operations of a low-barrier shelter that address mental health and substance use disorder needs for unhoused Hoosiers. Applicants are required to describe how these funds will be used to fund the costs associated with their proposed services in their Grant Budget Proposal (See Section III.B).

Funds may be used for capital needs. Grant funds may be used for all costs associated with the proposed programming including capital needs.

If a grantee fails to use the grant funds in accordance with the criteria described above or comply with the agreement entered into with the State, the grantee shall repay the total amount of the grant awarded.

Please note when selecting items to include in a proposed budget that grant applicants are required to demonstrate how the funding from their proposed project will address the RFF objective and support them in achieving the grant proposal KPIs.

Grant proposals should demonstrate how applicants will sustain the proposed project after the grant cycle is completed. Further detail regarding the requirements for describing the sustainability of an applicant's project can be found in Section III.A.

Further, it is the expectation of the State that the projects applied for through this RFF are not receiving duplicate funding from another grant or donation source. Specifically, the State expects that an Applicant not receive funding from the State and another source for reimbursement of the same expense. While Applicants can receive funding from different sources for different types of projects, the unique project submitted for this grant proposal may not be currently receiving funding from any other source.

DMHA reserves the right to make all final funding decisions. The State will only issue as many grants as funding allows and reserves the right not to award all of the remaining grant funding available. The State also reserves the right to issue a partial award or no award. The State reserves the right to disqualify and not score incomplete proposals that do not provide all required proposal components or include ineligible funding items as detailed in this RFF or those proposals that DMHA determines, in its sole discretion, are not in the best interest of the State. The State reserves the right not to award funding if the State believes it is duplicating funding the applicant has received within the past 18 months or is currently receiving elsewhere.

## **E. GRANT PERIOD**

All grants are expected to begin on or around July 1, 2022 and funds are to be used through December 31, 2024. Grant proposals should contemplate how funds would be used by the end of the contemplated timeframe, with KPI tracking continuing for a period thereafter.

## **F. SAMPLE GRANT AGREEMENT**

Applicants must agree to the terms and conditions of the Sample Grant Agreement in Attachment B. All grant recipients will be required to sign this grant agreement in order to receive funding. If the proposal is for a coalition, the entity that applies on behalf of a coalition must be able to sign and execute the grant agreement with the State to fund the projects awarded to the entities in the coalition. The grant agreement outlines the State's terms and conditions that must be followed by an awardee when receiving the grant. Each recipient's proposal will also become a component of the grant agreement.

Applicants will be required to complete the necessary paperwork for contracting in the event the applicant is awarded. For those applicants who may have previously contracted with the State, the applicant should ensure the documentation and registrations are active and up-to-date and that the applicant is in good standing with the Department of Revenue and Department of Workforce Development. Required documentation for contracting with the State of Indiana includes the following items, and all three can be completed from this link

<https://www.in.gov/idoa/2463.htm>:

- Registration with Indiana Department of Administration for a BidderID
- Completion of payment forms with the Auditor of State for a PeoplesoftID
- Registration with the Indiana Secretary of State (applicable to limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations, and limited liability corporations; religious organizations are exempt)

## **G. GRANT PROPOSAL SUBMISSION INSTRUCTIONS**

Any interested applicant must submit a complete grant proposal **no later than 5 p.m. Eastern Standard Time on April 29, 2022 June 3, 2022 July 8, 2022, to be eligible for award.** Any applicant that does not submit a complete and timely proposal on time may not be considered.

DMHA has set up a special purpose email account to receive grant proposals for this RFF. Please note that this email address will only be capable of receiving proposals components and official RFF questions as discussed below; one-off inquiries regarding this RFF should not be submitted to this email address (note that official questions may be submitted to this email using Attachment C). All components of the grant proposal should be submitted, in electronic format, via email to [sheltergrant@fssa.in.gov](mailto:sheltergrant@fssa.in.gov) with the subject “*Proposal for RFF 2022-009*” Applicants will be expected to answer all questions as well as submit all forms associated with the proposal that are provided for completion as part of this RFF package.

For its proposal, applicants must submit all components of a proposal contemplated by Section II.H below. Once the applicant submits its proposal via email, the applicant will receive an automatic reply email to the email address that the applicant used to submit their proposal confirming the proposal has been submitted. If the applicant does not appear to have received the confirmation email, they should 1) confirm they submitted the proposal via email to the correct email address and 2) check all spam and promotions folders for the email address the applicant used to submit their proposal. If an applicant's proposal attachments are larger than the limit, applicants may compress the files, convert the files to a Zip file (.zip), or upload files to OneDrive and send the link via email. It is the applicant's responsibility to ensure all files are received by the State.

As mentioned above, the email address for proposal submittal will not be actively monitored; applicants should avoid sending one-off questions to the email address. Applicants are encouraged to attend the information session, as further detailed in Section II.J below, to obtain information regarding submittal processes or this RFF. Applicants are additionally encouraged to submit any questions in writing in Attachment C – Question and Answer Template as described in Section II.K below.

## H. GRANT PROPOSAL SUBMISSION COMPONENT OVERVIEW

Applicants must submit all Grant Proposal Components, which are listed in the following table. Instructions regarding how to complete each component are detailed in Section III.

<b>Grant Proposal Components</b>
<p><b>Technical Proposal</b></p> <ul style="list-style-type: none"> <li>i. Applicant Information               <ul style="list-style-type: none"> <li>a. General Applicant Information</li> <li>b. Must be signed by an authorized representative –                   <ul style="list-style-type: none"> <li>i. For coalitions: Executive Director/CEO or President of the Board of Directors or Facility owner or program director of the prime grantee</li> <li>ii. For individual providers: Facility owner or program director</li> </ul> </li> </ul> </li> <li>ii. Unhoused Community Engagement</li> <li>iii. Low-Barrier Shelter Service Plan</li> <li>iv. Sustainability Plan</li> <li>v. KPIs</li> </ul>
<p><b>Grant Budget Proposal</b></p> <p>A completed Grant Budget Proposal (Attachment A) and Grant Budget Narrative must be submitted. The applicant must describe other grant awards it has received within the past 18 months.</p>
<p><b>Priority Points</b></p> <ul style="list-style-type: none"> <li>1. Sustainable Housing Institute Participant or Alumni</li> </ul>

## I. RFF TIME FRAME

The overall timeline for this RFF and its ultimate grants can be found in the table below. Applicants must submit their grant proposals by the deadline to be eligible for receiving a grant. Further instructions on submitting a completed grant proposal can be found in Section II.G and II.H.

Date	Event
March 23rd, 2022	RFF posted online
April 5th, 2022	First Proposal Information Webinar at 2 PM ET
April 7th, 2022	Part 1 proposal questions due to State by 5 p.m. ET
April 15th, 2022	Approximate answers to Part 1 questions posted (subject to change based on volume)
May 4th, 2022	Second Proposal Information Webinar at 3:30 PM EST
May 5th, 2022	Part 2 proposal questions due to State by 5 PM ET
May 12th, 2022	Approximate answers to Part 2 questions posted (subject to change based on volume)
<del>April 29th</del> <del>June 3rd</del> <b>July 8th, 2022</b>	<b>Grant Proposals due at 5 p.m. ET</b>
<del>May</del> <del>June</del> <b>July</b> 2022	<i>Approximate award decisions release date*</i>
<b>August</b> 1, 2022	<i>Approximate grant effective date*</i>

The timeline is subject to change.

*\*Depending on how many proposals DMHA receives, the award date and grant effective date may change to allow for adequate time for evaluation.*

To remain current with any updates to this timeline, it is recommended applicants check the following DMHA website frequently where any amendments to this RFF will be posted: <https://www.in.gov/fssa/dmha/funding-information/>.

## J. INFORMATION WEBINARS

Two optional online webinars will be held to walk prospective applicants through how to complete and submit proposals for this RFF via email, provide proposal tips, and answer any questions. The first webinar will be held on April 5, 2022 at 2:00 PM EST and the second webinar will be held on May 4, 2022 at 3:30 PM EST. The webinars can be accessed at this link: <https://us02web.zoom.us/j/84438219005>. All applicants should sign in as a guest using their name. The webinar audio will be part of the online program, so webinar participants will need to use speakers or headphones to hear the presentation. Participants will have the opportunity to submit questions during the webinar to be answered.

Prior to the webinars, applicants can visit this link to test their connection and ensure all needed updates or add-ins are downloaded: <https://zoom.us/test>. This link will prompt the user with any needed updates or add-ins. For applicants who cannot attend, the webinar will be recorded and posted on the DMHA website: <https://www.in.gov/fssa/dmha/funding-information/>.

## K. SUBMISSION OF PROPOSAL QUESTIONS

Part 1 questions regarding the content of this RFF must be submitted to by 5 p.m. EST, April 7, 2022 and Part 2 questions must be submitted by 5 p.m. EST, May 5, 2022. Please use the provided Question and Answer Response Template (Attachment C) to submit your questions. The State reserves the right not to address questions about the RFF submitted after the deadline. Questions must be submitted via email to

[sheltergrant@fssa.in.gov](mailto:sheltergrant@fssa.in.gov). Questions received after the deadline will not be answered, nor will questions emailed directly to State personnel.

The State will post a document with answers to applicant questions on the RFF website. The State's target date to post Part 1 answers is April 15, 2022 and Part 2 answers is May 12, 2022. Applicants are encouraged to check the website for amendments to the RFF when answers to applicants' questions are posted: <https://www.in.gov/fssa/dmha/funding-information/>.

### **III. GRANT PROPOSAL COMPONENTS**

The section provides specific instructions related to each proposal component. Applicants must review the requirements for each component thoroughly. Attachment D provides a high-level check-list that applicants may view and print to help ensure all required elements are submitted with the proposal.

#### **A. TECHNICAL PROPOSAL**

##### **1. TECHNICAL PROPOSAL COMPONENTS**

The Technical Proposal narrative should not exceed 12,500 words. Applicants should use their discretion in allocating word counts to each narrative section. All sections outlined below must be addressed thoroughly. Applicants are expected to adequately answer and provide specific details and examples to demonstrate the thought that went into crafting the response.

##### **i. Applicant Information**

Provide the following background information.

- a. Applicant Information
  1. Applicant Type: Type of Entity (Non-Profit, Local Unity of Government). If proposing a coalition, the prime grantee and subgrantees.
  2. County
  3. Applicant Name
- b. Title of Proposal
- c. Supportive Housing Institute Participant or Alumni
  1. Year of participation
- d. Single Point of Contact for all Communication Regarding the RFF
  1. Contact Name
  2. Contact Title
  3. Contact Phone
  4. Contact Email Address
  5. Contact Mailing Address
- e. Signature of Authorized Representative

The authorized representative must provide an electronic signature certifying that the information contained in the proposal is correct and that the applicant agrees to the terms and conditions of the FSSA Sample Grant Contract (Attachment B).

  1. Designated Representative (Printed Name)
  2. Designated Representative Title

### 3. Date

#### **ii. Unhoused Community Engagement**

All applicants shall provide information on engagement efforts and services provided to the unhoused.

If you are applying as a coalition: describe how your coalition is working to provide shelter and/or services to the unhoused as well as any collaboration involved in developing this proposal. Describe why your coalition formed and how applying as a coalition will position you to achieve success as it relates to meeting the Objectives of this RFF. Describe how your community will benefit from your projecting and meeting the Objectives of this RFF.

If you are applying as an individual entity: Describe how you are working to provide shelter and/or services to the unhoused. Describe how your community will benefit from your project and meeting the Objectives of this RFF.

If applicable, be sure to provide the history of how your organization (or coalition) has worked in the past with the unhoused to improve mental health and/or substance use disorder services and how this grant would enable your organization to continue this work. If new shelter services are being proposed, describe those in detail.

#### **iii. Low-Barrier Shelter Service Plan**

Provide your plan for developing, supporting and implementing shelter services in your grant applicant by responding to the following components:

- a. Describe your proposed service programming. Describe how your proposed program aligns with DMHA's Objectives and Mission (See Section I.A and II.A for the full details), including how your proposed services align with the low-barrier shelter model and will enhance quality, integration, and access to mental health and substance use disorder treatment and recovery programs for unhoused Hoosiers.
- b. Describe whether you are proposing investment in new service areas or enhanced/expanded services.
- c. Describe which population(s) or area(s) your service will target, including any specific populations or localities. Include a description of how your proposed service will address one or multiple of DMHA's Expectations (See Section II.A for full details). Please be sure to address which, if any, Priority Points your proposal may be eligible to receive (See Section III.C).
- d. Describe, in detail, how your proposed service will address the unhoused need identified in your response to Question ii. Describe how your proposed plan would improve outcomes for the unhoused population(s) you will be serving. Describe any research- or evidenced-based practices you will employ.
- e. Describe how the items included in your grant budget fit into your service plan. Describe how your included items are required for ensuring success and meeting the RFF Objectives and the Key Performance Indicators (KPIs). Include estimated dates for when these items will be purchased or when these costs will be incurred.
- f. Describe any plans to improve the equitable provision of care, including culturally competent care, for the unhoused population(s) your proposed service area will serve.
- g. Describe your plans to leverage data to measure success.

- h. Describe any plans to forge new partnerships or enhance existing partnerships to improve the provision of holistic, integrated sustainable housing services.
- i. Describe any barriers you foresee to implementing your service plan and how you may overcome them.
- j. If you are expanding a current shelter operation that is not aligned with the low-barrier model, describe your previous operational model and any challenges you anticipate in adopting a low-barrier service approach.
- k. Include a timeline for implementing your service plan, achieving your KPIs and achieving the RFF Objectives. The timeline should have key dates you plan to meet and include descriptions for how you will reach these dates and complete the goals of your project.

Please be sure to include specific descriptions and dates for how and when the RFF Objectives will be achieved. A thorough response will demonstrate how each budget item is supporting the service plan and will lead to achieving the RFF Objectives and furthering State Priorities.

**iv. Sustainability Plan**

Describe your plan to ensure the longevity and sustainability of your project beyond the grant period and beyond the funding sought by this grant. Describe how your service area will support maintaining high quality, accessible, and integrated care for the unhoused. If you proposed reoccurring expenses in your budget proposal, describe how you will sustain these expenses or ensure that a cliff-effect (*i.e.*, a gap in services) does not occur after the grant period ends and your funds have been expended. If you are proposing capital expenses in your grant application, describe how ongoing expenses for the shelter will be funded.

**v. KPIs**

Describe how you will ensure your grant funding is spent efficiently and accurately to achieve its objectives through the measurement and reporting of Key Performance Indicators (KPIs) as discussed in Section II.c.2. Please list any additional or proposed KPIs and how these KPIs will be measured. Ideally, KPIs should address the outcomes you aim to achieve and how success towards achieving those outcomes will be measured, as it relates to the specific population or geographic area your service area will address.

**2. TECHNICAL PROPOSAL POINTS**

A breakdown of the maximum points each section of the Technical Proposal can receive is outlined in the table below.

Section	Title	Maximum Points Available
i.	Applicant Information	5 Points
ii.	Unhoused Community Engagement	15 Points
iii.	Low-Barrier Shelter Plan	40 Points
v.	Sustainability Plan	25 Points
vi.	KPIs	5 Points

Section	Title	Maximum Points Available
<b>Total Technical and Cost Proposal Points:</b>		<b>90 Points</b>

## B. GRANT BUDGET PROPOSAL

This section provides instructions for the completion of the Grant Budget Proposal and the Grant Budget Narrative explaining the request for funds.

**Allowable Expenses:** Project funds must be used for activities that directly support the accomplishment of the RFF Objectives. All expenditures must be consistent with applicable state and federal laws, regulations, and guidance. Please refer to Section II.D for more information on the allowed use of funds.

**1. Grant Budget Proposal:** Complete a detailed budget for the total grant amount you are requesting by submitting a completed Attachment A – Grant Budget Proposal. The applicant shall fill out the yellow cells in this document (all other cells have been locked by DMHA and applicants shall not try to modify them). Respondent shall complete a single budget that encompasses the total proposed grant amount requested. The grant amount requested will not be scored. Respondents may submit supplemental documentation to support their requested grant amount.

**2. Grant Budget Narrative:** Provide a narrative explaining how you created your budget and why the items in your budget will help you achieve the RFF Objectives and implement your service plan. The Grant Budget Narrative should be fewer than 2,500 words. Your Grant Budget Narrative should describe your business plan, including how the requested items and amounts will result in the successful implementation of your programming, why the requested items and amounts were included and are necessary for successfully carrying out the programming, and how these items will support improved mental health and/or substance use disorder services in your community. The Grant Budget Narrative will be worth **10 points**.

## C. PRIORITY POINTS

Applicants are eligible to receive up to **15 additional Priority Points** for meeting certain needs or priorities as follows. Applicants will be asked to indicate which of these criteria they meet in their response to the Technical Proposal and Grant Budget Proposal.

### 1. Participants and Alumni of the Sustainable Housing Institute (15 points)

As stated in Section I.A, preference will be given to applicants who are participants or alumni of the Sustainable Indiana Supportive Housing Institute (SHI) as provided by the IHCDA. In alignment with DMHA Needs and Preferences, Institute applicants are uniquely positioned in the unhoused community space to provide mental health and/or substance use disorder services. Please include a confirmation statement (a copy of an email from IHCDA will suffice) from IHCDA to verify participation or alumni status with SHI within your application.

## IV. EVALUATION CRITERIA

Proposals will be evaluated based upon the proven ability of the applicant to satisfy the requirements of the RFF. Each of the evaluation criteria categories is described below with a brief explanation of the basis for

evaluation in that category. The points associated with each category are indicated following the category name (total maximum points = 115). If any one or more of the listed criteria on which the responses to this RFF will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations, or policies, the specific criteria will be disregarded and the responses will be evaluated and scored without taking into account such criteria or disqualified altogether.

The State reserves the right to make all final award decisions, including selecting recipients based on the State's evaluation, total evaluation score, and other factors to be determined by the State. The State may incorporate strategic considerations when making award decisions. The State will only issue as many grants as funding allows and reserves the right to issue a partial award or no award. Finally, the State reserves the right to disqualify and not score incomplete proposals that do not provide all the required items as detailed in this RFF, and such determination shall be made at the State's discretion.

## **A. RFF EVALUATION CRITERIA**

### **Step 1: Review for Mandatory Requirements and Complete Proposal**

In this step, proposals will be evaluated to ensure that they adhere to all grant requirements, including applicant eligibility. Applicants must submit all information required by this RFF. Incomplete proposals may be disqualified. Further, any proposals received after the deadline set forth in the RFF may be disqualified.

### **Step 2: Qualitative Review (Technical and Grant Budget Proposals)**

Complete proposals will be scored based on the specifications set forth in Section III.A and Section III.B. This scoring will have a maximum possible score of 100 points (90 Technical Proposal points and 10 Grant Budget Proposal points). Step 2 may include one or more rounds of grant proposal clarifications or discussions (oral and/or written) between the State and the applicant focused on the details of the Technical and/or Grant Budget Proposal. Note that Grant Budget Proposals will not be scored based on the grant funding amount requested. Grant Budget Proposals will be scored based on the narrative provided in the Grant Budget Narrative.

### **Step 3: Priority Points**

Applicants may receive up to 15 Priority Points as outlined in Section III.C. The State will review the applicant's responses to the Priority Points section and calculate the total Priority Points earned. Priority Points will be added to the total points received for the Technical Proposal and Grant Budget Proposal to create a final score for each applicant.

### **Step 4: Award Recommendation and Notification**

All proposals will be ranked on the basis of their scores. The committee responsible for reviewing the proposals will make grant award recommendations based upon the highest scoring proposals. The State reserves the right to make all final award determinations and to determine the budget line items included in the award. FSSA intends to notify grant applicants of award when evaluations are completed.

## **B. PROPOSAL POINTS**

The following table demonstrates the maximum points available for each grant proposal.

<b>Criteria</b>	<b>Maximum Points Available</b>
1. Adherence to Grant Requirements	Pass/Fail
2. Technical Proposal	90 Points
3. Grant Budget Proposal	10 Points
4. Priority Points	15 Points
<b>Total Points:</b>	<b>115 Points</b>