



**Indiana Housing & Community Development Authority**

**REQUEST FOR APPLICATIONS**

**for**

**Emergency Solutions Grant (ESG)**

**INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**

**30 South Meridian Street, Suite 1000**

**Indianapolis, IN 46204**

**<http://www.in.gov/ihcda/>**

**317-232-7777**

**ISSUE DATE: July 7, 2025**

**RESPONSE DEADLINE: August 1, 2025, 5:00 PM EST**

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

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

**2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY****MISSION STATEMENT**

To provide housing opportunities, promote self-sufficiency, and strengthen communities.

**VISION**

An Indiana with a sustainable quality of life for all Hoosiers in the community of their choice.

**OVERVIEW (for more information visit <http://www.in.gov/ihcda/>)**

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

**3. ABOUT THE ESG PROGRAM & FUNDING SOURCE**

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

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

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

**ELIGIBLE EXPENSES BY PROJECT TYPE*****Emergency Shelter***

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

Shelter Operations, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter.

Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

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

See [24 CFR 576.102](#).

### ***Street Outreach***

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

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

See [24 CFR 576.101](#).

### ***Rapid Re-Housing***

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

Eligible costs:

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

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

See [24 CFR 576.104](#).

### ***Homelessness Prevention***

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

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

Eligible costs:

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

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

See [24 CFR 576.103](#).

## **HUD HOMELESS DEFINITION**

### **Category 1: Literally Homeless**

- Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - Has a primary nighttime residence that is a public or private place not meant for human habitation;
  - Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
  - (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

### **Category 2: Imminent Risk of Homelessness**

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

### **Category 3: Homeless under other Federal Statutes**

- *NOT APPLICABLE UNDER ESG*

### **Category 4: Fleeing/Attempting to Flee DV**

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

## **MATCH**

Each subrecipient must match dollar-for-dollar the ESG funding provided by HUD with funds from other public or private sources. A subrecipient may meet this requirement through matching funds or volunteer time (in-kind).

Matching funds must be provided after the date of the grant award to the subrecipient. Funds used to match a previous ESG grant may not be used to match a subsequent grant award.

Type of Match	Documentation required
Cash/Grant	Award letter
Value or fair rental value of any donated material or building	Documentation of value of donated material or building. Documentation of previous year's match.
Value of any lease on a building	Documentation of value of lease on a building
Any salary paid to staff to carry out the program of the subrecipient	Timecards of staff member. Proof of salary payment (cancelled checks / bank statements). Summary list of all salaries counted as match. List should contain staff name, hours worked and total monetary value of time worked.
Value of the time and services contributed by volunteers to carry out the program of the subrecipient. (Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the local community.)	List containing all volunteer names, number of hours worked and total value of time contributed.

#### 4. REQUIRED SCOPE OF SERVICES

Subrecipients who successfully obtain ESG FY 2025 funding have responsibilities to ensure sound program management and service delivery and successful grants administration. They also are required to be mindful in complying with all federal, state, and local regulations, policies, standards, and guidelines. Once the contract commences, Subrecipients are expected to complete the following activities:

Program Management and Service Delivery	Grants Administration
<p>Ensure efficiency and effectiveness of ESG program:</p> <ol style="list-style-type: none"> <li>1. Enter client-level data on HMIS, or in the case of clients who are survivors of domestic violence, DV ClientTrack.</li> <li>2. Comply with annual FMR and rent reasonableness requirements, property inspection requirements, and lead-based paint requirements.</li> <li>3. Utilize and participate in Coordinated Entry (coordinated assessment) process established by Balance of State CoC.</li> <li>4. Ensure that new and existing staff members are adequately trained in all aspects of ESG service delivery.</li> </ol>	<p>Ensure successful grant utilization throughout the contracted term of the FY 2025 award.</p> <ol style="list-style-type: none"> <li>1. Have consistent internet access with regular e-mail availability and use a financial software system for accounting purposes that functions and operates according to generally accepted accounting principles or has designated an entity that will maintain such an accounting system.</li> <li>2. Ensure that claim submission deadlines are met in a timely manner, or that approval to submit a claim beyond its original deadline has been obtained from a CS Staff Member.</li> </ol>

<p>Execute Rental Assistance Payment Contracts (drafted by IHCDA) with the tenants and landlords and ensure HP Lease Addendum (drafted by IHCDA that contains HUD-prohibited lease provisions and VAWA language) is executed by the tenants and landlords.</p>	<p>Attend relevant webinars or in-person events hosted by IHCDA; such as the IHCDA Community Services Grants Team Kickoff Webinars, CS Team Office Hours; and other IHCDA-hosted events that pertain to the ESG program.</p>
<p>Ensure the existence of and compliance with internal policies regarding the following:</p> <ol style="list-style-type: none"> <li>a. Confidentiality of client-level personal and health status information</li> <li>b. Preventing the duplication of benefits for clients</li> <li>c. ESG services are administered without discrimination against members of protected classes as defined by Federal and State law and any published HUD rules and notices – includes but is not limited to: Fair Housing Act, Violence Against Women Act and its subsequent updates or amendments, Equal Access to Housing Final Rule, etc.</li> <li>d. Termination of assistance is only done as a last resort and must follow subrecipient's agency policy.</li> </ol>	<p>Timely communication with IHCDA:</p> <ol style="list-style-type: none"> <li>1. Respond to award inquiries or documentation requests from IHCDA Community Services staff in a timely manner.</li> <li>2. Alert IHCDA grants analyst of any issues affecting grant utilization.</li> <li>3. Obtain IHCDA approval for specific purchases or to determine if expenses are eligible</li> </ol>
<p>Participate in annual Point in Time Count held in late January.</p>	<p>Complete a bi-annual Program Progress and Match Report due on January 31, 2026, and July 31, 2026.</p> <p>Complete CAPER (Consolidated Annual Performance and Evaluation Report) by July 31, 2026.</p>

## 5. RFA TIMELINE

July 7, 2025	RFA released to the general public.
August 1, 2025	RFA responses are due to IHCDA by 5:00 p.m. EST
August 28, 2025	Funding recommendations presented to IHCDA Board of Directors
August 29, 2025	Awards announced and pre-contracting documents emailed

FY2025 award agreements will be effective on July 1, 2025, regardless of the agreement execution date. Subrecipients will have approval to submit back claims to July 1.

## PART 2

## RFA PROCESS

### 1. FUNDING ELIGIBILITY CRITERIA

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

- 1) Applicants must be a private nonprofit organization (defined as tax-exempt secular or religious organization described in section 501(c) of the Internal Revenue Code). Documentation confirming the Applicant's status must be submitted with its application.
- 2) The applicant must certify that neither 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 applicant will be asked to submit their Entity Registration from SAM.gov with the application
- 3) Applicants must not have any unresolved IHCDA or HUD findings or must not have had any state or federal funds recaptured due to non-compliance.
- 4) Applicants must provide services in the Balance of State Continuum of Care region (IN-502), which currently includes every county in the State of Indiana except Marion County.
- 5) An organization that has standards of financial accountability that conform to 2 CFR 200.302, 'Financial Management' and 2 CFR 200.303, 'Internal Controls,' which includes systems and software that allow for effective control over, and accountability for, all funds, property, and other assets.
- 6) 100% of ESG program clients must meet HUD's definition of homelessness (see definition under "About the ESG Program & Funding Source" section of this RFA)

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

### 2. EVALUATION CRITERIA OF RFA RESPONSE

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

- A. Capacity to meet request (dependent on amount IHCDA receives from HUD)
- B. Meeting the requirements highlighted in Part 2, Section 1 titled "Funding Eligibility Criteria"
- C. Spending progress in previous fiscal years
- D. Service Provision according to the results of prior CAPER reports
- E. Quality of Application submission as defined below:
  1. All questions are completed as accurately as possible; none are left blank unless the question allows.

2. Essay responses provide a clear context.
3. All required attachments and documentation are attached or sent to IHCDA Community Services.

### **3. RESPONDENT PROPOSAL**

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

**Submitted ESG FY 2025 Funding Application via JotForm:**

Respondent must complete their application through the [JotForm platform at this link](#).

**Required Supplemental Attachments:**

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

1. Proof of 501(c)(3) non-profit organization (defined as tax exempt secular or religious organization described in Section 501© of the Internal Revenue Code) status
2. Entity Report with UEI Number from SAM.gov
3. List of agency's current Board of Directors: including names, affiliating organization(s), email address, and phone number.
4. Letter of Match commitment for total amount requested for ESG across all program types.
5. General Liability Insurance documentation to evidence policy (Summary page showing coverage is all that is needed).
6. Fidelity Bond Insurance documentation to evidence policy or bond (amount should be equal to  $\frac{1}{2}$  of the total annual funding provided by the state and should cover all employees/board members handling funds).
7. Proof of Worker's Compensation Coverage
8. Proof of Auto Insurance (only required if using ESG funds for Transportation in agency vehicle)
9. Fire Inspection Report—dated within last 6 months (Shelter Requests Only)
10. Health Department Inspection—dated within last 6 months (if shelter serves food)

### **PART 3 RELEVANT LAWS & REGULATIONS**

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

**PART 4****RFA TERMS AND CONDITIONS**

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

- A. This RFA is a request for the submission of qualifications but is not itself an offer and shall under no circumstances be construed as an offer.
- B. IHCDA 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. IHCDA reserves the right to reject and not consider any or all respondents that do not meet the requirements of this RFA, including but not limited to: incomplete qualifications and/or qualifications offering alternate or non-requested services.
- D. IHCDA reserves the right to reject any or all companies, to waive any informality in the RFA process, or to terminate the RFA process at any time, if deemed to be in its best interest.
- E. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, IHCDA 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 IHCDA 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. IHCDA reserves the right not to award a contract pursuant to the RFA.
- J. All items become the property of IHCDA upon submission and will not be returned to the Applicant.
- K. IHCDA reserves the right to split the award between multiple applicants and make the award on a category-by-category basis and/or remove categories from the award.
- L. The Applicant certifies that neither it nor its principals, contractors, or agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from utilizing federal funds by any federal or state department or agency.
- M. By submitting a response to this RFA, respondent acknowledges the acceptance of IHCDA's Award Agreement Boilerplate and the understanding that such Boilerplate is non-negotiable.

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

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

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

**The deadline for submission is August 1, 2025, at 5:00 PM EST.**

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