



REQUEST FOR APPLICATIONS

for

Housing Opportunities for People with HIV/AIDS (HOPWA)

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

317-232-7777

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

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

The Indiana Housing and Community Development Authority (referred to as “IHCD” or “Grantee” throughout this document) seeks to contract with community-based 501(c)(3) nonprofit organizations (referred to as “Project Sponsors” or “Respondents”) to directly administer housing assistance and supportive services under the Housing Opportunities for Persons with HIV/AIDS (“HOPWA”) 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/>)

IHCD was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCD's programs are successful in large part because of the growing network of partnerships IHCD 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 HOPWA PROGRAM & FUNDING SOURCE

The purpose of the HOPWA Program is to ensure that affordable housing options and services are available to low-income persons with HIV/AIDS and their families and to assist such persons in achieving and maintaining housing stability. It follows that access to stable and affordable housing would thereby decrease homelessness and improve access to and engagement in HIV/AIDS treatment and care. HOPWA has been administered across the U.S. since 1992.

IHCD is the Indiana agency designated to receive the state’s funding for the Housing for Persons with HIV/AIDS Program (HOPWA), as administered by the U.S. Department of Housing and Urban Development (HUD). As a HOPWA Grantee, IHCD’s goal is to fund Project Sponsors that can directly support those living with HIV and households, successfully ensure that Project Sponsors can consistently spend all HOPWA funding and maintain compliance with relevant federal regulations on spending and program operations and development.

As listed below, funds from IHCD’s HOPWA program may pay for the following activities:

Tenant Based Rental Assistance (TBRA)

HOPWA’s TBRA program offers ongoing, monthly rent and utility subsidies to HOPWA-eligible clients. Its purpose is to subsidize long-term, safe, and affordable occupancy for those who need longer-term assistance. TBRA is not linked to a specific unit – meaning, if a client moves out of one qualifying unit and into another, the TBRA they receive will continue to be administered.

Clients receiving assistance under HOPWA-TBRA must meet HOPWA-eligibility requirements and annually verify their income to continue receiving assistance. TBRA payments must meet both fair market rent (“FMR”) and Rent Reasonableness as defined in 24 CFR 888.111, 24 CFR 888.113, and 24 CFR 574.320(a)(3).

To successfully administer, a housing and service needs assessment should be offered.

Short Term Rent, Mortgage and Utilities (STRMU)

STRMU is a line of funding that provides mortgage, rent and utility assistance for up to 21 weeks in a 52-week period. This short-term funding helps provide a short-term stabilizing intervention for HOPWA-eligible homeowners and renters who are already housed. STRMU payments must meet both FMR and Rent Reasonableness as defined in 24 CFR 888.111, 24 CFR 888.113, and 24 CFR 574.320(a)(3).

To successfully administer, housing and service needs assessment should be offered. Please note that STRMU is meant to prevent homelessness. It cannot be used as an intervention for those who already receive TBRA or are currently homeless.

Supportive Services

As outlined in 24 CFR 574.300(b)(7), this funding stream improves a client’s access to care/services related to the following:

- A. Health/Mental Health
- B. Assessment
- C. Drug and alcohol abuse treatment and counseling
- D. Daycare
- E. Personal assistance
- F. Nutritional services
- G. Intensive care when required
- H. Assistance in accessing local, State, and Federal government benefits and services (i.e. Medicare/Medicaid, Social Security, etc.)

Permanent Housing Placement (PHP)

Project Sponsors may help clients establish a new residence where ongoing occupancy is expected to continue. Permanent Housing Placement may pay for the following: application fees, credit check expenses, first month’s rent and security deposit (which may not exceed two months’ rent), and one-time utility connection fees and processing costs.

Housing Information Services

Project Sponsors may provide housing counseling/referral services and information materials that educate clients on housing resources and assist with locating, acquiring, financing, and maintaining

housing. This may include a variety of supportive actions, like fair housing counseling or assisting clients with certain applications.

Facility Based Operations

Project Sponsors may spend money on housing that is connected with a specific facility or project. Project Sponsors may use funds to administer facility-based rental assistance, including master-leased units and project-based rental assistance – and cover operating costs for facilities - such as maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental costs – so long as the expense is reasonable and necessary.

In cases where contractors are needed to fix or maintain facility, Project Sponsors need to provide IHEDA documentation of the bid finding process, quotes received, and the decision that will be taken.

Resource Identification

Starting in FY2025, Project Sponsors may utilize their funds for systems-wide initiatives that support the project sponsor's capacity to advance the housing needs of those living with HIV and their loved ones. Project Sponsors may develop new and enhanced community housing resources for persons living with HIV/AIDS.

For project sponsors interested in utilizing resource identification, the list presented below provides a sample list of eligible activities:

- Developing Housing Assistance Resources:
 - Identifying and tracking housing resources for current/future clients
 - Strengthening relationships with local landlords, public housing authorities, and other local and state affordable housing partnerships
- Systems Analysis and Coordination:
 - Attending housing-related meetings such as Regional Council Meetings on your agency's behalf
 - Coordinating housing case management efforts across HOPWA- and Ryan White- provider networks
- Research and Needs Assessments:
 - Collecting and analyzing local HIV housing data
 - Conducting focus groups for collecting qualitative data
 - Hiring consultants/contractors to perform HIV housing needs assessments

Expenses directly associated with serving clients are ineligible under this line-item. Questions on how to utilize resource identification may be sent to IHEDA Community Services ("CS").

Administration

Typically, administration funds can be used to purchase office supplies and pay for rent/utilities of office space, and staff time spent creating reports, compiling claims, etc. Administration funding may not be used for costs directly associated with other eligible HOPWA activities.

In certain circumstances, HUD may approve use of administration funding for HOPWA-specific trainings. HOPWA Administrative funds can only be used on trainings if explicit approval has been granted from HUD. Please note that per federal requirements, project sponsors may spend no more than 7% of their funds towards administration.

4. REQUIRED SCOPE OF SERVICES

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

Program Management and Service Delivery Responsibilities:

- A. Comply with all federal, state, and local regulations, policies, standards, and guidelines – including but not limited to:
 - a. 2 CFR 200
 - b. 24 CFR 574
 - c. Additional Notices and Guidance from HUD-CPD Office, Office of HIV/Housing (OHH), and IHCDA
- B. Ensure efficiency and effectiveness of HOPWA program:
 - a. Enter client-level data on the Homeless Management Information System (HMIS), or in the case of clients who are survivors of domestic violence, DV ClientTrack.
 - b. Comply with HOPWA rent standard and rent reasonableness requirements, property inspection requirements, and lead-based paint requirements outlined in this manual.
 - c. Ensure that new and existing staff members are adequately trained in all aspects of HOPWA service delivery.
- C. Execute Rental Assistance Payment Contracts with the tenants and landlords and ensure VAWA Lease Addendum containing current Lease Provisions Guidelines as required by HUD is executed by the tenants and landlords.
- D. Ensure the existence of and compliance with internal policies regarding the following:
 - a. Confidentiality of client-level personal and health status information
 - b. Preventing the duplication of benefits for clients
 - c. HOPWA services are administered without discrimination against members of protected classes as defined by Federal and State law and any published HUD rules and notices – includes but is not limited to: Fair Housing Act, Violence Against Women Act and its subsequent updates or amendments, Equal Access to Housing Final Rule, etc.
 - d. Termination of assistance is done as a last resort

Grants Administrative Responsibilities:

- A. Comply with all federal, state, and local regulations, policies, standards, and guidelines – including but not limited to:
 - a. 2 CFR 200
 - b. 24 CFR 574
 - c. Additional Notices and Guidance from HUD-CPD Office, HUD Office of HIV/Housing (OHH), and IHCDCA
- B. Ensure successful grant utilization throughout the contracted term of your award.
 - a. Have consistent internet access with regular e-mail availability and use a financial software system for accounting purposes that functions and operates according to generally accepted accounting principles or has designated an entity that will maintain such an accounting system.
 - b. Track and maintain a spending plan for their annual funding that accounts for claim submission deadlines and the budget outlined in your award.
 - c. Ensure that claim submission deadlines are met in a timely manner, or that approval to submit a claim beyond its original deadline has been obtained from a Community Services (CS) Staff Member.
 - d. Complete HOPWA Financial Management Training prior to claiming down funds, which can be accessed through your HUD Exchange account: HUD Exchange Learn - HUD Exchange
- C. Project Sponsors must file Internal Revenue Service (IRS) Form 1099 for TBRA, STRMU, FBHA, and PHP rent payments to individuals and partnerships. If a Project Sponsor makes rent payments of \$600.00 or more to property owners in any calendar year, then they must report this to the IRS on form 1099-MISC, Box 1, “Rents” (Revenue Rule 88-53). To comply with this requirement, Project Sponsors must obtain the taxpayer identification number (TIN), social security number (SSN), or employer identification number (EIN) of all entities to which it will make rent payments.
 - a. Rental assistance payments cannot be made directly to clients, but if the Project Sponsor pays a utility allowance to the client (which is allowable), then the client would need to report the income. Note: IHCDCA does not prohibit utility allowance payments to clients, but we strongly encourage utilities are paid directly to the utility provider. Questions can be directed to your CS Grant Analyst.
- D. Attend relevant webinars or in-person events hosted by IHCDCA, such as the IHCDCA Community Services Grants Team Kickoff Webinars, CS Team Quarterly Office Hours; and other IHCDCA-hosted events that pertain to the HOPWA program.
- E. Timely communication with IHCDCA:
 - a. Respond to award inquiries or documentation requests from IHCDCA Community Services staff in a timely manner.
 - b. Alert Grants Analyst of any issues affecting grant utilization.
 - c. Needing approval for specific purchases or determining if expenses are eligible
- F. Complete a bi-annual Program Income and Admin Spending Report due on the final day of every December and June.
- G. Complete the following closeout paperwork in a timely manner:
 - a. IHCDCA Annual Closeout Form
 - b. HUD’s annual CAPER (Consolidated Annual Performance and Evaluation Report) – which will be distributed once HUD sends IHCDCA the specialized file for each Project Sponsor.

5. RFA TIMELINE

May 4, 2026	RFA released to the general public.
June 4, 2026	RFA responses are due to IHCDA by 5:00 p.m. EST
June 25, 2026 (<i>tentative</i>)	IHCDA Board of Directors' Meeting
June 29, 2026 (<i>tentative</i>)	Funding Decisions will be sent by 5:00 p.m. EST
TBD	Agreement details finalized

FY2026 award agreements will be effective on July 1, 2026, regardless of the agreement execution date.

PART 2 RFA PROCESS

1. FUNDING ELIGIBILITY CRITERIA

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

- A. A private nonprofit organization (defined as tax-exempt secular or religious organization described in section 501(c)(3) of the Internal Revenue Code).
- B. An organization that has an active UEI Number from sam.gov.
- C. Be legally qualified to contract in the State of Indiana. If an entity described in IC Title 23, it must be registered with and owe no outstanding reports to the Indiana Secretary of State.
- D. An organization that coordinates with their Regional Planning Council, through attending monthly meetings and case conferencing sessions and providing or accepting referrals for assisting HOPWA-eligible clients.
- E. An organization that either is designated by Indiana Department of Health as a "Non-Medical Case Management Provider" (NMCMP) or has a formal agreement with such a provider.
- F. Have the necessary organization, experience, accounting and operational controls and technical skills or the ability to obtain them.
- G. An organization that does not have any unresolved findings from IHCDA or HUD.
- H. An organization that certifies that it has standards of financial accountability that conform to 2 CFR 200.302, 'Financial Management' and 2 CFR 200.303, 'Internal Controls,' which includes systems and software that allow for effective control over, and accountability for, all funds, property, and other assets.
- I. Have supplied all necessary information outlined in narrative and JotForm application.
- J. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not being suspended or debarred. If a prospective applicant is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the in the official files for this RFA, and the applicant shall be advised of the reasons for the determination.

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 IHCDAs' Community Services Team based on the criteria listed below:

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

3. RESPONDENT PROPOSAL

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

Submitted HOPWA FY 2026 Funding Application via JotForm:

Respondent must complete their application through the JotForm platform. All application materials and resources are on our website: [IHCD: Housing Opportunities for Persons with AIDS \(HOPWA\)](#).

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©3 of the Internal Revenue Code) status
2. Evidence of an active UEI Number from SAM.gov
3. Confirmation showing that your organization is registered with the Indiana Secretary of State
4. Proof of being a Non-Medical Case Management Provider (NMCMP) OR having a formal agreement with an NMCMP.
5. Financial Documentation:
 - a. Organization's 990
 - b. 2025 year-to-date Balance Sheet
 - c. 2025 year-to-date Income Statement
 - d. 2025 year-to-date Cash Flow Statement
 - e. 2024 or 2025 Financial Statements
6. Confidentiality policy and procedures
7. Current Certificate of completion from HUD Exchange's 2 CFR 200 Financial Management Module: [Financial Management 201: 2 CFR 200 Online Module](#)
8. Current Certificate of completion from HUD Exchange's HOPWA Financial Management Module: [Financial Management 201: HOPWA Online Module](#)
9. List of agency's current Board of Directors: including names, affiliating organization(s), email address, and phone number.
10. Staffing/organization chart of HOPWA staff, including FTE employees
11. Current Policy by which HOPWA clients are selected and approved, without documentation containing a client's personal identifying information.
12. Blank Housing Plan or Outline
13. Tracking Sheet of 75% served at or below 50% AMI
14. One MOU with a Permanent Supportive Housing ("PSH") provider in each Region that your organization covers (only required if PSH is available in the area)

15. Grievance/dispute policy

16. Termination of HOPWA Assistance Policy

An organization may also attach two optional, supplementary attachments that better contextualizes their application. This can be in the form of an addendum or another form of documentation to showcase your ability to successfully administer HOPWA assistance. There is no penalty for providing or not providing this documentation.

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 574, and 24 CFR 5.105 in its implementation of the program.

PART 4

RFA TERMS AND CONDITIONS

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

- A. This RFA is a request for the submission of qualifications but is not itself an offer and shall under no circumstances be construed as an offer.
- B. IHCDCA expressly reserves the right to modify or withdraw this request at any time, whether before or after any qualifications have been submitted or received.
- C. IHCDCA reserves the right to reject and not consider any or all respondents that do not meet the requirements of this RFA, including but not limited to: incomplete qualifications and/or qualifications offering alternate or non-requested services.
- D. IHCDCA reserves the right to reject any or all companies, to waive any informality in the RFA process, or to terminate the RFA process at any time, if deemed to be in its best interest.
- E. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, IHCDCA may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
- F. In no event shall any obligations of any kind be enforceable against IHCDCA unless and until a written agreement is entered into.
- G. The Applicant agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of responses of qualifications submitted hereunder or for any costs or expenses incurred during negotiations.
- H. By submitting a response to this request, the Applicant waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- I. IHCDCA reserves the right not to award a contract pursuant to the RFA.
- 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. By submitting a response to this RFA, respondent acknowledges the acceptance of IHCDCA's Award Agreement Boilerplate and the understanding that such Boilerplate is non-negotiable.

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

Respondents must submit their RFA Application via [JotForm](#).

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

The deadline for submission is June 4, 2026, at 5:00 PM EST.

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