



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 20, 2024
RESPONSE DEADLINE: June 24, 2024, 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 their loved ones, 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, HOPWA funds may pay for the following activities, as detailed in 24 CFR 574:

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 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.

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.

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 IHCD A documentation of the bid finding process, quotes received, and the decision that will be taken.

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 (i.e. TBRA, STRMU, etc.).

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.

4. REQUIRED SCOPE OF SERVICES

Project Sponsors who successfully obtain HOPWA FY 2024 funding should complete and maintain the following activities once the contract commences:

Program Management and Service Delivery:

- A. Enter client-level data on HMIS, or in the case of clients who are survivors of domestic violence, DV ClientTrack.
- B. Comply with annual FMR and rent reasonableness requirements, property inspection requirements, and lead-based paint requirements.
- C. Execute Rental Assistance Payment Contracts (drafted by IHCD A) with the tenants and landlords and ensure HP Lease Addendum (drafted by IHCD A that contains HUD-prohibited lease provisions and VAWA language) 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 only done as a last resort

Grants Administration:

- A. Ensure successful grant utilization throughout the contracted term of your FY 2024 award.
 - 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.
 - 2. Track and maintain a spending plan for their FY 2024 funding that accounts for claim submission deadlines.
 - 3. Ensure that claim submission deadlines are met in a timely manner, or that approval to submit claims has been obtained from a CS Staff Member.
 - 4. Complete HOPWA Financial Management Training, which can be accessed through your HUD Exchange account: [HUD Exchange Learn - HUD Exchange](#)
- B. Attend relevant webinars or in-person events hosted by IHCDA; such as the IHCDA Community Services Grants Team FY 2024 Kickoff Webinar, CS Team Quarterly Office Hours; and other IHCDA-hosted events that pertain to the HOPWA program.
- C. Respond to award inquiries or documentation requests from IHCDA Community Services staff in a timely manner.
- D. Complete a bi-annual Program Income Report due in December 31, 2024 and June 28, 2025.
- E. Complete an annual CAPER (Consolidated Annual Performance and Evaluation Report) – which will be distributed sometime in the middle to end of your contract year.

5. RFA TIMELINE

May 20, 2024	RFA released to the general public.
June 24, 2024	RFA responses are due to IHCDA by 5:00 p.m. EST
June 26, 2024	Funding Decision will be sent by 5:00 p.m. EST
June 28, 2024	Contract details finalized
July 1, 2024	Contract start date

PART 2

RFA PROCESS

1. FUNDING ELIGIBILITY CRITERIA

The following list of requirements renders an agency eligible to apply for IHCD'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 does not have any unresolved findings from IHCD or HUD.
- C. An organization that has staff or Board members affiliated with the organization that have attended Regional Planning Council on the Homeless meetings in the 2023 calendar year.
- D. An organization that has a Care Coordination designation from the Indiana State Department of Health.
- E. An organization that will have a Certificate of Consistency with the State of Indiana Consolidation Plan for the areas that its program will cover.
- F. 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.

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 IHCD's Community Services Team based on the criteria listed below:

- A. Capacity to meet request (dependent on amount IHCD 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 (detailed in Section 2) are attached and sent to IHCD Community Services
 - 4. Proposed budget request is sent.

3. RESPONDENT PROPOSAL

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

Submitted HOPWA FY 2024 Funding Application via Survey Monkey:

Respondent must complete their application through the SurveyMonkey platform. The link to the HOPWA FY 2024 Funding Application which can be found here: [IHCD: Housing Opportunities for Persons with AIDS \(HOPWA\)](#).

Required Supplemental Attachments:

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

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. Updated UEI Number from SAM.gov
3. Award letter or agreement showing that the agency is a care coordination site with IDOH (Indiana Department of Health)
4. Signed Certificate of Attendance at Regional Planning Council on Homelessness within the last 12 months. Link to IHCD Form can be accessed [here](#).
5. Financial management policies and procedures, including claims submission process.
6. Confidentiality policy and procedures
7. Updated Certificate of completion from HUD Exchange's HOPWA Financial Management Module: [HUD Exchange Learn - HUD Exchange](#)
8. List of agency's current Board of Directors: including names, affiliating organization(s), email address, and phone number.
9. Staffing/organization chart of HOPWA staff, including FTE employees
10. Current Policy by which HOPWA clients are selected and approved, without documentation for current HOPWA recipients.
11. Blank Housing Plan or Outline
12. Tracking Sheet of 75% served at or below 50% AMI
13. One MOU with a PSH in the area of each Region that your organization covers (if PSH is available in the area)
14. Grievance/dispute policy
15. Termination of HOPWA Assistance Policy

Completed RFA Application Workbook:

Respondents must submit a complete RFA Application Workbook, which includes data questions about their organization's service provision in previous years. The RFA Application Workbook also includes a tab for Respondents to provide a line-item budget of their request, which details the proposed plan to spend the requested funds. Submissions should come in Excel Workbook format.

The RFA Workbook, containing both the data questions and proposed budget template, is posted on IHCD's HOPWA webpage. Submissions of the RFA Application Workbook must be sent via email to IHCD Community Services: communityservices@ihcda.in.gov.

When submitting your FY 2024 budget request, please be mindful of the following percentage requirements:

1. **TBRA + STRMU + Facility Operations:** Minimum of 60% of Award
2. **Housing Information Services + PHP:** Maximum of 35% of Award
3. **Supportive Services:** Maximum of 35% of Award
4. **Administration:** Maximum of 7% of Award
5. **Long Term Program Delivery + Short Term Program Delivery:** Maximum of 3% of Award

If the amount granted to your organization differs from the proposed budget submitted, the amounts received will be adjusted to reflected the percentages listed above.

1. 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).

2. HUD Guidance for Single-Sex Emergency Shelters or Other Facilities that Receive HOPWA, TANF, 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.

Example as it relates to Domestic Violence Providers

A recipient that operates a sex-segregated or sex-specific program should assign a beneficiary to the group or service which corresponds to the gender with which the beneficiary identifies, with the following considerations. In deciding how to house a victim, a recipient that provides sex-segregated housing may consider on a case-by-case basis whether a particular housing assignment would ensure the victim's health and safety. A victim's own views with respect to personal safety deserve serious consideration. The recipient should ensure that its services do not isolate or segregate victims based upon actual or perceived gender identity. A recipient may not make a determination about services for one beneficiary based on the complaints of another beneficiary when those complaints are based on gender identity.

PART 5

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. 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 RFA, including but not limited to: incomplete qualifications and/or qualifications offering alternate or non-requested services.
- D. IHCD A 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, IHCD A 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 IHCD A 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. IHCD A reserves the right not to award a contract pursuant to the RFA.
- J. All items become the property of IHCD A upon submission and will not be returned to the Applicant.
- K. IHCD A 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 IHCD A'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 [SurveyMonkey](#) and their RFA Workbook via email to communityservices@ihcda.in.gov.

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

The deadline for submission is June 24, 2024 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.