



**Indiana Housing & Community Development Authority**

**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: June 27, 2025**

**RESPONSE DEADLINE: July 28, 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 “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/>)**

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 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.

IHCDA 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, IHCDA'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, funds from IHCDA'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 IHCDA 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 IHCDA 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 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, Project Sponsors are expected to complete the following activities:

Program Management and Service Delivery	Grants Administration
<p>Ensure efficiency and effectiveness of HOPWA 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. Ensure that new and existing staff members are adequately trained in all aspects of HOPWA 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. Track and maintain a spending plan for FY 2025 funding that accounts for claim submission deadlines and the budget outlined in the award.</li> <li>3. 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> <li>4. Complete HOPWA Financial Management Training prior to claiming down funds, which can be accessed through your HUD Exchange account: <a href="#">HUD Exchange Learn - HUD Exchange</a></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 Quarterly Office Hours; and other IHCDA-hosted events that pertain to the HOPWA 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> </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> </ol>

<ul style="list-style-type: none"> <li>b. Preventing the duplication of benefits for clients</li> <li>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.</li> <li>d. Termination of assistance is only done as a last resort</li> </ul>	<ul style="list-style-type: none"> <li>3. Obtain IHCDA approval for specific purchases or to determine if expenses are eligible</li> </ul>
	<p>Complete a bi-annual Program Income and Admin Spending Report due on December 31, 2025, and June 28, 2026.</p>
	<p>Complete closeout paperwork in a timely manner – which will include the IHCDA Closeout Form and HUD's annual CAPER (Consolidated Annual Performance and Evaluation Report) – which will be distributed sometime in the middle to end of the contract year.</p>

## 5. RFA TIMELINE

June 27, 2025

RFA released to the general public.

July 28, 2025

RFA responses are due to IHCDA by 5:00 p.m. EST

August 15, 2025

Funding Decisions will be sent by 5:00 p.m. EST

August 25, 2025

Agreement details finalized

FY2025 award agreements will be effective on July 1, 2025, 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 does not have any unresolved findings from IHCDA 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 2024 calendar year.
- D. 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.
- 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 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 and sent to IHCDA Community Services.

### **3. RESPONDENT PROPOSAL**

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

#### **Submitted HOPWA FY 2025 Funding Application via JotForm:**

Respondent must complete their application through the JotForm platform. The link to the application is here: [IHCDA: 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© of the Internal Revenue Code) status
2. Updated UEI Number from SAM.gov
3. Proof of being a Non-Medical Case Management Provider (NMCMP) OR having a formal agreement with an NMCMP.
4. Signed Certificate of Attendance at Regional Planning Council on Homelessness within the last 12 months. Link to IHCDA 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 2 CFR 200 Financial Management Module: [Financial Management 201: 2 CFR 200 Online Module](#)
8. Updated 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 for current HOPWA clients or client households.
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 (if PSH is available in the area)
15. Grievance/dispute policy
16. Termination of HOPWA Assistance Policy

**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. 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](#).

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 July 28, 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.