

# Emergency Solutions Grant

## Street Outreach Program - Request for Proposals (FY16)

### Indiana Balance of State Continuum of Care

#### **DUE DATE**

Applicant's proposal must be submitted electronically via e-mail and received by the IHCDCA no later than **April 22, 2016 at 5:00pm EDT**. Applications received after this date and time will not be accepted. Postmarked applications received after the deadline will *not* be considered. Faxed applications will *not* be considered. Email submission is the preferred method of submission.

E-mail: [eharrisshears@ihcda.in.gov](mailto:eharrisshears@ihcda.in.gov)

Mail to: Emily Harris-Shears, Emergency Solutions Grant Coordinator  
Indiana Housing & Community Development Authority  
30 South Meridian, Suite 1000  
Indianapolis, IN 46204

#### **2016-17 REQUIREMENTS FOR THE ESG STREET OUTREACH PROGRAM:**

##### **ELIGIBLE APPLICANTS**

##### **A. THRESHOLD REQUIREMENTS**

**Applicants must meet the following six (6) requirements to be considered for an ESG award:**

- 1) Applicant must be a private non-profit organization (defined as tax-exempt secular or religious organizations described in section 501(c) of the Internal Revenue Code), or a local unit of government in the state of Indiana. Documentation of this status must be submitted with proposal in **Tab A**.
- 2) Applicant must not have any unresolved IHCDCA or HUD findings against the agency.
- 3) Applicant has not had state or federal funds recaptured.
- 4) Applicant must actively attend their Regional Planning Council on the Homeless meetings. Active participation is defined as attendance to at least 75% of all meetings in calendar year 2015. Certificate of Attendance with local regional planning council on homeless must be submitted in **Tab B**.
- 5) Applicant must be located in the Indiana Balance of State Continuum of Care region (IN-502), which includes all counties in Indiana except Marion and St. Joseph counties.
- 6) Applicant must provide services in a city/region where the unsheltered homeless persons as reported in the 2016 Point in Time Count make up at least 5% of the total count, regionally.
- 7) Only one ESG Street Outreach proposal may be submitted per organization.

##### **SUBRECIPIENT REQUIREMENTS**

If applicant is selected to receive and ESG award it will be considered a sub-recipient and will need to also comply with requirements that are applicable to "subrecipients" of ESG funding:

- 1) All subrecipients must have Internet access with regular e-mail availability and use a financial software system for accounting purposes.
- 2) All subrecipients must sign an award agreement with IHCDCA.
- 3) All subrecipients are required to attend all IHCDCA Award Webinar trainings and any other ESG related trainings required as stated by ESG Program Coordinator. Dates and registration information will be posted online and e-mailed to all subrecipients.
- 4) Subrecipients are required to match 100% of the Emergency Solutions Grant award. Sources of match may be in-kind or cash in accordance with the regulations in 24 CFR Part 576.201(b).

**The award term is one year: July 1, 2016 to June 30, 2017.**

##### **B. ELIGIBLE ACTIVITIES:**

**Street Outreach** is defined as providing essential services necessary to reach out to unsheltered homeless people to connect them with emergency shelter, housing, or critical services; and provide urgent, nonfacility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

**Unsheltered homeless people** are those individuals and families who qualify as homeless under paragraph (1)(i) of the "homeless" definition under §576.2. See [ESG Interim Regulations](#).

The eligible costs and requirements for essential services consist of:

(1) **Engagement.** The costs of activities to locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. These activities consist of making an initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; and actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs, including emergency shelter, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs. Eligible costs include the cell phone costs of outreach workers during the performance of these activities.

(2) **Case management.** The cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant. Eligible services and activities are as follows: using the centralized or coordinated assessment system as required under § 576.400(d); conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility; counseling; developing, securing and coordinating services; obtaining Federal, State, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan, including planning a path to permanent housing stability.

(3) **Emergency health services.** (i) Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered homeless people are living. (ii) ESG funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area. (iii) Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate emergency medical treatment; and providing medication and follow-up services.

(4) **Emergency mental health services.** (i) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions operating in community-based settings, including streets, parks, and other places where unsheltered people are living. (ii) ESG funds may be used only for these services to the extent that other appropriate mental health services are inaccessible or unavailable within the community. (iii) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. (iv) Eligible treatment consists of crisis interventions, the prescription of psychotropic medications, explanation about the use and management of medications, and combinations of therapeutic approaches to address multiple problems.

(5) **Transportation.** The transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section. The costs of transporting unsheltered people to emergency shelters or other service facilities are also eligible. These costs include the following: (i) The cost of a program participant's travel on public transportation; (ii) If service workers use their own vehicles, mileage allowance for service workers to visit program participants; (iii) The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes and maintenance for the vehicle; and (iv) The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.

(6) **Services for special populations.** ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs (a)(1) through (a)(5) of this section. The term *victim services* means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

#### **C. CLAIMS FOR REIMBURSEMENT:**

Subrecipients are reimbursed for eligible expenses. There can be no more than 12 claims submitted for the fiscal year. Each claim submitted must contain expenses that were either incurred or paid during the month claimed. Claims shall be submitted to IHCD A within sixty (60) calendar days after the calendar month in which the expenses are incurred or paid. For example the last day a claim for March will be accepted will be 60 days after March 31. All final claims and reports must be submitted to IHCD A within thirty (30) calendar days after the expiration of each effective period or any renewal periods or the termination of the grant agreement. The fiscal year for the grant begins on July 1, 2016 and ends on June 30, 2017. Claims for reimbursement must be submitted through IHCD A's Online electronic claims system. Supporting documentation must be submitted electronically through IHCD A Online.

#### **D. ACCESS TO RECORDS/INSPECTIONS:**

Financial records, supporting documents, statistical records, and all other records related to the ESG award must be retained for a period of five (5) years from the date of submission of the final expenditure report or closeout of the grant, whichever is occurs later. HUD, Inspectors General, the Comptroller General of the United States, and IHCD A, or any of their authorized representatives or sub-contractors, must have the right of access to any documents, papers, or other records of the

applicant to the ESG award, in order to make audits, examinations, excerpts, and transcripts so long as no identifiable data about persons who receive service is released (See 68 Fed. Reg., 43450) (7/22/2003). The right also includes timely and reasonable access to the applicant's personnel for the purpose of interview and discussion related to such documents.

The subrecipient shall provide IHCDA all necessary records, data, information, and documentation required for IHCDA to carry out its obligations under the Grant Agreement.

**E. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) SOFTWARE REQUIREMENT:**

The subrecipient must ensure that data on all persons served and all activities assisted under ESG-O are entered into the Homeless Management Information System ("HMIS") in accordance with HUD's standards on participation, data collection, and reporting requirements. The subrecipient is required to enter data into the HMIS on a regular and consistent basis. "Regular and consistent" means within a two (2) week period of intake or discharge. Data must be entered for the ESG-O funded shelter program and all other residential programs serving homeless individuals and families. The data required for entry into HMIS includes the following data elements: Name, Social Security Number, Date of Birth, Ethnicity, Race, Gender, Veteran Status, Disabling Condition, Residence Prior to Program Entry, Zip Code, Length of Stay at Previous Residence and Homeless Cause. The subrecipient agrees to collect any other data elements as required by HUD as it updates its HMIS data standards, from time to time. The subrecipient is required to update a client's status annually. These updates should be completed at intake and discharge and at client's annual recertification. For any questions related to implementing HMIS in your shelter, please contact the HMIS helpdesk [HMISHelpDesk@ihcdaonline.com](mailto:HMISHelpDesk@ihcdaonline.com). Victim services providers are not allowed to enter data into the HMIS but must enter data into a comparable database as described below.

If sub-recipient is a victim service provider it must enter client-level data on ESG beneficiaries/clients into a comparable database, which collects all of the HMIS universal data elements listed in this paragraph and generates unduplicated aggregate reports. Victim service providers are encouraged to use IHCDA's ClientTrack database. The data required for entry into IHCDA's ClientTrack database or the victim service provider's comparable database must include the following data elements: Name, Social Security Number, Date of Birth, Ethnicity, Race, Gender, Veteran Status, Disabling Condition, Residence Prior to Program Entry, Zip Code, Length of Stay at Previous Residence and Homeless Cause. The sub-recipient agrees to collect any other data elements as required by HUD as it updates its HMIS data standards, from time to time. The sub-recipient is required to update a client's status annually. These updates should be completed at intake and discharge and at client's annual recertification. To sign up for DV Client Track, please contact Jill Robertson at [jrobertson@ihcda.in.gov](mailto:jrobertson@ihcda.in.gov). Victim service providers within the Balance of State Continuum of Care can choose to opt into Client Track. The data provided into the system will be restricted to each organization and will be in compliance with the Violence Against Women's Act. The system will collect client-level data over time including, but not limited to all of HMIS's universal data elements, and generate unduplicated aggregate reports based on the data. Information entered into this comparable database will not be entered directly into or provided to an HMIS.

**F. AFFIRMATIVELY FURTHERING FAIR HOUSING**

All sub-recipients will participate in Affirmatively Furthering Fair Housing by attending a required one-day Fair Housing Training offered in three regional locations throughout the balance of state.

**Training Dates:**

- 1. June 28, 2016- New Albany, Indiana**
- 2. June 29, 2016-Indianapolis, Indiana**
- 3. June 30, 2016-South Bend, Indiana**

**G. 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 comply with this requirement through matching funds or voluntary efforts provided by any recipient or project sponsor.

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. No federal funds can be used for match, with the exception of Community Development Block Grant (CDBG) and Community Service Block Grant (CSBG) funds.

All ESG Subrecipients are required to contribute 100% match to their ESG program. For example, if the ESG award is \$10,000, the subrecipient must demonstrate \$10,000 as match. The following items may be used as match:

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.

### Examples of Possible Sources of ESG Match

Below are some examples of match that could be used as ESG match. Please note that in order for the match to be counted, it the source must be eligible and its use must be an eligible ESG activity. Match can be provided by the subrecipient itself OR any other community agency, but must directly benefit the ESG participants and be provided during the award term in order to be counted. This list is not exhaustive.

In-Kind	Cash
211 Helpline: Time conducting Coordinated Entry assessments or other eligible expenses.	CDBG, CSBG
AIDS/HIV-related services provided to ESG participants	City or County funds
Alcohol and substance abuse services	Community Action Agencies
Bookkeeping/Administrative services for ESG program (but not billed to ESG)	Donations received as a result of the Neighborhood Assistance Program
Budgeting, credit repair service provided to participants in the community (but not billed to ESG)	ICJI grants, as eligible
Case management (not billed to ESG)	Local Foundations
Child care	Private donations
Clothing, Household, Hygiene items donated	Program income
Community Center - educational meetings related to housing, transportation vouchers, other eligible financial assistance	United Way
Donation Inventory Management	Township Trustees(s) assistance provided to ESG participants
Education, GED, classes (parenting)	
For more information on the HMIS, contact the HMIS helpdesk <a href="mailto:HMISHelpDesk@ihcdaonline.com">HMISHelpDesk@ihcdaonline.com</a> . Training in use of the HMIS for the purposes of the ESG program will be provided by IHCDA.	For more information on the HMIS, contact the HMIS helpdesk <a href="mailto:HMISHelpDesk@ihcdaonline.com">HMISHelpDesk@ihcdaonline.com</a> . Training in use of the HMIS for the purposes of the ESG program will be provided by IHCDA.
Emergency Shelter/ Transitional Housing - services provided in program, not billed to ESG	
Faith Based Community; Ecumenical/Ministerial associations	
Food donated to participants by local churches (food stamps <i>cannot</i> be counted)	
Furniture donated	
Health care provided by local clinic/hospital	
Housing Food kit, Move-in kit preparation	
Housing placement	
Hygiene Kit preparation	
Legal Services	
Life skills Training not billed to ESG	

Mental health services (CMHC's)	
Minority Health Coalitions	
Motel Stays	
Move in Kits donated	
Office space donated	
Street Outreach: Engagement, case management, emergency mental health services, transportation, services to special populations	
Outpatient Health services - Community Health Centers, other medical centers	
Rent, not paid with ESG	
Renovation of shelter facility, benefiting ESG participants	
School Corporations- eligible services provided to ESG participants	
Transportation	
Utilities, not paid with ESG	
Utility Companies- any amount that is waived from arrears or deposits off of amount due	
Volunteer - professional - local, customary rate	

## **CERTIFICATIONS**

**Each applicant that submits an application in response to this RFP is certifying that it will comply with the following certifications and the RFP terms and conditions listed in the next section.**

### **A. AUTHORITY OF APPLICANT AND ITS REPRESENTATIVE:**

The authorized representative of the applicant who signs the certifications and assurances affirms that both the applicant and its authorized representative have adequate authority under state and local law and internal rules of the applicant organization to:

1. Execute and return the application.
2. Execute and return the required certifications, assurances, and agreements on behalf of the applicant and,
3. Execute agreements on behalf of the applicant.
4. Understand that intentional falsification, concealment or cover up by any trick, scheme or devise of any information, charts, data, attachments, or materially false, fictitious or fraudulent statement or representation of any information, submitted by the applicant will permanently disqualify the applicant from applying for funds under this program's initiatives.

### **B. HOMELESS PERSONS INVOLVEMENT:**

To the maximum extent practicable, the applicant will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted with ESG.

### **C. SUPPORTIVE SERVICES:**

The applicant will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local and private assistance available for such individuals.

### **D. STANDARD ASSURANCES:**

The applicant assures that it will comply with all applicable federal statutes, regulations, executive orders, circulars, and other federal administrative requirements in carrying out the grant.

The applicant acknowledges that if it is selected to receive ESG funding it will be under a continuing obligation to comply with the terms and conditions of the ESG grant and recognizes that federal laws, regulations, policies and, administrative practices, may be amended from time-to-time and may affect the implementation of the project.

### **E. DEBARMENT AND SUSPENSION:**

The applicant warrants that it has no current or outstanding criminal, civil, or enforcement actions initiated by the State pending, and agrees that it will immediately notify the State and the IHCDA of any such actions. During the term of such actions, the

applicant agrees that IHCDA may delay, withhold, or deny work under any supplement, amendment or contractual device issued pursuant to this Agreement.

The applicant certifies that it or its principals have not been convicted of nor had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction, or have not been terminated for cause or default. The applicant certifies that neither it nor 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 term "principal" for purposes of this certification means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the applicant.

**F. DRUG FREE CERTIFICATION:**

The applicant will publish, or has published, a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against the employees for violation of that prohibition.

Establish an ongoing drug-free awareness program to inform its employees about: (1) the dangers of drug abuse in its workplace; (2) the applicant's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs, and (4) the penalties that may be imposed upon its employees for drug abuse violations occurring in the workplace.

Making it a requirement that each of its employees engaged in the performance of the grant be furnished a statement of the applicant's drug policy.

**G. NON-DISCRIMINATION:**

The applicant will comply with Title VI of the 1964 Civil Rights Act, as amended (42 u.s.c.§ 2000d et.seq.) the Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Americans with Disabilities Act (ADA), as amended, (42 U.S.C. § 12101 et seq.)

The Civil Rights Act generally requires that applicants assure that no person otherwise qualified, on the basis of race, color, national origin, creed, sex, or age will be excluded from participation in or be denied the benefits of, or otherwise discriminated against in any program, or activity conducted by the applicant.

The Rehabilitation Act and ADA generally require that any person otherwise qualified with a disability shall, not be excluded from participation in, or denied the benefits of, or otherwise subjected to discrimination, in any program, or activity receiving federal assistance, by reason of that disability.

**H. AGE DISCRIMINATION ACT:**

The 1975 Age Discrimination Act, as amended, (42 U.S.C.§ 6101 et.seq.) provides that no person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age, under any program, or activity receiving federal funds.

**I. EXECUTIVE ORDER (EO) 11246:**

This EO, as amended, provides that no person shall be discriminated against, on the basis of race, color, religion, sex, or national origin, in any phase of employment during the performance of federal contracts in excess of \$10,000.

**J. OMB SUPERCIRCULAR:**

The applicant will comply with the provisions of 2 CFR part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" in utilizing any funds awarded pursuant to this RFP including but not limited to the following:

**1) Conflict Of Interest:**

- a. The Applicant must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the

Applicant may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the Applicant may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Applicant.

- b. If the Applicant has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the Applicant must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the Applicant is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.
- c. The Applicant's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

**2) Internal Controls.**

The Applicant must:

- a. Establish and maintain effective internal control over federal funds that provides reasonable assurance that the Applicant is managing federal funds in compliance with Federal statutes, regulations, and the terms and conditions of the federal funding. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b. Comply with Federal statutes, regulations, and the terms and conditions of federal funds.
- c. Evaluate and monitor the Applicant's compliance with statutes, regulations and the terms and conditions of the federal funds.
- d. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- e. Take reasonable measures to safeguard protected personally identifiable information and other information that IHEDA or HUD designates as sensitive or the Applicant considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

**K. MINORITY AND WOMEN'S BUSINESS ENTERPRISES:**

Positive efforts shall be made by applicants to utilize small businesses, minority firms, and women's business enterprises whenever possible. Recipients of federal awards shall take all of the following steps to further this goal:

- 1. Ensure that the small businesses, minority owned firms, and women's business enterprises are used to the fullest extent possible.
- 2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small business, minority-owned firms, and women's business enterprises.
- 3. Consider, in the contract process, whether firms competing for contracts intend to subcontract with small businesses, minority owned firms, and women's business enterprises.
- 4. Encourage contracting with consortiums of small businesses, minority-owned firms, and women's business enterprises, when a contract is too large for one of these firms to handle individually.
- 5. Use the services and assistance, as appropriate, of such organizations as the federal Small Business Administration and the Indiana Department of Administration's minority business development division in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises.

**L. ANTI-LOBBYING:**

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Pursuant to 31 U.S.C. § 1352, and any regulations promulgated there under, applicant hereby assures and certifies, to the best of his or her knowledge and belief, that no federally appropriated funds have been paid, or will be paid, by or on behalf of applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

**M. RELIGIOUS ACTIVITIES:**

Applicant agrees that activities conducted with funding obtained through this agreement shall be non-sectarian in nature and that religious activities shall not be included in any activities to be conducted hereunder. This does not restrict a religious organization from using its personnel or offices for the purposes of the program as long as program activities are kept separate and participation in religious activity is not a requirement for a ESG-RR program participant.

**N. CONFLICT OF INTEREST DISCLOSURE:**

The applicant must disclose in writing any potential conflict of interest to IHCDA.

**O. MANDATORY DISCLOSURE:** The applicant must disclose, in a timely manner, in writing to IHCDA all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Award. The applicant's failure to make these disclosures may subject to the applicant to remedies of non-compliance set forth in 2 CFR 200.338.

If the total value of the applicant's currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the applicant must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

**P. CONFIDENTIALITY:**

The applicant must develop and implement written procedures to ensure:

- (i) All records containing personally identifying information (as defined in HUD's standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential;
- (ii) The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG will not be made public, except with written authorization of the person responsible for the operation of the shelter; and
- (iii) The address or location of any housing of a program participant will not be made public, except as provided under a preexisting privacy policy of the applicant and consistent with state and local laws regarding privacy and obligations of confidentiality.

The confidentiality procedures of the applicants must be in writing and must be maintained in accordance with this section.

**RFP TERMS AND CONDITIONS**

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

- A. This RFP 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 RFP, 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 RFP process, or to terminate the RFP 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 RFP.
- 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. A copy of IHCDA's most recent Award Agreement Boilerplate is attached as an Exhibit to this RFP. By submitting a response to this RFP, respondent acknowledges the acceptance of IHCDA's Award Agreement Boilerplate and the understanding that such Boilerplate is non-negotiable.

## **SUBMITTING THE APPLICATION**

**Completed ESG applications must be received by IHCDA no later than April 22, 2016, 5:00 pm Eastern Daylight Time.**

Faxed applications will not be accepted. Applicants have the choice of submitting by e-mail or by mail as described below. Confirmation of receipt will be sent by e-mail to all applications received by the deadline stated.

### **If submitted electronically:**

Application forms can be sent electronically by sending as one e-mail to [eharrisshears@ihcda.in.gov](mailto:eharrisshears@ihcda.in.gov). If sent by e-mail, the Application Forms should be attached as one Excel document and the Attachments/Tabs should be scanned and attached as one PDF document (wherever possible). Certification and Signature page must also be printed, signed with original signature, scanned and attached to e-mail.

### **If submitted by mail:**

Application forms must be completed *electronically*, then printed and mailed with all attachments (tabs), including Certification Statement and Signature page in one envelope to address listed on page one of this document. Send only one (1) paper/hard copy. The application can be double-sided, with a clip placed around all documents. Do not copy and paste application onto a new document, staple forms, or enclose in folders or three ring binders. The tabs for each attachment should be easily removable and placed behind application forms in order listed below.

### **Order of Pages & Attachments:**

The following application forms must be submitted for all applicants:

- 1) Cover Page, 2) Exhibits 1-5, 3) Certification Statement and Signature page,

Additionally, all applicable attachments (tabs listed below) must be submitted with application forms. Attachments required for all applicants are in bold below. Remaining attachments are required when applicable.

<b>Tab A:</b>	<b>Most recent letter of 501(c)3 non-profit status determination</b>
<b>Tab B:</b>	<b>Certificate of Attendance with Regional Planning Council on the Homeless form- completed and signed by council chairperson. Must have attended at least 75% of meetings in calendar year 2015 to meet threshold. This form is posted here: <a href="#">link</a></b>
<b>Tab C:</b>	<b>Letter(s) of match commitment(s).</b>
<b>Tab D:</b>	<b>Current organizational chart of your agency, including proposed ESG Outreach Staff.</b>
<b>Tab E:</b>	<b>List of current Board of Directors, including each member's name, employer, e-mail address, phone number, and term commitment. Required to have board representatives from at least 4 different employers.</b>
<b>Tab F:</b>	<b>Copy of accounting policy and procedures. If longer than 15 pages double-sided, can send as a separate PDF.</b>
<b>TABS G,H,I, &amp; J:</b>	<b>Note on Insurance documentation: <i>Do not send entire insurance policy.</i> Please only include the summary page of your insurance policies. This should be one or two pages. Documentation must show the <u>amount of coverage</u> and the <u>dates of coverage</u> to be accepted. Dates for coverage must be current or recently expired to be accepted. If multiple policies are documented on one Certificate of Liability Insurance page, please label each requested policy where it appears on the form as "Tab G", "Tab H", etc.</b>
<b>Tab G:</b>	<b>General Liability Insurance (the minimum coverage is \$500,000)</b>
<b>Tab H:</b>	<b>Automobile Liability (must include non-owned vehicles). Only include if applicable.</b>
<b>Tab I:</b>	<b>Workers' Compensation and Unemployment Compensation insurance amount.</b>
<b>Tab J:</b>	<b>Fidelity Bond coverage in an amount equal to one-half (1/2) of the total annual funding provided by the state or \$250,000, whichever is less, for all persons who will be handling funds. This coverage is also sometimes called employee dishonesty insurance, crime coverage, employee dishonesty bond, fidelity bond and crime fidelity insurance.</b>
<b>Tab K:</b>	<b>MOU with Entitlement City, if proposed ESG service area lies within Entitlement City boundaries. If applicable, MOU must include details of coordination between Entitlement program and State program.</b>
<b>Tab L:</b>	<b>Letter of support from Regional Planning Council Chairperson.</b>
<b>Tab M:</b>	<b>MOU's with all ESG funded shelters and transitional housing providers in proposed service area.* Agreement should detail planned referral process to ESG Street Outreach program, including provision of services. *<a href="#">Link to list of 2015-16 ESG funded shelters.</a></b>
<b>Tab N:</b>	<b>MOU with PATH team associated with the local mental health center in the corresponding area.</b>
<b>Tab O:</b>	<b>Attach HMIS CoC APR for 7/1/2015-4/1/2016 and the APR Performance Calculation Form.</b>

All applicants must retain a copy of these application policies. Applicants that receive funding will be bound by the information contained therein.