



**TANF Block Grant
Request for Applications**

**ISSUE DATE: September 30, 2024
RESPONSE DEADLINE: October 28, 5:00 PM EST**

**TANF Block Grant
Request for Applications
Open Round**

PURPOSE OF FUNDING

IHCDA was awarded funding from the Indiana Family and Social Services Administration (FSSA) in the form of Temporary Assistance for Needy Families (TANF) Block Grant funds to advance efforts in Short-Term Rapid Rehousing and Homeless Prevention. This grant program serves statutory TANF purpose number one, which is to: Assist needy families so that children may be cared for in their own homes or in the homes of relatives. Subrecipient providers will provide housing location and stabilization services for families with children who are experiencing homelessness or who are at imminent risk of homelessness.

A Webinar covering eligibility, requirements, application, and funding process will be held on Wednesday, October 16th at 2pm via GoToWebinar. Click [HERE](#) to register for the Webinar. By registering, you will also be able to view a recording of the webinar after it occurs.

DUE DATE

Applicant's proposal must be submitted electronically via the Electronic Application form only, and received by IHCDA no later than October 28, 2024, at 5:00 PM Eastern Time. Applications received after this date and time will not be considered or accepted. Faxed, emailed, or mailed applications will *not* be considered or accepted. Please use the following link to apply:

<https://www.surveymonkey.com/r/XWN7QVN>

Hit the SUBMIT button on the electronic application only after you have double checked your answers and uploaded required documents.

AWARD AMOUNT

- A. We anticipate requests in the range of \$100,000-\$400,000.
- B. The award term is one year: January 1, 2025, to December 31, 2025

REQUIREMENTS FOR THE TANF BLOCK GRANT PROGRAM:

ELIGIBLE APPLICANTS

A. THRESHOLD REQUIREMENTS

Applicants must meet the following requirements to be considered for TANF award:

- 1) Applicant must be a private nonprofit organization (defined as tax-exempt secular or religious organization described in section 501(c) of the Internal Revenue Code). Documentation confirming the Applicant's status must be submitted with its application.
- 2) Applicant must certify 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.
- 3) Applicant must not have any unresolved IHCDA or HUD findings or must not have had any state or federal funds recaptured due to non-compliance.
- 4) If awarded funding, the Recipient is required to participate in the 2025 Point in Time Count (PIT) and Housing Inventory Chart (HIC).
- 5) Applicant's program must not include mandatory services for clients as a requirement for assistance.

- 6) 100% of clients must meet HUD's definition of homeless or imminent risk of homelessness, (See HUD's homeless definition in Section B of the RFA), and specific TANF eligibility criteria.
- 7) In Accordance with 24 CFR 576, the Applicant must describe how it will make known that use of the facilities, assistance, and services are available to all on a nondiscriminatory basis. The description should include how it will take appropriate steps to ensure effective communication with persons with disabilities (including, but not limited to, adopting procedures that will make available information concerning the location of assistance, services, and facilities that are accessible to persons with disabilities.).

B. SUB-RECIPIENT REQUIREMENTS

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

- 1) Subrecipients must be actively providing services to **homeless persons as defined by HUD** in paragraph below.
 - An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 1. Has a primary nighttime residence that is a public or private place not meant for human habitation;
 2. Is living in a publicly or privately operated shelter designated to provide and hotels and motels paid for by charitable organizations or by federal, state and local government program); or
 3. Is exiting an institution where (s) he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
 - Individual or family who will imminently lose their primary nighttime residence, provided that:
 1. Residence will be lost within 14 days of the date of application for homeless assistance;
 2. No subsequent residence has been identified; and
 3. The individual or family lacks the resources or support networks needed to obtain other permanent housing
 - Any individual or family who:
 1. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that related to violence against the individual or family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 2. Has no other residence; and
 3. Lacks the resources or support networks e.g., family, friends, faith-based or other social networks, to obtain other permanent housing
- 2) Eligibility:
 - Eligible households must meet the following criteria for TANF funding:
 1. Are US Citizens or legal US residents, residing in Indiana, and
 2. Include parent(s), grandparent(s) or caregiver(s) to a child(ren) under age eighteen (18) (under age nineteen (19) if still a full-time student); or Include an expectant parent, or be a dependent child in the household of a parent or guardian who meets the criteria; and
 3. Receiving income at or below 200% of the Federal Poverty Line (FPL), verified by the most recent thirty (30) days of income; and be
 4. Experiencing homelessness; in an emergency shelter or in a place not meant for human habitation (for short-term rapid rehousing); or

5. 5. Are at imminent risk of homelessness; at risk of eviction without resources to obtain ongoing housing (homeless prevention).

Subrecipient providers will verify the eligibility of all households participating in the program by verifying income and including the valid client identification number in reimbursement documentation for each case file. Eligibility documentation should be kept by the Subrecipient or the Grantee agency, secure, for three (3) years beyond the last payment under this agreement.

3) Data Collection:

- HMIS: The sub-recipient must ensure that data on all persons served and all activities assisted under TANF are entered into the Homeless Management Information System ("HMIS") in accordance with HUD's standards on participation, data collection, and reporting requirements. The sub-recipient is required to enter data into the Homeless Management Information System ("HMIS") on a regular and consistent basis. "Regular and consistent" means within a five (5) day period of intake or discharge. For more information on the HMIS, contact the HMIS helpdesk hmishelpdesk@ihcda.in.gov. Training in use of the HMIS for the purposes of the TANF program will be provided by IHCDA. Victim services providers are not allowed to enter data into the HMIS but must enter data into a comparable database as described below:
- Domestic Violence Shelters: If sub-recipient is a victim service provider it must enter client-level data on TANF beneficiaries/clients into a comparable database, which collects all of the HMIS universal data elements and generates unduplicated aggregate reports. Victim service providers are encouraged to use IHCDA's ClientTrack database. For more information on DV ClientTrack, contact the DV ClientTrack helpdesk at: dvhelpdesk@ihcda.in.gov. The data provided into the system will be restricted to each organization and will be in compliance with the Violence Against Women's Act.

- 4) Subrecipient is encouraged to have a person on the Board of Directors with lived experience in a homeless situation, (homeless or previously homeless) and involve homeless individuals and families in maintaining, and operating facilities assisted under TANF, in providing services assisted under TANF, and in providing services for occupants of facilities assisted under TANF. This involvement may include employment or volunteer services.
- 5) Subrecipients must have Internet access with regular availability of e-mail and use a financial software system for accounting purposes.
- 6) Subrecipient must sign an award agreement with IHCDA.
- 7) Only one TANF application may be submitted per organization.
- 8) Subrecipient is required to participate in HUD's annual homeless Point-In-Time and Housing Inventory Chart held in late January.
- 9) Subrecipient is required to attend all IHCDA Award Training Webinar and any other TANF related trainings required by TANF Analyst. Dates and registration information will be e-mailed to the Subrecipient.
- 10) Subrecipient must comply with the requirements set forth in HUD's Equal Access Rule. See below for details.

11) 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).

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

13) Violence Against Women Reauthorization Act ("VAWA") OF 2013:

The following requirements apply to emergency shelters funded under §576.102:

1. No individual or family may be denied admission to or removed from the emergency shelter on the basis or as a direct result of the fact that the individual or family is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the individual or family otherwise qualifies for admission or occupancy.
2. The terms "affiliated individual," "dating violence," "domestic violence," "sexual assault," and "stalking" are defined in 24 CFR 5.2003.

C. ELIGIBLE ACTIVITIES:

1) RAPID RE-HOUSING (SHORT TERM):

TANF funds may be used to provide housing relocation and stabilization services, short-term financial assistance, and to pay for rental arrears as necessary to assist in rapidly re-housing homeless individuals or families into permanent housing. Rapid Re-housing assistance may be provided to program participants who meet the criteria of the "homeless" definition listed in Section B of this RFA or meet the criteria under paragraph (1) of the "homeless" definition in 24 CFR 576.2 or who meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.

a) FINANCIAL ASSISTANCE: Client Assistance capped at 4 months total

1. **Security Deposits-** TANF funds may pay for a security deposit that is equal to no more than 2 months' rent.
2. **Last Month's Rent-** If necessary to obtain housing for a program participant, the last month's rent may be paid from TANF funds to the owner of that housing at the time the owner is paid the security deposit. This assistance must not exceed one month's rent.
3. **Utility Deposits-** TANF funds may pay for a standard utility deposit required by the utility company for all customers for the following utilities: gas, electric, water, and sewage.
4. **Utility Payments-** TANF funds may pay for up to 4 months of utility payments per program participant, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 4 months of utility assistance, including arrears.
5. **Utility Arrears-** TANF funds may pay for a one-time payment of utility arrears that equals no more than 4 months of service per utility type.

b) RENTAL ASSISTANCE: Client Assistance capped at 4 months total

1. **Rental Arrears-** Payment of rental arrears consists of a one-time payment for up to 4 months of rent in arrears, including any late fees on those arrears.

2. **Rental Assistance-** TANF funds may pay for up to 4 months of rental payments per program participant, including up to 4 months of rental payments in arrears and/or first month's rent.

- Rent/utilities shall be in the name of the recipient receiving the funds.

c) FINANCIAL SERVICES: Direct Program Expenses

Include but are not limited to:

1. **Salaries and Benefits-** for staff providing program services to clients
2. **Costs for Providing Diversion Benefits**
3. **Supplies and Equipment-**directly related to providing program services to clients
4. **Utilities, Rent, and Maintenance Costs-** for office where clients are served
5. **Direct Outreach Events-** to target populations

2) Homeless Prevention:

TANF funds may be used to provide housing relocation and stabilization services, short-term financial assistance, and to pay for rental arrears as necessary to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human habitation. Homeless Prevention supports people who are at risk of homelessness rather than people who are already homeless. Homeless Prevention assistance may be provided to program participants who meet the criteria of the "at risk of homeless" definition listed in Section B of this RFA or meet the criteria under paragraph (2) of the "homeless" definition in 24 CFR 576.2 or who meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.

d) FINANCIAL ASSISTANCE: Client Assistance capped at 4 months total

6. **Security Deposits-** TANF funds may pay for a security deposit that is equal to no more than 2 months' rent.
7. **Last Month's Rent-** If necessary to obtain housing for a program participant, the last month's rent may be paid from TANF funds to the owner of that housing at the time the owner is paid the security deposit. This assistance must not exceed one month's rent.
8. **Utility Deposits-** TANF funds may pay for a standard utility deposit required by the utility company for all customers for the following utilities: gas, electric, water, and sewage.
9. **Utility Payments-** TANF funds may pay for up to 4 months of utility payments per program participant, per service, including up to 4 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 4 months of utility assistance, including arrears.
10. **Utility Arrears-** TANF funds may pay for a one-time payment of utility arrears that equals no more than 4 months of service per utility type.

e) RENTAL ASSISTANCE: Client Assistance capped at 4 months total

1. **Rental Arrears-** TANF funds may pay for rental arrears consisting of a one-time payment for up to 4 months of rent, including any late fees on those arrears.
 2. **Rental Assistance-** TANF funds may pay for up to 4 months of rental payments per program participant, including up to 4 months of rental payments in arrears and/or first month's rent.
- Rent/utilities shall be in the name of the recipient receiving the funds.

f) FINANCIAL SERVICES: Direct Program Expenses

Include but are not limited to:

1. **Salaries and Benefits-** for staff providing program services to clients
2. **Costs for Providing Diversion Benefits**
3. **Supplies and Equipment-**directly related to providing program services to clients

4. **Utilities, Rent, and Maintenance Costs-** for office where clients are served
5. **Direct Outreach Events-** to target populations

3) **ADMINISTRATIVE COSTS: Indirect Program Expenses**

Include but are not limited to:

1. **Administrative contract costs or indirect overhead costs**
2. **Activities related to eligibility determination**
3. **Salaries for staff performing admin, payroll, and/or accounting functions**
4. **Costs of goods/services required for admin of program-** supplies, postage, equipment, etc.
5. **Preparation of program plans, budgets, and schedules**
6. **Services related to accounting, litigation, audits, and property management**

D. SERVICE AND ASSISTANCE LIMITS:

- 1) Clients being served under this grant cannot receive more than 4 months of assistance, including any months of arrears.
- 2) Household members are expected to comply with their lease agreement and meet with the Subrecipient entity which is providing their housing assistance at least one (1) time per month during their period of program participation, to address housing and income-related goals. Households who do not meet the expectations of the Subrecipient entity's case management and lease requirements may be subject to removal from the program and termination of its assistance and or repayment of any benefit received in the case of fraud.

E. CLAIMS FOR REIMBURSEMENT:

Subrecipients are responsible for claiming funds on a monthly basis through IHCD Online. The funds will only be disbursed for eligible expenses. Subrecipients can receive up to Twelve disbursements for the fiscal year through an IHCD defined process. IHCD expects that sub-recipients have adequate accounting practices to ensure that all funds are tracked at the client and activity level. The fiscal year for the grant begins on January 1, 2025 and ends on December 31, 2025. Claims for reimbursement must be submitted through IHCD Online. Supporting documentation must be submitted electronically through IHCD Online. All TANF funds must be committed within 12 months and expended within 12 months. Accordingly, IHCD reserves the right to reallocate TANF funds to another program in the Balance of State Continuum if a sub-recipient cannot meet the above requirement.

F. ACCESS TO RECORDS/INSPECTIONS:

Each party shall maintain books, records, and documents relative to this project and IHCD, DFR and/or FSSA Audit must be allowed to review them (see 2 CFR §§ 200.334 through 200.338 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). The sub-recipient, (as defined in 2 CFR 200.200.1) shall submit to an audit of funds paid through this project, and shall make all books, accounting records and other documents available at all reasonable times during the term of this project and for a period of three (3) years after final payment, for the inspection by DFR or its authorized designee. Copies shall be furnished at no cost to DFR. Sub-recipient agrees to arrange for agreed-upon-procedure engagements as described in 2 CFR §200.500 for audit services. For more detailed audit information also see 2 CFR § 200.500 through 521.

The subrecipient shall provide IHCD all necessary records, data, information, and documentation required for IHCD to perform its oversight obligations.

G. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) SOFTWARE REQUIREMENT:

The sub-recipient must ensure that data on all persons served and all activities assisted under TANF are entered into the Homeless Management Information System ("HMIS") in accordance with HUD's

standards on participation, data collection, and reporting requirements. The sub-recipient is required to enter data into the Homeless Management Information System (“HMIS”) on a regular and consistent basis. “Regular and consistent” means within a five day (5) day period of intake or discharge. 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 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. IHEDA will monitor entry progress and data quality on a regular basis. For any questions related to implementing HMIS in your shelter, please contact the HMIS helpdesk hmishelpdesk@iheda.in.gov. 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 TANF 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 IHEDA’s ClientTrack database. The data required for entry into IHEDA’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 the DV ClientTrack helpdesk at dvhelpdesk@iheda.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.

H. COORDINATED ENTRY:

Subrecipient must use the coordinated entry process established by the CoC as set forth in § 578.7(a)(8) to evaluate individuals and families applying for TANF Services, unless the subrecipient receives approval from IHEDA to utilize their own internal evaluation and prioritization tool.

I. CERTIFICATIONS

When Applicant submits an application in response to this RFA, it is certifying that it will comply with the following certifications and the RFA terms and conditions listed in the next section.

1. 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:

- a. Execute and return the application.
- b. Execute and return the required certifications, assurances, and agreements on behalf of the Applicant and,
- c. Execute agreements on behalf of the Applicant.
- d. 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.

2. HOMELESS PERSONS INVOLVEMENT:

Applicant is encouraged to have a person on the Board of Directors with lived experience in a homeless situation, (homeless or previously homeless) and involve homeless individuals and families in maintaining, and operating facilities assisted under TANF, in providing services assisted under TANF, and in providing services for occupants of facilities assisted under TANF. This involvement may include employment or volunteer services.

3. 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.

4. 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 TANF funding it will be under a continuing obligation to comply with the terms and conditions of the TANF 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.

5. DEBARMENT AND SUSPENSION:

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

In addition, the Applicant certifies that it will not contract with parties listed on the government wide exclusions in the System for Award Management ("SAM"), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 and 12689 "Debarment and Suspension."

6. 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.

7. 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 Applicant 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.

8. 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.

9. 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.

10. 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 RFA including but not limited to the following:

11. 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.

12. 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.

13. MINORITY AND WOMEN'S BUSINESS ENTERPRISES:

Positive efforts shall be made by Applicant 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.

14. ANTI-LOBBYING:

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.

15. 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 TANF-RR program participant.

16. CONFLICT OF INTEREST DISCLOSURE:

The Applicant must disclose in writing any potential conflict of interest to IHCD.

17. MANDATORY DISCLOSURE:

The Applicant must disclose, in a timely manner, in writing to IHCD 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.

18. 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 TANF 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 TANF 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 Applicant must be in writing and must be maintained in accordance with this section.

19. TERMINATING ASSISTANCE:

- If a program participant violates program requirements, the subrecipient may terminate the assistance in accordance with a formal process established by the subrecipient that recognizes the rights of individuals affected. The subrecipient must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases.

20. 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 an application 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.

21. SUBMITTING THE APPLICATION

Completed TANF applications must be received electronically via Electronic Application only by IHCDCA no later than October 28, 2024 5:00 PM Eastern Time. Applications received after this date and time will not be considered or accepted. Faxed, emailed or mailed applications will not be considered or accepted.

Supporting Documentation Checklist:	
the following should be attached to your application in the electronic system.	
	Letter of 501(c)3 non-profit determination.
	General Liability Insurance documentation to evidence policy (Summary page showing coverage is all that is needed).
	Fidelity Bond Insurance documentation to evidence policy or bond (amount should be equal to 1/2 of the total annual funding provided by the state and should cover all employees/board members handling funds).
	Most recent organizational Audit

Applicant must retain a copy of these application policies. If the Applicant receives funding pursuant to this RFA, it will be bound by the requirements contained herein.

Email communityservices@ihcda.in.gov with questions.