



REQUEST FOR QUALIFICATIONS

for the

**HOME Investment Partnerships Program
Tenant Based Rental Assistance and
HOME Investment Partnerships Program – American Rescue Plan
Supportive Services**

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

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<http://www.in.gov/ihcda/>

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RESPONSE DEADLINE: January 9, 2023

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PART 1

SCOPE OF THIS REQUEST

1. PURPOSE OF THIS REQUEST FOR QUALIFICATIONS (“RFQ”)

The Indiana Housing and Community Development Authority is seeking to select non-profit organizations, public housing agencies, and local units of government to participate in the HOME Investment Partnerships Program (“HOME”) Tenant-Based Rental Assistance (“TBRA”) program, which provides rental assistance for individuals having a household income at or below 60% of Area Median Income (“AMI”) and 1.) are exiting the corrections system and at risk of homelessness due to a lack of stable housing, or 2.) are formerly incarcerated and currently experiencing homelessness. Respondents may also request HOME Investment Partnerships Program – American Rescue Plan (“HOME-ARP”) Supportive Services funding to ensure the ongoing housing stability and successful re-entry of HOME TBRA participants.

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

VISION

IHCDA envisions an Indiana with a sustainable quality of life for all Hoosiers in the community of their choice.

MISSION

The Indiana Housing and Community Development Authority’s (“IHCDA”) mission is to provide housing opportunities, promote self-sufficiency, and strengthen communities. To accomplish this, IHCDA will:

- Pursue innovation in all programs and services;
- Provide thought leadership;
- Emphasize continued quality of services; and
- Continuously improve program management practices and partnership building.

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, but are not limited to, investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. Not-for-profit partners include, but are not limited to, community development corporations, community action agencies, and not-for-profit developers.

3. BACKGROUND

IHCDA administers the HOME Investment Partnerships Program Tenant-Based Rental Assistance program (the “Program”), pursuant to [24 CFR 92.209](#). The Program provides tenant-based rental assistance and security deposit payments to low-income households. In accordance with 24 CFR 92.209(c)(2), IHCDA may establish preferences related to who will receive assistance through the Program. IHCDA has determined that eligible participants must be formerly incarcerated individuals that meet HOME income requirements. Formerly Incarcerated Individuals are defined as 1.) individuals exiting the corrections system and at risk of homelessness due to a lack of stable housing or 2.) individuals currently experiencing homelessness who were formerly incarcerated.

4. SCOPE OF SERVICES

The Respondent may request a grant in an amount no less than \$100,000 but not to exceed \$300,000 to provide HOME tenant-based rental assistance and assistance with security and utility deposits to Formerly Incarcerated Individuals having a household income at or below 60% of AMI. If Respondent is selected pursuant to this RFQ, it may receive an award for an amount lower than the total amount that is requested by the Respondent, however the award amount will not be less than \$100,000. The total amount of available funding is \$1,200,000 plus any de-allocated or unspent funds from previous awards. The Award term/period of performance shall not exceed 30 months from the effective date of the HOME TBRA award agreement, and all funds must be expended within the 30-month period.

The Respondent may additionally request a grant for HOME-ARP supportive services funding in an amount not to exceed \$100,000. If Respondent is selected pursuant to this RFQ and receives a HOME TBRA award for an amount lower than the total amount that is requested by the Respondent, then the HOME-ARP supportive services award will be adjusted accordingly. The Award term/period of performance shall not exceed 30 months from the effective date of the HOME-ARP Supportive Services award agreement, and all funds must be expended within the 30-month period.

A full list of policies and procedures for the Program can be found in the [HOME Investment Partnerships Program Tenant Based Rental Assistance Administration Manual](#) (the “Administration Manual”), as amended from time to time. As described in the Administration Manual, eligible costs include:

- Rental Assistance
- Utility Deposit Assistance
- Security Deposits, in accordance with 24 [CFR 92.209 \(j\)](#)
- Administrative Costs, not to exceed 10% of the overall grant amount.

Overview of Other Significant Responsibilities (A more comprehensive description of responsibilities can be found in the [Administration Manual](#), as amended from time to time.):

- Recertifying incomes of tenants receiving TBRA at least annually, using source documentation approved by IHCD.
- Entering into a Rental Assistance Payment Contract with Landlord.
- Entering into a Rental Assistance Payment Contract with Tenant.
- Ensuring that each tenant has a lease that complies with the requirements in 24 CFR 92.253 (a).
- Ensuring that the Landlord and Tenant execute a Tenant-Based Rental Assistance Program Lease Addendum, in order to comply with 24 CFR 253(b) (HUD Prohibited Provisions) and 24 CFR 92.359(e) (VAWA).
- Ensuring rent is reasonable based on rents that are charged for comparable un-assisted rental units.

- Ensuring that any housing receiving HOME TBRA meets the requirements set forth in 24 CFR 982.401 and ensuring it is inspected initially and annually.
- Ensuring that the notice of occupancy rights under VAWA (Violence Against Women Act), which is set forth in Form HUD-5380, and the certification form set forth in Form HUD-5382 is provided to individuals at the following times:
 - At the time an applicant is denied rental assistance;
 - At the time an applicant is approved for rental assistance;
 - At the time you learn that a tenant’s landlord intends to provide tenant a notice of eviction; and
 - At the time a tenant’s rental assistance is being terminated.
- Selecting tenants/participants in accordance with a written participant selection policy that has been approved by IHCDA. The participant selection policy must clearly specify how households will be selected for participation in their programs.
- Ensuring Compliance with Lead-Based Paint Requirements

If applying for HOME-ARP Supportive Services, the Respondent may find a full list of policies and procedures for the Program in the [HOME Investment Partnerships American Rescue Plan Program Supportive Services for Tenant Based Rental Assistance Participants Supplemental Manual](#) (“Supplemental Manual”), as amended from time to time. As described in the Supplemental Manual, eligible costs include:

- Child care
- Education services
- Employment assistance and job training
- Food
- Housing search and counseling services, as required to assist participants to locate, obtain, and retain suitable housing
- Legal services
- Mental health services
- Outpatient health services
- Outreach services
- Substance abuse treatment services
- Transportation
- Case management
- Mediation
- Credit repair
- Landlord/tenant liaison
- Services for special populations
- Financial assistance costs, limited to rental application fees, utility payments, moving costs, and one-time payments of rental arrears

Selected respondents will receive additional information on how to submit claims for reimbursement, conduct Housing Quality Standards inspections, and reporting requirements for the Program. By responding to the Request for Qualifications, respondents certify that they will review the Program’s Administration Manual, governing federal regulations, and other applicable guidance as distributed by IHCDA in a complete and timely manner.

5. RFQ TENTATIVE TIMELINE

November 28, 2022	RFQ released to the general public
December 12, 2022	Informational webinar at 2:00 p.m. Eastern Time Click here to join the meeting
January 9, 2023	Responses due to IHCD A by 5:00 p.m. Eastern Time
February 2023	Announcement of selected Respondents at IHCD A Board of Directors Meeting
Ongoing	Ongoing meetings with selected respondent for technical assistance. If Respondent is selected pursuant to this RFQ it will be required to attend an initial one-on-one virtual meeting with IHCD A staff after the Board approves the award and prior to it expending any program funds.

PART 2

RFQ PROCESS

1. SELECTION PROCESS

Evaluation of all qualifications will be completed by a selection committee consisting of staff from IHCD. Respondent must be responsive and responsible as described in Sections 2 and 3 below. Selection is at the sole discretion of the selection committee. Award recommendations will be taken to February 2023 IHCD Board of Directors meeting for final approval.

2. MINIMUM REQUIREMENTS

Complete Compliant Proposal

Respondent must submit a complete proposal/response which addresses all applicable questions enumerated in Section 4 and includes the submission and receipt by IHCD of all items enumerated in Section 6 of this Request for Qualifications.

Not-for-Profit Status

Respondent must be a nonprofit corporation recognized as tax exempt under Section 501(c)(3) of the U.S. Internal Revenue Code of 1986, as amended, a public housing agency, or a unit of local government.

Financial Capacity

Respondent must demonstrate financial capacity to administer the program through the complete submission of 2021 financial statements and 2022 year-to-date balance sheet, income statements, and cash flow statements.

Commitment

Respondent must agree to commit to attending all future meetings and trainings, must enter into an agreement outlining these terms, and must have its final participant selection plans approved by IHCD, if selected.

3. RESPONSIBLE RESPONDENT REQUIREMENTS

IHCD shall not award any contract until the selected respondent, has been determined to be responsible. A responsible respondent must:

1. Have adequate financial resources to perform the project, or the ability to obtain them;
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the Respondent's existing commercial and governmental business commitments;
3. Have a satisfactory performance record with IHCD;
4. Have a satisfactory record of integrity and business ethics;
5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
6. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them;
7. Have supplied all requested information;
8. Be legally qualified to contract in the State of Indiana. If it is an entity described in IC Title 23, it must be registered with and owe no outstanding reports to the Indiana Secretary of State (There is a fee to register with the Secretary of State); and
9. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended or debarred. If a prospective contractor is found to be non-responsible,

a written determination of non-responsibility shall be prepared and included in the official file for this RFQ, and the respondent shall be advised of the reasons for the determination.

4. QUALIFICATIONS EVALUATION CRITERIA

Respondents may not submit more than one response per category of this RFQ.

Category 1 Respondents: Respondents Seeking HOME Tenant-Based Rental Assistance with or without HOME-American Rescue Plan Supportive Services

The following will be the primary considerations in the selection process:

1. Satisfaction of Threshold Criteria: Respondent must meet each requirement enumerated in Part 2 Section 2 “Minimum Requirements” and Part 2 Section 3 “Responsible Respondent Requirements” to receive continued consideration in the selection process.
2. Experience of Respondent and Partners: Respondent must submit a narrative describing the relevant experience of the Respondent (lead applicant) and how each additional program partner (sub-grantee or other program partners) will contribute to the Program. The narrative cannot exceed 3 pages and should include the following information:
 - a. Summary of experience administering rental assistance programs.
 - b. Summary of experience providing and/or collaborating with service providers to provide supportive services.
 - c. Summary of experience working on issues concerning homelessness.
 - d. Summary of experience working with formerly incarcerated individuals.
If no experience with homelessness or formerly incarcerated individuals, provide a summary of experience working with other vulnerable populations.
 - e. Summary of qualifications and expected contributions of each additional program partner. Include examples of past collaboration between program partners and the lead applicant.
3. Readiness to Proceed: Respondent must submit one narrative demonstrating readiness to proceed. The narrative cannot exceed 3 pages and must include the following information:
 - a. Justification of the need for this program in the proposed coverage area. This narrative should include data from multiple sources to support the proposal and provide evidence that the funding request meets the need of the target population.
 - b. Description of the proposed pipeline for identifying participants for the Program. Include a summary of the overall strategy and the role of each partner in the referral process.
 - c. Description of the proposed strategy for engaging program partners, including how the Respondent will identify, engage, and maintain relationships with community partners to provide additional tenant support.
 - d. Description of the proposed pipeline for identifying and recruiting landlords. Include a summary of the overall strategy and steps that will be taken to recruit, engage, and retain landlords.
 - e. Proposed program timeline, including anticipated start and end date.
4. Program Description: Submit a narrative describing the overall scope of the Program. Narrative cannot exceed 3 pages and must include the following information:
 - a. Geographic location(s) to be targeted by county. Describe the organization’s capacity and/or flexibility to provide housing assistance beyond the proposed coverage area as needed to meet the re-entry needs of formerly incarcerated individuals.
 - b. Number and structure of staff involved, including client to staff ratio.

- c. Proposed participant selection plan. (Refer to the Administration Manual.) If the program will be limited to an eligible sub-population, incorporate this limitation into the proposed participant selection plan.
- d. Plan for improvement and client feedback. Current TBRA recipients and other respondents with experience administering rental assistance must include details on steps previously taken to improve the program and incorporate client feedback into program administration.
5. **Service Delivery:** Respondent must submit a narrative describing how supportive services will be delivered. Narrative cannot exceed 5 pages and must include the following information:
 - a. Description of services that will be offered, including an explanation of how the services fit the target population. If services will be provided by one or more partners, please describe the services they will offer. If necessary, describe strategies for engaging additional partners to provide population-specific services.
 - b. If Respondent is applying for HOME-ARP Supportive Services funding, Respondent must clearly describe how the HOME-ARP Supportive Services funding will meet an existing or anticipated service gap for HOME TBRA participants. The narrative must describe how the Respondent plans to utilize HOME-ARP Supportive Services to enhance housing stability for HOME TBRA participants.
6. **Description of Key Staff:** Please identify key staff who will run the Program. For each lead person, provide a current resume and a brief narrative (no more than 1 page each) describing why this person was selected for the role. Provide a current organizational chart.
7. **Budget:** Complete the HOME TBRA [Budget Template](#) describing a tentative budget for the project.
 - a. If Respondent is applying for HOME-ARP Supportive Services funding, Respondent must also complete the “Supportive Services Budget” tab of the Budget Template.
 - b. If additional sources of funding will be used to provide supportive services or rental assistance, please attach a narrative describing the funding source, the anticipated amount of funding from that source, and the eligible activities to be paid with the funding source.
8. **Past Award Performance:** Past award performance, including history of complying with federal, state and local guidelines, meeting benchmarks and quality of work performed and services provided will be considered. Any entity currently suspended or debarred by or in default with IHCDA will be disqualified. *Applicants are not required to submit documentation to attest to past award performance. IHCDA will review documentation submitted from previous awards to evaluate Respondent’s past award performance, if applicable.*

Category 2 Respondents: Current HOME Tenant-Based Rental Assistance Subrecipients Seeking HOME-American Rescue Plan Supportive Services

Note: Only IHCDA HOME TBRA subrecipients awarded HOME TBRA in 2021 are eligible to apply for Category 2.

The following will be the primary considerations in the selection process:

1. **Satisfaction of Threshold Criteria:** Respondent must meet each requirement enumerated in Part 2 Section 2 “Minimum Requirements” and Part 2 Section 3 “Responsible Respondent Requirements” to receive continued consideration in the selection process.
2. **Description of Need and Readiness to Proceed:** Respondent must submit one narrative demonstrating an existing service gap in its HOME TBRA program. The narrative cannot exceed 3 pages and must include the following information:
 - a. Description of how the eligible services will meet an existing services gap.
 - b. Description of the services that will be provided and Respondent’s capacity to carry out those services, or strategy for identifying and building relationships with partners who will be providing HOME-ARP supportive services to HOME TBRA participants, if applicable.

- c. Proposed program start date and strategy for spending funds in alignment with existing HOME TBRA Award.
3. Description of Key Staff: Please identify key staff who will run the Program. For each lead person, provide a current resume and a brief narrative (no more than 1 page each) describing why this person was selected for the role. Provide a current organizational chart.
4. Budget: Complete the “Supportive Services Budget” tab of the HOME TBRA [Budget Template](#) describing a tentative budget for the project.
 - a. If additional sources of funding will be used to provide supportive services or rental assistance, please attach a narrative describing the funding source, the anticipated amount of funding from that source, and the eligible activities to be paid with the funding source.
5. Current Award Performance: Current award performance, including history of complying with federal, state and local guidelines, meeting benchmarks and quality of work performed and services provided will be considered. Any entity currently suspended or debarred by or in default with IHCDA will be disqualified. *Applicants are not required to submit documentation to attest to past award performance. IHCDA will review documentation submitted from previous awards to evaluate Respondent’s past award performance, if applicable.*

5. APPLICATION SCORING CRITERIA

Evaluation of all qualifications will be completed by a selection committee consisting of staff from IHCDA. All selection is at the sole discretion of the selection committee.

Applications submitted by Category 1 Respondents will be scored according to the points system described in this section. Up to 100 points are available to all respondents. Applications for which the lead respondent has previously been the sub-recipient of a HOME TBRA will be evaluated against the category of “Past Award Performance” for 10 additional points. All respondents will be ranked by the percentage of points received out of those available given their designation as new or previous award recipient. Applications which fail the threshold review will not be scored.

Applications submitted by Category 2 Respondents will not be scored and will not compete for funds. However, Respondents must be in good standing with IHCDA and with the HOME TBRA Program and must submit a complete compliant proposal to receive consideration for a HOME-ARP Supportive Services award. Applications which fail the threshold review will not receive further consideration.

Threshold Criteria:

- Not-for-Profit Status (not-for-profit corporation, housing authority or local unit of government)
- Financial capacity to administer the program, including the provision of required documentation
- Complete compliant proposal meeting all requirements listed in Part 2 Sections 2 and 3

Scored Criteria:

1. Overall Experience of Respondent and Partners (20 points)

Respondent’s Experience:

- a. Experience administering rental assistance
- b. Experience providing and/or collaborating to provide supportive services
- c. Experience addressing homelessness
- d. Experience working with formerly incarcerated individuals

If the Respondent has no experience addressing homelessness or working with formerly incarcerated individuals, please describe instead your experience working with other vulnerable populations.

Partners' Experience:

- e. Qualifications and expected contributions of each additional partner
2. Readiness to Proceed (20 points)
 - a. Justification of need
 - b. Participant identification plan
 - c. Partner engagement plan
 - d. Landlord identification/recruitment plan
 - e. Proposed program timeline
3. Program Description (25 points)
 - a. Target geographic location
 - b. Staffing plan
 - c. Participant selection plan
 - d. Strategies for obtaining client feedback and improving program over time
4. Service Delivery Plan (25 points)
 - a. Description of services and fit of services to the target population
 - b. Demonstrated services gap and plans for HOME-ARP Supportive Services funding, if applicable
5. Description of Key Staff (5 points)
 - a. Key staff identification, resumes, and brief narrative
 - b. Organizational chart
6. Budget (5 points)
 - a. Complete HOME TBRA Program Budget Form
7. Past Award Performance (10 points) (Past TBRA sub-recipients only)
 - a. History of meeting benchmarks and providing timely and quality reports
 - b. Quality of work performed and services provided
 - c. Full expenditure of funds

6. RFQ SUBMISSION ITEMS

Respondent must submit documentation in response to the requirements listed in each category heading summarized below. Each of these requirements are described more fully in **Sections 2 and 4 of Part 2 of this RFQ and are summarized in Section 5**. Therefore, Respondent must review **Sections 2 and 4 of Part 2 of this RFQ** very carefully before submitting its responses. The Respondent must also submit the Qualifications Coversheet and the Certification of Company located at the end of this RFQ Document.

Category 1: Checklist of Submission Requirements

- **Qualifications Coversheet**. Qualifications Coversheet (required template included in this RFQ packet).
- **Certification of Respondent**. Certification of Respondent (required template included in this RFQ packet).

- Not for Profit Status. Verification of 501(c)(3) status, if applicable.
- Financial Capacity. Financials for the lead applicant.
- Narratives addressing all applicable questions for the following sections:
 - Experience of Respondent and Partners.
 - Readiness to Proceed.
 - Program description.
 - Service Delivery.
- Description of Key Staff. Key program staff identification, resumes, narratives, and organizational chart.
- Budget. A tentative budget using the HOME TBRA Budget Template.

Category 2: Checklist of Submission Requirements

- Qualifications Coversheet. Qualifications Coversheet (required template included in this RFQ packet).
- Certification of Respondent. Certification of Respondent (required template included in this RFQ packet).
- Not for Profit Status. Verification of 501(c)(3) status, if applicable.
- Financial Capacity. Financials for the lead applicant.
- Narratives addressing all applicable questions for the following section:
 - Description of Need and Readiness to Proceed.
- Description of Key Staff. Key program staff identification, resumes, narratives, and organizational chart.
- Budget. A tentative budget using the “Supportive Services Budget” tab of the HOME TBRA Budget Template.

7. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE

Responses must be submitted via email. All documents must be submitted as a PDF.

Victoria Jennings
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The deadline for submission is January 9, 2023, at 5:00 PM Eastern Time. Applications that do not contain all required forms/documents as listed in this RFQ may be determined ineligible for further consideration.

PART 3

TERMS AND CONDITIONS

1. STATE POLICIES

- A. **ETHICAL COMPLIANCE:** By submitting a proposal, the respondent certifies that it shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq., Ind. Code § 4-2-7, et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. Respondent will be required to attend online ethics training conducted by the State of Indiana.
- B. **EMPLOYMENT ELIGIBILITY VERIFICATION.** The Respondent cannot knowingly employ an unauthorized alien. The Respondent shall require its contractors who perform work for the Respondent pursuant to the project must certify to the Respondent that the contractor does not knowingly employ or contract with an unauthorized alien.
- C. **PAYMENTS:** Any payments for services under any contract awarded pursuant to this RFQ shall be paid by IHCDA in arrears in conformance with State fiscal policies and procedures and, as required by IC §4-13-2-14.8, the direct deposit by electronic funds transfer to the financial institution designated by the successful respondent in writing unless a specific waiver has been obtained from the IHCDA Controller. No payments will be made in advance of receipt of the goods or services that are the subject of any contract except as permitted by IC §4-13-2-20.
- D. **CONFIDENTIALITY OF STATE INFORMATION.** The Respondent understands and agrees that data, materials, and information disclosed to the Respondent may contain confidential and protected information. The Respondent covenants that data, material, and information gathered, based upon or disclosed to the Respondent for the purpose of this project will not be disclosed to or discussed with third parties without the prior written consent of the IHCDA. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the Respondent and IHCDA agree to comply with the provisions of IC §4-1-10 and IC §4-1-11. If any Social Security number(s) is/are disclosed by Respondent, Respondent agrees to pay the cost of the notice of disclosure of a breach of the security of the system in addition to any other claims and expenses for which it is liable under the terms of this contract.
- E. **ACCESS TO PUBLIC RECORDS:** Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (“APRA”), IC 5-14-3 et. seq., and the entire response may be viewed and copied by any member of the public. Respondents claiming a statutory exemption to disclosure under APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope marked “Confidential”. Respondents should be aware that if a public records request is made under APRA, IHCDA will make an independent determination of confidentiality, and may seek the opinion of the Public Access Counselor. Prices are not considered confidential information. The following information shall be subject to public inspection after the contract award:
- A. The RFQ.
 - B. A list of all vendors who received the RFQ.
 - C. The name and address of each respondent.
 - D. The amount of each offer.
 - E. A record showing the following:
 - a. The name of the successful respondent.
 - b. The dollar amount of the offer.
 - c. The basis on which the award was made.
 - F. The entire contents of the contract file except for proprietary information that may have been included with an offer, such as:

- a. trade secrets;
- b. manufacturing processes;
- c. financial information not otherwise publicly available; or
- d. other data that does not bear on the competitive goals of public procurement that was not required by the terms of the RFQ itself to be made available for public inspection.

F. **TAXES, FEES AND PENALTIES:** By submitting a proposal respondent certifies that neither it nor its principal(s) is presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana or the United States Treasury. Respondent further warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by either the State or Federal Government pending against it, and agrees that it will immediately notify IHCDA of any such actions.

G. **CONFLICT OF INTEREST:** Respondent must disclose any existing or potential conflict of interest relative to the performance of the services resulting from this RFQ, including any relationship that might be perceived or represented as a conflict. By submitting a proposal in response to this RFQ, respondent affirms that it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of the respondent's proposal or immediate termination of an awardee's contract. An award will not be made where an actual conflict of interest exists. IHCDA will determine whether a conflict of interest exists and whether an apparent conflict of interest may reflect negatively on IHCDA, should IHCDA select respondent. Further, IHCDA reserves the right to disqualify any respondent on the grounds of actual or apparent conflict of interest. The decision of the Compliance Attorney is final.

H. **APPEALS/PROTEST:** Respondent may appeal/protest the award of this contract based on alleged violations of the selection process that resulted in discrimination or unfair consideration. The appeal/protest must include the stated reasons for the Respondent's objection to the funding decision, which reasons must be based solely upon evidence supporting one (1) of the following circumstances:

- a. Clear and substantial error or misstated facts which were relied on in making the decision being challenged;
- b. Unfair competition or conflict of interest in the decision-making process;
- c. An illegal, unethical or improper act; or
- d. Other legal basis that may substantially alter the decision.

The appeal/protest must be received within ten (10) business days after the Respondent receives notice of the contract award, or the appeal/protest will not be considered. All protests shall be in writing, submitted to the Compliance Officer, who shall issue a written decision on the matter. The Compliance Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. The Respondent will receive written acknowledgement of receipt of the appeal/protest within five (5) business days of its receipt, noting the day the appeal/protest was received. Any appeal/protest regarding the funding decision made by IHCDA will be examined and acted upon by the Compliance Officer within thirty (30) days of its receipt.

2. FEDERAL REQUIREMENTS

Respondent agrees to comply with the following concepts reflected in the federal regulations listed below:

- A. 24 CFR 92.209, Tenant-based rental assistance: Eligible costs and requirements.
- B. 24 CFR 982.401, Housing quality standards (HQS).
- C. 24 CFR 5.609 and 24 CFR 5.611(a), Income calculations.
- D. 24 CFR 92.253 (a) and (b), Tenant protections (Lease and Prohibited Lease Provisions)
- E. EO 13166, signed on August 11, 2000, directs all federal agencies, including the Department of Housing and Urban Development (HUD), to work to ensure that programs receiving federal financial assistance provide meaningful access to Limited English Proficient (“LEP”) persons.
- F. The Violence Against Women Act (VAWA) requirements as modified by 24 CFR 92.359 (b) and (c).
- G. The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821–4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851–4856), and implementing regulations at 24 CFR part 35, subparts A, B, , J, K, M, and R apply to activities undertaken using PSH Funds. Lead-based paint requirements apply to dwelling units built prior to 1978 that are occupied or can be occupied by families with children under six years of age, excluding zero bedroom dwellings.
- H. 31 U.S.C. 1352, Byrd Anti-Lobbying Amendment.
- I. Applicable Portions of 2 CFR 200, Uniform Administrative Requirements, Cost Principle and Audit Requirements for Federal Awards, which includes but is not limited to the following requirements:
 - i. 2 CFR 200.501, Audit requirements.
 - ii. 2 CFR 200.113, Mandatory Disclosures.
 - iii. 2 CFR, 200.62, Internal Controls.
 - iv. 2 CFR 200.216, Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment.
 - v. 2 CFR, 200.318, General Procurement Standards and Conflict of Interests. 2 CFR 200.322, Domestic Preferences for Procurements.
 - vi. Federal Funding Accountability and Transparency Act of 2006 or Transparency Act—Public Law 109-282, as amended by section 6202(a) of Public Law 110-252 (31 U.S.C. 6101), which includes requirements on executive compensation, and also requirements implementing the Act for the non-Federal entity at 2 CFR part 25 Financial Assistance Use of Universal Identifier and System for Award Management and 2 CFR part 170 Reporting Sub-award and Executive Compensation Information.
- J. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- K. Debarment and Suspension (Executive Orders 12549 and 12689)—Certain awards (see 2 CFR 180) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

3. RFQ TERMS AND CONDITIONS

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

- A. This RFQ 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 RFQ, including but not limited to: incomplete qualifications and/or qualifications or offering alternate or non-requested services.
- D. IHCDA reserves the right to reject any or all companies, to waive any informality in the RFQ process, or to terminate the RFQ 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 Respondent 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 Respondent 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 RFQ.
- J. All items become the property of IHCDA upon submission and will not be returned to the Respondent.
- 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 Respondent 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. If the Respondent is selected pursuant to this RFQ it will be required to enter into IHCDA's grant agreement for the HOME TBRA Program. Respondent acknowledges the acceptance of the grant agreement for the HOME TBRA Program and understands that the boilerplate is non-negotiable.

4. QUALIFICATIONS COVER SHEET

Name of Individual,
Firm or Business:

Address:

Phone Number:
Fax Number:
Web Site Address:

QUALIFICATION
Contact Person:

Title:
Email Address:
Phone:

Contract Signatory
Authority:

Title:

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

5. CERTIFICATION OF RESPONDENT

I hereby certify that the information contained in these qualifications and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I acknowledge that I have read and understood the requirements and provisions of the RFQ and agree to abide by the terms and conditions contained herein.

I _____ am the _____ of the (type name of signatory authority) corporation, partnership, association, or other entity named as company and the Respondent herein, and I am legally authorized to sign this and submit it to the Indiana Housing and Community Development Authority on behalf of said organization.

18 U.S.C. § 1001, "Fraud and False Statements," provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, and/or imprisoned for not longer than five (5) years.

Respondent:

Signed: _____

Name: _____

Title: _____

Date: _____

Firm name: _____