



REQUEST FOR PROPOSALS

For

**HOME Investment Partnerships Program- American Rescue Plan
(HOME-ARP)
Rental Housing Construction**

**INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY
30 South Meridian Street, Suite 900
Indianapolis, IN 46204
<http://www.in.gov/ihcda/>**

317-232-7777

ISSUE DATE: July 11, 2022

RESPONSE DEADLINE: September 5, 2022, 5:00 PM Eastern Time

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PART 1

SCOPE OF THIS REQUEST

1. PURPOSE OF THIS REQUEST FOR PROPOSALS (“RFP”)

The Indiana Housing and Community Development Authority (“IHCDA”) is seeking to select development teams to utilize HOME Investment Partnerships- American Rescue Plan (“HOME-ARP”) funds for the construction of rental housing to serve HOME-ARP qualifying populations as defined in the U.S. Department of Housing and Urban Development’s [CPD Notice 21-10](#), with a focus on permanent supportive housing. IHCDA will select up to seven (7) teams from Tier 1 and up to three (3) teams from Tier 2 as defined in Section 3 of Part 1 of this RFP.

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

MISSION STATEMENT

The Indiana Housing and Community Development Authority (“IHCDA”) provides housing opportunities, promotes self-sufficiency, and strengthens communities. To accomplish this IHCDA will:

- Promote place-based initiatives that will allow Hoosiers opportunities to improve their quality of life;
- Create and preserve housing for Indiana’s most vulnerable populations;
- Enhance self-sufficiency initiatives in existing programs; and
- Promote a value-driven culture of continuous improvement.

VISION

IHCDA envisions an Indiana with a sustainable quality of life for all Hoosiers in the community of their choice. We believe that growing Indiana's economy starts at home and that all Hoosiers should have the opportunity to live in safe, affordable, good-quality housing in economically stable communities. That's the heart of IHCDA's mission. Our charge is to help communities build upon their assets to create places with ready access to opportunities, goods, and services. We also promote, finance, and support a broad range of housing solutions, from temporary shelters to homeownership.

IHCDA's work is done in partnership with developers, lenders, investors, and nonprofit organizations that use our financing to serve low and moderate-income Hoosiers. We leverage public and private funds to invest in financially sound, well-designed projects that will benefit communities for many years to come. And our investments bear outstanding returns. The activities that we finance help families become more stable, put down roots, and climb the economic ladder. In turn, communities grow and prosper, broadening their tax base, creating new jobs, and maximizing local resources. IHCDA's work is truly a vehicle for economic growth, and it all starts at home.

OVERVIEW (for more information visit <http://www.in.gov/ihcda/>)

IHCDA was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCDA's programs are successful in large part because of the growing network of partnerships IHCDA has established with local, state, and federal governments, for-profit businesses and not-for-profit organizations. For-profit partners include investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. Not-for-profit partners include community development corporations, community action agencies, and not-for-profit developers.

3. SCOPE OF SERVICES

The Respondent, if selected, will be eligible to submit applications for non-competitive HOME-ARP rental construction financing and supplemental funding sources to serve HOME-ARP qualifying populations as defined in the U.S. Department of Housing and Urban Development's CPD Notice 21-10. The potential funding sources and amounts per application varies based on whether the application is eligible under Tier 1 or Tier 2 as defined below.

Qualifying Populations. Qualifying populations are defined in the U.S. Department of Housing and Urban Development's CPD Notice 21-10 as follows:

1. **Homeless**, as defined in [24 CFR 91.5](#) *Homeless (1), (2), or (3)*:
 - (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or 4
 - (iii) An individual who is exiting an institution where he or she 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;
 - (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;
 - (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the

presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment;

2. **At risk of Homelessness**, as defined in [24 CFR 91.5](#) *At risk of homelessness*:
 - (1) An individual or family who:
 - (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
 - (ii) Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition in this section; and
 - (iii) Meets one of the following conditions:
 - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - (B) Is living in the home of another because of economic hardship;
 - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
 - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
 - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;
 - (2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(1) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
 - (3) A child or youth who does not qualify as “homeless” under this section but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.
3. **Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD.**

For HOME-ARP, this population includes any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This population includes cases where an individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a 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 or remain within the same dwelling unit. In the case of sexual assault, this also includes cases where an individual reasonably believes there is a threat of imminent harm from further violence if the individual remains within the same dwelling unit that the individual is currently occupying, or the sexual assault occurred on the premises during the 90-day period preceding the date of the request for transfer.

Domestic violence, which is defined in [24 CFR 5.2003](#) includes felony or misdemeanor crimes of violence committed by:

- 1) A current or former spouse or intimate partner of the victim (the term "spouse or intimate partner of the victim" includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship);
- 2) A person with whom the victim shares a child in common;
- 3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- 4) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving HOME-ARP funds; or
- 5) Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence which is defined in [24 CFR 5.2003](#) means violence committed by a person:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship;
 - b. The type of relationship; and
 - c. The frequency of interaction between the persons involved in the relationship.

Sexual assault which is defined in [24 CFR 5.2003](#) means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

Stalking which is defined in [24 CFR 5.2003](#) means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- 1) Fear for the person's individual safety or the safety of others; or
- 2) Suffer substantial emotional distress.

Human Trafficking includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). These are defined as:

- 1) *Sex trafficking* means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which

the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or

2) *Labor trafficking means* the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

4. **Other Populations** where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:

(1) **Other Families Requiring Services or Housing Assistance to Prevent Homelessness** is defined as households (i.e., individuals and families) who have previously been qualified as "homeless" as defined in [24 CFR 91.5](#), are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness.

(2) **At Greatest Risk of Housing Instability** is defined as household who meets either paragraph (i) or (ii) below:

(i) has annual income that is less than or equal to 30% of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs);

(ii) has annual income that is less than or equal to 50% of the area median income, as determined by HUD, **AND** meets one of the following conditions from paragraph (iii) of the "At risk of homelessness" definition established at [24 CFR 91.5](#):

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

Veterans and Families that include a Veteran Family Member that meet the criteria for one of the qualifying populations described above are eligible to receive HOME-ARP assistance.

Tier 1: 2022 Supportive Housing Institute Developments

To be eligible to apply under Tier 1, the development team must have successfully completed the 2022 Indiana Supportive Housing Institute, as certified by the Corporation for Supportive Housing (“CSH”). The development team includes the affordable housing developer, property management company, and supportive service provider.

Developments selected under Tier 1 must be 100% supportive housing and all units must serve households considered eligible under HOME-ARP Qualifying Population #1 or 3 as identified through the local Coordinated Entry (“CE”) system.

Tier 1 teams selected through this RFP will be eligible to subsequently apply for the following IHCD resources:

- Up to \$4,000,000 of HOME-ARP in the form of a grant*
- Up to \$3,000,000 of National Housing Trust Fund (“HTF”) in the form of a grant*
- Up to \$750,000 of Indiana Affordable Housing and Community Development Fund (“Development Fund”) in the form of a loan
- IHCD Project Based Vouchers (“PBV”), if local PBV is not available
- Up to \$50,000 in HOME-ARP operating assistance, if the applicant is a nonprofit organization

*NOTE: IHCD may, at its discretion, change the amount of HOME-ARP funds versus HTF funds awarded to a project, but in no case will the combined award exceed \$7,000,000. For example, IHCD could fund a project with \$7,000,000 of HOME-ARP and no HTF funds. The determination will be based on available funds and subsidy layering review.

If selected, the Respondent must submit a full HOME-ARP funding application no later than December 31, 2023. Funding is contingent upon: (i) the application meeting all established HUD and IHCD threshold criteria of the applicable funding programs, (2) passing underwriting and subsidy layering review, and (3) approval from IHCD’s Board of Directors.

If Respondent proposes a development in a local HOME Participating Jurisdiction it must provide a commitment of local funds to be used as a capital funding source. The local source is not required to be HOME funds.

Tier 2: Other Rental Housing Developments

To be eligible to apply under Tier 2, the Respondent’s development team must propose a rental housing development in which all units in the development will serve households considered eligible under HOME-ARP Qualifying Population #1, 2, 3, or 4. Respondent may propose to limit occupancy to certain Qualifying Populations or a subpopulation of a Qualifying Population. If selected, any such preferences will be contingent upon IHCD’s approval of a written tenant selection plan. Any occupancy limitations or preferences must comply with HOME-ARP regulations, Fair Housing, the Violence Against Women Reauthorization Act of 2013 and 2022 (“VAWA”), and all other applicable nondiscrimination requirements.

Referral Methods. In accordance with the U.S. Department of Housing and Urban Development’s CPD Notice 21-10, rental housing developments may use a Continuum of Care’s Coordinated Entry system, a Continuum of Care’s Coordinated Entry system and other referral sources, or a project-specific

waitlist, to select qualifying households for HOME-ARP units restricted for occupancy by qualifying populations. IHCDCA will make this determination on a project-by-project basis.

Preference will be given in the RFP ranking system for Tier 2 responses proposing to develop supportive housing for Qualifying Population #1 or #3, as identified through the local Coordinated Entry system. Additional preference will be given if the development team has previously successfully completed the Indiana Supportive Housing Institute, as certified by the Corporation for Supportive Housing (“CSH”).

Tier 2 teams selected through this RFP will be eligible to subsequently apply for the following IHCDCA resources:

- Up to \$2,500,000 of HOME-ARP in the form of a grant
- Up to \$750,000 of Indiana Affordable Housing and Community Development Fund (“Development Fund”) in the form of a loan
- Tier 2 teams are not eligible to request HTF or PBV from IHCDCA
- Up to \$50,000 in HOME-ARP operating assistance, if the applicant is a nonprofit organization

If selected, the Respondent must submit a completed HOME-ARP funding application no later than December 31, 2023. Funding is contingent upon: (i) the application meeting all established HUD and IHCDCA threshold criteria of the applicable funding programs, (2) passing an underwriting and subsidy layering review, and (3) approval from IHCDCA’s Board of Directors.

Respondents proposing a development in a local HOME Participating Jurisdiction must provide a commitment of local funds to be used as a capital funding source. The local source is not required to be HOME funds.

Respondents selected under Tier 2 will be required to attend a one-day training hosted by IHCDCA regarding HOME-ARP Qualifying Populations and compliance requirements. This training must be completed prior to submitting a funding application. IHCDCA will announce the date of the training after selections are made through this RFP.

Requirements for all Developments (Tier 1 or Tier 2)

The following requirements will apply to each project developed through this Initiative:

- Must comply with all applicable HOME-ARP regulations and guidance issued by HUD and/or IHCDCA, as amended from time to time.
- Housing is permanent, not transitional or with time limits.
- Tenants hold leases and acceptance of services is not a condition of occupancy.
- Cannot terminate tenancy or refuse to renew lease of tenant of HOME-ARP unit except for serious or repeated violations of lease terms/conditions, applicable Federal, State or local laws, other good cause.
- Management agent must implement low-barrier tenant screening procedures and tenant selection plans. Tenants may not be screened out for active or a history of substance use, limited or no previous rental history, prior evictions, or a history of victimization (e.g., domestic violence, dating violence, sexual assault or abuse, stalking, or human trafficking). Any criminal background screening must be low-barrier and approved by IHCDCA.
 - If the development will have project-based rental assistance, the management agent may not implement screening criteria based on credit history or a minimum income standard.

- Must implement an eviction prevention plan and utilize eviction only as a last resort. Eviction prevention plans must be approved by IHCDA.
- If the development is supportive housing:
 - Housing is based on the Housing First model.
 - Comprehensive case management and supportive services must be accessible to tenants where they live and offered in a manner designed to maximize housing stability, choice, and self-sufficiency. The supportive service provider must utilize a harm reduction approach.

4. **RFP TIMELINE**

July 11, 2022	RFP released to the general public
August 1, 2022	Informational Webinar at 2:00 p.m. Eastern Time. Click Here to join the webinar, you do not need to register.
September 5, 2022	Responses due to IHCDA by 5:00 p.m. Eastern Time
November 2022	Announcement of selected teams
Fall/Winter 2022	Mandatory training for selected Tier 2 Respondents

PART 2

RFP PROCESS

1. SELECTION PROCESS

Evaluation of all proposals will be completed by a selection committee consisting of staff from IHCDA. Respondent must be responsive and responsible as described in Part 2 Sections 2 and 3 below. Selection is at the sole discretion of the selection committee.

2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT

Complete Compliant Proposal

Respondent must submit a complete proposal which addresses all applicable questions enumerated in Section 4 of Part 2 and includes the submission and receipt by IHCDA of all items enumerated in Section 6 of Part 2 of this RFP.

Financial Capacity

All team members must demonstrate financial capacity to administer the program through the submission of complete 2021 and year-to-date 2022 financial statements. Financial statements must be submitted for the developer, owner, management company, and primary supportive service provider.

Past Award Performance (if applicable)

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 IHCDA 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 from previous awards to evaluate Respondent's past award performance, if applicable.

Commitment

By submitting a proposal, Respondent agrees to participate in all mandatory program trainings and meetings, if selected.

Certification of Completion of 2022 or Prior Indiana Supportive Housing Institute

If Respondent is applying under Tier 1, it must submit a letter from CSH certifying its successful completion of the 2022 Indiana Supportive Housing Institute.

If Respondent is applying under Tier 2, it will receive additional points for submitting a letter from CSH certifying it has successfully completed a previous Indiana Supportive Housing Institute.

Nonprofit Status (if applying for operating assistance)

If Respondent is applying for operating assistance (under Tier 1 or Tier 2), it must submit proof of their status as a certified 501(c)(3) or 501(c)(4) nonprofit.

Local funding commitment

If Respondent is proposing a development in a local HOME Participating Jurisdiction, it must provide a commitment of local funds to be used as a capital funding source. The local source is not required to be HOME funds.

3. RESPONSIBLE RESPONDENT REQUIREMENTS

IHCDA shall not award any funds 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 IHCDA;
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 supplied all requested information;
7. Be legally qualified to contract in the State of Indiana. If it is an entity described in IC Title 23, it must be registered, and owe no outstanding reports to the Indiana Secretary of State (There is a fee to register with the Secretary of State); and
8. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended or debarred.

If a Respondent is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official file for this RFP and the Respondent shall be advised of the reasons for the determination.

4. EVALUATION CRITERIA

A developer/owner may not submit more than one response to this RFP. However, a management company or service provider partner may be attached to multiple proposed projects.

The following factors will be IHCDA's primary consideration in the selection process. Therefore, Respondent must comply with the following requirements.

TIER 1 EVALUATION

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" and must submit all documentation listed in Part 2 Section 6 "Submission Items" to receive consideration in the selection process.
2. Identification of Team Members: Submit a narrative (not to exceed 1 page) describing the composition of the development team. Team must consist, at a minimum, of a developer, a management company, and a supportive service provider. Include the following information:
 - a. Identification of developer.
 - b. Identification of owner (if different than developer).
 - c. Identification of management company. If developer/owner will self-manage, Respondent must specifically state this information.
 - d. Identification of a primary supportive service provider.
3. Experience of Respondent: Submit a narrative (not to exceed 1 page per organization) describing the relevant experience of the developer, owner, management company, and supportive service provider. Respondent must include the following information for each team member:
 - a. Experience administering federal programs, specifically any experience administering a HOME grant for affordable rental housing development and any experience managing a project with Project Based Vouchers.

- b. Experience owning and operating affordable housing and, if applicable, permanent supportive housing.
 - c. Experience serving persons experiencing homelessness, including persons fleeing domestic violence, dating violence, sexual assault, stalking, and human trafficking.
 - d. Summary of any previous collaboration, if applicable, between team members.
4. **Program Description:** Submit a narrative (not to exceed 5 pages) describing the overall project concept. Respondent must include the following information:
- a. Proposed project location, number of units, and design. Note: site control and architectural plans are not required at this phase.
 - b. Preliminary development and supportive services budget, include sources and uses. Final budgets will be submitted by selected Respondents with their HOME-ARP funding application.
 - c. Scope of supportive services to be provided by the primary service provider and, if applicable, other complementary supportive service providers. Include a proposed plan on which services will be offered onsite to residents and a proposed staffing model for supportive services.
 - d. Plan to solicit feedback from persons with lived experience and to incorporate feedback to make program improvements.
 - e. Description of how tenant selection and supportive service delivery will support diversity, inclusion, and equity to ensure that housing stability services are being provided equitably to persons of color, persons with disabilities, etc.
 - f. Proposed program implementation timeline.

TIER 2 EVALUATION

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” and must submit all documentation listed in Part 2 Section 6 “Submission Items” to receive consideration in the selection process.
2. **Identification of Team Members:** Submit a narrative (not to exceed 1 page) describing the composition of the development team. Team must consist, at a minimum, of a developer, a management company, and if proposing supportive housing a supportive service provider. Include the following information:
 - a. Identification of developer.
 - b. Identification of owner (if different than developer).
 - c. Identification of management company. If developer/owner will self-manage, Respondent must specifically state this information.
 - d. Identification of a primary supportive service provider. (Only applicable if proposing supportive housing.)
3. **Experience of Respondent:** Submit a narrative (not to exceed 1 page per organization) describing the relevant experience of the developer, owner, management company, and supportive service provider. Respondent must include the following information for each team member. **NOTE: Priority will be given to Respondents that have completed a prior Indiana Supportive Housing Institute. See bonus points in Part 2.5 below.**
 - a. Experience administering federal programs, specifically any experience administering a HOME grant for affordable rental housing development and any experience managing a project with Project Based Vouchers
 - b. Experience owning and operating affordable housing and, if applicable, permanent supportive housing

- c. Experience serving persons experiencing homelessness and at risk of homelessness, including persons fleeing domestic violence, dating violence, sexual assault, stalking, and human trafficking.
 - d. Summary of any previous collaboration, if applicable, between team members
4. **Program Description:** Submit a narrative (not to exceed 5 pages) describing the overall project concept. Respondent must include the following information. **NOTE: Priority will be given to Respondents that propose supportive housing for HOME-ARP Qualifying Populations #1 and #3. See bonus points in Part 2.5 below.**
- a. Proposed project location, number of units, and design, including if the proposed development will operate as supportive housing. Note: site control and architectural plans are not required at this phase.
 - b. Identification of which HOME-ARP Qualifying Population(s) will be served. If Respondent proposes to preference or limit occupancy to any subpopulations, identify such preferences/limitations.
 - c. Preliminary development and supportive services budget, include sources and uses. A supportive services budget is only required if the proposed development is supportive housing. Final budgets will be submitted by selected Respondents with their HOME-ARP funding application.
 - d. If developing supportive housing, description of scope of supportive services to be provided by the primary service provider and, if applicable, other complementary supportive service providers. Include a proposed plan on which services will be offered onsite to residents and a proposed staffing model for supportive services.
 - e. Plan to solicit feedback from persons with lived experience and to incorporate feedback to make program improvements.
 - f. Description of how tenant selection and supportive service delivery will support diversity, inclusion, and equity to ensure that housing stability services are being provided equitably to persons of color, persons with disabilities, etc.
 - g. Proposed program implementation timeline.
5. **Key Staff:** For each team member (developer, owner, management company, and supportive service provider), identify key staff who will implement the program.
- a. For each person identified, provide a current resume and a brief narrative (no more than 1 page each) describing why this person was selected and their anticipated role in the program.
 - b. Provide a current organizational chart for each organization.
6. **Problem Statement/Unmet Need:** Submit a narrative (not to exceed 5 pages) describing the unmet need in the community which the proposed development will address. Respondent should provide relevant data which may include data about available housing, housing concerns, demographic or economics factors, homelessness, etc. in the community. Respondent should define the extent to which the unmet need impacts the community and how current resources do not address the unmet need

5. SCORING CRITERIA

Proposals will be scored according to the point system described in this section. Tier 1 and Tier 2 responses will be scored separately. IHCD will select up to eight (8) Tier 1 proposals and up to three (3) Tier 2 proposals. Proposals which fail the minimum threshold criteria will not be scored.

Scoring Criteria Tier 1: Maximum 50 points. The following criteria are further defined in Part 2 Section 4 above.

1. Identification of Team Members (10 points)
2. Experience of Respondent (20 points)
3. Program Description (20 points)

Scoring Criteria Tier 2: Maximum 110 points (including bonus points). The following criteria are further defined in Part 2 Section 4 above.

1. Identification of Team Members (10 points)
2. Experience of Respondent (20 points, plus possible +10 bonus points)
 - a. +10 bonus points if development team has completed a prior Indiana Supportive Housing Institute together as a team; OR
 - b. +5 bonus points if one member of development team has completed a prior Indiana Supportive Housing Institute
3. Program Description (20 points, plus possible +20 bonus points)
 - a. +20 bonus points if supportive housing for Qualifying Populations #1 and #3
4. Key Staff (10 points)
5. Problem Statement/Unmet Need (20 points)

6. RFP 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, 4, and 5 of Part 2 of this RFP**. Therefore, Respondent must review **Sections 2, 4, and 5 of Part 2** of this RFP carefully before submitting its response. The Respondent must also submit the Proposal Coversheet and the Certification of Company using the templates located at the end of this RFP Document.

Checklist of Submission Requirements

1. Proposal Coversheet. Qualifications Coversheet (required template included at end of this RFP packet).
2. Certification of Respondent. Certification of Respondent (required template included at end of this RFP packet).
3. Not for Profit Status. Only required if requesting HOME-ARP operating assistance.
4. Financial Capacity. 2021 and year-to-date 2022 financials for developer, owner, management company, and primary supportive service provider.
5. Narratives addressing all applicable questions in Section 4 of Part 2 of this RFP:
 - Tier 1:
 - Identification of Team Members
 - Experience of Respondent
 - Program Description
 - Tier 2:
 - Identification of Team Members
 - Experience of Respondent
 - Program Description
 - Description of Key Staff
 - Problem Statement/Unmet Need
6. Key Staff. Identification of key program staff, resumes, narratives, and organizational chart.

7. Local Commitment: Respondents proposing a development in a local HOME Participating Jurisdiction must provide a commitment of local funds to be used as a capital funding source. The local source is not required to be HOME funds.
8. CSH Certification of Completion of Indiana Supportive Housing Institute: Required for Tier 1 applications (must be for 2022 Institute). Required to obtain bonus points for Tier 2 applications (may be any prior Institute).

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

Responses must be submitted via email to the contact below. All documents must be in PDF format.

Zach Gross
Supportive Housing Manager
Indiana Housing and Community Development Authority
zagross@ihcda.in.gov

The deadline for submission is September 5, 2022, at 5:00 PM Eastern Time. Applications that do not contain all required forms/documents as listed in this RFP 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. **PAYMENTS:** Any payments for services under any contract awarded pursuant to this RFP 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.
- C. **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.
- 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 Indiana Public Access Counselor. Prices are not considered confidential information. The following information shall be subject to public inspection after the contract award:
- A. The RFP.
 - B. A list of all vendors who received the RFP.
 - 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 RFP 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 RFP, including any relationship that might be perceived or represented as a conflict. By submitting a proposal in response to this RFP, 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.

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 understands that it must comply with the federal requirements described in the RFP and listed below and must have knowledge of the HOME requirements related to CHDOs and Rental housing, including but not limited to the requirements listed below:

- a. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- b. 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).
- c. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to 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 (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.
- d. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Respondents that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- e. 24 CFR 92, the HOME Investment Partnerships Program
- f. CPD-21-10, Requirements for the Use of Funds in the HOME-American Rescue Plan Program
- g. Waivers and the Alternative Requirements For Implementation of the HOME American Rescue Plan (HOME-ARP) Program, dated September 8, 2021.
- h. 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.
- i. The Violence Against Women Act (VAWA) requirements as modified by 24 CFR 92.359 (b) and (c).
- j. 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.
- k. 31 U.S.C. 1352, Byrd Anti-Lobbying Amendment.

- l. 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, 200.318, General Procurement Standards and Conflict of Interests.
 - v. 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.
 - vi. 2 CFR 200.326, Bonding Requirements
- m. 24 CFR 92.351, Affirmative Fair Housing Marketing Plan for rental projects containing five (5) or more HOME-assisted housing units.
- n. 24 CFR 92.219 and 24 CFR 92.220, Matching Contributions.
- o. 24 CFR 92.206 (d)(5), Rent-Up Reserve.
- p. 24 CFR 92.356(f), Conflict of Interest.
- q. 24 CFR 92.251, Property Standards.
- r. 24 CFR 92.252, Affordability Period Requirements.
- s. The Davis-Bacon Act requires that workers on certain Federally assisted developments receive no less than the prevailing wages being paid for similar work. Prevailing wages are computed by the U.S. Department of Labor and are issued in the form of a Federal wage decision for each classification of work. The Davis-Bacon Act will apply to awards for the following types of projects: (1) rehabilitation or new construction of a residential property containing twelve (12) or more HOME-assisted units; and (2) affordable housing containing twelve (12) or more units assisted with HOME Funds regardless of whether HOME Funds are used for construction or non-construction activities. Such property may be one (1) building or multiple buildings owned and operated as a single development. Any such contract or award must also be subject to the overtime provisions, as applicable, of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701).
- t. 24 CFR 92.300(a)(2), Use of CHDO proceeds.
- u. 24 CFR 92.503(b), Requirements related to recaptured funds.
- v. 24 CFR 252(f)(2) and (f)(3), Rent limits and occupancy levels, changes in rent.
- w. 24 CFR 92.2, Definition of CHDO
- x. 24 CFR 5.609 and 24 CFR 5.611(a), Income calculations.
- y. 24 CFR 92.253 (a) and (b), Lease and Prohibited Lease Provisions
- z. 24 CFR 300, CHDO requirements
- aa. 24 CFR 353, 92.353 Displacement, relocation, and acquisition.

3. RFP TERMS AND CONDITIONS

This request 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. IHCDCA reserves the right to reject any or all respondents, 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, 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 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. IHCDCA reserves the right not to award a contract pursuant to the RFP.
 - J. All items become the property of IHCDCA upon submission and will not be returned to the Respondent.
 - 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 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 RFP it will be required to enter into IHCDCA's grant agreement for the HOME ARP program, the terms of which are non-negotiable.

PROPOSAL COVERSHEET

Name of Individual, Firm, or Business: _____

Address: _____

Phone Number: _____

Website Address: _____

Qualification Contact Person: _____

Contact Title: _____

Contact Phone: _____

Contact E-mail Address: _____

Contract Signatory Authority Name: _____

Signatory Title: _____

Signature: _____

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

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 RFP 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: _____