



REQUEST FOR QUALIFICATIONS

for the

**HOME Investment Partnerships Program (“HOME”)
Tenant Based Rental Assistance (“TBRA”)**

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

317-232-7777

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RESPONSE DEADLINE: July 13, 2020, 5:00 PM Eastern Time

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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 (“IHCDA”) is seeking to select non-profit organizations 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 50% of Area Median Income (“AMI”) and exiting the corrections system, with a preference for persons currently exiting and at risk of homelessness due to a lack of stable housing and individuals currently experiencing homelessness that were formerly incarcerated.

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.

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 (“HOME”) Tenant-Based Rental Assistance (“TBRA”) program (the “Program”), pursuant to [24 CFR 92.209](#). The Program provides tenant-based rental assistance and security deposit payments to very 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 is defined as 1) individuals exiting the corrections system, with a preference for individuals currently exiting and at risk of homelessness due to a lack of stable housing; and 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 tenant-based rental assistance and assistance with security deposits to Formerly Incarcerated Individuals having a household income at or below 50% of AMI. If Respondent is selected pursuant to this RFQ, it may receive an award for an amount less than the total amount requested by the Respondent, however the award amount will not be less than \$100,000. The total amount of available funding is \$900,000. The Award

term/period of performance shall not exceed two years from the effective date of the agreement and all funds must be expended during this two-year period.

A full list of Program policies and procedures can be found in the HOME Investment Partnerships Program (“HOME”) Tenant Based Rental Assistance (“TBRA”) [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 [HOME Investment Partnerships Program \(“HOME”\) Tenant Based Rental Assistance \(“TBRA”\) 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 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 provided 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 IHCD. The participant selection policy must clearly specify how households will be selected for participation in their programs.
- Ensuring Compliance with Lead-Based Paint Requirements

Selected respondents will receive additional information on how to submit claims for reimbursement, conduct Housing Quality Standards inspections, and reporting requirements for the Program.

5. RFQ TENTATIVE TIMELINE

June 15, 2020	RFQ released to the general public
June 23, 2020	Informational webinar at 2:00 p.m. Eastern Time
July 13, 2020	Responses due to IHCD by 5:00 p.m. Eastern Time
August 27, 2020	Announcement of selected Respondents at IHCD 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 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 4 below. Selection is at the sole discretion of the selection committee.

2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT

Respondent must be a non-profit corporation recognized as tax exempt under Section 501(c)(3) of the U.S. Internal Revenue Code of 1986, as amended. Additionally, Respondent must meet the following minimum requirements to be deemed responsive to this RFQ.

Experience & Capacity

Experience pertaining to the following items, as explained in more detail in Section 3 below, will be weighed heavily in the selection process:

- Demonstrated knowledge of administering TBRA or similar rental assistance programs, particularly programs for individuals who are formerly incarcerated, homeless, or at risk of homelessness
- Any current IHCD HOME TBRA sub-recipient must be in compliance with the benchmarks in its award agreement in order to request an additional TBRA award
- Demonstrated experience with providing supportive services or partnering with other local organizations to provide supportive services
- Financial capacity to administer the program

Readiness to Proceed

Readiness, as demonstrated by the following items and as explained in more detail in Section 3 below, will be weighed heavily in the selection process:

- Identification of appropriate partners, where necessary, to carry out aspects this program
- History of successful collaboration between identified partners
- System in place to identify a pipeline of eligible individuals

Commitment

Selected Respondents must commit to attending all future meetings and trainings, must enter into a Memorandum of Understanding outlining these terms, and must have its final participant selection plans approved by IHCD.

3. QUALIFICATIONS EVALUATION CRITERIA

A Respondent may not submit more than one response to this RFQ. However, this does not limit a Respondent's role in being a sub-recipient in one or more proposed projects. Partner organizations who are sub-recipients may also be attached to multiple proposed projects.

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 IHCD will be disqualified.

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

1. RFQ Requirements: Respondent's compliance with submission requirements of this RFQ
2. 501(c)(3) Status: Respondent must be recognized as tax exempt under 501(c)(3) and provide proof of such status
3. Respondent's experience (lead applicant): Submit a narrative describing the relevant experience of the Respondent. The narrative cannot exceed 3 pages and should include the following information if applicable.
 - a. Summary of experience administering rental assistance programs
 - b. Summary of experience providing supportive services
 - c. Summary of experience collaborating with service providers to provide onsite services to residents
 - d. Summary of experience working on issues concerning homelessness
 - e. Summary of experience working with formerly incarcerated individuals
 - f. If no experience with homelessness or formerly incarcerated individuals, provide a summary of experience working with other vulnerable populations.
4. Experience of additional program partners (sub-grantees or other program partners): Submit a narrative describing the experience of each additional program partner and how they will contribute to the TBRA program. Include examples of past collaboration between program partners and the lead applicant. The narrative cannot exceed 3 pages.
5. Financial Capacity: Submit 2019 financial statements and 2020 year-to-date balance sheet, income statements, and cash flow statements for the Respondent.
6. Resumes and organizational charts: 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. For each organization, provide a current organizational chart.
7. Readiness to Proceed: Submit a narrative demonstrating readiness to proceed. The narrative cannot exceed 3 pages and must include the following information:
 - a. Describe the proposed pipeline for identifying program participants and the partners that will be engaged in the process. Include information about the role of each partner in the participant selection process. For current TBRA recipients, provide the number of households currently on the waitlist for your program.
 - b. Describe what steps will be taken to identify and recruit landlords. For current TBRA recipients, provide the total number of landlords who have participated in the program.
 - c. Describe the obstacles you anticipate in administering the TBRA program and your plans for overcoming those obstacles. For current TBRA recipients, provide examples of previous obstacles you have encountered and how they have been overcome.
8. Program description: Submit a narrative describing the overall scope of this program. Narrative cannot exceed 3 pages and must include the following information:
 - a. Geographic location(s) to be targeted by count.
 - b. Number and structure of staff involved
 - c. Proposed participant selection plan (See section 3 of [program manual](#))
 - d. Plan for improvement and client feedback. For current TBRA recipients, include details on steps previously taken to improve the program and client feedback incorporated into your administration of the program.
 - e. Proposed program timeline, including anticipated start and end date

- f. Service delivery plan describing the type and nature of services that will be offered. Identify which partner will provide each service.
9. **Budget:** Complete the attached [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.

4. RESPONSIBLE RESPONDENT REQUIREMENTS

IHCDA 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 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 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, 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)
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.

5. RFQ SUBMISSION ITEMS

Respondent must submit documentation in response to the requirements listed in each category heading summarized below. All of these requirements are described more fully in **Section 3 of Part 2 of this RFQ**, entitled "**Qualifications Evaluation Criteria**". Therefore, Respondent must review **Section 3 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.

Checklist of Submission Requirements

- Qualifications Coversheet (required template included in this RFQ packet)
- Certification of Company (required template included in this RFQ packet)
- Verification of 501(c)(3) status
- Narrative summary of lead applicant's experience
- Narrative summary of additional partners' experience
- Financials for the lead applicant

- Key staff identified and roles, a resume submitted for each of these individuals and an organizational chart submitted for each entity
- A narrative response addressing readiness to proceed
- A narrative describing the program description
- A tentative budget

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

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

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The deadline for submission is July 13, 2020 at 5:00 PM Eastern Time. Applications that do not contain all of the 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 IHCD 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 IHCD 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 IHCD. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the Respondent and IHCD 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, IHCD 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 IHCDCA 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. IHCDCA will determine whether a conflict of interest exists and whether an apparent conflict of interest may reflect negatively on IHCDCA, should IHCDCA select respondent. Further, IHCDCA 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 IHCDCA 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, H, 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, 200.318, 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.
- j. 24 CFR 92.253 (a) and (b), Tenant protections (Lease and Prohibited Lease Provisions)

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. IHCDCA expressly reserves the right to modify or withdraw this request at any time, whether before or after any qualifications have been submitted or received.
- C. IHCDCA reserves the right to reject and not consider any or all respondents that do not meet the requirements of this RFQ, including but not limited to: incomplete qualifications and/or qualifications offering alternate or non-requested services.
- D. IHCDCA reserves the right to reject any or all companies, to waive any informality in the 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, 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 RFQ.
- 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 RFQ it will be required to enter into IHCDCA's grant agreement for the HOME TBRA Program. Respondent acknowledges the acceptance of grant agreement for the HOME TBRA Program and the understanding that such 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: _____