



**REQUEST FOR PROPOSALS**

**for**

**2020 Rental Housing Tax Credit General Set-Aside  
“Moving Forward 2020”**

**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: August 5, 2019**

**RESPONSE DEADLINE: September 30, 2019 5:00 PM Eastern Time**

## **TABLE OF CONTENTS**

### **PART 1 SCOPE OF THIS REQUEST**

- 1. PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)**
- 2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**
- 3. BACKGROUND**
- 4. SCOPE OF SERVICES**
- 5. RFP TIMELINE**

### **PART 2 RFP PROCESS**

- 1. SELECTION PROCESS**
- 2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT**
- 3. EVALUATION CRITERIA**
- 4. RESPONSIBLE RESPONDENT REQUIREMENTS**
- 5. RFP SUBMISSION ITEMS**
- 6. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE**

### **PART 3 TERMS AND CONDITIONS**

- 1. STATE POLICIES**
- 2. RFP TERMS AND CONDITIONS**
- 3. QUALIFICATIONS COVER SHEET**
- 4. CERTIFICATION OF RESPONDENT**

## **PART 1**

## **SCOPE OF THIS REQUEST**

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

The Indiana Housing and Community Development Authority is seeking to select two developers to participate in the 2020 Rental Housing Tax Credit General Set-aside “Moving Forward 2020” program (the “Program”), which involves creating integrated housing options for persons with intellectual and developmental disabilities, as further defined in 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 we 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.

#### **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 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. BACKGROUND**

Under the 2020-2021 Qualified Allocation Plan (“QAP”), IHCDA reserves 10% of its annual Rental Housing Tax Credits (“RHTC”) for the IHCDA General Set-aside. Under this set-aside, IHCDA reserves credits for “developments that further the Authority’s mission, goals, initiatives, and priorities irrespective of the ranking by evaluation factors.” The QAP states that the Authority “will exercise its sole discretion in the allocation of the IHCDA General Set-aside.”

#### 4. SCOPE OF SERVICES

Since 2015, IHCDA has used the General Set-Aside for an innovative initiative called Moving Forward. Moving Forward challenges affordable housing developers to utilize a systems approach to address multiple issues impacting residents and communities. In previous years, such challenges have included, but not been limited to, energy, transportation, poverty, built environment, health and wellness, economic development, housing preservation, and rural broadband.

Using this model, the Moving Forward 2020 program will take on the challenge of providing integrated affordable housing for persons with intellectual and developmental disabilities by implementing innovative technologies to improve quality of life and independence. **In addition, each Respondent must also identify another innovative aspect of its proposed development.**

IHCDA is partnering with the Indiana Family and Social Services Administration [Division of Disability and Rehabilitative Services](#) (“DDRS”) and [Energy Systems Network](#) (“ESN”) to identify a team of subject matter experts. These industry experts will work with the selected Respondent to help foster the use of an innovative systems approach to housing that focuses on the built environment, accessible design, adaptive technology, smart home technology, artificial intelligence, positive health outcomes, and policy and finance issues.

The Respondent must submit an initial housing proposal as part of this RFP process. Selection will be based on the criteria identified in Part 2 of this RFP. Each proposal must include the following:

- A commitment to reserving 20-25% of the units for households in which at least one household member has an intellectual or developmental disability.
- A proposed concept for incorporating adaptive technology, artificial intelligence, and smart home technology into the development. Such technologies must be designed to improve quality of life and independence for all residents, not solely for persons with disabilities.
- A proposed concept for an additional innovative aspect of the development. This additional innovation must be related to something other than serving persons with intellectual or development disabilities and utilizing adaptive/smart home technologies and artificial intelligence. Respondents are encouraged to ensure that this innovation is responsive to local needs.
- A service delivery plan for connecting residents with supportive services.

The final development concept will be refined during a series of mandatory workshops and meetings in which IHCDA, DDRS, ESN, and the subject matter experts will work with the selected respondent’s team. Upon completion of all Moving Forward 2020 workshops and the creation of a final development concept, the two selected development teams will each have the opportunity to submit a non-competitive RHTC application under the General Set-aside in the summer of 2020. Each team’s RHTC request will be capped to ensure that both developments can be funded through the set-aside.

Selected Respondents will be required to pay a \$10,000 fee to cover the costs of the workshop and engaging the subject matter experts for technical assistance.

#### 5. RFP TIMELINE

August 5, 2019	Program announced and RFP released to the general public
September 30, 2019	Responses due to IHCDA by 5:00 p.m. Eastern Time
November 2019	Respondents present to the IHCDA selection committee
November 2019	Announcement of selected respondents (date TBA)

December 2019	Mandatory developer team meetings with IHCDA, DDRS, and ESN (date TBA)
January 21-22, 2020	Mandatory two-day workshop for all participants
Ongoing	Meetings between advisors and selected respondents to create concepts
Summer 2020	Selected respondents must submit Tax Credit Applications
Fall 2020	Award recommendations announced at IHCDA's Board Meeting
Spring 2021	Construction begins
December 31, 2022	Deadline for placed-in-service date

## PART 2

## RFP PROCESS

### 1. SELECTION PROCESS

Evaluation of all responses will be completed by IHCDA. The Respondent must be responsive and responsible as described in Sections 2 and 4 below. Selection of a respondent is at the sole discretion of IHCDA.

**Developers that were selected under the Moving Forward 1.0, 2.0, 3.0, or “Moving Forward RD” RFQs and whose Moving Forward developments are still not placed in service as of the date that this RFP is issued are not eligible to be a member of a team for the Moving Forward 2020 RFP.**

### 2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT

Respondents must meet the following minimum requirements to be deemed responsive to this RFP.

#### **Experience**

Experience in Indiana pertaining to the following will be weighed heavily in the selection process:

- Demonstrated knowledge of Rental Housing Tax Credit program and successful completion of RHTC developments.
- Demonstrated experience in implementing new technologies and design features.
- Demonstrated ability to leverage and manage multiple complex funding sources.
- Demonstrated experience in serving persons with disabilities.

#### **Commitment**

The Respondent’s development team must commit to attending all Moving Forward 2020 workshops and meetings. The workshops will be designed to connect the development team with leading subject matter experts in the areas of built environment, adaptive/smart home technology, finance/policy, transportation, and utility systems. The development team will work with these subject matter experts to create their final concept.

### 3. EVALUATION CRITERIA

The following will be IHCDA’s primary consideration in the selection process:

1. Complete and Compliant Proposal. Respondent’s compliance with submission requirements of this RFP.
2. Project Concept. Respondent must provide a narrative for each of the following items (maximum of 3 pages per item):
  - a. A proposed concept for incorporating adaptive technology, smart home technology, and artificial intelligence into the development. While this RFP has a focus on serving persons with disabilities, such technologies should be designed to improve quality of life and independence for all residents, not solely for persons with disabilities.
  - b. A proposed concept for an additional innovative aspect of the development. This additional innovation must be related to something other than serving persons with intellectual or development disabilities and utilizing adaptive/smart home technologies and artificial intelligence. Respondent should identify the intended location for the development (city or county, actual sites not required as part of the RFP response) and is encouraged to ensure that this innovation is responsive to local needs.

- c. A service delivery plan for connecting residents with supportive services, including identification of a lead agency to provide supportive services and referrals.
3. Development Team. The project involves collaborating with ESN's assembled team of subject matter experts to develop a systems approach to affordable housing. The Respondent must identify a separate lead person for each of the six categories listed below and provide a resume for each. These six individuals are required to attend all Moving Forward 2020 workshop sessions and meetings. The person(s) may be an in-house team member or a subcontracted partner if that person is committed to working with the Respondent's development team throughout the entire process. However, the team leads that are identified should not all be employed by the same organization. The requirements for the categories that Respondent will need to designate a lead for are as follows:
- a. Quality of Life / Services: Individual must have experience and knowledge regarding services that can improve overall quality of life, including positive health outcomes (access to healthcare, healthy food options, public health needs, fitness and wellness, etc.), education, and other social services, with a focus on quality of life for persons with intellectual and developmental disabilities.
  - b. Built Environment: Individual must have experience in housing construction and design, including the use of accessible design, universal design features, energy efficiency technologies, and sustainable building materials. Experience with integrating and piloting innovative technologies preferred.
  - c. Transportation: Individual must have knowledge of regarding multiple forms of mobility (e.g. mass transit, walkable communities, personal vehicles, car-sharing, biking, etc.), experience with incorporating transportation into or near development, and experience with planning for ease of transportation access. Experience with planning for transportation access for persons with disabilities preferred.
  - d. Technology: Individual must have experience with implementation of smart home technology, assistive technology, and/or artificial intelligence. Experience with integrating technology into housing preferred.
  - e. Finance and Policy: Individual must have experience in innovative financing agreements and funding sources, as well as an understanding of public policy and regulatory requirements related to undertaking housing development.
  - f. Innovation Team Member: Each Respondent must identify an additional lead team member. This team member must have experience directly related to the special innovative aspect being proposed in the RFP response.
4. Respondent's Experience and Capacity. An assessment of the Respondent's experience and capacity to deliver the indicated services in accordance with the specifications described in the RFP. Please provide a narrative for each of the following (maximum of 2 pages per item):
- a. Description of development team's experience related to developing housing (affordable and market rate), including a summary of the current portfolio owned and/or managed. Maximum of two pages
  - b. Description of development team's experience implementing innovative concepts into housing developments. Specifically discuss any experience working with manufacturers of housing supplies (such as building materials and technologies) newly deployed into the market.
  - c. Description of development team's experience in serving persons with intellectual and developmental disabilities.
  - d. Description of development team's experience leveraging and managing complex funding sources. Specifically discuss any innovative funding sources that have been leveraged in previous developments.

5. Past Award Performance. Past award performance, including history of complying with IHCDA and/or federal guidelines, meeting benchmarks and quality of work performed and services provided.

#### 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. Any Response including a team member or entity that is currently suspended or debarred by IHCDA will be disqualified;
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 the Respondent is an entity described in IC Title 23, it must be properly registered, 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. 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 RFP, and the Respondent shall be advised of the reasons for the determination.

#### 5. RFP 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 RFP**, entitled "**Evaluation Criteria.**" Therefore, Respondent must review **Section 3 of Part 2 of this RFP** 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 RFP Document.

Checklist of Submission Requirements:

- Qualifications Coversheet (must use template included in this RFP)
- Certification of Company (must use template included in this RFP)
- Narrative summary of the proposed project concept (not to exceed 3 pages each) for each of the three items (a-c) outlined under Subsection 2 of Section 3 of Part 2 above
- Development team lead person identified for each of the categories outlined in Subsection 3 of Section 3 of Part 2 above, including a resume submitted for each of these individuals
- Narrative summary of developer's experience and capacity (not to exceed 2 pages each) for each of the four items (a-d) outlined under Subsection 4 of Section 3 of Part 2 above

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

Responses must be submitted via email. All documents must be submitted in PDF format only.

Alan Rakowski  
Rental Housing Tax Credit Manager  
[arakowski@ihcda.in.gov](mailto:arakowski@ihcda.in.gov)

**The deadline for submission is September 30, 2019 at 5:00 PM Eastern Time.**

Applications that do not contain all of the 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 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. 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. 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. IHCDA reserves the right to reject any or all companies, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
- E. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, IHCDA may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
- F. In no event shall any obligations of any kind be enforceable against IHCDA unless and until a written agreement is entered into.
- G. The 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 RFP.
- 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.

## Moving Forward 2020 RFP

### 3. QUALIFICATION 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

## 4. 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: \_\_\_\_\_