



REQUEST FOR PROPOSALS

for

Neighborhood Stabilization Program Management Services

**INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY
30 South Meridian Street, Suite 1000
Indianapolis, IN 46204
<http://www.in.gov/ihcda/>**

317-232-7777

**ISSUE DATE: August 16, 2013
RESPONSE DEADLINE: September 6, 2013 by 5:00 PM EST**

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PART 1

SCOPE OF THIS REQUEST

1.1 PURPOSE OF THIS REQUEST FOR PROPOSALS (“RFP”)

The Indiana Housing and Community Development Authority (“IHCDA”) seeks to contract with an independent contractor to provide program management services for the Neighborhood Stabilization Program as detailed in the Scope of Services section of the RFP.

1.2 ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

Mission Statement

IHCDA creates housing opportunity, generates and preserves assets, and revitalizes neighborhoods by investing financial and technical resources in the development efforts of qualified partners throughout Indiana. Our charge is to help communities build upon their strengths to create places with ready access to opportunity, 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 government 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, made possible through the partnerships we hold with stakeholders throughout Indiana

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 we have 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.

1.3 MINIMUM REQUIREMENTS

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

Credentials

- Bachelor's degree; and
- Preferably either a Masters degree in Public Administration, Urban Planning, or other professional degree; or
- Preferably 5 years relevant experience in any of the following areas: the community development industry; banking; community revitalization; or legal and experience working with federal regulations related to housing and community development programs, particularly those administered by HUD. Direct experience with the Neighborhood Stabilization Program is preferred.

Experience

Additional experience pertaining to the following will also be weighed heavily in the selection process.

- Knowledge of IHCDA programs and funding streams.
- Knowledge of nonprofit management and grant administration.
- Knowledge of foreclosure process and policy developments in Indiana.
- Knowledge of Neighborhood Stabilization Program policy and program requirements, including eligible activities, national objectives, and compliance and reporting requirements.

1.4 SCOPE OF SERVICES

The Department of Housing and Urban Development (“HUD”) created, pursuant to Title III Division B of the Housing and Economic Recovery Act of 2008, the Neighborhood Stabilization Program (“NSP1”) in order to assist areas that have been disproportionately affected by foreclosures, blight and abandonment. The Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010 provided additional funds to be used NSP in accordance with the additional requirements set forth in said act (“NSP3”) HUD has allocated an award to the State of Indiana under NSP1 and NSP3 (NSP1 and NSP3 hereinafter referred to as “NSP”). The purpose of this RFP is to solicit proposals for a vendor to provide management services for the effective and total distribution of these funds in accordance with all applicable State and Federal regulations.

In consultation with IHCDA, the vendor will be responsible for coordinating and managing the administration of the NSP in the following ways:

- 1.) Provide technical assistance regarding eligible activities under and use of funds awarded through NSP to all potential sub-recipients, sub-grantees, and community partners based on NSP rules and regulations.
- 2.) Coordinate NSP activities with all IHCDA department managers relating to NSP to ensure compliance, develop timelines, and attain NSP goals.
- 3.) Work closely with IHCDA's Operations Department and the Chief Real Estate Development Officer to monitor progress towards commitment of all NSP funds within the HUD deadlines.

- 4.) Utilize and adapt existing IHCDAs systems in order to ensure compliance with all NSP regulations, which would include but not be limited to:
 - a. Coordinate with IHCDAs to ensure documentation of all activities carried out directly (i.e., not through a sub-recipient) showing IHCDAs compliance with NSP requirements such as affordability requirements, property standards, lead-based paint requirements, income verification documentation, tenant protections, records retention, Fair Housing, lender compliance with the “Statement on Subprime Mortgage Lending”, Environmental regulations, Davis-Bacon Act requirements, procurement regulations, and the Uniform Relocation Act.
 - b. For NSP funds distributed to sub-recipients (LUG or public agency), undertaking and documenting reviews and audits, including on-site reviews, to ensure projects meet requirements of 42 USC § 5304(e)(2) (money used in compliance with performance criteria of § 5304(e)(1)).
 - c. Coordinate with IHCDAs to ensure maintenance of all records necessary to facilitate review by HUD of IHCDAs administration of NSP under 24 CFR 570.493 (HUD reviews and audits).
 - d. Coordinate with IHCDAs to ensure maintenance of records about the purchase and sales price for each property that is assisted with NSP funds, including properties assisted only with down-payment and rehabilitation funds.
 - e. Coordinate with IHCDAs to adapt existing systems for monitoring use of all program income received by IHCDAs to ensure use for eligible NSP activities before IHCDAs withdraws additional cash from HUD.
 - f. Coordinate with IHCDAs to collect all information necessary to prepare online quarterly performance reports that will be transmitted to HUD using the Disaster Recovery Grant Reporting system (“DRGR”) in real time.
 - g. Preparing and submitting monthly financial reports to HUD with copies to specified IHCDAs managers about NSP obligations and expenditures.
 - h. Working with sub-recipients to identify and negotiate discount purchase prices for REO properties to be acquired using NSP funds.
- 5.) Ensuring that all of the above services are performed in an efficient and timely manner and delivered with a high level of professionalism as well as in compliance with all applicable State and Federal laws.
- 6.) Work with HUD monitors to ensure that IHCDAs closes out the NSP programs. If the HUD monitor identifies any findings or concerns, work to resolve such concerns in a timely and satisfactory manner.
- 7.) Prepare board memos and attend IHCDAs board meetings as requested by IHCDAs to provide updates to IHCDAs board of directors regarding NSP.
- 8.) Attend HUD NSP webinars in order to understand program updates and clarifications issued by HUD and implement those updates and clarifications as required.

- 9.) Participate in the review and update of the NSP Award manual.
- 10.) Make site visits to NSP sub-recipients for purposes of performing training and technical assistance and monitoring compliance with program regulations.
- 11.) Participate in any monitoring of NSP conducted by HUD and the HUD Office of Inspector General. Resolve any concerns and findings identified by HUD and the HUD Office of Inspector General in a timely and satisfactory manner.
- 12.)

1.5 **FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE**

QUALIFICATIONS must be submitted in complete original form by post mail or messenger or electronic to the following address:

Matt Rayburn
Chief Real Estate Development Officer
Indiana Housing and Community Development Authority
30 South Meridian, Suite 1000
Indianapolis, IN 46204
mrayburn@ihcda.in.gov

Respondents must provide an original of the Qualifications and supporting material. **The deadline for submission is Friday September 6, 2013 by 5:00 PM EST.**

Qualifications that do not contain all of the required forms/documents as listed in this RFP packet may be determined ineligible for further consideration.

PART 2 RFP PROCESS

2.1 SELECTION PROCESS

Evaluation of all qualifications will be done by IHCDA. Based on the evaluation criteria, a short list of the highest ranked respondents may be selected and notified to present a demonstration of their qualifications. Separate negotiations will then be conducted with each selected respondent to discuss qualifications. At the conclusion of these negotiations, IHCDA will establish a deadline for final offers from each of the selected respondents. Final selection will be at the sole discretion of IHCDA.

2.2 QUALIFICATION EVALUATION CRITERIA

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

1. Compliance with requirements of this RFP
2. An assessment of the respondent's ability to deliver the indicated service in accordance with the specifications set out in the RFP

3. Experience of the respondent in multi-family real estate financing, community development and revitalization, banking, or related industries.
4. Strength of client references
5. Demonstrated understanding of NSP and proposed strategy for management.
6. Competitive fee structure

2.3 RFP SUBMISSION ITEMS

Respondents submitting qualifications should be authorized to do business in the State of Indiana and have a favorable business reputation. Please address each item applicable to your experience under each category heading. Attach sheets as necessary with the name of your business shown on each page. The Certification of Company at the end of this RFP must be completed and should accompany your written attachments.

1. Quality and Experience
 - a. Detailed proof of the ability to provide service
 - b. Experience; if respondent is a company, provide experience of principals and staff
2. Proposed management strategy for NSP
3. Detailed procedure to accomplish stated goals and objectives.
4. Proposed Fee Structure
5. Listing of Current References with contact information

PART 3 TERMS AND CONDITIONS

3.1 STATE POLICIES

1. **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.
2. **Confidential Information:** 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.
3. **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.

4. **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.

3.2 RFP TERMS AND CONDITIONS

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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. In no event shall any obligations of any kind be enforceable against IHCDA unless and until a written agreement is entered into.
7. Each 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.
8. By submitting a response to this request, each respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of a respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
9. IHCDA reserves the right not to award a contract pursuant to the RFP.
10. All items become the property of IHCDA upon submission and will not be returned to the respondent.

11. 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.
12. 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.
13. A copy of IHCDA's Contract Boilerplate is attached as an Exhibit to this RFP. By submitting a response to this RFP, respondent acknowledges the acceptance of IHCDA's Contract Boilerplate and the understanding that such Boilerplate is non-negotiable.

NEIGHBORHOOD STABILIZATION PROGRAM MANAGEMENT SERVICES

3.3 QUALIFICATION COVER SHEET

Name of Individual,
Firm or Business:

Address:

Phone Number:
Fax Number:
Web Site Address:

QUALIFICATION
Contact Person:

Title:
Email Address:

Contract Signatory
Authority:

Title:

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

3.4 CERTIFICATION OF BIDDER

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.

I _____ am the _____ of the (type name of signatory authority) corporation, partnership, association, or other entity named as company and 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.

Signed: _____

Name: _____

Title: _____

Date: _____

Firm name: _____