



REQUEST FOR QUALIFICATIONS

for

Supportive Services for the Emergency Housing Vouchers Program

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: September 19, 2022

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PART 1

SCOPE OF THIS REQUEST

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

The Indiana Housing and Community Development Authority is seeking to select Respondents that are Indiana Family and Social Services Administration (FSSA) Division of Mental Health and Addiction (DMHA) certified Community Mental Health Centers (CMHCs) to participate in the Supportive Services for Emergency Housing Vouchers program, which will provide supportive services to households enrolled in the Emergency Housing Voucher (EHV) Program established by Notice PIH 2021-15.

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

The American Rescue Plan Act, which was signed into law on March 11, 2021, provided funding to the Department of Housing and Urban Development (HUD) to allocate approximately 70,000 emergency housing vouchers (EHVs) to public housing agencies (PHAs) to assist households experiencing homelessness or at risk of homelessness. On May 5, 2021, HUD issued guidance ([PIH Notice 2021-15](#)) describing the operating requirements for the EHVs.

The EHV program provides tenant-based rental assistance to households referred to the PHA by the local Continuum of Care (CoC) Coordinated Entry (CE) system. Households will be considered eligible for the EHV program if they meet one of the following criteria:

1. Homeless;
2. At risk of homelessness;
3. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or
4. Recently homeless and for whom providing rental assistance will prevent the family’s homelessness or having high risk of housing instability.

EHV eligibility is further defined in [PIH Notice 2021-15](#), pp. 16-17.

4. **FUNDING SOURCES FOR SUPPORTIVE SERVICES PROVIDED THROUGH THIS RFQ**

A. Substance Abuse and Mental Health Services Administration Mental Health Block Grant
IHCDA partnered with the Division of Mental Health and Addiction (DMHA) to provide \$5,872,802.00 in funding from the Substance Abuse and Mental Health Services Administration (SAMHSA) Mental Health Block Grant (MHBG) over four years to make supportive services to available to persons that **have an EHV** and have been diagnosed with a serious mental illness (SMI) or serious emotional disturbance (SED). MHBG funds should not be duplicated with other funds or funding sources. Respondent must abide by MHGB eligibility requirements. Supportive services that have been identified as eligible with MHGB funding include:

- Outreach and in-reach services
- Case management
- Tenancy supports
- Employment assistance and job training
- Substance use treatment services
- Applying for insurance
- Mental health services
- Life skills training
- Referral to legal services
- SSI/SSDI Outreach, Access, and Recovery (SOAR) application

The amount of funding available to each Respondent is dependent on the number of vouchers allocated to the geographic area covered by the Respondent.

HUD allocated vouchers to eligible PHAs using a formula which considered location of the most vulnerable populations and local capacity. On May 10, 2021, HUD released the following EHV allocation amounts for Indiana:

Public Housing Authority	Vouchers Offered
Fort Wayne Housing Authority	46
Housing Authority of the City of Muncie	16
Housing Authority of the City of Gary	28
Housing Authority of the City of Evansville	26
Indianapolis Housing Agency	203
Housing Authority of the City of Bloomington	28
Housing Authority of the City of Lafayette	38
Indiana Housing and Community Development Authority	338
Total	723

PHAs are expected to issue 100% of the final number of allocated vouchers by September 2023. Households leased with a voucher prior to October 2023 may continue to receive housing assistance payments through the EHV program indefinitely, provided the household continues to meet the eligibility requirements of the EHV program. However, as noted above, reimbursement of supportive services is time-limited. Note that IHCDA serves in a “balance of state” role, offering coverage to geographic areas that did not otherwise receive a voucher allocation through their designated PHA.

B. HOME Investment Partnerships Program – American Rescue Plan

In addition, IHCDA will award an amount not to exceed \$5,000,000.00 in HOME Investment Partnerships funding pursuant to Section 3205 of the American Rescue Plan act (HOME ARP) to provide supportive services **to households who have an EHV, households are not required to be diagnosed with a SEI or a SMI to receive supportive services with HOME ARP funding.** Eligible supportive services include supportive services activities listed in section 401(29) of the McKinney-Vento Homeless Assistance Act (42 U.S.C.11360(29)); housing counseling; and homeless prevention services. Eligible supportive services are further defined in Section VI.D.4.c of [HUD's CPD Notice 21-10](#).

- Child care;
- Education services;
- Employment assistance and job training;
- Food;
- Housing search and counseling services;
- Legal services;
- Life skills training;
- Mental health services;
- Outpatient health services;
- Outreach services;
- Substance abuse treatment services;
- Transportation;
- Case management;
- Mediation;
- Credit repair;
- Landlord/tenant Liaison;
- Services for special populations, such as victim services;
- Financial assistance costs, including rental application fees, security deposits, utility deposits, utility payments, moving costs, first and last month's rent, and payment of rental arrears; and
- Certain housing counseling services provided by a HUD-Approved Housing Counseling Agency.

Note: Since all assisted households will have an Emergency Housing Voucher, short-term and medium-term financial assistance for rent will not be considered eligible supportive services under this RFQ.

5. SCOPE OF SERVICES

The Respondent may request to be designated as the Supportive Services for EHV provider for one or more Indiana counties. IHCDA will only select one Respondent per county. The role of Respondent will be to assist EHV program participants in achieving increased housing stability and avoiding homelessness or a return to homelessness by providing supportive services. **The Respondent can only provide assistance to persons pursuant to this RFQ to households who have been referred to the Respondent by the Coordinated Entry Lead or households that have received an EHV from a PHA.**

The Respondent, if selected will screen all referred households for SMI/SED to determine eligibility for reimbursement through the MHBG. To ensure that services are maximized for EHV participants, households determined to be eligible for the MHBG must also be assessed for eligibility for the Indiana Health Coverage Program (IHCP) Medicaid Rehabilitation Option (MRO).

The Respondent, if selected **will be required to bill for services that are covered by Medicaid (ex. Medicaid Rehabilitative Option, outpatient mental health services covered through Medicaid package) first in cases where an individual qualifies and has a corresponding package before it utilizes funds from this award to cover supportive services.**

The Respondent, if selected, will receive awards from both the MHBG and HOME-ARP programs. The amount of funding available per Respondent is dependent on the number of EHV's issued in the county or counties covered by the Respondent. The number of vouchers and available funding will vary over the course of the award period.

MHBG funds may ONLY be used to reimburse services that are not covered by MRO. HOME-ARP is intended to be used as supplemental funding to provide services ONLY for participants who do not qualify for MHBG or MRO services, or to provide services that are NOT covered/eligible under any other program. If a participant is determined to be eligible for MHBG, then HOME-ARP funds may ONLY be used to provide services that are not covered by both MRO and MHBG. If a participant is determined to be ineligible for MHBG, all eligible services may be billed to HOME-ARP.

Selected Respondents will be expected to:

- Enter into an MOU with the PHA(s) in the Respondent's designated coverage area to coordinate services provision and information sharing;
- Attend all CE meetings in the region or regions that are part of the Respondent's designated coverage area;
- Assess all households referred to the Respondent for SMI/SED diagnosis;
- Assess all households referred to the Respondent for eligibility for Indiana Health Coverage Programs (IHCP) Medicaid Rehabilitation Option (MRO) services;
- Employ staff trained in the SSI/SSDI Outreach, Access, and Recovery (SOAR) process;
- Provide individualized supportive services to households enrolled in the EHV program in the Respondent's designated coverage area;
- Enter household information in the Homeless Management Information System (HMIS);
- Assess households for eligibility for the HOME-ARP program, if applicable;
- Complete reporting as required by IHCD, DMHA, or SAMHSA; and
- Submit reimbursement requests to IHCD.

6. RFQ TENTATIVE TIMELINE

August 4, 2022	RFQ released to the general public
August 15, 2022	Informational webinar at 2:00 p.m. Eastern Time Click here to join the meeting
September 19, 2022	Responses due to IHCD by 5:00 p.m. Eastern Time
October 27, 2022	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 and DMHA. Respondent must be responsive and responsible as described in Sections 2 and 3 below. Selection is at the sole discretion of the selection committee. Award recommendations will be taken to the October 27, 2022, IHCD Board of Directors meeting for final approval.

Considerations for Competitive and Non-Competitive Coverage Areas

Respondent must enumerate in their application the Indiana counties for which they intend to provide supportive services to EHV program participants. In those cases where there are competing applications for coverage of the same geographic area, the selection committee reserves the right to select one or more funding recipients after reviewing the capacity of each Respondent. Respondents applying to serve competitive and non-competitive areas must meet the threshold review and score in a manner satisfactory to the selection committee.

2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT

Complete Compliant Proposal

Respondent must submit a complete proposal/response which addresses all applicable questions listed in Section 4 below and includes the submission by Respondent and receipt by IHCD of all items listed in Section 6 of this Part of the RFQ.

CMHC Status

Respondent must be certified by the Indiana Family and Social Services Administration (FSSA) Division of Mental Health and Addiction (DMHA) as a Community Mental Health Center (CMHC).

Financial Capacity

Respondent must demonstrate financial capacity to administer the program through the complete submission of 2020 financial statements and 2021 year-to-date balance sheet, income statements, and cash flow statements.

Commitment

Respondent must agree to commit to attending all future meetings and trainings, leveraging funding resources in the manner and order described in this RFQ, and execute an award agreement with IHCD.

3. RESPONSIBLE RESPONDENT REQUIREMENTS

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

1. Have adequate financial resources to perform the project, or the ability to obtain them;
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the Respondent's existing commercial and governmental business commitments;
3. Have a satisfactory performance record with IHCD;
4. Have a satisfactory record of integrity and business ethics;
5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
6. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them;

7. Have supplied all requested information;
8. Be legally qualified to contract in the State of Indiana. If it is an entity described in IC Title 23, 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
9. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended or debarred. If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official file for this RFQ, and the respondent shall be advised of the reasons for the determination.

4. QUALIFICATIONS EVALUATION CRITERIA

Respondent may not submit more than one response to this RFQ.

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

- A. Satisfaction of Threshold Criteria: Respondent must meet each requirement enumerated in Section 2 of Part 2 of this RFQ, titled, “Minimum Requirements” and Section 3 of Part 2 of this RFQ titled, “Responsible Respondent Requirements” to receive continued consideration in the selection process.
- B. Experience of Respondent: Respondent must submit a narrative describing the relevant experience of the Respondent. The narrative cannot exceed 3 pages and should include the following information:
 - a. Summary of experience assessing households for eligibility for Indiana Health Coverage Programs (IHCP) Medicaid Rehabilitation Option (MRO) services, supportive services, and coordinating multiple funding sources to maximize service provision to clients.
 - b. Summary of experience accepting and/or making referrals through Coordinated Entry and engagement with regional Coordinated Entry meetings or processes.
 - c. Summary of experience working directly with or collaborating to serve individuals and households at risk or experiencing homelessness or working directly with or collaborating to serve with adults having a serious mental illness or children having serious emotional disturbance.
If no prior engagement with Coordinated Entry or homelessness, describe instead experience working independently or with community partners to serve vulnerable populations.
- C. Program Description: Submit a narrative describing the proposed design of the Program. Narrative cannot exceed 3 pages and must include the following information:
 - a. Indiana counties to be targeted.
 - b. Proposed program timeline, including anticipated start date.
 - c. Proposed staffing model. Include the anticipated case management ratio, number and structure of staff involved, and a description of their specific roles.
 - d. Proposed service delivery plan. Describe the type and scale of services offered and the Respondent’s strategy for providing individualized supportive services that increase long-term housing stability. *(Refer to the eligible services enumerated in Part 1 Section 4.)*
- D. Readiness to Proceed: Respondent must submit a narrative demonstrating it can quickly begin providing supportive services to EHV participants, if selected. The narrative cannot exceed 3 pages and must include the following information:
 - a. Describe the proposed process for client intake, assessment, and continued engagement.
 - b. Describe your overall strategy for remaining engaged with regional Coordinated Entry meetings and the PHA designated for the selected coverage area during the grant term.

- E. Description of Key Staff: Please identify key staff who will administer the Program. For each lead person, provide a current resume and a brief narrative (no more than 1 page each) describing why this person was selected for the role. Provide a current organizational chart.

5. APPLICATION SCORING CRITERIA

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

Applications will be scored according to the points system described in this section. Up to 100 points are available to all applicants. All applications will be ranked by the percentage of points received out of those available. Applications which fail the threshold review will not be scored. Respondents must score at least 60% in each category to be considered for funding.

Threshold Criteria:

- CMHC Status (not for profit corporation, housing authority or local unit of government)
- Financial capacity to administer the program, including the provision of required documentation
- Complete compliant proposal addressing all items listed in Sections 2 and 3 of Part 2 of this RFQ.

Scored Criteria:

A. Overall Experience of Respondent (30 points)

Respondent's Experience:

- a. Experience assessing households for MRO, and coordinating funding sources
- b. Experience engaging with Coordinated Entry
- c. Experience addressing homelessness

If no prior engagement with Coordinated Entry or homelessness, description of experience serving vulnerable populations.

B. Program Description (35 points)

- a. Target geographic location
- b. Program timeline
- c. Staffing model
- d. Service delivery plan

C. Readiness to Proceed (30 points)

- a. Process for intake, assessment, and engagement
- b. Strategy for continued system engagement

D. Description of Key Staff (5 points)

6. RFQ SUBMISSION ITEMS

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

Checklist of Submission Requirements

- Qualifications Coversheet. Qualifications Coversheet (required template included in this RFQ packet).
- Certification of Company. Certification of Company (required template included in this RFQ packet).
- CMHC Status. Verification of CMHC Status.
- Financial Capacity. Financials for the Respondent.
- Narratives addressing all applicable questions in the following sections:
 - Experience of Respondent
 - Program Description
 - Readiness to Proceed
- Description of Key Staff. Key program staff identification, resumes, narratives, and organizational chart.

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

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

Victoria Jennings
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The deadline for submission is September 19, 2022 at 5:00 PM Eastern Time. Applications that do not contain all required forms/documents as listed in this RFQ may be determined ineligible for further consideration.

PART 3

TERMS AND CONDITIONS

1. STATE POLICIES

- A. **ETHICAL COMPLIANCE:** By submitting a proposal, the respondent certifies that it shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq., Ind. Code § 4-2-7, et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. Respondent will be required to attend online ethics training conducted by the State of Indiana.
- B. **EMPLOYMENT ELIGIBILITY VERIFICATION.** The Respondent cannot knowingly employ an unauthorized alien. The Respondent shall require its contractors who perform work for the Respondent pursuant to the project must certify to the Respondent that the contractor does not knowingly employ or contract with an unauthorized alien.
- C. **PAYMENTS:** Any payments for services under any contract awarded pursuant to this RFQ shall be paid by IHCDA in arrears in conformance with State fiscal policies and procedures and, as required by IC §4-13-2-14.8, the direct deposit by electronic funds transfer to the financial institution designated by the successful respondent in writing unless a specific waiver has been obtained from the IHCDA Controller. No payments will be made in advance of receipt of the goods or services that are the subject of any contract except as permitted by IC §4-13-2-20.
- D. **CONFIDENTIALITY OF STATE INFORMATION.** The Respondent understands and agrees that data, materials, and information disclosed to the Respondent may contain confidential and protected information. The Respondent covenants that data, material, and information gathered, based upon or disclosed to the Respondent for the purpose of this project will not be disclosed to or discussed with third parties without the prior written consent of the IHCDA. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the Respondent and IHCDA agree to comply with the provisions of IC §4-1-10 and IC §4-1-11. If any Social Security number(s) is/are disclosed by Respondent, Respondent agrees to pay the cost of the notice of disclosure of a breach of the security of the system in addition to any other claims and expenses for which it is liable under the terms of this contract.
- E. **ACCESS TO PUBLIC RECORDS:** Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (“APRA”), IC 5-14-3 et. seq., and the entire response may be viewed and copied by any member of the public. Respondents claiming a statutory exemption to disclosure under APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope marked “Confidential”. Respondents should be aware that if a public records request is made under APRA, IHCDA will make an independent determination of confidentiality, and may seek the opinion of the Public Access Counselor. Prices are not considered confidential information. The following information shall be subject to public inspection after the contract award:
- The RFQ.
 - A list of all vendors who received the RFQ.
 - The name and address of each respondent.
 - The amount of each offer.
 - 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.
 - 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. Substance Abuse and Mental Health Services Administration Mental Health Block Grant Requirements- CFDA Number: 93.958:

- All Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685- 1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §§794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to non- discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- The Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- The requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.
- Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non- appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).
- Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.
- 2 CFR 200, Uniform Administrative Requirements, Cost Principle and Audit Requirements for Federal Awards, which includes but is not limited to the following requirements:

- 2 CFR 200.501, Audit requirements.
- 2 CFR 200.113, Mandatory Disclosures.
- 2 CFR, 200.62, Internal Controls.
- 2 CFR, 200.318, General Procurement Standards and Conflict of Interests.
- 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.
- HUD and the Comptroller General of the United States, any of their representatives, have the right of access to any pertinent books, documents, papers or other records of the Respondent in order to make audits, examinations, excerpts, and transcripts.
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable.
- Safeguarding Protected Health Information (defined in 45 CFR 160.103), as applicable.
- The provisions of 45 CFR 164 Subpart E, regarding use and disclosure of Protected Health Information, as applicable.

B. HOME Investment Partnerships Program – American Rescue Plan Requirements CFDA No. 14.239:

- 2 CFR 200, Uniform Administrative Requirements, Cost Principle and Audit Requirements for Federal Awards, which includes but is not limited to the following requirements:
- 2 CFR 200.501, Audit requirements.
- 2 CFR 200.113, Mandatory Disclosures.
- 2 CFR, 200.62, Internal Controls.
- 2 CFR, 200.318, General Procurement Standards and Conflict of Interests.
- The Federal requirements set forth in [24 CFR part 5, subpart A](#), are applicable to participants in the HOME ARP program. The requirements of this subpart include: nondiscrimination and equal opportunity; disclosure requirements; debarred, suspended or ineligible contractors; drug-free work; and housing counseling.
- All records containing personally identifying information of any individual or family who applies for and/or receives HOME-ARP assistance must be kept secure and confidential.
- HUD and the Comptroller General of the United States, any of their representatives, have the right of access to any pertinent books, documents, papers or other records of the Respondent in order to make audits, examinations, excerpts, and transcripts.

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 or 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, IHCD A 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 IHCD A 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. IHCD A reserves the right not to award a contract pursuant to the RFQ.
- J. All items become the property of IHCD A upon submission and will not be returned to the Respondent.
- K. IHCD A 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 IHCD A's grant agreement for the HOME TBRA Program. Respondent acknowledges the acceptance of the grant agreement for the HOME TBRA Program and understands that the boilerplate is non-negotiable.

4. QUALIFICATIONS COVER SHEET

Name of Individual,
Firm or Business:

Address:

Phone Number:
Fax Number:
Web Site Address:

QUALIFICATION
Contact Person:

Title:
Email Address:
Phone:

Contract Signatory
Authority:

Title:

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

5. CERTIFICATION OF RESPONDENT

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

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

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

Respondent:

Signed: _____

Name: _____

Title: _____

Date: _____

Firm name: _____