



REQUEST FOR QUALIFICATIONS

for

**Project-Based Housing Choice Vouchers or Section 811 Project Rental Assistance for Existing
Supportive Housing Developments**

**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: December 8, 2025

RESPONSE DEADLINE: December 19, 2025

TABLE OF CONTENTS

PART 1 SCOPE OF THIS REQUEST

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

PART 2 RFQ PROCESS

- 1. SELECTION PROCESS**
- 2. MINIMUM REQUIREMENTS**
- 3. RESPONSIBLE RESPONDENT REQUIREMENTS**
- 4. QUALIFICATIONS EVALUATION CRITERIA**
- 5. APPLICATION SCORING CRITERIA**
- 6. RFQ SUBMISSION ITEMS**
- 7. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE**

PART 3 TERMS AND CONDITIONS

- 1. STATE POLICIES**
- 2. FEDERAL REQUIREMENTS**
- 3. RFQ TERMS AND CONDITIONS**
- 4. QUALIFICATIONS COVER SHEET**
- 5. CERTIFICATION OF RESPONDENT**

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 **existing, IHCD-funded supportive housing (“SH”) developments** to receive Project Based Voucher (PBV) Housing Assistance Payment (HAP) contracts to provide rental assistance for households with a gross household income at or below 50% of Area Median Income (“AMI”) who meet all PBV eligibility requirements or Section 811 Project Rental Assistance (811 PRA) Rental Assistance Contract (RAC) to provide rental assistance for households with a gross household income at or below 30% of AMI who meet all 811 PRA eligibility requirements.

“**Existing**” means that the development is placed-in-service as of the RFQ response deadline.

“**IHCD-funded**” means that the development was funded with IHCD capital resources through one or more of the following programs: Low Income Housing Tax Credits, tax-exempt bonds, Tax Credit Assistance Program (TCAP), 1602 Tax Credit Exchange Program, HOME Investment Partnerships Program (HOME), HOME Investment Partnership Programs American Rescue Plan (HOME-ARP), Community Development Block Grants (CDBG), Community Development Block Grants- Disaster Recovery (CDBG-DR), National Housing Trust Fund (NHTF), or the Indiana Affordable Housing and Community Development Fund (Development Fund).

“**Supportive Housing**” means that the development was created as part of an IHCD sponsored Supportive Housing Institute (“Institute”) to create new rental units for households experiencing homelessness. To be eligible, developments must be subject to rent and income restrictions and tenants must have leases.

The development must have an operational or services funding deficit to qualify. Preference will be given to developments that are currently receiving a project- or sponsor-based rental assistance or leasing contract through the Continuum of Care (“CoC”) program.

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

VISION

IHCD’s vision is that each and every Hoosier feels at home in their community.

MISSION

IHCD’s mission is to advance opportunity, affordability, and stability in housing. IHCD's work is done in partnership with developers, lenders, investors, and nonprofit organizations that uses its financing to serve low and moderate-income Hoosiers. IHCD leverages public and private funds to invest in financially sound, well-designed projects that will benefit communities for many years to come.

Our Commitment

We serve our neighbors through our work in housing. Therefore, we:

- Explore new ideas and solutions.
- Celebrate success.
- Communicate with transparency.

- Design our processes and programs with the person in mind.
- Seek to maintain the public's trust.
- Engage and collaborate with partners.

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 PBV program allows Public Housing Agencies (PHAs) that administer a tenant-based Housing Choice Voucher (HCV) program to utilize up to 30% of their voucher program budget authority to attach the funding to specific units through a long-term contract rather than using it for tenant-based assistance. Project Based Vouchers provide rental assistance subsidy to developments and allow the HCV program to target resources to house individuals that the program could not otherwise successfully serve.

As described in its HCV Administrative Plan, IHCDA may award PBV to projects previously selected through the Indiana Supportive Housing Institute or a HOME Innovative Round request for proposals.

The purpose of the 811 PRA program is to increase access to affordable housing with appropriate supportive services for extremely low-income persons with disabilities. IHCDA was awarded 811 PRA through HUD's 2019 and 2023 Notices of Funding Availability.

As described in IHCDA's HUD-approved 811 PRA plan, IHCDA will award 811 PRA to projects serving people experiencing homelessness, persons with intellectual or developmental disabilities, or persons living in institutional settings who with access to affordable housing and supportive services could exit the institution and live independently.

4. **SCOPE OF SERVICES**

The Respondent may request PBV or 811 PRA for some or all of the supportive housing units in a project. Only supportive housing units are eligible for PBV under this RFQ. If Respondent is selected pursuant to this RFQ, it may receive a PBV or 811 PRA contract that covers fewer units than the amount requested by the Respondent. If selected for PBV, the term of the HAP Contract will be determined on a case-by-case basis based on the remaining affordability period of the development, but in no case will exceed 20 years. If selected for 811 PRA, the term of the RAC will be 20 years.

IHCDA will determine which project-based rental assistance source (PBV or 811 PRA) will be offered to each selected Respondent based on availability of funds and eligibility for the particular source. To the extent possible, integrated supportive housing projects with 25% or less of the units as supportive housing will be awarded 811 PRA while projects with greater than 25% of their units as supportive housing will be awarded PBV.

Policies and procedures for the PBV Program can be found in the manuals and training materials available on [IHCDA's PBV webpage](#), as amended from time to time. Policies and procedures for the

811 PRA Program can be found in the manuals and training materials available on [IHCDA's 811 PRA webpage](#), as amended from time to time.

If a proposed project falls within a municipality in which a local housing authority is located or within a municipality contiguous to a municipality in which a local housing authority is located, then a letter must be submitted to IHCDA from the local housing authority operating in that location which states the local public housing authority cannot provide the vouchers and that IHCDA is allowed to administer PBV within the jurisdiction in accordance with the IHCDA Administrative Plan. Upon signing the HAP contract, a formal MOU with the local Housing Authority will be required, if not already in place with the local PHA. A map of IHCDA's HCV program coverage area can be found here on the [program webpage](#).

If a Respondent is selected through this RFQ, IHCDA will confirm which project-based rental assistance source (PBV or 811 PRA) will be available to the project. The Respondent must then submit a full PBV application using IHCDA Form O1 or a full 811 PRA application using IHCDA Form O2. Form O1 or O2 should not be submitted with the initial RFQ response.

Funding is contingent upon: (i) the Form O1 or Form O2 application meeting all established HUD and IHCDA threshold criteria for the program; (2) continued demonstrated need for the funding; and (3) approval from IHCDA's Board of Directors. Prior to execution of the HAP Contract or RAC, IHCDA must conduct an inspection of the project using the National Standards for the Physical Inspection of Real Estate (NSPIRE) inspection standards. Any issues identified during the inspection must be remedied prior to contract execution.

Project Requirements:

- Recipient must implement low-barrier tenant screening procedures and tenant selection plans.
- Recipient must implement an eviction prevention plan and utilize eviction only as a last resort.
- Comprehensive case management and supportive services must be accessible to tenants where they live and offered in a manner designed to maximize housing stability, choice, and self-sufficiency.
- Recipient must comply with all applicable supportive housing requirements described in the Indiana Supportive Housing Institute RFQ and relevant IHCDA program policies.
- Recipient must comply with all applicable Project Based Voucher regulations and guidance issued by HUD and/or IHCDA, as amended from time to time.

5. RFQ TENTATIVE TIMELINE

December 8, 2025	RFQ released to the general public
December 15, 2025	Informational webinar at 2:00 p.m. Eastern Time Click here to join meeting
December 18, 2025	Respondent questions regarding RFQ must be submitted to Director of Supportive Housing Programs, Zach Gross (zagross@ihcda.in.gov) by end of day
December 19, 2025	Responses due to IHCDA by 5:00 p.m. Eastern Time
December 30, 2025	Announcement of selected Respondents

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 3 below. Selection is at the sole discretion of the selection committee.

2. MINIMUM REQUIREMENTS

Complete Compliant Proposal

Respondent must submit a complete proposal/response which addresses all applicable questions enumerated in Section 4 and includes the submission and receipt by IHCD of all items enumerated in Section 6 of this Request for Qualifications.

Financial Capacity

Respondent must demonstrate financial capacity to administer the program through the complete submission of 2024 financial statements and 2025 year-to-date balance sheet, income statements, and cash flow statements. IHCD, in its discretion, may request additional financial information including project financials.

Local PHA Authorization

If the development is located within a municipality in which a local housing authority is located or within a municipality contiguous to a municipality in which a local housing authority is located, submit a letter to IHCD from the local housing authority operating in that location which states the local public housing authority cannot provide the vouchers and that IHCD is allowed to administer the project based program within the jurisdiction in accordance with the IHCD Administrative Plan. A map of IHCD's HCV program coverage area can be found on the [program webpage](#).

Commitment

Respondent must agree to commit to attending all future meetings and trainings, must enter into an agreement outlining these terms, and must comply with all PBV or 811 PRA regulations, as applicable, if selected.

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, it must be registered with 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

Respondents may not submit more than one response per category of this RFQ.

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

1. Satisfaction of Threshold Criteria: Respondent must meet each requirement enumerated in Part 2 Section 2 “Minimum Requirements” and Part 2 Section 3 “Responsible Respondent Requirements” to receive continued consideration in the selection process.
2. Development Information: Respondent must submit a narrative describing the development. The narrative cannot exceed 2 pages and should include the following information:
 - a. The name and address of the development.
 - b. The number and size of supportive housing units, the total number of units, how many of these units currently receive rental assistance, and the rental assistance source.
 - c. Identification of the property owner(s), management company, and service provider(s)
 - d. A brief history of the development, including when it opened, the primary funding sources, and the planned rental assistance source. Indicate whether the planned rental assistance source is being used at the property.
3. Relevant experience of the Respondent. The narrative cannot exceed 2 pages and should include the following information:
 - a. Experience administering Project Based Vouchers, Section 811 PRA, or other rental assistance programs.
 - b. Experience providing and/or collaborating with service providers to provide supportive services.
 - c. Experience collaborating with partners to operate a successful supportive housing development.
4. Readiness to Proceed: Respondent must submit a narrative demonstrating readiness to proceed. The narrative cannot exceed 3 pages (not including any attachments such as rent rolls or financials) and must include the following information:
 - a. Justification of the need for Project Based Vouchers or Section 811 PRA. This narrative should include data to demonstrate an operational or services funding deficit and explain how receiving Project Based Vouchers or Section 811 PRA will improve funding at the property.
 - b. If there is already rental assistance at the property, indicate the current rent the property receives on assisted units compared to the area Fair Market Rent, whether the vouchers received through this RFQ would replace existing rental assistance, whether those funds could be converted to use for supportive services, and the timeline for any conversion.
5. Description of Key Staff: Please identify key staff with owner, property management, and service provider. For each lead person, provide a current resume. In addition, provide a narrative, not to exceed 1 page, describing the current on site staff (including management, maintenance, and services personnel), and the average number of hours each person is on site per week.

6. Past Award Performance: 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. *Applicants are not required to submit documentation to attest to past award performance. IHCD will review internal information regarding previous awards to evaluate Respondent's past award performance, if applicable.*

5. APPLICATION SCORING CRITERIA

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

Responses will be scored according to the points system described in this section. Up to 120 points are available to all respondents. Applications which fail the threshold review will not be scored.

Threshold Criteria:

- Financial capacity to administer the program, including the provision of required documentation
- Local PHA letter (if applicable)
- Complete compliant proposal meeting all requirements listed in Part 2 Sections 2 and 3

Scored Criteria:

1. Development Information (10 points)
 - a. The name and address of the development.
 - b. The number and size of supportive housing units, the total number of units, how many of these units currently receive rental assistance, and the rental assistance source.
 - c. Identification of the property owner(s), management company, and service provider(s)
 - d. A brief history of the development, including when it opened, the primary funding sources, and the planned rental assistance source. Indicate whether the planned rental assistance source is being used at the property.
2. Relevant experience of the Respondent (10 points)
 - a. Experience administering Project Based Vouchers, Section 811 PRA, or other rental assistance programs.
 - b. Experience providing and/or collaborating with service providers to provide supportive services.
 - c. Experience collaborating with partners to operate a successful supportive housing development.
3. Readiness to Proceed (50 points)
 - a. Justification of the need for Project Based Vouchers or Section 811 PRA. This narrative should include data to demonstrate an operational or services funding deficit and explain how receiving Project Based Vouchers or Section 811 PRA will improve funding at the property.
 - b. If there is already rental assistance at the property, indicate the current rent the property receives on assisted units compared to the area Fair Market Rent, whether the vouchers received through this RFQ would replace existing rental assistance, whether those funds could be converted to use for supportive services, and the timeline for any conversion.
4. Description of Key Staff (10 points)
 - a. Resume for lead staff
 - b. Narrative describing the current on site staff (including management, maintenance, and services personnel), and the average number of hours each person is on site per week.
5. Past Award Performance (10 points)
 - a. History of meeting benchmarks and providing timely and quality reports
 - b. Quality of work performed and services provided

- c. Full expenditure of funds
- 6. Development is currently receiving a project- or sponsor-based rental assistance or leasing contract through the Continuum of Care (“CoC”) program (30 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 Respondent. Certification of Respondent (required template included in this RFQ packet).
- Financial Capacity. Financials for the lead applicant.
- Local PHA letter (if applicable)
- Narratives addressing all applicable questions for the following sections:
 - Development Information
 - Relevant Experience
 - Readiness to Proceed
- Description of Key Staff. Key program staff identification, resumes, and narrative

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

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

Zach Gross
Director of Supportive Housing Programs
Indiana Housing and Community Development Authority
30 South Meridian, Suite 900
Indianapolis, IN 46204
Zagross@ihcda.in.gov

The deadline for submission is December 19, 2025, at 5:00 PM Eastern Time. Applications that miss the submission deadline and/or 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 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. **CERTAIN FOREIGN ADVERSARIES.** By submitting a proposal, the Respondent certifies that it and, if applicable, any of its holding companies, affiliates, or subsidiaries:
- Are not considered a “prohibited person” that is designated as posing a national security threat to the integrity of communications networks or the communications supply chain under 47 CFR 54.9.
 - Are not listed in Section 889 of the 2019 National Defense Authorization Act;
 - Are not listed in Section 1260H of the 2021 National Defense Authorization Act;
 - Are not owned by the government of a country, or controlled by any governing or regulatory body located in a country, on the United States Department of Commerce’s (USDOC) foreign adversaries list under 15 C.F.R. 791.4;
 - Are not included on or controlled by an entity on the Specially Designated Nationals (SDN) list maintained by the United States Department of the Treasury’s Office of Foreign Asset Control (OFAC); and
 - Will not enter into a new contract, contract amendment, contract extension, or contract renewal for a good or service with any company that meets any of the above-listed criteria, unless the agency can demonstrate the necessity to do so as outlined in Indiana Executive Order 25-64, paragraph 5.
- E. **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.

- F. **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, IHCDCA 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.
- G. **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.
- H. **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.
- I. **NONDISCRIMINATION.** Pursuant to the Indiana Civil Rights Law, specifically IC §22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Respondent covenants that it shall not discriminate against any employee or applicant for employment relating to this Contract with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment,

because of the employee's or applicant's race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, State, or local law ("Protected Characteristics"). The Respondent will certify compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

Respondent does not and shall not operate any programs or engage in any practices promoting Diversity, Equity, and Inclusion (DEI), or other similar goals, that violate Indiana or Federal Civil Rights Laws by treating a person differently on the basis of race or sex, such as by considering race or sex when making recruitment, hiring, disciplinary, promotion, or employment decisions; requiring employees to participate in training or educational programs that employ racial or sex stereotypes; or attempting to achieve racial or sex balancing in the Respondent's workforce.

- J. **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 5.703 National Standards for the Physical Inspection of Real Estate (NSPIRE).
- 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 this program. 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. Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- 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 200.216, Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment.
 - v. 2 CFR, 200.318, General Procurement Standards and Conflict of Interests. 2 CFR 200.322, Domestic Preferences for Procurements.
 - vi. 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. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- K. Debarment and Suspension (Executive Orders 12549 and 12689)—Certain awards (see 2 CFR 180) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

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, 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. The Respondent understands that IHCDCA will enter into contract preparation activities with the Respondent whose RFQ appears to be the most advantageous to IHCDCA. If at any time the contract preparation activities are judged to be ineffective, the state may do the following:
 - a. Cease all activities with that Respondent.
 - b. Begin contract preparation activities with the next highest ranked Respondent.

A copy of IHCDCA's most recent Contract Boilerplate is attached as an Exhibit to this RFQ. By submitting a response to this RFQ, Respondent acknowledges the acceptance of IHCDCA's Contract Boilerplate 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: _____