



Indiana Housing & Community Development Authority

Request for Proposal

For

Tax Credit Compliance Trainer

Issue Date: August 13, 2010

Response Deadline: October 12, 2010 at 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's (IHCDA) Multi-Family Department is requesting proposals to conduct Rental Housing Tax Credit Compliance trainings for the calendar year 2011. These trainings provide instructional opportunities for participants in the Section 42 program, referencing both IHCDA's Compliance Manual and Chapter 5 of HUD Handbook 4350.3. The target audience includes, but is not limited to, management companies, owners, and onsite property managers and staff. The successful respondent to this request for proposals will contract with IHCDA to conduct 3 two-day Tenant File Workshop Sessions, one RHTC with Multi-layer Funding Tenant File Workshop session, and one Physical Inspection Workshop session throughout the state.

1.2 ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

A: Overview of IHCDA (for more information, visit <http://www.in.gov/ihcda>)

At IHCDA, we believe that growing Indiana's economy starts at home. Everyone can agree that all Hoosiers should have the opportunity to live in safe, affordable, good-quality housing in economically stable communities. That's the heart of IHCDA's mission. Our charge is to help communities build upon their assets to create places with ready access to opportunities, goods, and services. We also promote, finance, and support a broad range of housing solutions, from temporary shelters to homeownership.

IHCDA's work is done in partnership with developers, lenders, investors, and nonprofit organizations that use our financing to serve low- and moderate-income Hoosiers. We leverage 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, and it all starts at home.

B: Overview of the Multi-Family Department

IHCDA's Multi-Family Housing Department provides technical assistance and training for property owners and management companies participating in the Tax Credit Program to maintain and sustain affordable, decent, safe, and sanitary rental housing for residents of Indiana. The Multifamily Department also monitors the Tax Credit properties for compliance with Section 42 of the Internal Revenue Code, Home Investment Partnership



Program (HOME), Community Development Block Grant (CDBG), and Indiana Housing & Community Development Fund (Development Fund), and works with owners who are out of compliance to correct the noncompliance issues and maintain the affordability of the Tax Credit development.

1.3 MINIMUM REQUIREMENTS

Respondents must provide the following minimum requirements in order to be deemed responsive to this RFP and be considered for the contract:

- Application packet (see Section 2.3 for more details)
- Training outline for Tenant File Workshop Sessions with a short sample of the PowerPoint presentation to be used at each type of workshop session and the supporting instructional material for workshop sessions, including but not limited to, examples of class exercises and sample tenant files for class review
- Training outline for RHTC with Multi-layer Funding Tenant File Workshop Sessions with a short sample of the PowerPoint presentation to be used at each type of workshop session and the supporting instructional material for workshop sessions, including but not limited to, examples of class exercises and sample tenant files for class review
- Training outline for Physical Inspection Workshop Session with a short sample of the PowerPoint presentation to be used at the workshop session and the supporting instructional material for the workshop session.

1.4 TENANT FILE WORKSHOP SESSIONS

The successful respondent will be responsible for conducting Tenant File Workshop Sessions throughout the state during the 2011 calendar year, beginning with the first set of workshops in late March or early April, then a set of workshops in July and a final set of workshops to occur in October. The focus of these training sessions will be to teach “best-practices” for Section 42 Compliance through hands-on activities and real-world compliance case studies.

- The RHTC Tenant File Workshops will include three (3) two-day sessions. The first day will cover the basics of Section 42 Compliance and the second day will cover the unique rules of Section 42 Compliance.
- The RHTC with Multi-layer Funding workshop will be a one (1) day session covering compliance when the development has combined funding sources, including but not limited to, Rural Development, HOME, CDBG, and Development Fund.

These sessions will be held onsite in the community rooms of existing tax credit developments. IHCDA will identify the developments where the sessions will be held,



secure the locations, and determine the training dates. IHCD A will be responsible for selecting the locations for each set of trainings and to coordinate with the development for final set-up of the space. Furthermore, IHCD A will be responsible to handle registration for all sessions and communicate to the trainer through reports all registration information. These trainings are meant to be interactive and as such registration should be capped at around 35 participants each. Trainings will last from 8:30 a.m. to 4:00 p.m. with a one-hour lunch break. Lunch will not be provided to participants as part of the training costs.

The 2-day sessions should include a PowerPoint Presentation to review general compliance topics and the unique program rules. These topics include but are not limited to:

1. The background of the Section 42 program
2. Applicable Fraction and Minimum Set-Aside overview
3. Income and Rent Restrictions
4. Lease Requirements
5. Utility Allowances
6. Steps for qualifying residents for RHTC units
7. Instructions for organizing and maintaining a tenant file
8. Income and asset calculations
9. RHTC Compliance Rules (Next Available Unit/140% Rule, Student Status & Exemptions, Unit Transfers, Unit Vacancy, etc.).
10. IHCD A's monitoring process and procedures
11. Brief discussion of ihcdaonline.com
12. Non-compliance Issues
13. Physical Inspections

The remainder of the sessions is to be spent with hands-on activities and interactive learning opportunities. The interactive portions of the sessions should involve having participants review fake tenant files. These files are to be created by the trainer and should demonstrate both common and unusual compliance issues that property managers may face. Another suggested activity is role-playing in which participants play the parts of tenants, property managers, and IHCD A auditors.

A final suggested activity is to have an afternoon session in which participants share real-life compliance stories and discuss the proper solutions. It is suggested that for this type of activity all participants be informed to bring at least one case study with them as a kind of preparatory homework.

While IHCD A may provide a few suggested scenarios, it will primarily be the responsibility of the trainer to create these tenant files and compliance simulations.

1.5 PHYSICAL INSPECTION WORKSHOP SESSION



The successful respondent will be responsible for creating a one-day Physical Inspection Workshop session. The purpose of this training is to provide maintenance staff, on-site property managers, and owners with an overview of the Section 42 inspectable areas and educating the participants regarding the UPCS inspections. The training should last from 9:00 a.m. to 4:00 p.m. with a one-hour lunch break. Lunch will not be provided to participants as part of the training costs. The focus of this training session will be to teach “best-practices for preventing health and safety violations” with Compliance Inspections through examples and photographs.

1.6 FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE

Qualifications and sample items must be submitted in complete original form by mail or messenger to the following address:

**J. Jacob Sipe
Multi-Family Housing Manager
Indiana Housing and Community Development Authority
30 South Meridian, Suite 1000
Indianapolis, IN 46204**

Responses are due no later than **5:00 pm (EST) on Friday October 1, 2010**. Respondents must provide one (1) electronic copy and an original hard copy with five (5) hard copies of the proposal and supporting materials. IHCDA will time and date stamp proposals to evidence timely receipt.

PART 2 **RFP PROCESS**

2.1 SELECTION PROCESS

Evaluation of all applicants will be performed by an internal IHCDA committee consisting of the Multi-Family Compliance Department. Applicants will be scored based on the evaluation criteria listed below. After this initial process, the highest ranked applicants may be selected to present a demonstration of their qualifications. Separate negotiations will then be conducted with each selected applicant. At the conclusion of these negotiations, IHCDA will establish a deadline for final offers from each of the selected applicants. Final selection will be at the discretion of IHCDA and must be submitted for approval to the IHCDA Board of Directors.

2.2 QUALIFICATION EVALUATION CRITERIA

The following will be IHCDA’s primary considerations in the selection of a Tax Credit Compliance Trainer:



1. Compliance with the requirements of this RFP
2. Experience with Section 42 Program, HOME, CDBG, and Indiana Development Fund
3. Innovative training methods as evidenced by sample activities and curriculum
4. Minority Business Enterprise (MBE) and/or Women Business Enterprise (WBE)
5. Price Per Session
6. Clarity and Quantity of past work/capacity
7. Quality of Presentation

2.3 RFP SUBMISSION ITEMS

Please address each item applicable to your experience under each category heading. Attach sheets as necessary with the name of your company shown on each page. The Certification of Company at the end of this RFP must be completed and should accompany your written attachments.

1. General Information: Provide information regarding the organization and structure of the company including, but not limited to:
 - a. Number of offices and locations
 - b. Brief staff descriptions
2. Company: Provide information regarding the experience of the company including, but not limited to:
 - a. Number of Compliance trainings conducted in the last three years
 - b. Types of Certified Tax Credit Compliance Trainings conducted in the last three years
 - c. Company resume
 - d. Any other unique qualifications
3. Personnel: Provide information regarding the experience of the company including, but not limited to:
 - a. Names and brief resumes of potential trainer(s), including applicable Section 42, HOME, CDBG, and Rural Development experience and RHTC, HOME, CDBG, and Rural Development Compliance certifications
 - b. List of housing clients served by or proposed to be served by the personnel assigned to this account.
4. Please limit all narrative portions of the proposal to no more than 5 pages.

ADDITIONAL INFORMATION

Entities submitting qualifications shall:

1. Be authorized to do business in the State of Indiana.



2. Have a favorable business reputation.
3. References

2.4 CONTACT INFORMATION

Any questions or comments about this RFP should be directed to J. Jacob Sipe (jsipe@ihcda.in.gov) or Danielle Anderson (danderson@ihcda.in.gov).

PART 3 **TERMS & CONDITIONS AND REQUIREMENTS**

3.1 TERMS & CONDITIONS

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

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 determine the days, hours and locations that the successful company shall provide the services called for in the RFP.
4. IHCDA reserves the right to reject and not consider any or all companies 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.
5. 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.
6. 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.
7. In no event shall any obligations of any kind be enforceable against IHCDA unless and until a written agreement is entered into.
8. 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.
9. 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.

10. IHCDA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful companies.
11. IHCDA reserves the right to retain all qualifications submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving qualifications without the written consent of IHCDA.
12. IHCDA reserves the right not to award a contract pursuant to the RFP.



3.2 QUALIFICATION COVER SHEET

Name of Company: _____

Address: _____

Phone Number: _____

Fax Number: _____

Web Site Address: _____

Qualifications

Contact Person: _____

Title: _____

Email Address: _____

Contract Signatory Authority

Signatory: _____

Title: _____

3.3 CERTIFICATION OF BIDDER-TAX CREDIT COMPLIANCE TRAINER

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

CERTIFICATION OF COMPANY

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 certify that no employee, IHCDA member, or agent of IHCDA has assisted in the preparation of these qualifications. 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 on behalf of said organization.

Company name: _____

Signed: _____

Name: _____

Title: _____

Date: _____