



REQUEST FOR PROPOSALS

For

HOME Investment Partnerships Program Innovation Round

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: October 28, 2019

RESPONSE DEADLINE December 9, 2019, 5:00 PM Eastern Time

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PART 1

SCOPE OF THIS REQUEST

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

The Indiana Housing and Community Development Authority (“IHCDA”) is seeking to select up to three non-profit respondents who propose an innovative affordable housing project to target an unmet need. The selected respondents will be required to attend an intensive 60-hour HOME Project Development Training focusing on affordable housing development. Upon successful completion of this training, the selected respondents will be eligible to develop units for rental and homeownership using IHCDA’s HOME Investment Partnerships Program grant funding (“HOME”). Respondents are expected to propose a unique affordable housing concept through this RFP, which must include a proposal to develop units for homeownership. The selected respondents are expected to attend all Project Development trainings to refine their proposed project and work collaboratively with their teams. Applicants are strongly encouraged to seek out partnerships with community foundations, units of local government, and other partners to help leverage the projects.

Upon completion of the Project Development Training, IHCDA will make available \$2,000,000 per team for affordable housing construction through HOME. The selected respondents will be required to submit to IHCDA a HOME application, pro-forma and other applicable attachments. The funding request must meet all requirements associated with homebuyer projects set forth in 24 CFR 92 and in IHCDA’s HOME policy, including but not limited to, the threshold review, underwriting requirements, 25% match requirement, and the cost allocation analysis. Requests for funding are subject to approval by IHCDA’s Board of Directors.

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

MISSION STATEMENT

The Indiana Housing and Community Development Authority (“IHCDA”) provides housing opportunities, promotes self-sufficiency, and strengthens communities. To accomplish this, we will:

- Promote place-based initiatives that will allow Hoosiers opportunities to improve their quality of life;
- Create and preserve housing for Indiana’s most vulnerable population;
- Enhance self-sufficiency initiatives in existing programs; and
- Promote a value-driven culture of continuous improvement.

VISION

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

IHCDA's work is done in partnership with developers, lenders, investors, and nonprofit organizations that use our financing to serve low and moderate-income Hoosiers. We leverage public and private funds to invest in financially sound, well-designed projects that will benefit

communities for many years to come. And our investments bear outstanding returns. The activities that we finance help families become more stable, put down roots, and climb the economic ladder. In turn, communities grow and prosper, broadening their tax base, creating new jobs, and maximizing local resources. IHCD's work is truly a vehicle for economic growth, and it all starts at home.

OVERVIEW (for more information visit <http://www.in.gov/ihcda/>)

IHCDA was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCD's programs are successful in large part because of the growing network of partnerships IHCD has established with local, state, and federal governments, for-profit businesses and not-for-profit organizations. For-profit partners include investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. Not-for-profit partners include community development corporations, community action agencies, and not-for-profit developers.

3. SCOPE OF SERVICES

IHCDA, is soliciting proposals from eligible non-profits. This program is designed to align with IHCD's mission of supporting affordable housing and addressing unique community challenges. The demonstration program has three main objectives:

Objective 1: Increase the availability of both affordable rental and homeownership units across the State of Indiana, targeting households at or below 80 percent of the Area Median Income as published annually by the U.S. Department of Housing and Urban Development ("HUD"). Respondents must propose a housing project that includes either a homeownership or a lease-purchase program.

Objective 2: Identify an unmet community need. IHCD will not define this unmet need. The Respondent must provide a narrative and supporting data to demonstrate the existence of the unmet need and to justify impact of the unmet need on the community and any proposed targeted population. The Respondent should describe how its proposal will address the unmet need. The Respondent should also identify any barriers which may prevent the Respondent from utilizing IHCD's current pre-existing funding opportunities.

Objective 3: Propose an innovative concept which addresses the unmet community need that has been identified. The proposed innovative concept may integrate the use of HOME to support the affordable housing project or may supplement the proposed use of HOME. The concept must describe how the Respondent will incorporate a homebuyer program as part of its innovative model.

Each selected respondent and its identified team must participate in a 60-hour training on project development to ensure compliance with HOME funding and must commit to attending the entire training. Teams are encouraged to send up to five individuals to each session. Eligible team members must include, at a minimum, a non-profit developer with affordable housing experience that is dedicated to seeing the entire proposal to completion and a member who will administer the homebuyer-portion of the proposal. Additional team members may include, but are not limited to, community foundations, consultants and/or award administrators, local city or town development staff, and property managers (if applicable). One member of the team must be identified as the team lead. Each selected respondent must assemble a team that includes, at a minimum, two staff persons that are employed by the Respondent who are dedicated to overseeing the project to completion. Respondent is encouraged to include another representative from a partner organization that has knowledge regarding the unmet need that will be addressed. Any member of a team that is not an employee of the Respondent must submit a letter of support from his or her employer

in which the employer commits to allowing the employee to support the project until the Respondent has expended the award in its entirety and monitoring findings and concerns are resolved.

Respondents will be limited to proposals that anticipate affordable housing construction in non-Participating Jurisdictions. The proposal cannot include construction in Participating Jurisdictions listed in **Table A**, subject to exclusions listed below:

TABLE A		
PARTICIPATING JURISDICTIONS		
Anderson	Gary	Muncie
Bloomington	Hammond	South Bend Consortium***
East Chicago	Indianapolis*	Terre Haute
Evansville	Lake County	
Fort Wayne	Lafayette Consortium**	

*Excluding the Marion County Cities of Beech Grove, Lawrence, Speedway, and Southport. The Town of Cumberland is excluded when the housing activity is outside of Marion County.

**Lafayette Consortium is made up of the Cities of Lafayette and West Lafayette and the unincorporated areas of Tippecanoe County. Other incorporated areas are eligible to receive assistance.

***South Bend Consortium is made up of the Cities of South Bend and Mishawaka and the unincorporated areas of St. Joseph County. Other incorporated areas are eligible to receive assistance.

In addition, Respondents addressing permanent supportive housing as any part of the project scope will not be eligible for this RFP.

The selected respondent will be required to work with IHCD and any consultant(s) that participate in the initiative through the summer of 2020 to apply for funding and begin program implementation. Ongoing meetings may include, but will not be limited to, monthly check in calls and quarterly in-person meetings. Quarterly in person meetings will bring together the cohort of selected respondents and will be designed to provide opportunities to share challenges, best practices and other ideas.

Each selected respondent will be required to submit a HOME application, pro-forma and other applicable documentation, and metrics for tracking success. IHCD staff will perform underwriting, a cost allocation analysis and review for threshold requirements to ensure compliance with both the HOME regulations and IHCD policy. Funding recommendation(s) will be taken to IHCD's Board of Directors to request approval of IHCD making an investment in each project. Project submission may be on a rolling basis.

The selected respondents will be responsible for acquiring site control of the properties, overseeing the development process and selling the homes to eligible beneficiaries. The selected respondent will also be required to ensure that each beneficiary receives housing counseling.

4. RFP TIMELINE

October 28, 2019
November 12, 2019

RFP released to the general public
Informational Webinar

December 9, 2019	Responses due to IHCD by 5:00 p.m. Eastern Time
January 6, 2020	Announcement of selected teams
February 3, 2020	Development Training #1
March 2, 2020	Development Training #2
March 30, 2020	Development Training #3
April 27, 2020	Development Training #4
May 2020	Ongoing meetings and project implementation

PART 2 RFP PROCESS

1. SELECTION PROCESS

Evaluation of all proposals will be completed by IHCD. Respondents must be responsive and responsible as described in Sections 2 and 4 below. Selection of a respondent is at the discretion of IHCD.

2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT

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

1. Respondent must submit a complete response to the RFP.
2. Respondent must be a non-profit and recognized as tax-exempt under 501(c)(3) and provide proof of such status.
3. Respondent must meet all state guidelines for administering the program.

Experience

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

- Demonstrated knowledge of affordable housing construction and management of rental, lease-purchase homes, and/or the development of workforce housing;
- Demonstrated capacity to develop and manage a single-family housing development which involves multiple funding sources and regulatory complexity;
- Demonstrated experience marketing housing to persons who meet the AMI requirements and providing access to housing counseling.
- Demonstrated experience engaging and collaborating with neighborhood stakeholders, local units of government, and other community partners.

IHCD will not accept more than one response/proposal per entity. Related parties may not submit separate responses.

3. QUALIFICATIONS EVALUATION CRITERIA

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

1. Respondent's compliance with submission requirements of this RFP.
2. As assessment of the Respondent's ability to deliver the indicated services in accordance with the specifications set out in this RFP.
3. Respondent's experience providing the scope of services outlined above, as demonstrated by a narrative summary of the Respondent's experience (not to exceed five pages). The narrative must include the following items at a minimum:

- a. Demonstrated ability to create and implement an affordable housing project using HOME funding;
 - b. Demonstrated ability to successfully form non-traditional partnerships and identification of those team members and how each will assist with the implementation of the project.
 - c. Other relevant experience the Respondent would like to have considered.
4. Resumes of key team members identified as responsible for attending the Project Development Training and performing the work under any contract with IHCD.
5. A Problem Statement describing the unmet need in the community (not to exceed five pages). Respondent should provide relevant data which may include data about housing and challenges, and demographic or economics factors, etc. Respondent should clearly define the extent to which the unmet need impacts the community and how current resources do not address the unmet need.
6. Description of the proposed project (not to exceed seven pages). The proposed program must be unique to the community's needs. IHCD will evaluate all proposals with the intention of selecting diverse proposals and plans to intentionally select concepts that are proposing different community challenges. The narrative must include the following information.
 - a. Detailed description of the proposed project concept. Must include an explanation as to how this proposed program concept is innovative but replicable.
 - b. Description of how the program will include homeownership and a rental component (if applicable).
 - c. Description of how the Respondent will define success for the program, including a list of metrics and outcomes to be tracked.
 - d. Description of how the program will leverage other resources.
 - e. Proposed timeline for implementation, if selected.
7. Description of strategy to support and promote self-sufficiency of the homebuyers. The narrative may not exceed three pages. The narrative must include:
 - a. Experience providing housing counseling;
 - b. Proposals on other innovative approaches to promote self-sufficiency for both homebuyers and homeowners.
8. Financial Capacity of the Respondent to conduct the services as outlined.
9. Past award performance, including history of complying with IHCD and/or federal guidelines, meeting benchmarks and quality of work performed and services provided.
10. Timeliness of Respondent's expenditures on previous and current awards through IHCD.

4. 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 and if applicable, must not be on IHCD's suspension or debarment list;

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 and if it is an entity described in IC Title 23, it must be properly registered with the Indiana Secretary of State 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 Respondent is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official file for this RFP, and the Respondent shall be advised of the reasons for the determination.

5. RFP SUBMISSION ITEMS

Respondent must submit documentation in response to the requirements listed in each category heading summarized below. All of these requirements are described more fully in **Subsection 3 of Part 2** of this RFP, entitled “**Qualifications Evaluation Criteria**”. Therefore, Respondent must review **Subsection 3 of Part 2** of this RFP very carefully before submitting its responses. The Respondent must also submit the Qualifications Coversheet and the Certification of Company located at the end of this RFP Document.

Checklist of Submission Requirements

1. Qualifications Coversheet (required template included in this RFP Packet);
2. Certification of Company (required template included in this RFP Packet);
3. Verification of 501(c)(3) status;
4. Narrative summary of the Respondent’s experience providing the services described above;
5. Resume for each team member;
6. Problem statement narrative describing the unmet need that will be addressed as described above (Not to exceed five pages);
7. Narrative summary of the proposed project as described above (Not to exceed seven pages);
8. Narrative summary on strategy to promote self-sufficiency for homebuyers as described above (Not to exceed three pages); and
9. 2018 financial statements and 2019 year-to-date balance sheet, income statements and cash flow statements of the Respondent.

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

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

Samantha Spergel
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Indianapolis, IN 46204
sspergel@ihcda.in.gov

The deadline for submission is December 9, 2019 at 5:00 PM Eastern Time.

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

PART 3 TERMS AND CONDITIONS

1. STATE POLICIES

- A. **ETHICAL COMPLIANCE:** By submitting a proposal, the respondent certifies that it shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq., Ind. Code § 4-2-7, et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. Respondent will be required to attend online ethics training conducted by the State of Indiana.
- B. **PAYMENTS:** Any payments for services under any contract awarded pursuant to this RFP shall be paid by IHCDA in arrears in conformance with State fiscal policies and procedures and, as required by IC §4-13-2-14.8, the direct deposit by electronic funds transfer to the financial institution designated by the successful Respondent in writing unless a specific waiver has been obtained from the IHCDA Controller. No payments will be made in advance of receipt of the goods or services that are the subject of any contract except as permitted by IC §4-13-2-20.
- C. **EMPLOYMENT ELIGIBILITY VERIFICATION.** The Respondent cannot knowingly employ an unauthorized alien. The Respondent shall require its contractors who perform work for the Respondent pursuant to the project must certify to the Respondent that the contractor does not knowingly employ or contract with an unauthorized alien.
- D. **CONFIDENTIALITY OF STATE INFORMATION.** The Respondent understands and agrees that data, materials, and information disclosed to the Respondent may contain confidential and protected information. The Respondent covenants that data, material, and information gathered, based upon or disclosed to the Respondent for the purpose of this project will not be disclosed to or discussed with third parties without the prior written consent of the IHCDA. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the Respondent and IHCDA agree to comply with the provisions of IC §4-1-10 and IC §4-1-11. If any Social Security number(s) is/are disclosed by Respondent, Respondent agrees to pay the cost of the notice of disclosure of a breach of the security of

the system in addition to any other claims and expenses for which it is liable under the terms of this contract.

- E. **ACCESS TO PUBLIC RECORDS:** Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (“APRA”), IC 5-14-3 et. seq., and the entire response may be viewed and copied by any member of the public. Respondents claiming a statutory exemption to disclosure under APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope marked “Confidential”. Respondents should be aware that if a public records request is made under APRA, IHCDCA will make an independent determination of confidentiality, and may seek the opinion of the Indiana Public Access Counselor. Prices are not considered confidential information. The following information shall be subject to public inspection after the contract award:
- A. The RFP.
 - B. A list of all vendors who received the RFP.
 - C. The name and address of each Respondent.
 - D. The amount of each offer.
 - E. A record showing the following:
 - a. The name of the successful Respondent.
 - b. The dollar amount of the offer.
 - c. The basis on which the award was made.
 - F. The entire contents of the contract file except for proprietary information that may have been included with an offer, such as:
 - a. trade secrets;
 - b. manufacturing processes;
 - c. financial information not otherwise publicly available; or
 - d. other data that does not bear on the competitive goals of public procurement that was not required by the terms of the RFP itself to be made available for public inspection
- F. **TAXES, FEES AND PENALTIES:** By submitting a proposal, respondent certifies that neither it nor its principal(s) is presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana or the United States Treasury. Respondent further warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by either the State or Federal Government pending against it, and agrees that it will immediately notify 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 RFP, including any relationship that might be perceived or represented as a conflict. By submitting a proposal in response to this RFP, respondent affirms that it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of the respondent’s proposal or immediate termination of an awardee’s contract. An award will not be made where an actual conflict of interest exists. 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.

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. RFP TERMS AND CONDITIONS

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

- A. This RFP is a request for the submission of qualifications but is not itself an offer and shall under no circumstances be construed as an offer.
- B. 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 RFP, including but not limited to incomplete qualifications and/or qualifications offering alternate or non-requested services.
- D. IHCDCA reserves the right to reject any or all companies, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
- E. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, 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 RFP.
- 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 understands that if it is selected to receive an award pursuant to this RFP it will be required to execute IHCD's HOME Homebuyer Developer Project Agreement.
- M. 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.

3. QUALIFICATION COVER SHEET

Name of Individual,
Firm or Business:

Address:

Phone Number:
Fax Number:
Web Site Address:

QUALIFICATION
Contact Person:

Title:
Email Address:
Phone:

Contract Signatory
Authority:

Title:

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

4. CERTIFICATION OF RESPONDENT

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

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

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

Respondent:

Signed: _____

Name: _____

Title: _____

Date: _____

Firm name: _____