



**INDIVIDUAL DEVELOPMENT ACCOUNTS  
TAX CREDIT APPLICATION**

**APPLICATION DUE DATE:  
MAY 12, 2014 by 5:00 pm/EST**

Return all grant applications to:  
Indiana Housing and Community Development Authority  
Community Programs Department  
Attn: Taura Edwards  
30 South Meridian St, Suite 1000  
Indianapolis, IN 46204

**Notice of Funding Opportunity:** The Indiana Housing and Community Development Authority (“IHCDA”) is requesting applications from organizations to receive tax credits. Tax credits that are awarded to organizations can be sold to individuals or entities that contribute to that organization’s individual development account fund established pursuant to Indiana Code 4-4-28-13 and used to offset the donor’s tax liability as described in Indiana Code 6-3.1-18-6.

**Mission Statement:** IHCDA helps build strong communities by providing financial and informational resources throughout the State of Indiana to qualified intermediaries in their development efforts. A primary focus of IHCDA is providing a continuum of housing opportunities to bridge the gap between homelessness and home-ownership, especially for low-to moderate income residents.

**About Indiana Housing and Community Development Authority:** IHCDA was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCDA’s mission is for every Hoosier to have the opportunity to live in safe, affordable, good-quality housing in economically stable communities. IHCDA believes that growing Indiana’s economy starts at home.

IHCDA’s programs are successful in large part because of the growing network of established partnerships with local, state, and federal governments, for-profit businesses, and not-for-profit organizations. IHCDA’s for-profit partners include investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. IHCDA’s not-for-profit partners include community development corporations, community action agencies, and not-for-profit developers.

**Community Programs Department Overview:** In 2007, the Governor of the State of Indiana, Mitchell E. Daniels, Jr., designated IHCDA as the lead agency for the purpose of carrying out State activities for the Community Service Block Grants (CSBG), Weatherization (Wx), and the Energy Assistance Program (EAP). IHCDA created the Department of Energy Programs in 2011, which was tasked with overseeing the allocation, implementation and monitoring of the energy programs and Community Services Block Grant program funded through the U.S. Department of Energy (“DOE”) and the U.S. Department of Health and Human Services (“HHS”). In 2013, the programs were transferred to the Community Programs Department, which also encompasses the Individual Development Account Program, the Housing Choice Voucher Program, and Homelessness Prevention Initiatives.

**Funding Summary:** According to Indiana Code 6-3.1-18-10, IHCDA is authorized to allocate no more than \$200,000 in Individual Development Account (“IDA”) tax credits during any state fiscal year. These credits may be allocated to any community development corporation as defined by Indiana Code 4-4-28-2. Similar to other tax credit programs at IHCDA, the tax credits may be sold to donors that contribute to that organization’s individual development account fund established pursuant to Indiana Code 4-4-28-13 and used to offset the donor’s tax liability as described in Indiana Code 6-3.1-18-6.

**Uses of Tax Credits:** Eligible applicants may use funds from the sale of tax credits to start or support an IDA Program. Using the model of the IDA program, funds from the sale of tax credits will be used to match savings deposits of program participants. The participants will have an asset specific goal and be eligible to make a qualified purchase as listed in IC 4-4-28-5, which includes: education, job training, homeownership, or business development and expansion.

**Purpose of the 2014 Tax Credit Application:** To apply for the tax credits under this program, eligible applicants must submit a written proposal to the Community Programs Manager. This application serves as the notice of funding availability and provides the structure for applicants to submit a written proposal.

**Eligible Applicant:** As defined in IC 4-4-28-2, a community development corporation is a private nonprofit corporation with the following characteristics:

- A board of directors that is primarily composed of community representatives and business, civic, and community leaders,
- Whose principal purpose includes provisions to assist with housing, community based economic development projects, or social services that primarily benefit low income individuals or communities.

**Submission date:** All grant applications are due by May 12, 2014 by 5:00 pm/ EST.

**Submission format:** All applicants must submit an electronic copy of the grant application. The grant application should be emailed to Taura Edwards, Community Program Manager, at [taedwards@ihcda.in.gov](mailto:taedwards@ihcda.in.gov).

**Confidential Information:** Applicant is advised that materials contained in this proposal are subject to the Access to Public Records Act (“APRA”), IC 5-14-3 et seq., and after the grant is awarded, the entire file may be viewed and copied by any member of the public. Any applicant claiming a statutory exception to APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope marked “Confidential.” IHCDA reserves the right to make determinations of confidentiality or seek the opinion of the Public Access Counselor. Prices are not confidential information.

**Term of contract:** The term of the agreement is one (1) year, or July 1, 2014 to June 30, 2015. All tax credits must be sold by June 30, 2015. Tax credit recipients will participate in a mid-program follow up by January 30, 2015 and provide a closeout report by July 31, 2015.

## **Components of the Individual Development Account Tax Credit Application**

All applications must include the following components to be considered complete. If an agency does not have one (1) of the components, then the agency should address the reason for the component's exclusion to be considered. Applications that fail to answer these sections may be disqualified from the process.

### **Section 1: Agency Overview- Total: 20 points**

*This section cannot exceed ten (10) pages.*

#### **Organizational Capacity Summary of Organizational Qualifications (6 points)-**

Please include a brief summary of the applicant's history and experience in programming. Also include the items listed below:

- a. A copy of your business' State of Indiana Certificate of Existence from the Secretary of State.
- b. Copies of pertinent organizational certifications, designations, licensures.
- c. Minority-owned Business Enterprise/Women-owned Business Enterprise (MBE/WBE) designations, if any.
- d. Experience with federal grants management and OMB Circulars

This section should not exceed three (3) pages.

**Summary of Current Projects (5 points)-** A brief summary of the most recent projects to support organizational qualifications (no more than 2 pages).

**Experience with Individual Development Accounts (5 points)-** A brief summary of the organization's experience with the program administration of the Individual Development Account Program and management of an individual development account fund as described in Indiana Code 4-4-28-13 (no more than 2 pages).

**Principal Staff (2 points)-** A brief summary of the organization's executive management team (no more than 2 pages).

**Designated Project Staff (2 points)-** Names, titles, and responsibilities, of staff responsible to complete this project. Identify the primary point of contact for this proposal (no more than 1 page).

### **Section 2: Program/Project Description- Total: 50 points**

*This section cannot exceed six (6) pages.*

**Program/Project Summary (15 points) -** Please provide a summary of the program or project to be funded by the tax credits. The summary should include: clients/benefit recipients,

recruitment, intake (if applicable), marketing and public relations. Please explain, in detail, the structure and scope of the program including the match rate for the savings accounts, eligible uses of funds for the program participants, and tracking system for contributions and account matches.

**Recruitment and Outreach (10 points)** - The applicant must outline the outreach and recruitment plan for potential program participants.

**Determination of Need (10 points)** - In this section please explain how your agency decided on these project/activities/services (i.e. surveys or assessments that were used). Who was involved in the decision making? Include any barriers or challenges the agency may encounter.

**Program Recipients/Client (5 points)** - Discuss the demographics of the population the program/activities/services will impact

**Project Objectives and Goals (5 points)**- Please provide a summary of the objectives and goals that the program or project will achieve.

**Timeline (5 points)** - Provide a timeline for planning, implementation, and evaluation of the program or project. Include staff and resources to be utilized throughout the timeline. To be eligible for funding, the timeline must ensure that all tax credits are sold prior to June 30, 2015.

**Section 3: Budget/Budget Narrative- Total: 20 points**

**Budget and narrative (20 points)** A one-year budget for all costs associated with this project, beginning July 1, 2014 through June 30, 2015. The projected income should include the revenue generated from the tax credit sales and administrative costs. Per IC 4-4-28-13(c), the administrative budget should not exceed 20 percent of the total program costs of the first \$100,000 deposited during this state fiscal year for the program (July 1 to June 30).

**Section 4: Reporting/Evaluation- Total: 10 points**

**Evaluation Plan (10 points)** Use this section to describe the methods and criteria that will be used to measure whether the project goals/objectives have been achieved. List and provide any surveys or assessment tools that may be used (if available). The grant recipient will be required to close out the grant within 30 days after the award period and provide a closeout report detailing the impact of the funds.

**Scoring Process**

It is possible for an applicant to receive up to 100 points.

## **Grant Application Submission and Review Process**

### **Tentative Review Timeline**

April 11, 2014	Grant Application released to the public
May 12, 2014	Grant Applications due to IHCDA by 5:00pm/EST
May 13- June 2, 2014	IHCDA Review Period
June 16, 2014	Notification of Grant Selection
June 26, 2014	IHCDA Board Meeting for Approval
June 27, 2014	Grant award sent to recipient

**Submission Format:** All applicants must submit an electronic copy of the grant application. The grant application should be emailed to Taura Edwards at [taedwards@ihcda.in.gov](mailto:taedwards@ihcda.in.gov). IHCDA will provide a confirmation email upon timely receipt of the application.

**Submission Materials:** Respondents may submit supporting materials, such as an annual report, most recent financial documents demonstrating annual revenue and expenses, examples of assessment tools, training plans developed for other clients, evaluation tools, and workshop documents.

**Proposal Evaluation Process:** Evaluation of all proposals will be completed by IHCDA and its counsel. Based on the evaluation criteria, a short list of the highest ranked proposals may be selected and notified, and separate negotiations will then be conducted with each selected entity to discuss its proposal. At the conclusion of these negotiations, IHCDA will establish a deadline for final offers from each of the selected firms. Final selection will be at the discretion of IHCDA. IHCDA will not return proposals to bidders or publish proposal scoring.

## **Terms and Conditions**

This application or any subsequent award related hereto is subject to the following terms and conditions:

1. This application is a request for the submission of proposals, 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 application, or any part of it, at any time, whether before or after any proposals have been submitted or received.
3. IHCDA reserves the right to reject and not consider any or all submissions that do not meet the specified requirements, including but not limited to: incomplete applications and/or proposals offering alternate or non-requested services or ineligible activities.
4. IHCDA may reject any or all submissions submitted in response to this application at any time prior to entering into a written agreement.
5. In the event the applicant selected does not enter into the required agreement to carry out the purposes described in this application, IHCDA may, in addition to any other rights and remedies available at law or in equity, withdraw the selection and commence negotiations with another applicant.
6. In no event shall any obligation of any kind be enforceable against IHCDA unless and until a written agreement is entered into.
7. Each applicant agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs or expenses relating to the preparation of this application or for any costs or expenses incurred during negotiations.
8. By submitting a response to this application, each applicant waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of an applicant or applicants with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
9. IHCDA reserves the right to reject any or all applicants, to waive any informality in the application process, or to terminate the application process at any time, if deemed to be in its best interest.
10. IHCDA reserves the right not to award a grant pursuant to this application.
11. All items become the property of IHCDA upon submission and will not be returned to applicant.
12. IHCDA reserves the right to split the award between multiple applicants and make the award on a category by category basis and/or remove categories from the award.

13. Applicant 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.

14. A copy of IHCDA's Contract Boilerplate is attached as an Exhibit to this Application. By submitting a response to this Application, applicant acknowledges the acceptance of IHCDA's Contract Boilerplate and the understanding that such Boilerplate is non-negotiable.

The applicant agrees to abide by the terms and conditions contained in this application.

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_