



REQUEST FOR PROPOSALS

for

The Development of Rental Housing for Youth Aging out of Foster Care

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 11, 2023

RESPONSE DEADLINE: February 12, 2024



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PHONE 317 232 7777 **TOLL FREE** 800 872 0371 **WEB** www.in.gov/ihcda

EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

State of Indiana
Lieutenant Governor
Suzanne Crouch



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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), in partnership with the Indiana Department of Child Services (DCS), is seeking to select Eligible Respondent(s) (as described in Section 2 of Part 2 of this RFP) to develop three affordable rental housing developments to provide permanent housing with wrap-around supportive services for youth (ages 18-23) who are aging out of the foster care system or who have aged out and are in need of affordable housing.

Selected Respondent(s) will each be eligible to apply for \$2,500,000 in grant funding from IHCDA to use for the purposes of financing the acquisition, construction, and or rehabilitation of the rental housing: \$1,666,666.67 from funds allocated by the General Assembly in 2023 and \$833,333.33 from the Affordable Housing and Community Development Fund (“Development Fund”).

A full funding application with site control, zoning, site plans, architectural drawings, final development budgets, final sources and uses, and an operating pro forma will be submitted after selection of the three Respondents. Selected Respondents will be announced in March 2024 and will then have until December 31, 2024 to submit a full funding application.

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

VISION

IHCDA envisions an Indiana with a sustainable quality of life for all Hoosiers in the community of their choice.

MISSION

The Indiana Housing and Community Development Authority’s (“IHCDA”) mission is to provide housing opportunities, promote self-sufficiency, and strengthen communities.

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

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

include, but are not limited to, community development corporations, community action agencies, and not-for-profit developers.

BACKGROUND

In 2023, the Indiana General Assembly allocated funds to IHCDA to support programs that seek to prevent homelessness among vulnerable populations, including foster youth. IHCDA is awarding this funding in partnership with DCS for the development of rental housing to provide permanent housing with wrap-around supportive services for youth (ages 18-23) who are aging out of the foster care system or who have aged out and are in need of affordable housing.

IHCDA administers the Affordable Housing & Community Development Fund (“Development Fund”). The Development Fund was established in 1989 to provide financing options for the creation of safe, decent, and affordable housing and for economic development projects in Indiana Communities. Development Fund regulations may be found in Indiana Code 5-20-4. Detailed Development Fund program requirements may be found at <https://www.in.gov/ihcda/developers/development-fund-df/>.

3. SCOPE OF SERVICES

Three selected Respondents will develop affordable rental housing developments to provide housing and wrap-around supportive services for youth (age 18-23) aging out of foster care.

The team must consist, at a minimum, of a 501(c)(3) or 501(c)(4) nonprofit housing developer, a property management company, and a qualified supportive service provider. The supportive service provider must serve as the referral source to refer qualified residents to the project.

The following requirements will apply to all projects developed through this initiative:

- Must comply with all applicable program regulations and guidance issued by IHCDA, as amended from time to time.
- Selected Respondents agree to comply with IHCDA compliance reporting, program monitoring, and physical inspections.
- IHCDA will impose a 15-year affordability period on the project, enforced through a recorded lien and restrictive covenant agreement.
- At time of admission, all residents must meet the following eligibility criteria:
 - Meet the DCS definitions of youth (age 18-23) aging out of foster care; and
 - Have a gross household income at or below the 50% Area Median Income limit published annually by IHCDA for the Development Fund program
- Gross rent (tenant-paid rent + non-optional fees + a utility allowance calculated for utilities paid by the tenant) must be at or below the 50% rent limit published annually by IHCDA for the Development Fund program.

- Housing must be permanent rental housing. Transitional housing, other time-limited housing, emergency shelter, or safe haven models will not be accepted under this RFP.
- Tenants hold leases and have all the rights and responsibilities of a renter.
- 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. Services to be offered may include, but not be limited to, case management, life skills, budgeting, behavioral and mental health, job coaching, GED or other educational attainment, etc.
- Must establish a Tenant Council to provide leadership opportunities and peer support to residents.
- Acceptance of services must be voluntary for tenants and is not a condition of occupancy. Failure to participate in services is not grounds for termination through eviction or non-renewal of lease.
- Owner and supportive service provider must execute a Memorandum of Understanding (MOU) delineating the roles of each party. MOU must include a provision that the supportive service provider agrees to refer qualified residents to the project.
- Management agent must implement low-barrier tenant screening procedures and tenant selection plans. Tenants may not be screened out for limited or no previous rental history, low credit score, prior evictions, or a history of victimization (e.g., domestic violence, dating violence, sexual assault or abuse, stalking, or human trafficking). Any criminal background screening must be low-barrier and approved by IHCDA. IHCDA must approve all tenant selection plans prior to project lease-up.
- Management agent must implement an eviction prevention plan and utilize eviction only as a last resort. Eviction prevention plans must be approved by IHCDA prior to project-lease-up.

4. RFP TIMELINE

December 11, 2023	RFP released
December 18, 2023	Informational webinar 2:00-3:00 PM Eastern Time
February 8, 2024	Deadline to submit written questions to IHCDA
February 12, 2024	Responses due by 5:00 PM Eastern Time
March 2024	Announcement of selected Respondents
December 31, 2024	Full applications due to IHCDA

To join the informational webinar on December 18, 2023 from 2:00-3:00 PM Eastern Time, use the log-in information below. Registration is not required.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 263 136 938 264

Passcode: BCgVCs

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

indiana@m.webex.com

Video Conference ID: 117 014 697 3

[Alternate VTC instructions](#)

Or call in (audio only)

[+1 317-552-1674,895941103#](tel:+13175521674,895941103#) United States, Indianapolis

Phone Conference ID: 895 941 103#

PART 2

RFP PROCESS

1. SELECTION PROCESS

Evaluation of all proposals will be completed by a selection committee consisting of staff from IHCD and DCS. Respondent must be responsive and responsible as described in Part 2 Sections 2 and 3 below. Selection is at the sole discretion of the selection committee.

2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT

Complete Compliant Proposal

Respondent must submit a complete proposal which addresses all applicable questions enumerated in Part 2 Section 4 and includes the submission and receipt by IHCD of all items enumerated in Part 2 Section 6 of this RFP.

Response must include at a minimum a team consisting of a 501(c)(3) or 501(c)(4) nonprofit housing developer, a property management company, and a qualified supportive service provider. A nonprofit developer may only submit one proposal under this RFP.

Past Award Performance (if applicable)

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. Applicants are not required to submit documentation to attest to past award performance. IHCD will review documentation from previous awards to evaluate Respondent's past award performance, if applicable.

Any entity currently suspended or debarred by or in default with IHCD will be disqualified.

Commitment

By submitting a proposal, Respondent agrees to participate in any mandatory program trainings and meetings.

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, 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 being suspended or debarred.

If a 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.

4. EVALUATION CRITERIA

The following factors will be IHCDA's primary consideration 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" and must submit all documentation listed in Part 2 Section 6 "Submission Items" to receive consideration in the selection process.
2. Identification of Team Members: Submit a narrative (not to exceed 1 page) describing the composition of the development team. Team must consist, at a minimum, of a 501(c)(3) or 501(c)(4) nonprofit developer, a management company, and a supportive service provider. Include the following information:
 - a. Identification of 501(c)(3) or 501(c)(4) nonprofit developer. A nonprofit developer may only submit one proposal under this RFP.
 - b. Identification of owner (if different than developer).
 - c. Identification of management company. If developer/owner will self-manage, Respondent must specifically state this information.
 - d. Identification of a primary supportive service provider.
3. Key Staff: For each team member (developer, owner, management company, and supportive service provider), identify key staff who will implement the program.
 - a. For each person identified, provide a current resume and a brief narrative (no more than 1 page each) describing why this person was selected and their anticipated role in the program.
 - b. Provide a current organizational chart for each organization.
4. Experience of Respondent: Submit a narrative (not to exceed 1 page per organization) describing the relevant experience of the developer, owner, management company, and supportive service provider. Respondent must include the following information for each team member, as applicable:
 - a. Experience developing, owning, and operating affordable housing
 - b. Experience serving youth aging out of foster care

- c. Experience working with IHCD and DCS
 - d. Summary of any previous collaboration, if applicable, between team members.
5. Program Description: Submit a narrative (not to exceed 7 pages) describing the overall project concept. Respondent must include the following information:
- a. Proposed project location, number of units, and design. Note: site control, zoning, site plans, and architectural drawings are not required at this phase.
 - b. Preliminary development and supportive services budget, include sources and uses. Must identify at least \$83,333 in matching, non-IHCD funds to meet the Development Fund program's 10% match requirements. Final budgets will be submitted by selected Respondents with their full funding application due by December 31, 2024.
 - c. Proposed tenant selection plan to identify, refer, and screen potential residents. Identify any local partnerships that will be used for referrals in addition to referrals from the primary supportive service provider.
 - d. Housing Coordination Strategy: Describe other local partnerships that demonstrate a local, multi-agency approach to providing housing for youth exiting foster care. How will these partners be involved in planning and supporting the proposed development and what role, if any, will they have in providing ongoing services or other support to the residents?
 - e. Scope of supportive services to be provided by the primary service provider and, if applicable, other complementary supportive service providers. Include a proposed plan on which services will be offered onsite to residents and a proposed staffing model for supportive services. Discuss how supportive services offered will promote housing stability, reduce evictions, and promote education and work opportunities for residents.
 - f. Plan to solicit feedback from persons with lived experience of having been in and aged out of foster care and to incorporate feedback to make program improvements.
 - g. Description of how tenant selection and supportive service delivery will support diversity, inclusion, and equity to ensure that housing and services are being provided equitably to persons of color, persons with disabilities, etc.
 - h. Proposed program implementation timeline.
6. Metrics: Submit a narrative (not to exceed 3 pages) discussing how metrics will be utilized to track program performance.
- a. Discuss metrics currently tracked by the developer and/or management company to assess effectiveness and quality of rental housing projects that they own and/or manage.
 - b. Discuss metrics currently tracked by the service provider to assess effectiveness and quality of supportive services offered.
 - c. Identify at least three proposed metrics to track outcomes of the housing and supportive services to be offered at the proposed project if funded.
7. Problem Statement/Unmet Need: Submit a narrative (not to exceed 3 pages) describing the unmet need in the community which the proposed development will address.

Respondent should provide relevant data which may include data about youth exiting foster care in the community, available housing, housing concerns, demographic or economics factors, homelessness, etc. in the community. Respondent should define the extent to which the unmet need impacts the community and how current resources do not address the unmet need. In addition, identify at least one local housing barrier faced by youth exiting foster care in your community (besides the overall lack of affordable housing for this population) and explain how you will remove or overcome this local barrier through this initiative.

5. SCORING

Proposals will be scored according to the point system described in this section. Proposals which fail minimum threshold criteria will not be scored.

Scoring Criteria: Maximum 50 points. The following criteria are further defined in Part 2 Section 4 above.

1. Capacity of Respondent (20 points total)
 - a. Identification of Team Members (5 points)
 - b. Key Staff (5 points)
 - c. Experience of Respondent (10 points)
2. Proposed Project Concept (30 points total)
 - a. Program Description (10 points)
 - b. Metrics (10 points)
 - c. Problem Statement/Unmet Need (10 points)

IHCDA and DCS seek to select one team in the northern region of the state, one in the central region, and one in the southern region. Selection based on geographic distribution is contingent upon the quality and quantity of applications received. IHCDA and DCS, in their sole discretion, may ignore geographic distribution to select the best Respondents.

6. RFP SUBMISSION ITEMS

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

Checklist of Submission Requirements:

- A. Proposal Coversheet. Qualifications Coversheet (required template included at end of this RFP packet).
- B. Certification of Respondent. Certification of Respondent (required template included at end of this RFP packet).
- C. Not for Profit Status- submit IRS certification letter proving nonprofit status for the developer.

- D. Financial Capacity. 2022 and 2023 financials for developer, owner, management company, and primary supportive service provider.
- E. Narratives addressing all applicable questions in Part 2 Section 4 of this RFP:
- Identification of Team Members
 - Experience of Respondent
 - Program Description
 - Note: Proposed sources and uses component of program description must identify the 10% match requirement, as listed above.
 - Metrics
 - Problem Statement/Unmet Need
- F. Key Staff. Identification of key program staff, resumes, narratives, and organizational chart.

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

Written questions regarding this RFP will be accepted until 5:00 PM Eastern Time on February 8, 2024. All questions must be submitted to Jerri Bain via jbain@ihcda.in.gov.

Responses must be submitted via email to the contact below. All documents must be in PDF format.

Jerri Bain
Director of Real Estate Lending
Indiana Housing and Community Development Authority
jbain@ihcda.in.gov

The deadline for submission is February 11, 2024 at 5:00 PM Eastern Time. Applications that do not contain all 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, IHCDA 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.

PROPOSAL COVERSHEET

Name of Individual, Firm, or Business: _____

Address: _____

Phone Number: _____

Website Address: _____

Qualification Contact Person: _____

Contact Title: _____

Contact Phone: _____

Contact E-mail Address: _____

Contract Signatory Authority Name: _____

Signatory Title: _____

Signature: _____

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

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: _____