



REQUEST FOR PROPOSALS

for

**PROJECT-BASED
VETERAN'S AFFAIRS SUPPORTIVE HOUSING
("VASH")
HOUSING CHOICE VOUCHER PROGRAM**

FOR

PERMANENT SUPPORTIVE HOUSING PROJECTS

**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: August 5, 2019
RESPONSE DEADLINE: September 16, 2019 5:00 PM EST**

TABLE OF CONTENTS

PART 1 SCOPE OF THIS REQUEST

- 1. PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)**
- 2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**
- 3. SCOPE OF SERVICES**
- 4. RFP TIMELINE**

PART 2 RFP PROCESS

- 1. SELECTION PROCESS**
- 2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT**
- 3. EVALUATION CRITERIA**
- 4. RESPONSIBLE RESPONDENT REQUIREMENTS**
- 5. RFP SUBMISSION ITEMS**
- 6. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE**

PART 3 TERMS AND CONDITIONS

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

PART 1

SCOPE OF THIS REQUEST

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

The Indiana Housing and Community Development Authority seeks to award Project-Based Veterans Affairs Supportive Housing Vouchers (“VASH”) to qualified respondents to provide affordable housing for veterans experiencing homelessness in the Marion VA Catchment area, as described in the Scope of Services section of this RFP.

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

MISSION STATEMENT

The Indiana Housing and Community Development Authority (“IHCDA”) creates housing opportunities, generates and preserves assets, and revitalizes neighborhoods by facilitating the collaboration of multiple stakeholders, investing financial and technical resources in development efforts, and helping build capacity of qualified partners throughout Indiana.

VISION

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.

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 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

VASH provides tenant-based rental assistance and supportive housing to chronically homeless veterans. Currently many veterans are experiencing long search times, even after receiving a VASH voucher due to a lack of housing options in the private rental market.

IHCDA and its partners are focused on systematically preventing and ending veteran homelessness. Respondent must commit to identifying existing housing units that will be assigned as Project-Based VASH units. No capital funds will be awarded in conjunction with this RFP. Existing properties submitted for consideration under this RFP must be located in the [VA Northern Indiana Health Care System](#) coverage area. Preference will be given to properties located in Allen or St. Joseph County.

Eligible respondents must have a history of working with IHCDA in its affordable housing programs. Preference will be given to respondents who have participated in the Indiana Permanent Supportive Housing Institute.

The housing provided under this RFP must meet the following requirements:

1. Tenants must meet HUD eligibility criteria and criteria set forth in the Administrative Plan for the IHCDA Housing Choice Voucher Program;
2. Tenants must be eligible to receive services from the VA under the VASH program;
3. The project must meet HUD Housing Quality Standards. Therefore, the units must pass an HQS, inspection conducted by IHCDA, before the selected respondent can enter into a Housing Assistance Payment Contract;
4. Tenants must have a renewable lease with a minimum term of one year; and
5. The rents charged must meet the rent reasonableness test using the GoSection8 program.

Additionally, to ensure that the housing provided under this RFP increases choices for participants in the VASH program and serves the most vulnerable veterans experiencing homelessness, the following requirements apply:

1. Housing must be offered based on the Housing First model which includes eviction prevention and harm reduction strategies;
2. Participation in services must not be a condition of occupancy;
3. Tenant screening must be designed in a manner that ensures tenants are not screened out for having too little or no income, active or a history of substance use, a criminal record (with exceptions for program mandated restrictions), or a history of victimization (e.g. domestic violence, sexual assault or abuse); and
4. The Continuum of Care Coordinated Entry system must be used for tenant selection.

Emergency, temporary or transitional housing are not eligible for Project-Based rental assistance.

4. RFP TIMELINE

August 5, 2019	RFP Released to General Public
August 27, 2019	IHCDA Webinar
September 16, 2019	RFP Responses Due to IHCDA by 5:00 PM EST
October 24, 2019	Anticipated Award Date, Pending Board Approval

PART 2

RFP PROCESS

1. SELECTION PROCESS

Evaluation of all qualifications will be completed by IHCDA. Respondent must also be responsive and responsible as described in Section 2, and 4 of Part 2 of this RFP. Selection of a respondent is at the sole discretion of IHCDA.

2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT

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

1. Demonstrate that it has the financial and organizational capacity to undertake the proposed initiative;
2. Not be presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal agency or by any department, agency or political subdivision of the State of Indiana; and
3. Be currently in good standing with other projects funded by IHCDA.

3. EVALUATION CRITERIA

The following items will be considered in the proposal selection process:

1. Complete and Compliant Proposal. Respondent's compliance with the submission requirements of this RFP;
2. Respondent's Experience with Affordable Housing Programs. Respondent must have demonstrated experience working with IHCDA affordable housing programs as described in Exhibit A;
3. De-concentration of Poverty Rule. Housing must be located in an area that does not violate the de-concentration of poverty rule as described in Exhibit A;
4. VA Support. Respondent must have a signed letter of support from the VA Northern Indiana Healthcare System. Request can be made to the following point of contact:
Amy Sczerbowicz, LCSW
Assistant Chief, Social Work Service
260-426-5431 ext. 71622
Amy.Sczerbowicz@va.gov
5. Indiana Permanent Supportive Housing Institute. Preference will be given to respondents who have previously completed the Indiana Permanent Supportive Housing Institute as described in Exhibit A;
6. Housing First Experience. Preference will be given to respondents with experience providing housing to individuals experiencing homelessness using a housing first model as described in Exhibit A;
7. Experience with Project- Based Rental Assistance. Preference will be given to respondents with demonstrated experience with project-based rental assistance. The source of the rental assistance does not need to be VASH to qualify. Respondent must submit a narrative describing the experience of the Respondent with project-based rental assistance;
8. Readiness to Proceed. Respondent must submit 1 narrative demonstrating readiness to proceed as described in Exhibit A;
9. Location of Housing. Preference will be given to proposals to locate housing in St. Joseph County or Allen County;
10. Financial Capacity. Respondent must submit FY2017 and FY2018 year-end financials and year-

to-date financials for the property and the current rent roll for the property;

11. Exhibit A. Complete and return responses to questions asked in Exhibit A and other items included in this Section of the RFP.

4. RESPONSIBLE RESPONDENT REQUIREMENTS

IHCDA 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 IHCDA;
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 supplied all requested information;
7. 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 (There is a fee to register with the Secretary of State), and owe no outstanding reports to the Indiana Secretary of State; and
8. 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 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 and the requirements set forth in **Section 3 of Part 2** of this RFP, entitled "**Minimum Requirements/Responsive Respondent**". Therefore, Respondent must review **Section 3 of Part 2** of this RFP very carefully before submitting its responses and the information listed below. The Respondent must also submit the Qualifications Coversheet and the Certification of Company located at the end of this RFP.

Respondent must submit the following items:

1. FY2017 and FY2018 year-end financials and year-to-date financials for the property.
2. The current rent roll for the property.
3. Complete executed copy of Exhibit A of this RFP.
4. Qualifications cover sheet (Template included in RFP).
5. Certification of respondent (Template included in RFP).

6. Letter of support from the VA Northern Indiana Health Care System (Marion, IN VA).

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

Respondent's proposal must be submitted via email. All documents must be submitted in PDF only.

Jeff Zongolowicz
Housing Choice Voucher Program Manager
Indiana Housing and Community Development Authority
30 South Meridian, Suite 900
<mailto:jzongolowicz@ihcda.in.gov>

The deadline for submission is September, 16, 2019 at 5:00 PM EST.

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. **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 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.
- 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 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 IHCDA 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. IHCDA will determine whether a conflict of interest exists and whether an apparent conflict of interest may reflect negatively on IHCDA, should IHCDA select respondent. Further, IHCDA 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.
- 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 IHCDA 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 federal requirements:

- a. 24 CFR 982.401, Housing quality standards (HQS).
- b. 24 CFR 5.609 and 24 CFR 5.611(a), Income calculations.
- c. 24 CFR 966.6, HUD Prohibited lease provisions.
- d. Labor standards and equal opportunity requirements in the development of the housing. (See 24 CFR 983.155(b)(1)(ii).).
- e. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4201-4655), implementing regulations at 49 CFR part 24 for displaced persons, and the URA and 49 CFR part 24, subpart B for acquisition.
- f. Design and construction requirements of the Fair Housing Act and implementing regulations at 24 CFR 100.205.
- g. Accessibility requirements under section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR 8.22 and 8.23.
- h. The Fair Housing Act (42 U.S.C. 3601-19) and implementing regulations at 24 CFR part 100 et seq. ; Executive Order 11063, as amended by Executive Order 12259 (3 CFR, 1959-1963 Comp., p. 652 and 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing Programs) and implementing regulations at 24 CFR part 107; title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4) (Nondiscrimination in Federally Assisted Programs) and implementing regulations at 24 CFR part 1; the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107) and implementing regulations at 24 CFR part 146; section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at part 8 of this title; title II of the Americans with Disabilities Act, 42 U.S.C. 12101 et seq. ; 24 CFR part 8; section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 135; Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086, and 12107 (3 CFR, 1964-1965 Comp., p. 339; 3 CFR, 1966-1970 Comp., p. 684; 3 CFR, 1966-1970 Comp., p. 803; 3 CFR, 1978 Comp., p. 230; and 3 CFR, 1978 Comp., p. 264, respectively) (Equal Employment Opportunity Programs) and implementing regulations at 41 CFR chapter 60; Executive Order 11625, as amended by Executive Order 12007 (3 CFR, 1971-1975 Comp., p. 616 and 3 CFR, 1977 Comp., p. 139) (Minority Business Enterprises); Executive Order 12432 (3 CFR, 1983 Comp., p. 198) (Minority Business Enterprise Development); and Executive Order 12138, as amended by Executive Order 12608 (3 CFR, 1977 Comp., p. 393 and 3 CFR, 1987 Comp., p. 245) (Women's Business Enterprise).
- i. Equal Opportunity, 24 CFR part 8; section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 135; Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086, and 12107 (3 CFR, 1964-Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- j. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor

Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- k. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- l. 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).
- m. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide 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.
- n. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—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.

3. 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 proposals, but is not itself an offer and shall under no circumstances be construed as an offer.
- B. 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.
- C. IHCDA 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. 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.
- E. 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.
- F. In no event shall any obligations of any kind be enforceable against IHCDA 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. IHCDA reserves the right not to award a contract pursuant to the RFP.
- J. All items become the property of IHCDA upon submission and will not be returned to the Respondent.
- K. 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.
- 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.
 - i. The Respondent understands that IHCDA will enter into contract preparation activities with the respondent whose RFP appears to be the most advantageous to IHCDA. If at any time the contract preparation activities are judged to be ineffective, the state may do the following:
 - ii. Cease all activities with that respondent.
 - iii. Begin contract preparation activities with the next highest ranked respondent.
- M. Copies of HUD's most recent Agreement to Enter into Housing Assistance Payment Contract ("AHAP") and its Housing Assistance Payment Contract ("HAP") boilerplates are attached as an Exhibit to this RFP. By submitting a response to this RFP, Respondent acknowledges that it must comply with the requirements set forth in the AHAP and the HAP.

4. 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

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 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: _____

Request for VASH Project-Based Rental Assistance

1) Contact Information

Name of Applicant: [Click here to enter text.](#)

Contact Person Name: [Click here to enter text.](#)

Contact Person Email: [Click here to enter text.](#)

Contact Person Address: [Click here to enter text.](#)

Contact Person Telephone Number: [Click here to enter text.](#)

Name of Development: [Click here to enter text.](#)

Address of Development (Street address, City and County): [Click here to enter text.](#)

2) Experience

Describe the team's experience with owning and managing affordable housing projects, specifically with providing project-based rental assistance and working with supportive service providers to serve individuals and families experiencing homelessness using a housing first model. [Click here to enter text.](#)

If you own and/or manage other affordable housing projects provide a list with the following information: Name of property, address, years owned, funding sources, total number of units, number of assisted units, unit bedroom size(s), and incomes served.

[Click here to enter text.](#)

Preference will be given if applicant has previously participated in the Indiana Permanent Supportive Housing Institute and has experience operating permanent supportive housing. If applicable, provide a narrative on this experience. [Click here to enter text.](#)

3) General Project Information

Total number of units in Property: [Click here to enter number of units.](#)

Number of units for which IHCD VASH Project-Based rental assistance is requested: [Click here to enter number of units.](#)

Do any other units in the project receive (Section 8) Housing Choice Voucher Rental Assistance? Choose an item.

If yes, how many units: [Click here to enter number of units.](#)

Does the project receive rental assistance of any kind through any other agency? Choose an item.

If yes, please describe type of assistance and number of units covered under the assistance: [Click here to enter text.](#)

How many units are 504 accessible units? [Click here to enter number of units.](#)

Of those how many are for sensory impaired? [Click here to enter number of units.](#)

Provide a narrative description of the project. The narrative should include building and neighborhood descriptions, age of the property, current unit condition, location of public transit in relation to the property, and location of employment opportunities in relation to the property. Describe the accessibility and location of social, recreational, educational, commercial, and VA health facilities. Describe any physical design elements and amenities included that will directly benefit the population served.

[Click here to enter number of units.](#)

4) De-concentrating Poverty

Project based rental assistance may not be located in areas of minority concentrations or in neighborhoods in which substandard dwelling or other undesirable conditions predominate. Describe any recent changes in the project's location in poverty percentage, new "market rate" development, economic revitalization etc. Chapter 17, Section II.G of IHEDA's Housing Choice Voucher Administrative Plan provides further information on the requirement (http://www.in.gov/iheda/files/Admin_Plan_2014.pdf). (750 words or less):

If this project requires a waiver of the deconcentration rule, that request must be approved prior to the final award of Project Based Vouchers. A copy of the formal waiver request to HUD must be submitted with this application.

5) What are the incomes currently served (adjusted for family size):

Percent of Area Medium Income	Number of Total Units	Number of proposed VASH Project-Based Units
< 30%	Number of units.	Number of subsidies.
< 40 %	Number of units.	Number of subsidies.
< 50 %	Number of units.	Number of subsidies.
< 60%	Number of units.	Number of subsidies.
> 60%	Number of units.	Number of subsidies.
Total	Number of units.	Number of subsidies.

6) Number of vouchers requested:

Unit Size	Vouchers Requested	Requested Rent	Unit Type Breakdown (provide # of each different type of unit ex. townhouse, high rise, etc.)
0 BR	#	\$Rent	Unit Breakdown.
1 BR	#	\$ Rent	Unit Breakdown.
2 BR	#	\$ Rent	Unit Breakdown.
3 BR	#	\$ Rent	Unit Breakdown.
4 BR	#	\$ Rent	Unit Breakdown.
Total	#	\$ Rent	Unit Breakdown.

Utility	Fuel Type (Gas or Electric)	Who is responsible for paying bill? Owner or Tenant	Utility	Who is responsible for paying bill/ supplying the appliance? Owner or Tenant
Heating	Fuel Type	Choose	Trash Removal	Choose
Cooking	Fuel Type	Choose	Air Conditioning	Choose
Water Heating	Fuel Type	Choose	Other (specify)	Choose
Other Electric		Choose	Who will provide the below appliances Owner or Tenant?	
Water		Choose	Range	Choose
Sewer		Choose	Refrigerator	Choose

7) Readiness to Proceed:

Describe the plan and timeline to lease the units. If vacant units are not available describe the plan to make units available for VASH HAP Contract. Note: Coordinated Entry must be used for tenant selection. (500 words or less): [Click here to enter text.](#)

8) Low Barrier Screening Criteria:

Describe how you will screen applicants for voucher assisted units. Include the factors that would result in a denial of the application. Note: respondents selected under this RFP must have a tenant selection plan approved by IHCD prior to entering a contract. [Click here to enter text.](#)



9) Relationship with the VA

Describe how you will work with the local VA to serve the target population for these vouchers: [Click here to enter text.](#)

10) Regulatory Compliance

Is the applicant barred from receiving IHCD or Federal Funds? Choose an item.

If so, describe: [Click here to enter text.](#)

Has the applicant received any IHCD or HUD findings with this or any other project? Choose an item.

If so, describe what actions were taken in regards to the findings (500 words or less): [Click here to enter text.](#)

11) Certification

I hereby certify that all information stated herein, as well as any information provided in an attachment herewith, is true and accurate.

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.

Authorized Signature _____

Printed Name and Title: [Click here to enter name and title.](#)

Date: [Click here to enter date.](#)

