REQUEST FOR QUALIFICATIONS

for the

Lead Hazard Reduction Demonstration Grant Program

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY
30 South Meridian Street, Suite 1000
Indianapolis, IN 46204
http://www.in.gov/ihcda/
317-232-7777

ISSUE DATE: April 30, 2018

RESPONSE DEADLINE: May 28 2018, 5:00 PM Eastern Time
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PART 1  SCOPE OF THIS REQUEST

1. PURPOSE OF THIS REQUEST FOR QUALIFICATIONS (“RFQ”)

The Indiana Housing and Community Development Authority is seeking to select non-profit organizations to participate in the Lead Hazard Reduction Demonstration Program (“the LHRD Program”), to promote lead-safe and healthy homes and provide lead hazard control and healthy homes intervention measures to mitigate lead hazards, lead paint poisoning, and health hazards in households with children diagnosed with an Elevated Blood Lead Level and/or children under six years of age living in target housing, as further detailed in the Scope of Services section of this RFQ.

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.

3. BACKGROUND

IHCDA received funding in 2018 to administer the LHRD Program, from the U.S. Department of Housing & Urban Development (“HUD”), Office of Lead Hazard Control and Healthy Homes. IHCDA will administer the LHRD Program in the following cities: East Chicago, Evansville, Fort Wayne, Gary, Indianapolis, and South Bend. IHCDA has established policies and procedures for the LHRD Program.

4. LHRD PROGRAM DESIGN

The LHRD Program funding and other matching/leveraged resources must be used to provide services to privately-owned housing units that were constructed prior to 1978, in which lead-based paint hazards have been identified and in which income-eligible families reside. The LHRD Program complies with Section 1011 of the Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X) in providing lead hazard control services. The LHRD Program will use an application process to confirm whether a household is eligible to receive services.

- **Owner Occupied units** - these units must be the principal residence of families having incomes at or below 80 percent of the area medium income, and are either occupied by a child under the age of six years old or a child under the age of six years spends a significant amount of time visiting the unit.
• Rental Housing units - In order for a rental housing development to receive services pursuant to the LHRD Program, at least 50 percent of the units must be occupied by or made available to families with incomes at or below 50 percent of the area median income. The remaining units must be occupied or made available to families with incomes at or below 80 percent of the area median income. In all cases, the landlord must give priority in renting these units to families with a child under the age of six years for not less than 3 years following the completion of lead abatement activities. However, buildings that have five or more units may allow 20 percent of the units to be occupied by families with incomes above 80 percent of the area median.

• A limited number of LHRD Program funds may be set-side on a case-by-case basis for vacant units. Enrollment in the LHRD Program will be based on the unit’s future occupancy status.

**Beneficiary Eligibility Criteria**

- Family Income < 80% of Area Median Income
- Unit where a child under 6 years of age resides
- Pre-1978 Housing Unit
- Property Tax payments & homeowners insurance are current
- Unit not located in 100 year flood plain

**Priority Ranking Factors**

- Household with a child under the age of six diagnosed with an EBLL greater than 5 µg/dL
- Household with a child, regardless of age, diagnosed with an EBLL greater than 5 µg/dL
- Households on the Weatherization or OOR rehab list with a child diagnosed with an EBLL
- Child under six years of age and/or pregnant female living in target housing

**Subsidy Limit** a maximum subsidy of $10,000 is available per unit in LHRD Program funds and a maximum subsidy of $5,000 in Healthy Homes Supplemental (“Healthy Homes”) funding can be used for approximately 80 units (only available for units where LHRD Program funds are being used). All funds must be used in accordance with this Work Plan, the Policy and Procedures manual, and all of the Office of Lead Hazard Control and Healthy Homes (OLHCHH) policy guidance.

**Blood Lead Testing** Each child under the age of six years who resides in a housing unit that is scheduled to have lead hazard control services completed on it must be tested for an elevated blood lead level prior to the unit receiving the lead hazard control services, unless the child’s parent or legal guardian chooses not to have the child tested. Sub-recipients will be required to refer any child that has an elevated blood lead to the local health department where the services are being completed for appropriate medical follow-up and notify IHCDA’s Program Manager of its findings. The standards for blood lead testing are described in the U.S. Centers for Disease Control and Prevention (“CDC”) publications Preventing Lead Poisoning in Young Children (1991), and Screening Young Children for Lead Poisoning: Guidance for State and Local Public Health Officials (1997). See also, the CDC Response to Advisory Committee on Childhood Lead Poisoning Prevention Recommendations in “Low Level Lead Exposure Harms Children: A Renewed Call of Primary Prevention” (2012)
5. **SCOPE OF SERVICES**

The purpose of the Program is to promote lead-safe and healthy homes and provide lead hazard control and healthy homes intervention measures to mitigate lead hazards, lead paint poisoning, and health hazards in households with children diagnosed with an Elevated Blood Lead Level and/or children under six years of age living in targeted housing. The Program accomplishes this by awarding funds in the form of a grant to eligible respondents in the amounts listed in Table A below to be used by respondents selected to the RFQ to conduct Lead Inspections, Risk Assessments, Lead Hazard Control, Clearance Inspection and Healthy Homes construction for eligible units.

The Lead Hazard Control Program Costs listed below, must constitute **at least 95%** of the sub-recipient’s LHRD Grant award and CDBG-DR Lead Hazard Award:

1. **Inspections/Testing**, which includes performing lead dust, soil and paint-chip testing, lead-based paint inspections and risk assessments, clearance examinations, and engineering and architectural activities that are required for, and in direct support of interim control and lead hazard work (subject to all bidding requirements, IHCDA and HUD approval);
2. **Hazard control**, which includes the control or elimination of all lead-based paint hazards identified in housing units and in common areas of multi-family housing either through interim controls or lead-based paint abatement;
3. **Minimal Rehabilitation**, which includes undertaking minimal housing intervention that are specially required in order to carry out effective lead hazard control, and without which the lead hazard control could not be completed (subject to IHCDA and HUD approval);
4. **Relocation** when applicable;
5. **Support Costs** associated with Lead Hazard Control Activities including:
   a. Direct Staff costs for intake, and determination of eligibility;
   b. Review and approval of applications and preparation of documents to be signed by applicants for lead remediation services;
   c. Direct Staff costs for arranging temporary relocation
   d. Direct Staff costs associated with reimbursements and providing services to beneficiaries related to lead hazard control services;
   e. On-site monitoring of lead hazard control activities;
   f. Travel and transportation for staff who are performing lead hazard control services.

Admin costs **may not exceed 5%** of the total LHRD award and the CDBG-DR Lead Hazard Award (pending IHCDA and HUD approval). Allowable administrative expenses are salaries and fringe benefits for staff who provide general management oversight and coordination of the grant. This includes:

1. Developing agreements with Assessors, Inspectors, Contractors and Sub-Contractors to carry out program activities
2. Monitoring Program activities for progress and compliance with program requirements
3. Submitting quarterly reports and other materials as required to IHCDA and HUD;
4. Coordinating audit or monitoring findings;
5. Providing local officials with information on the program; and,
6. Developing systems to ensure LHRD compliance.

The Healthy Homes funding may only be used to address the hazard listed below that affect healthy and safety conditions in a home. A Healthy Homes assessment will be incorporated into the Lead Risk Assessment. Allowable costs under the Healthy Homes include those costs identified in the HUD Policy Guidance 2016-01. This includes: a reasonable rate per unit of completion of conducting the home inspection and assessment, including the costs of inspection equipment, development the scopes of work and associated reports, remediating the hazard identified in the scope of work, including the costs of materials used to remediate hazards, education materials individualized to hazards identified in enrolled housing units, and reassessing the completed services. Only units receiving funds toward LHRD funding for Lead Hazard Control Rehabilitation are eligible to also receive Healthy Homes funding. Healthy Homes Funding is capped at $5,000/unit. The five hazards, in order of priority include:

1. Carbon monoxide and fuel combustion products;
2. Electrical hazards;
3. Damp and mold growth;
4. Falling on stairs; and,
5. Pets and Refuse.

Respondents selected pursuant to this RFQ will be receive additional information on how to submit claims for reimbursement, and reporting requirements for the LHRD Program.

Table A outlines the maximum amount available to Respondents selected pursuant to this RFQ. The amount available by target city were based on age of housing stock, population and demonstrated need.

<table>
<thead>
<tr>
<th>TABLE A</th>
<th>Maximum Funding Available through IHCDA; Lead Hazard Reduction Demonstration Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>East Chicago</td>
</tr>
<tr>
<td>LHRDGi</td>
<td>$463,951</td>
</tr>
<tr>
<td>Healthy Homes</td>
<td>$65,000</td>
</tr>
<tr>
<td>CDBG-DR</td>
<td>$143,906</td>
</tr>
<tr>
<td>Total:</td>
<td>$672,857</td>
</tr>
</tbody>
</table>

Table B outlines the minimum number of units that must receive a Lead Inspection/Risk Assessment (LI/RA), Lead Hazard Control Rehabilitation/Clearance and Healthy Homes rehabilitation.

<table>
<thead>
<tr>
<th>TABLE B</th>
<th>Minimum number of units per Target City</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>East Chicago</td>
</tr>
<tr>
<td>LI/RA</td>
<td>46</td>
</tr>
<tr>
<td>Lead Hazard Control</td>
<td>40</td>
</tr>
<tr>
<td>Healthy Homes</td>
<td>13</td>
</tr>
</tbody>
</table>
6. RFQ TENTATIVE TIMELINE

April 30, 2018  RFQ released to the general public

May 9, 2018    Informational webinar @ 2:00 p.m. Eastern Time

May 28, 2018   Responses due to IHCDA by 5:00 p.m. Eastern Time

July 26, 2018  Announcement of selected Respondents’ teams at IHCDA Board of Directors Meeting

Ongoing       On-going meetings with selected Respondents for technical assistance. If Respondent is selected pursuant to this RFQ it will be required to have an initial one-on-one meeting with IHCDA staff after Board approves the award and prior to it expending any program funds.

PART 2  RFQ PROCESS

1. SELECTION PROCESS

Evaluation of all qualifications will be completed by a selection committee consisting of staff from IHCDA. Respondent must be responsive and responsible as described in Sections 2 and 4 below. Selection is at the sole discretion of the selection committee. Award recommendations will be taken to the June 28, 2018 IHCDA Board of Directors meeting for final approval. If Respondent is selected to receive an award pursuant to this RFQ it must also receive approval from HUD.

2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT

Respondent must either be a nonprofit corporation recognized as tax exempt under Section 501(c)(3) of the U.S. Internal Revenue Code of 1986, as amended, a Unit of Local Government, or a Local Health Department. Additionally, Respondent must meet the following minimum requirements to be deemed responsive to this RFQ.

Experience with IHCDA and HUD Programs, and/or other Lead Hazard Programs
Experience pertaining to the following items, as explained in more detail in Section 3 below, will be weighed heavily in the selection process:

- Demonstrated knowledge of administering grant programs through HUD, including, though not limited to the Community Development Block Grant, Programs through the Office of Lead Hazard Control and Healthy Homes, other housing rehabilitation programs, or other related environment, or health programs which address lead hazards.
- Demonstrated knowledge of the HUD Lead Safe Housing Rule and the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in housing
- Demonstrated experience meeting production benchmarks and reporting to federal, state or local agencies.
Capacity and Readiness to Proceed
Capacity and readiness, as demonstrated by the following items and as explained in more detail in Section 3 below, will be weighed heavily in the selection process:

- Demonstrated capacity to manage federal funding, which involves regulatory complexity.
- Sufficient qualified personnel, or the ability to actively retain qualified experts or professionals.
- Financial capacity to undertake the award.
- When applicable, IHCDA will take into consideration the Respondent’s past performance using, though not limited to the Community Development Block Grant/Disaster Recovery Owner Occupied, other federal HUD funding through IHCDA’s Real Estate Production Division, and IHCDA’s Weatherization Assistance Program.
- Demonstrated experience working within the target geography.

Community Outreach
Community Outreach as demonstrated by the following items and as explained in more detail in Section 3 below, will be weighted heavily in the selection process:

- Identification of an appropriate partners, where necessary, to carry out aspects this program.
- Demonstrated experience collaborating and coordinating with other agencies and partners to identify units which contain lead hazard risks.
- Demonstrated experience marking and community similar type programs to eligible households.

Commitment
The Respondent must commit to meeting all benchmarks as required by IHCDA and HUD, submitting monthly and quarterly reports to IHCDA, and attending all future meetings and trainings, if selected. The Respondent must enter into a Memorandum of Understanding outlining these terms, if selected.

3. QUALIFICATIONS EVALUATION CRITERIA

A Respondent may provide up-to two responses to this RFQ if applying for East Chicago and Gary. All other respondents may not provide to more than one response. However, this does not limit a Respondent’s role in being a sub-recipient in one or more proposed projects. Partner organizations who are sub-grantees may also be attached to multiple proposed projects.

The following will be the primary considerations in the selection process:

1. Respondent’s compliance with submission requirements of this RFQ.
2. An assessment of the Respondent’s ability to deliver the indicated services in accordance with the specifications described in the RFQ.
3. Respondent must be recognized as tax exempt under 501(c)(3), be a Local Unit of Government or a Local Health Department and provide proof of such status.
4. Respondent’s experience: Please submit a narrative describing the programmatic experience of the Respondent. The narrative cannot exceed 5 pages and must include the following information.
   a. A summary of Respondent’s experience administering HUD programs, similar housing repair programs, or related environmental, or health programs that address lead hazards. Respondent must include a discussion on how it met benchmarks for those programs. Additionally, the Respondent
must include a description on how the Respondent has operated programs that follow the HUD Lead Safe Housing Rule and the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing.

5. Resumes of key staff. Respondent must identify key staff who will administer the LHRD Program. For each lead person, provide a current resume and a brief narrative (no more than 1 page each) describing why this person was selected for the role. Please note that these resumes will also be reviewed by HUD.

6. Readiness to Proceed: Respondent must submit 1 narrative demonstrating its readiness to proceed. The narrative cannot exceed 3 pages and must include the following information:
   a. Summary of previous collaborations between project partners. If partners have not worked together previously, describe how the additional partners were selected and what steps the respondent has taken to ensure successful collaboration.

7. Respondent’s capacity to provide outreach: Respondent must submit a narrative describing how the Respondent has collaborated and provided outreach for similar programs. The narrative cannot exceed 3 pages and must include the following information:
   a. Provide a list of proposed intake sites.
   b. Describe outreach, marketing and education activities to target eligible households for similar programs.
   c. Describe experience collaborating and coordinating with other agency to identify units in need of lead hazard control services or repair.


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

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 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 is an entity described in IC Title 23, is properly registered, and owes 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 contractor is
found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official file for this RFQ, and the respondent shall be advised of the reasons for the determination.

5. RFQ 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 Section 3 of Part 2 of this RFQ, entitled “Qualifications Evaluation Criteria”. Therefore, Respondent must review Section 3 of Part 2 of this RFQ 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 RFQ Document.

   Checklist of Submission Requirements
   • Qualifications Coversheet (required template included in this RFQ packet)
   • Certification of Company (required template included in this RFQ packet)
   • Verification of 501(c)(3) status if applicable
   • Narrative summary of applicant’s programmatic experience
   • Narrative summary of applicant’s readiness to proceed
   • Narrative summary of experience in collaboration and outreach
   • Financials for the lead applicant
   • Key staff identified and roles and a resume submitted for each of these individuals

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
   Director of Real Estate Production
   Indiana Housing and Community Development Authority
   30 South Meridian, Suite 1000
   Indianapolis, IN 46204
   sspergel@ihcda.in.gov

   The deadline for submission is May 28, 2018 at 5:00 PM Eastern Time. Applications that do not contain all of the required forms/documents as listed in this RFQ 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 RFQ.
B. A list of all vendors who received the RFQ.
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.

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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 RFQ 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 RFQ, including any relationship that might be perceived or represented as a conflict. By submitting a proposal in response to this RFQ, 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 concepts reflected in the federal regulations listed below:

a. Residential Lead-Based Paint Hazard Reduction Act.
b. Lead Disclosure Rule.
c. Lead Safe Housing Rule (24 CFR part 35, subparts A, B-R, respectively)
d. The EPA Renovation, Repair and Painting (RRP) Rule (40 CFR 745, especially subpart E).
e. Providing meaningful access to these program benefits and information to Limited English Proficient (LEP) individuals through language assistance strategies and services, in accordance with Title VI of the Civil Rights Act of 1964 and the Final Guidance to Federal Financial Assistance Recipients Regarding Title VI, Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons published on January 22, 2007 in the Federal Register (72 FR 2732).
f. Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR part 87, which prohibit recipients of federal contracts, grants, or loans from using appropriated funds for lobbying the executive or legislative branches of the Federal government in connection with a specific contract, grant, loan, or cooperative agreement. In addition, applicants must disclose, using Standard Form LLL (SFLLL), “Disclosure of Lobbying Activities,” any funds, other than federally appropriated funds, that will be or have been used to influence federal employees, members of Congress, or congressional staff regarding specific grants or contracts.
g. Economic Opportunities for Low- and Very Low-Income Persons (Section 3). Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. § 1701u) is applicable to grants funded under the LHRD Program. All respondents that receive awards exceeding $200,000 are required to comply with Section 3. If you plan to hire any new employees or award contracts to carry out the grant, you must comply with the Section 3 requirements found at 24 CFR 135.32. Additionally, any contractor, subcontractor or sub-grantee receiving contracts under the grant totaling more than $100,000 must comply with the Section 3 requirements for any new training, hiring or sub-contracting opportunities provided under those contracts.
i. Affirmatively furthering fair housing.
j. Applicable Portions of 2 CFR 200, Uniform Administrative Requirements, Cost Principle and Audit Requirements for Federal Awards, which includes but is not limited to the following requirements:
   1. 2 CFR 200.501, Audit requirements.
   2. 2 CFR 200.321, Small businesses, minority-owned firms, and women's business enterprises . . . whenever possible.
   3. 2 CFR 200.113, Mandatory Disclosures.
   4. 2 CFR, 200.62, Internal Controls.
   5. 2 CFR, 200.318, General Procurement Standards and Conflict of Interests.
   6. 24 CFR 92.253 (a) and (b), Tenant protections (Lease and Prohibited Lease Provisions)
   7. Federal Funding Accountability and Transparency Act of 2006 or Transparency Act—Public Law 109-282, as amended by section 6202(a) of Public Law 110-252
(31 U.S.C. 6101), which includes requirements on executive compensation, and also requirements implementing the Act for the non-Federal entity at 2 CFR part 25 Financial Assistance Use of Universal Identifier and System for Award Management and 2 CFR part 170 Reporting Subaward and Executive Compensation Information.

3. RFQ TERMS AND CONDITIONS

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

A. This RFQ 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. 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 RFQ, 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 RFQ process, or to terminate the RFQ 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 RFQ.

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.

M. If the Respondent is selected pursuant to this RFQ it will be required to enter into IHCDA’s grant agreement for the LHRD Program.
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:
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 RFQ 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: ________________________________