



REQUEST FOR PROPOSALS

for

The Development of a Low Barrier Shelter in Indianapolis

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: September 16, 2024

RESPONSE DEADLINE: September 30, 2024

(800-472-04-2)



ADDRESS 30 South Meridian Street, Suite 900, Indianapolis, IN 46204
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



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 (IHCDA)**
- 3. SCOPE OF SERVICES**
- 4. RFP TIMELINE**

PART 2 RFP PROCESS

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

PART 3 TERMS AND CONDITIONS

- 1. STATE POLICIES**
- 2. RFP TERMS AND CONDITIONS**

PROPOSAL COVER SHEET

CERTIFICATION OF RESPONDENT

PART 1

SCOPE OF THIS REQUEST

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

The Indiana Housing and Community Development Authority (IHCDA) seeks to fund the development of a low barrier shelter in the City of Indianapolis, as further defined in this RFP.

BACKGROUND

Indiana Code 5-20-10 established the Low Barrier Homeless Shelter Task Force (“Task Force”) with the responsibility of determining the cost to build and operate a low barrier homeless shelter in a consolidated city, as well as potential funding sources. The Task Force met seven times throughout calendar year 2022 and submitted its Final Report to the Governor and Legislative Council in December 2022.

The State of Indiana biennial budget covering the period of July 1, 2023 through June 30, 2025, as passed in 2023 as House Enrolled Act No. 1001, included a \$20,000,000 line item for the Low Barrier Homeless Shelter Grant Program to be used to support the establishment of low barrier homeless shelter.

To further the recommendations and goals of the Task Force, IHCDA will utilize the \$20,000,000 Low Barrier Homeless Shelter Grant Program to fund the development of a low barrier shelter in the City of Indianapolis, as further defined in this RFP.

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY (IHCDA)

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, 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. SCOPE OF SERVICES

The selected Respondent must develop a low barrier shelter in the City of Indianapolis.

The maximum request is \$20,000,000. Grant funding awarded by IHCD through the Low Barrier Homeless Shelter Grant Program may only be used for costs related to the development of the shelter. Funds may **not** be used for the ongoing costs of operations, administration, or supportive services. The selected Respondent will be paid on a reimbursement basis for expenses incurred by submitting claims through IHCD's online claims management system.

IHCD will enter into a grant agreement with the selected Respondent and will also record a restrictive covenant against the property to ensure that it operates as a low barrier shelter for at least 20 years (the "Compliance Period").

The Task Force's Final Report relied on the National Alliance to End Homelessness ("NAEH") definition of low barrier shelter which states that a low barrier shelter must:

- ensure immediate and easy access...by lowering barrier to entry and staying open 24/7
- eliminate sobriety and income requirements and other policies that make it difficult to enter shelter, stay in shelter, or access housing and income opportunities
- align shelter eligibility criteria, policies, and practices with a Housing First approach
- provide diversion services to find safe and appropriate housing alternatives to entering shelter
- focus services in shelter on assisting people to access permanent housing options as quickly as possible
- measure data on percentage of exits to housing, average length of stay in shelter, and returns to homelessness to evaluate the effectiveness of and improve outcomes

The shelter operator must comply with federal and state nondiscrimination requirements, including but not limited to the following:

- **Fair Housing, nondiscrimination, and equal access-** Must provide shelter without discriminating on the basis of race, color, national origin, ancestry, religion, disability, familial status, sex/gender, gender identity, sexual orientation, marital status, or status as a survivor of domestic violence, dating violence, sexual assault, stalking, or human trafficking.

- **Access for persons with limited English proficiency-** Must ensure that plans are in place for translation, interpretation, and provision of shelter and services for persons with limited or no English proficiency.
- **Accessibility for persons with disabilities-** Shelter must be designed and constructed to ADA and other applicable code standards to ensure accessibility for persons with disabilities. Must allow reasonable accommodations in shelter operations and provision of services to ensure equal access for persons with disabilities.

IHCDA will negotiate and approve additional low barrier shelter requirements and design with the selected grantee after selection. Final low barrier shelter requirements will be codified in the grant agreement and restrictive covenant after negotiation with the Respondent.

The selected Respondent will be responsible for ongoing reporting to IHCDA, in a manner and format prescribed by IHCDA. Reporting will include, at a minimum, the following requirements:

- Submission of a monthly progress report from the time of grant agreement execution through construction completion. This report must provide narrative status updates, updated timelines for completion, discussion of any challenges encountered, etc. During this time, IHCDA may also conduct construction progress inspections.
- Submission of an annual Outcomes and Compliance Report due by January 31st of each year to report on the previous calendar year. This report will be submitted each year throughout the 20-year Compliance Period and must include, at a minimum:
 - Number of persons sheltered
 - Percentage of exits to stable housing
 - Average length of stay in shelter
 - Copies of active service MOUs in place
 - Number of service provider caseworkers
 - Percentage of clients engaging in voluntary services
 - Other metrics agreed upon by IHCDA and the selected Respondent, as codified in the grant agreement
 - Certification of compliance with low barrier shelter requirements

4. RFP TIMELINE

September 16, 2024	RFP released
September 25, 2024	Deadline to submit written questions to IHCDA
September 30, 2024	Responses due by 5:00 PM Eastern Time
October 24, 2024	Announcement of selected Respondent

PART 2

RFP PROCESS

1. SELECTION PROCESS

Evaluation of all proposals will be completed by IHCDA staff. Selection is at the sole discretion of IHCDA.

Respondent must be deemed responsive and responsible as described in Part 2 Sections 2 and 3 below. If a Respondent is found to be non-responsive or non-responsible, a written determination shall be prepared and included in the official file for this RFP and the Respondent shall be advised of the reasons for the determination.

2. RESPONSIVE RESPONDENT REQUIREMENTS

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 IHCDA of all items enumerated in Part 2 Section 6 of this RFP.

Commitment

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

3. RESPONSIBLE RESPONDENT REQUIREMENTS

General 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. 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.

Past IHCD Award Performance (if applicable)

Past award performance will be considered, including history of complying with federal, state, and local guidelines, meeting benchmarks, and quality of work performed. 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 IHCD or in default on an IHCD loan will be disqualified.

4. EVALUATION CRITERIA

The following factors will serve as IHCD's primary consideration in the selection process.

1. **Satisfaction of Threshold Criteria:** Respondent must meet the requirements enumerated in Part 2 Section 2 "Responsive Respondent 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 5 pages) describing the composition of the low barrier shelter team. The narrative must address the following items. **Submit in PDF format labeled as "Narrative 1."**
 - Applicant/Recipient- identify the legal applicant entity for the grant funding. The Applicant will be the legal recipient of the grant funding and will be responsible for executing the grant agreement, submitting claims, and submitting reports to IHCD (as identified in Part 1 Section 3 of this RFP).
 - Owner- identify the entity that will own the shelter. If this decision has not yet been made, the narrative must identify possible owners and explain the process and timeline for selecting the Owner. The Owner must be identified prior to execution of the grant agreement.
 - Operator- identify the entity that will oversee the day-to-day operations of the shelter. If this decision has not yet been made, the narrative must identify possible operators and explain the process and timeline for selecting the Operator. The Operator must be identified prior to execution of the grant agreement.
 - Supportive Service Providers- identify the key supportive service providers who will provide onsite services at the shelter, including diversion and housing navigation services.
 - Summary of any previous collaboration or partnerships, if applicable, between team members.
3. **Key Staff:** Submit a narrative (not to exceed 5 pages) identifying key staff members who will implement the program for each identified team member (Applicant, Owner, Operator, and Supportive Service Provider). The narrative must address the following items. **Submit in PDF format labeled as "Narrative 2."**

- For each key staff person identified, provide a brief bio, an explanation of why this person was selected, and an explanation of their anticipated role in program implementation.
4. Experience of Respondent: Submit a narrative (not to exceed 5 pages) describing the relevant experience of the combined team. The narrative must address the following items. **Submit in PDF format labeled as “Narrative 3.”**
 - a. Experience developing, owning, and operating emergency shelter
 - b. Other development/construction experience
 - c. Experience serving persons experiencing homelessness, particularly persons with high vulnerability such as those with disabilities, mental illness, substance use disorders, history of trauma and victimization, etc.
 - d. Experience providing diversion and housing navigation services
 - e. Experience administering grant funding, including, if applicable, IHCD funding
 5. Program Description: Submit a narrative (not to exceed 7 pages) describing the overall project concept. The narrative must address the following items. **Submit in PDF format labeled as “Narrative 4.”**
 - a. Proposed project location, including an explanation of why the site was chosen and any anticipated challenges with the site. If site control and zoning are already in place, submit proof as supporting documentation. If site control and/or zoning are not yet in place, the narrative must describe the status and any challenges anticipated with obtaining final site control and/or zoning.
 - b. Proposed number of shelter units and beds. Proposed mix of units/beds for individuals vs. families.
 - c. Description of shelter design and layout including common areas, dining areas, sleeping areas, restrooms, and service offices. If preliminary site plans and/or architectural drawings are available, submit as supporting documentation.
 - d. Proposed implementation timeline.
 - e. Diversion Strategy: Describe planned diversion services to find immediate safe and appropriate housing options as an alternative to entering shelter when possible.
 - f. Service Plan: Describe the planned scope of case management and supportive services to be made available onsite at the shelter. Include a description of how services will focus on assisting people with accessing permanent housing as quickly as possible through housing navigation and connections to appropriate housing programs.
 - g. Operations Plan: Describe the plan for operating the shelter, including property management, maintenance, security, and food services. Include a description of who will provide these services.
 - h. Plan to solicit feedback from persons with lived experience both upfront for program design as well as on an ongoing basis to make program improvements. If applicable, include a summary of any feedback already received and how it has been incorporated in the program design.

- i. Low-Barrier Plan: Describe how the shelter will be designed and operated as a low-barrier facility. Include a discussion of the following key areas:
 - i. Policies addressing personal property and pets in the shelter
 - ii. Intake and access hours and any limits on length of stay
 - iii. Intake screening process and requirements for entry
 - iv. Policies addressing active substance use
 - v. Availability of gender neutral/family restroom and shower facilities
 - vi. Strategies and tools for overdose prevention
 - vii. Any costs to shelter participants
6. Budgets: Submit the following budgets in Excel format
 - a. Development budget for the costs of building the shelter, including sources and uses. For any capital sources already committed, attach copies of commitment letters. For any capital sources not yet committed, provide a narrative explaining the status of securing such funds and the backup plan for alternate funding if necessary.
 - b. Operating budget for the ongoing annual costs of operating the shelter. For any operating sources already committed, attach copies of commitment letters. For any operating sources not yet committed, provide a narrative explaining the status of securing such funds and the backup plan for alternate funding if necessary.
7. Metrics: Submit a narrative (not to exceed 3 pages) discussing how metrics will be utilized to track program performance. The narrative must address the following items. **Submit in PDF format labeled as “Narrative 5.”**
 - a. Plan to track the following mandatory metrics: (1) number of persons sheltered, (2) percentage of exits to stable housing, (3) average length of stay in shelter, (4) percentage of clients engaging in voluntary services. In addition, identify your definition of success for each of these metrics.
 - b. Identify at least three additional proposed metrics to track outcomes of the low barrier shelter. These metrics may include outcomes related to diversion, housing navigation, and supportive services.
8. Problem Statement/Unmet Need: Submit a narrative (not to exceed 3 pages) describing the unmet need in the community which the proposed low barrier shelter will address. Respondent must provide relevant data and define the extent to which the unmet need impacts the community and how current resources do not address the unmet need. **Submit in PDF format labeled as “Narrative 6.”**
9. Addressing Task Force Recommendations: Submit a narrative (not to exceed 5 pages) describing how in addition to providing low barrier shelter, the Applicant will also further the other goals of the Task Force’s Final Report. The narrative must address the following items. **Submit in PDF format labeled as “Narrative 7.”**

- a. How the applicant will “increase the supply of permanent supportive housing” in Indianapolis.
- b. How the applicant will “review, invest in, and expand housing navigation, rental assistance, and supportive services to prevent people exiting the justice system...from being released into placements within shelter systems.”
- c. How the Applicant will “support the creation of loss mitigation funds and/or rent guarantee programs, along with the pairing of rental assistance and supportive services, to enhance DOC’s ability to recruit landlords to provide re-entry housing.”
- d. How the Applicant will “inventory vacancies within existing permanent supportive housing developments” and “implement Moving On initiatives at the community level.”
- e. How the Applicant will implement a “200-unit master leasing project in Indianapolis focused on immediate placement of unsheltered, chronically homeless individuals and couples.”

5. 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: Proposal 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. Narratives addressing all applicable questions in Part 2 Section 4 of this RFP: Submit each narrative as a separate PDF, labeled as described above. Each narrative must meet the applicable page limitations.
 - Narrative 1: Identification of Team Members
 - Narrative 2: Key Staff
 - Narrative 3: Experience of Respondent
 - Narrative 4: Program Description
 - If available, attach documentation to demonstrate site control, and zoning.
 - If available, attach site plans and/or architectural drawings.
 - Narrative 5: Metrics
 - Narrative 6: Problem Statement/Unmet Need
 - Narrative 7: Addressing Task Force Recommendations
- D. Budgets:
 - Development budget (Excel format)
 - Operating budget (Excel format)

- Commitment letters for committed development and operating sources
- Narratives for any uncommitted development and operating sources

6. FORMAT FOR SUBMISSION AND DUE DATE

Written questions regarding this RFP will be accepted until 5:00 PM Eastern Time on September 25, 2024. All questions must be submitted to Matt Rayburn via mrayburn@ihcda.in.gov.

Responses must be submitted via email to the contact below:

Matt Rayburn
Deputy Executive Director & Chief Real Estate Development Officer
Indiana Housing and Community Development Authority
mrayburn@ihcda.in.gov

The deadline for submission is September 30, 2024 at 5:00 PM Eastern Time. Applications that are submitted after this deadline will not be accepted. 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 IHCD A will be examined and acted upon by the Compliance Officer within thirty (30) days of its receipt.

2. RFP TERMS AND CONDITIONS

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

- A. This RFP is a request for the submission of qualifications, but is not itself an offer and shall under no circumstances be construed as an offer.
- B. IHCD A 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. IHCD A 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. IHCD A 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, IHCD A 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 IHCD A 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.
- 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. The Respondent understands that IHCDA will enter into grant preparation activities with the Respondent whose RFP appears to be the most advantageous to IHCDA. If at any time the grant preparation activities are judged to be ineffective, IHCDA may do the following:
 - a. Cease all activities with that Respondent.
 - b. Begin preparation activities with the next highest ranked Respondent.
- N. Additionally, IHCDA will not agree to any of the following terms or conditions:
 - a. Any provision requiring IHCDA to provide insurance
 - b. Any provision requiring IHCDA to provide indemnity
 - c. Any provision providing that this Contract be construed in accordance with laws other than those of the State of Indiana
 - d. Any provision providing that suit be brought in any state other than Indiana
 - e. Any provision providing for resolution of contract disputes
 - f. Any provision requiring IHCDA to pay any taxes
 - g. Any provision requiring IHCDA to pay penalties, liquidated damages, interest or attorney's fees
 - h. Any provision modifying the applicable Indiana statute of limitations
 - i. Any provision relating to the time within which a claim must be made
 - j. Any provision requiring payment of consideration in advance unless authorized by an exception listed in IC 4-13-2-20
 - k. Any provision limiting disclosure of this Agreement in violation of the Access to Public Records Act, IC 5-14-3
 - l. Any provision providing for automatic renewal

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: _____