

Formal Request for Proposals

TITLE OF RFP:	Iowa Homeowner Assistance Fund Home Repair Administrative Partner		
State Agency:	Iowa Finance Authority (IFA or Authority)		
State seeks to purchase:	<p>IFA seeks to contract with partner agencies to administer the new Home Repair Program as a part of the Iowa Homeowner Assistance Fund. IFA is allocating up to \$10 million in funds for the new program, which will assist eligible homeowners, including those with households at or below 80% AMI and who experienced a COVID-19 impact, to make home repairs that help assure continued insurability of the home or modifications that help assure accessibility for the homeowner. IFA's contracted partner agencies will be responsible for the administration of the Home Repair Program in their region, including making award decisions, preparing scope of work and cost estimates, managing bids, repair work oversight, performing onsite inspections and reporting under the Treasury and IFA reporting standards. Partners for 90 of Iowa's 99 counties were secured through prior RFPs. IFA seeks to solicit proposals for the remaining nine counties, as well as backup coverage for all counties where possible. A program overview and questions answered in connection with previous RFPs accompanies this RFP.</p>		
Initial term of the contract:	24 months	Possible extensions: 1 (6 months maximum)	30 months (total)
Anticipated Contract term - Beginning:	September 20, 2023	Ending:	September 30, 2025
State Issuing Officer:	Terri Rosonke, Housing Programs Manager		
Email:	terri.rosonke@iowafinance.com		
Address:	1963 Bell Ave, Suite 200, Des Moines, IA 50315		
PROCUREMENT TIMETABLE—Event or Action:		Date/Time (Central Time Zone):	
State Posts Notice of RFP on TSB website:		August 30, 2023	
State Issues RFP:		September 1, 2023	
Questions Due:		September 7, 2023 / 4:30 PM Local time Des Moines, IA	
IFA Response to Questions on or before		September 11, 2023 / 4:30 PM Local time Des Moines, IA	
Proposals Due Date:		September 13, 2023 / 4:30 PM Local time Des Moines, IA	
Anticipated Date to issue Notice of Intent to Award:		September 20, 2023	
Anticipated Date to execute contract:		September 20, 2023	
Internet website where Addenda to this RFP will be posted:		https://bidopportunities.iowa.gov and iowafinance.com/rfp	

Proposals Required to be Submitted to:	a09a5814.lowa1.onmicrosoft.com@amer.teams.ms
Firm Proposal Terms - Per Section 3.2.13, the minimum Number of Days following the deadline for submitting proposals that the Contractor guarantees all proposal terms, including price, will remain firm:	120

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SECTION 1: INTRODUCTION

1.1. Purpose. The purpose of this Request for Proposals (RFP) is to solicit proposals from Responsible Contractors to provide the services identified on the RFP cover sheet and further described in Section 2 of this RFP to the Authority. The Authority intends to award a Contract(s) beginning on the date listed on the RFP cover sheet, and the Authority, in its sole discretion, may extend the Contract for up to the number of extensions identified on the RFP cover sheet. The Authority may award more than one Contractor under this RFP.

1.2. Definitions. For the purposes of this RFP and the resulting contract, the following terms shall mean:

1.2.1. "Proposal" means the Contractor's proposal submitted in response to the RFP.

1.2.2. "Contract" means the contract(s) entered into with the successful Contractor(s) as described in Section 6.1.

1.2.3. "Contractor" or "Bidder" means a vendor submitting Proposals in response to this RFP.

1.2.4. "IFA" means the Iowa Finance Authority and any other governmental body that purchases from the Contract; may also be referred to as, "State Agency", "Department" or "Authority".

1.2.5. "Responsible Contractor" means a Contractor that has the capability in all respects to perform the requirements of the Contract. In determining whether a Contractor is a Responsible Contractor, the Authority will consider various factors including, but not limited to, the Contractor's competence and qualifications to provide the goods or services requested, the Contractor's integrity and reliability, the past performance of the Contractor and the best interest of the Authority and the State.

1.2.6. "Responsive Proposal" means a Proposal that complies with the material provisions of this RFP.

1.2.7. "RFP" means this Request for Proposals and any attachments, exhibits, schedules or addenda hereto.

1.2.8. "State" means the State of Iowa, the Authority, and all state agencies, boards, and commissions, and any political subdivisions making purchases from the Contract as permitted by this RFP.

1.3. Overview of the RFP Process. **Contractors will be required to submit their Proposals electronically to the email address provided on the cover page.** As IFA staff are unable to provide confirmation of receipt, contractors are encouraged to include a delivery receipt confirmation when sending. It is the Authority's intention to evaluate Proposals from all Responsible Contractors that submit timely Responsive Proposals and award the Contract(s) in accordance with Section 4, Evaluation and Selection.

1.4. Background Information. This RFP is designed to provide Contractors with the information necessary for the preparation of competitive Proposals. The RFP process is for the IFA's benefit and is intended to provide the IFA with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Contractor is responsible for determining all factors necessary for submission of a comprehensive Proposal.

About the Iowa Finance Authority:

The core focus of the Iowa Finance Authority is to make affordable financing possible for home and community. IFA administers several state and federal programs that are designed to enhance the quality of life across Iowa communities. For more information about IFA, visit our website at iowafinance.com.

The Iowa Finance Authority was awarded a total of \$50 million through the American Rescue Plan Act to assist eligible homeowners through the Homeowner Assistance Fund (HAF) program, administered by the U.S. Department of Treasury.

SECTION 2: SPECIFICATIONS

2.1 Overview. The successful Contractor shall provide the services to the Authority and other agencies using the Contract in accordance with the specifications as provided in this Section. The Contractor shall address each requirement in this Section and indicate whether or not it will comply with the requirement. If the context requires more than a yes or no answer or the section specifically indicates, Contractor shall explain how it will comply with the requirement. Proposals must address each requirement. Merely repeating the requirements may be considered non-responsive and may disqualify the Contractor. Proposals must identify any deviations from the requirements of this RFP or requirements the Contractor cannot satisfy. If the Contractor deviates from or cannot satisfy the requirement(s) of this section, the Authority may reject the Proposal.

2.2 Proposed Scope of Work and Deliverables. Deliverables listed are the minimum expected from the Contractor. Additional information and deliverables based on Contractor's experience with similar projects are encouraged.

IFA seeks to hire a Contractor or Contractors with previous successful experience administering home repair grant programs in Iowa.

In awarding contracts under this RFP, ensuring the Home Repair Program is available statewide will be a primary goal. IFA may award more than one contract in order to achieve statewide coverage. Accordingly, the RFP response must specify the geographic area the Contractor commits to serve if selected to administer the Home Repair Program. Statewide and/or regional service areas are encouraged, but in no case shall the proposed geographic service area be less than an entire county.

The first two postings of this RFP resulted in coverage of 90 of Iowa's 99 counties. The main priority for this RFP is to secure a Contractor or Contractors for the remaining nine counties. These counties include: Appanoose, Davis, Lucas, Mahaska, Monroe, Pottawattamie, Van Buren, Wapello, and Wayne.

Proposals will also be considered that include coverage for any of the 90 counties not listed above. Additional contracts may be awarded for any or all of these counties to provide redundancy in the event the application volume for the county exceeds the original Contractor's capacity.

Specific tasks include:

1. Efficiently review a high volume of homeowner applications submitted through the Iowa Homeowner Assistance Fund online application system. Household eligibility for the federal Homeowner Assistance Fund (HAF) Program will be pre-determined by IFA's existing HAF service provider. The HAF Repair Program partner(s) selected through this RFP process will be responsible for determining and documenting eligibility and feasibility of the proposed home repairs and associated costs under the program guidelines. Within the

body of the proposal, the Contractor shall indicate the total number of concurrent projects the Contractor has sufficient capacity to manage.

2. Oversee the full repair process, including soliciting bids and overseeing and inspecting the timely completion of projects, while implementing safeguards against attempted fraud.
3. Ensure repair work is completed in compliance with all applicable local, state, and/or federal building code standards.
4. Manage relationships with homeowners and contractors, including handling any disputes.
5. Build relationships with local contractors to help ensure an adequate supply of contractors willing to participate in the Home Repair Program. Participating contractors must be lawfully registered and/or licensed, as applicable, to work within the state of Iowa.
 - a. Iowa law requires all individual contractors and businesses performing "Construction" work within Iowa to register with the Iowa Division of Labor and renew annually, if earning at least \$2,000.00 a year from construction. More information can be found [here](#).
 - b. If a business provides any type of plumbing, mechanical, HVAC, refrigeration, sheet metal or hydronic system services, the business is required to obtain a license and Contractor Registration through the Plumbing and Mechanical Systems Board. More information can be found [here](#).
6. Calculate home repair funding awards to eligible homeowners and communicate award information to IFA.
7. Maintain required documentation for all home repair projects and transmit required documentation to IFA for centralized file maintenance, as specified in policies and procedures governing the program to be established by IFA.
8. Make payments directly to contractors for completed repair work, and then seek reimbursement from IFA.
9. Submit timely, accurate and complete reports to IFA satisfying all Treasury and IFA reporting requirements.
10. Maintaining complete and accurate file documentation for each home repair project for a minimum of seven (7) years after the latter of project completion or final disbursement of program funds.

SECTION 3: FORM AND CONTENT OF PROPOSALS

3.1. Instructions. These instructions prescribe the format and content of the Proposal. They are designed to facilitate a uniform review process. Failure to adhere to the Proposal format may result in the rejection of the Proposal.

3.1.1. The Proposal shall be submitted timely to the email address provided on the cover page.

Separate attachments for the technical and cost proposal are required. The Technical Proposal and the Cost Proposal shall be labeled as such.

The IFA shall not be responsible for misdirected messages or premature opening of Proposals if a Proposal is not properly labeled.

3.1.2. If the Contractor designates any information in its Proposal as confidential pursuant to Section 5, the Contractor must also submit one (1) copy of the Proposal from which confidential information has been excised as provided in Section 5 and which is marked "Public Copy".

3.1.3. Proposals shall not contain promotional or display materials.

3.1.4. Attachments shall be referenced in the Proposal.

3.1.5. If a Contractor proposes more than one solution to the RFP requirements, each shall be labeled and submitted separately, and each will be evaluated separately.

3.2 Technical Proposal. The following documents and responses shall be included in the Technical Proposal in the order given below:

3.2.1 Transmittal Letter (Required)

An individual authorized to legally bind the Contractor shall sign the transmittal letter. The letter shall include the Contractor's mailing address, electronic mail address, and telephone number. Any request for confidential treatment of information shall be included in the transmittal letter in accordance with the provisions of Section 5.

3.2.2 Table of Contents. The Contractor shall include a table of contents of its Proposal.

3.2.3 Executive Summary. The Contractor shall prepare an executive summary and overview of the services it is offering, including all the following information:

3.2.3.1 Statements that demonstrate that the Contractor has read, understands and agrees with the terms and conditions of the RFP including the contract provisions in Section 6.

3.2.3.2 An overview of the Contractor's plans for complying with the requirements of this RFP.

3.2.3.3 Any other summary information the Contractor deems to be pertinent.

3.2.4 Specifications. The Contractor shall answer whether or not it will comply with each requirement in Section 2 of the RFP and explain the process and methodology it intends to utilize to address the topics identified in Section 2 and any additional topics that the Authority considers to be relevant to the RFP. Where the context requires more than a yes or no answer or the specific requirement so indicates, Contractor shall explain how it will comply with the requirement. Merely repeating the Section 2 requirements may be considered non-responsive and result in the rejection of the Proposal. Proposals must identify any deviations from the requirements of the RFP or requirements the Contractor cannot satisfy. If the Contractor deviates from or cannot satisfy the requirement(s) of this section, the Authority may reject the Proposal.

3.2.5 Vendor Background Information. The Contractor shall provide the following general background information:

3.2.5.1 Name, address, telephone number, and email address of the Contractor including all d/b/a's or assumed names or other operating names of the Contractor and any local addresses and phone numbers.

3.2.5.2 Form of business entity, i.e., corporation, partnership, proprietorship, limited liability company.

3.2.5.3 State of incorporation, state of formation, or state of organization.

3.2.5.4 The location(s), including address and telephone numbers of the offices and other facilities that relate to the Contractor's performance under the terms of this RFP.

3.2.5.5 Number of employees.

3.2.5.6 Type of business and Unique Entity Identifying (UEI) number if available.

3.2.5.7 Name, address and telephone number of the Contractor's representative to contact regarding all contractual and technical matters concerning the Proposal.

3.2.5.8 Name, contact information and qualifications of any subcontractors who will be involved with this project the Contractor proposes to use and the nature of the services the subcontractor would perform.

3.2.5.9 The successful Contractor will be required to register to do business in Iowa before payments can be made. In addition, if federal funds are utilized to fund this RFP, then the successful Contractor is required to obtain a UEI number.

3.2.6 Experience. The Contractor must provide the following information regarding its experience:

3.2.6.1 Number of years in business.

3.2.6.2 Number of years of experience with providing the types of services sought by the RFP.

3.2.6.3 The level of technical experience in providing the types of services sought by the RFP.

3.2.6.4 A list of all services similar to those sought by this RFP that the Contractor has provided to other businesses or governmental entities.

3.2.6.5 Letters of reference from at least one (1) customer or client knowledgeable of the Contractor's performance in providing services similar to the services described in this RFP and a contact person and telephone number for each reference.

3.2.7 Personnel. The Contractor must provide resumes for all key personnel who will be involved in providing the services contemplated by this RFP. The following information must be included in the resumes:

3.2.7.1 Full name.

3.2.7.2 Education.

3.2.7.3 Years of experience and employment history particularly as it relates to the requirements of the RFP.

3.2.7.4 The contractor shall provide the number of full-time employees that could be dedicated to this program or specify partnerships with other agencies that would be leveraged to ensure adequate resources are available to effectively administer the high-volume program.

3.2.8 Financial Information. The Contractor must provide the following financial information:

3.2.8.1 Audited financial statements for the last three (3) years.

3.2.8.2 At least two (2) financial references, if audited financial statements are unavailable. Examples of financial references would include banks, vendors that state the Contractor has paid bills on time, or others who can verify the financial viability of the Contractor. The references can be in letter format and describe any information relevant to the Contractor's finances.

3.2.9 Termination, Litigation, Debarment. The Contractor must provide the following information for the past five (5) years:

3.2.9.1 Has the Contractor had a contract for services terminated for any reason? If so, provide full details regarding the termination.

3.2.9.2 Describe any damages or penalties assessed against or dispute resolution settlements entered into by Contractor under any existing or past contracts for services. Provide full details regarding the circumstances, including dollar amount of damages, penalties and settlement payments.

3.2.9.3 Describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Contractor to engage in any business, practice or activity.

3.2.9.4 A list and summary of all litigation or threatened litigation, administrative or regulatory proceedings, or similar matters to which the Contractor or its officers have been a party.

3.2.9.5 Any irregularities discovered in any of the accounts maintained by the Contractor on behalf of others. Describe the circumstances and disposition of the irregularities.

Failure to disclose these matters may result in rejection of the Proposal or termination of any subsequent Contract. The above disclosures are a continuing requirement of the Contractor. Contractor shall provide written notification to the IFA of any such matter commencing or occurring after submission of a Proposal, and with respect to the successful Contractor, following execution of the Contract.

3.2.10 Acceptance of Terms and Conditions. The Contractor shall specifically agree that by submitting the Proposal, the Contractor is accepting all terms and conditions stated in the RFP. However, if the Contractor objects to any term or condition, the Contractor must specifically refer to the RFP page and section number and provide the reason for the objection. Objections or responses that materially alter the RFP will be deemed non-responsive and result in rejection of the Proposal.

3.2.11 Certification Letter. The Contractor shall sign and submit with the Proposal, the document included as Attachment #1 (Certification Letter) in which the Contractor shall make the certifications included in Attachment #1.

3.2.12 Authorization to Release Information. The Contractor shall sign and submit with the Proposal the document included as Attachment #2 (Authorization to Release Information Letter) in which the Contractor authorizes the release of information to the Authority.

3.2.13 Firm Proposal Terms. The Contractor shall guarantee in writing the services offered in the Proposal are currently available and that all Proposal terms, including price, will remain firm 120 days following the deadline for submitting Proposals.

3.3 Cost Proposal. The Contractor shall provide its cost proposal separately for the proposed services using the form in Attachment #3.

3.4 Contractor shall certify it can comply with applicable information security policies. State of Iowa Security Standards can be found at: <https://ocio.iowa.gov/standards> under the Security section.

SECTION 4: EVALUATION AND SELECTION

4.1 Introduction. This section describes the evaluation process that will be used to determine which Proposal(s) provide(s) the greatest benefit to the State. IFA will not necessarily award the Contract(s) to the Contractor(s) offering the lowest cost to the IFA. Instead, the IFA will award the Contract(s) whose Responsive Proposal(s) the IFA believes will provide the best value to the State. IFA will either choose to award one contract for all scope of work and deliverables described in Section 2 or choose to award multiple contracts, whichever IFA determines is in the best interests of IFA. IFA reserves the right to reject all proposals and choose not to issue an award(s).

4.2 Evaluation Committee. The IFA intends to conduct a comprehensive, fair, and impartial evaluation of Proposals received in response to this RFP. The IFA will use an evaluation committee to review and evaluate the Proposals.

4.3 Overview of Evaluation. All Technical Proposals will be first evaluated to determine if they comply with the requirements provided in Section 2. The evaluation committee will fully evaluate and score all Responsive Proposals submitted by Responsible Contractors in accordance with this Section.

4.4 Evaluation Criteria. Evaluation of Proposals will be based on the following criteria, which are not listed in any particular order of importance.

4.4.1 Demonstrated ability to enhance and/or expand the effectiveness of the IFA, as described in this RFP.

4.4.2 Cost of services.

4.4.3 Satisfactory performance on previous and present contracts similar in scope and with similar clients to the subject of this RFP.

4.4.4 Contractor's and subcontractor's (if any) professional experience and performance record.

4.4.5 Financial stability of Contractor.

4.4.6 Overall track record and reputation in the relevant industry.

4.4.7 Compliance with RFP and contract terms and conditions and Proposal format.

4.4.8 Contractor's proposed work plans.

4.4.9 Demonstrated quality of proposed services.

4.4.10 Plans for assurance of high-quality service.

4.4.11 Ability to integrate with IFA administrative applications.

SECTION 5: ADMINISTRATIVE INFORMATION

5.1 Issuing Officer. The Issuing Officer identified in the RFP cover sheet is the sole point of contact regarding the RFP from the date of issuance until a Notice of Intent to Award the Contract is issued.

5.2 Restriction on Communication. From the issue date of this RFP until a Notice of Intent to Award the Contract is issued, Contractors will contact only the Issuing Officer. The Issuing Officer will respond only to written questions regarding the procurement process. Questions related to the interpretation of this RFP must be submitted as provided in Section 5. Oral questions related to the interpretation of this RFP will not be accepted. Contractors may be disqualified if they contact any State employee other than the Issuing Officer about the RFP, except that Contractors may contact Kym Stevenson at 515.348.6193 or tsbcert@iowaeda.com on issues related to the preference for Targeted Small Businesses.

5.3 Downloading the RFP from the Internet. The RFP and any addenda to the RFP will be posted at <https://bidopportunities.iowa.gov> and iowafinance.com/rfp. The Contractor is advised to check the website periodically for Addenda to this RFP, particularly if the Contractor downloaded the RFP from the Internet as the Contractor may not automatically receive addenda. It is the Contractor's sole responsibility to check as frequently as the Contractor deems prudent for addenda to posted documents.

5.4 Procurement Timetable. The dates provided in the procurement timetable on the RFP cover sheet are provided for informational and planning purposes. The IFA reserves the right to change the dates. If the IFA changes any of the deadlines for Contractor submissions, the IFA will issue an addendum to the RFP.

5.5 Questions, Requests for Clarification, and Suggested Changes. Contractors are invited to submit written questions and requests for clarifications regarding the RFP. Contractors may also submit suggestions for changes to the requirements of this RFP. The questions, requests for clarifications, or suggestions must be in writing and received by the Issuing Officer before the date and time listed on the RFP cover sheet. Oral questions will not be permitted. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFP, Contractor shall reference the page and section number(s). The IFA will send written responses to questions, requests for clarifications, or suggestions will be received from Contractors on or before the date listed on the RFP cover sheet. The IFA's written responses will become an addendum to the RFP. If the IFA decides to adopt a suggestion that modifies the RFP, the IFA will issue an addendum to the RFP.

The IFA assumes no responsibility for oral representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP through an addendum.

5.6 Amendment to the RFP. The IFA reserves the right to amend the RFP at any time using an addendum. The Contractor shall acknowledge receipt of all addenda in its Proposal. If the IFA issues an addendum after the due date for receipt of Proposals, the IFA may, in its sole discretion, allow Contractors to amend their Proposals in response to the addendum.

5.7 Amendment and Withdrawal of Proposal. The Contractor may amend or withdraw and resubmit its Proposal at any time before the Proposals are due. The amendment must be in writing, signed by the Contractor and received by the time set for the receipt of Proposals. Electronic mail and faxed amendments will not be accepted. Contractors must notify the Issuing Officer in writing prior to the due date for Proposals if they wish to completely withdraw their Proposals.

5.8 Submission of Proposals. The IFA must receive the Proposal as identified on the RFP cover sheet before the "Proposals Due" date listed on the RFP cover sheet. **This is a mandatory requirement and will not be waived by the IFA. Any Proposal received after this deadline will be rejected.** It is the Contractor's responsibility to ensure the Proposal is received prior to the deadline. IFA has no obligation to confirm receipt. Contractors are encouraged to include a delivery receipt confirmation when sending.

Contractors must furnish all information necessary to enable the IFA to evaluate the Proposal. Proposals that fail to meet the mandatory requirements of the RFP will be rejected. Oral information provided by the Contractor shall not be considered part of the Contractor's Proposal unless it is reduced to writing.

5.9 Proposal Opening. The IFA will open Proposals after the deadline for submission of Proposals has passed. The Proposals will remain confidential until the Evaluation Committee has reviewed all the Proposals submitted in response to this RFP and the IFA has issued a Notice of Intent to Award a Contract. See Iowa Code Section 72.3. However, the names of Contractors who submitted timely Proposals will be publicly available after the Proposal opening. The announcement of Contractors who timely submitted Proposals does not mean that an individual Proposal has been deemed technically compliant or accepted for evaluation.

5.10 Costs of Preparing the Proposal. The costs of preparation and delivery of the Proposal are solely the responsibility of the Contractor.

5.11 No commitment to Contract. The IFA reserves the right to reject any or all Proposals received in response to this RFP at any time prior to the execution of the Contract. Issuance of this RFP in no way constitutes a commitment by the IFA to award a contract.

5.12 Rejection of Proposals. The IFA may reject outright and not evaluate a Proposal for reasons including without limitation:

5.12.1 The IFA determines there is no longer a need to procure the services.

5.12.2 The Contractor fails to deliver the cost proposal as a separate document.

5.12.3 The Contractor acknowledges that a mandatory requirement of the RFP cannot be met.

5.12.4 The Contractor's Proposal changes a material requirement of the RFP or the Proposal is not compliant with the mandatory requirements of the RFP.

5.12.5 The Contractor's Proposal limits the rights of the IFA.

5.12.6 The Contractor fails to include information necessary to substantiate that it will be able to meet a requirement of the RFP as provided in Section 3 of this RFP.

5.12.7 The Contractor fails to timely respond to the IFA's request for information, documents, or references.

5.12.8 The Contractor fails to include any signature, certification, authorization, stipulation, disclosure or guarantee as provided in Section 3 of this RFP.

5.12.9 The Contractor presents the information requested by this RFP in a format inconsistent with the instructions of the RFP or otherwise fails to comply with the requirements of this RFP.

5.12.10 The Contractor initiates unauthorized contact regarding the RFP with state employees.

5.12.11 The Contractor provides misleading or inaccurate responses.

5.12.12 The Contractor's Proposal is materially unbalanced.

5.12.13 There is insufficient evidence (including evidence submitted by the Contractor and evidence obtained by the IFA from other sources) to satisfy the IFA that the Contractor is a Responsive Contractor.

5.12.14 The Contractor alters the language in Attachment 1, Certification Letter or Attachment 2, Authorization to Release Information letter.

5.13 Nonmaterial Variances. The IFA reserves the right to waive or permit cure of nonmaterial variances in the Proposal if, in the judgment of the IFA, it is in the State's best interest to do so. Nonmaterial variances include but are not limited to minor failures to comply that do not affect overall responsiveness, that are merely a matter of form or format, that do not change the relative standing or otherwise prejudice other Contractors, that do not change the meaning or scope of the RFP, or that do not reflect a material change in the requirements of the RFP. In the event the IFA waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the Contractor from full compliance with RFP specifications or other Contract requirements if the Contractor is awarded the Contract. The determination of materiality is in the sole discretion of the IFA.

5.14 Reference Checks. The IFA reserves the right to contact any reference to assist in the evaluation of the Proposal, to verify information contained in the Proposal and to discuss the Contractor's qualifications and the qualifications of any subcontractor identified in the Proposal.

5.15 Information from Other Sources. The IFA reserves the right to obtain and consider information from other sources concerning a Contractor, such as the Contractor's capability and performance under other contracts, the qualifications of any subcontractor identified in the Proposal, the Contractor's financial stability, past or pending litigation, and other publicly available information.

5.16 Verification of Proposal Contents. The content of a Proposal submitted by a Contractor is subject to verification. If the IFA determines in its sole discretion that the content is in any way misleading or inaccurate, the IFA may reject the Proposal.

5.17 Proposal Clarification Process. The IFA reserves the right to contact a Contractor after the submission of Proposals to obtain clarification of a Proposal. This contact may include written questions, interviews, site visits, a review of past performance if the Contractor has provided services to the State or any other political subdivision wherever located, or requests for corrective pages in the Contractor's Proposal. The IFA will not consider information received from or through Contractor if the information materially alters the content of the Proposal or the type of services the Contractor is offering to the IFA. An individual authorized to legally bind the Contractor shall sign responses to any request for clarification. Responses shall be submitted to the IFA within the time specified in the IFA's request. Failure to comply with requests for additional information may result in rejection of the Proposal.

5.18 Disposition of Proposals. All Proposals become the property of the State and shall not be returned to the Contractor. Once the IFA issues a Notice of Intent to Award the Contract, the contents of all Proposals will be in the public domain and be available for inspection by interested parties, except for information for which Contractor properly requests confidential treatment or according to exceptions provided in Iowa Code Chapter 22 or other applicable law.

5.19 Public Records and Requests for Confidential Treatment. The IFA will treat all information submitted by a Contractor as public records unless the Contractor properly requests that specific parts of the Proposal be treated as confidential at the time of submitting the Proposal AND the information is confidential under Iowa or other applicable law. The IFA's release of public records is governed by Iowa Code Chapter 22. Contractors are encouraged to familiarize themselves with Chapter 22 before submitting a Proposal. The IFA will copy and produce public records as required to comply with Chapter 22 or other applicable law.

Any request for confidential treatment of specific information must be included in the transmittal letter with the Contractor's Proposal. For **each** confidentiality request, the Contractor must (1) enumerate the specific grounds in Iowa Code chapter 22 or other applicable law that supports treatment of the material as confidential, (2) provides adequate justification as to why the material should be maintained in confidence, (3) explains why disclosure of the material would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by applicant to respond to inquiries by the Authority concerning the confidential status of such material. An applicant's request for confidentiality that does not comply with this section or an applicant's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting a Proposal as non-responsive.

Any Proposal submitted which contains information for which Contractor is requesting Confidential treatment must be conspicuously marked by the Contractor as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information. Failure to properly identify specific information as confidential shall relieve IFA or State personnel from any responsibility if confidential information is viewed by the public or a competitor, or is in any way released. If Contractor identifies its entire Proposal as confidential, the IFA will reject the Proposal as non-responsive.

If the Contractor designates any portion of its Proposal as confidential, the Contractor must submit a copy labeled as "Public Copy" from which the confidential information has been excised. This excised copy is in addition to the number of copies requested in Section 3 of this RFP. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Proposal as possible.

If IFA receives a request for information that includes information Contractor has marked as confidential and IFA intends to release such information, IFA will give written notice to the Contractor at least seven (7) calendar days prior to the release of the information to allow the Contractor to seek injunctive relief pursuant to Iowa Code Section 22.8. After seven (7) calendar days, the IFA will release the information marked confidential unless a court of competent jurisdiction determines the information is confidential under Iowa Code Chapter 22 or other applicable law.

If Contractor fails to comply with the request process set forth herein, if Contractor's request for confidentiality is unreasonable, or if Contractor rescinds its request for confidential treatment, IFA may release such information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

The Contractor's failure to request confidential treatment of material will be deemed a waiver of any right to confidentiality the Contractor may have had.

5.20 Copyright Permission. By submitting a Proposal, the Contractor agrees that the IFA can copy the Proposal for purposes of facilitating the evaluation of the Proposal or to respond to requests for public records. By submitting a Proposal, the Contractor consents to such copying and warrants that such copying will not violate the rights of any third party. The IFA shall have the right to use ideas or adaptations of ideas that are presented in Proposals.

5.21 Release of Claims. By submitting a Proposal, the Contractor agrees that it will not bring any claim or cause of action against the IFA based on any misunderstanding concerning the information provided in the RFP or concerning the IFA's failure, negligent or otherwise, to provide the Contractor with pertinent information in this RFP.

5.22 Evaluation of Proposals Submitted. Proposals that are timely submitted and are not rejected will be reviewed in accordance with Section 4 of the RFP. The IFA will not necessarily award a contract resulting from this RFP to the Contractor offering the lowest cost. Instead, the IFA will award

the Contract(s) to the Responsible Contractor(s) whose Responsive Proposal the IFA believes will provide the best value to the IFA and the State.

5.23 Award Notice and Acceptance Period. Notice of Intent to Award the Contract(s) will be sent to all Contractors submitting a timely Proposal and may be posted at the website shown on the RFP cover sheet. Negotiation and execution of the Contract(s) shall be completed no later than thirty (30) days from the date of the Notice of Intent to Award or such other time as designated by IFA. If the successful Contractor fails to negotiate and deliver an executed Contract by that date, the IFA, in its sole discretion, may cancel the award and award the Contract to the remaining Contractor the IFA believes will provide the best value to the State.

5.24 No Contract Rights until Execution. No Contractor shall acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Contractor and the IFA.

5.25 Choice of Law and Forum. This RFP and the Contract shall be governed by the laws of the State of Iowa. Changes in applicable laws and rules may affect the award process or the Contract. Contractors are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

5.26 Restrictions on Gifts and Activities. Iowa Code Chapter 68B restricts gifts which may be given or received by State employees and requires certain individuals to disclose information concerning their activities with State government. Contractors are responsible for determining the applicability of this Chapter 68B to their activities and to comply with its requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

5.27 No Minimum Guaranteed. The IFA does not guarantee any minimum level of purchases under the Contract.

SECTION 6: CONTRACTUAL TERMS AND CONDITIONS

6.1 Contract Terms and Conditions. The Contract that the IFA expects to award as a result of this RFP shall comprise the specifications, terms and conditions of the RFP, written clarifications or changes made in accordance with the provisions of the RFP, the contract terms and conditions contained in the standard state of Iowa contract for services, the offer of the successful Contractor contained in its Proposal, and any other terms deemed necessary by the IFA. No objection or amendment by a Contractor to the provisions or terms and conditions of the RFP shall be incorporated into the Contract unless the IFA has explicitly accepted the Contractor's objection or amendment in writing. All costs associated with complying with these requirements shall be included in any pricing quoted by the Contractor.

By submitting a Proposal, each Contractor acknowledges its acceptance of the RFP specifications and the contract terms and conditions without change except as otherwise expressly stated in its Proposal. If a Contractor takes exception to a provision, it must state the reason for the exception and set forth in its Proposal the specific RFP or contract language it proposes to include in place of the provision. Exceptions that materially change the contract terms and conditions or the requirements of the RFP may be deemed non-responsive by the IFA, in its sole discretion, resulting in possible rejection of the Proposal. The IFA reserves the right to either award a Contract(s) without further negotiation with the successful Contractor or to negotiate Contract terms with the successful Contractor if the best interests of the State would be served.

6.2 Contract Length. The term of the Contract will begin and end on the dates indicated on the RFP cover sheet. The IFA shall have the sole option to renew the Contract upon the same or more favorable terms and conditions for up to the number of extensions identified on the RFP cover sheet. The IFA reserves the right to adjust begin and end dates if, in the judgment of the IFA, it is in the State's best interest to do so.

6.3 Insurance. IFA reserves the right to require the winning Contractor(s) to secure professional liability coverage, general liability, standard liability business rider, personal injury, property damage coverage and any necessary workers' compensation and employer liability insurance, as required by Iowa law with no additional cost to the state beyond Contractor's original bid. The State of Iowa and IFA shall be named as additional insureds or loss payees, or the Contractor shall obtain an endorsement to the same effect, as applicable. IFA may require the winning vendor to provide a copy of the insurance certificate to IFA.

6.4 Terms. The IFA shall use a services contract for services procured under this RFP. The Contractor shall be expected to execute that contract upon award of the contract. A template of a services contract is available upon request. IFA reserves the right to diverge from the template as it deems appropriate.

6.5 Funding. All federal and state terms and conditions as applicable to the source of funds shall apply.

Attachment # 1
Certification Letter
Alterations to this document are prohibited, see section 5.12.15.

[Date]

Terri Rosonke, Issuing Officer
Iowa Finance Authority
1963 Bell Ave, Suite 200
Des Moines, IA 50315

Re: Iowa Homeowner Assistance Home Repair Program Partner

Dear Terri Rosonke:

I certify that the contents of the Proposal submitted on behalf of [Name of Contractor] _____ (Contractor) in response to the Iowa Finance Authority (IFA) for Request for Proposal for Iowa Homeowner Assistance Home Repair Program Partner are true and accurate. I also certify that Contractor has not knowingly made any false statements in its Proposal.

Certification of Independence

I certify that I am a representative of Contractor expressly authorized to make the following certifications on behalf of Contractor. By submitting a Proposal in response to the RFP, I certify on behalf of the Contractor the following:

1. The Proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the IFA or with any person serving as a member of the evaluation committee.
2. The Proposal has been developed independently, without consultation, communication or agreement with any other contractor or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Proposal has not been and will not be knowingly disclosed, directly or indirectly prior to IFA's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by Contractor to induce any other contractor to submit or not to submit a Proposal for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between Contractor and the IFA or any other State agency that interferes with fair competition or constitutes a conflict of interest.

Certification Regarding Debarment

6. I certify that, to the best of my knowledge, neither Contractor nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have within a three year period preceding this Proposal been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection

with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Proposal had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the IFA relied upon when this transaction was entered. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to other remedies available, the IFA can pursue available remedies including suspension, debarment, or termination of the contract.

Certification Regarding Registration, Collection, and Remission of Sales and Use Tax

7. Pursuant to Iowa Code sections 423.2(10) and 423.5(8), a retailer in Iowa or a retailer maintaining a business in Iowa that enters a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under Iowa Code chapter 423 on all sales of tangible personal property and enumerated services. The Act also requires Contractors to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Proposal in response to the (RFP), the Contractor certifies the following: (check the applicable box)

- Contractor is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by Iowa Code Chapter 432; or
- Contractor is not a “retailer” or a “retailer maintaining a place of business in this state” as those terms are defined in Iowa Code subsections 423.1(42) and (43).

The Contractor also acknowledges that the IFA **can** declare the Contractor’s Proposal or resulting contract void if the above certification is false. The Contractor also understands that fraudulent certification may result in the IFA or its representative filing for damages for breach of contract in addition to other remedies available to IFA.

Sincerely,

[Name and Title]

Attachment #2
Authorization to Release Information Letter
Alterations to this document are prohibited, see section 5.12.15.

[Date]

Terri Rosonke, Issuing Officer
Iowa Finance Authority
1963 Bell Ave, Suite 200
Des Moines, IA 50315

Re: Authorization to Release Information

Dear Terri Rosonke:

[Name of Contractor] _____ (Contractor) hereby authorizes the Iowa Finance Authority (IFA) or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Contractor in response to Request for Proposal (RFP) entitled: Iowa Homeowner Assistance Home Repair Program Partner.

The Contractor acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Contractor acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. The Contractor is willing to take that risk.

The Contractor hereby releases, acquits and forever discharges the State of Iowa, the IFA, its officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the IFA or the Evaluation Committee in the evaluation and selection of a successful Contractor in response to the RFP.

The Contractor authorizes representatives of the IFA and/or the Evaluation Committee to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Contractor's Proposal submitted in response to RFP.

The Contractor further authorizes any and all persons and entities to provide information, data, and opinions regarding its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Contractor's Proposal. The Contractor hereby releases, acquits and forever discharges any such person or entity and its officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Contractor that it may have or ever claim to have relating to information, data, opinions, and references supplied to the IFA and/or the Evaluation Committee in the evaluation and selection of a successful Contractor in response to RFP.

A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

[Printed Name of Contractor Organization]

[Name and Title of Authorized Representative]

Date

**ATTACHMENT # 3
Cost Proposal
AS AMENDED**

The costs shall be provided to reflect the sum total of all tasks or deliverables as described in section 2.2 of this RFP. Contractor's Cost Proposal shall include an all-inclusive, itemized, total cost in U.S. Dollars (including all travel, expenses, etc. in prices). Pricing to be inclusive of all costs of travel, photography, printing, data, supplies and other expenses necessary to carry out all tasks. Net 60 Days Payment Terms. Per Iowa Code 8A.514, the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a vendor.

Use of the following template is required. Please use additional pages to provide any additional narrative support for the costing information.

Cost Proposal Template

The cost proposal shall be broken into the following components: Please note that the administrative fee paid to administering agencies shall not exceed 10% of the amount awarded.

Task or Deliverable	Professional fees / costs in U.S. Dollars
Eligible home repair expenses Maximum number of home repair projects the Contractor anticipates it has the reasonable capacity to administer through project completion during the Contract term: _____	
Administrative fees Maximum "not to exceed" percentage to be charged for Administration by the Contractor: _____% A flat "not to exceed" administrative fee to be charged for a denied application will be \$500, plus federal mileage reimbursement. This includes projects determined infeasible for repairs or unable to be completed for unforeseen reasons.	
<i>[Add or modify as appropriate]</i>	
TOTAL COST:	

To help IFA in comparing cost proposals, the cost proposal shall also identify an hourly rate for each of the specific service providers identified in the respondent's proposal.

Service Provider	Hourly Rate
- Name, service to be provided	
- Name, service to be provided	
- Name, service to be provided	
- Name, service to be provided	
- Name, service to be provided	

Attachment 4 - Questions and Answers from Previous RFPs

The following questions and answers were posted as addenda to the prior RFPs for administrative partners.

Note: Some minor edits were made to the questions below to reflect the amount partners will be reimbursed for projects deemed ineligible or infeasible.

RFP #1 Questions – April 2023

Q1. Could you give me an idea what COVID impact for a household means in the context of this funding?

A1. Under HAF guidance published by the U.S. Department of the Treasury, “financial hardship means a material reduction in income or material increase in living expenses associated with the coronavirus pandemic that has created or increased a risk of mortgage delinquency, mortgage default, foreclosure, loss of utilities or home energy services, or displacement for a homeowner.” Homeowners are eligible to receive amounts allocated to a HAF participant under the HAF if they experienced a financial hardship after January 21, 2020, (including a hardship that began before January 21, 2020, but continued after that date). Examples of financial hardship include but are not limited to the following: job loss, reduction in income, or increased costs due to healthcare, childcare, or the need to care for a family member.

Q2. Where can I find the treasury requirements regarding homeowner eligibility?

A2. The U.S. Department of the Treasury’s HAF web page can be found [here](#). A direct link to Treasury’s HAF Guidance can be found [here](#).

Q3. Is there a match requirement?

A3. No local match requirement has been established. However, Contractors are encouraged to consider ways in which HAF Home Repair Pilot Program funding may be leveraged by other funding resources and explain any planned partnerships with other programs or services as part of their Proposal. The cost of the same repair may be split between the HAF program and another funding source, so long as it is adequately documented. However, no duplication of benefits is allowed, meaning HAF Home Repair Pilot Program funds cannot be used to pay for the same repair expenses being paid for by another funding resource.

Q4. If we would be able to do a subrecipient agreement with the City of Sioux City? Is that allowable?

A4. As stated in section 6.4 of the RFP, IFA shall use a services contract for services procured under this RFP. Since the selected Contractor(s) will not enter into a sub-grant agreement with IFA, a subrecipient agreement between the Contractor and another entity will not be applicable. The Contractor may include subcontractors in their Proposal, in compliance with section 3.2.5.8 of the RFP, including the subcontractor’s name, contact information, and qualifications as well as a description of the nature of the services the subcontractor would perform and their capacity for such work.

Q5. Is 10% the limit for admin or is there a technical service fee we can charge as well?

A5. Selected Contractor(s) will be paid an administrative fee not to exceed 10% of the HAF Home Repair Pilot Program award amount to an eligible homeowner. The Contractor will be paid a ~~mutually agreed to~~ flat administrative fee **of \$500, plus federal mileage**, for applications that the Contractor deems ineligible or infeasible for repair. In preparing the Attachment #3 Cost Proposal, the Contractor should estimate the anticipated volume of eligible home repair expenses the Contractor estimates can reasonably be accomplished during the Contract term ending September 30, 2025, and assume all applications will be eligible and feasible for repair in budgeting for administrative fees, not to exceed 10% of the estimated eligible home repair expenses line item. In addition to specifying an estimated eligible home repair expenses line item, also specify the maximum number of home repair projects the Contractor anticipates it has the reasonable capacity

to administer through project completion during the Contract term. The Contractor should also specify the specific percentage it plans to charge for administrative services, up to a maximum of 10%. For example, if the Contractor plans to charge a maximum of 8% for services rendered, that percentage should be specifically referenced as a note to the Attachment #3 Cost Proposal. **The Contractor should also provide their proposed per application fee for applications with infeasible or ineligible repairs.** IFA has amended the Attachment #3 Cost Proposal template and posted as Addendum 2 to this RFP.

Q6. Are there any specific applicant requirements such as a 30% AMI requirement?

A6. Eligible households must have a household income of no more than 80% AMI. No additional income targeting requirements will apply to the HAF Home Repair Pilot Program.

Q7. Do applicants have to be affected by COVID to qualify and if so, how do provide proof of that?

A7. Eligible homeowner households must have experienced a COVID-19 financial hardship, as further described above in A1. Homeowner applicants will be required to self-attest as to any COVID-19 financial hardship experienced by the household. The online HAF pre-application includes a series of questions and checkbox response options to guide the applicant through the COVID-19 financial hardship requirements. IFA's existing HAF contractor, Witt O'Brien's, will determine the household's threshold eligibility for HAF. The threshold eligibility determination will include decisions on household income and COVID-19 financial hardship. Only homeowner applicants determined eligible for HAF during the threshold eligibility review process by Witt O'Brien's will be referred to a HAF Home Repair Pilot Program administrative partner.

Q8. ATTACHMENT #3 COST PROPOSAL:

a. Is it expected to assign a cost for each specific task listed in Section 2.2, 1-10?

A8a. No. Please refer to A5 above for further information.

i. Are administrative costs different than specific tasks in Section 2.2, 1-10?

A8a.i. Administrative fees should be estimated based upon the specific tasks outlined in the RFP and any Addendums, including this Addendum.

b. Is it expected the contractor estimate costs of rehabilitation for each home in the proposal?

A8b. Contractors will be expected to estimate and document costs for each approved home repair project and ensure cost reasonableness of repair work completed under the HAF Home Repair Pilot Program.

c. Is it expected the contractor apply for a defined dollar amount to cover as many home repairs as possible?

A8c. Please refer to A5.

i. If yes, is there a limit on application amount or per home amount?

A8c.i. Eligible homeowners may be awarded up to a maximum of ~~\$25,000~~ (revised to \$35,000) in repair assistance under the HAF Home Repair Pilot Program.

d. Service Provider Hourly Rates: If only one agency is working on the project (e.g. a COG or HTF) do they have to provide both itemized all-inclusive costs for services and an hourly rate?

A8d. The Contractor shall submit a Cost Proposal as outlined in Attachment #3 to the RFP. The Cost Proposal must include estimated eligible home repair expenses and administrative fees (refer to A5 above for additional information) as well as an hourly rate for each key staff position or service the Contractor anticipates delivering under their Proposal.

Q9. ELIGIBLE HOME REPAIRS

a. What are eligible home repairs - for example, exterior only, exterior + heating, exterior + heating + structural...

A9a. Eligible repairs are as described in the [Program Overview](#). In general, assistance may be used to make home repairs that help assure continued insurability of the home or modifications that help assure accessibility for the homeowner. A primary goal of the HAF Home Repair Pilot Program shall be to prevent homeowner displacement by assisting with home repairs to maintain the habitability of the home. For homeowners who are unable to obtain or maintain homeowners' insurance due to the condition of their home, repairs to core residential systems may be eligible.

b. Are lead based paint interim control activities eligible expenses?

A9b. Yes. Lead-based paint interim control activities will be considered eligible expenses under the program.

c. Do projects have to address lead based paint?

A9c. Contractors must comply with all local, state, and/or federal laws, rules, and regulations as specifically applicable to each approved home repair project related to lead-safe renovation, asbestos, and/or radon.

Q10. COST REIMBURSEMENT

a. Section 2.2.8 "Make payments directly to contractors for completed repair work, and then seek reimbursement from IFA."

i. Are interest costs from necessary lines of credit an eligible administrative expense?

A10a. Interest costs from any necessary line of credit needed to ensure timely payment of contractors for completed home repair work will be considered an eligible administrative expense under the program. If the Contractor is able to submit payment requests to IFA in advance of paying contractors for completed work under the program and still maintain timely payment of contractors without operating on a reimbursement system, IFA will allow that option. However, the Contractor should be prepared to have the ability to float expenses and request reimbursement from IFA after paying contractors in order to ensure all contractors are paid on a timely basis for completed repair work.

b. Attachment #3: States the State of Iowa is allowed sixty days to pay an invoice submitted by a vendor - is there a penalty for IFA paying vendors past sixty days?

A10b. Although the State of Iowa is allowed up to 60 days to pay an invoice submitted by a vendor, IFA's goal will be to timely review and approve or deny requests for payment by selected Contractors within no more than 30 days, with payments to Contractors scheduled at a minimum of once weekly.

Q11. What cross-cutting federal requirements apply (e.g. NEPA environmental review requirements)? Can you confirm that the only applicable lead paint requirements are from EPA and IDPH?

A11. Applicable federal requirements are indicated in the HAF program assistance listing on SAM.gov [here](#). NEPA environmental review requirements would only apply if compliance is required under another funding source involved in the repair project. EPA and Iowa DHHS (formerly Iowa DPH) rules and regulations applicable to lead-safe renovation and work practices, as applicable to each approved HAF Home Repair Pilot Program project, must be followed.

Q12. Does IFA already have some homeowner applicants in the pipeline, or will IFA launch that online application system after contracts are awarded to rehab providers around the state? In either case, how long will it take for IFA to start sending homeowner referrals to grantees?

A12. Home repairs have not been an eligible use of funds for the current pool of HAF applicants. After a contract for services is signed with the selected Contractor(s), IFA may open the HAF Home Repair Pilot Program to a smaller defined geographic area as a soft launch to ensure the application platform and related systems are functioning correctly before opening the pilot program to new applicants from all geographic areas served. IFA anticipates opening the HAF Home Repair Pilot Program to applications from all geographic areas served within 30 to 60 days of executing contracts with selected Contractor(s).

Q13. Section 2.2, Task 1 mentions "Household eligibility for the ... HAF program will be pre-determined by IFA's existing HAF service provider." Just to clarify, this determination includes both their income-eligibility and whether they've had a qualifying COVID-related hardship? This means the Contractor is not responsible for reviewing income documents, reviewing COVID financial impact documents, or determining eligibility?

A13. IFA's existing HAF contractor, Witt O'Brien's, will determine the household's threshold eligibility for HAF. The threshold eligibility determination will include decisions on household income and COVID-19 financial hardship. Only homeowner applicants determined eligible for HAF

during the threshold eligibility review process by Witt O'Brien's will be referred to a HAF Home Repair Pilot Program administrative partner. Selected Contractor(s) under this RFP will not be responsible for reviewing income or COVID-19 financial hardship documentation or determining a household's threshold eligibility under the HAF program.

Q14. Do we provide assistance to homeowners as a grant? I.e. as opposed to a forgivable loan?

A14. HAF Home Repair Pilot Program assistance will be provided to eligible homeowners in the form of a non-recourse grant. The assisted homeowner will be required to execute a non-recourse grant agreement (template document to be provided by IFA). No retention agreement will be recorded upon the assisted property.

Q15. The Program Overview 2-pager says the HAF grant "may be used in conjunction with other home repair/modification programs." Are there any additional requirements regarding the use of other funds to match with HAF funds?

A15. Please refer to A3.

Q16. Define COVID-19 Hardship and what documentation is required? (Examples?) Will the awarded contractor or the state determine this eligibility?

A16. Please refer to A7.

Q17. Verify income eligibility determination is not by the contractor.

A17. Please refer to A13.

Q18. How will this program be marketed? Is it up to the individual contractors to market within their area or will a different entity provide the marketing?

A18. IFA will market the program consistently statewide and marketing efforts will be done in a measured approach dependent on program capacity. IFA plans to initially soft launch the program. This may include asking partners to share program information only with homeowners currently enrolled or on waiting lists under their existing home repair programs.

Q19. If a COG applies for its service territory, but would be interested in additional counties if the county is not covered by a COG or a COG that does not want to participate, how do we represent this in our application?

A19. As stated in section 2.2 of the RFP, the Contractor must specify the geographic area the Contractor commits to serve if selected to administer the HAF Home Repair Pilot Program. If a COG submits a response that specifies a geographic area including counties served by another COG, the response should include a letter or other written document verifying that the COG serving those counties under Iowa Code 28H does not want to participate in the program and agrees to that aspect of the proposal.

Q20. Does a Contractor request a certain amount of funds for a specified amount of projects or are the funds first come/first served from the state wide application portal?

A20. Please refer to A5. IFA intends to administer the HAF Home Repair Pilot Program under a first come/first ready to proceed policy across all geographic areas served. Funds will not be held for incomplete applications or repair projects determined to be infeasible. Additional information will be set forth in policies and procedures that will govern the program and become a part of the contract for services. IFA anticipates sharing a draft policies and procedures document with selected Contractor(s), providing opportunity for feedback, before finalizing.

Q21. What type of assistance is this for the homeowner? Grant? Forgivable loan mortgage required? If a forgivable mortgage, is the awarded contractor responsible to release it after the affordability period?

A21. Please refer to A14.

Q22. Section 2: 2.2:1.: How are we informed of the online applications?

A22. HAF Home Repair Pilot Program administrative partners will have access to the HAF online application portal and will be notified of assigned repair applications from homeowners who have been determined eligible after completion of threshold review by Witt O'Brien's. Training in the HAF application system will be scheduled following selection of Contractor(s).

Q23. Section 2: 2.2:6: ~~\$25,000 is listed as the maximum award amount per household, correct?~~ Can other funds be added to this amount?

A23. Please refer to A3 and A8c.i.—\$35,000 is the maximum award amount per household.

Q24. What, if any lead regulations need to be followed?

A24. Please refer to A11.

Q25. Section 3: 3.2 Technical Proposal: Is there a maximum technical assistance amount per household? If so, what is it? Is there a separate lead technical assistance amount per household?

A25. Technical assistance should be included in the Attachment #3 Cost Proposal, subject to the 10% maximum on all administrative fees, including technical service fees, as specified in the RFP.

Q26. Does Section 3 guidelines pertain to this program?

A26. Section 3 guidelines do not apply to this program. HAF is a U.S. Department of the Treasury program established under the American Rescue Plan Act of 2021, not a U.S. Department of Housing and Urban Development program.

Q27. What are the environmental and SHPO requirements, if any, with these funds? Is there a Tier 1? Will there be a Tier 2 once sites are determined?

A27. Please refer to A11 regarding environmental review. The Advisory Council on Historic Preservation has determined that no Section 106 (of the National Historic Preservation Act) review is required for projects funded to assist in responding to the COVID-19 pandemic under the American Rescue Plan Act, which includes the HAF program. Section 106 review may be required if other federal involvement is anticipated for the same project but would not be triggered solely by an award made under the HAF Home Repair Pilot Program. Please see guidance posted by the Advisory Council on Historic Preservation [here](#) for further explanation.

Q28. Attachment #3:

a. Eligible home repair expenses: Is this a per project estimate or an estimate of how many project times a contractor has the capacity to do times ~~\$25,000~~ (\$35,000)? We would not be able to determine actual construction costs until actual project locations are known. Is there a limit on number of projects a contractor may request?

b. Are the Technical fees included in the "Eligible Home Repair Expenses" or would we add another line to identify the expenses?

c. Define "Itemized total costs" for the Technical Services fee breakdown: Can this be a lump sum number to perform all tasks referenced in 2.2?

d. Verify Administrative fees are above and beyond.

e. Service provider: Are these hourly costs for the Contractor staff in case something has to be done that is outside the scope of the RFP work?

A28. Please refer to A5 and A8d.

Q29. Can you clarify for me with the Iowa Home Repair Pilot Program Partner RFP, are the funds ONLY for person/homeowners that are falling into past due mortgage payments?

A29. In order for a homeowner to be considered eligible for HAF home repair assistance, the eligibility criteria does not include that the homeowner must also be past due on their mortgage and/or related expenses. Please refer to the [Iowa-Homeowner-Assistance-Fund-Home-Repair-Program-Overview.pdf \(iowafinance.com\)](#) for more information. However, if the homeowner is past due, they may also be eligible to receive up to \$25,000 in HAF mortgage reinstatement assistance, which would be overseen by Witt O'Brien's. The two assistance types have no effect on one other and will be approved for assistance at separate times.

Q30. What if we can't find a contractor in an area? Do we just not serve that family? Or are we committed to serving everyone that qualifies?

A30. IFA understands that contractor availability/capacity may be an issue statewide. In implementing a first come, first ready to proceed policy in awarding funds to eligible homeowners under the HAF Home Repair Program, a qualified and willing contractor to complete the repair work will be required, as applicable to the nature of the needed repairs.

Q31. Are we to identify a per project cost and associated administrative fees or do you want us to identify a number of projects with a not exceed amount?

A31. Please refer to A5 and A8d.

Q32. NIACOG contracts with the Housing Trust Fund Program to administer the housing repair program, would we identify the Housing Trust Fund as a service provider at the bottom of the template?

A32. NIACOG should identify the Housing Trust Fund Program as a subcontractor or a service provider, as NIACOG believes would be applicable to the arrangement between the two entities.

Q33. Is the 10% admin allowed for this program supposed to also include the construction management?

A33. Please refer to A5 and A8d.

Q34. What is considered a covid hardship? Does that hardship determine eligibility for activities? Who determines the hardship, is that the responsibility of the HAF service provider?

A34. IFA's existing HAF contractor, Witt O'Brien's, will determine the household's threshold eligibility for HAF. The threshold eligibility determination will include decisions on household income and COVID-19 financial hardship. For further information, please refer to A1.

Q35. Does the work need to impact the insurability? What if the house is not currently insured?

A35. Please refer to A9a. Additional administrative guidance will be forthcoming in a policies and procedures document as referenced in A20.

Q36. What are the terms of the assistance to the homeowner? Any deed restrictions or loan forgiveness?

A36. Please refer to A14.

Q37. Are furnace and AC permitted? Are funds permitted to be used on other critical needs besides the items listed in the RFP?

A37. Please refer to A9a. Additional administrative guidance will be forthcoming in a policies and procedures document as referenced in A20.

Q38. What is/who defines qualified rehabilitation specialist?

A38. A qualified rehabilitation specialist would be defined by the Contractor. The experience and qualifications of the staff who will administer the HAF Home Repair Pilot Program should be addressed in the Contractor's response to the RFP.

Q39. What federal requirements apply? Davis bacon, NEPA, other?

A39. Please refer to A11. It is IFA's understanding at this time that Davis-Bacon does not apply to HAF.

Q40. Are there requirements related to radon or lead paint?

A40. Please refer to A9c.

Q41. Soliciting bids? What does that look like? Does this follow federal procurement procedures?

A41. Please refer to A11.

Q42. Administration fees? What is all included? Is the 10% referenced for everything to complete the project?

A42. Please refer to A5 and A8d.

Q43. Can there be subcontractors? (subcontractors to the respondent)

A43. Please refer to A4.

Q44. Is the COVID Hardship already determined or is that something the respondent would have to prove/certify?

A44. Please refer to A7.

Q45. Are RFP respondents requesting an amount of funding for a specific area? Or is there another process for this? ...Would the Story County Housing Trust ask for \$1 million dollars for Story County or would the SCHAT say they will perform as many services as needed in Story County for a 10% administration fee for any projects that are completed?

A45. Please refer to A5.

Q46. What are the standards that projects must be completed to? It says all applicable codes but is there anything else that will apply? Can you spend the allotment and stop?

A46. Home repair work must be completed in accordance with local and state building codes, as applicable in each jurisdiction. The Contractor will be responsible for being familiar with applicable building codes and ensuring compliance. There is no minimum housing rehabilitation standards the dwelling and the property must meet overall upon completion of the HAF Home Repair Pilot Program project. Additional administrative guidance surrounding feasibility for repair will be forthcoming in a policies and procedures document as referenced in A20.

Q47. Will the contractor be responsible for creating an application form and soliciting applications?

A47. No. Homeowners will apply through the existing HAF online application portal, and IFA's existing HAF contractor, Witt O'Brien's, will determine the household's threshold eligibility for HAF. The threshold eligibility determination will include decisions on household income and COVID financial hardship. Selected HAF Home Repair Pilot Program Contractor(s) may create additional forms or documents that assist in effectively and efficiently administering the program. To the extent feasible, IFA will assist in creating and sharing standardized documents to ensure consistency in administering the Home Repair Pilot Program statewide.

Q48. Is it right to assume there will not be a formatted web page for this application . . . It should be produced on our letterhead and using our customary formatting?

A48. Please refer to A47.

Q49. When you ask for hourly rates for "service provided" are you asking for the proposed rates for contracted services such as lead & radon inspections.

A49. The Attachment #3 Cost Proposal hourly rates should include only the administrative fees to be charged by the Contractor for its paid staff. Any services needed to be contracted for with outside vendors or contractors should be included in the eligible home repair expenses cost estimate and excluded from the administrative fees line item.

Q50. We are assuming this program is offering "up to \$25,000" for eligible repairs to the homeowners as a grant, not a loan. Is that a fair assumption? We only ask that because we have worked with the IFA's HOMES programs before and those were always grants, but a promotional piece for the 2023 HOME program it seems to indicate the application was for a loan this year.

A50. Please refer to A14.

Q51. Will the Home Repair Pilot Program contractor be required to issue 1099s to homeowners assisted under the program?

A51. IFA does not anticipate homeowners will be issued 1099s under the program. Please refer to [IRS Revenue Procedure 2021-47](#) for more information. Additional administrative guidance will be forthcoming in a policies and procedures document as referenced in A20.

Q52. Will the HAF home repair assistance be provided in the form of a grant or a forgivable loan? Will the Home Repair Pilot Program contractor be required to prepare a retention document and record a lien upon the property to secure the assistance for a specified period of time? If so, what will be the required retention period?

A52. Please refer to A14.

Q53. Re: Section 6.4: Could we please get a copy of the services contract template in order to determine if we will request any contract exceptions?

A53. A copy of IFA's standard professional services template is attached as part of this Addendum.

Q54. RFP section 3.2.8 states

Financial Information. The Contractor must provide the following financial information:

3.2.8.1 Audited financial statements for the last three (3) years.

3.2.8.2 At least two (2) financial references, if audited financial statements are unavailable. Examples of financial references would include banks, vendors that state the Contractor has paid bills on time, or others who can verify the financial viability of the Contractor. The references can be in letter format and describe any information relevant to the Contractor's finances.

Is IFA expecting both three years of audited financials (3.2.8.1) AND two financial references (3.2.8.2) to be submitted with our proposal? Or, is IFA expecting EITHER three years of audited financials (3.2.8.1), OR two financial references (3.2.8.2)? The clause that's tripping us is in the second requirement, "if audited financial statements are unavailable".

A54. IFA requires three (3) years of audited financial statements to be provided in the RFP response. If the Contractor is unable to provide three (3) years of audited financial statements, the Contractor must submit at least two (2) financial references as described in section 3.2.8.2 of the RFP.

Q55. Can our response propose limiting the scope of work that can be completed under the pilot program? For example, can we propose further limiting eligible home repairs for applicants in our region to only new roofs, furnaces, and air conditioners? Or do we have to be able to administer a program that allows for all eligible repairs as specified in IFA's Program Overview?

A55. Contractors are expected to have the administrative capacity to administer the HAF Home Repair Pilot Program to offer all eligible repair types under the program. IFA understands some repairs may be eligible for assistance but unable to be delivered due to lack of available or qualified contractors in the area, for example. Contractors may propose a narrower scope of eligible repair types, but IFA will give preference in evaluating the RFP responses to Contractors who do not propose limitations on eligible repair types beyond those listed in the Program Overview as eligible under the program guidelines.

Q56. Who would be party to the construction agreements with contractors completing the repairs? The homeowner and the contractor only or does the HAF Home Repair Pilot Program administrative entity also have to be a party to the contract?

A56. The construction agreement with the contractor may be between the homeowner and the contractor completing the repair work.

RFP #2 Questions – June 2023

Q1. Can IFA provide a list of the administrator(s) for the prior RFP, issued 3/8/23, serving the other 65 Iowa Counties?

A1. This question must be treated as an open records request and has been forwarded to IFA's legal counsel for review.

Q2. Specific Tasks item 1 states: Efficiently review a high volume of homeowner applications submitted through the Iowa Homeowner Assistance Fund online application system. Which online application system is IFA utilizing? Is the contractor required to use this system? May the contractor propose an alternate solution?

A2. IFA's existing HAF contractor is Witt O'Brien's, which in turn subcontracts with Yardi as the HAF software platform vendor. The RFP does not seek responses related to the current HAF online application system. Homeowners seeking HRPP assistance will be required to submit an application to the existing, statewide HAF online application system. Witt O'Brien's will review applications for household eligibility and refer eligible homeowners to the appropriate local HRPP administrative partner.

Q3. Specific Tasks item 1 states: Household eligibility for the federal Homeowner Assistance Fund (HAF) Program will be pre-determined by IFA's existing HAF service provider. Who is the existing service provider, if different from the response to our question 1?

A3. Please refer to A2.

Q4. Specific Tasks item 8 states: Make payments directly to contractors for completed repair work, and then seek reimbursement from IFA. Will IFA consider a pre-funded model?

A4. IFA is unable to consider a pre-funded model. Interest costs from any necessary line of credit needed to ensure timely payment of contractors for completed home repair work will be considered an eligible administrative expense under the program. If the Contractor is able to submit payment requests to IFA in advance of paying contractors for completed work under the program and still maintain timely payment of contractors without operating on a reimbursement system, IFA will allow that option. However, the Contractor should be prepared to have the ability to float expenses and request reimbursement from IFA after paying contractors in order to ensure all contractors are paid on a timely basis for completed repair work.

Q5. What is the total amount of funding available for this RFP, given the prior award for the 1st RFP issued 3/8/23?

A5. A total of \$10 million in funding has been allocated to the Home Repair Pilot Program (HRPP).

Q6. What is the estimated volume of homeowner applications for the remaining funds in this RFP?

A6. We anticipate that funds allocated to the HRPP will support 400-600 home repair projects statewide.

Q7. Does this RFP also provide funding for "Admin" cost - cost which would not be the physical work? (i.e.: funding for project management time, funding for homeowner mortgage, funding for temp relocation (given the home might need to be vacant for short period), etc....)??

A7. The intent of the RFP is to solicit administrative partners to operate HRPP at the local level. Administrative fees to be paid to contracted partner agencies are as outlined in the RFP in the Attachment #3 Cost Proposal ("...the administrative fee paid to administering agencies shall not exceed 10% of the amount awarded."). There is no retention document (mortgage) that will need to be recorded under this pilot program, but the other administrative costs involved in administering HRPP would need to be captured within the maximum 10% allowable administrative fee.

Q8. If we responded to the first RFP and decide to add a county or two, how complicated is it? Can we just send an email asking to amend in a county to our original RFP submission?

A8. If your organization is interested in expanding the coverage area from your original proposal, we ask that you submit a new proposal to this RFP, as amendments to former proposals cannot be

accepted. You may simply edit the terms of your original proposal to include the additional counties of interest. There is no need to include financial data in your response to this RFP unless there has been a material change since the original submission to IFA.