



Request for Proposals

Rural Development Preservation Demonstration Set- Aside for Low-Income Housing Tax Credits

Published April 2, 2009
Amended April 15, 2009
Amended May 4, 2009

Letter of Intentions must be received no later than 1:00 p.m., Central Daylight Time
Monday, April 20, 2009 with applications/proposals submitted by Monday, May 4, 2009.

Iowa Finance Authority
2015 Grand Ave.
Des Moines, IA 50312
www.IowaFinanceAuthority.gov

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Section 1 – Guidelines for Request for Proposals

1.1 Purpose

The Iowa Finance Authority (“Authority”) is seeking proposals from qualified developers to participate in the Rural Development Preservation Demonstration Set-Aside for Low-Income Housing Tax Credits as specified in this Request for Proposal (“RFP”) and addressed in the Authority’s Low-Income Housing Tax Credit 2009 Second Amended Qualified Allocation Plan.

The Authority has set-aside ten percent (10%) or approximately \$597,609 of the State housing per-capita Tax Credit for the USDA-Rural Development Section 515 Rural Rental Housing Program in order to preserve properties at risk of losing affordability restrictions. The Authority intends to make its selection on or about June 1, 2009. The Authority anticipates the Tax Credits would be awarded between September 1, 2009 and November 15, 2009. Acceptance into the Demonstration Program does not guarantee a reservation of IFA resources.

1.2 Background Information

This RFP is designed to provide interested parties with the information necessary for the preparation of a complete submission. The RFP process is for the Authority’s benefit and is intended to provide the Authority with competitive information to assist in the selection process. This RFP is not intended to be comprehensive. Each applicant is responsible for determining all factors necessary for submission of a comprehensive proposal.

The Iowa Finance Authority was established in 1975 pursuant to what is now Chapter 16 of the Code of Iowa, (the “Act”), to undertake programs which assist in the attainment of qualified housing, by encouraging the investment of private capital and stimulating the construction and rehabilitation of adequate housing through the use of public financing.

The Authority anticipates that one or more developers will be selected to participate in this Demonstration Program. In order to be eligible for consideration of a reservation, the applicant must be willing to work with IFA and USDA-RD staff to address issues, concerns, and/or additional requirements of the Rural Development Preservation Demonstration Program and the willingness to work statewide. Once selected the applicant must meet with IFA, USDA RD staff, and other potential demonstration partners to identify potential projects for this program. The project must meet all 2009 Second Amended QAP threshold items specific to funding requested, as well as the additional requirements of the Demonstration Program, which will be determined by IFA in its sole discretion based on an individualized in-depth analysis of each project. Once a project is ready to proceed in all aspects, the project is eligible to be considered by the Authority for an allocation of resources.

Section 2 – Procedural Guidelines

2.1 Schedule of Events

The Authority has established the following schedule for selection of applicants to participate in this Demonstration Program:

<u>Event</u>	<u>Date</u>
RFP issuance date	April 2, 2009
Public Meeting	April 13, 2009, 1:00 – 2:00 p.m. (CDT)
Letter of Intent due	April 20, 2009, 1:00 p.m. (CDT)
Applications/Proposals due	May 4, 2009 1:00 p.m. (CDT)
Announcement	On or about June 1, 2009
Award of LIHTC	Between September 1, 2009 and November 15, 2009

The above schedule is subject to change upon notification on the Authority’s website, www.IowaFinanceAuthority.gov.

2.2 Issuing Officer & Restriction on Communication

The Issuing Officer, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection is announced. Interested parties may contact only the Issuing Officer in writing (via email, fax, or ground mail).

Carla Pope
Iowa Finance Authority
2015 Grand Avenue
Des Moines, IA 50312
Email: Carla.Pope@iowa.gov
Fax: 515-725-4901

It is the responsibility of the applicant to inquire about and to clarify any aspect of the RFP. Questions should be directed only to the Issuing Officer. **NO CONTACT WITH AUTHORITY BOARD MEMBERS OR STAFF (OTHER THAN THE ISSUING OFFICER) IS ALLOWED, AND ANY SUCH CONTACT WILL BE GROUNDS FOR IMMEDIATE REJECTION OF A PROPOSAL.**

2.3 Submission of Proposal

Written proposals responding to the questions and requests for information in the manner specified in this RFP should be submitted to the individual (the “Issuing Officer”) identified below:

Carla Pope
Affordable Rental Production Director
Iowa Finance Authority
2015 Grand Ave.
Des Moines, Iowa 50312

To be considered, one Letter of Intent to submit a proposal must be delivered to the authority by 1:00 P.M (CDT) on April 20, 2009. One (1) original and two (2) written copies of the proposal/application, including the Attachments #1 and #2, must be delivered to the Authority not later than May 4, 2009, by 1:00 p.m. (CDT). Late proposals will not be accepted.

2.4 Downloading the RFP from the Internet

Any amendments to this RFP will be posted on the Authority's website at www.IowaFinanceAuthority.gov. The Authority reserves the right to amend the RFP at any time. If the amendment occurs after the closing date for receipt of proposals, the Authority may, in its sole discretion, allow applicants to amend their proposals in response to the amendment if necessary.

An applicant may amend its proposal. The amendment must be in writing, signed by the applicant and received by the time set for the receipt of proposals. Electronic mail and faxed amendments will not be accepted. The applicants who submit proposals in advance of the deadline may withdraw, modify, and resubmit proposals at any time prior to the deadline for submitting proposals. Applicants must notify the Issuing Officer in writing if they wish to withdraw their proposals.

2.5 Rejection of Proposals

The Authority reserves the right to reject any or all proposals, in whole or in part, received in response to this RFP. Issuance of this RFP in no way constitutes a commitment by the Authority. This RFP is designed to provide applicants with the information necessary to prepare a competitive proposal. This RFP process is for the Authority's benefit and is intended to provide the Authority with competitive information to assist in the selection of developers interested and qualified to participate in the USDA-RD Preservation Demonstration Program. This RFP is not intended to be comprehensive and each applicant is responsible for determining all factors necessary for submission of a comprehensive proposal.

The Authority reserves the right to make its selection of applicant(s) that will best meet the qualifications required by the Authority. The Authority also reserves the right to reject any and all proposals with no penalty or cost to the Authority. The Authority will reference all potential applicants prior to its selection. The Authority 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 applicant's qualifications. The Authority also reserves the right to obtain and consider information from other sources concerning an applicant, such as the applicant's capability and performance with other projects.

2.6 Public Meeting

The Authority believes a public meeting is necessary in order to provide clarification to interested parties. Technical guidance will be provided jointly by the IFA and USDA-RD representatives. Guidance will be provided on potential Section 515 properties, the LIHTC program, the PRLF loan program, and the MacArthur Foundation Windows of Opportunity Preservation Award. A public meeting will be scheduled on April 13, 2009. Call-in information will be provided upon request.

2.7 Disqualification

The Authority may reject proposals outright for any one of the following reasons:

1. The applicant fails to deliver the proposal by the due date and time.
2. The applicant states that any requirement cannot be met.
3. The applicant's response limits the rights of the Authority.
4. The applicant fails to include information necessary to substantiate that it will be able to successfully participate in the Demonstration Program. Responses must indicate present capability.
5. The applicant fails to respond to the Authority's request for information, documents, or references.
6. The applicant fails to include any signature, certification, authorization, stipulation, disclosure requested in this RFP.
7. The applicant presents the information requested by this RFP in a format inconsistent with the instructions of the RFP.
8. The applicant initiates unauthorized contact regarding the RFP with state employees.
9. The applicant provides misleading or inaccurate information.
10. The applicant is unwilling to allow USDA-Rural Development Transfer Documents, application, and other documents to be made public in order to further develop this Demonstration Program.

2.8 Nonmaterial and Material Variances

The Authority reserves the right to waive or permit cure of nonmaterial variances in the proposals if, in the judgment of the Authority, it is in the Authority's best interest to do so. Nonmaterial variances include minor informalities that do not affect responsiveness; that are merely a matter of form or format; that do not change the relative standing or otherwise prejudice other applicants; that do not change the meaning or scope of the RFP; or that do not reflect a material change in the services. In the event the Authority waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the applicant from full compliance with RFP specifications or other contract requirements if the applicant is awarded the contract. The determination of materiality is in the sole discretion of the Authority.

2.9 Reference Checks

The Authority reserves the right to contact any reference to assist in the evaluation of the proposals, to verify information contained in the proposals and to discuss the applicant's qualifications.

2.10 Information from Other Sources

The Authority reserves the right to obtain and consider information from other sources concerning an applicant, such as the applicant's capability and performance under other programs or contracts.

2.11 Verification of Proposal Contents

The content of a proposal submitted by an applicant is subject to verification. Misleading or inaccurate responses shall result in disqualification.

2.12 Proposal Clarification Process

The Authority reserves the right to contact the applicant after the submission of proposals for the purpose of clarifying a proposal to ensure mutual understanding. The Authority will not consider information received if the information materially alters the content of the proposal. An individual authorized to legally bind the applicant shall sign responses to any request for clarification. Responses shall be submitted to the Authority within the time specified in the request. Failure to comply with requests for additional information may result in rejection of the proposal as noncompliant.

2.13 Disposition of Proposals

All proposals become the property of the Authority and shall not be returned to the applicant unless all proposals are rejected or the RFP is cancelled. Otherwise, at the conclusion of the selection process, the contents of all proposals will be in the public domain and be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other applicable law.

2.14 Release of Claims

By submitting a proposal, the applicant agrees that it will not bring any claim or cause of action against the Authority based on any misunderstanding concerning the information provided herein or concerning the Authority's failure, negligent or otherwise, to provide the applicant with pertinent information as intended by this RFP.

2.15 Request for Additional Information

The Authority reserves the right to request any additional information.

2.16 Right to Engage Additional Developers

The Authority reserves the right to select more than one developer.

2.17 Evaluation of Proposals Submitted

Proposals that are timely submitted and are not subject to disqualification will be reviewed in accordance with Section 5 of the RFP.

2.18 Selection of Demonstration Participants

Proposals selection will be evaluated based upon the applicants' ability to provide the Authority with the most effective combination of qualifications, capacity and experience, particularly with respect to working with other community organizations, the Iowa Finance Authority and other Housing Finance Agencies, and Rural Development. Relationships with syndicator(s) and

credibility of the development team, with special consideration for experience with Rural Development properties will also be evaluated. Other consideration will be on the applicant's capacity to supervise and undertake 5-7 projects annually. Availability of key personnel and the commitment level demonstrated will also be evaluated. IFA prefers to select at least one developer that is a for profit and at least one non-profit, with preference given to developers with an established relationship with Community Housing Development Organizations (CHDOs) and/or a Community Development Corporation that currently receives training, technical assistance, and financial support to address the problems in rural communities, particularly in preserving affordable housing in rural Iowa communities.

The Authority will notify the developer(s) selected to be awarded the contract on or about June 1, 2009.

2.19 Choice of Law and Forum

This RFP and any resulting agreements are to be governed by the laws of the State. Changes in applicable laws and rules may affect the award process or the resulting agreements. Applicants are responsible for ascertaining pertinent legal requirements and restrictions. Submission of a proposal constitutes agreement that any and all appeals of any action taken or not taken in connection with this RFP shall be governed by Section 7.8 of the 2009 Second Amended Qualified Allocation Plan (QAP).

2.20 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. Applicants are responsible to determine the applicability of this Chapter to their activities and to comply with the requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

2.21 Public Records and Requests for Confidential Treatment

The Authority may treat all information submitted by an applicant as public information following the conclusion of the selection process unless the applicant properly requests that information be treated as confidential at the time of submitting the proposal. The release of information is governed by Iowa Code chapter 22. Applicants are encouraged to familiarize themselves with chapter 22 before submitting a proposal. The Authority will copy public records as required to comply with the public records laws. Any request for confidential treatment of information must be included in the transmittal letter with the applicant's proposal. In addition, the applicant must enumerate the specific grounds in Iowa Code Chapter 22 or other applicable law which support treatment of the material as confidential and explain why disclosure is not in the best interest of the public. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the applicant to respond to any inquiries by the Authority concerning the confidential status of the materials. Any proposal submitted which contains confidential information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information. Identification of the entire proposal as confidential may be deemed non-responsive and disqualify the applicant. If the applicant designates any portion of the RFP as confidential, the applicant must submit one copy of the proposal from which the confidential information has

been excised. This excised copy is in addition to the number of copies requested in section 4 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. The Authority will treat the information marked confidential as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other applicable law by a court of competent jurisdiction. In the event the Authority receives a request for information marked confidential, written notice shall be given to the applicant seven calendar days prior to the release of the information to allow the applicant to seek injunctive relief pursuant to Section 22.8 of the Iowa Code. The applicant's failure to request confidential treatment of material will be deemed by the Authority as a waiver of any right to confidentiality that the applicant may have had.

2.22 No Minimum Guarantee

The Authority anticipates that the selected developer(s) will participate as requested by the Authority. The Authority will not guarantee reservation of IFA resources to the selected applicants or any minimum usage of the developer's services.

2.23 Copyrights

By submitting a proposal, the applicants agree that the Authority may copy the proposals for purposes of facilitating the evaluation of the proposals or to respond to requests for public records. The applicants consent to such copying by submitting a proposal and warrants that such copying will not violate the rights of any third party. The Authority shall have the right to use ideas or adaptations of ideas that are presented in the proposals.

Section 3 – Service Requirements

3.1 Introduction

The Authority is seeking qualified developers to participate in the USDA-Rural Development Preservation Demonstration Program for the LIHTC set-aside. In its 2009 Second Amended Qualified Allocation Plan, the Iowa Finance Authority set-aside ten (10) percent of the State housing per-capita Tax Credit for USDA-Rural Development Section 515 Rural Rental Housing properties at risk of losing affordability restrictions.

A qualified developer must be willing to work in cooperation with IFA, USDA-RD staff, and other potential demonstration partners, in order to address issues, concerns, and/or additional requirements of the RD Preservation Demonstration Program in order to be considered for a reservation of Low-Income Housing Tax Credits. Acceptance into the Demonstration Program does not guarantee a reservation of IFA resources.

3.2 Scope of Work

The final Memorandum of Understanding shall contain minimum standards for the developer and remedies for nonperformance. In addition to meeting the requirements of the USDA-RD Preservation Program, the LIHTC 2009 Second Amended Qualified Application Plan and other requirements of the Authority, the successful respondent must:

1. Enter into a Memorandum of Understanding Agreement with the Authority.
2. Meet with appropriate IFA, USDA-RD staff, and other demonstration partners, no less

than once a month to discuss the requirements of the LIHTC, PRLF, and Section 515 programs.

3. Have team members knowledgeable in Section 515 and LITHC regulations, financing structures, market issues, and rehabilitation needs.
4. Have a development team committed to working with IFA, USDA-RD staff, and other demonstration partners, in overcoming any regulatory barriers and other issues identified by the IFA-USDA team members.
5. Assist in the identification of potential projects for the Demonstration Program and work to get project to meet all QAP threshold items specific to the funding requested, as well as those additional requirements of the Demonstration Program.
6. Work with the Authority and USDA-RD for completion of rehabilitation by year end 2011.
7. Work with the Authority to preserve no less than 72 Section 515 units through the LIHTC and PRLF Demonstration program per year.
8. Demonstrate willingness to train and consult other developers on the USDA-RD Preservation Demonstration Program, including sharing of application materials and transfer documents.
9. Demonstrate experience in rehabilitation of an existing building.
10. Demonstrate managerial and marketing skills in working on a difficult property to attain sustainability.
11. Demonstrate experience in working with other community organizations with preference given for experience as a Community Housing Development Organization (CHDO) or a relationship with an organization already addressing rural community issues through training, technical assistance, and financial support.
12. Agree to abide by the rules as established by IFA related to the QAP and rules for Loan Programs.
13. Demonstrate a positive working relationship with at least one Syndicator.
14. Demonstrate capacity to supervise and preserve 5-7 projects annually.
15. Authorize the Authority to release all pertinent information (LIHTC application, USDA-RD Transfer Documents, etc) as public information and posted on www.IowaFinanceAuthority.gov.
16. Agree that all work product produced in the course of this demonstration program shall be deemed not to be proprietary or confidential, and the Authority and USDA-RD may use or disseminate all such work product freely.
17. Release utility bill information to the Authority for statistical purposes.

Section 4 – Format and Content of Proposals

4.1 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 disqualification of the proposal.

1. A letter of intent must be submitted by each interested party to the Authority by the time and date listed in Section 2.1 of this RFP.
2. The proposal shall be computer-printed on 8.5" x 11" paper (one side only).

3. The proposal shall contain Attachment 1 and Attachment 2.
4. One (1) original and two (2) copies of the proposal shall be timely submitted to the Issuing Officer.
5. The proposal shall be sealed in an envelope. If multiple envelopes for each proposal are used, the envelopes shall be numbered in the following fashion: 1 of 4, 2 of 4, etc.
6. The envelopes shall be labeled with the following information:
Request for Proposals for Rural Development Preservation Demonstration Set-Aside for Low-Income Housing Tax Credits for the Iowa Finance Authority
[Applicant's Name and Address]
7. If the applicant designates any information in its proposal as confidential pursuant to Section 2.22, one copy of the proposal must be submitted without the confidential information. 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.

4.2 Technical Proposal

The following documents and responses shall be included in the proposal in the order given below:

A. Transmittal Letter

An individual authorized to legally bind the firm shall sign the transmittal letter. The letter shall include the applicant's mailing address, electronic mail address, fax number, and telephone number. Any request for confidential treatment of information shall be included in the transmittal letter in addition to the specific statutory basis supporting the request and an explanation why disclosure of the information is not in the best interest of the public. The transmittal letter shall also contain the name, address and telephone number of the individual authorized to respond to the Authority about the confidential nature of the information.

B. Background Information

The applicant shall provide the following general background information:

1. Name, address, telephone number, fax number and e-mail address of the applicant including all d/b/a's or assumed names or other operating names of the applicant.
2. Identify and specify the location(s) and telephone numbers of the major offices and other facilities that relate to the applicant's performance under the terms of this RFP.
3. Provide a listing of community and state/federal agencies in which you have a working relationship. Provide ratings or a report from agencies that regulate your

organization, if applicable.

4. Demonstrate your organization's commitment to preservation of affordable housing in rural communities.

5. Provide documentation of non-profit status, if applicable.

C. Personnel (amended 4/15/09)

The applicant must provide information for all team members who will be involved in the Demonstration Program contemplated by this RFP to establish credibility of the team. Include only those who will likely be involved. The following information must be included:

1. Full name.

2. Provide a resume or vita showing relevant work experience and education, relative to the scope of services specified herein, for each key team member.

D. Overview and Demonstration of Knowledge

The applicant shall prepare an executive summary and overview of the services it is offering, including all of the following information:

1. Statements that demonstrate that the applicant understands and agrees to the terms and conditions of the RFP.

2. Statement through which the applicant certifies that the contents of the proposal are true and accurate.

3. An overview of the applicant's plans for providing the necessary services to the Authority.

4. A demonstration of the applicant's knowledge of rehabilitation and preservation of affordable housing and the USDA-Rural Development 515 program.

5. An explanation as to why the applicant should be selected to participate in this program.

6. Demonstration of involvement with a USDA-RD transfer to a Low-Income Housing Tax Credit project.

7. A demonstration that the scope of work requirements can and will be satisfied.

E. Experience

The applicant must provide the following information regarding its experience:

1. Number of years in business.

2. Number of years experience working in LIHTC and/or the Rural Development 515 program and specifically indicate if the applicant has prior experience in a Demonstration Program.
3. The number of projects successfully completed by the applicant in the LIHTC and Rural Development 515 programs.
4. Experience in the rehabilitation of an existing building and any experience with USDA-RD transfer requirements.
5. Whether the applicant has ever been debarred by USDA-RD, any HFA, or any other local, state, or federal agency, with a detailed explanation of any such debarment.
6. A description of any prior experience of the applicant in a demonstration or pilot projects in the area of housing.
7. Provide an audited financial statement or a statement of net worth with a breakdown provided of all assets and liabilities, prepared and certified by a certified public accountant. Either the audited financial statement or statement of net worth must have been prepared within the past twelve (12) months. (amended 4/15/09). IFA will also accept financial statements prepared by the applicant with a certification from the applicant that the stated amounts are correct; and a copy of the most recent tax return. (amended 5/4/2009).
8. Provide the total number of properties managed and/or owned and type of properties.
9. Provide at least one (1) reference from a Syndicator.
10. Provide at least three (3) professional references.

F. Acceptance of Terms and Conditions

The applicant shall specifically agree that the proposal is predicated upon the acceptance of all terms and conditions stated in the RFP. If the applicant objects to any term or condition, the applicant must specifically refer to the RFP page and section and state its objection. Objections or responses that materially alter the RFP may be deemed non-responsive and disqualify the applicant.

G. Certification of Independence and No Conflict of Interest

The applicant shall sign and submit with the proposal the document included as Attachment #1 in which the applicant shall certify that it developed the proposal independently. The applicant shall also certify that no relationship exists or will exist during the contract period between the applicant and the Authority that interferes with fair competition or is a conflict of interest. The Authority reserves the right to reject a

proposal or cancel the award if, in its discretion, any relationship exists that could interfere with fair competition or conflict with the interests of the Authority.

H. Authorization to Release Information

The applicant shall sign and submit with the proposal the document included as Attachment #2 in which the applicant authorizes the release of information to the Authority.

Section 5 – Evaluation of Proposals

5.1 Introduction

This section describes the evaluation process that will be used to determine which proposal provides the greatest benefits to the Authority. The evaluation process is designed to select the most qualified applicant(s) with the best combination of attributes to participate in the Demonstration Program.

5.2 Evaluation Committee

The Authority intends to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. The Authority will use an Evaluation Committee to review and evaluate the proposals. The Evaluation Committee will make a recommendation to the Executive Director. The Executive Director will select the Developer(s). The Executive Director shall not be bound by the Evaluation Committee's recommendation.

5.3 Evaluation Criteria

The Evaluation Committee will evaluate all proposals and make an award recommendation to the Executive Director using the following criteria, which are listed in no particular order.

A. Experience and Qualifications (40%)

- The applicant's experience and knowledge of the Low Income Housing Tax Credit Program and the USDA-RD 515 Program. The applicant's specific knowledge of rehabilitation and preservation of affordable units. The applicant's prior knowledge of USDA-RD transfer requirements and the experience of assigned staff.
- Experience working with other community organizations or nonprofit organizations addressing rural community issues.

B. Expected Service and Ability to Meet Needs of the Authority (40%)

- Demonstrated knowledge of the Authority's objectives.
- The manner in which the applicant's proposal has addressed the required items included in this RFP, including the detail and clarity of the responses, and demonstrated commitment.

C. References/Standing in Relationship with the Iowa Finance Authority, other Housing Finance Agencies, USDA-RD, or other community agencies. (20%)

- Whether the applicant is in good standing with community, state, and federal agencies with which it has an established relationship.

- Whether the applicant has demonstrated the ability and a willingness to act cooperatively with IFA, USDA-RD or both.

If two developers are selected, IFA will, if feasible, based on the overall qualifications and experience, attempt to select at least one not for profit and one for profit developer.

5.4 Recommendation of the Evaluation Committee

The final recommendation(s) of the Evaluation Committee shall be presented to the Executive Director for consideration. This recommendation may include, but is not limited to, the name of one or more applicants recommended for selection or a recommendation that no applicant be selected.

Attachment #1

Date

Carla Pope
Iowa Finance Authority
2015 Grand Ave.
Des Moines, Iowa 50312

Re: Request for Proposal for Rural Development Preservation Demonstration Program

Subject: CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

Dear Ms. Pope:

By submitting a proposal in response to the Request for Proposals for Rural Development Preservation Demonstration Program for the Iowa Finance Authority (RFP), the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the Authority who has worked on the development of this RFP, 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 vendor or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other vendor.
4. No attempt has been made or will be made by (Name of Applicant) to induce any other applicant to submit or not to submit a proposal for the purpose restricting competition.
5. No relationship exists or will exist during the contract period between (Name of Applicant) and the Authority that interferes with fair competition or is a conflict of interest.

Sincerely,

Name and Title

Attachment #2

Date

Carla Pope
Iowa Finance Authority
2015 Grand Ave.
Des Moines, Iowa 50312

Re: Request for Proposal for Rural Development Preservation Demonstration Program

Subject: AUTHORIZATION TO RELEASE INFORMATION

Dear Ms. Pope:

[name of applicant], applicant, hereby authorizes the Iowa Finance Authority ("Authority") 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 applicant in response to Request for Proposal for the Rural Development Preservation Demonstration Program and the Low-Income Housing Tax Credit Program.

The applicant acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The applicant acknowledges that the information and opinions given by such person or entity may hurt its chances to be selected by the Authority or may otherwise hurt its reputation or operations. The applicant is willing to take that risk. The applicant hereby releases, acquits and forever discharges the State of Iowa, the Authority, their 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 Authority in the evaluation and selection of a successful applicant in response to the Request for Proposal.

The applicant authorizes representatives of the Authority to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the undersigned's proposal submitted in response to the Request for Proposal.

The applicant further authorizes any and all persons, entities to provide information, data, and opinions with regard to the undersigned's performance under any contract, agreement, or other business arrangement, the undersigned's ability to perform, the undersigned's business reputation, and any other matter pertinent to the evaluation of the undersigned. The undersigned hereby releases, acquits and forever discharges any such person or entity and their 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 supplied to the Authority in the evaluation and selection of a successful vendor in response to the Request for Proposal. A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

Printed Name of Applicant

Name and Title of Authorized Representative