

Request for Qualifications  
City of Indianapolis  
Department of Metropolitan Development  
Grant Assistant

June 13, 2018

# Request for Qualifications

## City of Indianapolis, Department of Metropolitan Development

### Grant Assistant

#### Invitation and Introduction

The City of Indianapolis, Department of Metropolitan Development (DMD) is requesting qualifications from interested vendors for a Service Agreement in accordance with the attached specifications. This Request for Qualifications is being issued to solicit statements of interest from qualified individuals or firms able to provide assistance with DMD federal and local grants allowing city staff to focus on broader issues related to the CDBG, HOME, CoC, ESG, HOPWA, and Housing Trust Fund grants. The grants awarded to the City of Indianapolis and its partners are from the United States Department of Housing and Urban Development (HUD) and the local Housing Trust Fund, that is funded through local recording fees.

Qualification statements will be used by the City of Indianapolis to select a vendor to perform tasks related to the grant programs listed above with a particular focus on HOME and CDBG. Tasks may include, but are not limited to: developing timelines for expenditures and reporting, reviewing claims for reimbursement, assisting with training project sponsors, performing desk and on-site monitoring, assisting with planning activities and tracking reports as required by the City of Indianapolis and HUD. The selected vendor will enter into a written agreement with DMD for a one-year period with an option to renew annually up to two additional years.

The Request for Qualifications is available at [www.indy.gov/DMD](http://www.indy.gov/DMD). Questions pertaining to the Request for Qualifications should be directed in written form by July 6, 2018 to Jennifer Fults, Administrator of Community Investments by electronic mail to [jennifer.fults2@indy.gov](mailto:jennifer.fults2@indy.gov) or to Michelle Winfield, Principal Program Manager, by electronic mail to [michelle.winfield@indy.gov](mailto:michelle.winfield@indy.gov) or questions can be mailed to Attn: Grant Assistant RFQ, 200 E. Washington Street, Suite 2042, Indianapolis, IN 46204.

Please submit one original and two copies of your response to 200 E. Washington, Suite 2042, Indianapolis, IN 46204, Attention: Grant Assistant RFQ, on or before July 6, 2018, by 3:30 p.m.

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Representative Name \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

# **Request for Qualifications**

## **City of Indianapolis, Department of Metropolitan Development**

### **Grant Assistant**

#### **Request for Qualifications**

The City of Indianapolis, Department of Metropolitan Development's Division of Community Investments (CI) is requesting qualifications from interested vendors for a Professional Service Agreement in accordance with the attached specifications. This Request for Qualifications is being issued to solicit statements of interest from qualified individuals or firms able to provide assistance with CI federal and local Grants allowing city staff to focus on broader issues related to the CDBG, HOME, CoC, ESG, HOPWA, and Housing Trust Fund grants, grants awarded to the City of Indianapolis and its partners from the United States Department of Housing and Urban Development (HUD) and local recording fees.

Respondents should have knowledge of City of Indianapolis processes and policies and HUD grant programs. Preference will be given to respondents with strong writing skills, oral communication skills, and ability to pay attention to detail.

The City of Indianapolis will manage the contract with the selected vendor to ensure responsibilities are completed to satisfaction and within the scheduled timeframe and the applicable requirements.

#### **Background Information**

The Division of Community Investments administers federal grants from the United States Department of Housing and Urban Development (HUD) totaling approximately \$18 million and the Indianapolis Housing Trust Fund. Community Investments works with the Director of the Department of Metropolitan Development and the Mayor's Office to invest resources in Indianapolis neighborhoods to provide quality affordable housing, economic opportunities for low income persons, supportive services, housing for homeless and housing and services for persons with HIV/AIDS. Community Investments strives to be good stewards of public resources; comply with all federal, state and local laws; and to work with community partners to provide the greatest impact on Indianapolis residents in the most efficient and effective manner.

#### **Scope of Services**

Qualifications are invited from interested team(s) that are able to assist the City with the following tasks:

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## **City of Indianapolis, Department of Metropolitan Development**

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- Developing and managing timelines for grants expenditures and reporting
- Reviewing financial claims for eligibility and accuracy
- Performing desk and on-site monitoring of federal and local grant project sponsors
- Assisting with grant training for project sponsors
- Tracking and reviewing reports as required by the City and HUD
- Assisting with City contract process
- Assisting with developing standardized forms
- Other grant related duties as assigned

### **Selection Criteria**

Selections by the City will be based on professional qualifications, documented experience, and the expertise of key personnel to be assigned to the project.

**Consideration will be given to the following criteria:**

- performance on similar projects as evidenced in qualification statement
- knowledge of HUD grant programs
- knowledge of City processes and procedures
- ability to communicate verbally and in writing
- ability to listen and discern

### **Submission Requirements**

Please direct all questions pertaining to the Request for Qualifications to Jennifer Fults by electronic mail to [jennifer.fults2@indy.gov](mailto:jennifer.fults2@indy.gov) or to Michelle Winfield, Principal Program Manager, by electronic mail to [michelle.winfield@indy.gov](mailto:michelle.winfield@indy.gov) questions can be mailed to Attn: Grant Assistant, 200 E. Washington Street, Suite 2042, Indianapolis, IN 46204.

- **All submittals must be received by 3:30 p.m. on Friday, July 6, 2018**
- **Please submit one original and two copies of qualification statements to:**

# Request for Qualifications

## City of Indianapolis, Department of Metropolitan Development

### Grant Assistant

Grant Assistant RFQ  
200 E. Washington, Suite 2042,  
Indianapolis, IN 46204

- **In addition to addressing the Scope of Services and Selection Criteria, all submittals must include the following:**
  1. Core competencies of firm that comprise the team, staff experience, organization chart, experience of staff that will be dedicated to this project
  2. Representative sample of demonstrated capacity and experience with similar projects, references if requested.
  4. Estimated hours/days of week available to work and fee schedule