

Question & Answer

Indianapolis Housing Agency RFP No: 2026-01

Renovation Janitorial Service

Question: I am the owner of Mamie's Cleaning Services and I am currently a resident receiving Section 8 housing assistance. I would like to determine whether Mamie's Cleaning Services may qualify as a Section 3 Business Concern based on my ownership and Section 8 residency.

Response: Based on HUD's regulations at 24 CFR Part 75, a business may qualify as a Section 3 Business Concern if at least 51 percent of the business is owned by one or more Section 3 workers. As a Section 8 Housing Choice Voucher participant, you meet the definition of a Section 3 worker, and your ownership of Mamie's Cleaning Services may qualify the business under this category.

Question: Could you please advise what documentation IHA requires to verify Section 8 residency and ownership/control of the business for the Section 3 certification?

Answer: Verification of Section 8 Residency:

- Current Housing Choice Voucher (HCV) award letter, or
- Rent subsidy documentation or a lease indicating participation in the Section 8 program.

Verification of Business Ownership and Control:

- Articles of Incorporation,
- Operating Agreement,
- Business license,
- W-9 form, and/or
- Any official documentation demonstrating at least 51 percent ownership and control.

Question: Insurance Requirements RFP 2026-01 Could you please confirm the required insurance coverage limits, including general liability, automobile liability, and workers' compensation, and whether the Certificate of Insurance and any required endorsements must be submitted with the proposal or only after contract award?

Answer: The Certificate of Insurance should be included with the vendor's RFP submission.

End of Questions & Answers RFP 2026-01 – October 6, 2026