

City of Youngstown Housing Program

Request for Qualifications

The City of Youngstown, Ohio, Community Development Agency (CDA) is soliciting requests for qualifications from interested firms to administer a city-wide housing program. The city-wide housing program will consist of housing rehabilitation and homebuyer assistance activities under the U.S. Department of Housing and Urban Development (HUD) HOME/CDBG program.

This request contains the following:

- I. Description of the housing programs/available resources
- II. Description of the services to be provided
- III. Instructions for responding to the request for qualifications
- IV. Selection criteria

I. DESCRIPTION OF HOUSING PROGRAM

The City of Youngstown, CDA currently administers a housing program that consists of limited, emergency, whole home, and homebuyer down payment assistance. CDA averages 12 housing rehabilitations and 4 home buyer assistance projects each year. CDA also leverages funds (\$5,000 each) in partnership with other programs such as Mahoning County Lead an average of 15 projects per year.

Available Resources:

5-Year Consolidated Plan

http://www.cityofyoungstownoh.org/Uploads/2011317132726_Youngstown%202010-2014%20consolidated%20Plan.pdf

FY 2011 Action Plan:

http://www.cityofyoungstownoh.org/Uploads/2011414143430_draft%20FY%202011%20Action%20Plan.pdf

Homebuyer Assistance Program:

http://www.cityofyoungstownoh.org/Uploads/2009817131915_HP-HomeBuyer2009.pdf

HOME Housing Rehabilitation Program:

http://www.cityofyoungstownoh.org/Uploads/2009813121436_HP-Home.pdf

II. DESCRIPTION OF SERVICES TO BE PROVIDED

The scope of services will be to administer a HOME funded citywide down payment assistance program, owner-occupied housing rehabilitation program and continue the commitment to the housing assistance grants in partnership with other housing program providers in accordance with 24 CFR 92. Anticipated available funding to administer the programs will be approximately \$400,000 HOME and \$100,000 CDBG.

The selected organization will be responsible for the following:

- a. Request environmental clearance from the City of Youngstown CDA in accordance with 24 CFR 58 prior to the undertaking of each activity.**
- b. Screen eligibility of participants for income determination and owner occupancy.**
- c. Verify property eligibility and compliance with property standards.**
- d. Ensure compliance with long term affordability and resale or recapture procedures.**
- e. Appropriate lead-based paint hazard procedures.**
- f. Coordinate temporary relocation when necessary with the City of Youngstown in accordance with the uniform relocation assistance.**
- g. Submit quarterly status of fund and outcome reports to the City**

Additionally organizations must be able to demonstrate the following prior to award of a contract for service:

Policy for Fair Housing and EEO
Policy for Conflict of Interest
Standards for procurement including MBE/WBE

III. INSTRUCTIONS FOR RESPONDING TO THE REQUEST FOR QUALIFICATIONS

An original and three copies of the proposals must be submitted by 4:00 PM October 14, 2011 to:

William D'Avignon, Director
Youngstown Community Development Agency
9 West Front Street
Youngstown, OH 44503

No additional information will be made available to telephone inquiries. All inquiries for this request must be in writing and will be responded to in writing:

Email: WADavignon@CityofYoungstownOH.com

Proposals must include the following:

- A. Letter of interest
- B. Information on the organization:
 - 1. Name, address and contact name
 - 2. Organization Type (non-profit, for-profit or CDHO)
 - 3. Background and relevant housing experience of organization
 - 4. Profiles on the principal and staff members of the organization
 - 5. Key personnel to be assigned to the housing activities and approximate number of hours available
 - 6. Experience working with contractors
- C. Description of the proposed scope of work which demonstrates the organization's understanding of the project's objective. (no more than 6 pages)
- D. List of the organizations experience administering Federal funds including source of funds and program
- E. Current staff capacity and proposed needs for additional staff to deliver an effective housing program
- F. Evidence of successfully completing a minimum of three (3) housing rehabilitation projects (within the past two years)
- G. Evidence of successfully completing a minimum of three (3) home buyer assistance projects (within the past two years)
- H. Proposed cost of program delivery (administrative fee). State in the form of a percentage of the overall program.

One original and three copies of the proposal marked "*Proposal for CDA Housing Program*" shall be submitted by 4:00 PM (Eastern Standard Time), October 14, 2011.

Upon the completion of the review and evaluation of all proposals submitted in response to this RFQ, all proposals shall become public documents.

- I. Schedule for the Proposal Evaluation and Award:
 - 1. Distribute RFP September 15, 2011
 - 2. Proposal Submission Deadline October 14, 2011
 - 3. Proposal review/selection November 10, 2011
 - 4. Complete contracting process December 2011
 - 5. Begin the Process January 2012

IV. SELECTION CRITERIA

A three member review committee will score the proposals. A scoring system for each proposal will be based on the following criteria:

Criteria	maximum points
1. Past performance administering federal funds	25
2. Past performance administering a homebuyer program	20
3. Past performance administering a housing rehab program	20

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| 4. | Organizational capacity/professional expertise | 20 |
| 5. | Proposed administrative fees | 15 |

The HOME program requires 15% of the grant funding be provided to a designated Community Housing Development Organization (CHDO). For this reason the following points will be added based on the type of organization submitting the proposal.

15 points for a CHDO
10 points Non-Profit
5 points for-profit