

January 26, 2017

**REQUEST FOR PROPOSAL (RFP)  
PY 2017 COMMUNITY HOUSING IMPACT AND PRESERVATION  
(CHIP) PROGRAM**

Pursuant to the Ohio Development Service Agency, Community Services Division, Office of Community Development, Program Policy Notice: OCD 15-02, Ashland County, in partnership with the City of Ashland, is soliciting information from selected organizations relevant to their work capabilities and qualifications to administer the above-mentioned programs.

**SCOPE OF WORK**

**COMMUNITY HOUSING IMPACT AND PRESERVATION PROGRAM**

The expected product of Community Housing Impact and Preservation Program shall meet, at a minimum, the requirements of the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program (Small Cities Program) and the Department's HOME Program, as well as, the Ohio Development Service Agency, Community Services Division, Office of Community Development (OCD).

These requirements include but are not limited to the ability to:

**Grant Application Preparation & Release:**

- Prepare the Community Housing Impact and Preservation (CHIP) Program application, including all required forms, resolutions, public hearings, budgets, administration/implementation summaries, and all other requirements for meeting OCD guidelines and deadlines.
- Schedule, conduct and oversee Housing Advisory Committee (HAC) meetings and/or necessary planning process in accordance with OCD guidelines.

- Prepare a complete CHIP application for Ashland County Commissioners to be submitted to the ODOD/OCD by May 5, 2017. In addition, have the application submitted to the Ashland County Office of Community & Economic Development prior to the deadline for review and approval.
- Complete the Environmental Review Tier-1 record for the complete project according to ODOD/OCD guidelines, as well as, necessary forms for the Release of Funds to OCD.
- Prepare any necessary Policy Manual Update.
- Once funding has been awarded, schedule, publicize, and conduct public meetings to announce the availability of funds through the program.

#### **Client Application Intake:**

- Develop an application process to solicit potential participants
- Assess their qualifications, their need, and their suitability to participate in the program.
- Assure compliance with all grant regulations.
- Establish a system to certify contractors to work in the Program.
- Establish and maintain a record-keeping system acceptable to the Ohio Development Service Agency, Community Services Division, Office of Community Development.

#### **Rehabilitation Inspection Services:**

- Establish and maintain a program oversight effort to inspect the homes to be rehabbed before work is begun, during construction, and after construction is complete, but before payments have been approved.
- Perform preliminary feasibility inspections of selected dwellings to establish rehabilitation viability.
- Schedule inspections for lead paint, plumbing, and furnaces as needed.
- Undertake a “walk-through” of the projects with selected contractors.
- Provide the County's Housing staff and officials with written specifications and cost estimates for projects
- Conduct contractor tours of proposed projects.
- Review contractor bids and submit the “lowest and best” bid recommendation on each.
- Conduct interim inspections to assure work is being properly undertaken and assist with any necessary day-to-day administration of the project, including all Lead Hazard Reduction activities, as well as assure progress payments are justified for all projects.
- Inform the County of any contractor in non-compliance with contract specification, and/or lack of good workmanship including the need

to remove a contractor from project(s) if necessary, understanding that the County retains sole authority to suspend a contractor.

- Undertake clearance testing for Lead Hazard final inspection and authorize final payments on all projects
- Approve all contractor requests for payment and approve change orders
- Provide the County with copies of documentation generated by the Housing Rehabilitation Specialist in the completion of his contractual obligations.
- Be available for telephone consultation at appropriate and convenient times.
- Specialist will hold a license for Lead Risk Assessment.
- Meet as needed with homeowners, contractors and County staff to provide documentation/information for dispute resolution, if needed.
- Provide County staff with technical updates, documents, and materials relative to Rehabilitation standards.
- Provide before and after photos of the project
- Obtain contractor Liability and Workers Comp. Certificates as required.

### **FAIR HOUSING PROGRAM COMPONENT**

The expected product of the County's Fair Housing Program shall meet, at a minimum, the requirements of the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) Program (Small Cities Program), , as well as, the Ohio Development Service Agency, Community Services Division, Office of Community Development.

The requirements include, but are not limited to, the ability to:

- Schedule, publicize and conduct public meetings in communities benefiting from Community Housing Impact and Preservation Program funds per the requirements of HUD.
- Act as the County's point of contact for Fair Housing complaints, and undertake the necessary research, investigation and follow-up activities needed to resolve these complaints.
- Provide reports, as needed, to designated individuals or offices, detailing Fair Housing activities undertaken in and for the County.

### **INFORMATION SOUGHT FROM APPLICANT**

At a minimum, the following information shall be submitted to the County in response to this request:

- A list of personnel employed by the applicant that will be involved in the County's CHIP Program.
- The qualifications and experience of those personnel.
- A synopsis of the organization's experience in preparing and writing CHIP applications, the administration and implementation of CHIP Programs
- A list of other communities for which the organization provides (or has provided) CHIP Program administration and support and contacts within those communities.

### **REVIEW CRITERIA**

After publication of the RFP and solicitation of proposals from an adequate number of professional service providers, a qualified panel, as well as the County Commissioners, will review the proposals received against factors for award identified in the RFP. The enclosed ***Evaluation Criteria for Administrative Services Contract Award*** will be the basis for evaluating and establishing a ranking order of successful proposals. Upon completion of successfully awarding the contract to the most successful Proposal, a contract will be executed with the Board of Ashland County Commissioners.

### **SUBMISSION OF PROPOSALS**

Applications will be received at the address below or via email to [gcrossen@ashlandcounty.org](mailto:gcrossen@ashlandcounty.org) until the close of business on **Friday, February 10<sup>th</sup>, 2017**. If submitted via email, it is the responsibility of the sender/offeror to confirm "Receipt of the Proposal" by the County Commissioners.

Please address all correspondence to:

Ashland County Commissioners  
110 Cottage Street  
Ashland, OH 44805  
(419) 282-4220