



# **Request for Proposals**

## **Community Development Corporation 2012 Operating Support Proposal**

**October 4, 2011**

**Funded by the City of Cincinnati and administered by the Community  
Development Corporations Association of Greater Cincinnati**

## **Community Development Corporation 2012 Operating Support Proposal**

The CDC Association of Greater Cincinnati, as a sub-recipient of the City of Cincinnati, is soliciting proposals from eligible organizations with the qualifications and capacity to develop housing for low- and moderate- income households within the limits of the City of Cincinnati. Eligible organizations include local 501(c)(3) nonprofit Community Development Corporations (CDCs) as well as Community Urban Redevelopment Corporations (CURCs) and Community Housing Development Organizations (CHDOs). The purpose of this funding is to provide operating support for the development of affordable housing within the City of Cincinnati. In order to be awarded funding, the CDC must be currently working to develop affordable housing units. The affordable housing component of mixed-use/mixed income projects that contain an affordable housing is also eligible. Preference will be given to organizations that have a plan and track record in both quantity of units and quality of production. Operational support is targeted towards the advancement of low and/or moderate-income projects (including mixed income developments) planned to begin construction within the next 12 months (January 2013.) The CDC Association will facilitate a fair and open application and selection process in the award of the 2012 Community Development Corporation funding for Operational Support.

*The maximum award per CDC will be \$75,000. Eligible reimbursement expenses may include and will be limited to: financial support for staff and consultants, utilities and an audit directly tied to development of affordable housing. The City of Cincinnati and the 2012 Operating Support Grant Program Selection Committee will determine funding award amounts for selected organizations, which may differ from the amount applied for.*

## **Eligibility and Funding Regulations**

The program is funded by federal Community Development Block Grant and HOME Investment Partnerships Program. Organizations selected to receive CDBG operating support must comply with all federal CDBG regulations. Organizations selected to receive HOME operating support funds must receive funds for a CHDO Set-Aside HOME-funded project within 24 months, as well as comply with all federal HOME regulations. See summary of CDBG and HOME regulations for more info on project eligibility. All selected applicants must conform to any applicable City, State and federal guidelines.

In order for organizations to qualify for and receive HOME funding, the organization must be a certified CHDO with the City of Cincinnati. The deadline for the CHDO Certification / Re-Certification application is October 12, 2011. Contact [lydqia.sartor@cincinnati-oh.gov](mailto:lydqia.sartor@cincinnati-oh.gov) for that application and all questions related to it. The

CDC Association does not facilitate the CHDO certification process in any way. Organizations are entirely responsible for their own CHDO certification.

Organizations applying for CDBG operating support funds must have a work plan that will produce 51% or more of their units at prices available to residents living at 80% Area Median Income or below.

Certified CHDOs applying for HOME funds must have 100% of reimbursable projects available to residents with 80% Area Median Income or below. Annual HOME funding to CHDOs shall not exceed \$50,000 (from both City and State sources) or 50% of the organization's yearly operating budget, whichever is greater.

Additional information regarding the federal HOME and CDBG regulations can be accessed through the Department of Housing and Urban Development.

**Note: All funding will be contingent upon City Council approval of the Operating Support in the 2012 budget.**

Questions regarding this RFP may be directed at Patricia Garry at [patricia.garry@cdcagc.org](mailto:patricia.garry@cdcagc.org) or (513) 281. 3774.

The CDC Association of Greater Cincinnati reserves the right to accept or reject any and all proposals received as a result of this request or cancel in part or in its entirety this RFP.

## Submission Process

### **Pre-Submittal meeting**

A Pre-submittal Meeting will be held on Friday, October 14, 2 p m, at the McKie / Camp Washington Recreation Center, 1201 Stock Avenue in Camp Washington.

### **Submission**

All proposals must be received at the CDC Association's office **2859 Colerain Avenue, Suite 11, Cincinnati, OH 45225** no later than **Friday, November 4, 2011, 3:00 p.m.** No late applications will be considered. Proposals received outside of this Request for Funding will be returned without comment. Incomplete applications will be returned without comment.

**Five hard copies** of the Grant Application must be submitted of items 1-2 in the order listed below. The hard copies should each be clipped together with a large clip. Please do not use staples or binders. Include **all** items on a **CD or flash drive** labeled with organization's name, date of submission, and "2012 Operating Support Grant Application."

- 1 2012 Application Narratives
- 2 2012 Application Worksheet
- 3 Required Attachments

## Evaluation Criteria

The selection process will be based on review of all submitted applications by the 3-person Selection Committee. Members of this committee will have community development knowledge and experience; however, to avoid a conflict of interest, they will not currently be involved in CDC work within Cincinnati. The Committee shall not include individuals associated with, on the Board of, or on the payroll of any of the applicants or the CDC Association. The CDC Association will not have a vote in the award process.

The Selection Committee will review the following criteria in making its decision:

- Current and Future Projects
  - Number of affordable housing units produced in the past two years
  - Number of affordable housing units planned for 2012
  - Timeline
  - Committed Resources
- Proven/Increased Capacity
  - Personnel, Board and Volunteers
  - Size of Neighborhood
  - Level of CDC/CHDO Outreach & Involvement
  - Previous Projects, *if applicable*
  - Readiness to Proceed
- Financial Stability
  - Existing Budget
  - Income and Expenses
  - Assets and Liabilities
  - Possibilities for Additional Leverage
- Application Completeness
- Impact and Scope of Funding Requested
  - Benefit to Low and Low-Moderate Income Individuals
  - Community Partnership and Leverage (Organizations and Businesses)
  - Project Feasibility
  - Alignment with Neighborhood Goals and Objectives
  - Improvement to Quality of Life (i.e. green development, accessibility, visitability, aging in place.)
  - Review of Project's Overall Impact on Neighborhood
  - Focus on previous and current NEP areas
    - Avondale, Northside, Price Hill, CUF, Westwood, Evanston, College Hill, Madisonville, Corryville, Mt. Washington, Findlay Market, Over the Rhine and Bond Hill

## Record Keeping

Upon receiving notice of award, recipients will be required to furnish in a timely manner: current operational budget (based upon actual award amount), revised work plans.

Recipients will also be asked to approve or alter their Work Plans for the grant period, if the amount awarded differs from the amount applied for. Complete and accurate Work Plans should be submitted within two weeks.

In addition, where applicable, recipients should turn in Board Resolutions, Consultant Contracts, and any other paperwork deemed necessary.

### *Capacity Building Meetings, Monitoring, and Evaluating Activities*

Evaluation meetings will include quarterly meetings with CDC Association personnel to observe the activities funded by the grant, to support capacity building work with the organization, and to discuss said activities with the Recipient's personnel, and/or review financial and other records and materials relating to the activities financed for facilitated by the grant. In addition, upon CDC Association providing reasonable advance notice, the CDC Association staff shall attend at least one Board meeting of the Recipient per year. There will also be two meetings during the year with all of the CDCs receiving Operating Support. These meetings will be approximately in April and September, 2012.

### *Reporting*

Recipients are required to turn in two reports during the grant period. The Mid-year report will be due August 22, 2012. See attached example. The end of year report will be due with the final invoice no later than January 21, 2013.

### *Draw Forms*

Recipients are required to turn in monthly invoices no later than the 5<sup>th</sup> business day of each month. Recipients must use the forms provided by the CDCAGC. Invoices should include:

1. The Financial Report form provided by CDC Association on CDCAGC.org....
2. Timesheet(s) for all requested reimbursable staff time CDC Association on CDCAGC.org....
3. Copies of applicable utility and audit bills, and copies of checks paying those bills;
4. Copies of applicable checks for staff/consultant time

The Balance Sheet of the financial report form will serve as the front page of the invoice. Also complete and include the worksheet. These forms will be provided to you.

Timesheets should include a brief description of work activities during hours falling under this contract. These descriptions should be specific enough to show progress and include address and activity.