



CITY OF CANTON HOME
PROGRAM
FY 2013
REQUEST FOR PROPOSAL
&
HOME APPLICATION

CITY OF CANTON
DEPARTMENT OF COMMUNITY DEVELOPMENT
218 CLEVELAND AVENUE S.W., 5TH FLOOR
CANTON, OHIO 44702



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FY 2013 HOME REQUEST FOR PROPOSAL

Request for Proposal (RFP)
2013
HOME Funds

The Department of Development, on behalf of the City of Canton, is requesting proposals for the 2013 HOME Investment Partnership Program (HOME) funds. The United States Department of Housing & Urban Development (HUD) funds the HOME program.

Applications will be accepted until Noon on Monday, October 22, 2012.

APPLICATION AND AWARD SCHEDULE

10/22/12	HOME applications are due by Noon
10/29/12	Department of Development scoring committee review of applications
10/15/12 - 11/26/12	Public comment period on recommended allocation for HOME funding
10/30/12	Staff forwards final recommendations for 2013 HOME funding to Canton City Council
11/5/12	Final approval of 2013 HOME funding allocations by Canton City Council
11/6/12 - 11/30/12	Preparation of Funding Agreements
12/1/12 - 12/31/12	Execution of Funding Agreements

Sealed Proposals: Applicant should submit three (3) originals on or before Noon on Monday, October 22, 2012 to:

City of Canton
Lisa Miller, Director
Department of Community Development
218 Cleveland Avenue S.W. – 5th Floor
Canton, Ohio 44702
(330) 489-3330

Proposals should be labeled HOME 2013. Responses to the Requests for Proposals must include all required documents, completed and signed per the instructions and attached forms included in this RFP package. The City of Canton reserves the right to reject any or all proposals, award less than the full amount of HOME funds indicated as available, award no CHDO Projects, award more than 15% to CHDO Projects, or to cancel this Request for Proposals.

REQUEST FOR PROPOSAL CONDITIONS

If a proposal is selected, it will be the most advantageous regarding price, quality of service, the applicant's qualifications and capabilities to provide the specified service, and other factors, which the City of Canton may consider.

The City of Canton reserves the right to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the City to be in the best interest of the City even though it is not the lowest bid.

An official authorized to bind the provider to its provisions for at least a period of 120 days must sign proposals. Failure of the successful bidder to accept the obligation of the bid may result in the cancellation of any award.

In the event it becomes necessary to revise any part of the RFP, an addendum will be provided. Deadlines for submission of the RFPs may be adjusted to allow for revisions.

Proposals should be prepared simply and economically providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. Forms may be duplicated but not changed.

Developers and contractors are not eligible if they are presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation in federal housing programs or have had a professional license suspended or revoked which is required to provide services for a project under this RFP.

Complete applications must be received by the Department of Development by Noon on Monday, October 22, 2012. Late or incomplete proposals will not be accepted! Proposals received after the deadline will not be reviewed or considered.

Acceptance of a proposal does not constitute a grant agreement and does not obligate the City of Canton to award funds.

Applicants may not be delinquent on any City, County, State, or Federal indebtedness.

Applicants must receive a 70% scoring threshold to be considered for funding.

All costs of proposal preparation are the responsibility of the applicant. City of Canton shall not, in any event, be liable for pre-contractual expenses incurred by the bidder in the preparation and/or submission of the proposal. The applicant shall not include any such expense as part of the budget in the proposal. Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP.

Additional information may be required by the City of Canton for determination of the applicant's qualification to successfully complete the project.

All inquiries should be in writing and directed, no later than Monday, October 15, 2012 to:

City of Canton
Department of Community Development
Lisa Miller, Director
218 Cleveland Ave. S.W.
Canton, Ohio 44702
Phone: (330) 489-3330
Fax: (330) 580-2070
Lisa.Miller@cantonohio.gov

All respondents are expected to familiarize themselves with the current HOME Policy Manual and to follow requirements contained in it. The HOME Policy Manual can be found on the City of Canton's website, www.cantonohio.gov, or a paper copy may be obtained at the City of Canton Department of Development located on the 5th floor of City Hall upon request. All respondents are also expected to familiarize themselves with the requirements of the City of Canton. The City reserves the right to review employee qualifications of the agency(s) who will be undertaking the proposed project(s). The City also reserves the right to reject any or all proposal and to waive any informalities or irregularities in application/proposal received.

FY 2011 HOME REQUEST FOR PROPOSAL

PURPOSE

The HOME program is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households. Each year it allocates approximately \$2 billion among the States and hundreds of localities nationwide. The program was designed to reinforce several important values and principles of community development.

Approximately \$500,000.00 in HOME funds will available for proposals.

Program Beneficiaries

All projects must benefit very low, low, or moderate-income persons. Gross annual household income (including Social Security, wages, and all other sources) must be verified and cannot exceed the following limits:

Family Size	1	2	3	4	5	6	7	8
Annual Income	\$33,000	\$37,700	\$42,400	\$47,100	\$50,900	\$54,650	\$58,450	\$62,200

Eligible Applicants – Eligible applicants include governmental agencies, non-profit agencies, and for-profit entities. Requests from individuals will not be accepted.

Eligible Activities – Projects must be located in and serve only City of Canton households inside the corporate limits of the City of Canton. Eligible activities include:

- Homeownership – All Bidders – Homes must be sold within six (6) months of completion
- Rental – CHDO Projects Only
- New Construction – Both Rental and Ownership Housing
- Rehabilitation – Non-luxury Alterations, Improvements, or Modifications of an Existing Structure – All Bidders
- Reconstruction – Rebuilding a structure on the same lot where housing is standing at the time of project commitment. The number of units may not be decreased. – All Bidders
- Conversion – Converting an existing structure from another use to affordable housing. – All Bidders
- Down Payment Assistance – Up to \$4,999.00 for qualified borrowers, per household, for first time homebuyers to purchase affordable housing.

Minimum Amount of Assistance – The minimum amount of HOME funds that must be invested in a project involving rental housing or home ownership is \$1,000.00 multiplied by the number of HOME-assisted units in the project.

Forms of Award – HOME funds will be allocated in a form that best serves the project or persons served by the activity. The City of Canton is flexible when looking at grants or loans. The terms of the grant or loan will coincide with the projects' affordability period.

Program Requirements – Applicants must comply with all requirements of the HOME Investment Partnership Program (HOME) 24 CFR Part 92. A grant/loan agreement outlining complete requirements will be executed between the grantee and the City of Canton prior to the release of funds. **No signed agreement, no release of funds!**

Project Criteria & Review Process

Successful applicant(s) will be determined by the scope and capacity of the project to conform to the City of Canton Consolidation Plan. Successful applicants will execute a grant/loan agreement with the City of Canton to complete the accepted proposal(s).

Project Criteria

1. Contributes to Implementation of Strategic Goals of the Consolidated Plan
 - Proposed project matches one or more of the City of Canton's Housing and Neighborhood Development Funding Priorities as listed in the City of Canton's Consolidated Plan.
2. Site Control
 - Applicant has site control or opportunity for site control of all properties necessary for project completion.
3. Contributes to Implementation of Neighborhood Revitalization Plan
 - Project must show evidence that it meets a defined community housing need.
4. Financial Feasibility
 - Applicant has submitted a Project Development Pro Forma including a project budget, which provides evidence of a financially feasible project, evidenced by a complete listing of anticipated sources available to the project. The pro forma should illustrate reasonable assumptions regarding interest rates, confidence on availability of funds, and evidence of market need. For homeownership projects – cost, sales, and market analysis are required. For rental projects – reasonable rent and operating cost assumptions are required.
5. Project Time Frame
 - Applicants should submit a timeline for project completion that makes reasonable assumptions concerning land acquisition and site preparation, funding cycles and parameters for all funding sources, construction time, and sales absorption or rent-up period. Applicant's history in project development completion will also be considered.
6. Leverage of HOME funds
 - Priority consideration will be given to projects with budgets that require less than 50% of permanent funding from HOME funds. Although projects that serve very low-income households may require higher public subsidies, leveraging other funds with HOME is strongly encouraged. For awarded projects the City of Canton will make conditional commitments early in the project developments process to

assist the developer in seeking funds from other sources. The City of Canton may select to transmit funds to projects later in the process.

7. Evidence and Capacity of Development Team

- Applicant should have a track record of successful project development, timely completion and projects in service or, in the case of a new or emerging developer, evidence of real estate development and project management expertise. Application should indicate what skills and roles the non-profit staff will be assuming and any other members of the project development team. Applicant must complete Developer/Contractor forms included in this packet.

8. Community Support

- Projects should provide evidence of outreach, involvement and cooperative intent with residents or organizations representative of the residents within the target neighborhoods. Evidence of support must be project specific and current, i.e. letter of support from the ward councilperson stating that the project is addressing an identified need in a manner consistent with overall community development planning.

9. Readiness to Proceed

- Funding priority will be given to projects that are considered to have best met the overall test for feasibility, comprehensiveness of planning, and timeliness of completion and funding draw down of City of Canton directed dollars.

New Ventures

New ventures must demonstrate that they have the capacity to fulfill the terms of the grant contract. Evaluation of new ventures may place less emphasis on an established track record, and more emphasis on innovation and strength of plan, as well as the applicant's capacity, if funded to implement the program in a timely manner. For evaluation purposes, a new venture will be defined as an organization that is less than three years old, or which has never received HOME funding from the City of Canton.

Community Priorities

- Housing Preservation through Homeowner Rehabilitation
- Housing Production for Homeownership for a Single Family
- Down Payment and Closing Cost Assistance.
- Special Needs Housing – i.e., Transitional Housing, At Risk Youth Housing, Elderly Persons Housing, Veteran Housing

Note: Every year applicants for HOME funding far exceed available funds. While organizations whose missions do not fit the Program Priorities are still eligible to apply, and may also receive funding, Program Priorities will receive greater consideration for HOME funding.

Review Process

The City of Canton will review and score each application for conformance with the HOME regulations and guidelines, as well as how well each application conforms to the City of Canton Consolidated Plan. Then, the City of Canton's Scoring Committee will determine the funding allocation and prepare a recommendation, which will then be placed on the City of Canton's website for general circulation. Citizens will be given thirty (30) days to submit written comments on the recommended funding allocation. The recommendation and any written comments will be forwarded to Canton City Council for consideration. After consideration of the recommendations, Canton City Council will vote on the proposed HOME funding program, which, upon passage, will become the final HOME funding program. A list of the awards will be posted on the City of Canton's website and all applicants will received notice of awards.

Compliance With Federal Regulations

Funding for this project will be made possible by the federal HOME Investments Partnership Program pursuant to Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, 42 U.S.C. §12701 et seq. (“Program”) and the HOME Investment Partnership Program Rule, 24 C.F.R., all as may be amended from time to time. Copies of the federal regulation governing the program are available upon request or a program description can be downloaded at:

<http://www.hud.gov/offices/cpd/affordablehousing/programs/home/index.cfm>

The applicant assures and certifies that it will comply with all regulations, policies, guidelines and requirements applicable to the acceptance and use of Federal HOME funds and will be responsible for implementing and complying with all relevant future changes to Federal Regulations or OMB Circulars.

Other Federal Regulations may be triggered by the use of HOME funds in the project (Environmental Regulations, Lead Based Paint Regulations, Affirmative Marketing, Fair Housing, Section 504, Davis Bacon Regulations, the Uniform Relocation Act, Single Audit, etc.) all other requirements can impact the timing and budget of your project. Budgets and schedules should reflect complete realistic costs and time required to meet these requirements.

General Information Application Form

Legal Name: _____

Contact Person & Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

E-mail: _____

DUNS#: _____ Federal Tax ID: _____

Are you presently in default on any loan? If yes, please attach an explanation.

- Yes No

Are there any judgments, liens or attachments against you? If yes, please attach an explanation.

- Yes No

Have you had property foreclosed upon, or given title in lieu thereof, in the past five years? If yes, please attach an explanation.

- Yes No

Have you ever been through bankruptcy or settled any debts for less than the amount owed? If yes, please attach an explanation.

- Yes No

Is the Developer/General Contractor a party to any contract that is in litigation or arbitration?

- Yes No

If yes, indicate claimant, project name, approximate amount of claim(s), nature of claim(s) and present status.

Schedule of Developer/Contractor's work in progress:

Job Name	Units	City/State	Contact Person	Phone Number	Contract Amount	Percent Complete

Are you a maker, co-maker or guarantor on any financial obligation that is in default or has been demanded? If yes, please attach an explanation.

- Yes No

Have you failed to respond to a public filing such as a lien or a judgment? If yes, please attach an explanation.

- Yes No

Project Information Application Form

Project Name: _____

Project Address or Target Area: _____

Proposed Start Date: _____

Proposed Completion Date: _____

Total Project Cost: _____

Total HOME Funds Requested: _____

Are you willing to accept less than the amount requested? _____

What is the minimum amount you can accept for the project to move forward?

Is your agency a City of Canton certified CHDO? _____



Project Summary Application Form

Using bulleted points, detail the specific use of HOME funds for this project:

-
-
-
-
-

Check all that apply:

This project benefits the homeless

Activity Type:

- Rental
- Homeowner

Project Type:

- New Construction
- Reconstruction
- Conversion
- Rehabilitation
- Down Payment Assistance

Form of HOME Funds Requested:

- Grant
- Direct Loan Interest Rate Requested: _____
- Deferred Loan

Beneficiaries of the Project:

- Disabled
- Homeless
- Elderly
- Families
- Single Non-Elderly
- Youth
- Persons with HIV/AIDS

Total Number of Housing Units to Be Developed:

Total # of units in project: _____
Of these units, # of HOME assisted units: _____

Targeted Income Group:

- 0 – 30%
- 31 – 50%
- 51 – 60%
- 61 – 80%

HUD Objective To Be Achieved: (Please check only one)

- Creating suitable living environments
- Providing decent affordable housing
- Creating economic opportunities

Measurable outcome anticipated: (Please check only one)

- Availability/Accessibility
- Affordability
- Sustainability

Community Priorities: (Please check the one that best describes your project)

- Housing production for homeownership – single family
- Down Payment and closing cost assistance
- Special Needs Housing
 - Transitional Housing
 - Permanent supportive housing
 - MR/DD, Developmental and Physical Disabilities
 - At risk youth
 - Elderly persons

Project Leveraging Application Form

Information on funds being leveraged to make this project happen. (Your match may be part of the leverage, but do not report only match funds.) Identify which source of funds is your match for this project.

Source of Funds	\$	Match Yes/No	Committed	Pending



Development Information Application Form

Development Team

Developer: _____

General Partner(s): _____

Limited Partner(s): _____

General Contractors/
Construction Managers: _____

Property Manager: _____

Project Pro Forma, including all development costs, uses of funds and operating costs must be attached for all rental projects to have the application considered.

Project Narrative

Please provide a narrative regarding your project that includes answers to the questions listed below. Total Narrative section must be no longer than four (4) typewritten, single spaced pages, in 12-point font.

❖ Project need in the City of Canton

- ✓ Provide a detailed description of your project, including project location
- ✓ Provide a statement of need that provides the rationale for the proposed activity
- ✓ How this program compliments existing programs

❖ Immediacy and funding

- ✓ Is the project ready to begin immediately?
- ✓ What are your goals for start and completion of the project?
- ✓ Provide a project timeline.

❖ Project Budget Narrative

- ✓ Outline the proposed budget provided in the Pro Forma.

❖ Capacity

- ✓ Describe your prior experience in administering, managing, and/or developing similar projects.
- ✓ Describe roles and responsibilities of individuals involved in the project implementation.
- ✓ Provide as an attachment, resumes of the staff to be involved with the administration and/or facilitation of this project.
- ✓ List all projects under way and projects that are funded but not yet under way.

❖ **Procedures**

- ✓ Provide the methods that will be used by your agency to administer the project.

❖ **Site and Neighborhood Standards (New Construction Rental Project Only)**

- ✓ May utilize up to three (3) typewritten, single spaced pages, in 12-point font, to respond. Please provide enough documentation to adequately address each of the following:
 - Adequacy of site
 - Project and location in regards to compliance with fair housing laws
 - Site is not located in an area of minority concentration. If the site is in a minority concentration area, provide data lending to the project not significantly increasing the proportion of minorities, or proof if there is sufficient comparable opportunities existing outside the area for minorities based on analysis of HUD assisted housing, or proof it is necessary to meet overriding housing need that cannot otherwise be met integral to preservation strategy or integral to revitalization strategy
 - Promote greater choice of housing opportunities and avoids undue concentration of assisted persons
 - Neighborhood is not seriously detrimental to family life
 - Neighborhood is comparably accessible to broad range of services and facilities; and
 - Travel and access to jobs is not excessive

❖ **CHDO Project Eligibility**

- ✓ If this is a CHDO reserve project, describe how this project will meet the CHDO requirement.

Exhibit B1: Grant and Loan Requirements

105.07 GRANT AND LOAN APPLICANT REQUIREMENTS

- (a) No person, partnership, corporation and/or unincorporated association shall be eligible to receive any grant or loan from Community Development funds or tax incentive, whether administered directly by the Department of Development or indirectly through a program administered by a non-profit agency on behalf of the City, unless the applicant is paid in full or is current and not otherwise delinquent in the payment of any of the following:
 - (1) Any outstanding judgments, liens, grant or delinquent loan obligations owed to the City of Canton, any other municipality, township, county, state or federal governmental entity;
 - (2) Utility bills for water, sewer and sanitation services owed to the City of Canton;
 - (3) Income taxes (to include mandatory wage withholding by employers) owed to the City of Canton, any other municipality, township, county, state or federal governmental entity;
 - (4) Real estate taxes and assessments on any properties owned by the applicant;
 - (5) Personal property taxes owed to the Stark County Auditor and/or State of Ohio; or
 - (6) Any outstanding loans, grants, subsidies or other entitlements received from any federal or state funded Housing and Community Development Program.
- (b) The applicant shall be required to provide to the City of Canton a notarized statement averring that the applicant is paid in full or is current and not otherwise delinquent in the payment of obligations listed in subsections (a) (1-6).
- (c) Falsification of such statement shall result in cancellation of any grant or loan received, and the applicant shall be required to refund any grant or loan funds received.
- (d) Council may waive or modify the requirements of this section as applied to a particular applicant if in the interest of justice, and upon consideration of the surrounding circumstances, such waiver or modification is deemed reasonably necessary by Council.
- (e) Under any Department of Development program in which the combined household income of all members is calculated for the purpose of determining income eligibility of the applicant, no applicant shall be eligible to receive any grant or loan from Department of Development if any co-applicant or other member of the same household is delinquent in the payment of any of the categories listed in subsection (a) hereof.
- (f) Notwithstanding the above, this section shall not apply to any individual, partnership, corporation or incorporated association seeking assistance under a HOME Repair or Emergency Shelter program grant, at the time of application.
- (g) No partnership, corporation or unincorporated association which has as one of its partners, shareholders, or owners, any person who is twenty percent (20%) or greater equity owner in such partnership, corporation or unincorporated association and who is delinquent in any of the categories listed in subsection (a) hereof, shall be eligible for the award of any grant or loan. No person who is a twenty percent (20%) or

greater equity owner in any partnership, corporation or unincorporated association which is delinquent in any of the items listed in subsection (a) hereof shall be eligible for the award of any grant or loan.

- (h) The Department of Development and any other department which may hereinafter or presently administer the awarding of grants and loans to applicants under any program shall establish guidelines and screen applicants consistent with the foregoing requirements. All City Departments shall comply with the requests of the Department of Development and any other department for information, which is made pursuant to this section.
- (i) The Department of Development, for programs within its administration and authority, may waive or modify the requirements of this section, under appropriate surrounding circumstances, where a strict interpretation of this section would not further the established goals of the Department.

(Ord. 205-2010. Passed 11-8-10.)

CERTIFICATION FOR EXHIBIT “A”

This certification must be signed by an official authorized to bind the provider to its provisions for at least a period of 120 days.

The below individual is authorized to sign on behalf of the company submitting proposal.

The signing of this page shall constitute acknowledgment and acceptance of all terms and conditions contained in the Exhibit “A” Building Specifications. The City of Canton reserves the right to reject any materials, appliances and/or construction practice that in the City’s determination does not meet Exhibit “A” Building Specifications.

Signature

Company Name

Printed Name

Company Address

Title

City/State/Zip

Telephone Number

Fax Number

Email Address

Federal Tax ID Number

CERTIFICATION FOR EXHIBIT “B”

This certification must be signed by an official authorized to bind the provider to its provisions for at least a period of 120 days.

The below individual is authorized to sign on behalf of the company submitting proposal.

The signing of this page shall constitute acknowledgment and acceptance of all terms and conditions contained in the Exhibit “B” Model Energy Code or Energy Star. The City of Canton reserves the right to reject any materials, appliances and/or construction practice that in the City’s determination does not meet Exhibit “B” Model Energy Code or Energy Star.

Signature

Company Name

Printed Name

Company Address

Title

City/State/Zip

Telephone Number

Fax Number

Email Address

Federal Tax ID Number

SIGNATURE PAGE

This proposal must be signed by an official authorized to bind the provider to its provisions for at least a period of 120 days.

The below individual is authorized to sign on behalf of the company submitting proposal. The signing of this page shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP.

Signature

Company Name

Printed Name

Company Address

Title

City/State/Zip

Telephone Number

Fax Number

Email Address

Federal Tax ID Number

**Submission Requirements Checklist &
Supporting Documents/Attachments**

Attach the following documentation to your completed application:

- Proposal Cover Page HOME 2011
- General Information Application Pages
- Copy of 501c(3) status for non-profit organizations
- Proof of CHDO status
- Project Information Application Page
- Stark County Auditor's website printout with parcel number
- Map of project location(s)
- Site plans/Evaluations
- Property deed(s) (if available)
- Appraisal (if available)
- Design Plans (if applicable)
- Project Summary Application Pages
- Materials or documentation showing the need for the project (i.e.- studies, statistics, research, etc.)
- List of all current projects approved with date and status of each
- Project Leveraging Application Page

- Construction Estimates (if applicable)
- Project Budget form, Project Pro Forma (rental projects), and related worksheets - both paper copy and copy on disk or USB supported device
- Copy of your most recent financial statement and/or last audit
- Tax Credit Project Pro Forma (if applicable)
- Letters or Lines of Credit Documentation
- Development Application Page
- Resumes of staff involved with this project
- A list of three (3) Personal References
- Project Narrative Statement
- Project timeline
- Affidavit
- Certification of Exhibit "A"
- Certification of Exhibit "B"
- Signature Page (Original Signature on all Copies)
- Submission Requirements Checklist

I certify that the documents indicated on this checklist are included in this proposal and are accurately completed.

Name	Title	Date
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