

NEIGHBORHOOD REVITALIZATION STRATEGY AREA PROGRAM REQUEST FOR PROJECT PROPOSALS (RFP)

PURPOSE

The City of Canton is soliciting Project Proposals from qualified firms to carry out program activities within the City's designated Neighborhood Revitalization Strategy Areas. This Request for Proposals (RFP) describes the programs and services needed, submission requirements, qualifications and experience, and the format to be followed.

INTRODUCTION

The City of Canton is seeking qualified agencies/organizations/companies ("Development Partners") to partner with the City in Canton's Neighborhood Revitalization Strategy Area Program (NRSA). Applicants/proposers may be a private non-profit agency, a for-profit developer, or a commercial property owner/business. Specifically, the City is seeking Development Partners with extensive experience in the rehabilitation of single family housing, as well as public service providers who operate youth summer programs or who operate neighborhood recreation facilities, and Non Profit Neighborhood groups who wish to do clean-up programs. We are also seeking proposals from commercial property owners and businesses that wish to do façade improvements to their buildings.

The NRSA Program is a federally funded program designed to revitalize designated low income neighborhoods through a comprehensive effort, including rehabilitation of housing, neighborhood clean-ups, youth job programs, neighborhood recreation facilities, neighborhood safety improvements, and building façade renovation. The City of Canton intends to carry out the NRSA Program, in part, by partnering with Development Partners selected through this RFP.

PROGRAM DESCRIPTION

In general, the Development Partners will be responsible for carrying out the following activities within the designated NRSA neighborhoods:

- The rehabilitation and repair of single family residential properties for eligible homeowners;
- Summer youth employment programs including the hiring, scheduling, transporting, equipping, managing and paying the youth workers;
- Improvements to neighborhood recreation facilities
- Business Façade Program providing loans and grants for exterior improvements to buildings. Grants will be available for preservation work to historic buildings and to repair buildings with code deficiencies. Loans will be available for cosmetic improvements to building facades. Maximum Grants/Loans for the Business Façade Program will be \$25,000.00;

- Neighborhood clean-up programs, including dumpster rental, the pick-up of trash and debris, bagging and disposal;
- Neighborhood safety improvements, including sidewalk construction, repair and replacement.

CITY OF CANTON NRSA PROGRAM GUIDELINES

NRSA ELIGIBLE NEIGHBORHOODS: Canton's Neighborhood Revitalization Strategy Area (NRSA) Program is designed so that a concentrated investment of resources can be provided within designated target areas to make a substantial impact within these neighborhoods. The NRSA program seeks to create partnerships among federal and local governments, the private sector, community organizations and neighborhood residents. NRSA funds can only be used within the City's designated eligible neighborhoods. The City of Canton has two eligible NRSA areas.

- The Eastside NRSA includes much of the northeast and southeast sections of the city, including neighborhoods east of Cherry Street, and south of 12th and Mahoning Road on the northeast side, and the neighborhoods along East Tuscarawas Street and along Sherrick Road in the southeast side.
- The Central NRSA includes the downtown and surrounding neighborhoods to the west, and is generally bounded by 12th Street on the north, Cherry Street on the East, Navarre Road on the south, and Harrison Avenue and Monument Road on the west.

Please refer to the City of Canton NRSA Program Summary, posted on-line at the City's Community Development website, for maps indicating the NRSA eligible neighborhoods.

NRSA activities under this RFP include the following:

- **HELPING OUR HEROES VETERAN HOME REPAIR PROJECT:** Funding will be available to provide housing rehabilitation and repair assistance to military veterans residing within the City's NRSA neighborhoods.
- **CANTON CARES COMPLETE NEIGHBORHOOD RESIDENTIAL REPAIR PROGRAM:** Funding will be available to provide housing rehabilitation and repair assistance to homeowners residing within the City's NRSA neighborhoods.

Rehabilitation Requirements: Inspections of all properties shall be conducted by the City of Canton. The Development Partners will evaluate the condition of owner occupied, single family housing and prepare a Scope of Work, which must receive City approval prior to initiation of work. The rehabilitation Scope of Work must meet the Department of Development Residential Rehabilitation Standards (RRS). At least 51% of homeowners assisted must have household incomes within 80% of the Area Median Income, adjusted by household size, as set forth annually by the U.S. Department of Housing and Urban Development (HUD).

Continuing Residency Requirement: Homeowners may be required to have a five-year “continuing residency” covenant recorded on their property if they receive financial assistance from NRSA funds in excess of \$5,000.

- **SAFE SUMMER YOUTH EMPLOYMENT PROGRAM:** Funding will be available for summer employment programs for youth living within the NRSA neighborhoods and for summer employment programs designed to benefit NRSA neighborhoods. Eligible costs include the hiring, scheduling, transporting, equipping, managing and paying the youth workers.

Community Based Development Organization (CBDO): Any agency seeking funding under this RFP to carry out a public service activity, such as youth summer employment (that is not part of a neighborhood clean-up program, see below) must be certified by the City of Canton as a CBDO. Please refer to the NRSA Request for Qualifications (RFQ) for additional information regarding specific CBDO qualification requirements.

- **SAFE PLACES RECREATION FACILITIES PROGRAM:** Funding will be available for the improvement of neighborhood recreation facilities located within and serving designated NRSA areas.
- **SAFE SPACES NEIGHBORHOOD CLEAN-UP PROGRAM:** Funding will be available to carry out neighborhood clean-up programs within NRSA neighborhoods. Eligible costs include the pick-up of trash and debris, dumpster rental, bagging and disposal, and incidental administrative expenses.
- **SAFE SIDEWALK PROGRAM:** Funding will be available for neighborhood improvements that will increase resident safety with NRSA areas, including sidewalk construction, repair and replacement.
- **NEIGHBORHOOD BUSINESS FAÇADE IMPROVEMENT PROGRAM:** Funding will be available to commercial property owners and businesses to provide façade renovation loans and grants. Grants will be available for preservation work on historic buildings, and to repair buildings with identified code deficiencies. Loans will be available for other cosmetic building façade improvements. Maximum Grants/Loans under this program will be \$25,000.

FINANCING: The City will finance NRSA project activities through a development agreement with the approved Development Partner.

PROGRAM INCOME: Any/all program income from the NRSA Program shall be returned to the City of Canton.

COMPENSATION: When determined to be appropriate, the Development Partner may be entitled to a developer’s fee not to exceed 10% of the total project cost.

CAPACITY: The Department of Development will consider the capacity of Development Partners in the evaluation of individual RFP proposals. Partners who have not met the requirements of the NRSA Request For Qualifications (RFQ) may not be eligible to participate in NRSA activities.

DEVELOPMENT PARTNER MINIMUM QUALIFICATIONS

The City of Canton would prefer to partner with companies that are fully qualified to carry out and administer the programs described in this RFP. However, applicants who must "partner" with another company to fulfill the minimum qualifications are also encouraged to apply (provided both can demonstrate the cooperative ability to provide the minimum qualifications). Preference will be given to applicants that meet the following:

1. For residential rehabilitation programs, the Development Partner must have demonstrated experience with the rehabilitation of single family properties. This experience includes evaluating property conditions, identifying building code violations, preparing a written rehabilitation scope of work, determining rehabilitation costs; obtaining required building permits and inspections, and having a general contractor license in good standing with the City of Canton, as well as, being a LEAD Safe Contractor with both company and EPA certifications.
2. Development Partners must meet the qualification, experience and eligibility requirements as described in the City's NRSA Request for Qualifications (RFQ), as well as have an understanding of and ability to work with CDBG Program federal regulations.
3. Development Partners seeking funding for public service activities will be required to apply for designation as a Community Based Development Organization (CBDO), Please refer to the NRSA RFQ for additional information regarding CBDO's, including the certification form.

SUBMISSION REQUIREMENTS

Proposals must include:

- 1) A detailed program description, including how you intend to proceed with this type of activity;
- 2) Project timeline, including length of time for each element of the program;
- 3) Project budget, including all cost to operate this program and how these cost will be broken up;
- 4) Number of properties to be undertaken;
- 5) Number of jobs for youth programs and the type of programs to be undertaken;
- 6) Neighborhood boundaries for clean ups;
- 7) Business address, type of repairs, age of building, etc. for Façade Program;
- 8) Name, address, and phone number of the contact person;
- 9) Listing of key personnel to complete project, including resumes;
- 10) A listing of at least three (3) professional references;

- 11) Narrative describing how the applicant meets the Development Partner Minimum Qualifications, including the agency's experience in undertaking similar residential projects.

Successful applicant(s) will be determined by the scope and capacity of the agency to conform to the requirements of the NRSA program and the City of Canton's determination of the agency's capability of providing the best service for qualified clientele, the applicant's past performance, and overall project cost. Successful applicant(s) will enter into a contract agreement with the City of Canton.

All NRSA Funds will be committed by July 1, 2013, and all NRSA project activities must be completed by October 15, 2013.

NRSA REGULATIONS AND PROGRAM GUIDELINES

All respondents are expected to familiarize themselves with the NRSA program and to follow the requirements contained in it. The City of Canton reserves the right to review employee qualifications of the agency(s) who will be undertaking the proposed project(s). The City of Canton reserves the right to reject any or all proposals and to waive any informalities or irregularities in applications/proposals received.

CONTACT INFORMATION

Information on the City of Canton NRSA Program can be found on the City's Department of Development website: <http://www.cantonohio.gov>.

Or contact:

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