



Request for Proposals
Neighborhood Initiative Program

Issuance Date: July 10, 2017

Proposals must be submitted no later than 5:00pm (EST)
on August 10, 2017

Submit to:
NIP@ohiohome.org

57 E. Main Street | Columbus, OH 43215

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SECTION 1: OVERVIEW

A. PURPOSE

The goal of the Neighborhood Initiative Program ("NIP") is to stabilize property values by removing and greening Vacant and Blighted properties in Targeted Areas in an effort to prevent future foreclosures for existing homeowners. Demolition is a critical component of strategies to stabilize home values.

Please see the Neighborhood Initiative Program Guidelines for more detailed program rules and information.

B. FUNDING AVAILABILITY AND ALLOCATION OF FUNDS

Up to \$1 million will be available to eligible Applicants for the acquisition and strategic removal of Vacant and Blighted Residential properties. Funding will be awarded in one round. Land banks that are not currently in contract to receive NIP funds via HHF are eligible to apply.

FUNDING IS PENDING FINAL APPROVAL FROM THE UNITED STATES DEPARTMENT OF THE TREASURY. The posting of this RFP does not guarantee that funds will be available.

C. ELIGIBLE APPLICANTS/PARTNERS

Applications must be submitted by a Land Bank established under Section 1724 of the Ohio Revised Code or a local entity that signed a cooperative agreement with the established Land Bank. There may be only one Applicant per county. A Partner is the award recipient and the responsible party with whom OHFA will execute an Agreement. A Partner must have the capacity and experience to administer the Program.

Partners are encouraged to collaborate with other local governments and with non-profit organizations including community development corporations, regional planning commissions, and community action agencies. Collaboration between the Partner and other local governments or non-profit organizations should be documented in the Application.

D. ELIGIBLE PROPERTIES

The Applicant must acquire, or already own the property being demolished. Only Vacant and Blighted Residential or mixed use Properties with a unique address that qualify for lawful demolition under state or federal law are eligible for NIP funding. Properties must be located in a Target Area that is part of a comprehensive strategy to stabilize home values and prevent foreclosure. Historic properties listed on the federal historic register are not eligible. Properties located in historic districts will be subject to local historic preservation legislation, which may or may not allow for demolition. Each property must have a Loan of non-HHF funds; please see the NIP Program Guidelines for a full definition of a qualifying Loan.

E. ELIGIBLE USES OF FUNDS

The maximum amount of assistance is \$25,000 per 1-4 unit property and \$75,000 for properties containing 5 or more units, which may only be used for payoff a Loan, approved demolition, remediation and greening of the site, maintenance, and administration for up to three years.

F. USE RESTRICTION

The Partner will execute a note and mortgage for each property providing for a maximum draw amount of \$75,000 in favor of Ohio Homeowner Assistance, LLC ("OHA"). The amount due under the note will not exceed the actual amount of NIP funds disbursed in connection with the mortgaged property. The mortgage will be a zero percent non-amortizing loan with a three (3) year term.

The outstanding balance of the note will be due on sale, transfer, or unauthorized use(s) of the property; all net proceeds of any sale or transfer must first be applied to payment of the OHA mortgage. The mortgage lien may be released prior to maturity upon transfer to an adjacent owner occupant, local government or private entity, for an eligible use.

SECTION 2: EVALUATION CRITERIA

A. REVIEW PROCESS

The review process will include a threshold review to determine if the Applicant is eligible and the proposal is complete. The application is due on **August 10, 2017 by 5:00 p.m.** Eastern Standard time. No late applications will be accepted and this will be the **last application round for the Hardest Hit Fund Neighborhood Initiative Program.** OHFA will complete threshold reviews of Applications and offer the Applicants the opportunity to correct deficiencies in their Applications. Corrections will be due by 5:00p.m. Eastern Standard Time on August 31, 2017.

All Applications that pass the threshold review will be further reviewed by OHFA staff and scored according to the point system set forth below. The review will cover the Applicant's experience and capacity, Target Area plan, acquisition strategy, demolition strategy, and greening, maintenance, and disposition strategy.

Scoring Category	Maximum Points
1. Experience and Capacity	30 Points
2. Target Area Plan	30 Points
3. Acquisition Strategy	20 Points
4. Demolition Strategy	10 Points
5. Greening, Maintenance, and Disposition Strategy	10 Points
TOTAL POSSIBLE POINTS	100 POINTS

To be eligible for funding, the Applicant must score a minimum of 40 points. *Total points required was lowered for this application phase due to the limit number of funds that will be available per land bank.* Qualifying applicants will receive an allocation equaling the total amount of properties in their pipeline not to exceed \$250,000. Based on the number of applications received, applicants may not be fully funded to cover their pipeline and should have additional resources available.

SECTION 3: RESPONDING TO THE RFP

Please submit the following items in the order shown below. The application should be submitted electronically in one pdf document. Only if necessary, maps and large attachments may be emailed separately. All narratives should be presented on 8.5x11 inch document in 12 point font. Please be concise and **do not exceed** to the page limits for each narrative section. Email the PDF file to NIP@ohiohome.org no later than 5:00 p.m. (EST) on August 10, 2017.

Required items for submission include an Applicant Information Form along with Narratives, Lists, Attachments, and the Pipeline Form. **See Application Form & Checklist.**

It is OHFA's policy to accept questions and inquiries from all potential applicants. Potential applicants may submit their questions or inquiries via email to NIP@ohiohome.org.

A. APPLICANT INFORMATION

Applicants must submit an Application for the Neighborhood Initiative Program including a Lead Entity Authorization & Certification, Land Bank Authorization & Certification for Non-Land Bank Applicants (if applicable), and contact information.

Form: Complete the Application for the Neighborhood Initiative Program.
(Required)

B. EXPERIENCE AND CAPACITY (30 POINTS)

OHFA will conduct a review of the experience and capacity of the Applicant. OHFA requires the Applicant to provide:

1) Track Record:

Narrative (limit one page): Provide a narrative describing the history and experience of the organization, including recent successes and challenges. A summary of the Land Bank's activity under the Moving Ohio Forward program to date by clearly specifying the number of units demolished, and the average total cost per unit. If

the Land Bank did not participate in Moving Ohio Forward because it is newly created, provide a summary of the county's participation and explain how the Land Bank will work with the entities that have the prior experience; (10 points)

2) Staff:

Attachment: Provide a full organizational chart, staff roster, and resumes of key staff within the organization. Provide a listing of the members of the organization's governing body. If the Applicant is a Non-Land Bank, the Applicant should also provide the information for the Land Bank with which it is affiliated; (10 points)

3) Collaboration:

Narrative (limit one page): Explain how it seeks input from and collaborates with neighborhood and community groups and local partners. If the Applicant is a Non-Land Bank, the Applicant should also provide the history and experience of the Land Bank with which it is affiliated; (5 points) and,

4) Financial:

Narrative (limit one page): The applicant must have the financial capacity to conduct acquisition, demolition of properties for NIP on a reimbursement basis. Describe the applicant's source of funds and annual budget. Explain how Applicant will fund expenses prior to reimbursement from NIP. (5 points).

Attachment: Provide the most recent audited financial statements for the Land Bank. If the Land Bank has not had an audit, then statements that were reviewed or compiled by a third-party accountant or the most recent internally prepared financial statements may be submitted. (required for threshold review)

C. TARGET AREA PLAN (30 POINTS)

Applicants must submit a strategy, called a Target Area Plan, which proposes selective or wholesale acquisition and demolition of Vacant and Blighted properties in Target Areas that are part of a larger, comprehensive strategy to stabilize home values and prevent foreclosure.

1) Target Area Maps:

Attachment(s): Provide a map showing all of the Target Areas within the county. For each individual Target Area, provide a detailed street level map along with a written boundary description that delineates the limits of the Target Area. (10 points)

2) Strategy:

Narrative (limit one page per area): Explain the reasons the Target Areas were selected and how the strategy will reduce foreclosures for existing homeowners by increasing the value of surrounding properties, attracting private investment and development, or supporting current investment and development. Using best available data for the Target Areas, describe the number and percentage of owner-occupied Residential units, and show evidence of decline in property values. For each Target Area, describe the neighborhood assets, including recent and proposed public or private investments, proximity to employment, major institutions, and amenities. Describe the impact of proposed demolition on the fabric of the neighborhood, and if applicable, identify local historic districts and properties. (15 points)

3) Neighborhood Category

List: List the neighborhood types for the Target Areas. Partners should look first to Tipping Point Neighborhoods, although all types of neighborhoods may qualify with justification. Categorize neighborhoods using the descriptions in Program Guidelines. (5 points).

D. ACQUISITION STRATEGY (20 POINTS)

All properties must be owned by the Applicant to qualify for NIP. The Applicant may acquire the properties through tax foreclosure, purchase of tax liens, forfeiture, donation, purchase, or other means.

Form: Using the OHFA provided Pipeline Form, identify all the eligible properties that are currently held by the Applicant or are in process to be acquired for NIP. Group each specific address by Target Area and include the method of acquiring the property. (15 points)

Narrative: (limit one page) Describe the strategy for acquiring additional properties in the Target Areas through tax foreclosure, purchase of tax liens, forfeiture, donation, purchase, or other means. (5 points.)

E. DEMOLITION STRATEGY (10 POINTS)

The Applicant must provide policies and procedures for conducting demolition of properties, if such policies have been adopted. If the Applicant is a Non-Land Bank, the Applicant should state the policies and procedures of the Land Bank with which it

is affiliated. Partners will be required to adopt policies regarding demolition prior to executing a funding agreement with OHFA. At a minimum, these policies should address: inspections, permits, asbestos abatement, selection and payment of contractors, cost certification and quality control.

Narrative: Provide a narrative describing the process for management and oversight of the demolition process from initial inspection through final inspection. Describe the process for asbestos/lead and other hazardous material remediation. Explain how the Partner will cover expenses that exceed allowable costs. Describe the entire demolition timeline for an average unit, and estimated average costs. List the demolition contractors that are expected to participate in NIP. (10 points)

F. MAINTENANCE, DISPOSITION, AND GREENING STRATEGY (10 POINTS)

The Neighborhood Initiative Program requires Partners to maintain properties for three years following the disbursement of NIP funds for demolition. OHFA encourages additional greening of the properties, and collaborative methods of conveying the properties for eligible uses after demolition.

Narrative: (limit one page) Describe current approach to maintenance of property, as well as the plan to meet the requirements for maintaining the property for the required term. (4 Points)

Narrative: (limit one page) Discuss collaborative relationships that could lead to disposition of properties through transfers to other owners qualifying for early lien release. Examples include side lot programs, non-profit or public uses, etc. (4 Points)

Narrative: (limit one page) If interested, describe greening experience and methods that go beyond basic site grading and seeding after a demolition has occurred. (2 Points)

SECTION 4: NEXT STEPS

A. FUNDING AWARD

Applicants will be notified of their funding award via email by September 15, 2017. Within ten business days following the award announcement, OHFA will send contract documents to the Partner. Documents should be executed as soon as possible, consistent with the Program Calendar.

B. APPEAL PROCESS

Upon request, OHFA will provide the scoring summary and will meet with Applicants that were not funded. Appeals must be submitted within 30 days of the awards.

Applicants who wish to appeal must request their scoring summary and shall submit documentation to address deficiencies in the original Application(s).

Appeals will be reviewed by at least one member of OHFA's Senior Staff. Funding awards to qualified applicants will be subject to the availability of funds.