

(Print on Letterhead)

June 9, 2017

**REQUEST FOR PROPOSAL (RFP)
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND ECONOMIC DEVELOPMENT
ODSA FUNDED PROGRAMS
PY 2017 & PY 2018**

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

SCOPE OF WORK

It is the intent of the City to apply for funding through the Community Development CDBG Programs for the PY 2017 Allocation, as well as, Competitive CDBG Grant Programs and utilize the City's Balance of the CDBG ED Revolving Loan Funds. However, this could extend to Competitive CDBG Grant application in PY 2018 as well as Economic Development Programs as the opportunity arises.

The expected product of the City Community Development 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), 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:

- Prepare the Community Development application(s) to meet OCD guidelines.
- Once funding has been awarded, schedule, publicize, and conduct public meetings to announce the availability of funds through the program.
- Conduct an Environmental Review for the entire project.
- Prepare bid packets for projects and conduct proper contract management;
- Conduct a prevailing wage program;
- Conduct Fair Housing training sessions.
- Establish and maintain a record-keeping system acceptable to Ohio Development Service Agency, Community Services Division, Office of Community Development (OCD) and the City.

FAIR HOUSING PROGRAM COMPONENT

The expected product of the City'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 Development Program per the requirements of HUD.
- Act as the City'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 City.
- Coordinate, conduct, and prepare documentation of required training sessions.
- The Fair Housing program will be conducted in accordance with the guidelines established by the Ohio Development Service Agency, Community Services Division, Office of Community Development.

INFORMATION SOUGHT FROM APPLICANT

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

- A list of personnel employed by the applicant that will be involved in the City's Community Development Program, and Fair Housing.
- The qualifications and experience of those personnel.
- A synopsis of the organization's experience in preparing and writing Community Development applications, the administration and implementation of those Programs, including Fair Housing programs.
- A list of other communities for which the organization provides (or has provided) program administration and support, and Fair Housing, 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 City Manager, 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 City of Portsmouth.

SUBMISSION OF PROPOSALS

Applications will be received at the address below or via email to TShearer@portsmouthoh.org until the close of business on **Friday June 23, 2017**. If submitted via email, it is the responsibility of the sender/offeror to confirm "Receipt of the Proposal" by the City.

Please address all correspondence to:

Tracy Shearer
Office of Community Development
City of Portsmouth
728 Second St
Portsmouth, OH 45662

(740) 354-5673

TShearer@portsmouthoh.org