

LEGAL AD and NOTICE to CONTRACTORS

CONTRACT NUMBER CDBG-2019-6

Butler County Community Development (County) located at 130 High Street is seeking a Request for Proposal (RFP) for the solicitation of CDBG Emergency Home Repair Program for the three year period commencing on or about December 1, 2020 through November 30, 2023. This CDBG program utilizes funds from the U.S. Department of Housing and Urban Development (HUD) and requires all HUD federal requirements to be met by providers of these services. The CDBG Emergency Home Repair Program will involve qualifying clients based on income and other factors who are requesting assistance with home repairs.

Proposals are to be SEALED and delivered to the Butler County Community Development Office. Each proposal shall bear on its face the name and address of the Provider submitting and shall be plainly marked "Proposal No. 2019-6, CDBG Emergency Home Repair Program".

Sealed Proposals will be received at Butler County Community Development, 130 High Street, 6th Floor, Hamilton, Ohio 45011 until 10:30 a.m. EST on Friday, September 18, 2020.

Specifications may be obtained at the office of the Butler County Community Development; or by query at community development website at: development.bcoho.us , or by calling 513-785-5391.

Providers submitting proposals are required to complete and submit ALL forms that are included with the packet. Providers are required to use the forms furnished by the County when submitting their proposals. Forms provided cannot be altered.

The Board of Butler County Commissioners reserves the right to waive informalities; to reject any and all proposals or any portion of a proposal; and to hold proposals valid for sixty (60) days from the proposal date.

Butler County reserves the right to award partial proposals to multiple contractors. Providers may receive proposal awards for some but not all of the items on the specified list.

By order of the Board of Butler County Commissioners:

T. C. Rogers, President

Cindy Carpenter, Vice President

Donald L. Dixon, Commissioner

Attest: Flora R. Butler, Clerk

Publish 1 time: Thursday, September 3, 2020, *Journal-News*

Please forward one Proof of Publication and Invoice, setting forth a true and complete copy of said notice and the exact date on which it was published to:

Butler County Community Development

130 High Street, 6th Floor

Hamilton, Ohio 45011

desmond.maaytah@bcoho.us

If there are any questions, please contact this office at 785-5391.

Request for Proposals (RFP) for CDBG Emergency Home Repair Program

Proposal-CDBG-2019-6

Butler County Community Development . PH: 513.785.5391



Background

The Butler County Community Development Division is soliciting applications to allocate Community Development Block Grant (CDBG) funds for county-wide CDBG Emergency Home Repair Program that meet objectives in the County's 2020-2024 Consolidated Plan. Butler County will contract with the successful non-profit agency to provide services in a sub recipient capacity.

The County will receive \$1.2 million in 2020 CDBG funds from the U.S. Department of Housing and Urban Development (HUD) to benefit low to moderate income households and areas, create economic opportunities, provide safe & secure housing, and improve living environments for communities and residents. The program was authorized under Title 1 of the Housing and Community Development Act of 1974.

Participating Jurisdictions

We are soliciting applications via this Request for Proposals (RFP) for an emergency home repair program to serve residents in Butler County, outside the Cities of Hamilton & Middletown. The County is comprised of numerous local governments; the Cities of Hamilton & Middletown receive their own HUD funding and are not eligible for County funds. All areas of Butler County, outside city limits of Hamilton and Middletown, are eligible areas for this program.

Amount of Funding Available

The budget for CDBG Emergency Home Repair Services is expected to be \$110,000 to be spent over a 3 year period for this program. The maximum funding per home will be \$5,000. The expected contract period will be December 1, 2020 – November 30, 2023.

How Will Funding Decisions be Made?

Community Development Staff will review and recommend a non-profit for funding.

Proposals will be evaluated based on the following criteria:


- Efficiency of the service provided - Cost per unit of service.- 20 points
- Leverage of outside funds to provide service.-20 points
- References/ Experience- 20 points
- All proposal requirements included in proposal.- 20 points
- Performance measures for timeliness, customer satisfaction- 10 points
- Support from specific community- 10 points

Eligible Applicants

Only non-profit organizations are eligible to apply for CDBG funds under this RFP. CDBG funds cannot be used for any programs or services that currently or recently funded by other County sources, such as tax levies or other grants. HUD does not allow CDBG funds to supplant other funding sources. Government agencies are not eligible to apply for these funds.

Income Limits for Persons Receiving Services

Programs must benefit persons or households that are considered very low or extremely low income; this is defined as 0% to 50% of the Area Median Income (AMI).

CDBG & HOME Programs		Persons in Household							
Income Limits	Category	1	2	3	4	5	6	7	8
	Extremely Low (30%) Income Limits	18,150.00	20,750.00	23,350.00	25,900.00	28,000.00	30,050.00	32,150.00	34,200.00
	Very Low (50%) Income Limits	30,250.00	34,550.00	38,850.00	43,150.00	46,650.00	50,100.00	53,550.00	57,000.00
	Low (80%) Income Limits	48,350.00	55,250.00	62,150.00	69,050.00	74,600.00	80,100.00	85,650.00	91,150.00
	Over Income Limits	48,351.00	55,251.00	62,151.00	69,051.00	74,601.00	80,101.00	85,651.00	91,151.00
* Data covers Cincinnati, OH-KY-IN HUD Metro FMR Area									
* Effective Date: July 1, 2020									

Application and Approval Process

- Deadline to apply is Tuesday September 18, 2020 at 4:00 PM
- Applicants will be able to submit questions before September 15, 2020 to desmond.maaytah@bcoho.us. Questions will be shared with applicants at community development website accessed at: development.bcoho.us click on community development
- Funding recommendations will be made by the Department Staff and provided to the County Administrator and Board of County Commissioners.
- Funding decisions are anticipated in October 2020
- Final contracts will be approved by the County attorneys and executed by the County Administrator
- Three-year contract will begin on December 1, 2020

Eligible Properties/ Repairs

Single family homes, townhouses, condominiums that are owner-occupied within the boundaries of Butler County Ohio but outside the city limits of either Hamilton or Middletown. Minor repairs to conditions threatening the health and safety of the occupants are eligible. Repairs to outbuildings or items that do not affect the occupants conditions living inside the home are ineligible. For example carports or driveways would be ineligible unless required as part of accessibility or disability. Apartment or rental units are not eligible. Maximum Amount of \$5000 in CDBG funds per property.

Special Conditions

Pursuant to 2 C.F.R. §200.318, 24 C.F.R. 570.489, 24 C.F.R. 570.611 and recommendation of the Butler County Prosecutor's Office repair work shall not be performed by paid employees of the non-profit agency to avoid potential conflict of interests arising. Work is to be performed by individuals or contractors that are not employees of the sub-recipient and are not related to employees of the sub-recipient. Materials used are to be reimbursed at cost without markup.

Ineligible Uses of Funds

The description of Ineligible Use of Funds set forth in the Request for Proposals for 2019 CDBG Countywide Nonprofit Services is hereby deleted and substituted with following:

- Administrative or operating costs that are not related in any manner to a service being delivered;
- Indirect costs that are not permitted by CDBG regulations, not adequately documented, and not properly allocable to the CDBG program;
- Political activities, including lobbying;
- Capital expenditures including purchase of vehicles, computers, printers, furniture, etc.; and
- Any other expenditures not permitted by federal regulations.

For additional information about eligible and ineligible uses of CDBG funds, please see:

https://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17133.pdf

Scope of Services

The scope of services for the Minor Home Repair Grant Program include:

- **General Program Administration**
 - Experience and knowledge of federal HUD regulations and guidelines, specifically compliance with CDBG regulations.
 - Providing technical assistance to County staff to enhance and/or amend the Emergency Home Repair Grant Program as needed.
 - Developing policies, procedures, and any other documents necessary for program administration and implementation.
- **Marketing**
 - Marketing the program to ensure that there is ongoing, broad exposure for the program including
 - Designing, printing, and distributing materials
 - Attending community events and neighborhood meetings
 - Presentations for constituent groups such as seniors, targeted income groups, HOAs, etc. to increase awareness and promote program participation
- **Customer Relations**
 - Providing prompt and helpful customer service in areas including housing rehabilitation standards, grant underwriting, construction progress and completion.
 - Customer service should be provided by phone, email, website, and in-person to participants and potential participants

- **Applicant Screening & Qualification**
 - Assess program applicants for eligibility including income eligibility and ownership status
 - Verify title and ownership status of the property
 - Verify the property is owner-occupied.

- **Project Management**
 - Providing skilled inspection services to develop scopes of work
 - Prepare a scope of work and specifications in cooperation with the owner
 - Environmental, Historic Preservation, and Lead Based Paint reviews under state and federal statutes
 - Prepare a cost estimate, prepare bid packages, conduct a bid walk for contractors
 - Review bids for costs and program standards and assist owner with contractor selection
 - Prepare and execute all project documents including grant agreements, inspection reports, photos, construction-related documents, Notice of Completions, and all other documents related to the project.
 - Monitor and review contractor work to ensure compliance with local and State health, safety, and building laws along with contract and Program standards.

- **Contractor Oversight**
 - Subrecipient to screen and require contractors to be licensed and insured. Additionally selected contractors shall not be debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549.
 - Require contractors to obtain building permits for structural, plumbing, electrical, heating, and any other repairs that require County inspections and secure the all required permits from the County's Building Department.
 - Payments
 - In cooperation with owners, authorize direct payments to contractors
 - Require and receive lien releases from contractors

- **Reporting Services**

The following information shall be reported on an annual basis.

 - *Financial*
 - Program expenditures per individual project and cumulative totals for the Program and subprograms.
 - Program expenditures by individual subprogram and cumulative totals
 - *Performance* - Progress toward meeting Program goals including:
 - Project address
 - Name and address of applicant
 - Date of application received
 - Date of inspection(s)
 - Project start and completion dates

- Description of work performed
- Name of contractor
- Total number of applications
- Total number of units under construction
- Total number of units completed or committed

- *Demographics-*

Owners/Tenants

- Name
- Address
- Income level
- Race and ethnicity per applicable federal and state statutes
- Head of household (female, elderly, disabled)
- Household size

Contractors/Subcontractors

- Name
- Address
- Race/ethnicity
- Women-owned business
- Section 3 business concern

Insurance Requirements

Type of Insurance	Minimum Limits
Commercial General Liability	\$1,000,000 per occurrence. Commercial general coverage covering comprehensive General Liability on an “occurrence” basis
Automobile Liability	\$1,000,000 per occurrence. No endorsement shall be attached limiting the coverage.
Workers’ Compensation	\$1,000,000 per accident. Subrecipient may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the State of Ohio. The Workers’ Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the Subrecipient, its employees, agendas, and subcontractors.
Professional Liability For licensed professionals performing work pursuant to this Agreement	\$1,000,000 covering the licensed professionals’ errors and omissions. Any deductible or self-insured retention shall not exceed \$150,000 per claim

Compliance and Monitoring

The County will monitor the sub-recipient to ensure that:

- Proper accounting and financial controls are in place

- Program regulations are being followed
- Supporting documentation is provided for all expenses
- Services benefit low- to moderate-income persons and data is being collected
- Services are being delivered in a timely fashion
- Progress is being made towards performance goals

Federal Lobbying Prohibition Disclosure

All agencies that receive CDBG funds must sign and follow the Certification for Federal Lobbying Prohibition Disclosure in contract documents as required by HUD. For additional information, please see this link: https://lobbyingdisclosure.house.gov/amended_lda_guide.html

CDBG Contract Template

The County will draft sub recipient contracts based upon HUD's CDBG template contract which the proposer must review prior to submitting his or her proposal and can be found at:

<https://www.hudexchange.info/sites/onecpd/assets/File/Managing-CDBG-Subrecipient-Oversight-Chapter-3.pdf>

Invoicing and Reporting

Nonprofit agencies will submit monthly invoices and performance reports for reimbursement. Contract end reporting will be submitted no later than 30 days after the end of the contract.

Proposal Requirements

Each response to this RFP shall include the information described in this section. Provide the information in the specified order. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP.

- **PROJECT SUMMARY / SCOPE OF WORK**

Provide a summary of the services your agency proposes to provide for each item listed in the Scope of Work. However, the Scope of Work is not exhaustive therefore if there are other tasks you feel are important in administering a successful program, please include them as additional items in your scope of work. Please also make sure to include the following information: title of this RFP, name and mailing address of organization, and identify the designated contact person (including email address and phone number).

- **PROPOSED GOALS**

Provide a statement that is not more than one (1) page identifying your proposed goals for each of the contracts 3 years. The proposed goals should include number of grants you expect to issue and any other milestones you anticipate completing and reporting on.

- **QUALIFICATIONS**

Provide a statement that is not more than two (2) pages listing the professional qualifications and experience of your organization and its specialized experience and technical competence that qualify it to administer the CDBG Emergency Home Repair Grant Program.

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- **EXPERIENCE**



Provide a statement that is not more than two (2) pages listing any current or past experiences with administering similar types of programs and indicate the clients/program names, locations, and dates administered.

- **PROPOSED TEAM AND ORGANIZATIONL STRUCTURE**

Describe the organizational structure which will administer the CDBG Emergency Home Repair Grant Program. Identify key personnel (including subcontractors) who will have substantial roles in program administration. Describe personnel responsibilities and include resumes for them.

- **PROPOSED BUDGET**

Describe your proposed budget to administer the Home Repair Grant Program. The anticipated budget is \$110,000 over 3 years. The program administration budget may not exceed 20% of the total annual program budget for each fiscal year. Provide any leverage of outside funds or in-kind-services.

- **REFERENCES**

Provide a list of names, addresses, and telephone/email contacts of at least two (public sector preferred) clients for which the firm/organization has successfully administered a single-family residential rehabilitation program or similar housing program.

- **EXPECTATIONS OF COUNTY**

Identify any information and tasks expected from Butler County to enable you to complete the Scope of Work.

- Proposer must certify in writing that he has reviewed both the HUD CBGD template contract prior to submitting his or her proposal.
- Proposer must include a signed copy of the Certification for Federal Lobbying Prohibition Disclosure Form with his or her proposal.

DISCLOSURES

- **The contracting authority reserves the right to reject any proposal in which the offeror:**
 - Takes exception to the terms and conditions of the request for proposals;
 - Fails to meet the terms and conditions of the request, including but not limited to, the standards, specifications, and requirements specified in the request for proposals; or
 - Submits prices that the contracting authority considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the contracting authority;
- **The contracting authority reserves the right to reject, in whole or in part, any proposal that the county contracting authority has determined, using the factors and criteria the contracting authority develops pursuant to criteria from page 1 would not be in the best interest of the county; and**
- **The contracting authority may conduct discussions with offerors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals.**

SUBMISSION REQUIREMENTS

Proposers shall submit all requested items.

DEADLINE: Tuesday September 18, 2020 by 4:00 PM

Submission Format

- Submit one 1 hard copy of the proposal to the address below:
Butler County Community Development
Attn: Desmond Maaytah, Community Development Manager
130 High Street
Hamilton, OH 45011

Failure to provide all required submittals in completed form may result in a proposal being found non-responsive and given no consideration. Proposals must be neat, complete, and fully address all information requested.

Questions

If you have questions, please contact Desmond Maaytah at desmond.maaytah@bcoho.us as questions should be in writing and submitted before September 15, 2020. Questions/ Answers will be posted at Community Development Website accessed through: development.bcoho.us

