



Neighborhood Initiative Program

Request for Proposals

Issuance Date: June 1, 2018

This RFP will be open for responses until July 31, 2019, until funds are exhausted, or at the discretion of the Ohio Housing Finance Agency.

Submit to:

NIP@ohiohome.org

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 NIP guidelines for more detailed program rules and information.

B. FUNDING AVAILABILITY AND ALLOCATION OF FUNDS

An allotment of funds will be available to be reserved and will be accessible by eligible land banks. This allotment will have a minimal amount of funds available, and the amount may change based on performance in other Hardest Hit Fund (HHF) programs. Land banks that are not currently participating under the program or have exhausted all of their funds, including their recycled funds, may apply.

The posting of this RFP does not guarantee that funds will be available.

C. ELIGIBLE APPLICANTS/PARTNERS

Responses 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 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 partner must already own one or more properties planned for demolition prior to submission of a response to this RFP. 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

mortgage of non-HHF funds; please see the NIP guidelines for a full definition of a qualifying mortgage.

E. ELIGIBLE USES OF FUNDS

The maximum amount of assistance is \$25,000 per one- to four-unit property and \$75,000 for properties containing five or more units, which may only be used for payoff a loan, approve demolition, remediate and green the site, maintenance, and administration for up to three years. There will be \$12,500 available for reimbursement, per address. In the event that the demolition and greening goes over \$12,500, additional funds may be disbursed based on availability up to the program cap.

F. USE RESTRICTION

The partner will execute a note and mortgage for each property providing for a maximum draw amount of \$25,000 or \$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-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.

Once a proposal has been reviewed and approved, additional proposals for attachment to the allotment of funds will not need to be submitted. If all items listed under Section 3 are not submitted, the land bank will not be eligible to request a reimbursement of funds and will not be permitted to cure the request. Additionally, any RFP response exceeding the five-page limit, will not be reviewed.

After approval of the first response to the RFP, a land bank will only need to submit property addresses and proof of ownership for additional requests.

Land banks participating in the program on or before May 31, 2018, are not required to submit an additional RFP response. Instead, they should submit a request to NIP@ohiohome.org that includes the property addresses and proof of ownership for the units they would like consideration of.

SECTION 3: RESPONDING TO THE RFP

Please submit the following items in the order shown below. The response 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 the page limits. Email the PDF file to NIP@ohiohome.org. This RFP will be open for responses until July 31, 2019, until funds are exhausted or at the discretion of OHFA.

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 a response for NIP including a lead entity authorization and certification, land bank authorization and certification for non-land bank applicants (if applicable) and contact information.

Form: Complete the application for NIP. This form is attached to this request. This form does not count toward the five-page maximum.

B. CAPACITY AND TARGET AREAS

OHFA will conduct a review of the experience and capacity of the Applicant. OHFA requires the requestor to provide the following in narrative format:

- 1) Evidence of the land bank's ability to secure cash for the completion of demolitions
- 2) An explanation of the target area(s) that will be addressed and how the land bank will be able to produce post-demolition evidence of the success of the revitalization and stabilization of the neighborhood. The target area description should include details concerning whether the area is a healthy, tipping point, revitalization or redevelopment area. The target area shall include more than one residential unit to be addressed. A map of the target area(s) must be provided.
- 3) Any additional information the land bank would like to share concerning the anticipated performance of the land bank
- 4) Names and contact information of individuals that will be instrumental in running the program for the land bank

SECTION 4: NEXT STEPS

A. FUNDING AWARD

Requestors will be provided an agreement upon validation that properties have been acquired. The agreement will include the amount reserved for the land bank at the amount of \$12,500 for each owned and eligible property. The funds will only be reserved for 90 days and all work must be completed and submitted for reimbursement within that period.

B. APPEAL PROCESS

Responders who wish to appeal the denial of their acceptance into the program must do so within 30 days and must provide information demonstrating that all required documentation was submitted with the initial request.

Appeals will be reviewed by at least one member of OHFA's senior staff.

APPLICATION FOR THE NEIGHBORHOOD INITIATIVE PROGRAM
LEAD ENTITY AUTHORIZATION AND CERTIFICATION

I understand that by signing this application, I grant the Ohio Housing Finance Agency or its authorized agents access to any records needed for verification and evaluation of the information provided in this application. I understand that completion of the application does not guarantee that I will receive assistance.

I certify that the information I have provided in this application is, to the best of my knowledge, a true and accurate and complete disclosure of the requested information. I certify I read the Request for Proposals and, to the best of my knowledge, this application is complete. I understand that I may be held civilly and criminally liable under federal and state law for knowingly making false or fraudulent statements.

Applicant Name: _____

Signature: _____

Title: _____

Name (printed): _____

Date: _____

LAND BANK AUTHORIZATION AND CERTIFICATION FOR NON-LAND BANK APPLICANTS

I certify that our organization is a "County Land Reutilization Corporation" as defined in Ohio Revised Code Chapter 1724, and we have signed a cooperative agreement with the above Applicant. I further certify that the information provided in this application is, to the best of my knowledge, true, accurate and complete.

Land Bank Name: _____

Signature: _____

Title: _____

Name (printed): _____

Date: _____

APPLICATION FOR THE NEIGHBORHOOD INITIATIVE PROGRAM

APPLICANT INFORMATION FORM

Lead Entity Name: _____

Lead Entity Address: _____

Lead Entity Phone Number: _____

Primary Point of Contact (POC): _____

POC Address: _____

POC Phone Number: _____

POC Email Address: _____

POC Facsimile Number: _____

ASSOCIATED ENTITY FOR NON-LAND BANK APPLICANTS

- The Applicant is a Land Bank as defined by the RFP.
- The Applicant is a not Land Bank as defined by the RFP (complete below).

Affiliated Land Bank Name: _____

Land Bank Address: _____

Land Bank Phone Number: _____

Land Bank Primary Point of Contact (POC): _____

Land Bank POC Phone Number: _____

Land Bank POC Email Address: _____

Land Bank POC Facsimile Number: _____