

CANTON NEIGHBORHOOD REVITALIZATION STRATEGY AREA PROGRAM REQUEST FOR QUALIFICATIONS (RFQ) – NRSA PROJECT SERVICES

PURPOSE

The City of Canton is seeking qualified community based development organizations, non-profit community groups, contractors, and developers to provide services to the City as part of its Neighborhood Revitalization Strategy Area Program (NRSA).

INTRODUCTION

Successful respondents to this RFQ will be eligible to apply for contracting roles and funding for specified activities approved under the City's Neighborhood Revitalization Strategy Area Program.

Notice of qualification under this RFQ does not guarantee funding. Under a separate Request for Proposals (RFP), the City of Canton is accepting proposals for NRSA project activities. Each specific contract activity or project will be accepted based on its merit and conformity with NRSA regulations. The City also reserves the right to negotiate the scope of work and funding terms in order to best serve the interests of the city of Canton in carrying out NRSA Program activities.

RFQ submission requirements, as well as additional information on the City of Canton NRSA Program is available at the City's Department of Development website: <http://www.cantonohio.gov> or by contacting the Canton Department of Development (330)489-3330.

REQUEST FOR QUALIFICATIONS (RFQ)

This RFQ has been established to encompass multiple contracting opportunities anticipated under the NRSA. Qualified organizations are invited to submit a statement of qualifications describing their ability to carry out the activities outlined below. Applicants should detail the areas of the following services they are able to successfully provide.

Applicant responses are sought to address the following services:

- The rehabilitation of single family residential properties for eligible homeowners;
- Summer youth employment programs including the hiring, scheduling, transporting, equipping, managing and paying the youth workers;
- The 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 facade improvements. Maximum Grants/Loans for the Business Façade Program will be \$25,000.00.
- Neighborhood clean-ups, including the pick-up of trash and debris, dumpster rental, bagging and disposal. Reasonable incidental program expenses, including advertising, will also be eligible.

- Neighborhood safety improvements including sidewalk construction, repair, and replacement.

THE FOLLOWING ARE THE PRIMARY GUIDELINES OF THE CITY OF CANTON NEIGHBORHOOD REVITALIZATION STRATEGY AREA PROGRAM:

NRSA ELIGIBLE NEIGHBORHOODS: NRSA funds can only be used within 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 Department of Development website, for maps indicating the NRSA eligible neighborhoods.

PROPOSAL SUBMISSION

In order for your proposal to be considered responsive, it must include:

- A. The Agency or Business name, name of contract person, mailing address, email address, and phone and fax numbers.

In addition, any agency wishing to undertake a public service activity, such as summer youth employment (that is not part of a neighborhood clean-up project), must be certified by the City as a Community Based Development Organization (CBDO) and must complete and submit the attached CBDO application. *It is not necessary to be certified as a CBDO to undertake other types of NRSA activities.*

- B. A detailed description of the scope of work to which the Agency will commit, including:
1. A detailed description of the associated services you will provide to assist in the successful implementation of the NRSA projects.
 2. A detailed and concise description of how you will provide the services. For example, if you propose to provide "youth summer jobs", describe in detail all the steps you will undertake to successfully provide this service as it relates to the NRSA project activities.
- C. A detailed budget or fee schedule for these services, including a description of the basis for all cost items.
- D. A list of all the persons who will be involved providing the services, describe each person's qualifications and proposed involvement in specific tasks. Attach a resume for each person.
- E. A list and description of similar work completed in the last two years.

- F. Contact information for references from at least two organizations for which work similar to that proposed has been completed. Include the reference's name, organization, telephone number and email address.
- G. Any additional information or materials relevant to the Agency's qualifications, availability, and capacity to perform the work.
- H. Authorization for the City of Canton to verify references.

EVALUATION OF PROPOSALS

The City of Canton will review the qualifications and proposed scope of work submitted. Proposals will be evaluated on clarity and completeness; collaborations; project feasibility; financial feasibility, leveraging and market; cost reasonableness; and experience, capacity and past performance. The City may request additional information or clarification from the applicant at any time during the RFQ process.

RIGHT TO REJECT PROPOSALS

The City of Canton reserves the right to reject any or all proposals and to waive any informalities or irregularities in applications/proposals received. The City also reserves the right to negotiate the scope of work and funding terms in order to best serve the interests of the City of Canton in carrying out NRSA program activities.

Please submit two sealed copies of your statements of qualification to:

Department of Development
Attn: Lisa Miller, Director
218 Cleveland Avenue SW – 5th Floor
P.O. Box 24218
Canton, OH 44701

CONTACT INFORMATION

Community Development Dept.
Attn: Aane Aaby
218 Cleveland Ave SW – 5th Floor
Canton, OH 44701
(330)489-3330
(330)580-2070 FAX
aane.aaby@cantonohio.gov

Community Development Dept.
Attn: Lisa Miller, Director
218 Cleveland Ave SW – 5th Floor
Canton, OH 44701
(330)489-3258
(330)580-2070 FAX
lisa.miller@cantonohio.gov

CITY OF CANTON
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
NEIGHBORHOOD REVITALIZATION STRATEGY AREA PLAN

APPLICATION / AFFIDAVIT FOR DESIGNATION AS A
COMMUNITY-BASED DEVELOPMENT ORGANIZATION (CBDO)

The list below details the criteria to meet in order to be certified as a qualified CBDO. An agency must meet all of the requirements of at least one of the two sections listed below. Complete the appropriate section for your agency.

AGENCY _____

Section I.A. Must meet all eight components listed below.

- Is an association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation within the City of Canton; and
- Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income; and
- May be either non-profit or for-profit, provided any monetary profits to its shareholders or members must be only incidental to its operations; and
- Maintains at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, or owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation; and
- Is not an agency or instrumentality of the City of Canton and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity; and
- Requires the members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent governing body; and
- Is not subject to requirements under which its assets revert to Louisville/Jefferson County Metro upon dissolution; and
- Is free to contract for goods and services from vendors of its own choosing.

Section IB Please submit the following documentation to complete this affidavit for Section I:

- 1) Articles of Incorporation
- 2) Bylaws

- 3) Charter
- 4) Board Member Roster
- 5) Declaration of Economic Interest
- 6) Certification of Board Member Profile from each Board Member
- 7) Board Resolution:
 - a) approving each Board Member’s membership;
 - b) detailing the agency’s service area; and
 - c) certification that the agency is authorized to do business as a CBDO.

Section IIA Does your organization meet one of the following requirements? Check all that apply.

- 1. Is an entity organized pursuant to Section 301(d) of the Small Business Investment Act of 1958 (15 U.S.C. 681(d)), including those which are profit making; or
- 2. Is an SBA approved Section 501 State Development Company or Section 502 Local Development Company, or an SBA Certified Section 503 Company under the Small Business Investment Act of 1958, as amended; or
- 3. Is a Community Housing Development Organization (CHDO) under 24 CFR 92.2, designated as a CHDO by the HOME Investment Partnerships program participating jurisdiction, with a geographic area of operation of no more than one neighborhood, and has received HOME funds under 24 CFR 92.300 or is expected to receive HOME funds as described in and documented in accordance with 24 CFR 92.300(e).

Section IIB Please submit documentation from the certifying entity that verifies that the agency qualifies as one or all of the options above to complete this affidavit for Section II.

I certify that the agency listed above qualifies as a HUD-defined Community Based Development Organization according to:

Section I (Must meet all eight conditions listed)

- or -

Section II (Check all that apply) 1. 2. 3.

I also certify that the agency will undertake the funded activities directly or through contract or through the provision of financial assistance for activities in which it retains a direct and controlling involvement and responsibilities.

I have attached the supporting documentation necessary to verify CBDO eligibility.

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| Board President-Print Name | Board President’s Signature | Date |

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| Agency Executive Director-Print Name | Agency Executive Director’s Signature | Date |