

State of Oregon

Housing and Community Services Department

Multiple Award Grant Opportunity

Request for Application No 4153

Homeownership Innovation for Oregonians

RFA Issued Date: December 19, 2014

RFA Due Date: February 2, 2015

Due Time: 4:00 PM PST

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1.0 INTRODUCTION.

The State of Oregon acting by and through its Housing and Community Services Department (“Agency”) is issuing a multiple award Request for Applications (“RFA”) for funding Homeownership Innovative programs for Oregonians.

1.1 Background.

Agency is Oregon's housing finance agency, providing financial and program support to create and preserve opportunities for quality, affordable housing for Oregonians of lower and moderate income. Agency administers federal and state antipoverty, homeless and energy assistance, and community service programs. Agency also assists in the financing of single-family homes, the new construction or rehabilitation of multifamily affordable housing developments, as well as grants and tax credits to promote affordable housing.

Agency administers the Home Ownership Assistance Program (“HOAP”) for the Homeownership Innovations Program (“Program”) and is made possible through funding from the Housing Opportunity Bill (House Bill 2436), more commonly known as the Document Recording Fee. Homeownership Innovations Program aligns with the Agency’s strategic plan of “seeking opportunities to preserve and promote affordable home ownership in Oregon.”

1.2 Purpose.

The purpose of the Homeownership Innovations for Oregonians is for funding innovative programs or projects with strategies to increase homeownership opportunities for households among underserved populations, defined as geographically and/or demographically underserved or to reduce the minority homeownership gap.

Innovative programs, as defined by Agency, are initiatives or practices that have a chance to succeed, that are replicable and not a current Agency program.

Oregon Administrative Rules (“OAR”) 813-044-0000 establishes the general purpose of HOAP which is, “expand the percentage of home ownership for Oregonians and how the project will provide home ownership opportunities for low or very low income households, persons with disabilities, minorities and farm workers.”

2.0 APPLICATION REQUIREMENTS.

2.1 Application Submission.

Applications must be submitted no later than:

DUE DATE:
February 2, 2015 4:00 PM PST

to:

DELIVERY ADDRESS:
**Oregon Housing and Community Services
Attn: Lisa Goonan
725 Summer Street NE, Suite B, Salem, OR 97301**

RE: Homeownership Innovations for Oregonians

Email: OHCS.contracts@oregon.gov

Application must be delivered in a sealed envelope, which clearly identifies the Program name, the contact person name, agency name and address, and the RFA closing time and date. Mis-deliveries and late submittals shall not be accepted or considered. Application must be in the office of OHCS by closing time, postmarked envelope received after closing will not be accepted.

One (1) original signed application by an authorized signer and three (3) copies must be submitted. The application must not exceed ten (10) double-sided pages 12 pt font; 1" margins, excluding the cover sheet.

Faxed, electronically transferred, late or incomplete applications will not be accepted or reviewed. All applications and any accompanying documentation become the property of Agency, subject to public record, and will not be returned.

Agency will not be held responsible for any error or omissions from downloading the RFA. The official solicitation document is the one held at the Agency.

Those applications which are incomplete or which do not meet all requirements of the RFA, will be deemed by Agency to be "non-responsive" and will be rejected. Applications considered complete, or "responsive," will be evaluated to determine if they comply with the administrative, contractual, and technical requirements of the RFA. If the application is unclear, the applicant may be asked to provide written clarification to assist Agency in determining the issue of the application's responsiveness.

2.2 RFA Questions.

All inquiries relating to the RFA process, administration, deadline or award, or to the substantive technical portions of the RFA, must be directed to the email listed above.

All questions regarding the intent of Program must be submitted in writing (mail, or e-mail). When appropriate, revisions, substitutions, or clarifications shall be issued as addenda to this RFA. Changes/modifications to the RFA requirements shall **ONLY** be recognized if in the form of written addenda issued by Agency. Agency shall provide copies of any addenda to all known RFA applicants as well as posted at www.oregon.gov/OHCS.

2.3 Eligible Applicant Qualifications.

Nonprofit corporations registered to do business in Oregon, a housing authority or a local government who manage low income homeownership programs.

2.4 Mandatory Application Requirements.

Applicants must submit applications per the format described in the following application package in order to be considered eligible to compete under this RFA.

2.5 Funding Criteria.

Agency is seeking applications that meet the funding purpose as described in Section 1.2. Innovative funds may be used to leverage other funding sources for an already existing innovative program that meets Agency's program funding objectives. Agency reserves the right to review the specific use of leveraged funds.

Homeownership Innovation programs will be awarded in three categories. Agency reserves the right, in its sole discretion to award one or more categories to eligible applicants. These funds are used to support a pilot program. **Each category must be applied for and submitted with a separate application.**

Total available funding for the Homeownership Innovation Program is \$300,000. Agency reserves the right to determine funding amount for selected applications who assist as many homeowners as possible. Total award per applicant will not exceed \$145,000, regardless of the number of categories applied for. Funds must be used for Program activities under the following categories and consistent with the requirements set forth in OAR 813-044. The funding award categories are:

1. **Closing the Minority Homeownership Gap:** Increase homeownership opportunities among underserved populations.
2. **Manufactured Home Replacement: Encouraging New Production:** Removing the barriers to replace older Manufactured Homes past their useful life. To support efforts that assist lower-income **fee simple** owners of substandard mobile/manufactured homes, to replace them with safe, healthful, energy efficient and durable new housing.
3. **Ageing In Place:** For existing homeowners 65 years or older. Minor rehab/repairs, adaptability; health and safety. Foreclosure counseling and mortgage payment assistance do not qualify under this category.

3.0 SCORED CRITERIA.

3.1 Innovative Program Objective – 30 Points

Describe the Innovative Program, including but not limited to the following information:

- (a) Briefly and clearly describe the innovative program. What homeownership issues and challenges will it address that no one else is working on? Clearly describe what makes this program innovative and how it will solve the issue identified.
- (b) Provide a description of how proposed Innovative Program will benefit underserved populations, including how the applicant will perform outreach.
- (c) Provide a description of the activities and timelines, toward the completion of the Innovative Program.
- (d) Identify all other committed and potential resources for the Innovative Program.
- (e) Identify if Innovative Program is regionally or statewide and why.

3.2 Applicant Management – 20 Points

Describe the applicant organization, including but not limited to the following information.

- (a) Describe the organizational capacity, both human and financial, to undertake this innovative program. Name all partnering agencies, if any, and the role each one will play in this Innovative Program.
- (b) What steps has the Applicant taken to initiate or plan for this Program. Has the applicant conducted research or feasibility analysis for the success of the Program?

3.3 Measureable Benefits - 25 Points

- (a) What is the proposed number of households the applicant shall assist through this Program, including the anticipated number of successful households that will gain or retain their homes?
- (b) How many units (if applicable) does the applicant plan to develop, preserve or rehabilitate for underserved population?

3.4 Budget Proposal – 25 Points

Attach a budget with explanations and justification where appropriate and necessary.

The budget for the Program must be inclusive of all services, expenses and fees (i.e., Payroll expenses – hours/rate/title, Admin, etc.). Innovative funds allow for reasonable program administration and expenses, not to exceed 10% of the funding award and must be related to the proposed innovative program. Common examples of program administration include general management, oversight and coordination; outreach; infrastructure development and communication, capacity, procurement and quality control of the program or project; travel costs for official business in carrying out the program, and other costs for goods and services required for administration of the program (rental or purchase of equipment, furnishings, insurance, utilities, office supplies, and rental or maintenance – but not purchase of office space).

For an Innovative Program resulting in the production of a physical asset and includes construction and development, a detailed development and construction budget must be included. Agency will not provide additional funding for overrun costs or accept requests for funding increases to complete the project.

Budget proposals will be evaluated for reasonableness and competitiveness.

4.0 EVALUATION CRITERIA

4.1 Evaluation Process.

Applications shall be reviewed by an Agency review team. The final selection, if any, shall be those Applicants that best meet the requirements, set forth in the Application, and meet a minimum score of 70; recommended by the team review, and as approved by the Director. This process may take up to 60 days from the day the application is submitted, after which time applicants shall be notified in writing.

4.2 Notice of Award.

Applicants will be notified of award or non-award in writing.

5.0 GENERAL RFA TERMS.

5.1 Agency may require clarification to understand any of the applicants scored criteria. Any necessary clarifications or modifications will be made before executing any award and may become part of the final Agreement.

5.2 Submission of an Application does not constitute an agreement between Agency and applicant, nor does it secure or imply that Applicant will be selected for funding.

5.3 All costs associated with applicant's submission of an application are the sole responsibility of the applicant and shall not be borne by the state of Oregon.

5.4 Successful applicants will be required to maintain appropriate levels of Workers Compensation, General Liability, and Automobile Liability insurance.

5.5 ORS 60.701 requires that foreign corporations be registered by the State of Oregon, Office of the Secretary of State, before conducting business in the state. A foreign corporation (ORS 60.001) means a corporation-for-profit incorporated under a law other than the law of the State of Oregon. If a firm is selected for the Contract as a result of this solicitation they must register to do business in Oregon.

5.6 By submitting an application, applicant accepts all of the terms and conditions of this RFA and any terms and conditions imposed by the requirements of the funding source and the Agency. No funds will be released prior to all program conditions being met and funding agreements executed.

5.7 Agency reserves the right, at its sole discretion: (1) to amend the RFA prior to the closing date (2) to amend the deadline for submitting applications; (3) to determine whether an application does or does not substantially comply with the requirements of this RFA; (4) to waive any minor irregularity, informality, or nonconformance with this RFA; (5) to obtain from and/or provide to other public agencies, upon request, references, regarding the applicant's performance; (6) at any time prior to Agreement execution: (a) to reject any application that fails to substantially comply with all prescribed RFA procedures and requirements; and (b) to reject all applications received and cancel this RFA upon a finding by Agency that there is good cause and that such cancellation would be in the best interests of the State; and (7) seek clarification on any or all application.

5.8 This RFA and one copy of each original response received, together with copies of all documents pertaining to the award of an Agreement, shall be kept by Agency and made a part of a file or records, which shall be open to public inspection. If an application contains any information that is considered a trade secret under ORS 192.501 (2), each sheet of such information must be marked with the following legend:

“This application constitutes a trade secret under ORS 192.501 (2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance” ORS 192.501 (2). Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determination made pursuant to the Public Records Law.

If an application contains any information that may be considered exempt from disclosure under the various grounds specified in Oregon Public Records Law, ORS 192.430 through 192.505, applicant must clearly designate any portion of its application as exempt, along with a citation to the authority relied upon. Application of the Oregon Public Records Law shall determine whether any information is actually exempt from disclosure. Identifying an application in whole as exempt from disclosure is not acceptable. Failure to identify a portion of the application as exempt from disclosure, and the authority used, shall be deemed a waiver of any future claim of non-disclosure of that information.

**ATTACHMENT 1
COVER SHEET**

Homeownership Innovation for Oregonians Application

Legal Applicant name used to pay taxes: _____

Mailing Address: _____

Type of Organization: (Please attach proof)	<input type="checkbox"/>	Nonprofit organization registered to do business in Oregon
	<input type="checkbox"/>	Housing Authority
	<input type="checkbox"/>	Local Government

Secretary of State, Corporations Division, Registration No.: _____

Contact Person _____ Title _____
Telephone # _____ Fax# _____
Email address _____

Affirmative Action Program. The State of Oregon is an equal employment opportunity employer and values diversity in its work force. It also requires its recipients and contractors to have an operating policy as an equal employment opportunity employer.

(insert applicant name)

- accepts all the terms and conditions contained in Request for Application # _____;
- certifies to having a formal statement of nondiscrimination in employment policy;
- is a legal entity and is authorized to enter into a Grant Agreement.
- is currently or will be authorized to do business in the State of Oregon at the time of Grant Agreement award;
- has the authority to represent the firm and answer questions or provide clarification concerning the application.

Signature of authorized representative Date

Print name of person(s) authorized to negotiate Contract

Print name of person(s) authorized to sign Contract

Project Manager