



REQUEST FOR QUALIFICATIONS (RFQ)

Executive Summary

The Cuyahoga Land Reutilization Corporation (Cuyahoga Land Bank) issues this RFQ on behalf of the Cuyahoga County Department of Development. This is a Request for Qualifications (RFQ) inviting submission of Statements of Qualifications to provide home repair assistance to Cuyahoga County homeowners, and/or small dollar mortgage assistance (defined below) to Cuyahoga County owner/occupant homebuyers. This RFQ is open to banks, credit unions, other financial institutions including Community Development Financial Institutions (CDFI's), and nonprofit organizations serving Cuyahoga County, Ohio. The submission deadline for emailed Statements of Qualifications is Friday, January 17, 2019. The amount of funding available is up to \$1 million per year from 2020 through 2025.

Statements of Qualifications should include: (1) Description of your organization's interest in offering home repair assistance and/or small dollar mortgage assistance, (2) Description of your organization's capacity to operate each service you propose to offer, including but not limited to financial capacity to operate on a reimbursement basis, staff capacity to verify program eligibility including incomes and property values, staff capacity to determine and deliver the types and amounts of assistance needed, staff and systems capacity to collect and report any and all required program and demographic information, (3) your organization's understanding of the ways that the Cuyahoga County housing market is underserved, (4) your organization's capacity to leverage other funds for the program.

Statements of qualifications may optionally include: (5) Recommended eligibility criteria for home repair assistance and/or small dollar mortgage assistance, including but not limited to recommended household income and property value limits, which might differ for each program.

Types of programs you may propose include but are not limited to: Loans to homeowners and/or homebuyers leveraged by a County funded loan guarantee, interest rate buydown, and/or loan loss reserve, grants to homeowners and/or homebuyers, technical assistance to homeowners.

Pre-Submission Meeting

An optional pre-submission meeting will be held 9AM Monday, January 6, 2020, at the Cuyahoga County Administration Building, 2079 East 9th Street, Room 7-301, Cleveland, Ohio 44115. Call-in to the meeting is available at 1-877-402-9757, access code 453 385 1.



Request for Statements of Qualifications

The Cuyahoga Land Bank, on behalf of the Cuyahoga County Department of Development, invites Statements of Qualifications to provide financial and technical assistance to current and prospective home-owners seeking to acquire or maintain affordable housing consistent with local building and zoning laws.

- a. **Home repair assistance** to home-owners in the form of loans, grants, and/or technical assistance.
- b. **Small-dollar mortgage assistance** (principal amount of \$70,000 or less) to prospective owner-occupants. Mortgage assistance may include loan origination, loan servicing, and loan bundling, and/ or the creation of a loan loss reserve.

Legal Authority

Legal authority for this Request for Qualifications is Cuyahoga County Ordinance O2019-0001, Under this Ordinance, at least \$1,000,000 per year shall be made available for home repair assistance and small-dollar mortgage assistance combined, from 2020 through 2025. The Ordinance does not state exactly how the \$1,000,000 shall be divided among different activities.

The Cuyahoga County Department of Development will promulgate rules for eligibility criteria including income requirements, property values, and other relevant factors. Responses to this Request for Qualifications may, optionally, include eligibility criteria recommendations.

Desired Outcomes

Home repair assistance and small dollar mortgage assistance funded by Cuyahoga County should advance the following desired outcomes set forth in the Ordinance:

- Further stabilize and strengthen home values
- Reduce housing insecurity
- Eliminate blight
- Incent renovation and construction of affordable housing
- Improve access to capital
- Help residents maintain their homes in good repair and avoid foreclosure



Eligible Service Providers

Any nonprofit or for-profit organization may submit a Statement of Qualifications to provide one or both services. This includes, without limitation:

- Financial institutions, including banks, credit unions, Community Development Financial Institutions, or any other type of financial institution authorized by law.
- Nonprofit organizations

Any person or organization that is debarred or suspended from contracting with Cuyahoga County is not eligible to respond to this Request for Qualifications.

Leveraging Other Funds

The Ordinance states that additional funding or in-kind contributions from public and private sources should be leveraged to the extent practical, including but not limited to funding and contributions from financial institutions, real estate developers, municipalities, townships, community development corporations, and other charitable corporations.

Submission Format and Deadline

Any business or organization wishing to be considered as a provider for home repair assistance and/or small-dollar mortgage assistance must submit a Statement of Qualifications via email to rfp@cuyahogalandbank.org by Friday, January 17, 2020, with the following information:

1. Activities to be conducted

The provider should list and describe the specific activities it proposes to carry out for home repair assistance and/or small dollar mortgage assistance. The description of each activity should include, at a minimum:

- a. How home-owners and/or prospective owner-occupants will be selected and qualified to receive assistance under each activity to be conducted
- b. How the assistance will be provided
- c. How County funds will leverage other funds and in-kind contributions



2. Provider qualifications and experience

The provider should state its qualifications and experience relative to each activity it proposes. Names, titles, and experience of key staff are relevant and should be included in this statement. The provider should describe its financial capacity to operate on a reimbursement basis, staff capacity to verify program eligibility including incomes and property values, staff capacity to determine and deliver the types and amounts of assistance needed, and its staff and systems capacity to collect and report any and all required program and demographic information.

3. Housing market understanding

The provider should state its understanding of the ways that the Cuyahoga County housing market is underserved that this program is aimed at addressing.

4. Leveraging other funds

The provider should state its capacity to leverage other funds for the services it proposes to provide. This statement should cover past performance and current capacity to provide the leveraged funds described for each activity.

5. Recommended program eligibility criteria (optional)

The provider is encouraged to recommend income requirements, property value requirements, and other relevant factors that should be considered to determine eligibility for assistance under the program. Different eligibility requirements could be recommended for different services.

Questions about this RFQ

Questions about this Request for Qualifications may be emailed to rfp@cuyahogalandbank.org (preferred) or to pherdeg@cuyahogacounty.us. Answers to relevant questions will be released at the pre-proposal meeting on January 6, 2020.

Review Process and Request for Proposals Issuance

Submissions will be reviewed by Cuyahoga County Department of Development and the Cuyahoga Land Bank. Providers may be contacted for further information or clarification of their submissions. Based on review of the submissions, some or all of those submitting statements of qualifications will be invited to respond to a Request for Proposals (RFP). The RFP will include specific information on program eligibility, including income and property value limits, types of programs that will be considered for funding, and required reporting for each program.