



NEIGHBORHOOD HOUSING AND ECONOMIC STABILIZATION PROGRAM

REQUEST FOR PROPOSALS

NHESP RFP No. 2009-01

September 5, 2009





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The West Virginia Housing Development Fund (WVHDF) is seeking proposals from local and community-based West Virginia nonprofit organizations with the qualifications and capacity to develop affordable housing programs and job training programs for low-income persons in low-income, minority neighborhoods through the Neighborhood Housing and Economic Stabilization Program (NHESP).

The WVHDF is prepared to reserve up to **\$2,400,000** in financial assistance through the NHESP to promote the development of affordable housing programs and job training programs under this Request for Proposals (RFP). The amount of financial assistance that will be allocated to affordable housing programs and job training programs under this RFP will be limited only by availability of NHESP funds.

Housing units assisted under the NHESP shall comply with the applicable federal, State and local codes and ordinances.

Eligible Applicants

Eligible applicants include public or private nonprofit agencies or organizations (including a consortium of such agencies and organizations with a designated lead applicant), including community-based organizations; faith-based organizations; community action agencies; community development corporations; or any other public or private nonprofit entities that provide education and employment training opportunities and housing assistance. All applicants must be organized under the laws of the State of West Virginia and have the staff and capacity to develop and implement affordable housing programs and operate a job training program.

Eligible Programs and Activities

Eligible housing programs and activities include, but are not limited to the acquisition and rehabilitation of existing single-family dwelling units, the acquisition of building lots and the construction of new single-family dwelling units, the acquisition and rehab of existing rental housing units to provide permanent housing, and the new construction of rental housing to provide permanent housing; downpayment and closing cost assistance programs; and other affordable mortgage initiatives that meet the needs of the community's low-income persons and households.

Eligible job training programs and activities include, but are not limited to work experience and skills training (coordinated, to the maximum extent feasible, with pre-apprenticeship and registered apprenticeship programs) in housing rehabilitation and construction activities; supervision and training for participants in the rehabilitation or construction of housing, including residential housing for homeless individuals or low-income families, or transitional housing for homeless individuals; supervision and training for participants in the rehabilitation or construction of community and other public facilities. The job training programs should be targeted to the low-income residents of the community.

The applicant may propose other housing programs and activities and other job training programs and activities for consideration provided that the same are consistent with the provisions of the NHESP legislation at §31-15-6c of the Code of West Virginia.

Eligible Neighborhoods

The WVHDF will accept Preliminary NHESP Applications for affordable housing programs and job training programs located in eligible low-income, minority neighborhoods throughout the State of West Virginia. A low-income, minority neighborhood is defined as either (1) a Census tract in which twenty percent (20%) or more of the population is minority and forty percent (40%) or more of the population has an income that does not exceed 80 percent (80%) of the area median income, or (2) a Census tract in which fifteen percent (15%) or more of the population is minority and fifty percent (50%) or more of the population has an income that does not exceed 80 percent (80%) of the area median income.

Type of Assistance

The financial assistance for eligible affordable housing programs and job training programs under this RFP will be made in the form of direct loans and deferred payment loans. All loans will be secured by a first or second lien on the real property acquired through the project, as well as a pledge of any and all proceeds or revenues from any contracts or activities that may generate revenues in conjunction with the program. The rates and terms of the loans shall be determined on a project-by-project basis. The repayment terms of the loans may be subject to modification based upon the performance of the applicant.

The applicant must complete the affordable housing programs and job training programs financed under this RFP within 24 months of the execution of the loan agreements and other closing documents. Extensions of the completion date shall be subject to the approval of the WVHDF.

Administrative Costs

An applicant that receives financial assistance under the NHESP to carry out a project or program may not use more than 15 percent (15%) of the amount of the NHESP financial assistance to pay administrative costs associated with the program or project. Administrative costs can include both direct and indirect costs. Administrative costs do not need to be identified separately from program costs on the Preliminary NHESP Application. However, they should be discussed in the project abstract. To claim any administrative costs that are also indirect costs, the applicant must obtain approval of an indirect cost rate plan.

General Instructions

Eligible applicants that are interested in responding to this RFP must complete and submit one (1) original and two (2) hard copies of the Preliminary NHESP Proposal and the required attachments for each project. Each Preliminary NHESP Proposal must include the following attachments (1) written, established guidelines to promote investment from within and outside the community in which the neighborhood is located; (2) copies of commitment letters/applications from other funding sources; and (3) Census Tract Map(s) and Neighborhood Map.

Acceptance of the Proposal by the WVHDF does not guarantee any funding.

Eligible applicants that are notified of the acceptance of their Preliminary NHESP Proposal must complete and submit one (1) original and two (2) hard copies of the Final NHESP Proposal and the required attachments.

The Preliminary NHESP Proposal, Final NHESP Proposal forms, Census Tract Information as well as other documents and information will be available for print at www.wvhdf.com.

Review and Evaluation Process

Preliminary NHESP Proposals will be reviewed for compliance with the objectives of the NHESP legislation at §31-15-6c of the Code of West Virginia and the terms of the RFP. Principal factors that will be considered in the evaluation of housing program component include site control, commitment of other funding sources, number of assisted units, and cost per unit. Principal factors that will be considered in the evaluation of job training program component include number of participants, relationship of the job training programs to the housing programs, and capacity of the applicant to undertake and coordinate job training programs and activities. Projects that are determined to comply with both NHESP legislation and the RFP will be issued a Preliminary Acceptance and Reservation of Funds Letter within thirty (30) days of the receipt of the Preliminary Proposal.

The Final NHESP Proposal will be evaluated according to the respective evaluation criteria for housing projects and job training programs by multiple reviewers and assigned a minimum average score. The project score will be the primary method of evaluating each proposal; however, it will not be the sole criterion for the final decision.

The WVHDF, at its sole discretion, with or without cause, and without liability of any kind to any applicant, reserves the right to accept or reject any and/or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, cancel this RFP at any time and take any action that is in the best interest of the WVHDF.

Submission Period

The WVHDF will accept and review complete Preliminary NHESP Proposals submitted on or after **September 5, 2009**, the issuance date of this RFP. **The submission period will remain open until all the funds available under this RFP have been reserved for eligible projects.** Preliminary proposals and final proposals will be reviewed on an ongoing basis until all funds available under this RFP have been reserved for eligible projects.

Completed Preliminary NHESP Proposals should be mailed or delivered to:

Robert F. Cary
HOME Program Manager
West Virginia Housing Development Fund
814 Virginia Street, East
Charleston, WV 25301

Information on the NHESP is available at the West Virginia Housing Development Housing Development Fund, NHESP Program website at: www.wvhdf.com. Applicants should carefully review the NHESP Program Guidelines prior to submitting a Preliminary NHESP Proposal. Guidelines and answers to questions that may arise in completing the proposal are available by contacting Robert Cary or Howard Tyree at 1-800-933-9843, or at bobcary@wvhdf.com or htyree@wvhdf.com.