

## **WVPRI Code Enforcement Technical Assistance Support RFP Notice:**

Attached is the WVPRI Code Enforcement Support RFP Guidelines for 2017-2018, the pre-application, and final application/Request for Proposal (RFP).

Important dates for eligible applicants who are interested in responding to this RFP:

1. **Wednesday, May 29th, 2018 – PRE-APPLICATION DEADLINE**
  - Applicants are required to submit one (1) ELECTRONIC COPY of the pre-application by the pre-application submission deadline. The pre-application must be typed and/or electronically prepared on the prescribed form.
2. **Wednesday, May 31st, 2018 - FINAL APPLICATION DEADLINE**
  - Applicants are required to submit one (1) ELECTRONIC COPY and one (1) HARD COPY of the final application and all required attachments by the application submission deadline. The final application must be typed and/or electronically prepared and printed on the prescribed form.

Awarded funds will be announced on or before **Friday, June 29, 2018**.

Final applications received without a previously submitted pre-application will not be processed.

The RFP outlines specific application deadlines and other special considerations applied to a given funding round. The West Virginia Housing Development Fund “WVHDF” will process, score, and rank RFPs submitted for the 2017-2018 RFP period. The RFP is designed to award projects that will facilitate local government in small communities to adopt, implement, and/or enforce compliance of ordinances and code regulations.

The WVHDF’s acceptance of the application for the RFP does not preclude the WVHDF from requesting the submission of additional documentation and/or information.

Please don’t hesitate to contact me with any questions or comments at [dmartino@wvhdf.com](mailto:dmartino@wvhdf.com) or 304-622-5384.

### **Donna J. Martino**

Multifamily Development Officer

West Virginia Housing Development Fund

1509 Johnson Avenue, Suite 100

Bridgeport, WV 26330

p. 304-622-5384 | 866-623-6283 | f. 304-622-6944

[dmartino@wvhdf.com](mailto:dmartino@wvhdf.com) | [www.wvhdf.com](http://www.wvhdf.com)



# **WVPRI Code Enforcement Technical Assistance Support Program**

## **Request for Proposals**

RFP Fiscal Year 2017-2018  
RFP No. 2017-01 WVPRI Code Enforcement TA Support

5710 MacCorkle Avenue, SE  
Charleston, WV 25304  
1-800-933-9843



## Introduction

The West Virginia Housing Development Fund “WVHDF” is soliciting proposals from local government in small communities to adopt, implement, and/or enforce compliance of ordinances and code regulations regulating public health, safety and welfare by addressing dilapidated housing in communities under the West Virginia Property Rescue Initiative Code Enforcement Technical Assistance Support Program (the “Program”).

The WVHDF will allocate \$50,000 in financial assistance for the fiscal year ending June 30, 2018. The Program loan proceeds will be awarded through a Request for Proposal “RFP” process. Applicants will be charged a \$250 non-refundable application fee.

Proposals will be evaluated in accordance with Program compliance and scoring criteria as outlined within this RFP. The RFP is designed to award projects that will facilitate local government in small communities to adopt, implement, and/or enforce compliance of ordinances and code regulations.

### **ELIGIBLE APPLICANTS/BORROWERS**

To be considered an eligible borrower for the Program, the applicant must meet the following criteria:

- Populations of up to 20,000 (cities) or 50,000 (counties)
- Receiving technical assistance as part of the Property Rescue Initiative Program
- Identified by the WVHDF or its contracted partners under the technical assistance portion of the Property Rescue Initiative Program as an entity with a feasible code enforcement strategy
- Compliance with all applicable state and local laws relating to the adoption of the code or ordinance (An opinion by a licensed attorney is required when a community is requesting funds to adopt a new code or ordinance)
- Have the authority to enter into a binding debt obligation for the term of the loan (Cities or counties may authorize other organizations to apply for a Program Loan on their behalf)

### **REVIEW PROCESS**

Proposals will be reviewed by the WVHDF for consistency with the objectives of the Program, the feasibility of the proposed project and on-going operations, and the capacity of the applicant.

### **INELIGIBLE BORROWERS**

The WVHDF reserves the right to disqualify any applicant based on a variety of factors, including but not limited to, the following (if applicable):

- HUD's Excluded Parties list
- Delinquencies of 30 days on two or more occasions during the previous 12 months, or delinquencies of 60 days on one or more occasion(s) during the previous 12 months on any WVHDF loan
- Uncured default on any WVHDF loan
- Foreclosure within the past 10 years on any WVHDF loan
- Unresolved material audit findings, particularly related to funds management or compliance with federal program requirements, during the most recent three-year period
- Credit score that is less than 620
- Adverse public findings and/or criminal record
- Issues of non-compliance with the WVHDF that continue to be unresolved after the end of the correction period, and continue to be unresolved at the time any such proposed loan is under consideration
- Failure to produce a project after receiving an award under a WVHDF program and/or has a history of repeated compliance issues

\*Only one (1) Code Enforcement Technical Assistance Support project per the WVHDF's fiscal year will be awarded to any project sponsor or organization.

#### **ELIGIBLE USES OF FUNDS**

- Fees associated with adopting and updating ordinances designed to address neglected properties including but not limited to the International Building Code and International Property Maintenance Code
- Procurement of certified code enforcement officials including companies hired by a unit of government
- Training in code enforcement procedures and practices
- Costs associated with professional qualifications, individual certification and/or departmental accreditation

\*Administrative costs are not eligible for this Program.

#### **LOAN TERMS**

In general, the financial assistance under the Program will be made in the form of an unsecured loan. Generally, Program loans will be a 0% interest, deferred and forgivable at the time of the final loan disbursement. Loan disbursements will be reviewed by the WVHDF to ensure consistency with the project's proposal and Program guidelines. The Program loans will be limited to a maximum of \$10,000 per borrower.

## **POST-AWARD REQUIREMENTS**

If funding is approved, recipients must abide by and/or complete the following, unless otherwise approved by the WVHDF:

- Execution of a firm commitment or letter of intent and close within 30 days after recipient's acceptance of terms
- Activities financed under the Program should be completed within 18 months of the execution of the loan agreements and other closing documents
- Submission of interim and final progress reports, if applicable
- The WVHDF reserves the right to suspend or terminate funding to those recipients that do not show progress under the award, as well as those recipients that do not submit the required documentation

## **CONFLICT OF INTEREST**

No member of the governing body of an applicant and no other official employee or agent of the applicant who exercises policy or decision-making functions shall directly or indirectly personally benefit from the program loan. Failure to comply with this provision will be considered a loan default and require immediate loan repayment. Any questions regarding conflict of interest should be directed to the WVHDF.

## **DISCLAIMERS**

Deviations from program requirements are subject to Board approval. The WVHDF reserves the right to share program loan information with other entities providing funding to the same project. The WVHDF reserves the right to require additional documents, and accept or reject any application.

The Applicant shall not discriminate on the basis of race, religion, color, national origin, sex, disability, familial status or any other basis prohibited by law in the sale or lease or other use or disposition of the property or related facilities covered by funding provided by or through the Housing Development Fund. In addition, discrimination against any employee or applicant for employment on the basis of race, religion, color, national origin, sex, disability, age (40 and above) or any other basis prohibited by law will not be permitted by a contractor or subcontractor engaged to perform any work on any project financed by or through the WVHDF.

## APPLICATION AND SUBMISSION PROCESSES

The principal steps in the submission and evaluation process are outlined hereafter.

### PRE-APPLICATION SUBMISSION DEADLINE

**12:00 noon, Wednesday, May 29th, 2018**

Applicants are required to submit one (1) ELECTRONIC COPY of the pre-application by the pre-application submission deadline. The pre-application must be typed and/or electronically prepared and on the prescribed form.

**E-mail pre-application to:** [KMarshall@wvhdf.com](mailto:KMarshall@wvhdf.com)  
**Subject Line:** Code Enforcement TA Support RFP (Your Project Name)

The pre-application will be used to set up the Project's required Procorem WorkCenter that will be used by the Applicant for the electronic submission of the final application and attachments. All pre-applicants will be notified of pre-application receipt, the creation of their Procorem WorkCenter and readiness to accept final application documents. See **EXHIBIT 1** for Procorem WorkCenter access and document upload instructions.

<b>WVPRI CODE ENFORCEMENT TECHNICAL ASSISTANCE SUPPORT PROGRAM</b> <b>REQUEST FOR PROPOSAL</b> <b>PRE-APPLICATION FORM</b>
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Applicant Name:				
Address:				
City:		State	WV	Zip Code
County:				
Congressional District:				
Phone #:		Fax #		
Website:				
Application Contact Person:				
Contact Phone #:				
Email Address:				
Type of Organization:				

Type of Project:				
Total Estimated Project Cost:				
RFP Requested Amount:				

## **FINAL APPLICATION SUBMISSION DEADLINE**

*No final applications will be accepted after the deadline*

### **4:00 pm, Wednesday, May 31st, 2018**

Applicants are required to submit one (1) ELECTRONIC COPY and one (1) HARD COPY of the final application and all required attachments by the application submission deadline. The final application must be typed and/or electronically prepared and printed on the prescribed form.

**Upload final application to:**

Your Designated Procorem WorkCenter

**Mail final application and  
Application fee of \$250 to:**

West Virginia Housing Development Fund  
Attn: Multifamily Code Enforcement TA Support RFP  
1509 Johnson Avenue, Suite 100  
Bridgeport, WV 26330

Submitted final applications received by the deadline will be evaluated in accordance with the established Scoring Criteria. The final application must include all requested information to allow for the comprehensive review and analysis of the proposed project. Final applications must be typed and/or electronically prepared and printed on the prescribed form.

The hard copy of the final application must follow these guidelines:

1. Do not hard-bind or hole punch application (no staples, binders, spiral bounding, etc.).
2. Use numbered tabs or similar format to separate each section and each attachment while keeping in order as referenced in the RFP.
3. Create an index for easy navigation that lists the section or attachment name along with the appropriate tab number.

Awarded funds will be announced on or before **Friday, June 29th, 2018.**



**WVPRI CODE ENFORCEMENT TECHNICAL ASSISTANCE SUPPORT PROGRAM  
REQUEST FOR PROPOSAL  
FINAL APPLICATION FORM**

Applicant Name:					
Address:					
City:		State	WV	Zip Code	
County:					
Congressional District:					
Phone #:		Fax #			
Website:					
Application Contact Person:					
Contact Phone #:					
Email Address:					
Type of Organization:					
Type of Project:					
Total Estimated Project Cost:					
RFP Requested Amount:					

Proposal description must contain Program and scoring requirements (please attach)

**SCORING CRITERIA**

1. Evidence of declared disaster area (if applicable)
2. Evidence of community participation in WVPRI Workshops (if applicable)
3. Evidence of department, task force or committee in place to address dilapidated properties (if applicable)
4. List of properties to be demolished (if applicable)
5. Description of regional partnership and shared resources (if applicable)
6. Readiness to proceed criteria must include timeline, sources and uses of funds and plan for ongoing operations
7. Detailed description of proposal, including the overall impact in addressing public health, safety and welfare issues related to dilapidated housing in the applicant's community

\$250 Application fee

Applicant must comply with all applicable Program requirements and laws for this proposal.

Please visit the WVHDF website at [www.wvhdf.com](http://www.wvhdf.com) for the latest Lending Policy.

Signature

Date

**Scoring Criteria**  
**Total Points Available: 100**

Applicant Name: _____ Project Name: _____ Reviewer Name: _____			Score
#	Description	Available Points	Score
1	City or County currently designated as a State or Federal Disaster Area? Yes – 5 points (Please provide date and name of City/County) No – 0 points	5	
2	Community participation in WVPRI Workshop? Yes – Allow 1 point per person/maximum 10 points (Please provide names) No – 0 points	10	
3	Department, Taskforce or Committee in place to address dilapidated properties? Yes – 15 points (Please provide brief description) No – 0 points	15	
4	List of properties to be demolished? Yes – 10 points (Please provide list) No – 0 points	10	
5	Regional partnership to share resources? Yes – 10 points (Please provide detailed description of partnership) No – 0 points	10	
6	Readiness to proceed Up to 25 points will be awarded based on the project's (1) timeline, (2) sources and uses of funds (more points will be awarded to projects that have identified all sources and uses of funds and that have commitments from all project sources) and (3) plan for ongoing operations.	25	
7	Compliance with Program objectives and overall impact? Up to 25 points will be awarded based on the project proposal's compliance with Program objectives and the overall impact in addressing public health, safety and welfare issues related to dilapidated housing in the applicant's community.	25	
<b>Total Points Available</b>		<b>100</b>	

## EXHIBIT 1

Dear Applicant,

The West Virginia Housing Development Fund (WVHDF) has procured new technology called Procorem to assist us in providing better customer service and communication with our clients during the application and compliance stages. This product is a web based portal that allows us to communicate with you and share documents back and forth efficiently. After the WVHDF receives your pre-application we will set up a virtual and WorkCenter you will receive an email invitation from Procorem asking you to join this secure, digital WorkCenter created specifically for your organization or property. When you click on the link provided in the invitation email the system will take you to the Procorem website where you will create your user account. You will select "Sign Up For Free" and create your account using your email address and creating a unique password. You will use this email and password to log into the system and access any of the WorkCenter for this project and any of your future projects.

The benefits with this new process center on efficient communication. When any actions occur within the WorkCenter such as a file being uploaded, a comment posted, a task being scheduled or completed you will receive an email from Procorem indicating that activity has taken place. These notifications can be customized by you so that you receive them immediately, daily, weekly or monthly depending on your needs. You will only be able to access and view information and notifications from WorkCenter that you are invited to and which are related to your properties. No one other than WVHDF staff and anyone who you decide to share login information with will be able to access your WorkCenter and view the data there.

We look forward to working with you to implement this new technology. Please feel free to contact us if you have any questions or complications accessing or using the system.

Sincerely,

*Karen S. Marshall*

Karen S. Marshall, Administrative  
Assistant/Loan Processor and Closer



# **WVPRI CODE ENFORCEMENT TECHNICAL ASSISTANCE SUPPORT PROGRAM**

## **Program Guide**

April 7, 2017



*The West Virginia Housing Development Fund is an Equal Housing Opportunity Lender*

## **WVPRI Code Enforcement Technical Assistance Support Program**

The WVPRI Code Enforcement Technical Assistance Support Program (The Program) is a program within the West Virginia Property Rescue Initiative (PRI) Program. It is designed to provide financial assistance necessary for local government in small communities to adopt, implement, and/or enforce compliance of ordinances and code regulations. The Program funds are also intended to correct violations of statutes and ordinances regulating public health, safety and welfare by addressing dilapidated housing in communities.

### **Eligible Costs**

Examples of eligible costs include:

- Fees associated with adopting and updating ordinances designed to address neglected properties including but not limited to the International Building Code and International Property Maintenance Code
- Procurement of certified code enforcement officials including companies hired by a unit of government
- Training in code enforcement procedures and practices
- Costs associated with professional qualifications, individual certification and/or departmental accreditation
- Administrative costs are not eligible for this Program

### **Eligible Borrower**

To be considered an Eligible Borrower for The Program, the borrower must meet the following criteria:

1. Populations of up to 20,000 (cities) or 50,000 (counties)
2. Receiving technical assistance as part of the Property Rescue Initiative Program
3. Identified by the West Virginia Housing Development Fund (“WVHDF”) or its contracted partners under the technical assistance portion of the PRI Program as an entity with a feasible code enforcement strategy
4. Compliance with all applicable state and local laws relating to the adoption of the code or ordinance (An opinion by a licensed attorney is required when a community is requesting funds to adopt a new code or ordinance)
5. Have the authority to enter into a binding debt obligation for the term of the loan. Cities or counties may authorize other organizations to apply for a Program Loan on their behalf

### **Type of Financial Assistance**

The WVHDF will allocate up to \$150,000 in financial assistance over a 3-year period (2018-2020 fiscal years). The Program loan proceeds will be awarded annually through a Request for Proposal (“RFP”) process, which will be announced in July of each year.

In general, the financial assistance under The Program will be made in the form of an unsecured loan. Generally, The Program loans will be a 0% interest, deferred and forgivable at the time of the final loan disbursement. Loan disbursements will be reviewed by the WVHDF to ensure consistency with the project’s proposal and Program guidelines. The Program loans will be limited to a maximum of \$10,000 per borrower. Only one (1) project will be awarded to any particular proposal sponsor or organization. The Program loan is not intended to provide administrative operating funds. As part of the proposal’s feasibility, the applicant must demonstrate an attempt to secure

other funding sources and explain how its continued operations will be funded. For example, a community who adopts the International Building Code may begin to sustain a code enforcement program through building permit fees.

### **Proposal Process**

The WVHDF will solicit Program proposals through an RFP process that will be performed annually, or as funding permits. Each RFP will define the application period, the application process/requirements and the scoring criteria.

### **Review Process**

Proposals will be reviewed by the WVHDF for consistency with the objectives of The Program, the feasibility of the proposal and on-going operations, the capacity of the applicant, and the availability of Program funds. Preference will be given to communities with Federal and/or State disaster designations. Additional scoring preferences will be outlined in the RFP.

### **Conflict of Interest**

No member of the governing body of an applicant and no other official, employee, or agent of the Applicant who exercises policy or decision-making functions shall directly or indirectly personally benefit from the Program loan. Failure to comply with this provision will be considered a loan default and will require immediate loan repayment. Any questions regarding conflict of interest should be directed to the WVHDF.

### **Disclaimers**

Deviations from Program requirements are subject to Board approval. The WVHDF reserves the right to share Program loan information with other entities providing funding to the same proposal. The WVHDF reserves the right to accept or reject any application.

The Borrower shall not discriminate on the basis of race, religion, color, national origin, sex, disability, familial status or any other basis prohibited by law in the sale or lease or other use or disposition of the property or related facilities covered by funding provided by or through the WVHDF. In addition, discrimination against any employee or applicant for employment on the basis of race, religion, color, national origin, sex, disability, age (40 and above) or any other basis prohibited by law will not be permitted by a contractor or subcontractor engaged to perform any work on any project financed by or through the WVHDF.

**WVPRI CODE ENFORCEMENT TECHNICAL ASSISTANCE SUPPORT PROGRAM  
REQUEST FOR PROPOSAL  
FINAL APPLICATION FORM**

Applicant Name:				
Address:				
City:		State	WV	Zip Code
County:				
Congressional District:				
Phone #:		Fax #		
Website:				
Application Contact Person:				
Contact Phone #:				
Email Address:				
Type of Organization:				
Type of Project:				
Total Estimated Project Cost:				
RFP Requested Amount:				

Proposal description must contain Program and scoring requirements (please attach)

**SCORING CRITERIA**

1. Evidence of declared disaster area (if applicable)
2. Evidence of community participation in WVPRI Workshops (if applicable)
3. Evidence of department, task force or committee in place to address dilapidated properties (if applicable)
4. List of properties to be demolished (if applicable)
5. Description of regional partnership and shared resources (if applicable)
6. Readiness to proceed criteria must include timeline, sources and uses of funds and plan for ongoing operations
7. Detailed description of proposal, including the overall impact in addressing public health, safety and welfare issues related to dilapidated housing in the applicant's community

\$250 Application fee

Applicant must comply with all applicable Program requirements and laws for this proposal.

Please visit the WVHDF website at [www.wvhdf.com](http://www.wvhdf.com) for the latest Lending Policy.

Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>Scoring Criteria</b>			
<b>Total Points Available: 100</b>			
Applicant Name: _____ Project Name: _____ Reviewer Name: _____			Score
#	Description	Available Points	Score
1	City or County currently designated as a State or Federal Disaster Area? Yes – 5 points (Please provide date and name of City/County) No – 0 points	5	
2	Community participation in WVPRI Workshop? Yes – Allow 1 point per person/maximum 10 points (Please provide names) No – 0 points	10	
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7	Compliance with Program objectives and overall impact? Up to 25 points will be awarded based on the project proposal's compliance with Program objectives and the overall impact in addressing public health, safety and welfare issues related to dilapidated housing in the applicant's community.	25	
Total Points Available		100	