

## **City of Cincinnati Notice of Funding Availability (NOFA) Procurement Requirements**

The Notice of Funding Availability (NOFA) is a request for proposals for exceptional homeownership and rental projects that make positive and visible impacts in Cincinnati neighborhoods. The Notice of Funding Availability is advertised once or twice per fiscal year, depending on availability of funds.

The Department of Community and Economic Development utilizes several methods to advertise the Notice of Funding Availability. Outreach efforts include advertising in the City Bulletin, Cincinnati Enquirer, and Cincinnati Herald. Information is also sent out to iContact email distribution list which is comprised of Developers and Community Development Corporations (CDC's). Lastly, participation is encouraged through the use of City of Cincinnati website, Facebook, and Twitter.

Evaluation criteria and approval process is explained in detail in the NOFA application. Interested parties are encouraged to attend a Pre-Submission Meeting to get all questions answered. Submitted applications are reviewed by a team of analysts and scored. Projects recommended for funding by NOFA team are then presented to Financial Review Team (FRT). If approved by FRT, project recommendations are then presented to City Council. Applicants are notified of funding decision, typically within 90 days of application submission.

Specific procurement requirements regarding construction of NOFA projects are as follows:

1. **Meet and Confer:** Purpose of Meet and Confer is to ensure trade unions representing all of the crafts included in the project and minority, female, and locally owned contractors and suppliers potentially involved in the project have the opportunity to bid on City construction projects. Scope of work and prevailing wage rates (if applicable) should be made available during Meet and Confer as well as bidding information.
2. **SBE/MBE/WBE/:** Purpose of SBE/MBE/WBE requirements is to ensure that a fair share of construction contracts be awarded to SBE's. The Developer shall use its best efforts to comply with Community and Economic Development's goal of 30% utilization rate of SBE/MBE/WBE and take affirmative steps to achieve and keep documentation of efforts to reach.
3. **Section 3:** Purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects be directed to low and very low-income persons. Section 3 is triggered for contracts over \$100,000. For all contracts over \$100,000 (developer, contractor and subcontractor), the Section 3 goals are as follows:
  - Thirty percent (30%) of the aggregate number of new hires shall be Section 3 Residents;
  - Ten percent (10%) of all covered construction contracts shall be awarded to Section 3 Business Concerns.
  - Three percent (3%) of all covered non-construction contracts shall be awarded to Section 3 Business Concerns.

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Efforts to meet these goals must be made to the greatest extent feasible and all efforts taken must be documented accordingly.

4. **Awarding of Contracts:** Developer must establish and follow own procurement policy for awarding of contracts/subcontracts. Developer is responsible for ensuring the General Contractor (GC) evidences the use of competitive negotiation or bidding procedures. These negotiations are for the dual purpose of ensuring participation and employment of SBE's and controlling and reducing project costs.
5. **Preconstruction Meeting:** Preconstruction Meeting is required before Notice to Proceed is issued. Pertinent items related to construction procurement will be discussed and reiterated at this time.
6. **Contract/Subcontractor Approval Forms:** Contractor/Subcontractor approval forms must be submitted to City of Cincinnati. The Developer is responsible for entering the subcontractor information and amounts into the City's Vendor Compliance and Certification System (VCCS) at least monthly. VCCS is accessible on-line at the City's website.
7. **Debarred Contractor Search:** Developer and all contractors/subcontractors must be reviewed to ensure not included on federal excluded parties list system. Community and Economic Development staff must search records on System Award Management website ([www.sam.gov/portal/public/SAM/](http://www.sam.gov/portal/public/SAM/)) and include print out in file for all contractors and subcontractors.