



CITY OF MEDINA
Community Development Department
132 N. Elmwood Ave. Medina, OH 44256
330-722-9023

City of Medina
RFQ/RFP – FAIR HOUSING SERVICES FOR PY2025 CDBG PROGRAM
January 28, 2025

PURPOSE

The City of Medina is seeking competitive Request for Proposals (RFP)/Request for Qualifications (RFQ) from qualified firms interested in providing Fair Housing Services for the Program Year 2025 (PY2025) Community Development Block Grant (CDBG) Program. The City of Medina PY2025 CDBG Program including Allocation, Critical Infrastructure, Community Housing Impact & Preservation, Neighborhood Revitalization, Residential Public Infrastructure, Economic Development and Target of Opportunity (Community Development, Downtown Revitalization, and Planning) and any/new programs announced by ODOD under CDBG/HOME/OHTF programs.

SCOPE OF SERVICES

The prospective firm shall perform the following functions in implementing Fair Housing Services for the City of Medina PY2025 CDBG Program:

1. Preparation, documentation, and performance of required training sessions.
2. Preparation, documentation, and performance of required outreach activities.
3. Preparation of annual fair housing analysis update.
4. Fair housing complaint referral, processing, and coordination efforts with the appropriate Ohio Civil Rights Commission regional office, as needed.
5. Preparation of final report of fair housing efforts for grant year suitable for State Monitoring.

PROPOSAL SUBMITTAL REQUIREMENTS

The proposal shall be submitted including, but not limited to, the following:

1. Experience in the administration of Fair Housing in correlation with CDBG or similar programs.
2. Professional qualifications of personnel of the firm and training certifications of key personnel.
3. Ability or capacity of the firm to perform the above Scope of Services within the time limitation as defined by the grant.
4. Cost Estimate for Fair Housing services.

Proposals will be evaluated by the above submittal requirements. The City of Medina has the right to interview any or all applicants and select the firm based upon review and analysis of the submittal. The City of Medina will enter into a contract with the firm whose qualifications will be most advantageous and subject to negotiations at fair and reasonable compensation with the firm.

DELIVERABLE PRODUCTS

At least three hard copies of the proposal and one digital copy of the proposal in Adobe PDF or Microsoft Word format shall be submitted.

PROPOSAL DEADLINE

Proposals are due by Tuesday, February 18, 2025 at 4:00 pm to:

City of Medina
Community Development Department
132 North Elmwood Avenue
Medina, OH 44256

Please direct questions regarding proposals to:

Andrew Dutton
Community Development Director
adutton@medinaoh.org
(330) 722-9023