

# REQUEST FOR PROPOSALS (RFP) (D)

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Consulting Services for development of policies and procedures for internal processes to evaluate land donation, assess liability of land donation, develop NOFA process for working with developers, establish template documents for real estate development, and capacity building strategies for Community Land Trust.

Issued by: Housing Trust Fund Ventura County/Housing Land Trust Ventura County

## I. Introduction

Housing Trust Fund Ventura County (HTFVC)/Housing Land Trust Ventura County (HLTV) are soliciting proposals from consulting firms experienced in establishing, growing, and expanding Community Land Trusts to provide project management support, including coordination of tasks, completing tasks, tracking progress, and ensuring compliance with grant reporting requirements. This program is to build capacity within a Housing Land Trust established in 2020 to receive donated land for the development of affordable housing on a 99-year ground lease within areas meeting the REAP 2.0 infill definition.

## II. Background

HTFVC is a nonprofit community development financial institution (CDFI) with a mission to support the creation and preservation of affordable housing in Ventura County. Since 2013, HTFVC has provided nearly \$50 million in loans to affordable housing developments, primarily serving extremely low- to low-income households (30%–60% AMI).

In 2020, HTFVC created Housing Land Trust Ventura County (HLTV), as a supporting nonprofit of HTFVC, to hold donated land for the future development of affordable housing. To date, the Land Trust has received land from the City of Oxnard and a commitment from the City of Thousand Oaks.

As part of the development of HLTV, the organization needs assistance creating internal policies and procedures to evaluate land donation, assess liability of land donation, develop a NOFA process for working with developers, establish template documents for real estate development, and plans for strategic expansion.

This proposal was developed under the Southern California Association of Governments Notice of Funds Available (NOFA) for the Lasting Affordability Program which supports innovative finance strategies for projects that support existing and establishing new housing trusts, land trusts and catalyst funds through the State Regional Early Action Planning Grant Program of 2021 (REAP 2.0). All projects funded by REAP 2.0 must meet its primary objectives, which are to accelerate infill housing development, reduce VMT,

increase housing supply at all affordability levels, affirmatively further fair housing, and facilitate the implementation of adopted regional and local plans to achieve these goals.

### **III. Scope of Work**

The selected consulting firm shall develop policies and procedures for internal processes of the Housing Land Trust Ventura County (HLTV) to evaluate land donation, assess liability of land donation, develop NOFA process for working with developers, establish template documents for real estate development, standardize processes for engaging and securing community input for future development, establish capabilities to provide RFPs for land development, and capacity building strategies for Community Land Trust.

The firm shall ensure legal compliance with all template documents provided.

As applicable, consultant is also responsible for crediting SCAG as a funder of the project. All public-facing communications materials produced under this contract shall acknowledge and give credit to SCAG, whether via a logo or text.

The firm shall support HLTV staff as needed to obtain Board approval of the documents.

### **IV. Deliverables**

- Approved Land Trust Policies and Procedures for securing land, land transfer, and 99 year ownership.
- Approved Capacity Building Strategic Plan

### **V. Desired Qualifications**

- Licensed and in good standing to work in California
- Experience drafting policies and procedures, and template documents
- Experience in community outreach planning, identifying target audience, and facilitating meetings and tracking outcomes & responses
- Demonstrated experience working with Community Land Trusts, experienced in Land Trust real estate transactions, public agencies' land donation requirements and regulatory agreements, and community engagement
- Demonstrated experience with capacity building strategies
- Experience with contracts utilizing Federal or State funding sources

### **VI. Proposal Requirements**

1. Firm Overview – Background, size, relevant expertise
2. Team Members – Bios of key staff who would work on this project
3. Relevant Experience – Examples of similar work completed, particularly with nonprofit community land trusts, public agencies, other housing nonprofits, or CDFIs

4. Work Plan – Outline of your approach and timeline
5. Fee Proposal – Including fixed fee or hourly rate estimates, and any assumptions
6. References – Contact information for at least two relevant clients

## **VII. Evaluation Criteria**

- Demonstrated experience and expertise (45%)
- Quality of work plan and understanding of the assignment (25%)
- Cost-effectiveness (20%)
- References and prior client satisfaction (10%)

## **VIII. Timeline**

- RFP Release Date: October 13, 2025
- Proposal Due Date: October 31, 2025
- Firm Selection: November 14, 2025
- Project Completion Target: Within 7 months of contract execution for all deliverables.  
No later than June 30, 2026.

## **IX. Submission Instructions**

Please submit your proposal in PDF format via email to:  
Linda Braunschweiger, CEO  
Linda@HousingTrustFundVC.org  
Subject line: “RFP – HLTVC REAP II Grant Proposal (D)”

## **X. Questions**

Questions may be submitted by October 22, 2025. Responses will be shared with all interested firms.