Clermont Metropolitan Housing Authority
65 South Market Street | Batavia, Ohio 45103
513.732.6010 | Fax 513.732.6520
www.clermontmha.org

CLERMONT METROPOLITAN HOUSING AUTHORITY (CMHA)
SOLICITATION NUMBER 2026-1015
REQUEST FOR PROPOSALS (RFP)
BANKING & INVESTMENT SERVICES IN
ACCORDANCE WITH THE GENERAL DEPOSITORY AGREEMENT

Clermont Metropolitan Housing Authority (CMHA) seeks Request for Proposals (RFP) from qualified financial institutions to provide banking and investment services. All proposals submitted in response to this solicitation must conform to all requirements and specifications outlined within this document and any designated attachments in its entirety. In particular, the financial institution will be required to fully execute without modifications, the HUD-required General Depository Agreement (HUD-51999) (GDA). **(Exhibit A)** The GDA requires the financial institution to continuously and fully secure all deposits, regardless of type (i.e., checking, savings, money market, certificate of deposits, etc.), that are more than the Federal Deposit Insurance Corporation (FDIC) insured amount. Copies of the proposal forms are available at our Administrative Office located at 65 S Market St Batavia, OH or at CMHA's website at www.clermontmha.org.

CMHA intends to award the contract pursuant to a "best value" basis, not a "lowest bid" basis. An evaluation committee shall review and rank each of the offeror's proposals using the method of evaluation described in this request. The evaluation committee shall enter negotiations with the highest ranked proposal first, and if necessary, any or all the other proposals and submit the list of ranked offerors to the Executive Director. The Executive Director shall make a recommendation to the Board of Commissioners to award a single contract to the most competent, responsive, and responsible offeror submitting a proposal in accordance with the proposal evaluation criteria.

QUESTIONS
Prospective offerors requiring any explanation or interpretation of the solicitation must request it in writing no later than **4:00 pm EST on September 30, 2026,** and be addressed to Matt Koch via email mkoch@clermontmha.org. Any information given to a prospective offeror about this solicitation will be furnished to all other prospective offerors as a written amendment to this solicitation and updated at www.clermontmha.org under Business Opportunities.

RFP SUBMISSION
All proposals must be delivered in a sealed envelope labeled as follows:

Clermont Metropolitan Housing Authority
Attn: Finance Director, Matt Koch
65 S Market St
Batavia, OH 45103
RE: RFP Banking Services

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RFP DEADLINE

Proposals must reach CMHA no later than 4:00 P.M. EST on October 15, 2026.

No proposal will be accepted for consideration if received after this deadline. Proposals will be held in confidence and will not be released in any manner until after the contract award. Contractors are solely responsible for ensuring their proposals are received by the time and date stated above.

RFP SELECTION

Final Selection will be made by CMHA's Board of Commissioners on October 26, 2026. **A contract will be negotiated with the awardee to commence January 1, 2027.**

BACKGROUND

CMHA was formed in 1967 to provide housing assistance to low-income families within Clermont County, Ohio. CMHA employs an Executive Director (ED) and is governed by a five-person Board of Commissioners and is subject to the requirements of Title 24 and Title 2 of the Code of Federal Regulations (hereinafter, "CFR") and our procurement policy. CMHA employs a staff of 18 employees.

OUR PROGRAMS

CMHA has 175 Public Housing (PH) Units, 3 Business Activity (BA) Units, and a baseline of 998 Housing Choice Vouchers (HCV). There is also a Birney Lane (BL) U.S. 52 LLC which is used to manage the financials for our 26 Project Based Voucher (PBV), which is a RAD converted property. CMHA also has a non-profit, Clermont Housing Corporation (CHC). Additionally, CMHA is in process of building through CHC, the Veterans Village which when completed will have 19 HUD-VASH PBVs and whose financials will be run through Veterans Village CHC LLC.

AWARD

CMHA reserves the right to award contracts to multiple offerors, to reject any or all bids, to waive for all applicants any information in the specifications or bidding process or to cancel in whole or in part this solicitation if it is in the best interest of CMHA to do so. The awarded contract will be for three (3) years with the option to renew in increments of one year for two (2) additional years by mutual agreement. CMHA requires fixed pricing for the first three years of the contract, with any price increases in years four (4) and five (5) limited by the prevailing Consumer Price Index (CPI) for the local area. Requests for price increases shall be submitted by the banking institution in writing, ninety (90) days prior to the anniversary date of the contract to be effective for the subsequent year.

OUR MISSION & VISION

CMHA and its instrumentalities, including Clermont Housing Corporation (CHC)'s mission is to provide quality affordable housing opportunities in sustainable communities for the people we serve.

- Vision for Staff- CMHA's staff will consistently hone their leadership skills, education, and tools to best serve our families during a rapidly changing environment.
- Vision for our Families- CMHA will engage our families to reach their full potential while encouraging them to actively contribute to the improvement and growth of their community.
- Vision for Partnerships- CMHA will form robust partnerships with organizations that share our concern for our families with emphasis on political engagement, community organizing, and advocacy as needed to affect public policy and spending priorities.
- Vision for Future Projects- CMHA will promote excellence in design, construction, and management of projects with an emphasis on developing energy efficiency, increasing accessibility, and creating ecologically friendly homes with appropriate amenities.

ANNUAL CONTRIBUTIONS CONTRACT (ACC)

The Annual Contributions Contract (ACC) requires CMHA to deposit and invest all program funds for projects under an ACC in accordance with the terms of the General Depository Agreement. HUD prescribes the General Depository Agreement (HUD-Form 51999) that is to be executed between CMHA and the depository or banking institution. In addition, the ACC requires CMHA to invest General Fund (program) monies only in HUD approved investments. PIH Notice 1996-33 (Required HA Cash Management and Investment Policies and Procedures issued June 4, 1996, was extended indefinitely by PIH Notice 2002-13) (**Exhibit B PIH 96-33**) provides guidance on HUD's requirements for cash management, banking services, and approved investment instruments for deposits of program funds. With respect to banking services, HUD requires the following:

- CMHA is required to procure banking services once every five (5) years via a competitive solicitation process
- CMHA must have a fully executed and unaltered General Depository Agreement (HUD Form 5 1999) between CMHA and the depository institution prior to commencing banking services
- Pursuant to HUD's requirements provided under the Annual Contributions Contract (ACC), all Public Housing and Housing Choice Voucher funds must be placed in interest bearing accounts

Note: Auditors are required to check if a copy of the General Depository Agreement has been executed for each bank account maintained by CMHA and its instrumentalities. In addition to banking services, depository institutions typically provide safe investment options that are on the list of HUD approved investment instruments such as savings deposits, money-market deposits, certificates of deposit, etc.

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CURRENT BANKING SERVICES

CMHA currently uses one banking institution, which handles all cash management needs. Rental payments and other fees received (i.e., maintenance charges, late fees, etc.) are paid by check or money order, to CMHA's main administration office. The Finance Department makes deposits as needed via remote deposit to the appropriate accounts as funds are received. Revenue from HUD and other governmental entities is received via Automated Clearinghouse (ACH) or electronic funds transfer into the appropriate program account.

Pursuant to HUD's requirements provided under the Annual Contributions Contract (ACC), all Public Housing and Housing Choice Voucher funds must be placed in interest-bearing accounts. Positive pay (fraud protection)[1] and on-line inquiry of transactions are available for these accounts.

Currently, CMHA has twenty-four accounts, two credit cards and a Safe Deposit Box. The type of account are described below.

A. General Checking Account (2) These two are the accounts where ACH Deposits are received directly from HUD for HCV HAP and Public Housing Operations.
   1) The average monthly number of transactions in HCV HAP is 200, the average monthly deposits and disbursements around $700,000, and the average monthly account balance is $30,000.
   2) The average monthly number of transactions in Public Housing Operations is 200, the average monthly deposits and disbursements is $100,000, and the average monthly account balance is $50,000.

B. General Checking Account (7) These interest-bearing accounts are used to support the day-to-day operations of each of the programs offered by CMHA or its instrumentalities. These accounts will hold rental payments received by CMHA or its instrumentalities and be used to support administrative costs of the programs.
   1) The Public Housing Invoice Payment Account which is used to pay the allocated expenses. The average monthly number of transactions in this account are 100, the average monthly deposits and disbursements is less than $50,000, and the average monthly account balance is $10,000.
   2) The average monthly number of transactions in Birney Lane Operations is 100, the average monthly deposits and disbursements is $25,000, and the average monthly account balance is $140,000.

[1] *Positive pay is an automated fraud detection tool available from most banks. This tool matches the account number, check number, and dollar amount of each check presented for payment against a list of checks previously authorized and issued by CMHA.*

3) The average monthly number of transactions in Business Activities Operations is 50, the average monthly deposits and disbursements is $3,000, and the average monthly account balance is $30,000.
4) The average monthly number of transactions in Clermont Housing Corporation Operations is 20, the average monthly deposits and disbursements is $10,000, and the average monthly account balance is $100,000. Activity in this account will increase significantly as CMHA develops additional programs.
5) The average monthly number of transactions in Clermont Housing Corporation Benevity is 10, the average monthly deposits and disbursements varies as this is our donation and grant account, and the average monthly account balance is $950,000.
6) The average monthly number of transactions in HCV Administrative Fee account is 25, the average monthly deposits and disbursements is $75,000, and the average monthly account balance is $200,000.
7) The average monthly number of transactions in VV Developer Account (MODEL) account varies but is typically under 50, the average monthly deposits and disbursements varies depending on the work being completed, and the account carries a balance of $9,000. Most of the activity 'passes through' this account each month.

C. Security Deposit Account(s) (3)
1) The average monthly number of transactions in Public Housing Security Deposit account is 10, the average monthly deposits and disbursements varies based on turnover of units, and the average monthly account balance is $65,000.
2) The average monthly number of transactions in Birney Lane Security Deposit account is 10, the average monthly deposits and disbursements varies based on turnover of units, and the average monthly account balance is less than $10,000.
3) The average monthly number of transactions in CHC Security Deposit account is 10, the average monthly deposits and disbursements varies based on turnover of units, and the average monthly account balance is $2,500.

D. Money Market/High Interest Account (8) These accounts typically have a larger balance which CMHA is seeking a high interest return per HUD guidelines.
1) These accounts are Public Housing Disposition has a balance of nearly $3,000,000.
2) The Public Housing Money Market Account has a balance of $115,000.
3) The BL Reserve for Replacement Account has a balance of $140,000.
4) The Business Activity Investment Account has a balance of $30,000.
5) The CHC Escrow Account has a balance of $18,000.
6) The CHC RFR Account has a balance of $950,000.
7) The CMHA Developer Fee Account has a balance of $555,000.
8) The VV Operating Reserve Account has a balance of $200,000.

E. Capital Fund Program (CFP) Account (1) This account is designed to have a $0 balance monthly. Per HUD GDA, this account cannot be charged a fee. This is the Capital Fund Program account which serves as a pass through account for payments to vendors for capital projects.

F. Investment Account (3) CMHA currently maintains three HCV CDs with a combined balance of $416,000 and rolling 18-month renewal, which next matures on 12/2026, 3/2027, and 1/2028.

G. Credit Cards CMHA currently utilizes two credit cards issued to the Board Chairperson and the Executive Director.

H. Safe Deposit Box Safe Deposit Box with approximate size of 5" x 10" x 12"

Exhibit C – Current CMHA Investment Register with Notes

Exhibit D – HUD Approved Banking Instruments Options

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RESERVATION OF RIGHTS

CMHA reserves the following rights in association with the RFP process and upon contract award.

1. Right to Terminate, Reject, or Waive RFP Proposals. CMHA reserves the right to terminate the RFP process, if deemed to be in its best interest. Additionally, CMHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to, incomplete proposals and /or proposals offering alternative or non-requested services.

2. Right to Not Award. CMHA reserves the right to not award a contract pursuant to this RFP.

3. Right to Make Multiple Awards. CMHA reserves the right to make an award to more than one offeror and to award with or without negotiations or a "Best and Final Offer."

4. Right to Terminate. CMHA reserves the right to terminate a contract award pursuant to this RFP at any time for its convenience upon thirty (30) days' written notice to the contractor.

5. Right to Retain Proposals. CMHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of ninety (90) days after the deadline for receiving proposals.

6. Right to Negotiate. CMHA reserves the right to negotiate the fees proposed by the offeror(s).

7. No Obligation to Compensate. CMHA has no obligation to compensate any offeror(s) for any costs incurred in responding to this RFP.

8. Right to Reduce or Increase Estimated/Actual Quantities. CMHA reserves the right to reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability, if: l) funding is not available; 2) legal restrictions are placed upon the expenditure of monies for this category of service or supplies; or 3) CMHA's requirements in good faith change afterward of the contract.

9. Right to Request Additional Information. CMHA reserves the right to request additional information from all proposers, if needed to evaluate proposals. Such information shall be submitted in the form within five (5) days of written request.

10. Right to Request Reassignment of Personnel. CMHA shall retain the right to request and receive a change in personnel assigned to the work if CMHA believes that such change is in the best interest of CMHA and the completion of the contracted work.

11. Unauthorized Sub-Contracting is Prohibited. The successful offeror shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling, or transferring the contract) without the prior written consent of CMHA. Any purported assignment of interest or delegation of duty, without the prior written consent of CMHA shall be void and may result in the cancellation of the contract with CMHA or in the full or partial forfeiture of funds paid to the successful offeror because of the proposed contract, as determined by CMHA.

12. All travel, postage, telephone, living and miscellaneous expenses will be borne by the successful firm(s) and included in the total fixed contract price as per final negotiated contract. There is no provision for reimbursable expenses, except for those resulting from contract modification, which will be defined in the final negotiated contract.

13. Conflict of Interest. No Officer or employee of CMHA, no member of the Board of Commissioners, no member of the governing body of the jurisdiction of Clermont County, and no other public official of such locality who exercises any functions or responsibilities with respect to CMHA during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in this contract or proceeds thereof.

Specific Requirements

The Offeror will provide the following banking and investment services.

1. General Account Information
   a. Confirm the Offeror has the capacity to handle the number and types of accounts that CMHA currently uses as described under Current Banking Services.
   b. Describe the Offeror calculates balances in real time.
   c. Discuss security measure options that would restrict specific activities on CMHA's various accounts.
   d. Describe your Positive Pay process, if available.
   e. Is there any specialized hardware or software needed for online banking?

2. Online Services

   CMHA utilizes web-based, automated cash management services and daily balance reporting for timely access to balance information and transactions. Minimum online services should include balance reporting, stop pays, positive pay, account transfers, and wire transfers. Daily balance reporting should include detail on all transactions with summary reporting on closing ledger and collected balances. The closing statement **must be** month's end.
   a. Describe the bank's online service capabilities and systems.
   b. Provide a link for review of the online system.
   c. What day will the monthly statements be made available? How long is the historical information maintained online? How do we obtain older information that is no longer available online?
   d. What is the day that interest posts to the account? How often does the rate change?
   d. Is information from the online system exportable to PDF?
   e. Is image retention for checks and deposits available?
   f. Describe the security protocols for online services. What hours is technical support available? How is support provided?

3. Deposit Processing
   a. Describe the process for handling deposits. Currently, CMHA utilizes a deposit check scanner for daily deposits provided by our vendor. Software and hardware installation and maintenance will be provided by the Offeror.
   b. Describe the bank's procedure for the processing of returned items. When and how is CMHA notified? How much are the fees?
   c. Describe the process and timing for deposit corrections or other credits or charges to our account. When these entries are made, is notification provided to CMHA? When and in what format?

4. Conversion Plan
   a. Describe the plan your bank would use to coordinate a smooth transition from our current bank. Provide a schedule of events starting with the anticipated contract effective date of **January 1, 2027.**
   b. What kind of training would be offered to CMHA personnel for the operation and use of the bank's services and automated systems? How long does this training take? Is there any additional costs for on-going training?
   c. Provide information on any costs that CMHA would be expected to pay to convert.

5. Electronic Transactions
   CMHA currently uses daily online banking and investment services.
   a. Describe the bank's incoming and outgoing electronic money transfer services. Are there different controls for repetitive, non-repetitive and freeform wire transfers? If so, please describe. What equipment and/or software are required for initiating ACH transmissions for payroll and accounts payable to direct deposits? Does your bank charge for the software if required? Include deadlines for initiating transmissions.
   b. Describe the process used for initiating ACH transactions with other institutions. When will transactions be posted during the day? What is the process for canceling a transaction?
   c. For resolution of wire transfer and ACH transaction problems, describe the procedures, the timing requirements, and the deadlines for correcting errors.

6. Investments
   Investment types shall be limited to the types prescribed by HUD in PIH Notice 1996-33 Attachment A or as amended by future HUD notices. The investment of choice by the PHA shall be certificates of deposit. All ACC funds are subject to the 100 percent collateralization policy specified in the General Depository Agreement (HUD Form 51999).
   a. Discuss CD or other investment options available to CMHA.
   b. Is it possible to transact same-day transfers between CMHA's other accounts and the money market account? Can the transfers be completed online? What is the latest time during the day that such a transfer could be made? Provide a history of the rates paid on the money market accounts for the most recent calendar year.

7. Optional Services
   What additional services does your bank offer that CMHA would benefit?

SCOPE OF SERVICES

Minimum Requirements

To be considered for selection, Offerors must have at least the following minimum qualifications. Please indicate for each item listed below whether the banking institution meet the requirements. If not, please explain.

1. Be a federally or State of Ohio chartered institution qualified to act as a depository bank. CMHA will evaluate the financial stability of each financial institution submitting a proposal. CMHA's accounts **should not** result in a material portion (equaling 10% or more) of the financial institution's deposits-on-hand.
2. The bank must have a branch located within **45 miles** of CMHA's main administrative office 65 S Market St Batavia, OH and that location must be able to offer the full range of services required by this RFP.
3. Be a member of the Federal Reserve System and have access to all services.
4. Be insured by the FDIC or NCUA.
5. Be able to initiate and receive Federal wires.
6. Pursuant to HUD's requirements provided under the Annual Contributions Contract (ACC), all Public Housing and Housing Choice Voucher funds must be placed in interest bearing accounts.
7. Provide institution's Community Reinvestment Act (CRA) rating.
8. All forms provided in this RFP must be executed without modification.
9. Be able to provide the financial information or statements for the years specified.
10. Be capable of providing all the services identified within the RFP.

PROPOSAL FORMAT

CMHA intends to select the successful offeror(s) pursuant to a "Best Value" basis, not a "Lowest Bid" basis. All proposals submitted in response to this RFP must be formatted in accordance with the sequence and instructions provided below. An authorized representative from the Bank must sign the proposal and complete all required certifications. If there is a section that is not-applicable, please include a sheet indicating such. Any proposal which fails to include all items will be considered a non-responsive proposal and will not be considered for evaluation.

1. Complete the Company Profile Form. (Form Provided)

2. Staff Qualifications and Experience
   Identify key personnel that will be providing the banking and investment services to CMHA, including information on job title, experience, contract information, and qualifications.

3. Complete the Reference Form. (Form Provided)

4. Complete the Service Level and Banking Products for Scope of Work and Specific Service Requirements.

5. Provide a Bank Fee Proposal Form Listing Costs Associated with All Account Types Listed in Current Account Section of this RFP.

6. Provide the last two available year-end audited financial statements of the financial institution.

7. Provide Proof of Third Party Collateral.
   100 percent collateralization policy specified in the General Depository Agreement

8. Contract Provisions
   Provide a sample contract containing the required language for a three-year term with additional renewals for year 4 and 5 based on mutual agreement.

9. Proof of Community Reinvestment Act (CRA) current rating.

10. Proof of Licensing and Insurance

11. Statement of Regulatory Oversight (Form Provided)

12. HUD Form 5369-B, Instructions to Offerors, Non-Construction (Attached), Certifications and Representations of Offerors, Non-Construction (Attached) (Form Provided)

13. HUD Form HUD 5370-C, General Conditions for Non-Construction Contracts (Form Provided)

14. Section 3 Business Requirements (Form Provided)

15. W-9 (Form Provided)

16. Debarment Certification (Form Provided)

PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated by an Evaluation/Selection Committee comprised of key CMHA staff with the appropriate expertise and knowledge. The committee will present its recommendations to the Board of Commissioners who have the authority to award the contract.

#	Evaluation Criteria	Maximum Points
	Was Offeror's submission responsive?	Yes or No
1	Financial Strength of the Institution	5
2	Proof of Third Party Collateral	5
3	Experience in Providing Services to Similar Accounts	10
4	Proof of Community Reinvestment Act (CRA)	5
5	Electronic Bank Services Offered	15
6	Cost of Service	15
7	Interest Rate Offered	15
8	Borrowing & Operations Procedure	15
9	Location & Hours of Operations	5
10	Prior Experience Doing Business with CMHA	5
11	Other Financial Services Provided	5
	Total Possible Points	100

All proposals must conform to the requirements outlined herein. CMHA reserves the option to require oral presentation of proposals or to request additional information from selected candidates.