

**REQUEST FOR QUALIFICATIONS
ST. LOUIS COUNTY
OFFICE OF COMMUNITY DEVELOPMENT
HOMEBUYER ASSISTANCE 2010**

PURPOSE

To solicit proposals from organizations interested in providing homebuyer assistance services to low and moderate income households (80% of AMI) in St. Louis County, Missouri.

BACKGROUND

The St. Louis County Office of Community Development (OCD) is seeking organizations to assist low- and moderate-income families to overcome impediments to home ownership. The organization should have the capacity to provide extensive pre- and post-counseling services to assist potential homebuyers to obtain mortgage loans. In addition, the organization will be expected to provide loans with HOME Investment Partnership (HOME) funds provided by OCD that are used to fund down payment and closing cost assistance to low- and moderate-income homebuyers.

REQUEST

Qualified organizations are invited to submit a statement of qualifications describing their ability to carry out the activities outlined below. It is anticipated that successful applicants will provide the following services:

- **Budget and Credit Counseling Services**
- **Homebuyer Loan Review**
- **Pre- and Post-Purchase Counseling Services**
- **Home Maintenance Education Services**
- **Matching Grant Funds from the Federal Home Loan Bank and/or other Lenders**
- **Administration of Down Payment and Closing Cost Assistance**

SELECTION CRITERIA

Organizations will be selected based on materials submitted in response to this RFQ, as well as follow up interviews. The following criteria will be utilized to rate each applicant:

- **Capacity (50 points):** The ability of the organization to procure clients from the target market and provide the services necessary to assist them in successfully obtaining an affordable home mortgage loan.
Factors: outreach mechanisms, staffing, technology

Please Note: Agencies currently out of compliance with any OCD contracts are ineligible to apply for the administration of these funds.

- **Experience (40 points):** The background of the organization and the homebuyer counseling/mortgage lending experience of key staff who will carry out the program. Organization's experience successfully carrying out similar programs.
Factors: output (in numbers), financial strength
- **Cost (10 points):** Administrative costs the organization incurs to provide quality services to the target market.
Factors: cost effectiveness, other income sources

Statements of qualification and a completed application should be submitted by **February 12, 2010** to:

Darlene Rich
Housing Programs Manager
Office of Community Development
121 S. Meramec, Ste. 444
St. Louis, Missouri 63105

St. Louis County Office of Community Development reserves the right to reject all qualifications that are submitted.

Questions concerning this RFQ may be directed to Darlene, Housing Programs Manager, Office of Community Development, (314) 615-4592.

**Qualifications for Funding
Homebuyer Assistance 2010**

**St. Louis County Office of Community Development
Background Information**

Date:_____

Agency:_____

Address:_____

Telephone:_____ Fax:_____

E-Mail:_____

Proposal Submitted By:_____

Checklist of Required Documents

1. Narrative Data on applicant and program
2. Articles of Incorporation and By-laws
3. IRS Tax Exemption Determination Letter
4. List of Board of Directors
5. Board of Directors' authorization to request funds
6. Board of Directors' designation of authorized official
7. Resume of program administrator
8. Resume of fiscal officer
9. Financial statements, including Cash Flow statement, and 2008 and/or 2009 recent audit
10. Copy of HUD certification as approved housing counseling agency
11. Duns Number of the Organization
12. Additional pertinent information

1. Narrative (1 to 3 pages)

Program Summary

Briefly describe the proposed program. Describe the target population to be served. Describe the work to be performed, including the activities to be undertaken or the services to be provided, method of approach and implementation schedule. Provide a projection of how many households will be served by the program in the calendar year and how many of those will be low to moderate income. Describe how outreach to public housing tenants and occupants of mobile homes will be addressed.

Organizational Background

Include the length of time the agency has been in operation in the St. Louis Metropolitan area, the date of incorporation, the purpose of the agency and the type of corporation. Describe the type of services provided, the agency's capabilities, the number and characteristic of clients served and license to operate (if any).

Personnel

Briefly describe the staff positions and qualifications of those individuals who will carry out the program. Does the organization have a personnel policy manual with an affirmative action plan and grievance procedure?

Financial

Describe the organization's fiscal management system, including financial reporting, record keeping, accounting systems, payment procedures and audit requirements. Does the organization have funds available of a minimum of \$100,000 for the purposes of initially funding the down payments until reimbursement by the County can occur? What is the manner of funds? (i.e. cash on hand, line of credit) Provide documentation.

Insurance/Bond/Worker's Compensation

Does the organization have liability insurance? Please name the amount of insurance and the agency. State whether or not the organization pays all payroll taxes and worker's compensation as required by Federal and State law. State whether or not the organization has fidelity bond coverage for principal staff who handle the organization's accounts, in what amount, and with what insuring agency. Provide documentation.

2. Articles of Incorporation

Articles of Incorporation are the documents recognized by the State as formally establishing a private corporation, business or agency.

3. Non-profit Determination

Non-profit organizations must submit an IRS tax-exemption determination letter from the IRS.

4. List of the Board of Directors

A list of the current local board of directors must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal officers of the governing body.

5. Authorization to Request Funds

Documentation must be submitted as to the governing body's authorization to submit the funding request, i.e., a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded.

6. Authorized Official

Documentation must be submitted as to the governing body's action authorizing the representative of the agency to negotiate for and contractually bind the agency, i.e., a signed letter from the Chairperson of the governing body providing the name, title, address and telephone number of each authorized individual.

7. Resume of Chief Program Administrator

8. Resume of Chief Fiscal Officer

9. Financial Statement, including cash flow statements and Most Recent Audit

Must submit 2008 and 2009 as soon as available.

10. Copy of HUD certification as approved housing counseling agency

Must submit copy of current HUD housing counseling certification.

11. Duns Number of the Organization

Must submit authorized Duns number.

12. Additional Pertinent Information

Funding Sources

List any supplemental funding sources. Does the organization receive matching funds from the Federal Home Loan Bank Board? Does the organization receive any other state or local funds? Do participating lenders have matching grant sources for homebuyers? Does the organization receive funds from any other

lenders? If so, please list and explain all matching funding sources.

Counseling Component

Is the organization a HUD-certified counseling agency? Provide documentation.

Please describe the pre-purchase counseling services to prospective homebuyers that the organization will provide. Does the organization provide budget and credit counseling? If so, please describe. Does the organization accompany the homebuyer to the closing?

Mortgage Readiness of Borrower

Explain in detail how your organization determines when a homebuyer has reached mortgage readiness. Do staff members review credit reports on all clients? Do staff members review all mortgage documents prior to closing? Do staff members accompany the homebuyer to the closing? Would the homebuyer be able to qualify for a conforming "A" paper loan? If not, what steps are in place to ensure the homebuyer's success?

Home Maintenance Education

Does the organization provide training on basic home maintenance to homebuyers? If so, please describe a typical session. Does the agency have a facility and resources to provide hands-on training?

Inspection Services

Does the organization provide the homebuyer with an inspection of the property prior to closing? If so, which inspection provider do you use? Who pays for the inspection? Does a staff member accompany the homebuyer to the property during the inspection? How are any deficiencies noted on the inspection report corrected?

Post Purchase Counseling

Please describe the post-purchase counseling services provided by the organization. Does the organization continue a relationship with the homebuyer after purchase? If so, how long? Does the organization provide delinquency counseling if the homeowner falls behind on their mortgage payments? Does the organization continue to provide minor home repair, basic maintenance and landscaping information to the homeowner after the purchase?