

**REQUEST FOR QUALIFICATIONS  
CITY OF FLORISSANT  
OFFICE OF COMMUNITY DEVELOPMENT  
HOMEBUYER ASSISTANCE 2009  
SUBMISSIONS DUE June 1, 2009**

**PURPOSE**

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

**BACKGROUND**

The City of Florissant through membership in the St. Louis County HOME Consortium 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 counseling services to assist potential homebuyers to obtain mortgage loans. In addition, the organization will be expected to provide forgivable loans with HOME Investment Partnership (HOME) funds provided by the St. Louis HOME Consortium. Funds may be used to provide down payment and closing cost assistance to low- and moderate-income homebuyers. **\*\*Counseling services must be offered in St. Louis County at least once per quarter as long as funds are available.**

**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**
- **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.

**Please Note: Agencies currently out of compliance with any OCD contracts are not eligible to apply for the administration of these funds.**

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
- **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 June 1, 2009** to:

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

The City of Florissant reserves the right to reject any proposals submitted.

Questions concerning this RFQ may be directed to Darlene Rich at (314) 615-4592.

**If your organization has responded to the Request for Proposals for the St. Louis County Homebuyer Assistance Program in 2009, a letter indicating an interest to serve this consortium member may be substituted for a full proposal.**

**Qualifications for Funding  
Homebuyer Assistance 2009**

**City of Florissant**

**Background Information**

Date: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Proposal Submitted By: \_\_\_\_\_

Title: \_\_\_\_\_

**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 2007 and/or 2008 recent audit.
10. Copy of HUD certification as approved housing counseling agency.
11. 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, the 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 \$30,000 for the purposes of initially funding the down payments until reimbursement by the County can occur? What is the manner of funds? (Cash on hand, line of credit, etc.) Provide documentation.

### Insurance/Bond/Worker's Compensation

Does the organization have liability insurance? In what amount? Please identify the insurance agent. 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 or other governing body of the agency 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 2007 and must submit 2008 as soon as available.

### **10. 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.

Does the organization have a funding mechanism to provide for home repairs and rehabilitation concurrent with the acquisition of the property? If so, please describe.

### 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.

Please describe the post-purchase counseling services provided by the organization. Does the organization continue a relationship with the homebuyer after purchase? If so, for 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?

### 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 (not A-)? If not, what steps are in place to ensure the homebuyer's success? Is additional post-purchase counseling a requirement?

### 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

In addition to the St. Louis HOME Consortium inspection requirement, does the organization provide the homebuyer with a private 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?