

**City of Lakeland
Community and Economic Development Department
Planning & Housing Division**

Request for Proposal

HOME PURCHASE ASSISTANCE

Invitation

The City of Lakeland Planning & Housing Division is seeking professional organizations to assist in the provision of affordable housing activities in the city limits utilizing funds that are allocated by the Department of Housing and Urban Development (HUD) and State of Florida's Housing Finance Corporation programs, hereinafter referred to as "Programs", and awarded by the City of Lakeland, hereinafter referred to as "City", and administered through the Housing Division, hereinafter referred to as "Division."

History of the Programs

The Division has historically administered home purchase assistance programs from the federal Community Development Block Grant (CDBG), Home Investment Partnership (HOME), State Housing Initiative Partnership (SHIP), and Lakeland Community Redevelopment Agency (LCRA) for income-eligible applicants. Implementation of the Division program falls under the CDBG Program Regulations/Code of Federal Regulations 24 CFR Part 570 (under Title III of Housing and Economic Recovery Act of 2008); HOME Program 24 CFR Part 92 and Florida Statute Section 420.907-9079 and 163.330- 163.463.

The City is requesting proposals for a Home Purchase Assistance Strategy. Assistance may be used for the purchase of existing homes or newly constructed homes within the corporate limits of the City of Lakeland, Florida.

Requirements of the Program

Purchase assistance recipients cannot have incomes in excess of 80 percent and 120 percent of the area median income for HOME; CDBG, SHIP, and LCRA respectively.

Definitions

- *Extremely Low Income Eligible Person or Household:*
One or more natural persons or a family that has a total annual gross household income that does not exceed 30 percent of the median annual income, adjusted for family size, for households within the metropolitan statistical area, the county, or the non-metropolitan median for the state, whichever is greatest.

- *Very Low Income Eligible Person or Household:*
One or more natural persons or a family that has a total annual gross household income that does not exceed 50 percent of the median annual income, adjusted for family size, for households within the metropolitan statistical area, the county, or the non-metropolitan median for the state, whichever is greatest.

- **Low Income Eligible Person or Household:**
One or more natural persons or a family that has a total annual gross household income that does not exceed 80 percent of the median annual income, adjusted for family size, for households within the metropolitan statistical area, the county, or the non-metropolitan median for the state, whichever is greatest.
- **Moderate Income Eligible Person or Household:**
One or more natural persons or a family that has a total annual gross household income that does not exceed 120 percent of the median annual income, adjusted for family size, for households within the metropolitan statistical area, the county, or the non-metropolitan median for the state, whichever is greatest.

Income Limits

CITY OF LAKELAND, FLORIDA
HOUSING ASSISTANCE INCOME SCHEDULE

% OF AREA MEDIAN INCOME	CDBG & HOME UP TO 80% (Federal Funds)				SHIP UP TO 120% (State Funds)	
	EXTREMELY LOW	VERY LOW	LOW		MODERATE	
	30%	50%	60%	80%	100%	120%
BASED ON FAMILY SIZE	HUD & FHFC	HUD & FHFC	FHFC	HUD & FHFC	FORMULA	FHFC
1	12,950	21,600	25,920	34,550	43,200	51,840
2	17,420	24,700	29,640	39,500	49,400	59,280
3	21,960	27,800	33,360	44,450	55,600	66,720
4	26,500	30,850	37,020	49,350	61,700	74,040
5	31,040	33,350	40,020	53,300	66,700	80,040
6	35,580	35,800	42,960	57,250	71,600	85,920
7	38,300	38,300	45,960	61,200	76,600	91,920
8	40,750	40,750	48,900	65,150	81,500	97,800

Income levels are based on Area Median Income (AMI) for family of four at \$62,100.00

Data effective April 1, 2021 and retrieved from the following web sources:
HUD - <https://www.huduser.gov/portal/datasets/il/il2021/2021summary.odn>

Florida Housing Finance Corporation (FHFC) -
[https://www.floridahousing.org/docs/default-source/developers-and-property-managers/compliance/limits/income-limits/fdic-affordable-housing-program---2021-income-limits-\(eff-4-1-2021\).pdf?sfvrsn=4185f87b_2](https://www.floridahousing.org/docs/default-source/developers-and-property-managers/compliance/limits/income-limits/fdic-affordable-housing-program---2021-income-limits-(eff-4-1-2021).pdf?sfvrsn=4185f87b_2)

Contracts

Selected applicants (“Contractors”) will be required to contractually commit to HUD and local program guidelines and conform to all local and federal rules and regulations pertaining to housing programs for the activity to be undertaken.

Contract Period and Renewal

The contract period shall be valid from award and execution of agreement through September 30, 2024 and may be renewed under the same terms and conditions for up to three (3) additional one (1) year terms upon mutual consent of the parties hereto.

Program Delivery

The Contractor shall be able to undertake and perform the following tasks listed:

1. Homebuyer education – an 8-hour HUD approved comprehensive homeownership training service provided for potential homebuyers:
 - a. Pre- homeownership counseling – preparing clients for home ownership;
 - b. Credit counseling – assisting clients to rectify credit issues that may hinder their ability to qualify for a home loan; and
 - c. Post-purchase counseling.
2. Homebuyer assistance – will assist Homebuyers contract for a home, complete and deliver loan application packages to lenders on behalf of clients, assist with the loan process and closing.
3. Provide loan package to City with sufficient documentation to approve. Contractor will be responsible for reviewing all lender documentation and completing income certification process.

Purchase Assistance

The purpose of this strategy is to provide purchase assistance to eligible homebuyers, which may take the form of down payment, principal reduction, and/or closing costs. Assistance may be provided for extremely low, low, moderate and middle income households. Assistance may be used for the purchase of existing and newly constructed homes. The amount of maximum award available is based on the homebuyer’s household income.

In all cases, applicants will be required to obtain a first mortgage for the balance of the purchase price. To be eligible, applicants cannot currently own a home. Eligible applicants will be assisted on a first-ready, first-served basis.

The selected Contractor must have a proven track record with administering extremely low to middle income homebuyer programs, demonstrating the capacity to process the anticipated number of loans, providing or arranging for the required homebuyer education, and extensive experience working with lenders. The selected Contractor will be required to have experience and/or knowledge of HOME income certification guidelines, as outlined in HUD’s Guidebook, “Technical Guide for Determining Income and Allowances for the HOME Program.” The ability to leverage private dollars will also be a selection criterion. Eligible Contractors with offices located in Lakeland who consistently use local service providers will be given preference in the selection process. Eligible contractors employing Work and Economic Self-Sufficiency (WAGES) and Workforce Development personnel may be given preference in the selection process.

The purchase assistance provided through this program will be secured through a subordinate zero interest deferred payment lien. The amount of the subordinate lien will be due and payable at time of:

- a. Death of recipient or recipients; or
- b. Selling or transfer title to property; or
- c. Property is no longer maintained as maker's principal residence (such as renting or leasing of property with or without consideration.); or
- d. Property not maintained to a minimum housing standard.

Contractor's fee will be provided as a grant to the client.

City of Lakeland
Home Purchase Assistance Program
Application

General Instructions

Please respond to the following points in your application. Answer all questions.

I) Proposal Requirements / Project Description

- A. Describe clearly the design of the proposed program. Be as descriptive as possible in this section. Provide data on how this service will enhance, promote, or improve the neighborhood community. Identify objectives, milestones, and benchmarks which will help guide the program activity and indicate progress.
- B. Identify the income level of those individuals who will benefit from the proposed project. Income levels consist of extremely low, low, moderate and middle income persons. Describe the target population and explain how you plan to market to those income groups.
- C. Describe your client selection criteria for assisting persons with program funds (pipeline, reservations, and waiting list).
- D. Describe how you plan to coordinate your organization's resources and services to best accomplish your proposed activity.
- E. Identify the location of activity to be delivered. Is it in a Community Development Block Grant service area?
- F. Demonstrate the activity's consistency with City of Lakeland's Consolidated Plan.

II) Organizational Profile

- A. Provide a narrative of the history and purpose of your organization.
- B. Include a complete organizational chart of your organization. Describe staffing, by position, of those who will provide and supervise the service. Document income certification and other training attended.
- C. Provide a description of your organization's physical location.

III) Organizational Capacity

- A. Describe the nature of the organization, its mission and how long it has been in existence. Include a copy of the Articles of Incorporation, and its By-Laws.
- B. Provide documentation of financial resources, commitments and conditions of the organization, including most recent audits, or proof of audit, and established

accounting/tracking system (submit samples of reports) for cash assets, contributions, and case files/direct benefit data.

- C. State your organization's prior experience, qualifications and capacity to carry out the proposed activity, including evaluation of the financial and administrative condition of the organization as reflected in recent audit and monitoring reports.
- D. If an applicant has received City funds in the past, include all monitoring reports for the last three years.
- E. Describe what services the organization provides, the characteristics and general location of the service recipients, and the number of consecutive years the services have been provided.
- F. Provide a proposed activity budget. Also, list all sources of funds in which you will be leveraging funds. All sources and matching funds should be detailed in the Program budget.

IV) Time Line

Provide a detailed implementation schedule for your activity.

V) Submission Requirements

- A. Include a transmittal letter, signed by an authorized representative, stating the amount of funds requested per client as a loan processing fee. Please list separately any other administrative costs.
- B. Organization's By-Laws
- C. Documentation of insurance coverage, general liability, automobile, builders' risk, etc.
- D. Provide documentation of experience with HOME program income certification guidelines.

VI) Criteria for Selection

The proposals received will be reviewed by an evaluation team comprised of City staff. All proposals will be fully considered and rated by the evaluation team consistent with the City of Lakeland's Purchasing Policies/Procedures. The selection will be based upon completeness, experience with agencies, technical merit, cost competitiveness, ability to leverage private dollars, ability to utilize Lakeland based service providers and time to perform, with the award made to the most responsive responsible Contractor.

Written inquiries and questions regarding this Request for Proposal may be submitted no later than July 23, 2021 to:

City of Lakeland

Annie L. Gibson, Housing Programs Supervisor
1104 Martin L. King, Jr. Avenue
Lakeland, FL 33805
Phone: 863/834-3360
Fax: 863/834-6266
Email: annie.gibson@lakelandgov.net

VII) Method of Payment

An invoice must be submitted for each approved purchase assistance application. The City does not pay in advance for services to be delivered.

VIII) Affirmative Action

The City of Lakeland encourages minority and women-owned businesses to submit proposals.

IX) Proposal Rejection

The City reserves the right to reject any or all proposals submitted and is not liable for pre-contractual expenses. Pre-contractual expenses incurred by the offeror in: (a) preparing the proposal in response to this RFP; (b) submitting that proposal to the City; (c) negotiating with the City in any manner related to this proposal; or (d) any other expenses incurred by the offeror prior to the date of award, if any, of the contract. Offeror shall not include expenses as part of the bid in response to this RFP.

X) Acceptance of Contract

Subsequent to the selection of the awarded firm or agency, the contents of the proposal shall become a contractual obligation if a contract ensues. Failure of a firm or agency to accept this obligation will result in the cancellation of the contract award. In addition, award of this contract is non-exclusive and shall impose no obligation on the City to utilize the Contractor for all work of this type, which may develop during the contract period. The City specifically reserves the right to concurrently contract with other Contractors for similar work if it deems such action to be in the City's best interest.