



ADDENDUM #1

RFP # FY 2012-2013-CRA005 AFFORDABLE HOUSING SERVICES

Below find questions and answers for above subject RFP.

Question # 1:

Will HBCRA provide marketing materials for the specific project that is being developed? For example, graphics, brochures, etc.

Answer:

Yes, marketing materials will be provided; either by the CRA or the developer building properties within the CRA District.

Question # 2:

Will there be City signage on the properties as well, or only signage from the sales and marketing company?

Answer:

There will be CRA signage on properties being funded by the CRA.

Question # 3:

If your proposal has attachments can the attachments be separate pdf documents on the thumb drive, or should it be combined into one pdf document on the thumb drive?

Answer:

We prefer all attachments be scanned and included in thumb drive.

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Question # 4:

Can you have a reference that is not project specific and does not have a dollar amount?

Answer:

Yes.

Question # 5:

Can the CRA be listed as a reference?

Answer:

Yes.

Question # 6:

Is the budget of \$40,000 inclusive of all services including Real Estate commission and property management?

Answer:

No. The project budget is for the basic services (homebuyer recruitment, education, subsidy layering, etc.). Real estate commission is a separate fee to be charged per property being sold; either by the CRA or other developer. Property management would also be charged separately because at this time CRA cannot know the extent (# of properties) of those services.

Question # 7:

Market existing and future housing units to low to moderate income first time homebuyers-

Are these City owned and developed properties? Is there a listing agent?

Answer:

These would be for both CRA owned, and non-CRA owned properties. The listing agent for CRA owned properties would be the entity selected in this process.

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Question # 8:

Is there a cobroker fee arrangement if the buyer has an agent?

Answer:

None established; would be up to selected entity to work out with buyer's agent.

Question #9:

May the buyer find their own property?

Answer:

Yes.

Question #10:

Is the proposer responsible for providing flyers, media campaign, stage open house events, etc., to market the housing units?

Answer:

Marketing materials would be provided by CRA and/or developer. The selected entity would be responsible for marketing and outreach, the extent of which can be jointly determined between CRA and entity.

Question #11:

Create and maintain a database of potential homebuyers

from the typical client reporting information (name first and last, agency case number, counselor's notes, salary, AMI, etc.) does the City require other information?

Answer:

No.

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Question #12:

What is the reporting frequency?

Answer:

Monthly, possibly quarterly.

Question #13:

Does it have to show progress?

Answer:

The report will show what it shows. The intent of this program is that we do make progress, though

Question #14:

Does the proposer provide client income certification? If so, at what point in the process?

Answer:

Yes, when we are trying to make the eligibility determination.

Question #15:

Provide education on home buying process -
Would NHSSF counseling/coaching be considered education?

Answer:

It depends on the curriculum and if it meets the required tenets of participating lenders.

Question #16:

Would the 8 hour HBE suffice?

Answer:

Same as previous response.

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Question #17:

Facilitate buyers obtaining mortgages

What is the benchmark for the buyer “obtaining” a mortgage?

Answer:

All of the below. We wish to track all of these benchmarks and report on progress. It is understood that there may be other factors that preclude a buyer from moving forward with home purchase.

- Mortgage ready
- Pre qualified
- Pre approved
- Close on a loan/property

Question #18:

Facilitate funding layering needed for other governmental sources

Advise and direct client to funding source?

Answer:

Yes, as well as brokering those resources to facilitate the process.

Question #19:

Assist in completing application?

Answer:

Yes, if necessary.

Question #20:

Submitting package to program?

Answer:

Yes, if necessary.

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Question #21:

Perform full realtor/ broker services

May proposer be the realtor/broker?

Answer:

Yes.

Question #22:

May proposer solicit for and train “recommended” realtors?

Answer:

Not sure of this question.

Question #23:

Coordinate homebuyer workshops to educate awareness of program

Does the City require special (in their facilities/ for only their clients/ different languages) homeownership education events?

Answer:

Yes.

Question #24:

Would the NHSSF “regular” (twice a month: English and Spanish) HBEs suffice?

Answer:

As long as it is done in Hallandale Beach.

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Question #25:

Schedule and organize HUD approved pre purchase education classes thru approved non-profit partners”

May NHSSF (as a HUD approved nonprofit housing education and counseling agency) deliver its own HBEs?

Answer:

Yes.

Question #26:

Identify and secure approved lenders to provide first mortgage loans to target population”

Has Hallandale Beach’s promulgated lending guidelines?

Answer:

No.

Question #27:

If not, does the proposer write their own guidelines?

Answer:

Yes.

Question #28:

Could NHSSF Lending Department be a lender?

Answer:

Yes.

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Proposers are required to acknowledge receipt of this Addendum #1 by completing page below, signing and returning with the proposal submittal. Failure to do so may cause the firm's response to be considered irregular and subject to rejection.

I ACKNOWLEDGE RECEIPT OF ADDENDUM #1:

Company	
Name	
Title	
Signature	
Date	

Sincerely,



Andrea Lues, Director
Procurement Department