

RFP #: CDBG1004
Title: Homebuyer Assistance

I. Introduction and Background

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal and to inform them of basic requirements that the County uses as part of its standard contract process. *Your proposal should include the completed Dane County Application for 2010 CDBG and HOME Funds and information requested in Section III below.*

Standard contract requirements concerning Affirmative Action, the Americans with Disabilities Act, the County's Living Wage ordinance, contract termination and modification, etc. are included in the County's boilerplate contract. This contract is subject to change. For further information you can view a copy of the contract on our website at: <http://www.danecountyhumanservices.org/becomeprovider.htm>

Contracts with the CDBG/HOME Programs limit administrative costs/expenses to a 10% ceiling.

II. Scope of the Project

A. Project Description:

Dane County is seeking vendors to provide homebuyer assistance program(s) that would use CDBG and/or HOME funds to expand homeownership opportunities among persons of low and moderate income. Assistance would be provided to first time homebuyers in the form of a 0%, deferred payment loan due upon sale or when the homeowner no longer occupies the purchased property as his/her principle residence. The program may choose to offer loans to cover down payment and closing costs or offer a more substantial loan that would make the monthly mortgage payment affordable.

Please refer to the Down Payment and Closing Cost --Deferred Payment Loans Program Standards and the Mortgage Reduction Assistance -- Deferred Payment Loans Program Standards for further details regarding program requirements.

B. Objectives:

To expand homeownership options to low and moderate income households.

C. Needs/Expectations:

1. Projects must assist low-and-moderate-income persons in the participating municipalities of the Dane County Urban County Consortium.
2. It is expected that projects will meet documented community needs. This includes needs identified: as part of the 2009 Community Survey, as part of the interview process with participating municipalities in the Dane County Consortium, and/or through other "hard" data sources.

3. If applying for funding under the HOME program, the applicant must demonstrate how the 25% matching funds requirement would be met.
4. Projects must be delivered in a cost effective manner with measurable performance outcomes.

D. Current Operations:

Homebuyer Assistance projects will be performed by two agencies in 2009. The Dane County Housing Authority will provide downpayment assistance and closing loans to low and moderate income households. Movin' Out, Inc. will provide assistance to low and moderate income households with at least one member who has a disability.

- E. Maximum funding available for this project is 25% of the total HOME Investment Partnerships allocation and up to 30% of the Community Development Block Grant allocation. Based on 2008 Entitlement funding, 25% of the HOME allocation would be approximately \$139,000. For the CDBG program, this falls under the area of Housing programs to which 30% is expected to be allocated across all priorities falling into this category. Based on 2008 Entitlement funds, 30% of the allocation would be \$337,653 spread across all housing priorities.

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

III. Request for Information in addition to the Application form (required):

- A. In addition to the 10 paper copies (3 hole-punched) of the Dane County Application for 2010 CDBG and HOME funds, please e-mail 1 electronic copy of the Application and supporting materials to cdbg@co.dane.wi.us .
- B. Organization chart.
- C. Resumes of Chief Program Administrator, Chief Fiscal Officer, and key program staff along with copy(ies) of licenses, if applicable.
- D. Maps, if targeting a geographic area.

IV. Evaluation Criteria. Scoring from the consolidated application is as follows:

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| Benefit to Low-and-Moderate Income Persons (Consolidated Application, Program Description, p. 4, D. and E.) | 5% |
| Need and Justification (Consolidated Application, Program Description, p. 2, A and B, p. 4, E.) | 20% |
| Project Approach (Consolidated Application, Program Description, p. 3, C; p. 5, F; p. 6, H.) | 20% |

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| Outcomes (Consolidated Application, Program Description, p. 6, G.) | 10% |
| Experience and qualifications (Consolidated Application, Organizational Profile, pp. 9-13) | 15% |
| Program budget and Matching Funds (Consolidated Application, Project Description, pp. 7-8, Appendix A and B.) | 20% |
| Past Performance (If previously funded, ability to meet timelines and goals in a reasonable fashion, compliance with prior contracts. Maximum points will be awarded to new applicants.) | 10% |

V. Contact Information: Please register your interest in this proposal with the contact person below. This will facilitate any additional information sharing with all interested parties. For clarifications or questions concerning this application, this is your contact.

Contact: Jenna Wuthrich
Phone: 608 242-6229
E-Mail: wuthrich@co.dane.wi.us

VI. Timeline

April 16, 2009 - Consolidated Application Workshop and date of issue of the application.

Thursday, April 16, 2009
11:00 a.m. – Noon
Dane County Job Center
1819 Aberg AVE
Madison

May 29, 2009, 12 Noon – Application due from vendors.

June 27, 2009 (Sat.) – Non-Housing Applicants meet with CDBG Commission Application Review Team.

July 11, 2009 (Sat.) – Housing Applicants meet with CDBG Commission Application Review Team.

Note: Applicants will meet on either June 27, 2009 **or** July 11, 2009 with the Application Review Team. Schedule is subject to change. Location(s) will be announced at a later date.

July 23, 2009 – Public Hearing held by CDBG Commission and preliminary funding recommendations.

Your completed proposal should include the following:

1) An electronic copy of the application and supporting materials submitted to

cdbg@co.dane.wi.us

- 2) 10, 3-hole punched, copies of the completed County application for 2010 CDBG and HOME Funds.**
- 3) Additional information requested in Section III above.**

**Submit your completed proposal to:
Dane County CDBG/HOME
Attn: RFP #
1202 Northport Drive
Madison, Wisconsin 53704**

Proposals are due no later than May 29th, 12 noon.