

Request for Proposals

Pre-purchase Counseling for Multifamily Homebuyers

The Massachusetts Housing Partnership (MHP) is seeking qualified organizations to provide individual, pre-purchase counseling to buyers of multifamily properties.

A. BACKGROUND

MHP has administered the ONE Mortgage and SoftSecond Loan Programs for a consortium of private lenders in Massachusetts since 1991. The ONE Mortgage Program offers below-market mortgages to qualifying low and moderate-income households. Since the Program's inception, more than 21,000 borrowers have received SoftSecond or ONE Mortgages statewide. In order to obtain a ONE Mortgage, borrowers must complete a pre-purchase homebuyer education program through an organization approved by the Massachusetts Homeownership Collaborative.

In January of 2012, MHP implemented a pre-purchase, individual counseling requirement for buyers of three-family properties. This requirement will be in addition to the pre-purchase homebuyer education requirement. Buyers of two-family properties may access individual counseling, but they will not be required to do so as a condition of their financing. Below is a list of the communities where multi-family properties were purchased using ONE Mortgages in recent years.

BOSTON	LAWRENCE	PEABODY
BROCKTON	LOWELL	QUINCY
CHELSEA	LYNN	REVERE
CHICOPEE	MARLBOROUGH	SPENCER
EVERETT	MEDFIELD	SPRINGFIELD
FALL RIVER	METHUEN	TAUNTON
FITCHBURG	MILFORD	WEYMOUTH
HAVERHILL	NEW BEDFORD	WORCESTER

MHP's pre-purchase counseling for multi-family buyers aims to address the following objectives:

- 1) Ensure that buyers fully understand the use of rental income in mortgage underwriting.
- 2) Ensure that buyers fully understand the condition of the property that they are buying upon review of a licensed home inspection.
- 3) Ensure that buyers understand the basics of budgeting for ongoing property maintenance.
- 4) Ensure that buyers are aware of the basics of being a landlord, as well as an owner occupant.
- 5) Enroll buyers in a HomeSafe class post-purchase.

B. WHO MAY APPLY TO DO THIS WORK?

To submit a proposal, organizations must already be approved to offer pre-purchase homebuyer services by the Massachusetts Homeownership Collaborative, NeighborWorks® and/or HUD.

C. DESCRIPTION OF SERVICES NEEDED

MHP is requesting proposals for the following:

1. **Local Service Provision:** Provide individual, pre-purchase counseling to buyers of multifamily properties prior to closing. Homebuyers will be referred by MHP. Providers located in the areas where most three-family homes are purchased will be given priority.
2. **Remote Service Provision:** Provide individual, pre-purchase counselling to buyers of multifamily properties prior to closing via web-based video conferences (Skype, GotoMeeting, etc.) Homebuyers will be referred by MHP and counsellors should collect and review all required documents from the borrower prior to the video conference.

D. SUBMISSION INFORMATION & DEADLINE

1. **Registration:** Agencies who intend to respond to this Request for Proposal should register with Moriah Cummings, Senior Program Associate Massachusetts Housing Partnership at mcummings@mhp.net prior to **Monday, July 22, 2019**.
2. **Questions:** Questions regarding this Request for Proposal may be emailed to Ms. Cummings at the above-listed email address on or before the end of business on **August 2, 2019**. Written responses to these questions will be forwarded to all parties who have registered with MHP by that date.
3. **Deadline:** Qualification and Proposals must be received **by 2:00 PM, Friday August 16, 2019**. Proposals should be addressed to:

Moriah Cummings
Senior Program Associate
Massachusetts Housing Partnership
160 Federal Street, Second Floor
Boston, MA 02110
mcummings@mhp.net

E. SUBMISSION REQUIREMENTS

1. **Letter of Transmittal:** Please provide a transmittal letter signed by the individual authorized to negotiate for and contractually bind the agency. This transmittal should disclose any potential

conflict of interest in providing services.

2. **Proposed Services:** Please indicate whether you are proposing to provide local service provision, remote service provision, or both services.
3. **Geographic Service Area:** Describe the geographic area. Please indicate why you have chosen this area and what experience you have had providing services to this area.
4. **Qualifications:** Describe the agency's ability to successfully undertake the project technically, financially, and managerially. Include descriptions of similar work conducted elsewhere.
5. **Methodology:** Clearly describe the general work plan and methodology you would use to fulfill the scope of services. Please indicate the availability of counseling services in English, Spanish and other languages if applicable.
 - If you are proposing to offer direct services, include the outreach techniques and the format of the proposed services, i.e. via phone or in person.
6. **Staffing:** Describe the current roles, responsibilities, capabilities and a typical working schedule of each staff member who would be involved in providing services. Provide resumes for staff members who will be directly involved in the project. Please include the titles, locations and dates of any relevant homebuyer counseling training for each staff person.
7. **Proposed Fees and Budget:** Provide an operating budget detailing staff time and expense, materials, space rental, travel cost, and organizational overhead for services provided.
8. **Financial Statement:** Provide a certified copy of the organization's most recent audited financial statement and current year-to-date financial statements.
9. **Organizational Chart:** Provide a copy of the organizational chart that indicates how the pre-purchase service providers will interact with other organizational objectives.
10. **References:** Provide three references for individuals who have experience working with the agency in similar work in the past three years. Supply name, organization, contact information, and describe relationship to agency.

F. SELECTION CRITERIA

MHP will evaluate proposals and select HomeSafe counseling agencies on the basis of the following selection criteria:

1. Current staff experience and capacity to perform the services.
2. Ability to provide services in languages other than English with particular emphasis on the ability to provide services in Spanish.

3. Demonstrated capacity to serve designated geographic area as evidenced by prior experience.
4. Quality and specificity of work plan.
5. Quality and relevance of references.
6. For existing HomeSafe providers, compliance with MHP's monthly and annual reporting requirements.
7. MHP may elect to hold interviews with agencies proposing to provide this work. The outcomes of these interviews may be additional selection criteria.

G. RIGHT TO REJECT PROPOSALS

MHP reserves the right to reject any or all proposals if it is in MHP's interest to do so.

MHP may consider any proposal not prepared and submitted in accordance with the provisions hereof and may waive any informality or reject any and all bids, should MHP deem it to be in their interest. MHP may also reject proposals which in its sole judgment are incomplete.