

**REQUEST FOR PROPOSAL  
TO PROVIDE HOUSING COUNSELING SERVICES  
February 6, 2017**

Proposals by qualified organizations to provide housing counseling services within the City of Fort Lauderdale service area are currently being requested by the City of Fort Lauderdale's Housing and Community Development (HCD) Department.

**It is projected that approximately \$22,357.80 in State Housing Initiatives Partnerships (SHIP) Program funds for 2016/2017 will be available to fund requested services over a twelve month contract period beginning May 2017 and ending April 2018. Based on satisfactory performance and dependent upon Fort Lauderdale receiving SHIP funding for the 2017/2018 program year, the contract may be extended for an additional year upon recommendation of City staff and the Affordable Housing Advisory Committee. This Housing Counseling Services is separate from the First-Time Homebuyer Workshop.**

The City is requesting proposals for providing Housing Counseling Services including: Housing Consumer Education, Home Purchase Counseling, and Anti-Predatory Lending Counseling included in Part I.

Parts II and III contain: (1) an outline of the proposal evaluation process and proposal review criteria and (2) a project proposal submittal form. Applicants are urged to submit final proposals early and to seek technical assistance as needed.

**One original and three copy of the proposal must be received at HCD, 914 NW 6th Street (Sistrunk) Suite 103, Fort Lauderdale, Florida 33311 by March 6, 2017**

Contact Avis A Wilkinson, HCD Housing Administrator at (954) 828-4513 or [Avis A. Wilkinson at awilkinson@fortlauderdale.gov](mailto:awilkinson@fortlauderdale.gov) for additional information.

## PART I

### DESCRIPTION OF REQUESTED SERVICES

This section includes a description of services and proposed goals for service areas.

Housing Counseling Services: There are three (3) categories of services proposed for funding for the 2016/2017 program year.

**Housing Consumer Education:** includes budgeting, credit repair (face to face counseling if required), money management and home maintenance workshop.

**Home Purchase Counseling:** provide home purchase and money management instructions with emphasis on foreclosure prevention.

**Anti-Predatory Lending Counseling:** assist homeowners in understanding home equity and/or home improvement loans, refinancing loans and other loans.

**Proposed Goal:** Services to a minimum of 25 clients with certificates.

## **PART II**

### Proposal Review Criteria

The following proposal review criteria will be used to evaluate proposals for funding.

1. Completeness of Project Proposal Submittal Form.
2. Quality of Proposed Services: (a) proposed methods of service delivery for each of the service types, (b) proposed service objectives and performance measures; (c) detailed community education and outreach plan and (d) Outline of Program
3. Track Record of Agency: (a) staff and agency experience in providing requested services, and (b) ability of agency to implement services work program.
4. Provide copies of HUD or Neighborworks Certifications.

**PART III**

**PROJECT SUMMARY SHEET**

City of Fort Lauderdale  
914 NW 6th Street (Sistrunk)  
Suite 103, Fort Lauderdale,  
Florida 33319

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Please answer each question as completely as possible, document all data sources and use additional pages to answer questions as needed.

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Requested Funding for 2016/2017 Program Year:	\$
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Applicant Name:			
Mailing Address:			
Site Address:			
Telephone #:		Fax #:	
E-mail Address:		Contact Name:	

Executive Director: \_\_\_\_\_  
Name Signature

Board Chairperson: \_\_\_\_\_  
Name Signature

Project Summary (three to four sentences summarizing the services your agency proposes to provide):
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Please complete questions 1 through 7 below using additional sheets of paper.  
Describe the methods your agency would use to provide the following Housing

1. Counseling Services types(detail personnel and their specific role in relation to service delivery and discuss specific approaches and activities with regard to implementing a service work program), and indicate performance goals your agency proposes to accomplish within each of the service types.
  - A. Housing Consumer Education
  - B. Home Purchase Counseling
  - C. Anti-Predatory Lending
  
2. Of the personnel indicated above, specifically describe their qualifications or experience they possess or would be required to possess to perform their function. Also, please indicate length of time each person has been employed by your organization. (Attach a complete list of proposed personnel and an organizational chart of the agency.)
  
3. What will be the agency's proposed objectives to measure or evaluate performance in each of the three service types (clients contacted, service unit provided, service outcome, etc.)?
  
4. Detail your project implementation schedule. Include dates.

PROPOSED BUDGET

Housing Counseling Proposed Funding Request:	\$
	\$
Administrative Overhead:	\$
<b>Total Funding Request:</b>	\$

Attach a detailed line item budget.