

**City of Nanticoke  
Request for Qualifications**

**First-Time Homebuyers Program Pre-Purchase Counseling**

**August 15, 2022**

**Direct questions regarding this RFQ** to Donna Wall, City Manager, City of Nanticoke at [dwall@nanticokecity.com](mailto:dwall@nanticokecity.com). All questions must be submitted in writing no later than August 26, 2022.

**Introduction**

The City of Nanticoke has been awarded a Home Investment Partnerships Program (HOME) grant from the Pennsylvania Department of Community and Economic Development and a PA Housing Affordability Fund (PHARE) grant from the Pennsylvania Housing Finance Agency (PFHA). With this Request for Qualifications (RFQ) the City of Nanticoke seeks a HUD-certified housing counseling agency to provide homeownership counseling services for a new First-Time Homebuyer Program.

This program will provide assistance to at least 40 first-time homebuyers in the City of Nanticoke through down payment and closing cost assistance of up to \$15,000 provided in the form of a non-interest bearing forgivable loan. All assisted beneficiaries will be required to complete eight (8) hours of homeownership counseling.

The responsibilities of the housing counseling agency will be as follows:

- Provide at least eight (8) hours of first-time homebuyer counseling for at least 40 beneficiaries – either in person, virtually, or a combination of both
- Maintain attendance and/or participation records for all participants
- Ensure that counseling services meet criteria established in 24 CFR Part 214 and all other relevant federal and state regulations
- Provide all participants who complete eight (8) hours of first-time homebuyer counseling with a certificate of completion

These services will be provided over a 36-month period at a cost not to exceed \$20,675 following execution of a signed agreement between the City and the housing counseling agency.

The City will be partnering with a project management firm to deliver this service. The selected housing counseling agency will work closely with both City staff and the project management firm.

**Statement of Qualifications**

The City of Nanticoke is seeking a HUD-certified housing counseling agency to provide first-time homebuyer counseling for a new HOME-funded First-Time Homebuyers Program. Please aim to be thorough, but also keep your responses direct and relevant. We ask that, at a minimum, your Statement of Qualifications include the following:

**A. Cover Letter**

The cover letter should highlight your experience providing housing counseling services, your capability, and your understanding of the HOME program. Identify and introduce the agency and key personnel.

**B. Project Team**

Identify key personnel and their roles and responsibilities related to this project. Describe the skills and project experience of these personnel that are most relevant to this project. Include resumes of key members of the team.

**C. Approach to the Project**

Describe how you expect to approach this project. How will your experience inform your counseling services? Describe the logistics of delivering the housing counseling services.

**D. Relevant Project Experience**

Provide information about your agency's experience providing first-time homebuyer counseling and your experience with the HOME program.

**E. Capacity**

Provide information about your agency and team's capacity to complete this project within the timeframe.

**F. References**

Provide at least three (3) references, including name, title, organization, telephone, and email address for previously executed projects of a similar scope. The reference must be able to speak of direct experience with the key team member(s) proposed for this project.

**Qualifications must be submitted to Donna Wall, City Manager, City of Nanticoke at [dwall@nanticokecity.com](mailto:dwall@nanticokecity.com) by Friday, September 9, 2022 at 4:00 p.m.**

**Evaluation Criteria**

Statements of Qualifications will be evaluated according to the following criteria:

<b>Criteria</b>	<b>Maximum Points</b>
Experience of the agency with HOME and first-time	35

homebuyer counseling	
Relevant experience and knowledge of the project team	35
Approach to the project	15
Agency's capacity to implement the project within the timeframe	15

### **Selection Process**

The selection process will consist of two parts. The RFQ (Part 1) requires submission of a statement of qualifications, from which the City will select a shortlist of candidates. In Part 2, candidates on the City's shortlist will be asked to interview.

The City of Nanticoke reserves the right to amend or withdraw this RFQ, and to withdraw at any time from the process and negotiations with no recourse for any Applicant. The City reserves the right to adjust the timeline, and to waive minor deficiencies in meeting the stated requirements of the qualifications package. The City reserves the right to request additional information from Applicants.

The City is not liable to pay or reimburse any costs incurred by Applicants in the development, submission or review of qualifications packages.

All applications will generally be considered public records which are subject to public inspection.

In the event an Applicant considers its submittal as a proprietary trade secret or otherwise exempt from disclosure under the Public Records Act, the Applicant must designate its submittal as confidential. The City will withhold designated applications from public disclosure only if permitted by applicable law.

### **Timeline**

Questions must be submitted in writing to [dwall@nanticokecity.com](mailto:dwall@nanticokecity.com) by Friday, August 26, 2022.

Statements of Qualifications must be submitted by Friday, September 9, 2022 at 4:00 p.m.

The City will review qualifications and develop a short list of candidates by Friday, September 16, 2022.

A housing counseling agency will be selected by Wednesday, October 5, 2022.