



Pinellas County

Staff Report

File #: 16-2281A, **Version:** 1

Subject:

Approval of ranking of firms and agreements with Clearwater Neighborhood Housing Services, Inc. and Tampa Bay Community Development Corporation to provide administration of the Purchase Assistance and Owner-Occupied Rehabilitation Programs.

Recommended Action:

Approval of ranking of firms and execution of agreement with Clearwater Neighborhood Housing Services, Inc. (CNHS) and Tampa Bay Community Development Corporation (TBCDC) to provide administration of the Purchase Assistance and Owner-Occupied Rehabilitation Programs for the Planning Department.

Contract No. 167-0166-P(JA) in the annual amount of \$1,136,416.66 for a thirty-six (36) month total of \$3,409,250.00. Chairman to sign and Clerk to attest.

Strategic Plan:

Ensure Public Health, Safety, and Welfare

2.1 Provide planning, coordination, prevention, and protective services to ensure a safe and secure community

2.2 Be a facilitator, convener, and purchaser of services for those in need

Foster Continual Economic Growth and Vitality

4.2 Invest in communities that need the most

Summary:

This contract provides for the administration of the Purchase Assistance Program and the Owner-Occupied Rehabilitation Program. State Housing Initiative Partnership (SHIP) funds are utilized to provide benefits under both programs, as well as these administrative services, on a reimbursement basis for each completed loan in compliance with the program requirements.

For the Purchase Assistance Program, the vendors will be responsible for processing of program applications, documentation of income eligibility of the applicants, inspection documentation of prospective homes for eligibility and acceptability, and preparation of the loan documents. Vendors will then submit the documentation to County for approval prior to closing, transferring the participant files to the County within thirty (30) days of each closing. Reimbursement is based upon the actual amount of assistance to the homebuyer, plus a service delivery fee from the County for approved cases.

The Owner-Occupied Rehabilitation Program includes loans for repairs and improvements to address: health and safety issues, electrical, plumbing, roofing, windows, wind mitigation improvements, and other structural items. The County requested vendors to provide outreach and program marketing to attract applicants to the program, and would then process that application for

eligibility approval. Vendors will maintain the individual homeowner files throughout the loan process and be responsible for inspections and construction management.

Background Information:

A request for proposal was released on March 2, 2017 resulting in two (2) responses which were evaluated April 27, 2017. The Planning Department recommends both responsive firms provide services due to the high volume of work required for successful implementation and the reliance on partner agencies to administer these programs.

Fiscal Impact:

Scope A - Purchase Assistance Program	
Thirty-six month administrative fees not to exceed	\$ 96,750.00
Scope B - Owner-Occupied Rehabilitation Program	
Thirty-six month administrative fees not to exceed	\$ <u>312,500.00</u>
Thirty-six month administrative fees for both programs not to exceed	\$ 409,250.00
Thirty-six month reimbursable funding not to exceed	<u>\$3,000,000.00</u>
Total Thirty-six month funding not to exceed	<u>\$3,409,250.00</u>

Funding is derived from SHIP.

Staff Member Responsible:

Renea Vincent, Director, Planning Division
Joe Lauro, Director, Purchasing Department

Partners:

State of Florida
U.S. Department of Housing and Urban Development

Attachments:

Services Agreement(s)
Ranking Spreadsheet