

**GEORGIA HOUSING AND FINANCE AUTHORITY
60 Executive Park South, NE
Atlanta, GA 30329**

**REQUEST FOR QUOTES ("RFQ")
Issued September 21, 2020**

HARDEST-HIT FUND FINAL REPORTING SERVICES

Responses **must** be submitted no later than 4:00 p.m. Eastern Standard Time, October 5, 2020.

I. Statement of Purpose

The Georgia Housing and Finance Authority (the "Authority" or "GHFA") is seeking qualified Consultant(s) to submit quotes for Hardest-Hit Fund final reporting services in compliance with guidelines by the Department of the Treasury. The programs of GHFA are administered by the Georgia Department of Community Affairs ("DCA"), a legislatively created executive branch of State government.

II. Overview of Hardest-Hit Fund Program

In February 2010, the United States Department of the Treasury announced and created the Housing Finance Agency ("HFA") Innovation Fund for the Hardest-Hit Housing Markets ("Hardest-Hit Fund" or "HHF") and allocated funds under the Emergency Economic Stabilization Act of 2008 to assist in foreclosure prevention and home price stabilization efforts. Georgia received funding in August 2010 due to high foreclosure and unemployment rates. Funds were distributed to approximately 17,000 homeowners through the HomeSafe Georgia program.

III. Schedule of Events

The schedule of events* for this RFQ is as follows:

- | | |
|---|--------------------------------|
| • Advertise RFQ | Week of September 21, 2020 |
| • Responses Due (receipt by GHFA) | October 5, 2020 (by 4PM, EST) |
| • Selected for Oral Presentations
(if the Authority deems necessary) | Week of October 12, 2020 |
| • Announcement of Selected Consultant(s) | No later than October 19, 2020 |

* Dates are approximate and may change as needed.

IV. Response Submittal Instructions

- A. The Response should be prepared in a straightforward and concise manner, detailing the Consultant's capabilities to satisfy the requirements of this RFQ.
- B. All Responses shall be submitted electronically to: ren.ellington@dca.ga.gov. Proposals submitted at or after 4:01 p.m. EST on October 5, 2020, will **not** be considered.
- C. All Responses must include a transmittal letter on the Consultant's stationery, signed by an individual who is authorized to bind the company to all statements in the Response and the services and requirements as stated in the RFQ. If any addendum or amendments have been issued to this RFQ, the Consultant shall acknowledge same in this section. On the transmittal letter, please indicate who will be the contact person at the firm with whom the Authority will communicate all information regarding this RFQ. Please include the phone and facsimile numbers and e-mail addresses for this individual. The transmittal letter should clearly state that the Quote is in response to the Construction Inspection and Analysis Services RFQ.
- D. Responses may not exceed ten (10) pages, excluding the cover letter, certification statement and attachments/exhibits. Additional pages or extra material will not be reviewed.
- E. If there are any questions related to this RFQ, please send them via email to Ren Ellington at Ren.Ellington@dca.ga.gov. All questions are due by October 2, 2020 by 4:00 p.m. EST. Phone calls will not be accepted.
- F. Responses will be evaluated based upon the responses to the specific items outlined in the "Response Content Requirements." Although the Authority reserves the right to contact respondents and ask them for required information omitted from the Response, any Response that omits requested information or exceeds requested parameters may be rejected as non-responsive.

V. Minimum Qualifications

The following qualifications must be met to be considered for contract award:

- A. The Consultant shall have at least five (5) years of experience, including recent experience within the last five (5) years of providing quantitative analysis services and reporting in public policy and real estate.

VI. Scope of Services Under this RFQ

If selected, the Consultant will be required to prepare the Hardest-Hit Fund Final Report, in compliance with the guidelines provided by the U. S. Treasury, for GHFA.

Data will be provided by GHFA.

VII. Response Content Requirements

All Responses must contain the following information and relevant documentation in the order outlined below:

A. Minimum Qualifications

The Consultant shall demonstrate that it meets the qualifications outlined in Section V.

B. Executive Summary – Scope of Work

The Consultant shall condense and highlight the contents of the Response in a separate section titled “Executive Summary.” The summary shall provide a broad overview of the Consultant’s understanding of the contents of the RFQ and of how the Consultant’s proposal meets the scope of services outlined.

C. Summary of Experience and General Capability

1. Experience. The Consultant shall provide an overview of its experience rendering services similar to those outlined in Section VI and the relevant exhibits of this RFQ and how that experience is relative to this RFQ. This narrative shall also include a summary of the experience of key personnel proposed to be assigned to this Contract. Resumes, brochures and other relevant documentation may be included in this section.
2. Sample electronic copies of housing reports similar to the services proposed that your firm has completed in the last three (3) years for a government entity, if applicable. If the sample copy of a complete report meeting these requirements has previously been submitted to DCA, Consultant should state so in written form and provide the DCA project name and number.

D. Work Plan

The Consultant shall provide a work plan presenting how the services described in this RFQ shall be provided by the Consultant should the Consultant be awarded a Contract. At a minimum, the Work Plan shall include the following:

1. The Consultant's understanding of the services to be provided.
2. The Consultant's approach to managing the performance of work including, overall organization, and support resources.
3. The tasks and methods to be utilized in completing the required services described in Section VI of this RFQ.

E. Key Personnel

Identify the specific key individuals being designated in this Response for the project team and specify the division of responsibility that is envisioned among these individuals to perform the scope of services listed in Section VI and the relevant exhibits of this RFQ. If the personnel are not employees of the Consultant, indicate the relationship with the Consultant and confirm their availability to work on assignments within the deadlines established in the scope of services. For each individual named, include a resume that highlights:

1. Educational background;
2. Relevant general experience;
3. Relevant specialized experience as it relates to the minimum qualifications outlined in Section V.

Should the Response be accepted by GHFA, these designated individuals will be the only ones authorized pursuant to contract to provide the services set forth in this RFQ.

F. Conflict of Interest

Consultants shall consider any conflicts of interest which presently exist or which may arise if the Consultant is selected for contract award. A conflict of interest is defined as a relationship of such a character that would raise doubts in the mind of an independent observer about the Consultant's ability to conduct an impartial review of the assigned project.

If during the term of the Contract the Consultant becomes aware of any such conflict of interest, or the potential appearance of a conflict, the Consultant shall disclose same, in writing, within five (5) business days from the time the Consultant becomes aware of the relationship. It shall be the Consultant's Administrator's responsibility to determine whether the contractual relationship so disclosed would constitute a conflict sufficient to present the appearance of impropriety.

Describe any facts that may create a conflict of interest with your firm's services under this RFQ.

G. Price Proposal

A description of pricing for each of the services outlined in the Scope of Work should be provided. The price proposal should be as detailed as possible to enable GHFA to appropriately budget for services under this RFQ.

VIII. Non-Binding Request for Proposal

The expectations, plans, and requests expressed in this RFQ are not to be considered a commitment or contract in any way. In addition, this RFQ does not in any way obligate GHFA to pay any costs incurred in the preparation or mailing of a Response.

IX. Reservation of Rights

In connection with this RFQ, and the services to be provided by the Consultant selected pursuant to this RFQ, the Authority reserves the right to:

- A. cancel this solicitation at any time;
- B. reject any or all proposals;
- C. waive minor deficiencies and informalities;
- D. request additional information from individuals or firms prior to final selection;
- E. change the schedule of events or cancel any funding program without any financial obligation for services provided or out-of-pocket expenses incurred, or any other obligation to the appraisers; and
- F. amend or modify this RFQ to include additional services

X. Georgia Open Records Act and Program Accessibility

- A. **Georgia Open Records Act.** The Georgia Open Records Act (O.C.G.A. §§ 50-18-70 *et. seq.*) requires that public records be open and available for inspection by any member of the public.

As such, any Proposal submitted in response to this RFQ is subject to the Georgia Open Records Act. By submitting a response to this RFQ, firms acknowledge that this RFQ is subject to the Georgia Open Records Act.

- B. **Accessibility.** GHFA is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race,

color, national origin, religion, sex, familial status, disability or age. Please contact the Issuing Officer if any reasonable accommodations are required. For example, Consultants that respond to this RFQ should contact the Issuing Officer at least one day in advance if they require special arrangements when attending the Oral Presentations.

XI. Evaluation Process

DCA will designate a review committee comprised of DCA staff ("Evaluation Committee"). The Evaluation Committee will evaluate the Responses in accordance with this RFQ. The Evaluation Committee will conduct their evaluation of the Technical Responses received on the basis of the following criteria in descending order of importance:

- A. Minimum Qualifications
- B. Experience and General Capability
- C. Work Plan
- D. Key Personnel
- E. Executive Summary
- F. Pricing
- G. Conflict of Interest
- H. Certification Statement (Threshold):
 - MSRB Rule G-37 (Threshold)
 - Drug-Free Workplace (Threshold)
 - Immigration Reform and Control Act (Threshold)

Please note that the items marked as "Threshold" must be met or the Response will be disqualified and not scored.

XII. Selection and Award

Any contract award(s) resulting from this RFQ will be made to the lowest, responsive and responsible Consultant(s) receiving an acceptable score as determined by DCA ranking criteria and with whom the Authority has reached agreement on all contract terms and conditions. DCA reserves the right to select one or more Consultants for award and to award all items to one or more Consultants, individual line items to one or

more Consultants, or subcategories of products/services to one or more Consultants when to do so is in the best interests of the State of Georgia.

Unless this RFQ states otherwise, the resulting award of the contract does not guarantee volume or a commitment of funds.

XIII. Contract Term

The Contract resulting from this RFQ shall commence after all appropriate State approvals have been obtained. The Term of the Contract will be six (6) months.

XIV. Miscellaneous

Insurance Requirements. If awarded a contract, Consultant must show proof of professional liability/errors and omissions insurance. The limit of liability for such coverage shall be no less than \$1 million per occurrence. The Consultant, its directors, officers, and key individuals being designated in this Proposal shall be named as “additional insureds” under such policy. Consultant shall also demonstrate proof that it maintains current workers’ compensation insurance.

Criminal/Credit Background Check Authorization. Consultant, its directors, officers, officers and any key personnel designated to work on this Project may be subject to credit and criminal background checks. By submitting a Proposal, Consultant understands and agrees that authorizations will be furnished to DCA upon request to allow these checks to be performed.

Delinquent Taxes. Consultant must certify for DCA that it does not owe any unpaid taxes to the Georgia Department of Revenue (“GDR”). DCA reserves the right to obtain an authorization from the Consultant to check its tax status in Georgia. DCA will not enter into a Contract for professional services with Consultant if 1) delinquent taxes are owed to GDR, and 2) no written arrangement exists as of the date of this RFP to pay them.

Identity of Interest. Consultant must disclose any identity of interest with any member, officer or employee of DCA.

Debarment or Suspension. Consultant must disclose whether Consultant has ever been debarred or suspended from any local, state, or federal housing program.

XV. List of RFQ Attachments

The following documents make up this RFQ:

- A. RFQ (this document)
- B. Exhibit A – The Department of Treasury Hardest-Hit Fund Guidelines
- C. Exhibit B – Certification Statements

XVI. Certification Statements

Drug Free Workplace. Firm must certify that a drug-free workplace will be provided for the contractor's employees during the performance of any contract resulting from the RFQ.

Immigration Reform and Control Act. Firm must warrant that it complies with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603, the Georgia Security and Immigration Compliance Act (O.C.G.A. §13-10-90 et. seq.), the Illegal Immigration Reform and Enforcement Act of 2011 (HB 87) and any other applicable state or federal immigration law. DCA will maintain on file the driver's license and the Immigration and Security Affidavit of the person who is authorized to enter into and sign this contract for Services.

EXHIBIT A

GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS

THE DEPARTMENT OF THE TREASURY

Hardest-Hit Fund Guidelines



Hardest Hit Fund: **Final Report Guidelines**

In 2010, authorized by Congress under the Emergency Economic Stabilization Act (EESA) of 2008, Treasury initiated the Hardest Hit Fund (HHF) to enable states hit hardest by the housing crisis to develop and implement innovative housing initiatives tailored to their local conditions to help prevent avoidable foreclosures and stabilize local housing markets. Over the course of the program, the 19 state Housing Finance Agencies (together with certain affiliates, HFAs) have implemented more than 90 unique programs under the Hardest Hit Fund. As outlined in the respective HFA Participation Agreements (HPAs), Treasury requires states to submit program performance and financial reports on a quarterly basis. States with blight elimination and down payment assistance programs are additionally required to track meaningful indicators and provide data on a periodic basis that assesses the impact of the program(s) on the respective targeted distressed areas. These reports allow Treasury to monitor the ongoing performance of programs that are open and actively offering assistance.

Treasury is requiring each HFA to submit a Final Report to Treasury at the end of its respective program, to provide a final summary of activity and performance. The Final Report Guidelines herein clarify the requirements for the Final Report, including the content and instructions for submission.

HFAs are encouraged to use data obtained from public, private, and program-specific data sources throughout the Final Report, including sources such as the U.S. Bureau of Labor and Statistics, CoreLogic, Mortgage Bankers Association, or other industry-standard non-public sources, reports published by the HFA, HHF Quarterly Performance or Financial Reports, and other sources that provide either relevant economic information or demonstrate the HFA's efforts to prevent avoidable foreclosures or stabilize local housing markets in specific HHF programs.

FINAL REPORT GUIDELINES

The Final Report should include five sections:

- I) Introduction
- II) Summary of Programs
- III) Homeownership Retention Under HHF
- IV) Conclusion
- V) Appendix

Instructions on how to complete each section are listed below.

SECTION I: INTRODUCTION

Provide the background and historical context for your HFA's HHF program. Provide a brief description of how the crisis impacted your state and how the nature of the crisis influenced the development of your state's HHF programs. As applicable, reference relevant data, which may include metrics such as the rates of unemployment and serious delinquency at the peak of the crisis.

SECTION II: SUMMARY OF PROGRAMS

Section II should be divided into three parts:

- A) HHF Program Implementation and Evolution
- B) Results
- C) Lessons Learned

For Part A), please describe each of the programs approved by Treasury and implemented by the HFA. This should include programs that did not see activity and were subsequently defunded. Describe the initial rationale for each program and the goals it was expected to attain. If the program was ultimately defunded, please provide a brief description as to why.

For Part B), please describe the ultimate results of each program. This should include, but is not limited to, initial estimated targets, changes made to the targets due to changes in program design, the number of homeowners assisted (or properties demolished and greened for blight elimination programs), and amount of funds disbursed. In addition to summary data and results, you may wish to include graphs or charts to illustrate the progress of the program(s) over time.

If your HFA offered a blight elimination or down payment assistance program under HHF, please include a summary of the data your program collected to demonstrate how the program assisted homeowners and stabilized neighborhoods, including reference to metrics your HFA monitored for the program, such as

- Initial and final serious delinquency, foreclosure, negative equity, short sale, and/or REO rates for the targeted distressed areas where assistance was provided,
- Changes in home price values or vacancy rates in target areas that saw production.

For Part C), please describe lessons learned for each program. For example, what were the major factors that impacted the program's performance? What were the major impediments that made it difficult for the program to be implemented successfully? Describe any major adjustments made within the time period of the program and note any impacts observed due to the changes.

SECTION III: HOMEOWNERSHIP RETENTION UNDER HHF

For Section III, please provide your state's analysis of homeownership retention under the HHF programs. The Homeownership Retention section should capture the outcomes of HHF borrowers for all programs within **two years of program exit**, according to the following five categories:

- Foreclosure Sale
- Deed in Lieu
- Short Sale
- Traditional Sale
- Borrower Still Owns Home

Detailed instructions are outlined beginning on page 4 of these Final Report Guidelines.

SECTION IV: CONCLUSION

For Section IV, please provide overall lessons learned for the HFA's HHF program and consider what impacts it may have on future HFA program offerings. What innovations did the HFA undertake to meet challenges faced under HHF? If the HFA could go back to the beginning and do things differently, what would they change? If the United States suffers another housing crisis, what recommendations would the HFA provide regarding the most effective programs that can be offered to assist homeowners and stabilize neighborhoods?

SECTION V: APPENDIX (OPTIONAL)

Section V is optional but should be completed if the HFA has additional information or studies conducted of HHF that support the results presented in the Final Report. If the HFA has offered a blight elimination and/or down payment assistance program under HHF, please include the latest interim report completed as of time of submission. If applicable, HFAs may include independent research on HHF, additional charts or graphs that demonstrate the impacts of the HHF program in their state, or any other related information in this section. Section V does not count toward the overall page limit of the report.

INSTRUCTIONS FOR SUBMITTAL

Deadline

Reports must be submitted in PDF format to HFA Innovation (HFAInnovation@treasury.gov) by no later than 5:00 p.m. EST on the date that is 90 days after the End of Term date. Note that earlier submissions will be accepted, but a state should not submit until its final program disbursement has been made and its programs are completely closed. Reports should be posted to the HFA's website after submission to Treasury.

Format

The Final Report (not including Appendix) may not exceed 25, one-sided pages, prepared in 12-point, Times New Roman font with one-inch margins. Report should not include any personally identifiable information (PII) other than names, titles and contact information for representatives of the HFA acting in their official capacity. Treasury reserves the right to make publicly available any Final Report (in its entirety) submitted to Treasury, including on www.financialstability.gov.

Homeownership Retention Report

Description

The Homeownership Retention Report should capture the outcomes of HHF borrowers for all programs **within two years of program exit**. There are five categories a borrower should fall into. These are the following:

- **Foreclosure Sale**
- **Deed in Lieu**
- **Short Sale**
- **Traditional Sale**
- **Borrower Still Owns Home**

Note that these categories are similar to what is already captured on the QPR, but are slightly different. For most states, the Foreclosure, Deed in Lieu, and Short Sale categories are intended to capture program outcomes *prior* to program exit, in this report, we are looking to capture program outcomes *after* program exit.

This data should be captured on a cumulative level as well as by individual program. All programs should be included *except* for transition assistance, blight elimination, and down payment assistance programs. The intent of transition assistance is to help borrowers exit their homes, not retain them, so evaluating retention would not make sense for this program type. For blight elimination and down payment assistance, there are separate reports that Treasury will request for these program types.

The template form of this report will be provided separately.

Instructions

- 1) The Homeownership Retention Report should be completed on a cumulative level as well as on an individual program level. For example, if an HFA has monthly payment assistance, reinstatement, principal reduction, transition assistance, blight elimination, and down payment assistance programs, then retention reports should be completed for the monthly payment, reinstatement, and principal reduction programs, as well as a cumulative report aggregating the data for all of these programs. Retention reports should not be completed for transition assistance, blight elimination, and down payment programs, as these programs are not focused on retaining the homes of assisted homeowners. The template form is available in Excel and can be seen below:

Program Outcomes 2 Years Post Program Exit		
	<i>Foreclosure Sale</i>	
	Number	0
	<i>Deed in Lieu</i>	
	Number	0
	<i>Short Sale</i>	
	Number	0
	<i>Traditional Sale</i>	
	Number	0
	<i>Borrower Still Owns Home</i>	
	Number	0
	<i>Homeownership Retention</i>	
	Number	0
	%	0.00%

- 2) For the first category, **Foreclosure Sale**, a value should be entered if a borrower lost their home due to a foreclosure within two years after receiving their **final** payment in a respective HHF program. The same criteria applies for **Deed in Lieu**, **Short Sale**, and **Traditional Sale**. Treasury does not prescribe a specific data source to find this information, but will be available to answer questions on acceptable sources if needed.
- 3) For the fifth category, **Borrower Still Owns Home**, a value should be entered if a borrower retained ownership of their home two years after receiving their **final** payment in a respective HHF program. Note that this will exclude some borrowers who retain their home at end of term, but exited the HHF program less than two years prior to end of term. Only borrowers who have retained their homes for two full years after program exit should be counted in this category.
- 4) For the sixth category, **Homeownership Retention**, sum the **Traditional Sale** and **Borrower Still Owns Home** categories. Note that **Traditional Sale** is counted in the **Homeownership Retention** category despite the borrower not retaining their home for the full two years. This is due to the fact that we consider a borrower to have sold their home in a traditional sale to have achieved a positive outcome by selling their home in a non-distressed sale. To calculate the **Homeownership Retention** percentage, take the **Homeownership Retention** number (Traditional Sale + Borrower Still Owns Home) and divide by **Homeownership Retention + Foreclosure Sale + Deed In Lieu + Short Sale**. The calculation can also be expressed as the following:

$$\frac{\text{Homeownership Retention}}{\text{Homeownership Retention} + \text{Foreclosure Sale} + \text{Deed In Lieu} + \text{Short Sale}}$$

- 5) This methodology can be applied to all eligible program types. The HFA should also apply this methodology to the aggregate retention report. The aggregate homeownership

retention report should be the sum of the individual program retention reports, with adjustments made for borrowers receiving assistance in multiple programs. If a borrower receives assistance under multiple programs, they should only be counted once in the aggregate retention report, upon exit from the last program in which they received assistance.

EXHIBIT B
GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS
CERTIFICATION STATEMENTS

The following shall be signed by an individual authorized to bind the firm:

1. "I agree and certify that our firm, as well as any person or entity associated with our firm, is in compliance with the applicable requirements of Municipal Securities Rulemaking Board Rule G-37."

☐ Yes ☐ No

2. "I agree and certify that our firm, and any contractors employed by our firm, will operate within a drug-free workplace during the time of any performance of any contract resulting from the RFQ."

☐ Yes ☐ No

3. "I agree and certify that our firm is in compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603, the Georgia Security and Immigration Compliance Act (O.C.G.A. §13-10-90 et. seq.), the Illegal Immigration Reform and Enforcement Act of 2011 (HB 87) and any other applicable state or federal immigration law."

☐ Yes ☐ No

4. "I agree to abide by all conditions of this RFQ and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response for the firm and that the firm is in compliance with all requirements of the RFQ."

☐ Yes ☐ No

Company Name

Authorized Signature

Printed Name

Title

Date