



STATE OF NEW YORK
OFFICE OF THE ATTORNEY GENERAL

ERIC T. SCHNEIDERMAN
ATTORNEY GENERAL

DIVISION OF ADMINISTRATION
BUREAU OF BUDGET AND FISCAL MANAGEMENT

PURCHASING MEMORANDUM

DATE: August 12, 2016

PLEASE ADDRESS INQUIRIES TO:

Pamela A. Harrington, *Contract Manager*
Telephone Number: 518/776-2143
E-Mail: purchase@ag.ny.gov

REQUEST FOR APPLICATION (RFA) NO.: 16-001

TITLE: Homeowner Protection Program (HOPP)

APPLICATION DUE DATE: August 26, 2016 @ 4:00 PM

CONTRACT PERIOD: October 1, 2016 through September 31, 2017

SUBJECT: Answers to Questions/Inquiries

TO: ALL PROSPECTIVE APPLICANTS

In reference to the above Request for Application, the following questions/inquiries were submitted by the August 9, 2016 deadline. We are hereby providing answers to each question below:

1. **QUESTION:** On page 8 of the RFP, under A. Minimum threshold Eligibility Criteria, Criterion 2 states that an applicant must be a HUD-Approved Housing Counseling agency, or a current HOPP Partner or Grantee. We are not a HUD-Approved Housing Counseling agency. While we are a current HOPP Grantee, we receive HOPP funds only for legal services and not for housing counseling. Our question is whether a legal services-only HOPP grantee meets the requirements of Criterion 2 or whether we must be a HOPP housing counseling grantee to qualify?

ANSWER: **If your organization starts a new Housing Counseling Program (HC), in theory this does not meet our standard of either being a HUD approved HC or previous HOPP HC group providing direct foreclosure prevention counseling services in NYS for at least the past three years.**

2. **QUESTION:** Section II. Grant Purpose, (B) FRSP; Point 1 states, "Serving the populations most at risk for Foreclosure Rescue scams based on the rise of complaints in certain geographic regions as tracked by the OAG;" Can OAG provide its tracking data on the rise of complaints in Westchester, Putnam and Rockland counties by city or zip code for more specifics as to areas of need?

ANSWER: **The Data is currently not available for distribution. The organization should be knowledgeable of the scope of the problem in their region, though this information may be experiential rather than statistical. That said those who do receive grants under this section and upon signing certain confidentiality agreements will be provided new data that the OAG is in the process of collecting.**

3. QUESTION: Our organization understands that the answer narrative cannot exceed the set number of pages; our question is whether exhibits are allowed in addition to those pages?

ANSWER: **Exhibits, elaborate brochures, reproduced copies, or printouts of standard materials or sales literature do not count towards the 5 page limit.**

4. QUESTION: Just to confirm, this application is for the Housing Counseling program, and the Legal Services application will be made available to us as well?

ANSWER: **Legal services RFA was issued last year and is not being offered again this year. Current Legal Service groups funded under HOPP in last year's RFA will be offered an opportunity for renewal per the terms of their contracts.**

5. QUESTION: In Section I, the RFA states that \$60 million was initially available for three years (approximately \$20 million per year), and that \$10.1 million is expected to be available for Year 5. Does this indicate that typical grant amounts are likely to be about half of previous levels?

ANSWER: **The initial 3 year commitment of \$60 million is not a factor in how grant amounts for this agreement are disbursed. The initial \$60 million included legal services and this RFA does not.**

6. QUESTION: In Section III.B.1., previously funded applicants are encouraged to apply for funding up to their prior year grant award. Our Year 4 grant award from Bank of America (BofA) and Citibank settlement funds was higher than our previous three grants directly from the Attorney General's Office. Can we request the Year 4 funding level at the higher grant level even though earlier funding grants directly through the AG's office have been less?

ANSWER: **Applicants should apply for the amount of their year 4 grant with BofA and Citibank but as stated in the RFA the OAG reserves the right to fund applications at amounts less than requested.**

7. QUESTION: In Section III.D., the RFA references a possible one-time one-year option to renew. If we continue to provide a high level of foreclosure services, is it likely that funding will be available for an additional year?

ANSWER: **The OAG can provide no additional information about renewals beyond this year at this time.**

In addition, we have revised and attached Appendix I – Cover Letter for RFA 16-001 HOPP/FRSP Year 5 Counseling for organizations to utilize when submitting applications.

All other terms and conditions of the Request for Application (RFA) remain the same.

This Purchasing Memorandum is to be signed, submitted and made a part of your proposal. If you have any questions, do not hesitate to contact the person listed on top of this memorandum.

VENDOR: _____

ADDRESS: _____

SIGNATURE OF BIDDER: _____

DATE: _____

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BUDGET & FISCAL MANAGEMENT BUREAU
PURCHASING TEAM

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<http://www.ag.ny.gov>

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**Homeowner Protection Program (HOPP) Year 5 Grants
Request for Applications (RFA) for Housing Counseling**

Appendix I - Cover Letter for RFA 16-001 HOPP/FRSP Year 5 Counseling Services

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|---|---|
| Complete this form in its entirety using ink or typewriter and return with all other required documents. The bid must be fully and properly executed by an authorized person. Bids must be signed. | |
| Organization's Name: | |
| Organization's Address (Physical Location): | |
| Phone: | Email: |
| Organization's Federal Tax ID: | NYS Vendor ID: |
| NYS Charities Registration #: | Funding Type Requested: <input type="checkbox"/> HOPP <input type="checkbox"/> FRSP |
| Funding Amount Requested: \$ | Number of Clients to Be Served: |
| Region Served: <input type="checkbox"/> Hudson Valley <input type="checkbox"/> Long Island <input type="checkbox"/> Mid/Central NY <input type="checkbox"/> Northeast <input type="checkbox"/> NYC <input type="checkbox"/> Southern Tier <input type="checkbox"/> Western NY | |
| The undersigned certifies that they are duly elected and authorized officer of the company and that, as such, are authorized to sign this Request for Application (RFA), on behalf of the company, to obligate the company to comply with all of the terms and conditions placed on this RFA, and in connection with this RFA to make, execute and deliver on behalf of the company all appendices, contract agreements, representations and instruments of every kind. | |
| The undersigned certifies that your company meets the minimum threshold eligibility criteria as described on Page 8 of this RFA and has required licenses (if applicable) to perform the type, magnitude, and quality of work as specified in this RFA. | |
| The undersigned certifies that the company shall comply with all relevant federal, state and local laws and rules including but not limited to, New York General Business Law, New York Civil Practice Law and Rules and the New York Business Corporation Law. | |
| Printed Name: | Signature: |