



Request for Qualification
Homebuyer Education – Homeownership

Issuance Date: April 1, 2019

Qualifications must be submitted no later than 5:00pm (EST)
May 15, 2019

Submit to:
RFQhomebuyer@ohiohome.org

Request for Qualification

Ohio Housing Finance Agency (“OHFA”) is seeking qualified HUD-Approved Counseling Agencies in Ohio to provide counseling services to individuals participating in OHFA’s Homeownership Programs. OHFA expects approximately 5,000 borrowers to participate in this program during each calendar year with the peak months being May through September.

This services to be provided under this request for qualifications will be from July 1, 2019 through June 30, 2021.

This is a request issued to all HUD-Approved Counseling Agencies in Ohio. Agencies who have the capacity to serve multiple counties should note it on the attached form. Each agency meeting the requirements will be compensated as outlined below.

Homebuyer education is a critical piece of the homeownership process designed to help borrowers learn their obligations as homeowners. The goal of requiring homebuyer education for borrowers participating in OHFA’s Homeownership Programs is to provide them with the necessary information to learn about homeownership prior to buying a home. OHFA requires homebuyer education for all borrowers that use the Agency’s products.

Potential borrowers will begin the process online and will be given the option to choose one counseling agency that will perform a one-hour phone counseling session. The process must work as follows:

- 1) The borrower will login to our website and complete a test and budget.
- 2) Once the test and budget are completed the borrower will have an option to choose a counseling agency in their geographic area that will conduct a one hour phone counseling session.
- 3) Upon borrower selection of a counseling agency, the counseling agency will receive an email from OHFA’s system. The counseling agency will also receive the test and budget completed by the borrower. The counseling agency has 48 hours from receipt of the email to contact the borrower to schedule a telephone appointment which will last approximately 1 hour. Counseling must be scheduled and completed within 5 business days of notification of the counseling request.
- 4) Once the borrower has completed a one-hour telephone counseling session with the counseling agency in all areas of knowledge contained in the Ohio Housing Agency Telephone Counseling Guide (“The Guide”), a copy of which is attached, the counseling agency shall issue a Completion Certificate and upload it to OHFA’s Lender Online System within 24 hours of completion of the counseling.

Payment to counseling agencies will be as follows:

- 1) Counseling agencies will be paid a fee of \$75 upon the closing of the borrower's loan and OHFA's receipt of an administration fee from the lender. If the loan does not close using an OHFA program and counseling has been conducted, OHFA will pay the counseling agency a fee of \$25 per loan.
- 2) Fees for closed loan files will be calculated at the beginning of each month based on the administrative fees OHFA received from the borrower's lender the previous month for a closed loan. Checks for closed loans will be sent to the counseling agency on a monthly basis along with a breakdown of the loans paid. Fees for borrowers who were provided counseling but did not close the loan using an OHFA program will be paid at least twice a year.

Qualifications. In order to qualify to be included as a counseling agency to participate in this program, a counseling agency must be:

- A HUD approved Counseling Agency (must provide up-to-date certification)
- Must have an actual office location in the state of Ohio (provide address)
- Secure email address use (yahoo, gmail, hotmail, etc. addresses not acceptable)
- Required office equipment such as internet access, fax, scanner or printer that will produce a certification
- Minimum of 2 employees per agency

All applications are due by 5:00 pm May 15, 2019 and shall be submitted to RFQhomebuyer@ohiohome.org.