

## Notice of Intended Decision to Enter Into a Single Source Contract

**AGENCY:** Florida Housing Finance Corporation

**TITLE:** HHF Program Manager

**CONTACT:** Contract Administrator  
227 N. Bronough Street, Suite 5000  
Tallahassee, FL 32301  
(850) 488-4197  
Contract.Admin@floridahousing.org

**Date Posted:** August 5, 2019

**Time Posted:** 12:05 p.m.

**Commodity or Service Required:** Hardest Hit Fund Program Manager

**Requestor:** David Westcott, Director of Homeownership Programs

**Performance and/or Design Requirements:** At least three years' program manager experience is required in one or more of Florida's Hardest-Hit Fund Programs: Unemployment Mortgage Assistance Program, Mortgage Loan Reinstatement Program, Principal Reduction Program, Modification Enabling Program, Elderly Mortgage Assistance Program, and Down Payment Assistance Program. This experience must include detailed knowledge of eligibility requirements, underwriting process, and funding for each program. Contractor is responsible for independent managerial work assisting in the coordination of tasks and/or assignments with respect to the Housing Finance Agency Innovation Fund for the Hardest-Hit Housing Markets (Hardest-Hit Fund or HHF). The Contractor will perform administrative activities, which involve independent planning, administrative objectives and priorities as related to the Hardest-Hit Fund including:

- Preparing final funding for the remaining programs;
- Reconciling final disbursements with third-party servicers;
- Fielding all inquiries from servicers/borrowers in reference to the ELMORE program;
- Assisting with the implementation of the stand-alone unit for the CounselorDirect system;
- Preparing the final Quarterly Performance Report;
- Assisting with database cleanup;
- Assisting with final HHF report submission(s) to the U.S. Treasury;
- Assisting with preparation for the final audit; and
- Attending the final audit meetings.

**Intended Source:** RCL Consulting Services of Florida, Inc.

Price: \$28,500

Justification for Single Source Acquisition: The Housing Finance Agency Innovation Fund for the Hardest Hit Housing Markets (“Hardest Hit Fund” or “HHF”) is a federal program that Florida Housing has had for over eight years now. Most of the final wind-down work needed for Florida’s HHF program is anticipated to be complete by January 31, 2020.

Florida Housing has contracted with Lainie Lowery of RCL Consulting Services of Florida, Inc., since September 2010 to provide assistance with both the implementation and continued management of each of the six separate programs that make up Florida’s total HHF Program. These eight-plus years of experience have given Ms. Lowery a unique skill set that we are unable to procure from any other person. These skills include:

- The detailed knowledge of and the continued development and management of the Florida-specific Hardest-Hit Fund databases provided by the vendor CounselorDirect. This includes development of two application portals to be used by the residents of Florida with a coinciding interface to be utilized by contract advisors during eligibility determinations, an underwriting database used by staff and contracted underwriters for review of all files, and a reporting database.
- The ability to effectively use the Florida-specific CounselorDirect system to create and reconcile Quarterly Performance Reports (QPR) required by the U.S. Treasury.
- Both the historical and continuing knowledge and ability to effectively communicate with mortgage loan servicers about Florida-specific HHF programs and the ability to complete the Common Data File and transmit it to servicers in order to effectuate the transfer of HHF funds on behalf of qualified borrowers.
- Both the historical and continuing knowledge to prepare for and participate in compliance reviews and audits conducted by various state and federal agencies with oversight of HHF and Florida Housing.

Approved By: Florida Housing Finance Corporation’s Executive Director, Harold L. Price, III.

**Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to file a bond or other security within the time allowed for filing a bond, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.**