

# REQUEST FOR PROPOSALS

The City of Huntsville, Alabama's Community Development Department is accepting Proposals from U. S. Department of Housing and Urban Development (HUD) Certified Housing Counseling Agencies for participation in our First-Time Homebuyer Downpayment Assistance Program. Housing Counseling Agencies interested in submitting a proposal must provide the following:

1. A detailed program description, to include what the eight (8) hour counseling course will entail, where counseling will be provided, scheduled dates, times, etc.
2. A Project Budget, including all costs to operate the housing counseling program;
3. Contact information (name, number and email address) for all personnel that will be working with the Downpayment Assistance Program (DAP). Please include resumes; and
4. A copy of the agency's HUD approved Homeownership Counseling Certification, Board of Directors, 501 (c) 3 Determination Letter, Bylaws, and Personnel Procedures.

Completed proposals are due by 5:00 p.m. on Friday, June 25, 2010 in our offices located at:

**City of Huntsville  
Department of Community Development  
120 E. Holmes Ave.  
Huntsville, AL 35801**

**ATTN: Downpayment Assistance Program (DAP)**

Please call **Turkessa Coleman Lacey**  
at **427-5400** for more information