**HOMEOWNER OPPORTUNITY PROGRAM (HOP)**

**CALL FOR INTEREST (CFI)**

**REAL ESTATE PROFESSIONAL POOL REQUIREMENTS**

Purpose of The Request – The Lower Rio Grande Valley Development Council (LRGVDC) is calling for interest from Texas Licensed Real Estate Agents that desire to participate in the Homeowner Opportunity Program (HOP) as part of the Community Development Block Grant Disaster Recovery Program (CDBG-DR) funded by the U.S. Department of Housing and Urban Development (HUD) and administrated by the Texas General Land Office (GLO).

Program Guidelines for HOP are available for review at <http://www.glo.texas.gov/GLO/_documents/disaster-recovery/housing/hop-guidelines.pdf>.

The Homeowner Opportunity Program (HOP) is a Disaster Recovery Housing Program through which income-qualified applicants who live in FEMA-designated “High Risk” areas or areas of high minority and/or poverty concentration (as approved by the GLO) may elect to rehabilitate or reconstruct their existing home or relocate to a higher opportunity area. This program will involve relocation counseling and the provision of licensed real estate professionals to explain the options and choices available.

The requirements in responding to this CFI are as follows:

A Real Estate Professional must:

1. Have an active license as a Real Estate Broker or Salesperson with the Texas Real Estate Commission;
2. Be in good standing and not have any disciplinary actions against the licensee from pervious dealings;
3. Have 2 years of residential real estate experience;
4. Belong to a local board of realtors and have access to the Multiple Listing Service (MLS); and
5. Be able to show properties in Cameron, Hidalgo, and Willacy Counties of Texas.
6. Must be Bilingual (Spanish/English).
7. Have experience in Disaster Recovery Programs.

Selected Real Estate Professionals will be required to undergo HOP Real Estate Professional Training prior to receiving any household assignments. The training will cover a summary of HOP, the importance of specific home selection in Higher Opportunity Areas, Housing Quality Standards (HQS), affirmatively furthering fair housing, environmental assessments, seller expectations, compensation, HOP closing process, and conflict of interest.

Real Estate Professionals choosing to respond to this CFI and participate in this program will be subject to the following program requirements:

1. Selected real estate professionals will be offered an indefinite delivery, indefinite quantity contract not to exceed $60,000 in compensation from the GLO.
2. A real state professional that completes a successful closing with a HOP applicant will be compensated by the seller at closing as is a normal process for a real estate transaction.
3. Realtors who complete a successful closing with a HOP applicant will also receive a stipend to be paid by the GLO in the amount of $1,000.
4. Each selected realtor must provide the following documents which will establish them as payee of the GLO in order to receive the stipend:
	1. Application for Texas Identification Number and
	2. Direct Deposit Authorization
5. Participating realtors will receive assignments via rotation as applicants become eligible;
6. Assignments will be based on a methodology emphasizing availability, performance, and success.
7. Each applicant will have the opportunity to view up to 7 potential properties;
8. Each participating realtor will be responsible for providing a market value determination on the property. A market value determination will be completed by finding at least three comparable sales that have sold near the property within the last six months.

Once a Real Estate Professional is selected to participate in the program, they may be removed from the CFI pool for any of the following reasons:

1. License becomes inactive;
2. A disciplinary action is made against a licensee by TREC;
3. A complaint is received from an applicant and found to be warranted by the LRGVDC and/or GLO; or
4. Other reasons not noted here.

LRGVDC Contact and Schedule

Complete Call for Interest applications may be submitted in person, U.S. Mail or other parcel carrier. Responses must be received in the LRGVDC’s Offices on or before Friday, August 23rd, 2013 by 12:00 Noon. LRGVDC strongly recommends all submitting firms or individuals to submit the CFI at least one hour early to ensure acceptance. The official time will be kept by LRGVDC. Each CFI will need to be time and date stamped by an LRGVDC front desk representative before it is accepted. NO LATE SUBMISSIONS WILL BE ACCEPTED.

Calls for Interest may be mailed or hand-delivered to:

Lower Rio Grande Valley Development Council

Procurement Department

Attn: Victor Morales

301 West Railroad

Weslaco, TX 78596

Review of the Calls for Interest will be conducted and applicants will be notified within 30 days of the due date.

All decisions made by the LRGVDC of the approved list of realtors will be final. Any challenges or appeals should be made to GLO. Additional information can be requested by contacting Victor Morales at the address above, or by e-mail at vmorales@lrgvdc.org .

**ATTACHMENT A**

**REAL ESTATE PROFESSIONAL**

**CALL FOR INTEREST APPLICATION**

All questions must be answered and the date given must be clear and comprehensive. **This Application should be typewritten.**

1. Name of Real Estate Professional:
2. Name of Brokerage Firm or Business:
3. Permanent main office address:

 Local office address:

* 1. Office Phone #:
	2. Cell #:
	3. Email Address:
1. TREC Realtor License #:
	1. Provide Copy of License
2. TREC Broker License (if applicable):
	1. Provide Copy of License
3. Provide proof of Errors and Omissions Insurance (if applicable)
4. Provide proof of good standing with TREC by printing the licensee search from [www.trec.state.tx.us](http://www.trec.state.tx.us)
5. How many years have you been engaged in residential real estate?
6. Do you belong to a local board of realtors with access to MLS listings:
	1. If so, please provide proof.
7. Furnish current Registration(s) and/or Licenses(s) held by individual and company (include as attachment)