**HOMEOWNER OPPORTUNITY PROGRAM (HOP)**

**CALL FOR INTEREST (CFI)**

**TITLE COMPANY POOL REQUIREMENTS**

Purpose of The Request – The Lower Rio Grande Valley Development Council (LRGVDC) is calling for interest from Title Companies 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 administered 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 Title Company must:

1. Act as closing agent for all HOP real estate transactions;
2. Be able to provide title services for applicants in Cameron, Hidalgo, and Willacy Counties of Texas;
3. Perform a title search on each HOP applicant’s current property;
4. Provide title insurance for the purchased HOP property;
5. Facilitate the transfer of the applicant’s current property to a selected non-profit;
6. Gather signatures for all closing documents for HOP applicants;
7. Collect and escrow all funds to be disbursed at closing for all HOP applicants;
8. Escrow all funds for non-HOP (Homeowner Assistance Program) applicants for whom you will not facilitate the closing;
9. Record the deed of trust; and
10. Any other closing activities necessary.
11. Must be Bilingual (Spanish/English).
12. Have experience in Disaster Recovery Programs.

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

1. Selected real estate inspectors will be offered an indefinite delivery, indefinite quantity contract in compensation from the LRGVDC.
2. The title company will be compensating for all costs relative to a HOP applicant at the closing of the applicant’s property.
3. Title Companies will receive assignments via rotation as applicants become eligible;
4. Assignments will be based on a methodology emphasizing availability, performance, and success.

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

1. A complaint is received from an applicant and found to be warranted by the LRGVDC and/or GLO; or
2. 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](mailto:vmorales@lrgvdc.org) .

**ATTACHMENT A**

**TITLE COMPANIES**

**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 Title Company:
2. Name of Contact for LRGVDC:
3. Permanent main office address:

Local office address:

* 1. Office Phone #:
  2. Cell #:
  3. Email Address:

1. How many years have you been engaged in residential real estate closings?
2. Furnish current Registration(s) and/or Licenses(s) held by individual and company (include as attachment)