



Request for Proposal

Single-Family Deed Restricted Housing Administrative Partner

Issued by:
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Questions/Assistance Regarding the Request for Proposal (“RFP”) contact HOMESF@IHFA.ORG.

PROPOSAL DEADLINE

Monday, March 4, 2026 - *Any application which is incomplete, or which supporting documentation is uploaded after March 4, 2026 will be declined.*

RFP SUBMISSION REQUIREMENTS

- Electronic submission through Procorem SF RFP Work Center only - Send an email to HOMESF@IHFA.ORG requesting a Work Center for your application.

QUALIFICATIONS

- IRS Non-profit 501(c)3 or 501(c)4 designation
- Registered business entity with the State of Idaho
- Good standing with State of Idaho, and all divisions of IHFA (as determined by IHFA-HOME)
- Demonstrated experience with Deed Restricted housing
- Must be licensed to originate mortgage loans in the State of Idaho
- Policies and procedures for underwriting, financial management, and separation of duties (at a minimum)

BACKGROUND

IHFA, through its HOME Program (IHFA HOME), using resources from the U.S. Department of Housing and Urban Development (HUD) has been provided financial assistance to support single family developments. Beginning in 2024, IHFA HOME made available a Request for Proposal (RFP) to provide “downpayment assistance only” as a method of supporting developers with projects who had alternative financing for the construction of single-family units. The use of downpayment assistance has proven to be a successful model for deploying funds, while more efficiently assisting households who meet underwriting and income requirements with homeownership.

To ensure all paths to homeownership have an opportunity to access financial resources through the IHFA HOME Program, IHFA seeks a partner who can provide *Homeownership Assistance* for Fee Simple Deed Restricted units. IHFA understands this model is being utilized in several communities across the state. To support this model of housing, IHFA HOME seeks a partner who has documented success with Deed Restricted Housing to increase homeownership in Idaho communities. Based on statewide feedback from partners, IHFA encourages all eligible nonprofits to apply. Points will be prioritized for nonprofits who have not historically been able to access federal resources with IHFA.

IHFA will identify one (1) partner to provide homeownership assistance for deed restricted single family housing. Transparently, the selected organization will need to be in regular communication to ensure all requirements are met under the new rule. There are currently some updates which have not been fully implemented. The selected partner will need to be flexible as certain provisions *may* change through the duration of the written agreement.

ELIGIBLE ACTIVITIES

Homeownership Assistance is for income eligible households (under 80% Area Median Income) to purchase a Fee Simple Deed Restricted single-family housing unit. The non-profit will accept applications, underwrite loans, and make recommendations to IHFA for funding. Homeownership Assistance should fill a gap between the primary lenders’ underwriting and sales price of the housing unit, with a defined resale requirement. Amounts should vary from household to household, based on need. The non-profit is applying to be the administrator, in collaboration with IHFA, of a Deed Restricted Homeownership Assistance Program. IHFA HOME will be responsible for verifying income eligibility, and/or other HOME underwriting requirements (as applicable), development of HOME loan documents, and ordering funds to be provided at closing. Prior to all of this, IHFA will complete an administrative Environmental Review.

Direct expenses (salaries, benefits, indirect costs) for the administration of Homeownership Assistance are eligible for reimbursement. The non-profit will need to provide timecards and evidence of the employee(s) being paid.

SPECIFIC AWARD CONDITIONS & LIMITATIONS

1. There will be one (1) award made to a non-profit who focuses on single-family fee simple deed restricted housing.
2. Geographic Locations
Anywhere in Idaho, HOME funds from the City of Boise may not be a part of the project. For Boise based projects, please consult IHFA-HOME prior to the application to verify if this applies.
3. Fee Simple Deed Restricted Housing only. Signed agreement must be used to enforce deed restrictions, and a three-party HOME Addendum will be required to enforce HOME resale provisions. Should the HOME Addendum be more restrictive and/or have conflicting terms with non-profit's requirements; the HOME Addendum will supersede until the earlier of: Period of Affordability terminates, unit is resold and IHFA is paid back the investment, or default. Deed restrictions cannot violate fair housing laws.
4. CLT and non-Deed Restricted units are not eligible under this RFP.
5. New construction only – no existing units or rehabilitation
6. Must participate in a HOTMA training to ensure understanding of all income to be included as part of underwriting.
7. Must have the ability to expend funds by no later than December 31, 2028.
8. Participate in monthly check-in meetings with IHFA for technical assistance, confirming current loan applications, and general updates.
9. Must address any deficiencies identified in the inspection ordered by IHFA to ensure safety, habitability, and decency standards are met. IHFA will pay for the inspections. Each property is allowed one (1) reinspection, additional inspections will be at the expense of the non-profit.
10. Cannot require “first right of refusal” at time of resale or in the event of foreclosure.

ANNUAL ADMINISTRATIVE PLAN OF RECORD

The 2025 Admin Plan is the official plan of record for all activities under this RFP. To prepare a response, IHFA encourages reviewing (at a minimum) all Single-Family Chapters (Chapter 2), Chapter 6, Chapter 9, Chapter 10, Exhibit A, Exhibit B, and Exhibit E, to understand all requirements.

PARTNER RESPONSIBILITIES

One (1) non-profit organization will be selected for the Deed Restricted Homeownership Assistance program. Certain requirements are outlined in this RFP. As part of the response, the non-profit organization will have to provide:

- Organizational underwriting guidelines
- Sample of a homebuyer file and documents collected
- Administrative and Financial Policy/Procedures which comply with 2 CFR 200, Part D
- Most current third-party financial audit
- Resumes for key personnel who are a part of the homebuyer process
- Identification of any application or other fees charged to the homebuyer
- Estimated reimbursement for eligible administrative expenses (if requesting)
- Confirmation nonprofit will ensure IHFA receives balanced closing statement at least five (5) business days prior to the homebuyer closing to order funds from the US Treasury.
- Agreement to be monitored during the award period. Monitoring will occur at least once during the first 12 months, but may be more frequent or possibly ongoing at IHFA's discretion.
- Process nonprofit will utilize to complete buyer identification, underwriting, collaboration with IHFA for submission of documents for review, preparation of loan documents, including the use of a three-party agreement, and ensuring buyer understands the ongoing relationship between IHFA, non-profit, and homebuyer. This will also describe in detail the nonprofits' sales plan.
- Affirmative Marketing Plan is required if nonprofit will market more than five (5) units in the same project, utilizing HOME funds for DPA.
- Non-profit will need to submit its resale requirements if not adopting IHFA's or HUD's approved resale models (24 CFR 92.254).
- Sales price calculation method, and how nonprofit will ensure sales price is less than the HOME Maximum Sales Price for the area.
- Wait list policies and procedures – nonprofit must utilize a wait list to ensure eligible households are served in order of first come, first served in so far as practicable, and in compliance with all local, state, and federal housing laws.
- Written Procedure to Determine the Feasibility of a Section 504 reasonable accommodation/modification request & Visitability Procedure

HOMEBUYER REQUIREMENTS

Homebuyer Investment

- \$500 minimum contribution – must be verified
- Cash gift(s) allowed per lender documentation guidelines
- If “sweat equity” is \geq \$500, no additional cash investment is required – must be verified and shown as a credit on the final CD/HUD-1 at purchase
- If household is over asset limits (defined below and in 2025 Administrative Plan), the household must contribute excess funds towards the home purchase. Debt pay off or pay down may be acceptable, if permitted by nonprofit.

Homebuyer Underwriting Minimum Requirements

- In response to the RFP, the non-profit applicant will provide its underwriting guidelines for review. At a minimum, these will need to be incorporated into the underwriting guidelines:
 - At or below 80% of Area Median Income for the County of the property
 - Middle credit score of at least 620
 - ITIN Loans are not allowed
 - Household cannot wholly or partially own other property – includes bare land and habitable manufactured units
 - Ratios cannot exceed 37% housing expense/47% back-end DTI
 - Conflicts of Interest - Households cannot have direct association with the project, either through their own employment, board membership, or committee participation; or, indirect association through familial relationships with a person, board or committee member, or business associated with the project. This includes staff and family of the nonprofit, general contractors, sub-contractors, and professional services used for planning, logistics, purchase/sale, and compliance.

Maximum Subsidy Limit to Homebuyer

The non-profit applicant will need to ensure the recommended Homeownership Assistance does not exceed the Maximum Subsidy Limit based on bedroom size. Household must have a need for a minimum of \$1,000 in assistance. Assistance should be underwritten to ensure the primary mortgage is affordable and does not over-subsidize the household. Assistance amounts will be unique to each applicant/household and will be determined by their income and assets. *The necessity of homeownership assistance in excess of 40% of the sales price must be documented by supporting documentation in the homebuyer file and may be subject to IHFA’s review.*

The purpose of the assistance is to:

- Provide opportunity to low/moderate income households who would not otherwise have the ability to purchase a housing unit;
- Ensure the buyers mortgage payment is affordable for the household;
- Provide the gap between the first loan and the sales price, when reasonable. Closing costs are also eligible.

The non-profit will ensure it provides the appropriate amount of assistance based on its own underwriting to meet nonprofit and HOME ratios. Assistance should not be dictated by a third-party primary lender or based on primary lender’s ratios.

Homebuyer Income and Maximum Liquid Assets

The non-profit will provide its own underwriting and income guidelines. To ensure compliance with HOTMA, the non-profit will have to participate in training with IHFA and utilize the HUD CPD calculator. This will be sent to IHFA with each recommended file.

Applies to all household members 18+:

- Includes all bank accounts, cash, retirement accounts, stocks, mutual funds, etc.
- Liquid assets, not including retirement accounts, are limited to a maximum of \$25,000 at closing. Households with more than \$25,000 in liquid assets will be required to invest the additional funds

into the closing transaction. HOME down payment assistance will be reduced by the amount the household is required to invest, or as otherwise determined by HOME. Income generated from an asset (“Imputed Asset Income”) is recognized as a component of HUD’s Annual Gross Income calculation for HOME program eligibility purposes. Imputed asset income is generated on all liquid assets, retirement accounts, mutual funds, stocks, and any other type of account which has a positive balance, even when funds cannot be drawn until retirement. Imputed asset income applies to the total household balance of funds from all sources over \$52,787 and is figured using HUD’s Passbook Savings Rate of .040%. (or \$.40 for every \$100 dollars) Assets may not be temporarily withdrawn or moved in an attempt to hide assets or intentionally not disclose. Applicants and beneficiaries are responsible for ensuring submission of accurate and truthful information in connection with any federally funded project or application. Any attempt to defraud the federal government can result in criminal and civil penalties, including confinement for up to five (5) years, fines, and civil penalties. (18 U.S.C. §§287, 1001 and 31 U.S.C. §§3729)

- Units may not be purchased with cash vs. a qualified mortgage loan.

Homebuyer Education & Counseling Requirements

Prior to loan closing, all persons who will be on the title must:

- Complete an IHFA-approved Homebuyer Education course, i.e. *Finally Home!*[®] ([Finally Home! Homebuyer Education](#)) within 24 months of purchasing the property and receiving homeownership assistance.
- Complete at least one individual (one-on-one) homebuyer counseling session ([Finally Home! Housing Counseling](#)):
 - HOME Program - No minimum number of hours for one-on-one counseling, however each homebuyer-household must complete a ‘recurring’ monthly expenses budget, which is maintained in the homebuyer file.
 - Must be completed within six (6) months of purchasing the property and receiving homeownership assistance. A new session and certificate of completion will be required if initial session was completed more than six (6) months before closing.

Homebuyer Sales Price Limit

HOME (Deed Restricted Resale) – The non-profit applicant will either utilize the Sales Price Calculation model IHFA submitted as part of its Annual Action Plan to HUD or will provide its own (must be reviewed by IHFA), to ensure a Fair Return on Investment. Final sales price cannot exceed HOME maximum sale price limits in effect at the time a purchase contract is executed.

IHFAs approved Resale is:

At the time of subsequent sale, the homeowner’s investment is the total of the following:

- 1) Original sales Price (Captures Seller’s down payment and equity from mortgage pay down); plus
- 2) 25% of total increase in value (determined by new appraisal) as defined under Fair Return on Investment, and homeowners loan documents for the HOME DPA Funds; based on original fee simple appraised value compared to new fee simple appraised value at the time of resale

Environmental Review

A part 58 Administrative Environmental Review will need to be completed for each household prior to the homebuyer’s purchase of the housing unit for the homeownership assistance. The non-profit will need to work with IHFA to ensure this is done prior to closing.

Section 504**To the maximum extent feasible²**

Non-profit organization must comply with local, state, or federal requirements (whichever is the most restrictive) in meeting Section 504, ADA, and/or visitability standards when accepting applications for Deed Restricted Down Payment Assistance. Requests for reasonable modification/accommodation in a federally-assisted unit must be considered in accordance with the nonprofits Written Procedure to Determine the Feasibility of a Section 504 Reasonable Accommodation/Modification request & Visitability Plan. See Chapter 6 of the 2025 Administrative Plan for additional information <https://www.idahohousing.com/documents/admin-plan-ch6-crosscutting-federal-regulations.pdf>

Maximum Per-Unit Subsidy Limits

Program Limits in effect at the time funds are requested for the homebuyer are applied. HOME down payment assistance can under no circumstance exceed the maximum per unit subsidy limit for the bedroom size. HOME limits are available at <https://www.idahohousing.com/federal-programs/home-program>

² Federal funding requires a written procedure that defines the process when a request is received and how it will be approved, denied, or modified, based on feasibility. The process shall include providing other reasonable options if the initial request is deemed infeasible. Retain records for 5 years.

SUBMISSION REQUIREMENTS

The proposal must include the following:

Narrative

Describe experience with Deed Restricted housing. *Of importance to IHFA is the ability to utilize the funds for Homeownership Assistance in a timely manner and expand reach to households who meet requirements in purchasing a single-family unit.*

Please describe the past and future production of the organization and future production based on approved projects.

- Does the non-profit own properties or have current projects these funds may be used for?
- How many properties has the non-profit closed on in the past 12 and 24 months? On each, how long from beginning construction to sale to an end buyer?
- In the next 12 and 24 months how many properties does the non-profit have planned, are the funds in this RFP expected to assist in the closing/ selling of these properties?
- What secured financing does the nonprofit have for the project(s)? Are there any gaps in financing identified and what is the timeline to secure the funding?

Does your organization have other related locations/organizations or offices within the State of Idaho which is under the same network, and subject to the same requirements, processes/procedures, and provisions as your organization?

Describe the application process within your organization using a narrative or by utilizing an organizational flow chart.

Please *also* describe other awards, commitments, activities, partnerships, etc. not funded by IHFA which are currently underway/in process, approved but not yet underway, applications that have been submitted but not yet awarded, programs in which the organization participates, or any other activity in which the organization engages.

Describe the following, in your best estimates:

- i. Number of units the requested funds will help to support (estimated cost per unit) for Homeownership Assistance
- ii. Resale formula (Fair Return on Investment), including the number of units in the last 12 and 24 months which have utilized the resale calculation method the nonprofit intends to use
- iii. Contiguous or scattered sites
- iv. Financing/lending partners, including all sources of funds, grants, etc., for any development you have under construction which may utilize the Homeownership Assistance

Describe your Sales Plan. At a minimum, it must include the following in detail:

- i. Development timeline (acquisition, rehab/construction, for sale, etc.)
- ii. Method and types of advertising, marketing, and outreach to be used
- iii. Proximity to area schools, major employers, essential services, other standard amenities or services

Submit written procedure that describes the steps to be taken when the organization receives a request for reasonable accommodation/modification, and how “maximum extent feasible” will be determined.

Affirmative Marketing Plan

Applies to any project in which more than five (5) homes are built and marketed at the same time. See Chapter 6 of Administrative Plan for detailed requirements

Wait List Policy

A wait list must be maintained for the unit(s). Wait lists are most often an ongoing list of households who have expressed interest in purchasing an affordable unit from the nonprofit and how they heard about the housing. They are not typically project specific, though it is allowable.

Households on the wait list must be considered in the order in which applications/requests were received. Other methods to identify buyers for HOME assisted housing are subject to IHFA-HOME approval, must be requested in writing in advance, and must be approved on a per project basis.

It is acceptable to keep two different lists: a wait list which has potential applicants who have met specific criteria to be added to the wait list; and a list of interested applicants who have inquired but may not have met all criteria to be on the wait list. If nonprofit keeps two or more ongoing lists, all lists must be submitted with applicable procedures detailing policies for being added to each.

Estimated Homebuyer Assistance & Other Sources of Assistance

- Identify the estimated amount of HOME Homebuyer Assistance per unit and other financial sources which will support the purchase of a Deed Restricted unit.

Copy of Organization's IRS Non-Profit Designation

Current IRS standing - [Tax Exempt Organization Search](#)

Current Lending Certifications - Must be licensed to originate mortgage loans in Idaho. Provide evidence such as the NMLS associated with your organization and employees who are licensed.

State of Idaho Business Entity Registration and Current Standing - [IDSOS Search for Business Entities](#)

Resumes

Full resumes for all staff involved in the project/activities.

Conflict of Interest Certifications

Executive Director, all staff, and board members who will help manage, finance, and run the proposed project. All real or perceived conflicts must be disclosed at application. Failure to disclose could result in the denial of the response.

Policies and Procedures

Include underwriting, financial, and deed restriction policies and procedures.

Third Party Financial Audit

Most recent audit completed

Current Profit & Loss and Balance Sheet

If most recent audit is dated more than six months from the date of submission. In addition to financial audit.

GENERAL ACTIVITY INFORMATION

1. Materials and Workmanship

- Must enhance quality of life (safe, decent, affordable) of homebuyer, while being modest
- At completion, the unit must meet the Idaho Residential Code in effect when the unit was constructed and local codes, standards, ordinances, and the funding program's housing quality standard (HQS)

2. New Construction Requirements

Applicable state and local laws, current Idaho Residential Code, local codes, zoning, and other requirements relating to construction, and housing safety, quality and habitability standards

3. Federal Housing Quality Standards at Project Completion

- Homebuyer - (Section 8) Housing Quality Standards (HQS) or updated standard as outlined in the Administrative Plan will be completed by IHFA-HOME prior to the homebuyer purchasing the unit.

LOAN/REPAYMENT TERMS

- Funds awarded to eligible household as a 0% interest loan, due to IHFA on sale or transfer.
- Funds are not assumable by a new household.
- Resale funds are repaid to IHFA. Funds will not be retained by the nonprofit.
- Awards cannot be reloaned to prospective buyers with interest.
- IHFA will provide loan documents and funding.

SINGLE FAMILY RFP CHECK LIST

- Narrative
- Written Procedure to Determine Feasibility of a Section 504 reasonable accommodation/modification request & Visitability Procedure
- Affirmative Marketing
- Wait List Policy and Procedure
- Estimated Homebuyer Assistance & Other Sources of Assistance
- Copy of IRS Non-Profit Designation
- Current IRS Standing
- Current Lending License(s) and Certifications
- State of Idaho Business Entity Registration and Current Standing
- Resumes – all staff involved in project/activities
- Conflict of Interest Certifications
- Policies and Procedures
 - Underwriting – including samples of a file underwritten and documents collected
 - Financial – in compliance with 2 CFR 200
 - Deed Restriction
- Third Party Financial Audit
- Current Profit & Loss/Balance Sheet – within the last six months

I certify I have verified all above documents have been submitted, as applicable, and are true and accurate to the best of my knowledge. I understand I will be notified by IHFA-HOME if additional information is required to finish review of my application. I agree to provide any additional information requested within the specified timeframe. I understand if my application is not complete, or if requests for additional information are not resolved within the timeframe requested, my application may be denied.

Authorized signature

Date

SCORING CRITERIA

Criteria	Yes/No	Points
Non-profit has not received HOME/HTF/NSP funds for any type of project in the last five years. (max: 10 points)		
Non-profit has documented and secured financing for the project(s). (max: 10 points)		
Non-profit has documented its understanding of Deed Restricted Housing. (max: 10 points)		
Non-profit has closed projects in the last 12 months (10 points)		
Non-profit has closed projects in the last 24 months (10 points)		
Non-profit has secured financial resources to ensure funds are expended by 2028 (10 points)		
Non-profit has well-determined, detailed, and 2 CFR 200 compliant policies and procedures. (max: 25 points)		
Non-profit has experienced staff and established processes to support households who wish to purchase a Deed Restricted Housing Unit. (max: 15 points)		
Non-profit does not have any current findings or material non-compliance highlighted in its financial audit. (max: 10 points)		
Total		

Maximum points are 110, an application receiving less than 99 points (90% of the 110) will not receive a funding award.
 Responses submitted after 11:59 pm on March 4, 2026, will not be reviewed and determined incomplete.
 Responses submitted which do not provide all documentation required will not be reviewed and determined incomplete.

Any decision regarding the selection of the non-profit organization is at IHFA discretion. The identified partner must be a nonprofit who can best support the regulatory requirements of the HOME Program, and the needs and requirements of IHFA to create homeownership opportunities in Idaho. IHFA may deny all applications in the event no responses meet the intent and/or outcomes of the funding.