



March 29, 2019

Mark Hamilton
City of Merced

REQUEST FOR PROPOSAL

HUD-approved first-time homebuyer classes

The Community Housing Council of Fresno (CHC) proposes to hold First time Homebuyer education classes in the City of Merced. The classes will be made available, as needed, and offered in either Spanish or English. The classes are 8 hours in length and are to be held in a suitable classroom style venue, made available to CHC at no expense.

The classes would run from 8:30 AM until 4:30 PM on a Saturday. The attendees would be required to check-in to the class no later than 8:15 AM. The presenter will need access to the room promptly at 8:00 AM. Students will be allowed a one-hour lunch break. Attendees will be on their own for lunch.

CHC will provide the instructional materials; a qualified CHC counselor will be the instructor. They will bring their own projector, computer and handouts.

In order to provide certificate of completion for each student, CHC requests that a roster is provided no later than 2 days prior to the scheduled class. The roster should contain the full name of each attendee, with correct spelling.

CHC would prefer to keep the class size to no more than 25 students.

The cost for each class will be \$410. Assuming two classes per month for one year the **total requested is \$4,920.**

Please contact me for any further information or clarification.

Sincerely,

John Shore
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