

Neighborhood Improvement Development Corporation
City of Milwaukee

Invitation for Bid #58049
Milwaukee Home Down Payment Assistance Program RFP

Addendum #1
February 14, 2025

THIS ADDENDUM TO THE SPECIFICATION IS ISSUED TO MODIFY, CLARIFY OR CORRECT THE ORIGINAL DOCUMENTS AND IS HEREBY MADE A PART OF SAID DOCUMENTS.

The following questions were received by the deadline in the RFP document.

1. Does my organization need to be a HUD-certified agency in order to apply? Or can we just be HUD-certified counselors? I know that organizations need to provide counseling for a year before they officially become a HUD-certified agency, so if we haven't reached our one year mark of counseling yet but have HUD-certified counselors, can we still make a proposal to DCD?
A1: Organizations selected to administer the program must be a HUD-certified agency.
2. Attachment D: Socially Responsible Contractors - for this section, does it pertain to us paying for training, mentoring & networking for our staff or is it asking about providing this for the community?
A2: To indicate which programs you have implemented as an employer, place a checkmark in the box next to each item that your organization makes available to your employees.
3. Attachment D: Socially Responsible Contractors - Do all of the items listed have to be funded by our organization or if we underwrite or facilitate 1-2 items listed, can we check the box?
A3: These programs must be implemented and made available to your employees by your organization as an employer. Please further explain why you checked specific list items in Section II. Disclosure.
4. Attachment D: Socially Responsible Contractors - We have PTO, so sick leave is not allocated separately. If we offer a minimum of 120 hours of PTO, does that count here?
A4: No.
5. Attachment E: Local Business Enterprise - does the Local Business Enterprise program certify nonprofit organizations, or is it just for for-profit businesses?
A5: The Local Business Enterprise affidavit is not a certification program. This affidavit can be completed by all businesses/organizations located within the City of Milwaukee. [More information about this program can be found in the Milwaukee Code of Ordinances, Chapter 365.](#)

All bidders shall acknowledge receipt and acceptance of addendum number 1 (dated February 14, 2025) for this invitation for bid #58049, by signing in the space provided and submitting the signed addendum with your bid. Bids submitted without this addendum may be considered non-responsive.

SIGNED THIS _____ DAY OF _____, 2025.

SIGNATURE

COMPANY NAME