



**COUNTY OF ERIE/TOWN OF HAMBURG**  
**HOME CONSORTIUM**  
**NOTICE OF FUNDING AVAILABILITY (NOFA)**  
**& REQUEST FOR PROPOSALS**  
**RFP#2025-020VF**  
**HOME**  
**AFFORDABLE RENTAL HOUSING DEVELOPMENT**

**January 27, 2025**

**Daniel Castle, AICP**  
**Department of Environment and Planning**  
**EDWARD A. RATH COUNTY OFFICE BUILDING**  
**95 FRANKLIN STREET**  
**BUFFALO, NEW YORK 14202**



**Notice of Funding Availability (NOFA) & Request for Proposals  
RFP#2025-020VF**

**HOME  
Acquisition, Construction, and/or Rehabilitation of  
Affordable Rental Housing**

**Issue Date:  
January 27, 2025**

**Issuing Agency:  
Erie County Community Development  
95 Franklin Street  
Buffalo, New York 14202**

**Background**

The federal HOME Investment Partnerships Program (HOME), administered by the U.S. Department of Housing and Urban Development (HUD), provides formula grants to eligible grantees annually to fund various affordable housing activities designed to create affordable housing for low- and moderate-income households.

The Erie County Department of Environment and Planning (ECDEP) is an eligible participating jurisdiction and receives funding annually from HUD via the HOME Program. Funds assist with the creation and development of affordable housing within thirty-seven (37) consortium communities that comprise the Erie County/Town of Hamburg HOME Consortium. These communities are noted in Attachment A to this RFP.

ECDEP has set aside **\$1,000,000** in HOME funding for this engagement. Funds will benefit low to moderate populations within the Erie County/Town of Hamburg HOME Consortium.

**Request for Proposals**

ECDEP is seeking Proposals from qualified nonprofits and/or housing developers interested in the acquisition, construction, and/or rehabilitation of affordable rental housing in the Erie County/Hamburg HOME Consortium. Potential projects must align with the HOME Final Rule (24 CFR Part 92, updated as of 1/13/2025) requirements which can be at [www.ecfr.gov](http://www.ecfr.gov) - Title 24 - Subtitle A – Part 9

## **Application Period**

Proposals will be accepted through February 28, 2025.

## **Information Meeting**

An information meeting will be held via Webex on Wednesday, February 19, 2025, at 11:00 AM. Please email Senior Planner Marie Thornton at [Marie.Thornton@erie.gov](mailto:Marie.Thornton@erie.gov) to register and receive a link for the meeting.

## **Eligible Activities**

\$1,000,000 of Erie County's HOME funds has been set aside for the acquisition, construction, and/or rehabilitation of affordable rental housing. Acquisition of vacant land or demolition may be undertaken only with respect to a HOME project for which construction is expected to start within 12 months of commitment.

HOME funds may be used to assist one or more units in a project. Only the eligible development costs of the HOME units may be charged to the HOME program. Cost allocation in accordance with 24 CFR 92.205(d)(1) is required if the assisted and non-assisted units are not comparable. After project completion, the number of HOME units in a project cannot be reduced during the HOME minimum compliance period of 20 years and prior to the end of the HOME budget period.

## **Funding Availability**

There is no minimum or maximum grant amount that can be requested in response to this Notice. Funding allocations will be dependent on the quality and quantity of responses.

HOME funds may pay for up to 100 percent of the following eligible costs associated with HOME rental units, as more fully set forth below:

- Development hard costs, including the actual cost of constructing and rehabilitating housing to meet applicable property standards. Eligible development costs also include site improvements, utility connections, and costs to construct or rehabilitate laundry and community facilities located within the same building as the HOME housing;
- Refinancing of existing debt secured by a HOME rental project rehabilitated with HOME funds;
- Acquisition costs of improved or unimproved real property;
- Related soft costs including reasonable and necessary costs incurred by the PJ or project owner associated with the financing, development, acquisition, or rehabilitation of HOME rental housing;

- Relocation costs as defined in 24 CFR 92.206(f), 24 CFR 92.353;
- Certain costs related to the payment of construction, bridge, or guaranteed loans, if HOME is part of original financing; and
- Operating cost assistance, through a capitalized operating reserve or ongoing operating cost payments, for HOME units restricted for occupancy by qualifying households.

## **Target Populations**

HOME funds are intended for the primary benefit of individuals or families in the following income qualifying categories:

1. Renters earning no greater than 60% AMI, with an affordability period of a minimum of 20 years.

## **Project Requirements**

- Eligibility and Income Certification: Projects must confirm potential tenants' status as a qualifying population and annual household income at initial occupancy. Tenant household income must then be recertified annually.
- Property Standards: HOME rental units must comply with all rental property standards required in 24 CFR 92.251 paragraphs (a), (b), (c)(1) and (2), (e), and (f).
- Rental Limitations: The HOME rent may not exceed the lesser of: the fair market rent established by HUD; or 30 percent of the adjusted income of a household whose annual income is equal to or less than 50 percent of the median income for the area, as determined by HUD (i.e., Low HOME Rents).
- Changes in Income and Over Income Households: A qualifying household whose annual income at the time of recertification is above 50 percent of median income for the area but below 60 percent of median income for the area must pay the rent specified in 24 CFR 92.252(a).
- Tenant Selection and Referral Methods: HOME project grantees will take referrals from multiple sources and will maintain a referral list open to all qualifying populations. Applicants must then be accepted in chronological order regardless type of qualifying population.
- Once awarded, projects must submit a *Tenant Selection Plan* to the County which will outline how project developers plan on soliciting tenant application from all qualifying populations.

**Funded Projects must be completed by December 31, 2027**

## **Project Funding Priorities**

1. Organizational Experience and Capacity:
  - Demonstrate organizational capacity to develop affordable housing within the established timeline and, if rental, to properly manage the property through the affordability period. Past award experience, monitoring results and record keeping will be considered.
2. Project Readiness:
  - Demonstrate ability to commence the project no later than January 1, 2026 with construction complete and all required completion documents submitted to County staff by December 31, 2027.
  - Developer has site control of the Project Property for construction.
3. Underwriting and Coordinated Investments
  - Demonstrated financial feasibility and long-term sustainability of the project without the need for additional subsidy through the end of the affordability period. Preference for projects with full financial commitments and leveraged investments.
4. Commitment to all Compliance Requirements
  - Demonstrated commitment to meet all compliance requirements.
  - Rental projects must commit to accepting Housing Choice Vouchers (Section 8) and participating in any current or future County-funded rental assistance programs identified by the Department of Social Services.
  - Rental projects must provide an eviction prevention plan as an attachment to their proposals.

## **Proposal Contents**

Please complete the following application labeled as "Attachment B". Proposals should include, at minimum, the following components:

- Project description. Provide a thorough description of the proposed project, including location/address, current photographs, type of project, type of construction/rehabilitation, qualifying population served, total number units (number affordable units), description of surrounding neighborhood (priority given to projects located near to local community resources, transit, and/or public services), any wrap-around or support services proposed, and any other relevant information
- Budget proposal with breakdown of hard and soft costs, as well as other sources of funding committed or being sought
- Relevant experience
- Description of project design, project rent structure, and terms of affordability

\*Please note that applicants who receive funding through this RFP will have to comply with **County of Erie Standard Insurance Requirements** as more fully described in "Attachment C" prior to contract execution.

### **Scoring Criteria**

All proposals timely received and complete will be evaluated and ranked by a three (3) to five (5) person selection committee. The evaluation is based on the written proposals using a numerical score sheet related to the subsequent selection criteria. Please note that the following selection criteria are provided to assist proposers and are not meant to limit other considerations which may become apparent during the course of the selection process.

1. Experience in similar work. Programmatic expertise and Financial Management experience in designing, funding, developing, and monitoring affordable rental projects. (Up to 20 Available Points)
2. Strategic Location of proposed development. Proximity to public transit, neighborhood services/amenities, employment centers, and creative/adaptive reuse of existing building. (Up to 15 Available Points)
3. Target Population Served. Additional supportive services included, targeted populations, family units, etc... (Up to 15 Available Points)
4. Project Budget/Readiness. Evidence of commitments from other funding sources, PILOT agreements sought, cost per unit reasonableness, construction timeline, outreach to surrounding neighborhood/community input. (Up to 20 Available Points)
5. Overall Quality of Application. Completeness, project presented in clear manner, innovative design elements. (Up to 15 Available Points)
6. MBE/WBE Participation. (Up to 15 Available Points)

### **Proposal Submission and Further Questions**

Submit Proposals and any questions to:

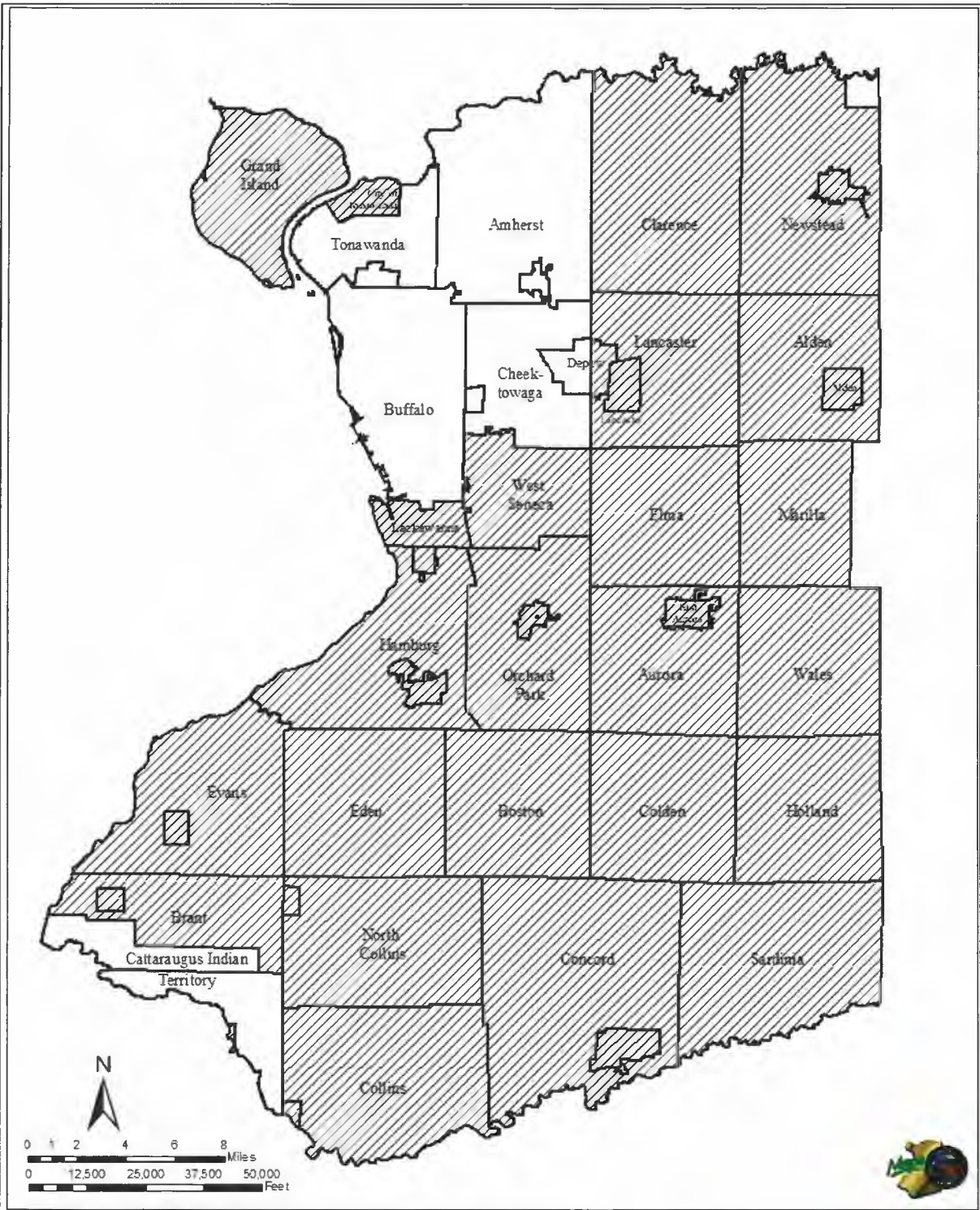
Paul D'Orlando, Principal Contract Monitor, (716) 858-2194

Email: [Paul.D'Orlando@erie.gov](mailto:Paul.D'Orlando@erie.gov)

USPS: Erie County Dept. of Environment & Planning, Room 1014  
95 Franklin Street  
Buffalo, NY 14202

**ATTACHMENT A**



**ERIE COUNTY/TOWN OF HAMBURG  
HOME CONSORTIUM  
MAP OF ELIGIBLE AREAS**



Map Prepared by the Erie County  
 Department of Environment & Planning  
 Office of GIS, February 2025

Basemap Copyrighted by the  
 New York State Department of Transportation

**Erie County, New York**  
**HOME Consortium**  
 Map 2

-  Not a Member of the Consortium
-  Member of the Consortium



**ATTACHMENT B**

**APPLICATION**

See "Attachment B" for fillable PDF version of the application.

## Part A – Applicant Organization Information

Applicant Organization: (Legal Name)			
Entity Type: (Check all that apply)	<input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Government	<input type="checkbox"/> Authority <input type="checkbox"/> Corporation <input type="checkbox"/> LLC	<input type="checkbox"/> Joint Venture <input type="checkbox"/> Association <input type="checkbox"/> _____
Contracting Organization: (Legal name of contracting entity)			
Years in Operation:			
<b>Required Organizational Documents</b> (submit as attachments, if applicable)			
<input type="checkbox"/> IRS 501(c)(3) Letter for Non-Profits. File name to include “App IRS” <input type="checkbox"/> Articles of Incorporation. File name to include “App Articles” <input type="checkbox"/> Proof of Liability Insurance. File name to include “App Insurance” <input type="checkbox"/> Copy of SAM.gov entity overview. File name to include “App SAM”			

<b>Application Contact</b> (Person that County staff will contact for all communication about this application)	
Contact Person:	
Address:	
City, State, Zip:	
Phone:	
Email:	
Website:	

## Part B – Project Overview

<b>Project Overview</b>	
Project Name:	
Applicant Organization:	
Project Address:	
Land/Building Acquisition Cost:	
Project Soft Cost:	
Total Project Development Cost:	
Total ARPA Funds Requested:	
Total of Other Funds (by Source):	
Total Number of Units in Project Development:	
Total Number of Units to be Funded with Erie County ARPA-SLFRF Funds:	
<b>Project Summary</b> (100-word short summary)	

## Part C – Project Description

### Project Narrative

Please submit a short, numbered narrative explaining the following:

1. Description of proposed project, including location/address, type of project, type of construction/rehabilitation, qualifying population served, total number units (number affordable units).
2. Description of plan to meet all project requirements listed in Target Population section.
3. Description of surrounding neighborhood (priority given to projects located near to local community resources, transit, and/or public services), any wrap around or support services proposed, and any other relevant information.
4. Description of project design, project rent structure, and terms of affordability.
5. Include budget proposal with breakdown of hard and soft costs, as well as other sources of funding committed or being sought.
6. Describe how your organization will reach out to racial and ethnic minority groups, persons with disabilities, families with children, and persons who may not otherwise learn of this opportunity for affordable housing. Project must comply with all applicable federal and state laws on fair housing and housing accessibility.

### Photos as Attachments

Please submit the following as attachments with files named by the Project Property Address. Google street view are not acceptable images.

- Current photos (within the last month) of the project site from each cardinal direction.
- For Rehab Projects – photos of exterior and interior of the building.
- For projects with demolition – photos of exterior of building. File name must include “demolition photos”.
- Aerial photograph of each project site, adjacent properties, and property lines identified. One photo can be submitted with all properties identified, if project properties are close. Google images are acceptable. File name must include “aerial”.

### Part D – Project Readiness

Complete the below project timeline indicating the number of units that will be at each major development milestone in each month of the years 2025 and 2026. The blank categories are for other milestones you wish to indicate as part of your plan.

Project Timeline												
2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Site Acquired												
In-Spec Process												
Bid Process												
Demolition Work												
Under Construction												
Completed Const.												
Completed Inspect.												
Lease/Sale Units												
2026	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Site Acquired												
In-Spec Process												
Bid Process												
Demolition Work												
Under Construction												
Completed Const.												
Completed Inspect.												
Lease/Sale Units												

**ATTACHMENT C**  
**ERIE COUNTY INSURANCE REQUIREMENTS**

**County of Erie Standard Insurance Certificate**

LAW-1 INS (Rev. 3/06)



This certificate does not amend, extend or alter the coverage afforded by the standard form policies listed below.

<b>I</b> Insured Name Address Zip Phone No.	<b>III Companies Affording Coverages</b>  <b>A</b>  <b>B</b>
<b>II</b> Issuing Agency Name Address Zip Phone No.	  <b>C</b>  <b>D</b>

**IV** This is to certify that the policies listed below have been issued to the insured named above and are in force at this time.

Company Letter - from III above	Indicate Type of Insurance By Checking the Box	Policy Number	Effective Date & Expiration	Limits of Liability in Thousands		
				Check the Box	Occurrence	Aggregate
	<b>1. General Liability</b> <input type="checkbox"/> Comprehensive Form <input type="checkbox"/> Premises and Operations <input type="checkbox"/> Products/Completed Operations <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Contractual <input type="checkbox"/> Personal Injury <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Explosion, Collapse <input type="checkbox"/> Underground Hazard			<input type="checkbox"/> Bodily Injury Property Damage  OR <input type="checkbox"/> Combined Single Limit		
	<b>2. Automobile Liability</b> <input type="checkbox"/> Comprehensive Form OR <input type="checkbox"/> Schedule Form <input type="checkbox"/> owned <input type="checkbox"/> hired <input type="checkbox"/> non-owned			<input type="checkbox"/> Bodily Injury Property Damage OR <input type="checkbox"/> Combined Single Limit		
	<b>3. Excess Liability</b> <input type="checkbox"/> Umbrella Form OR <input type="checkbox"/> other than umbrella <input type="checkbox"/> auto <input type="checkbox"/> general <input type="checkbox"/> both			Bodily Injury & Property Damage Combined \$ _____  Self Insured Retention \$ _____		
	<b>4. Worker's Compensation &amp; Employer's Liability Disability Benefits</b>			Statutory  Statutory		
	<b>5. Other</b> <input type="checkbox"/>					

**V.** County of Erie is included as an additional insured under the following Policy numbers:

**VI.** Description of Operations: It is understood that this coverage on behalf of the insured is for all locations in the County of Erie, NY.

**VII.** Cancellation/Non-Renewal: Should any of the policies noted above be cancelled before expiration thereof or not renewed by the Insured, the issuing company will endeavor to mail \_\_\_\_\_ days advance written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

<b>VIII. Name and Address of Certificate Holder &amp; Recipient of Notice:</b> County of Erie c/o Department of Law 95 Franklin Street, Room 1634 Buffalo, NY 14202 716-858-2200	Date Issued _____  Auth. Representative _____  Firm name & address _____ _____ _____
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**FOR COUNTY USE ONLY:**

Name of County Dept. Requesting Certificate	_____
Purchase Order or Contact Number	_____
Vendor Insurance Classification	_____

## Updated County of Erie Insurance Requirements – 2022

### INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE

- I. Insurance shall be procured and certificates delivered before commencement of work or delivery of merchandise or equipment.
- II. CERTIFICATES OF INSURANCE
  - A. Shall be made to the "County of Erie, 95 Franklin St, Buffalo NY, 14202"
  - B. Coverage must comply with all specifications of the contract.
  - C. Must be executed by an insurance company, agency or broker, which is licensed by the Insurance Department of the State of New York. If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.
- III. Forward the completed certificate to: County of Erie, (Department or Division) responsible for entering into the agreement for construction, purchase, lease or service.
- IV. Minimum coverage with limits are as follows:

Vendor Classification	A Construction and Maintenance	B Purchase or Lease of Merchandise or Equipment	C Professional Services	D Property Leased To Others Or Use Of Facilities Or Grounds	E Concessionaires Services	F Livery Services	G All Purposes Public Entity Contracts
Commercial Gen. Liab.	\$1,000,000 per occ.	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000	\$1,000,000 CSL	\$1,000,000	\$1,000,000 CSL
General Aggregate	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Products Completed Operations Liability	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Blanket Broad Form Contractual Liability	INCLUDE						
Contractual Liability		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Broad Form P.D.	INCLUDE						
X.C.U. (explosion, collapse, Underground)	INCLUDE						
Liquor Law				INCLUDE	INCLUDE		
Auto Liab.	\$1,000,000 CSL		\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL
Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Hired	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Non-Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Excess/Umbrella Liab.	\$5,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	\$1,000,000
Worker's Compensation & Employer's Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Professional Liability			\$5,000,000				
<b>Erie County, To Be Named Additional Insured</b>	Gen. Liab., Auto Liab., & Excess	Broad Form Vendors May Be Required	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess

- V. Construction contracts require excess Umbrella Liability limits of \$5,000,000.



- VI Coverage must be provided on a primary-noncontributory bases.
- VII. Designated Construction Project General Aggregate Limit Per Project Endorsement CG 25 03 is required.
- VIII. In the event the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is required.
- IX. Waiver of Subrogation: Required on all lines unless noted
- X. Transportation of people in buses, vans or station wagons requires \$5,000,000 excess liability.
- XI. Workers Compensation: State Workers' Compensation/Disability Benefits Law.  
Use Applicable Certificates Below:

**Workers Compensation Forms**

Form Number	Exemption
CE-200	Exemption
C105.2	Commercial Insurer
SI-12	Self Insurer
GSI-105.2	Group Self Insured
U-26.3	New York State Insurance Fund

**DBL (Disability Benefits Law) Forms**

Form Number	Exemption
CE-200	Exemption
DB-120.1	Insurers
DB-155	Self Insured

- XII. The "ACORD" form certificate may be used in place of the County of Erie Standard Insurance Certificate, provided that all of the above referenced requirements are incorporated into the "ACORD" form certificate.