



REQUEST FOR PROPOSALS (RFP)

HOME Investment Partnership Program (HOME)

County Of Cumberland, Pennsylvania

Cumberland County Housing and Redevelopment Authorities

Released on March 1, 2023

Introduction

Cumberland County announces the availability of up to \$855,968.82 in federal funding from U.S. Department of Housing and Urban Development (HUD) under the HOME Investment Partnerships Program (HOME) to increase the amount of affordable and attainable housing options for residents residing within the county. Proposals are being solicited for the following:

- New construction of affordable housing (single-family or multifamily)
- Acquisition and rehabilitation to preserve affordable housing (single-family or multifamily)
- Conversion of an existing structure from another use to affordable rental housing

Each proposal will be considered on a case-by-case basis. This Request for Proposals will remain open until all HOME funds are committed. Once committed, organizations will have 18 months to close to retain the committed amount.

Funding Details

This Request for Proposals will be allocating funds from multiple program years (PY).

Prior Years Unobligated - \$236,356.82

PY23 Allocation – \$619,612.00

Due to the unique nature of the American Rescue Plan (ARP), additional funding was allocated to affordable housing in the form of grants. The next eight HOME applications that are received and committed to funding will receive \$50,000 from the HOME ARP plan in a grant to assist in covering soft costs.

The maximum per-unit subsidy amount as of April 2023, is as follows:

- 0 bedroom - \$173,011.00
- 1 bedroom - \$198,331.00
- 2 bedrooms - \$241,176.00
- 3 bedrooms - \$312,005.00
- 4+ bedrooms - \$342,482.00

Eligible Activities

Only proposals for projects occurring within Cumberland County will be considered. Cumberland County will fund eligible activities in accordance with the HOME Final Rule 24 CFR § 92 and Cumberland County's Consolidated Plan. The following activities are eligible under this rule:

- Acquisition (including assistance to homebuyers),
- New construction (includes adding additional units to an existing structure), reconstruction, or rehabilitation of non-luxury housing with suitable amenities, including related costs such as:
 - Real property acquisition,
 - Site improvements,
 - Demolition, and
 - Other eligible expenses including financing costs, relocation expenses of any displaced persons, families, businesses, or organizations;
- Tenant-based rental assistance to eligible household(s), including security deposits;
- Operating expenses of community housing development organizations.

Ineligible Activities

Development teams must ensure that funds will not be used for costs that will be reimbursed by other federal funding streams. In addition, development teams should be aware of federal, state, and local laws outside of program requirements. For example, federal civil rights and nondiscrimination laws that prohibit discrimination based on race, color, national origin, sex (including gender and gender identity), religion, disability, age, or familial status (including having children), and any applicable environmental laws, must be followed.

Project Readiness

Cumberland County requires that any project committed funds go to closing within 18 months of award. HOME projects must be completed within four (4) years of the date of allocation. If this requirement is not met, funds must be returned to HUD. To ensure timeliness, applicants should:

- Have and maintain site control
- Ensure real property is zoned appropriately
- Complete preliminary project design
- Acquire proof of municipality support
- Acquire proof of neighborhood support
- Secure financing

Proposals should clearly indicate how each of these objectives has been met and anticipate any potential roadblocks to readiness.

Additional Considerations

Please note this is not a comprehensive list of all project requirements; however, it does provide guidance on some common components.

- Applicants are restricted from undertaking any physical or choice-limiting actions, including but not limited to property acquisition, demolition, movement, rehabilitation, conversion, repair, or construction until satisfactory completion of an environmental review, evaluation by Cumberland County staff, and a receipt of Release of Funds from HUD under CFR Part 58.
- Development applications must be site-specific as funds cannot be committed without an address. Evidence the proposed development is permitted under existing zoning and other development-related documentation may be required.
- Requirements for the development and implementation of HOME underwriting and subsidy layering must be followed.
- In certain cases, a preliminary or firm financing commitment from a private lender or other financing source may be required prior to award.
- Every contract for construction (rehabilitation or new construction) of housing that includes 12 or more units assisted with HOME funds must contain a provision requiring the payment of not less than the wages prevailing in the locality, as predetermined by the Secretary of Labor pursuant to the Davis-Bacon Act (40 U.S.C. 3141) to all laborers and mechanics employed in the development of any part of the housing. Such contracts must also be subject to the overtime provisions, as applicable, of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701).
- Developments that involve temporary or permanent relocation must meet the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
- Acquisition and/or rehabilitation of existing housing developments are subject to lead-based paint testing, particularly in units built prior to 1978.
- Organizations must be prepared to meet the following conditions and execute a contract including these provisions:
 - Certify that their insurance coverage is in accordance with Pennsylvania law and such coverage will remain in effect throughout the period of the contractual agreement.
 - Agree to maintain financial records in accordance with Generally Accepted Accounting Principles (GAAP), to substantiate all expenditures made in connection with this proposal and/or amendments.
 - Certify that their organization will comply with all federal, state, and local laws and services will be rendered without discrimination.
 - Demonstrate evidence of organizational and financial stability and the ability to fund eligible activities prior to seeking reimbursement.

Contents of the Proposal

To receive full consideration for funding, proposals must include all documents requested, as well as clearly answer all the narrative questions outlined below. Additional documentation is welcome and encouraged and should be included, as appropriate.

- Quality of development
- Financial feasibility
- Development capacity
- Community impact (cliental servicing, what services, amenities, and facilities for them)
- Community participation
- Economic and community inclusion
- Section 3
- Project readiness
- Type of sponsoring entity
- List of all involved in the development team (sponsor, architect, contractor, attorney, etc.)
- Development description (type of development, physical characteristics, building type, etc.)
- Utilities available with providers
- Prior experience with HOME funds
- Rent rates and occupancy types
- Rental income projections
- Construction cost estimates
- Proforma

Community Housing Development Organization (CHDO) Participation

Development teams are encouraged to partner with Community Housing Development Organizations (CHDOs). A CHDO is a private non-profit organization that has staff with the capacity to develop affordable housing for the community of Cumberland. With each project a recertification of CHDO status needs to be completed and approved. To qualify for a designation as a CHDO, the organization must meet certain requirements pertaining to their legal status, organizational structure, capacity, and experience.

Invalid Proposals

Submission of proposals from all qualified applicants is encouraged. Proposals will be automatically rejected for any of the following:

- Proposed project is not an eligible activity.

- Proposed project is not in alignment with Cumberland County’s Consolidated Plan.
- Development team is not in good standing with local governments.
- Development team has unresolved monitoring issues or has been found to be in noncompliance with any federal, state, or local grant or loan program requirements in the last five (5) years.
- Proposal is incomplete or does not meet the submission requirements.
- Proposal includes false, misleading, or inaccurate information.

Additionally, Cumberland County also reserves the right to reject any or all proposals and/or to fund only a portion of a proposed project.

Additional Information

The prospective applicant certifies by submission of their proposal that neither it nor its principals are presently disbarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal, state, or local department or agency. Any party conducting business with HOME funds as part of the eligible activities cannot be listed on the federal debarred list of contractors. The online debarred list can be found on the System Award Management (SAM) website. Any agencies currently out of compliance with any Cumberland County contracts are ineligible to apply.

Summary Request Form

All HOME applications must include \$1,000.00 application fee. Applicant pays all out of pocket costs, including recording and satisfaction fees and legal fees incurred by the Authority in preparation and review of financing and closing documents for the funded project.

Organization Name	
Organization Address	
Municipality	
Organization Unique Entity Identifier (UEI)	
Organization Tax ID #	
Census Tract Number	
Census Block Number	
Contact Name	
Contact Email	
Contact Phone	
Date of Application Submittal	
Type of Ownership Entity	
Project Category	
Total Project Cost	
HOME Funding Request (% of Total Project Cost)	
HOME Match Contribution (25% of HOME Funding Request)	
Total Units	
Total HOME Sponsor Units	
Estimated Closing Date	
Estimated Start Construction Date	

Statement of Certification

All Applicants for HOME funding must sign the application.

The Applicant certifies that all information provided in this application and all information furnished in support of this application is given for the purpose of obtaining funding through the HOME Program and further certifies that this information is true and complete to the best of the Applicant's knowledge and belief. The Applicant authorizes verification to be obtained from any source named within this application. It is further understood by the Applicant that all information obtained in the process of establishing eligibility for this program may be reviewed by the Affordable Housing Trust Fund (AHTF) Board for the purpose of determining the approval or rejection of this application.

The Applicant further certifies that they are the owner(s) of the property described in this application and that the HOME funding will be used only for the work on the property described in this application.

The Applicant further certifies that they have not required any tenant to move without just cause during the twelve months prior to this date and will indemnify the County of Cumberland with respect to any relocation claims arising from such undisclosed displacement.

The Applicant further certifies that the County may request or require changes in the information submitted herewith, may substitute its own figures which it deems reasonable for any or all figures provided herein by the undersigned, and may supply an amount significantly different from the amount requested.

The Applicant further certifies all documents requested by the County of Cumberland or the legal counsel for the County of Cumberland shall be submitted.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C. Title 18, Sec.1001 provided: "Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, or makes any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

Signature

Print

Date

Signature

Print

Date