



# MONROE COUNTY & CITY OF ROCHESTER HOME-ARP REQUEST FOR PROPOSALS

**Issue Date: October 1, 2025**  
**Closing Date: December 31, 2026**

County Department Information: <https://www.monroecounty.gov/planning-community>  
Monroe County Allocation Plan – [Monroe County HOME ARP Allocation Plan](#)

City Department Information: <https://www.cityofrochester.gov/housing>  
City of Rochester Allocation Plan – [City HOME-ARP Allocation Plan](#)

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# HOME-ARP FUNDING REQUEST FOR PROPOSALS

## **PART 1. INTRODUCTION**

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The American Rescue Plan Act (ARPA) through The Department of Housing and Urban Development (HUD) has provided Monroe County and the City of Rochester with \$4.3 million, and \$8.98 million in HOME-American Rescue Plan (HOME-ARP) funding, respectively. This funding is a one-time allocation and differs from regular HOME allocations due to the populations targeted and the variety of eligible projects and activities.

Monroe County and the City of Rochester, New York are seeking proposals from developers, non-profits, housing service providers, and other agencies that can best administer the below-listed programs to serve individuals or families from the following qualifying populations: Homeless; at-risk of Homelessness; fleeing or attempting to flee domestic violence (including dating violence, sexual assault, stalking, or human trafficking); and other populations where providing assistance would prevent the family's homelessness or would serve those with the greatest risk of housing instability. Proposals are being solicited for the following:

- a) Acquisition and Development of Non-Congregate Shelters
- b) Development of Affordable Rental Housing
- c) Providing Supportive Services
- d) Non-Profit Operating Expenses (capped at 5% of the HOME-ARP funding) (County funding only)
- e) Non-Profit Capacity Building (capped at 5% of the HOME-ARP funding)

Funding is being made available to allow agencies to develop, continue, or expand qualifying projects and programs. All funding is provided on a first-come-first-serve basis until the funds have been fully committed. Under this RFP, funds will be awarded to Respondents that demonstrate a readiness to proceed and meet the strict minimum requirements as described in this RFP and in the [HUD Notice CPD-21-10](#).

**This RFP will remain open until all funds are committed or December 31, 2026.** Applications will be reviewed continuously as they are received. Decisions are released on a rolling basis. HOME-ARP funds **must be expended by December 31, 2029; no extensions or modifications will be provided.** The County & City reserve the right to withdraw this RFP without notice.

## **PART 2. HOME-ARP SUPPLEMENTAL INFORMATION**

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Respondents should read [HUD Notice CPD-21-10](#) as well as this Request for Proposals (RFP) and design their response to fit HUD's requirements and the County and/or the City's priorities included herein. HUD has also issued an array of guidance documents, some of which have been included in this RFP for reference and review; containing links/descriptions of all of the regulations cited in this RFP as well as other information needed to submit a response. Additional HOME-ARP resources can be found here: <https://www.hudexchange.info/programs/home-arp/>.

## **PART 3. ELIGIBLE PROJECT/PROGRAMS OVERVIEW**

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### **ACQUISITION AND DEVELOPMENT OF NON-CONGREGATE SHELTERS:**

A non-congregate shelter (NCS) is one or more buildings that provide private units or rooms as temporary shelter to individuals and families and does not require occupants to sign a lease or occupancy agreement. HOME-ARP funds may be used to acquire and develop HOME-ARP NCS for individuals and families in qualifying populations.

This activity may include but is not limited to the acquisition of land and construction of HOME-ARP NCS or acquisition and/or rehabilitation of existing structures such as motels, hotels, or other facilities to be used for HOME-ARP NCS.

HOME-ARP funds **may not be used** to pay the operating costs of HOME-ARP NCS. Consequently, when making a funding decision, the County and/or the City will consider the availability of ongoing operating funds for the HOME-ARP NCS so that the HOME-ARP NCS can remain viable through the affordability period that will be established in the funding agreement.

#### **Minimum Use and Restricted Use Periods**

There are two required use periods, referred to as: Minimum Use Period and Restricted Use Period.

**Minimum Use Period** is the amount of time NCS developed with HOME-ARP funding **MUST** operate as emergency shelters before they may be converted into permanent housing. The period varies based on the original eligible activity undertaken and the amount of funds invested in the project.

- Acquisition only: 3 years.
- Moderate Rehabilitation (Total Investment < 75% Appraised Value): 5 Years.
- Substantial Rehabilitation (Total Investment > 75% Appraised Value): 10 Years.
- New Construction: 10 years.

**Restricted Use Period** is the amount of time NCS properties must comply with the requirements of the HOME-ARP Notice. During the restricted use period, but **after the Minimum Use Period**, NCS may:

- Remain as HOME-ARP NCS as originally developed,
- Be used as NCS under ESG,
- Be converted to permanent affordable housing in compliance with the HOME-ARP Notice, or
- Be converted to CoC permanent housing.

The Restricted Use Period for NCS projects is based on the eligible activity undertaken:

- Acquisition and/or Rehabilitation: 10 Years.
- New Construction: 15 Years.

HOME-ARP Non-Congregate Shelter Fact Sheet:

<https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Noncongregate-Shelter-Fact-Sheet.pdf>

#### **DEVELOPMENT OF AFFORDABLE RENTAL HOUSING:**

HOME-ARP funds may be used to acquire, rehabilitate, or construct affordable rental housing primarily for occupancy by households of individuals and families that meet the definition of one or more of the qualifying populations described in Part 4 of this Notice (“Qualifying Populations”). Unlike the regular HOME Program, which targets HOME-assisted rental units based on tenant income, 70 percent of all HOME-ARP units will admit households based only upon their status as qualifying population. Eligible HOME-ARP rental housing includes “housing” as defined at 24 CFR 92.2, including but not limited to manufactured housing, single room occupancy (SRO) units, and permanent supportive housing.

Developing financially feasible rental housing for qualifying households is challenging in the absence of project-based rental assistance. Most HOME-assisted rental projects rely on tenant rents to cover all or a portion of the debt service and project operating costs. Most HOME-ARP qualifying households will be unable to pay a rent that covers allocated debt service or operating costs, requiring Respondents to use other techniques to determine that HOME-ARP units are affordable and that projects containing HOME-ARP units are sustainable throughout the minimum compliance period. Respondents are encouraged to work with local PHAs and other state or local agencies to obtain project-based rental assistance for units funded with HOME-ARP.

The American Rescue Plan (ARP) suspended the maximum per-unit subsidy limit for HOME-ARP units, enabling HOME-ARP funds to pay the entire cost to acquire, rehabilitate and/or construct the HOME-ARP rental units, eliminating the need for the HOME-ARP units to support debt. **HOME-ARP funding is exempt from the Build America Buy America (BABA) Act.** In mixed-income developments, revenue from market rate or higher income-restricted units may also provide an internal subsidy to cover a portion of the operating costs of HOME-ARP units. To promote inclusion of HOME-ARP units in mixed-income housing, up to 30 percent of the Rental Housing units funded by the County and/or the City with its HOME-ARP grant may be restricted for occupancy by low-income households based solely on income.

### Utilizing Waitlists for Rental Housing Developments

The HOME-ARP regulations require that all applicants must be able to apply for the available housing unit and be served on a “first-come; first-served” basis in so far as is practicable. As such, Developers/Property Managers of affordable housing units will need to maintain project-specific waitlists and are encouraged to draw tenants from these waitlists in chronological order.

Continuum of Care (CoC)/Coordinated Entry (CE) lists alone cannot be used, unless they have been expanded to include all of the qualifying populations listed below (Part 4: Qualifying Populations) and will be used to provide referrals to the property managers established/maintained waitlist. Households on CoC/CE waitlists may apply after being referred from Coordinated Entry, but their application must still be accepted in the order it is received and placed on the waitlist. Further information on using referrals to lease/fill units and populate waiting lists is available in the HUD notice: <https://files.hudexchange.info/resources/documents/Using-HOME-ARP-Referral-Methods.pdf>

The County and City are generally looking to fund projects that will serve all 4 QPs on a first-come-first-served basis as laid out above, but would consider projects that provide preferences to serve one or more qualifying populations **before** the others, if:

- a) A specific unmet need that warrants such a preference is demonstrated within the proposal using recent, relevant data along with a description of how the project targets that specific unmet need;
- b) Adopting the preference would not qualify anyone who would not have already qualified for assistance prior to adoption of the preference; and
- c) No Qualifying Population is being excluded from assistance overall, meaning:
  - If a unit cannot be filled with a qualified tenant from the “preference” population/sub-population, the unit will then be opened to all other QPs served on a first-come-first-served (chronological order) basis.

The County and/or City will not consider proposals that exclude one or more of the qualifying populations.

### Minimum Compliance Period

HOME-ARP-assisted units must comply with the requirements of HUD Notice CPD-21-10 for a minimum period of 15 years, irrespective of the amount of HOME-ARP funds invested in the project or the activity being undertaken. HOME-ARP funds cannot be used to cover operating costs, or to cover other deficits during the compliance period. Project-based rental assistance contracts and other operating subsidies may require a longer compliance period than 15 years; in this case the HOME-ARP compliance period will be equal to the longest of these terms.

HOME-ARP Rental Housing Fact Sheet:

<https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Rental-Fact-Sheet091321.pdf>

### PROVIDING SUPPORTIVE SERVICES:

HOME-ARP funds may be used to provide a broad range of supportive services to qualifying individuals or families as a separate activity or in combination with other HOME-ARP activities. Supportive services include:

- a) services listed in section 401(29) of the McKinney-Vento Homeless Assistance Act;
- b) homelessness prevention services; and
- c) housing counseling services.

HOME-ARP Supportive Services Fact Sheet:

<https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Supportive-Services-Fact-Sheet.pdf>

### NON-PROFIT OPERATING EXPENSES: *\*Please note, this is only being offered through the County's HOME-ARP Funds\**

Operating expenses are defined **as reasonable and necessary costs of operating the nonprofit organization**. These costs include employee salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment, materials, and supplies. HOME-ARP funds used for operating expenses must be used for the "general operating costs" of the non-profit organization.

These operating costs must **not** be directly assignable to a HOME-ARP activity or project. For example, HOME-ARP funds for operating expenses may not be used for staffing costs to provide supportive services or develop HOME-ARP rental housing (as operating costs to develop HOME-ARP rental housing are paid for by a developer fee which is a project delivery or soft cost).

Likewise, because ARP does not permit any HOME-ARP funds to be used to operate a shelter, all costs related to operating a non-congregate shelter (e.g. overhead and staffing costs, insurance, utilities) cannot be paid with HOME-ARP funds.

HOME-ARP Non-Profit Operating & Capacity Building Fact Sheet:

<https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Operating-Assistance-and-Capacity-Building-Fact-Sheet.pdf>

### NON-PROFIT CAPACITY BUILDING:

Capacity building expenses are defined as reasonable and necessary general operating costs that will result in **expansion or improvement of an organization's ability to successfully carry out eligible HOME-ARP activities**.

Eligible costs include salaries for new hires including wages and other employee compensation and benefits; costs related to employee training or other staff development that enhances an employee's skill set and expertise; equipment (e.g., computer software or programs that improve organizational processes), upgrades to materials and equipment, supplies; and contracts for technical assistance or for consultants with expertise related to the HOME-ARP qualifying populations.

HOME-ARP Non-Profit Operating & Capacity Building Fact Sheet:

<https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Operating-Assistance-and-Capacity-Building-Fact-Sheet.pdf>

## PART 4. QUALIFYING POPULATIONS

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HOME ARP qualifying population definitions are as follows:

**Homeless** as defined in 24 CFR 91.5:

- a) An individual or family who lacks a fixed, regular, and adequate nighttime residence;
- b) An individual or family who will immediately lose their primary nighttime residence;
- c) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition but who qualify under section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a).

**At Risk of Homelessness** as defined by 24 CFR 91.5:

- a) An individual or family who:
  - 1. Has an annual income below 30% of area median income (AMI), as determined by HUD;
  - 2. Does not have sufficient resources or support networks, (e.g. family, friends, faith-based or other social network) immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the 24 CFR 91.5 “Homeless” definition; and
  - 3. Meets one of the seven (7) conditions described under subparagraph iii of the 24 CFR 91.5 “At risk of homelessness” definition.
- b) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Homeless and Runaway Youth Act (Pub. L. 93–415, title III, §387(3)); or
- c) A child or youth who does not qualify as “homeless” under this section but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)).

**Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking.**

### Other Populations

Where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family’s homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:

- a) Other Families Requiring Services or Housing Assistance to Prevent Homelessness – defined as households (i.e., individuals and families) who have previously been qualified as “homeless” as defined in 24 CFR 91.5, are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness;
- b) At Greatest Risk of Housing Instability – a household who meets either definition (1) or (2) below:
  - 1. Has an annual income that is less than or equal to 30% of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income towards housing costs);
  - 2. Has an annual income that is less than or equal to 50% of the area median income, as determined by HUD, and meets one of the 7 conditions (as found in 24 CFR 91.5) – “At risk of Homelessness”.

Veterans and Families that include a Veteran Family Member that meet criteria for one of the qualifying populations described and are eligible to receive HOME ARP assistance.

HOME\_ARP Qualifying Populations At-A-Glance: <https://files.hudexchange.info/resources/documents/HOME-ARP-Qualifying-Populations-At-A-Glance.pdf>

## PART 5. ELIGIBLE APPLICANTS

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Respondents must be incorporated for-profit or non-profit entities authorized to undertake activities within the boundaries of Monroe County, New York.

Applicants must demonstrate financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed activities. This expertise is demonstrated through previous experience in successfully developing projects similar to the one proposed, either by partners or key staff within the business or organization.

Respondents must show they will be able to meet Federal requirements relative to the HOME-ARP program, specifically those concerning: equal opportunity and fair housing; affirmative marketing; environmental review; displacement, relocation, and acquisition; labor; procurement; lead-based paint; conflict of interest; and debarment and suspension. Federal requirements include those listed in Title 42, Chapter 130, and CFR Title 24 Part 92. All Respondents should be aware that additional federal requirements may apply.

Respondents must demonstrate that no County and/or City tax arrearages or other fees or obligations payable to the County or City exist nor open letters of violation for property owned by the Respondent and principals.

Any person or subcontractor undertaking a part of the work under the terms of the Contract, by virtue of any agreement with the Respondent, must be approved prior to any such undertaking. In the event the Respondent desires to subcontract part of the work specified herein, the Respondent shall furnish with their proposal the names, qualifications, and experience of his/her proposed subcontractors. Subcontractors shall conform in all respects to the provisions specified for the Respondent. The Respondent shall, however, remain fully liable and responsible for the work done by their subcontractors.

A maximum of 10% of the project budget may be designated for a developer fee. Projects proposing a higher fee based on the regulations for other programs or contributing government lenders may be considered upon presentation of supporting documentation.

## PART 6. THE SCOPE OF THE PROPOSAL

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This section outlines the information that must be included in your proposal. Please respond with your information in the same order as the items in the section.

**Cover Page (Attachment A) & Transmittal Letter.** Each response to the RFP should be accompanied by a cover page (see **Attachment A**) and a letter of transmittal not exceeding one (1) page that summarizes key points of the proposal and which is signed by an officer of the firm authorized to commit the Respondent to the obligations contained in the proposal.

**A. Table of Contents.** Include a Table of Contents at the beginning, which clearly outlines the contents of your proposal.

**B. Company Information.** Provide information related to your company and any companies you are proposing to use as subcontractors. Specifically, address the following:

1. Year the company was organized.
2. Identification of company ownership.



3. Functions and location of your nearest regional office to Monroe County, New York. Identify the location of your company headquarters.
4. Documentation of Minority and Women-Owned Business Enterprise (MWBE) and/or Disadvantaged Business Enterprise (DBE) and/or certified Service-Disabled Veteran-Owned (SDVOB) ownership status.
5. Both the State and Federal governments have programs for the certification of small businesses that are owned by Veterans or Service-Disabled Veterans. The Federal program certifies Veteran-Owned Small Business (VOSB) and Service-Disabled Veteran-Owned Small Business (SDVOSB), and the New York state program certifies Service-Disabled Veteran-Owned Business (SDVOSB). The goal of this requirement is to acknowledge local businesses that have achieved these designations. Respondents should provide documentation of certification, if applicable.
6. Total gross revenues of the company covering the last three years. The County and/or City reserves the right to request additional financial information during the proposal review process.
7. Anticipated growth of your organization, including expansion of the client base and acquisitions.
8. Any conflicts of interest that may affect the County and/or City's potential selection of, or entering into an agreement with your organization, (e.g., your organization currently holds an agreement with the County and/or the City for other services, a relative of any employee of the Respondent is a member of the selection committee, etc.)
9. Any disputes or litigations as a result of services provided to/for Monroe County or the City of Rochester, either through a direct contract with Monroe County, City of Rochester, or as a subcontractor to another entity contracting with Monroe County or the City of Rochester.

**C. Experience.** Provide information that clearly demonstrates your organization's prior experience and background (both business and technical) in engagements similar to this project. This section must include:

- a) A list of all public sector clients in the State of New York. Include the following information for each public sector client:
  1. Name and address of the client;
  2. Dates of engagement for the client;
  3. Approximate annual budget;
  4. Name, telephone number, and email address of contact person
- b) A list of all agreements either directly with Monroe County, City of Rochester, or as a subcontractor for another agency's agreement with Monroe County and/or City of Rochester. Include the following information:
  1. Name and address of the agency, Monroe County and/or City of Rochester Department;
  2. Services provided;
  3. Dates of engagement;
  4. Approximate annual budget;
  5. Name, telephone number, and email address of contact person.
- c) Résumés for the key personnel to be involved in providing services to Monroe County and/or City of Rochester.

**D. Respondent's proposal.** Respondent must submit a detailed Project Narrative and Work Plan that describes:

- a. HOME-ARP Eligible Activities that will be part of the project.
- b. Respondent's previous experience with the proposed project/activities.
- c. Respondent must be authorized to operate in New York State and provide proof.



- d. If Respondent does not have experience with the proposed activity, explain how you will bring in the experience necessary to execute the project.
- e. If requesting HOME-ARP Non-Profit Operating or Capacity Building funds, describe the need and how the funds would be used.
- f. How Respondent determined that the proposed project is necessary in the community or service area. This narrative should include a description of the needs of the Qualifying Populations in the community/service area with supporting data.
- g. Housing-related experience of key staff members, development team members, and each person who contributes to the organization's capacity to do the proposed work in addition to the requested resumes.
- h. The Respondent's experience/capacity with providing housing and services to vulnerable populations. Examples of this experience can include (but is not limited to) ESG, HOME, housing development, Housing Counseling Services, and CoC grants. As part of this narrative, include other federal grants the Respondent receives including award amounts.
- i. All committed funding, leveraged from all other sources for the program/project.
- j. A critical timeline for project completion and the drawing down of the funds, including proposed goals and key dates for the respective accomplishments.
- k. The Respondent's long-term goals and objectives related to housing and services for Qualifying Populations, as well as specific activities and strategies designed to achieve those goals and objectives.
- l. The local community's commitment to and support of the Respondent organization, including any financial support.
- m. How the proposal fits with the needs and gaps identified in the County or City's HOME-ARP Allocation Plan.
- n. How this project addresses specific needs relevant to the appropriate Qualifying Population.
- o. Expected program accomplishment(s) if funding is awarded (accomplishments must be described in terms of households served, people served, units developed, etc.).
- p. Describe similar activities being done by other organizations in the service area as well as any collaboration with other organizations to 1) enhance the proposal and 2) ensure that there will not be a duplication of services.
- q. The Respondent's sustainability plan for continuing these services after the HOME-ARP funds have been fully expended. Include a plan for each Eligible Activity being requested.

**E. Cost Proposal. For Housing & Non-Congregate Shelter,** respondent must provide a detailed budget request that represents what the Respondent requires in order to develop a completed project as proposed and how many residents it intends to serve. For all other funding, respondent must provide a detailed budget request that represents both the full and total cost of the program and what portions and percentages are being requested to be funded with HOME-ARP. Please note that the County and/or City reserves the right to negotiate any and all proposed costs.

**F. Certifications Regarding Debarment and Procurement Policy.** Respondents and proposed subcontractors must print, sign, and submit with the proposal Attachment B: Certification Regarding Debarment, Suspension, and Responsibility and Certification Regarding Monroe County Procurement Policy and Consequences for Violation.

**G. Equal Pay Certification.** Respondents and proposed subcontractors must print, sign, and submit Attachment C: Monroe County Equal Pay Certification and Attachment D: City of Rochester's Living Wage Certification with the proposal.

**H. Certification.** Proposals should include a letter from an authorized corporate officer certifying the accuracy of the information provided and guaranteeing the proposed prices.

**I. MWBE & SDVOB Utilization Plan.** Each Respondent shall prepare and submit a Utilization Plan in connection

with its proposal and the proposed Contract. The Utilization Plan shall identify Certified Businesses, if known, that have committed to perform work in connection with the proposed Contract as well as any such Certified Businesses, if known, which the Respondent intends to use in connection with the Respondent's performance of the proposed Contract. The Utilization Plan shall specifically contain a list, including the name, address, and telephone number, of each Certified Business with which the Respondent intends to subcontract.

**Every proposal should also include:**

- a) A signed Statement of Assurances from all key members.
- b) An Organizational Chart for Respondent entity.
- c) A Board Chart for the Respondent entity, including Board Member compensation, if any.
- d) A description of any significant recent organizational changes.
- e) A description of membership to organizations, including the Respondent entity's relationship with Partners Ending Homelessness (the local Continuum of Care - CoC) and other service organizations.
- f) A detailed description of the referral process to the program or project.
- g) Any other information that describes or documents the entity's capacity to carry out the proposed activity, including through any restricted use or compliance period.

**For Rental and NCS Projects, include:**

- a) If a specific site has not been selected, describe the site selection process, the proposed general location and how the Respondent will obtain site control.
- b) If a specific site has been selected, describe the site, the proposed location and how the Respondent will obtain site control, if not already in place.
- c) If a specific site has been selected, document how the proper zoning and utilities will be made available, if not already in place.
- d) A list of services near the site and/or available onsite.
- e) Pictures of the site.
- f) Preliminary site plan and renderings/drawings.
- g) Description of rehabilitation or construction to be performed.
- h) Preliminary budget and operating proforma demonstrating sustainability throughout development and the compliance period.
- i) Approved or preliminary Zoning or Planning approvals from host municipality.
- j) Copy of Phase 1 (and 2, if applicable) Environmental Site Assessments (see Attachment E -Environmental Review Checklist for additional requirements)

**For Supportive Services Projects include:**

- a) Describe how the Respondent entity will prevent providing duplication of services to individuals or households.
- b) Provide an explanation of any significant changes to the Respondent entity's financial system in the last two years.
- c) Statement of Need for HOME-ARP funds in the service area.
- d) Provide an overview of how HOME-ARP funds will be used in the Respondent entity's service area/ jurisdiction to address the need.
- e) Briefly describe the Respondent entity's Board of Director's fiscal oversight committee. How many members does it have? How often does it meet? And what are its responsibilities?

**For Non-Profit Operating and Capacity Building include:**

- a) If the Respondent intends to request funds for Non-Profit Operating and Capacity Building expenses, provide a brief narrative including the following:
  - 1. Why operating and/or capacity building funds are needed; and,
  - 2. How operating and/or capacity building funds will be used.

## PART 7. SUBMISSION & REVIEW

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**Submission:** To be considered, the Respondents must submit a complete Proposal. Respondents not responding to all information requested in this RFP or indicating exceptions to those items not responded to may have their proposals rejected as being non-responsive.

Proposals should be submitted to the address below:

Monroe County Planning and Development  
Community Development Administration  
50 W. Main Street  
City Place, Suite 1150  
Rochester, NY 14614  
Email: CDGrants@monroecounty.gov

City of Rochester Neighborhood and Business Development  
City Hall, 30 Church Street, 005A  
Rochester, New York 14614  
Email: Latasha.McGill@CityofRochester.Gov

Respondents must submit one (1) electronic copy of its full proposal in PDF format via shared drive (i.e. Google Drive) **Proposals should be clearly marked as “Proposal for HOME-ARP Funding.”** An official authorized to bind the Respondent to its provisions must sign the Proposal. Confirmation of receipt of proposal will be emailed.

Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Respondent's capabilities to satisfy the requirements of the RFP. Expensive bindings, color displays, promotional material, etc. are not necessary or desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. Vague terms such as "Respondent complies" or "Respondent understands" should be avoided. All materials submitted shall become the property of the County and City and will not be returned and compensation will not be provided for any part of the submission.

Questions that arise **must be submitted in writing via email to both email addresses listed above.** Prohibited contact may be grounds for Respondent disqualification.

### Review:

**Evaluation Committee.** Selected personnel from the County, City, and Partners Ending Homelessness (local Continuum of Care) will form the evaluation committee for this RFP. It will be the responsibility of this committee to evaluate all properly prepared and submitted proposals for the RFP and make a recommendation for award.

**Approval & Contract Process.** It may take up to 90 days to complete the review and respond from the date of confirmation of submission. All information contained in the proposal should be good for a minimum of 90 days. Respondents should also be aware that any contract resulting from this request for proposals is subject to prior approval by Monroe County Departments (inc. Legislature & the Law Department) as well as any necessary City of Rochester Approvals. Successful Respondents will also be required to provide additional information, including but not limited to providing evidence that they have an active registration with the System for Award Management (“SAM”) pursuant to 2 CFR Part 25, as part of the contract approval process.

**Evaluation and Scoring Criteria.** All properly prepared and submitted proposals shall be subject to evaluation deemed appropriate for the purpose of selecting the Respondent(s) with whom a contract may be awarded. The proposal will be evaluated on the 5 key components listed below:

**1. Need**

- a. Ability to identify community service and/or housing needs
- b. Urgency of need, specifically regarding the Qualifying Populations
- c. Ability of Respondent to address need with their pre-existing funds, to date
- d. The extent to which the Respondent will provide housing and services that includes assistance from other entities, including rental-assistance or service contracts for the duration of the project reporting period will be evaluated
- e. The extent to which projects demonstrate that the population to be provided with the services/housing is currently underserved in the area where the project is located

**2. Capacity**

- a. Ability to administer requested federal funds
- b. Organizational and project structure
- c. Housing development or service provider experience and qualifications
- d. Financial, staffing and managerial capacity to develop housing projects and/or providing services within budget and timelines
- e. Experience in owning, managing, and/or developing real estate assets
- f. Experience with public-sector housing programs
- g. Experience addressing the service needs of the relevant Qualifying Populations
- h. Sustainability/viability of project

**3. Location (Housing)**

- a. Is adequate and appropriate in size, exposure and contour to accommodate the number and type of units proposed
- b. Has adequate utilities and streets to serve the site or demonstrated intention to obtain adequate utilities and streets to serve the site
- c. Is accessible to social, recreational, educational, commercial, and health facilities and services comparable to facilities and services found in neighborhoods consisting largely of unassisted similar units

**4. Application for Funding**

- a. Timeliness of submission and responses to requests for follow-up information
- b. Thoroughness of information – well presented, shows good understanding of requirements, supporting documents submitted
- c. Ability to meet minimum RFP requirements
- d. Targets needs of the Qualifying Populations

**5. Respondent History, Experience and Compliance**

- a. For agencies and/or developers who have received awards from County and/or City previously, consideration will be given in part based on the relevant parties' history, experience, and loan or grant administration activity
- b. Readiness to proceed including ability to gain site control (for Housing), leveraged funds, and necessary support (team members with experience)
- c. Previous responsiveness to requests for information
- d. Previous successful administration and/or operation of County or City funded projects and programs

## **PART 9. RESERVATIONS & RIGHTS**

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The County and City reserve the right, at its sole discretion, to amend or withdraw this RFP including any timeframes noted herein, upon notification of all Respondents as set forth above, and in such case, the County and City shall have no liability for any costs incurred by any Respondent.

The County and City may request additional information from any Respondent to assist the County and City in making its evaluation.

The proposal and all materials submitted with the proposal shall become property of the County and City and will be subject to NYS Freedom of Information Law. If any proprietary information is submitted with the proposal, it must be clearly identified as such and a request to keep such information confidential must be prominently included in the submission.

The County and City's support of a project, financially or otherwise, is contingent upon the project not deviating from the proposed project that was originally scored, ranked, and supported. The County and City reserves the right to withdraw or alter support, financial or otherwise, if changes to the project were not reviewed and approved in advance by the appropriate parties.

The County and City's continued support is not guaranteed, and the County and City may withdraw or modify support, financial or otherwise, even if proposed changes are submitted, reviewed, and approved. If the project team intends to make changes to the project, in any manner (design, unit-mix, affordability, special populations to be served, Services provided, loan and/or financing structure, etc.), the County's Community Development division and the City's Division of Housing and shall be notified in advance of any planned changes to confirm the County and City's continued support for the project.

The County and City reserves the right to conduct any investigations necessary to verify information submitted by the Respondent and/or to determine the Respondent's capability to fulfill the terms and conditions of the RFP contract document. The County and City reserves the right to visit a prospective Respondent's place of business to verify the existence of the company and the management capabilities required to administer proposed project. The County and City will not consider Respondents that are in bankruptcy or in the hands of a receiver at the time of tendering a proposal or at the time of entering into a contract.

**END OF DOCUMENT**

## Attachment A – Application Cover Page

### Attachment A: Proposal Application Cover Page

#### Monroe County & The City of Rochester Request for Proposals (RFP)

##### Project/Program Information

Project/Program Name: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Project/Program Type (Mark with an 'X'):

A. Acquisition and Development of Non-Congregate Shelters:

B. Development of Affordable Rental Housing:

C. Providing Supportive Services:

D. Non-Profit Operating (County Only\*):

E. Non-Profit Capacity Building:


Project/Program Address & Zip: \_\_\_\_\_

City Quadrant or Town/Village: \_\_\_\_\_

Total HOME-ARP Funding Request: \$ \_\_\_\_\_ Total Project/Program Cost: \$ \_\_\_\_\_

##### Applicant Information (Owner Entity)

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Taxpayer ID# and UEI: \_\_\_\_\_

Title: \_\_\_\_\_ Organization Type: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Development Consultant, if applicable: \_\_\_\_\_

##### Project Specifics *For Construction Projects*

Total Number of Project Units: \_\_\_\_\_

Proposed number of HOME-ARP Units: \_\_\_\_\_

Are you requesting a PILOT (Y/N)? \_\_\_\_\_

Has other funding been secured (Y/N)? \_\_\_\_\_

Will these units be open to all \*QPs (Y/N)? \_\_\_\_\_

Proposed Unit Mix						
Unit Size	AMI					Total
	0-30%	31-50%	51-60%	61-80%	>80%	
Studio						
1BR						
2BR						
3BR						
4BR+						
Total						

*\*Qualifying Populations (see RFP for more details)*

If proposing a QP Preference, describe: \_\_\_\_\_

Requested terms of HOME-ARP Loan: \_\_\_\_\_

**Attachment B - Certification Regarding Debarment, Suspension, and Responsibility**

***CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND RESPONSIBILITY***

The undersigned certifies, to the best of his/her knowledge and belief, that the Contractor and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
2. Have not within a three-year period preceding this transaction/ application/proposal/contract/ agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and
4. Have not within a three-year period preceding this transaction/ application/proposal/contract/ agreement had one or more public transactions (Federal, State or local) terminated for cause or default.

***CERTIFICATION REGARDING MONROE COUNTY PROCUREMENT POLICY AND CONSEQUENCES FOR VIOLATION***

The undersigned certifies to the best of his/her knowledge and belief, that the Contractor and its principals:

5. Have read and understand the Monroe County Procurement Policy and agree to abide by its terms (<http://www.monroecounty.gov/purch-overview.php>);
6. Understand that any violation of the Monroe County Procurement Policy may result in the exclusion of any response to a public bid, Request for Proposals (RFP) or Request for Qualification (RFQ) submitted on our behalf; and
7. Understand that any contract or agreement entered into subsequent to a violation of this policy during the procurement process is null and void.

Date: \_\_\_\_\_

\_\_\_\_\_  
[Print Name of Contractor]

By: \_\_\_\_\_

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Print Name]



## Attachment C - Monroe County Equal Pay Certification

### ***MONROE COUNTY EQUAL PAY CERTIFICATION***

The undersigned certifies, to the best of his/her knowledge, that the Contractor:

1. Compensates its employees in compliance with the Federal Equal Pay Act, 29 USC § 206, and the New York State Labor Law § 194, as amended from time to time ("Equal Pay Laws").
2. Has not been subject to an adverse finding by the United States Department of Labor, New York State Department of Labor or a court of law with regard to the Equal Pay Laws within the previous five years ("Adverse Finding"). If the Contractor has been subject to an Adverse Finding, the Contractor shall immediately disclose in writing the outcome and circumstances of such Adverse Finding to the County Purchasing Manager at the following address: Room 200, County Office Building, 39 West Main Street, Rochester, New York 14614.
3. Is not the subject of any currently pending claims involving the Equal Pay Laws. If the Contractor is the subject of any currently pending claims involving the Equal Pay Laws, the Contractor shall immediately disclose in writing to the County's Purchasing Manager the nature and status of such claims.
4. Acknowledges that the violation of one or more of the Equal Pay Laws or its filing of a false or misleading Monroe County Equal Pay Certification during the term of the Contractor's agreement with Monroe County may constitute grounds for the County in its sole discretion to immediately terminate such agreement with the Contractor and for determining the Contractor to be not qualified to participate in future Monroe County contracts.
5. Acknowledges that the Contractor will cooperate with the County's compliance monitoring and periodic auditing of Certifications provided by the Contractor to the County.

Date:

\_\_\_\_\_

\_\_\_\_\_  
[Print Name of Contractor]

By:

\_\_\_\_\_

[Signature]

\_\_\_\_\_  
[Print Name]

## Attachment D - City of Rochester's Living Wage Certification



### City of Rochester

Neighborhood and Business  
Development City Hall Room 005A, 30  
Church Street Rochester, New York  
14614  
[www.cityofrochester.gov](http://www.cityofrochester.gov)

### Certification of Compliance with Rochester Living Wage

**Program/Agreement:** \_\_\_\_\_

I hereby certify that the \_\_\_\_\_ is in full compliance with the Rochester Living Wage Ordinance of Chapter 8A-18 of the Code of the City of Rochester, New York ("the Code").

The job titles and wage levels of all covered employees, as defined in the Code, are listed below:

Job Title	Wage Level (hourly or salary & hrs./wk)	Health Insurance (Y/N)

Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment E – Environmental Review Checklist

### Monroe County Community Development Environmental Review Checklist

GENERAL INFORMATION	
Municipality	
Contact (Name & Title)	
Address	
Phone	
Email	

**INSTRUCTIONS:** All required areas below should be submitted with application or provide a date that items will be completed and submitted.

#### ***EVERY SINGLE PROJECT REQUIRES***

Included (please check box)

- ☐ A detailed project description. Date\_\_\_\_\_
- ☐ Project location address, tax ID number and site location map, as applicable. Date\_\_\_\_\_
- ☐ If a project is in a special flood hazard area, proof of flood insurance is required. Date\_\_\_\_\_
- ☐ Provide a letter from SHPO if your project meets the requirements listed below. Date\_\_\_\_\_

#### ***MOST PROJECTS REQUIRE***

Included (please check box)

- ☐ Site plan (**11x17, minimum**) showing the exact location of project activities on the subject parcel(s). Site plans for projects on parcels that contain federal or state wetlands must include a wetland delineation. Date\_\_\_\_\_
- ☐ A list of permits and approvals required by town/village, county or state agencies. **Copies of permits must be submitted to Community Development before construction can begin and funds are released.** Date\_\_\_\_\_
- ☐ Copies of resolutions approving rezoning and variances. These are required before funding can be released. Date\_\_\_\_\_
- ☐ If the project involves new construction, ground disturbance, rehabilitation, or a change in appearance to a building more than 50 years old, and/or is in or adjacent to an historic district or property, provide a copy of all communications with SHPO (request for review and SHPO response). Date\_\_\_\_\_

**Compliance with the State Environmental Quality Review Act (check one):**

- ☐ For Unlisted or Type I Projects to be undertaken by a municipality. Please include Monroe County as an involved agency in a coordinated review pursuant to SEQRA. Date\_\_\_\_\_
- ☐ For Type II Projects to be undertaken by a municipality. Please provide a memo or copy of a resolution documenting that the Project is a Type II action pursuant to SEQRA. Date\_\_\_\_\_
- ☐ For Unlisted or Type I Projects to be undertaken by a project sponsor. Please provide either: (1) evidence that another agency complied/will comply with the provisions of SEQRA and has included Monroe County therein as an involved agency; or (2) a completed Part 1 Environmental Assessment Form.  
Date\_\_\_\_\_
- ☐ For Type II Projects to be undertaken by a project sponsor. No further documentation is required at this time. Date\_\_\_\_\_

***HOUSING PROJECTS ALSO REQUIRE***

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Included (please check box)

- ☐ A Copy of the Phase 1 and 2 Environmental Site Assessments if conducted (appendices not required initially, but may be required at a later date). Provide other environmental assessments if applicable.  
Date\_\_\_\_\_
- ☐ If the project is within 1,000 feet of a major roadway or 3,000 feet of a railroad, a noise assessment will be conducted by the County and design modifications (e.g. higher-grade windows or air conditioning) may be required.  
Date\_\_\_\_\_

*If you have questions regarding the environmental review associated with your project contact Steve Olufsen, Planner, at 585-753-2027 or [solufsen@monroecounty.gov](mailto:solufsen@monroecounty.gov).*