

# 2019 Affordable Housing Program Program Guidelines

## PROGRAM OVERVIEW

The County of Northampton, through the Department of Community and Economic Development (NCDCED), intends to disburse up to \$200,000 for competitive awards. The funds for this program are generated through the implementation of Ordinance 322 of 1998, as authorized by PA Act 1992-137.

All projects funded under the Affordable Housing Program (AHP) must maintain or increase the availability of quality, affordable housing for residents of Northampton County whose annual incomes are below 80% of the household median income for the County using the U.S. Department of Housing and Urban Development's Section 8 Income Limits for 2019, as included in these guidelines as *Exhibit 1*.

## PROJECT ELIGIBILITY

Three types of projects will be considered under this program.

1. **Projects that create, retain or improve rental units or owner-occupied housing.** Planning, pre-development, building rehabilitation and site prep costs are allowable, as well as reasonable personnel costs for project delivery. Any funds used as a direct subsidy must include a mechanism to recapture the investment for future use, such as a revolving loan fund, by either the grantee or the County.
2. **Supportive funding for costs for emergency housing services** incurred by non-profits or governmental entities. This includes temporary shelter operating costs, services, and shelter renovation and repair.
3. **Funding Assistance for Transitional Housing Facilities and Affordable Housing Supportive Services.** Transitional housing services are an important step in helping its beneficiaries to achieve independent permanent housing for themselves and their families. In order to support this level of housing, eligible activities include but are not limited to: acquisition of new facilities, renovation/ expansion of existing facilities, operating costs and personnel expenses for case management services.

*Note:* Affordable Housing Program funds are extremely competitive and should not be considered a continuing funding source by an agency. All requests for supportive funding by non-profits or governmental entities must clearly address the reason AHP funds are needed at this time and what steps are being taken to continue the service/program at the end of the grant period.

Eligible applicants include non-profits, public agencies, local governments, government authorities and private, low income housing providers.

Applicants may receive grants up to \$50,000. The County reserves the right to fund proposals at higher or lower amounts at its sole discretion.

Personnel expenses for all project types are eligible when directly related to a specific activity or case. AHP will not compensate for general salary requests.

### **APPLICATION SCHEDULE**

- Funding Announcement – **Monday, July 15, 2019**
- Application/Proposals Due – **Friday, September 13, 2019, 4:00 pm**
- Anticipated funding award notices – **December 2019**
- Contracts begin - **January 1, 2020**
- Contracts expire – **December 31, 2020**

### **APPLICATION REVIEW**

*All grants will be awarded based on a competitive review process. Eligible Projects will meet the AHP Guidelines and Application Requirements. The projects that can most effectively address the following criteria will receive preference:*

<b>Scoring Criteria</b>		<b>Description</b>
<b>1</b>	<b>Need and Approach</b>	The narrative is clear and concise. The project is clearly defined including funding sources, objectives, population served and outcomes.
<b>2</b>	<b>Use of Funds</b>	The budget is clear and reasonable. The cost estimates are from a credible source. The budget narrative adequately addresses all line items in the <i>Sources and Uses</i> spreadsheet provided in the application.
<b>3</b>	<b>Organizational Capacity</b>	The organization has shown it has the capacity to undertake the proposed project and execute it in accordance with the budget, timeline and outcomes detailed in the application.
<b>4</b>	<b>Partnerships/ Leverage</b>	The project is leveraging additional funds and resources that are secured. The organization is forming partnerships to have a greater impact.

5	<b>Community Impact</b>	The application clearly states the projected outcomes of the project and impact on the community and population it is serving.
6	<b>People served/ Longevity of Affordability</b>	The application clearly states the demographics being served and the amount of individuals, families or households to benefit from the project and those demographics represent the population with the highest housing needs. The project commits to affordability in perpetuity past the required period.
7	<b>Discretionary Points</b>	Points are reserved for the Advisory Committee to award based on their opinion of the strength and overall impact of the proposed project and overall quality of the application (i.e.: it is well organized and well written).

**APPLICATION PROCEDURES**

Please visit the NDCED Grant and Loan Programs web page at <https://www.northamptoncounty.org/CMTYECDV/Pages/Apply-for-Funding.aspx> and download all applicable documents associated with the funding announcement. In addition, **all applicants are required to register in the NDCED County Relationship Manager (CRM)** if applicant has not previously registered and submit electronic applications through the web. [PLEASE CLICK HERE TO REGISTER](#). Within 1-2 business days you may upload and submit your electronic application forms through the CRM application. Click on the apply button located next to the applicable funding program on the NDCED Grant and Loan Programs web page to access the CRM application.

**The deadline for submitting a full application is Friday, September 13, 2019 @ 4:00 P.M.** Incomplete applications will not be reviewed. Questions about the application process and guidance on the eligibility can be directed to Sarah Ortiz at 610-829-6308 or [sortiz@northamptoncounty.org](mailto:sortiz@northamptoncounty.org).

**PROGRAM CONDITIONS**

- Grants are awarded based on merit and are subject to the availability of funds.
- Funds are released on a reimbursement basis only.
- Eligible applicants may submit multiple requests for different projects.
- All projects should have necessary zoning approvals at the time of application, if applicable.
- Applicants are urged to have contingency plans should they not receive their entire grant request.
- All items submitted in the Application and as requested by NDCED will become part of the binding grant agreement between the recipient and the County of Northampton.

- Projects creating or maintaining affordable housing units must maintain affordability for low/moderate income households for a period of at least five (5) years by means of deed restriction on the property. Income limits for buyers/ tenants during this period shall reflect the criteria listed in these guidelines.
- See *Exhibit 2* for Contracting/ Procurement Requirements.
- All projects funded under this announcement must be completed by December 31, 2019.

### **PROJECT REPORTING REQUIREMENTS**

Grantees are required to submit Semi-Annual Performance and Financial Reports to NCD CED. Disbursement of funds and future grant awards are contingent upon the timely submission of these reports. At project completion, a close-out report is required. Reports must be submitted on NCD CED provided report forms.

Recipients creating or maintaining affordable housing units must maintain income verification for all tenants and/or buyers for five years after the project completion.

NCD CED may conduct onsite monitoring at any point during the grant agreement term and/or at the completion of the project.

PAST/ CURRENT AHP RECIPIENTS WITH OVERDUE REPORTS WILL NOT BE ELIGIBLE TO APPLY FOR FUNDING.

#### ***Questions and concerns may be directed to:***

Sarah Ortiz, Community and Economic Development Specialist

Phone: 610-829-6308

Email: [sortiz@northamptoncounty.org](mailto:sortiz@northamptoncounty.org)

**Exhibit 1**

**Northampton County Income Limits by Household Size  
FY 2019**

<b># IN HOUSEHOLD</b>	<b>MODERATE LOW INCOME: 80% OF THE MEDIAN INCOME</b>	<b>VERY LOW INCOME: 50% OF THE MEDIAN INCOME</b>	<b>EXTREMELY LOW INCOME: 30% OF THE MEDIAN INCOME</b>
<b>1 PERSON</b>	\$ 43,900	\$ 27,450	\$ 16,450
<b>2 PERSON</b>	\$ 50,200	\$ 31,400	\$ 18,800
<b>3 PERSON</b>	\$ 56,450	\$ 35,300	\$21,330
<b>4 PERSON</b>	\$ 62,700	\$ 39,200	\$ 25,750
<b>5 PERSON</b>	\$ 67,750	\$ 42,350	\$ 30,170
<b>6 PERSON</b>	\$ 72,750	\$ 45,500	\$34,590
<b>7 PERSON</b>	\$ 77,750	\$ 48,650	\$ 39,010
<b>8 + PERSON</b>	\$ 82,800	\$ 51,750	\$ 43,430

**HOUSEHOLD MEDIAN INCOME: \$78,400**

NOTE: Northampton County is part of the **Allentown-Bethlehem-Easton, PA HUD Metro FMR Area**. The **Allentown-Bethlehem-Easton, PA HUD Metro FMR Area** contains the following areas: Carbon County, PA; Lehigh County, PA; and Northampton County, PA

## Exhibit 2

### Contracting Requirements

Contracting shall be done in accordance with all applicable federal, state and local requirements and guidelines. It shall be the responsibility of the Grantee/Subgrantee to ensure that such requirements and guidelines are followed. **Construction projects may be subject to Pennsylvania Prevailing Wage requirements. Please click [here](#) for applicability.**

#### COMPETITIVE BID REQUIREMENTS

Any good or service purchased under this grant must be done in accordance with your entity's purchasing requirements or the County's, *whichever is most restrictive*. Northampton County's thresholds are as follows:

\$1 to \$5,000	One quote, verbal or written
\$5,001 to \$24,999	Minimum three (3) written quotes. Written documentation must be attached to the transaction, and shall indicate which qualified vendor(s) were contacted, their responses, the date, and other pertinent information besides price, such as delivery, etc.
\$25,000 and above	Need to be procured utilizing a formally advertised public bid

Documented costs may include quotes or advertisements (i.e.: online cost comparisons). Remember to keep copies of all quotes/costs in your project record, as this verifies you followed the appropriate procurement method. Selecting a good or service through the Commonwealth of Pennsylvania's cooperative purchasing program administered by the Department of General Services (DGS) Bureau of Procurement, the COSTARS Program, is an acceptable alternative to the methods listed above..

#### PREPARING FOR COMPETITIVE BIDS

The first step in most projects is to document the specific work to be done in order to competitively solicit bids from contractors. On a small project where total construction costs are not expected to exceed \$25,000.00, you may only wish to use an existing estimate or specifications to solicit written estimates from contractors. Most sub grantees work with an architectural, engineering or other project management firm to develop a bid package that ensures you select the lowest, most qualified contractor while complying with local, state, and federal laws and regulations.

Construction projects require specific technical expertise and knowledge of how to comply with state and federal labor requirements. Those not accustomed to overseeing construction projects are highly encouraged to hire a project manager.

## **ACQUISITION OF ARCHITECTURAL/ENGINEERING SERVICES**

When acquiring A/E services to design your site/project, a Request for Proposals (RFP) or a Request for Qualifications (RFQ) may be used. Under an RFQ, you may use competitive proposal procedures whereby the competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. In these instances, price is not used as a selection factor; once the most-qualified firm is identified, only that firm is asked for a price proposal that is subject to negotiation of a fair and reasonable price. If negotiations with the selected firm are unsuccessful, this process is repeated with the next highest-ranked firm, until a fair and reasonably priced contract can be awarded. You must document the basis for your determination of the most qualified competitor and the reasonableness of the contract price.

Note the following requirements if your project is federally funded:

- An RFQ may not be used to purchase other services performed by architects and engineers (24 CFR 85.36(d)(3)(v)). Additional services offered by A/E firms, such as preparation of bid packets, project management or grant writing, must be selected based on lowest cost (using an RFP or other appropriate small purchasing method).
- You cannot award a contract to any person or firm that develops or drafts specifications, requirements, statements of work, invitations for bids, and/or requests for proposals (24 CFR 84.43).
- Architects or engineers selected by municipalities may be reimbursed through your grant if documentation can be supplied that the firm had been selected using an appropriate procurement methodology within the previous three (3) years of the Start Date of the sub-grant agreement and the contract specifically includes project management activities in the scope of services. Otherwise, these costs cannot be paid under the grant.

## **VENDOR PREFERENCE**

When contracts or subcontracts are expected to exceed \$25,000 and are funded in whole or in part by state or federal funds, opportunities must be afforded to businesses and organizations which are eligible for preferential treatment under a variety of laws, Executive Orders, etc. (e.g., the Small Business Act). Eligible organizations include: small, small disadvantaged, women-owned, historically underutilized business zone (HUBZone), veteran-owned, and service disabled veteran-owned small businesses. These requirements historically included only Minority Owned or Women Owned Businesses (MBE/WBE). While certain funding sources (i.e.: HUD) may only ask for reporting on certain classifications of businesses, including all preferred classes in your preferred bidding process will ensure that all newly emerging requirements are met.

You and any prime contractors are required to advise and provide the maximum practicable opportunity for participation to small and diverse businesses. For federally funded projects, the target participation levels are 5% for minority owned business enterprises and 3% for women owned business enterprises.

Requirements under both state and federally funded projects can be met by accessing the current listing of state-certified Small and Diverse Firms at the following website:

<http://www.dgs.internet.state.pa.us/suppliersearch>

Click on the Advanced Search. Choose "Northampton County" from the PA Counties section. Choose the Supplier Classification or check "Select All Classifications". Find the appropriate UNSPSC Codes in the available list. Hit Search. You will receive names of local MBE & WBE vendors and Small Diverse (SD) vendors for the type(s) of businesses you are soliciting.

Repeat for the following counties:

- Bucks
- Carbon
- Lehigh
- Monroe

You must send the bid announcement to any certified business that provides the service or good you need and is located in the five counties listed above. You can choose to solicit other classifications (i.e.: Veteran-Owned Businesses) or non-certified businesses; however, non-certified vendors must agree to register with the Commonwealth in order to receive preference in bidding.

- Keep evidence, such as a fax cover sheet or a copy of the stamped, addressed envelope, showing you successfully sent the bid announcement to each registered business.
- If there are no relevant vendors, print the page showing there were no matches and keep this in your records.



### Exhibit 3

Census Tract No.	Census Tract	%Low/Mod Income	Census Tract No.	Census Tract	%Low/Mod Income
166	Bath Borough	50.46	165	East Allen Township	25.33
172	Wilson Borough	50.43	174.01	Palmer Township	24.98
161	Walnutport Borough	47.55	154	Lower Mount Bethel	24.84
162.01	Northampton Borough	47.35	180.02	Lower Saucon Township	24.42
163.01	North Catasauqua	44.54	158.02	Bushkill Township	24.16
157	Wind Gap Borough	42.36	176.04	Bethlehem Township	23.93
152.01	Bangor/Roseto Boroughs	42.12	169.02	Lower Nazareth township	23.67
178	Freemansburg Borough	40.65	160.02	Lehigh Township	22.89
175.01	Palmer Township	40.20	160.01	Lehigh Township	22.76
173	West Easton	38.15	167	Upper Nazareth Township	20.04
156	Pen Argyl	44.60	180.01	Lower Saucon Township	19.97
176.03	Bethlehem Township	35.26	164	Allen Township	19.25
168	Nazareth Borough	34.75	176.07	Bethlehem Township	18.93
179.02	Hellertown Borough	34.53	181	Williams Twp/Glendon Borough	18.11
183	Upper Mount Bethel Township	34.27	175.02	Palmer Township	17.96
155	Plainfield Township	34.12	177.03	Hanover Township	16.39
153	Washington Township	32.92	171.02	Forks Township	15.38
179.01	Hellertown Borough	32.61	177.04	Hanover Township	15.37
162.02	Northampton Borough	32.12	176.05	Bethlehem Township	15.21
159.02	Moore Township	30.24	158.01	Bushkill Township	14.58
174.02	Palmer Township	27.50	171.01	Forks Township	14.04
170	Stockertown/Tatamy Boroughs	26.48	177.02	Hanover Township	12.73
159.01	Moore Township	26.15	176.06	Bethlehem Township	10.02
182	Upper Mount Bethel/East Bangor	26.03	169.01	Lower Nazareth township	8.70