

**City of Erie  
Department of Economic &  
Community Development**

**REQUEST FOR PROPOSALS  
HOME-ARP PROGRAM FUNDS**

**Application Deadline:**

**4:00 p.m. January 9, 2025**

Applications received or post marked after the application deadline will not be considered for the current funding round.

Submit application to:  
City of Erie  
Department of Economic & Community Development  
Attention: Debra Smith  
626 State Street, Room 404  
Erie, PA 16501  
(814) 870-1274

## *INTRODUCTION*

The City of Erie, PA hereby requests applications for the development of affordable rental housing pursuant to the City's funding under the HOME Investment Partnerships Program (HOME) - American Rescue Plan Act of 2021 (ARP), which provides funds for housing development, homelessness assistance and supportive services, and the City's HOME-ARP Allocation Plan, submitted to and approved by HUD. The City's Allocation Plan may be found at the City's website: <https://cityof.erie.pa.us> These funds will be used to benefit individuals and families who meet the HOME-ARP criteria for qualifying populations, defined in [Notice CPD 21-10 Requirements for the Use of Funds in the HOME-American Rescue Plan Program](#) (the Notice), published September 13, 2021 and described in Appendix A:

- Homeless
- At risk of homelessness
- Fleeing or attempting to flee Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking
- Other populations considered at greatest risk for housing instability including families requiring services or housing assistance to prevent homelessness, extremely low-income households, is living in the home of another because of economic hardship, living in a hotel without assistance, is exiting a public institution like mental health facility, foster care, etc.

The purpose of Program funding under this Request for Proposals (RFP) is to assist developers in the production of affordable rental housing targeted to the HOME-ARP Qualifying Populations in the City of Erie, including for-profit developers, non-profit developers, and City-designated Community Housing Development Organizations (CHDOs) acting as owners, developers, and/or sponsors. An estimated \$2.2 million is available for eligible rental projects targeted to HOME-ARP Qualifying Populations.

The City's approved HOME-ARP budget was driven by the unmet priority needs identified as a result of stakeholder consultation and data analysis. The following priority needs were identified:

- Development of affordable and accessible rental housing, including accessibility for persons with disabilities
- Development of rental permanent supportive housing with a strong supportive service component
- Supportive services

This RFP will fund only rental housing development projects. HOME-ARP funds will be awarded for use as construction or permanent gap financing in the form of zero interest deferred loans. HOME-ARP assistance loans for rental projects may be designated as forgivable after successful compliance for the duration of a required affordability period, discussed below.

Rental projects are to be occupied by individuals and families who meet the HOME-ARP criteria for qualifying populations. Seventy (70) percent of the total number of rental units the City assists with HOME-ARP funds must be restricted to occupancy by households that are qualifying households at the time of the household's initial occupancy. Not more than 30 percent of the total number of rental units assisted with HOME-ARP funds by the City may be restricted for occupancy by low-income households.

Projects must comply with the HOME-ARP rental requirements for a minimum fifteen (15) year affordability period, regardless of the amount of HOME-ARP invested in the project. For projects that also receive Project Based Rental Assistance through a Housing Assistance Payment (HAP) contract, the minimum compliance period is the greater of 15 years or the term of the HAP contract.

Projects will be selected by the City for Program funding after a review of all information submitted by Applicants and a rating and ranking of all applications pursuant to the Project Selection Criteria discussed in Section I. Additional information and details concerning the Program can be found at [https://www.hud.gov/program\\_offices/comm\\_planning/home-arp](https://www.hud.gov/program_offices/comm_planning/home-arp)

Questions regarding this RFP can be directed to:

Debra Smith, Director  
Department of Economic and Community Development  
[dsmith@erie.pa.us](mailto:dsmith@erie.pa.us)  
814-870-1274

In order to ensure a prompt response, all questions must be received by the City of Erie Department of Economic and Community Development (DECD) on or before **December 9, 2024**. To be eligible for consideration, applications must be submitted in accordance with this RFP on the forms provided and must be received by the City **no later than 4:00 p.m. on January 9, 2025**. Official postmarks are not acceptable. It is the responsibility of the applicant to meet the delivery date and delays by delivery services are not an acceptable justification for being late. Applications will not be accepted by the DECD after the above date and time. THERE WILL BE NO EXCEPTIONS.

Please return **two** copies of the application and **one** copy of the applicable attachments to the following address:

City of Erie  
Department of Economic & Community Development  
Attention: Director  
626 State Street, Room 404  
Erie, PA 16501

The City of Erie reserves the right, in its sole discretion, to reject at any time any or all applications, to withdraw this RFP without notice, and to negotiate with one or more Applicants submitting applications and/or parties other than those responding to this RFP, on terms other than those set forth herein. The City of Erie reserves the right to waive compliance with and/or change any of the terms and conditions of this RFP. Under no circumstances will the City of Erie pay costs incurred by an Applicant in responding to this RFP.



### I. SELECTION CRITERIA

Only proposals that meet all Federal, state and local program requirements and meet minimum threshold requirements will be reviewed for HOME-ARP funds. The City will conduct project selection review as follows:

- A. The City will review all applications for completeness and compliance with the terms and conditions of this RFP.
- B. The City will exclude those applications that, in the sole judgment of the City, fail to: meet Program Threshold requirements; fail to demonstrate the ability to serve qualifying populations; or fail to comply with the terms and conditions of this RFP.
- C. From the remaining applications, the City will rate, rank, and select the applications that, in the sole judgment of the City, most successfully fulfill the Project Selection Criteria below and that best meet the other needs and goals of the City. Regardless of strict numerical ranking, the scoring does not operate to vest in an applicant or project any right to a commitment of HOME funds. The City will, in all instances, commit HOME-ARP funds consistent with sound and reasonable judgment, prudent business practices, and the exercise of its inherent discretion.
- D. The City will consider the following criteria in selecting projects as specified below. All criteria used by the City is collectively referred to herein as the "Project Selection Criteria".
  - a) The extent to which the Applicant's application addresses the housing needs set forth in The City's Five-Year Consolidated Plan and HOME-ARP Allocation Plan which can both be accessed on the City's website <https://cityof.erie.pa.us>
  - b) The extent to which the developer has all necessary approvals and permits for the construction of the project.
  - c) The extent to which the developer has firm commitments for all project financing necessary to complete the project.
  - d) The financial feasibility of the project.
  - e) The extent of site control by the developer.
  - f) The experience of the developer and the other members of the development team with projects of a similar size, scale, and complexity.
  - g) Owner/Developer ability to provide minimum 10% equity
  - h) The proposed development schedule and evidence that such schedule can be met.
  - i) The number of units to be assisted in the project.
  - j) The per unit HOME-ARP program funding requested.
  - k) The per unit project costs proposed.
  - l) Whether, and the extent to which, real property tax exemptions or abatements have been extended to the project.
  - m) The developer's performance record with the City, federal and state housing agencies, and local municipalities.
  - n) The extent to which the project proposes to maintain affordability beyond the minimum HOME-ARP compliance period.

Applicants cannot change their applications or submit additional documentation after the application deadline. The City also reserves the right to withdraw this RFP at any time without notice, reject any or all applications, or to accept applications on terms other than those set forth herein.

## PROJECT FUNDING REQUIREMENTS

The City will fund developers of affordable rental housing including for-profit developers, non-profit developers, and City-designated CHDOs. Prior to committing funds, the City will review the status of any organization seeking funds to ensure that it meets all HOME-ARP requirements and that it has sufficient staff capacity to carry out the project. The City will consider proposals for both new construction or acquisition and rehabilitation of existing units.

### **Parameters of HOME Investment Funding**

Applications must include an investment of not less than \$1,000 in HOME-ARP funds per HOME-ARP-assisted unit. All projects will be evaluated in accordance with the City's Underwriting and Subsidy Layering Guidelines for HOME-ARP. In no case will the City award more than what is available in HOME-ARP funding to one or more projects.

### **Eligible Costs**

Costs funded with the City's HOME-ARP funds must be eligible according to the HOME Final Rule 24 CFR 92.206, the National Affordable Housing Act, Notice CPD 2021-10 and Waivers and Alternative Requirements for Implementation of the HOME American Rescue Plan Program. The following additional limitations also apply:

- i. HOME-ARP funds shall not be used for luxury improvements according to 24 CFR 92.205.
- ii. HOME-ARP funds shall not be used for homeownership and owner-occupied activities, including assistance to homebuyers and development of affordable housing for homeownership and homeowner rehabilitation.
- iii. Acquisition costs shall be supported by an independent appraisal of the property. Acquisition costs exceeding the appraised value of the property will be ineligible for HOME-ARP funding reimbursement.
- iv. HOME-ARP funds shall not be used for non-residential accessory structures such as free-standing community/leasing buildings, garages, carports, or maintenance structures. HOME-ARP funds may be used for community space or common laundry facilities included in residential buildings.
- v. The City will only disburse HOME-ARP for eligible costs incurred on or after the commitment of HOME-ARP funds.
- vi. HOME-ARP funds shall not be used for organizational costs such as partnership formation or syndication costs, especially those associated with Low Income Housing Tax Credits.
- vii. For new construction or rehabilitation of HOME-ARP rental housing for qualifying populations, the cost of funding operating cost assistance during the project's compliance period or a capitalized operating cost assistance reserve in accordance with requirements the HOME-ARP Notice is an eligible cost.
- viii. For new construction or rehabilitation of HOME-ARP rental housing units for low-income households, the cost of funding an initial operating deficit reserve, which is a reserve to meet any shortfall in project income during the period of project rent-up for HOME-ARP units for low-income households (not to exceed 12 months), is an eligible cost. An initial operating deficit reserve may only be used to pay the share of operating expenses, scheduled payments to a replacement reserve, and debt service of the HOME-ARP rental housing units for low-income households.

### **Cost Reasonableness**

Per the requirements of 92.250(b) and 2 CFR 225, all project costs must be reasonable, whether paid directly with HOME-ARP funds or not. The City will review project costs, including hard and soft costs, to evaluate their reasonableness and may, at its option, require applicants to obtain additional quotes, bids, or estimates of costs. City staff must be allowed the opportunity to conduct a cost analysis to determine cost reasonableness. Applications may be determined ineligible if access is not granted or costs are determined to be unreasonable. Applicants are encouraged to request only the amount of HOME-ARP funds needed as **gap financing** to make the project feasible. Requesting funds for administration is not allowed; however, applicants may request reasonable dollars for developer fees (not to exceed 15%) and soft costs in an amount corresponding to affordable housing activities. All HOME-ARP costs, including soft costs, must be tied to specific housing addresses.

### **Conflict of Interest**

Owners must disclose any perceived or real conflict of interest situations that may occur when contracting with related companies during either the development or ongoing operation of the project.

### **Property Standards**

To meet both HOME-ARP regulations and City goals, all HOME-ARP-funded projects must meet certain physical standards intended to provide quality affordable housing that is durable and energy efficient. Property standards will be enforced via inspection within 12 months of project completion and at least once every three years during the compliance period.

- i. Construction must meet all state and local building codes, as well as the City's Property Standards.
- ii. All HOME-ARP projects must meet applicable Section 504/Uniform Federal Accessibility Standards (UFAS) requirements.
  - a. *Rental Projects*: In the case of (a) new construction projects with 5 or more HOME-ARP assisted units and (b) rehabilitation projects with 15 or more total units (HOME-ARP-assisted and non-HOME-assisted) where rehabilitation costs will be 75% or more of the replacement cost of the completed facility, the project must provide 5% of the development's units for physically disabled occupants and another 2% of units designed to be accessible to those with visual or hearing impairments. Additionally, covered multifamily dwellings, as defined at 24 CFR 100.201, must also meet the design and construction requirements required by the Fair Housing Act as outlined in 24 CFR 100.205.
- iii. Site shall be served by public sewer, public water, and public road.
- iv. Site shall be in a designated Fire District or served by a Fire Department.
- v. Units must be equipped with the following appliances: refrigerator, range/oven, dishwasher, and garbage disposal. Developers may also propose to include in-unit clothes washers and dryers, microwave/vent fan combination units, as appropriate. If the Energy Star program rates the type of appliances being installed, the developer must furnish the units with Energy Star rated appliances. Note however that not all appliances are rated by the Energy Star program.
- vi. *Lead-Based Paint*: All rehabilitation projects must comply with HUD's Lead-Based Paint (LBP) Regulations found at 24 CFR Part 35. Any home constructed prior to 1978 must be tested for the presence of LBP and all LBP hazards identified addressed in conformity with 24 CFR Part 35.

- vii. *Visitability*: Although not a requirement, it is recommended that for rental projects, all design, construction, and alterations incorporate, wherever practical, the concept of visitability. Visitability is a design concept, which for very little or no additional cost enables persons with disabilities to visit relatives, friends, and neighbors in their homes within a community. Visitability design incorporates the following in all construction or alterations, in addition to the applicable requirements of Section 504 and the Fair Housing Act, wherever practical and possible for as many units as possible within a development:
- Provide a 32” clear opening in all bathroom and interior doorways; and
  - Provide at least one accessible means of egress/ingress for each unit.

### **Underwriting and Subsidy Layering Review Requirements**

All projects must be financially feasible. Income and expense proforma and detailed subsidy layer review for each project which demonstrate financial feasibility must be submitted to and approved by the City. Documentation supporting housing need must be submitted.

All sources of financing necessary to complete the project must be identified in the application, and copies of all financial commitments must be submitted. Developers must disclose all other public sources or applications for funding to the City at the time of submission of the application and upon receiving any additional commitments of public source funding. The City will conduct a subsidy layering review as part of the underwriting process for any project that includes other public subsidies. Using its underwriting criteria, the City will assess the project and may require changes to the transaction to ensure that the financial return to the owner/developer is not excessive. Changes may include a reduction in HOME-ARP funds awarded or a declination of a previously approved award. The City will consider adjusting its underwriting in consultation with other public funders, if applicable to the project. The City retains, at its sole discretion, the power to decide whether to accept alternative standards.

### **Other Federal Requirements**

#### *Nondiscrimination and Equal Opportunity*

The following federal nondiscrimination and equal opportunity guidelines apply to all City affordable housing projects and affect both development and operation or sales of assisted housing:

- i. The Fair Housing Act (42 U.S.C. 3601-19) and implementing regulations at 24 CFR part 100 et seq.
- ii. Executive Order 11063, as amended by Executive Order 12259 (3 CFR, 1959-1963 Comp., p. 652 and 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing Programs) and implementing regulations at 24 CFR part 107.
- iii. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d- 2000d-4) (Nondiscrimination in Federally Assisted Programs) and implementing regulations at 24 CFR part 1.
- iv. The Age Discrimination Act of 1975 (42 U.S.C. 6101-6107) and implementing regulations at 24 CFR part 146.
- v. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at part 8 of this title.
- vi. Title II of the Americans with Disabilities Act, 42 U.S.C. 12101 et seq.; 24 CFR part 8; Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 75.



- vii. Executive Order 11246, as amended by Executive Orders 11375, [[Page 41]] 11478, 12086, and 12107 (3 CFR, 1964-1965 Comp., p. 339; 3 CFR, 1966-70 Comp., p. 684; 3 CFR 1966-70 Comp., p. 803; 3 CFR, 1978 Comp., p. 230; and 3 CFR, 1978 Comp., p. 264, respectively) (Equal Employment Opportunity Programs) and implementing regulations at 41 CFR chapter 60.
- viii. Executive Order 11625, as amended by Executive Order 12007 (3 CFR, 1971-1975 Comp., p. 616 and 3 CFR, 1977 Comp., p. 139) (Minority Business Enterprises); Executive Order 12432 (3 CFR, 1983 Comp., p. 198) (Minority Business Enterprise Development).
- ix. Executive Order 12138, as amended by Executive Order 12608 (3 CFR, 1977 Comp., p. 393 and 3 CFR, 1987 Comp., p. 245) (Women's Business Enterprise). The nondiscrimination provisions of Section 282 of the National Affordable Housing Act of 1982.

The following additional guidelines apply to all rental housing projects:

- x. The requirements of 24 CFR 5.105(a)(2) requiring that HUD-assisted housing be made available without regard to actual or perceived sexual orientation, gender identity, or marital status and prohibiting owners (or their agents) from inquiring about the sexual orientation or gender identity of an applicant for, or occupant of, HUD-assisted housing for the purpose of determining eligibility for the housing or otherwise making such housing available. This prohibition on inquiries regarding sexual orientation or gender identity does not prohibit any individual from voluntarily self-identifying sexual orientation or gender identity.
- xi. The requirements of 24 CFR 92.359 and 24 CFR Part 5, Subpart L which implement provisions of the Violence Against Women Act (VAWA), as amended, which provides various protections to applicants and tenants who are victims of domestic violence, dating violence, sexual assault, and stalking. Notwithstanding the title of the statute, VAWA's requirements and tenant protections apply regardless of any individual's sex, gender identity, or sexual orientation.

#### Uniform Relocation Act (URA)

All projects fall under the requirements of the URA. Any project resulting in permanent relocation/displacement of households will not be funded by the City. Applicants must further document that any purchase of property meets the requirements of URA, including provision of notices to the seller identifying the transaction as a voluntary sale not under the threat of eminent domain. **To ensure compliance with the URA, applicants should consult with the City of Erie to understand the requirements of URA and reference the URA forms included in the RFP prior to submitting an application involving an occupied property. URA guidance can be accessed at: <https://www.hudexchange.info/resource/6603/home-arp-ura-section-104d-policy-brief/>**

#### Minority Business Enterprise and Women Business Enterprise (MBE/WBE) Plan

Applicants must maintain an MBE/WBE plan that demonstrates marketing and solicitation of MBE/WBE businesses and contractors for the construction of the project.

#### Excluded Parties

All entities applying for HOME-ARP funding must also be registered with SAM.gov and be able to provide City staff with a unique I.D. # in order to certify that the entity is not debarred from receiving Federal Funding. The City will not fund projects owned, developed, or otherwise sponsored by any individual, corporation, or other entity that is suspended, debarred, or otherwise precluded from receiving federal awards. Nor may the developer contract with any other entity (including but not limited to builders/general contractors, property management companies, or other members of the development

team) that are suspended, debarred, or otherwise so precluded. Similarly, the general contractor will be required to determine that subcontractors are not so precluded.

Labor Standards

Projects must comply with 24 CFR §92.354. Every contract for the construction (rehabilitation or new construction) of housing that includes 12 or more units assisted with HOME-ARP 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). The contract for construction must contain these wage provisions if HOME-ARP funds are used for any project costs in §92.206, including construction or non- construction costs, of housing with 12 or more HOME-ARP-assisted units. Projects containing fewer than 12 HOME-ARP assisted units and over \$24,999 will be subject to the Pennsylvania Prevailing Wage Act.

## *I. TARGETING AND OCCUPANCY REQUIREMENTS*

The American Rescue Plan requires HOME-ARP activities to primarily benefit households in the qualifying populations. To improve the feasibility and maintain the long-term viability of projects with HOME-ARP rental units for qualifying households, applicants may invest HOME-ARP funds in units that are not restricted for occupancy solely for qualifying populations as described in this section.

Targeting: HOME-ARP funds can only be invested in units restricted for qualifying households or low-income households as follows:

- i. Not less than 70 percent of the total number of rental units assisted with HOME-ARP funds must be restricted for occupancy by households that are qualifying households at the time of the household's initial occupancy; and,
- ii. Not more than 30 percent of the total number of rental units assisted with HOME-ARP funds may be restricted to low-income households. These rental units do not have to be restricted for occupancy by qualifying households; however rental units restricted to low-income households are only permitted in projects that include HOME-ARP units for qualifying households.
- iii. The City of Erie has established a preference for chronically homeless households and homeless families with children, prioritized by length of time homeless. All four qualifying populations shall be eligible to apply for rental housing developed with HOME-ARP funds.

Occupancy Requirements:

- i. Units restricted for occupancy by qualifying households must be occupied by households that meet the definition of a qualifying population at the time of admission to the HOME-ARP unit. A qualifying household after admission retains its eligibility to occupy a HOME-ARP rental unit restricted for qualifying populations, irrespective of the qualifying household's changes in income or whether the household continues to meet the definition of a qualifying population. As such, a unit restricted for a qualifying household remains in compliance with the HOME-ARP unit restriction as long as the unit is occupied by a qualifying household that met the definition of a qualifying population at the time of admission.
- ii. Low-Income Households. At initial occupancy, units restricted for low-income households must be occupied by households that meet the definition of low-income in 24 CFR 92.2. If a tenant's income increases above the applicable low-income limit during the compliance period, the unit will be considered temporarily out of compliance. Noncompliance requires the City to take action in accordance with the rent and unit mix requirements in the Notice.

### **Initial Occupancy Deadlines**

In accordance with the HOME-ARP Notice, HOME-ARP funded rental projects must comply with the following deadlines and requirements as evidenced by occupancy by tenants with a written lease that complies with the requirements of 24 CFR 92.253:

- i. The participating jurisdiction, as applicable, must submit to HUD information on its efforts to coordinate with a CoC, homeless service providers, social service and other public agencies to fill units for qualifying households or must submit marketing information and, if appropriate, a marketing plan to fill units for low-income households.
- ii. Within 12 months from the date of project completion, if efforts to market the units are unsuccessful and units remain unoccupied by an eligible tenant, The City will require repayment by the owner/developer of all HOME-ARP funds invested in each vacant unit. A unit that has not served a HOME-ARP QP household has not met the purposes of the HOME-ARP program; therefore, the costs associated with the unit are ineligible.

### **Income and Rent Limits**

To qualify as affordable housing, HOME-ARP assisted units must be rented only to HOME-ARP Qualifying Population (QP) households at rents regulated by the program to be affordable to QP households. HOME-ARP does not impose income restrictions on units restricted for qualifying populations. If there is no income requirement in the qualifying population's definition, an initial determination of household income is not required, except as necessary to determine an affordable rental contribution by the qualifying household or to establish eligibility for another funding source in the unit that imposes income restrictions.

***The City must approve the development's rent schedule annually throughout the HOME-ARP compliance period.***

#### *Units Restricted for Occupancy by Qualifying Households:*

In no case can the HOME-ARP rents exceed 30% of the adjusted income of a household whose annual income is equal to or less than 50% of the median income for the area (low-HOME rent), as determined by HUD, with adjustments for number of bedrooms in the unit. HUD will publish the HOME-ARP rent limits on an annual basis. Notwithstanding the foregoing, a unit that receives a Federal or state project-based rental subsidy and is occupied by a very low-income household that pays as a contribution to rent no more than 30 percent of the household's adjusted income, may charge the rent allowable under the Federal or state project-based rental subsidy program (i.e., the tenant rental contribution plus the rental subsidy allowable under that program). If a household receives tenant-based rental assistance, the rent is the rent permissible under the applicable rental assistance program (i.e., the tenant rental contribution plus the rental subsidy allowable under that rental assistance program).

A qualifying household after admission retains its eligibility to occupy a HOME-ARP rental unit restricted for qualifying populations, irrespective of the qualifying household's changes in income or whether the household continues to meet the definition of a qualifying population. As such, a unit restricted for a qualifying household remains in compliance with the HOME-ARP unit restriction as long as the unit is occupied by a qualifying household that met the definition of a qualifying population at the time of admission.

#### *Rent limitations – low-income households:*

HOME-ARP rental units occupied by low-income households must comply with the rent limitations in 24 CFR 92.252(a) (i.e., the lesser of the Fair Market Rent for existing housing for comparable units in the area, as established by HUD, or a rent equal to 30 percent of the income of a family at 65 percent of median income for the area (High-HOME rent), as determined by HUD, with adjustments for number of bedrooms in the unit). Notwithstanding the foregoing, when a household receives assistance from federal tenant-based rental assistance (e.g. housing choice vouchers), the rent is the rent permissible under the applicable rental assistance program (i.e., the tenant rental contribution plus the rent subsidy allowable under the rental assistance program). The rent limits for low-income households apply to the rent plus the utility allowance established pursuant to Section VI.B.13.d of the HOME-ARP Notice.

#### *Rent limitations – Single Room Occupancy (SRO) Units:*

A HOME-ARP rental project may consist of SRO units. For the purposes of HOME-ARP rental, an SRO unit is defined as a unit that is the primary residence of the occupant(s) and must at least contain sanitary facilities but may also contain food preparation facilities. A project's designation as an SRO cannot be inconsistent with the building's zoning and building code classification. If the SRO units have both sanitary and food preparation facilities, the maximum HOME-ARP rent is based on the zero-bedroom fair market rent. If the SRO unit has only sanitary facilities, the maximum HOME-ARP rent is based on 75 percent of the zero-bedroom fair market rent. The rent limits for SRO units must also include the utility allowance established pursuant to Section VI.B.13.d of the Notice.

**CITY OF ERIE  
HOME-AMERICAN RESCUE PLAN PROGRAM  
FUNDING REQUEST APPLICATION**

**A. GENERAL INFORMATION**

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

Contact Person \_\_\_\_\_

Project Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Telephone \_\_\_\_\_ Times Available \_\_\_\_\_

Email Address \_\_\_\_\_

IRS Tax ID Number \_\_\_\_\_

UEI Number \_\_\_\_\_

Non-Profit Organization Exemption Section No. \_\_\_\_\_

Regular Meeting Date & Time \_\_\_\_\_

Is Engineer/Architect Selected?  Yes  No

Firm Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

**Engineer/Architect previously selected by the applicant cannot be paid by the grant.**



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**SITE CONTROL**

1. If the project will take place at a location owned or managed by another agency or individual, describe how your agency will obtain site control in a timely manner. **Attach evidence of site control** if it is available (Deed or Purchase Offer).
2. Will there be any buildings demolished for the project?  Yes  No
3. Will there be any relocation of tenants or property owners for this project?  Yes  No
4. Will any residential units be lost due to this project?  Yes  No
5. Is the project located within a 100-year flood plain?  Yes  No

**C. PROJECT IMPLEMENTATION SCHEDULE**

Attach a detailed Project Implementation Schedule timetable showing all phases of the project. *Base this schedule on an anticipated award announcement on or before February 3, 2025.*

**D. PROJECT BUDGET (must be submitted by all applicants)**

Please complete the budget template and development proforma provided.

In addition, provide the financial information described below:

- ( ) For all construction/rehabilitation projects, provide an itemized signed cost estimate from a qualified professional showing all cost, including engineering (previously selected consultant for professional services cannot be pay by HOME-ARP funds)
- ( ) If HOME-ARP funds will support a portion of the total cost, describe which costs HOME-ARP will support.
- ( ) Project Costs

a. Total estimated project cost	\$ _____
b. Amount of HOME-ARP funds requested	\$ _____
c. Amount of applicant contribution	\$ _____
d. List of other sources of funds	
_____	\$ _____
_____	\$ _____
_____	\$ _____

Note: b+c+d must equal a

- ( ) Provide a complete list of sources/uses for all funding sources (see p. 20), as well as evidence of commitment for all other sources of funds.

**E. PROJECT SPECIFICATIONS, PHOTOS AND LOCATION  
(Construction/Rehabilitation Projects Only)**

- ( ) Submit at least one (1) but not more than ten (10) photos of the project site.
- ( ) Submit a census block group map with the project area clearly marked.
- ( ) If the project is construction or rehabilitation related, detailed final project plans and specifications must be complete within 3 months of project award or site selection and at least 90 days prior to the time the agency can expect to draw funds for the project.

**F. ENGINEERING, ENVIRONMENTAL AND TECHNICAL REQUIREMENTS**

The City shall be responsible for conducting the environmental review in accordance with the procedures at 24 CFR part 58 and completing all necessary public notifications and documenting HUD clearance to use federal funds. The applicant is responsible for cooperating with the City in the environmental review process and providing information necessary for the City to fulfill its responsibilities under Part 58 and other applicable regulations. **Applicants are prohibited from undertaking any physical or choice-limiting actions or committing or expending any funds (including non-federal funds) to or for activities on or adjacent to the proposed project site prior to obtaining written environmental clearance as required under 24 CFR Part 58.** Physical and



choice limiting actions include, but are not limited to, entering into any legally binding contracts, property acquisition, demolition, movement, rehabilitation, conversion, repair, or construction. This prohibition applies regardless of whether federal or non-federal funds are used. **Taking any choice limiting action prior to completion of the required environmental clearance process and/or the execution of a written agreement between DECD and your organization may result in the denial of any HOME-ARP funds from the City.**

1. Has the applicant investigated the need for federal, state, and local permits and/or approvals that will be required to complete this project?

Yes  No If YES, answer question 2. If NO, proceed to question 3.

2. List all applicable federal, state, and local permits or approvals required for this project and list the current status of each permit or approval in the space provided.

Permit or Approval Required	Application Date	Status
_____	_____	_____
_____	_____	_____

If the need for permits or approvals has not been identified and/or if the application submission process for permits has not been started, please explain why not.

\_\_\_\_\_

3. Has the applicant identified any of the following in the proposed service area?

- Historic Buildings/District
- Floodplain and/or wetlands (IF CHECKED, attach FEMA FIRMette map)
- Endangered Species
- Explosive and Flammable Hazards (i.e. above ground storage tanks)
- Farmland Protection
- Airport Hazards (i.e. near any commercial service airports)

**G. EVALUATION REQUIREMENTS**

1. Does this activity address the needs identified in the City’s HOME-ARP Allocation Plan?

Yes  No

2. Can the activity be completed with the funds requested?

Yes  No

3. What is the number of Qualifying Population households that will benefit from this activity? \_\_\_\_\_

4. How soon can the project start? Specify month and year \_\_\_\_\_
5. Describe in detail the responsibilities of the individuals in charge of various aspects of the development and implementation of the Project, both during preconstruction and construction phases. Also provide information on the Organization's (applicant's) relevant experience.

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6. Provide in detail how the Project will be operated after construction, including a marketing and management plan, tenant selection plan and waiting list procedures, and measures taken to ensure affordability during the minimum compliance period. Explain efforts that will be taken to Affirmatively Market units for Fair Housing. For supportive services projects, include the applicant's standard operating procedures and a description of how referrals will be accepted and length of time services will be provided.

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**~~PLEASE SEE NEXT PAGE~~**

**CERTIFICATION**

The Applicant will comply with Fair and Affordable Housing policies for low and moderate income persons and families. The Applicant will assist the City or its agencies in promoting Fair and Affordable Housing in the municipality.

Additional information may be required on an as-needed basis.

**Name of Authorized Official** \_\_\_\_\_

**Title** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Authorized Official**

\_\_\_\_\_  
**Date**

**Any false statement made knowingly and willfully may subject the signer to penalties under Section 1001 of Title 18 of the United States Code**

To be eligible for consideration, applications must be submitted in accordance with this RFP on the forms provided and must be received by the City **no later than 4:00 p.m. on January 9, 2025**. Official postmarks are not acceptable. It is the responsibility of the applicant to meet the delivery date and delays by delivery services are not an acceptable justification for being late. Applications will not be accepted by the DECD after the above date and time. **THERE WILL BE NO EXCEPTIONS.**

Please return **two** copies of the application and **one** copy of the applicable attachments to the following address:

City of Erie  
Department of Economic & Community Development  
Attention: Director  
626 State Street, Room 404  
Erie, PA 16501

***ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN  
January 9, 2025, at 4:00 P.M.***

*(Applications will not be accepted after this deadline, regardless of postmark date)*

**BUDGET**

Please complete the budget template below as part of Section E of this grant application. When able, please identify line items below each category of expense. Source should equal Expenses (Uses) to demonstrate adequate project budget.

<b>PROPOSED PROJECT/ACTIVITY BUDGET</b>				
Explanation should describe how you arrived at amounts. See example:				
<b>SOURCES</b>	<b>Description of Funds</b>	<b>HOME-ARP Funds</b>	<b>Other Funds</b>	<b>Total</b>
HOME-ARP Request				
Other Funds				
Other Funds				
Other Funds				
<b>USES (EXPENSES)</b>				
<b>USES (EXPENSES)</b> <i>Specify below.</i>	<b>Explanation</b>	<b>HOME-ARP Funds Used</b>	<b>Other Funds</b>	<b>Total</b>
<b>Personnel</b>	(ex. 70 hours@\$20/hr.)			
<b>Supplies</b>				
<b>Soft Costs</b>				
Design				
Advertising				
Architect				
Engineering				
Permitting				
Legal				
Other Prof. Services				
<b>Hard Costs</b>				
Construction				
Site Prep				
Demolition				
<b>Other</b>				

*Appendix A: HOME ARP Qualifying Populations*

## Qualifying Populations

### 1. Homeless, as defined in 24 CFR 91.5 *Homeless (1), (2), or (3)*:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
  - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
  - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - (ii) No subsequent residence has been identified; and
  - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;
- (3) 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:
  - (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment;

### 2. At risk of Homelessness, as defined in 24 CFR 91.5 *At risk of homelessness*:

- (1) An individual or family who:
  - (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
  - (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition in this section; and

(iii) Meets one of the following conditions:

- (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
  - (B) Is living in the home of another because of economic hardship;
  - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
  - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
  - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
  - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
  - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;
- (2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
- (3) 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)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

### **3. Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD.**

For HOME-ARP, this population includes any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This population includes cases where an individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return or remain within the same dwelling unit. In the case of sexual assault, this also includes cases where an individual reasonably believes there is a threat of imminent harm from further violence if the individual remains within the same dwelling unit that the individual is currently occupying, or the sexual assault occurred on the premises during the 90-day period preceding the date of the request for transfer.

**Domestic violence**, which is defined in [24 CFR 5.2003](#) includes felony or misdemeanor crimes of violence committed by:

- 1) A current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship);
- 2) A person with whom the victim shares a child in common;
- 3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- 4) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving HOME-ARP funds; or

5) Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating violence** which is defined in [24 CFR 5.2003](#) means violence committed by a person:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. The length of the relationship;
  - b. The type of relationship; and
  - c. The frequency of interaction between the persons involved in the relationship.

**Sexual assault** which is defined in [24 CFR 5.2003](#) means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

**Stalking** which is defined in [24 CFR 5.2003](#) means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- 1) Fear for the person's individual safety or the safety of others; or
- 2) Suffer substantial emotional distress.

**Human Trafficking** includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). These are defined as:

- 1) *Sex trafficking* means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- 2) *Labor trafficking means* the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

**4. 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:

(1) Other Families Requiring Services or Housing Assistance to Prevent Homelessness is 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.

(2) **At Greatest Risk of Housing Instability** is defined as household who meets either paragraph (i) or (ii) below:

- (i) has 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 toward housing costs);
- (ii) has annual income that is less than or equal to 50% of the area median income, as determined by HUD, AND meets one of the following conditions from paragraph (iii) of the "At risk of homelessness" definition established at [24 CFR 91.5](#):

- (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
- (B) Is living in the home of another because of economic hardship;
- (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
- (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
- (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
- (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
- (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan

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