BUFFALO URBAN RENEWAL AGENCY (BURA)

Honorable Mayor Sean M. Ryan, Chairman
Thomas E. Baines, Esq., Vice Chairman

REQUEST FOR PROPOSAL

HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME - ARP)

No. 2026 - 1H – HOME ARP

ISSUE DATE: **Friday, October 2, 2026**

PROPOSAL SUBMISSION DEADLINE:
4:00pm, November 13, 2026

EQUAL HOUSING OPPORTUNITY

***Next HOME ARP RFP release anticipated:**
- Winter/Spring 2027

***IMPORTANT NOTE TO ALL APPLICANTS:**

Funds provided through the City/BURA HOME ARP Program are provided in the form of a LOAN. ALL City/BURA HOME Funds are to be designated for CONSTRUCTION ONLY unless otherwise noted and in line with the HOME ARP Allocation Plan and eligible activities list.

- **Do NOT submit a Full HOME ARP Application for this RFP deadline Utilize this document.**

- The submission of a full HOME ARP Application does not provide an advantage in the evaluation of proposals for this RFP.

- Invitations to complete a Full HOME ARP Application resulting from this RFP will expire automatically upon the announcement/release of funding awards from any listed sources, including but not limited to the State of New York Office of Homes and Community Renewal, New York State Office of Mental Health, Empire State Development, Dormitory Authority of the State of New York, Office of the Attorney General of the State of New York or upon written notice of BURA to the applicant.

HOME Investment Partnership Program ARP Introduction and Proposal Submission Requirements

The City of Buffalo ("City"), through the Buffalo Urban Renewal Agency ("BURA"), is seeking proposals through the federal HOME Investment Partnership Program, American Rescue Plan (ARP) funding to assist individuals or households who are homeless, at risk of homelessness, or in other vulnerable populations, through the provision of affordable housing, creation of non-congregate shelter and supportive services to reduce homelessness and increase housing stability. Grant funds are administered through the U.S. Department of Housing and Urban Development (HUD) HOME Investment Partnerships Program (HOME). The HOME Investment Partnerships Program American Rescue Plan Program (HOME-ARP) funds were allocated using the HOME Program Formula. The City of Buffalo received $12,280,862 in HOME ARP funding. Funds will benefit vulnerable populations within and throughout the City of Buffalo.

The City of Buffalo HUD approved HOME ARP allocation plan can be found here https://www.buffalony.gov/DocumentCenter/View/11442/DRAFT-City-of-Buffalo-HOME-ARP-Allocation-Plan

Eligible Populations/Qualifying Populations:
HOME-ARP funds must be used to primarily benefit individuals or families from the following qualifying populations:

- Homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a));
- At-risk of homelessness, as defined in section 401(1) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(1));
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, as defined by the Secretary;

- In other populations where providing supportive services or assistance under section 212(a) of the Act (42 U.S.C. 12742(a)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability;
- Veterans and families that include a veteran family member that meet one of the preceding criteria.

All HOME ARP Funding is provided in the form of a loan. Terms, conditions, repayment and repayment schedule must be addressed in any response to this request for proposals.

The City of Buffalo Consolidated Plan may be found at: https://www.buffalony.gov/324/Consolidated-Plan-Documents

Potential projects must align with the HOME ARP FINAL Rule (CPD Notice 21-10) found here: https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf

Applicants are expected to be familiar with the guidelines/regulations that govern the HOME program which include but are not limited to:

1. Affordability requirements
2. Relocation regulations
3. Lead Based Paint
4. Conflict of Interest
5. Procurement
6. Affirmative Marketing and Fair Housing
7. Affirmative Action and Minority and Women Business Enterprises
8. Environmental Reviews
9. Any other regulations that may apply

Applicants will be expected to provide copies of their entity's policies with respect to enforcing these requirements. As the Program Administrator for the City's HOME grant funds and HOME ARP grant funds, the regulations provide that BURA has the right to impose stronger requirements than those stated in these regulations.

Note that BURA has mandated a Procurement Policy which requires three bids for all purchases and agreements for services (such as general contractors, managing agents, etc.) and lowers the small purchases ceiling to $10,000 per contract in accordance with New York State Municipal Law. These standards should guide the selection of members of your development team. See also Evaluation Criteria – Cost Reasonableness.

HOME and HOME ARP Program Regulations

Recipients of HOME ARP funds must comply with all applicable federal requirements set forth in HOME ARP Final Rule CPD-21-10.

Following are some of the additional program requirements that must be met once a business/organization is selected for funding.

1. Insurance Coverage - Worker's Compensation insurance must be purchased under the provisions of the New York State Worker's Compensation Act. Liability insurance, in the amount of a minimum of $1 million per occurrence, $2 million aggregate, also must be purchased and BURA and the City must be named as additional insureds and Builders Liability Insurance when applicable.

2. Affirmative Marketing Plan - The organization renting or selling the units must follow an Affirmative Marketing Plan to reach income eligible families as described in 24 CFR 92.351 for projects with 5 or more HOME-assisted units. This Affirmative Marketing Plan must be approved by BURA prior to implementation.

3. For projects with 12 or more units, Davis-Bacon regulations must be followed in addition to the bidding requirements as described in Title 42, Chapter 69, Section 5310.

The HOME ARP FINAL Rule (CPD Notice 21-10) found here:

https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf

For the full HOME Program Regulation documents at 24 CFR Part 92 please go to:

https://www.onecpd.info/home/home-final-rule/

Proposal Rules

Reservations

1. BURA and the City reserve the right to accept or reject any or all proposals received;

2. **BURA and the City reserve the right to seek additional information from organizations/applicants, especially those not previously funded by BURA and/or the City; this Question and Answer period will take place from December 11, 2023 to December 15, 2023 – added 2023.**

4. BURA and the City reserves the right to establish spending guidelines for all projects;

5. All funding decisions related to this RFP are subject to all applicable federal, state and local laws and regulations, and the policies and procedures of the City of Buffalo and the City of Buffalo Urban Renewal Agency for the administration of federal funds.

6. Applicants should be aware that this is a preliminary application/Request for Proposal and there will be a final application requirement following completion of a review of all preliminary proposals.

7. **Applicants should be aware that any HOME Funding provided will be made in the form of a LOAN. Terms of repayment, interest and repayment schedule must be addressed in all proposals. ALL City/BURA HOME Funds are to be designated for CONSTRUCTION ONLY unless otherwise noted and in line with HOME ARP Allocation plan activities.**

8. BURA and the City reserve the right to provide additional funding related to supportive services for the proposed projects.

Eligible Applicants

1. Applicants must be incorporated for-profit or non-profit entities to undertake affordable housing activities within the boundaries of the City of Buffalo.

2. Applicants must demonstrate the 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.

3. Applicants must be able to meet, and/or will be subject to other 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, lead-based paint, conflict of interest, debarment and suspension, and floor insurance. Federal requirements include those listed in Title 42, Chapter 130 and CFR Title 24 Part 92. All applicants should be aware that additional federal requirements apply.

4. Applicants must demonstrate to BURA's satisfaction that no City and/or County of Erie tax arrearages or other fees or obligations payable to the City of Buffalo or BURA exist nor are there any pending City of Buffalo Housing Court Cases and or open letters of violation for property owned by the applicant and principals.

5. It is the policy of BURA, that all local Minority/Women Business Enterprises (M/WBE's) be encouraged to submit proposals. BURA continues to ensure that all locally owned M/WBE's are afforded the maximum opportunity to participate as Applicants or Sub-Applicants in the provision of goods and services for BURA. BURA encourages the award of at least thirty percent/ten percent (30%/10%) of the total dollar value of this project directly or indirectly to M/WBE's. The Minority Business Enterprise Utilization Plan proposed for this project should be submitted as Exhibit H of the HOME application. **See Updated Early Submission of Utilization Plan – UPDATED March 2023 under Evaluation Criteria.** The appropriate breakdown is MBE 30% and WBE 10%.

6. Any person or subcontractor undertaking a part of the work under the terms of the Contract, by virtue of any agreement with the Applicant, must be approved by the Vice Chairman of BURA or their designee prior to any such undertaking. In the event the Applicant desires to subcontract some part of the work specified herein, the Applicant 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 Applicant. The Applicant shall, however, remain fully liable and responsible for the work done by their subcontractors. BURA may terminate the Contract if the subcontracting is done without the Vice Chairman's prior approval.

9. **A maximum 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. ALL City/BURA HOME Funds are to be designated for CONSTRUCTION ONLY unless otherwise noted and in line with approved HOME APR Allocation Plan activities.**

Eligible Categories being considered through this Request for Proposal:

1. **Development of Affordable Rental Housing for Qualifying Populations**
2. **Acquisition and Development of Non-Congregate Shelters**
3. **Supportive Services – proposal must include supplemental Supportive Services form (see attached)**

Evaluation Criteria

Funds will be awarded to those applicants whose proposals best meet the following selection criteria, offer the greatest prospects of successful completion and demonstrate the capacity to ensure continuous compliance with funding regulations:

1. Completeness of the Application

All required documents have been submitted and the project is presented in a clear and concise manner

2. Experience and Qualifications for the size and type of project proposed

Applicant and any affiliated partners -

Has successfully completed project(s) similar in size and scope

Completed similar project(s) but smaller in size and scope

Engaged consultant which has completed project similar in size and scope

3. Marketing Needs Analysis/Affirmative Marketing

Addresses stated needs

Addresses targeted population

Current locations target population will be drawn from

Housing is affordable to low-moderate income families

4. Creative Adaptive Reuse

Proposal provides for the creative and architecturally appropriate adaptive reuse of a significant structure or problem property

5. **MBE/WBE/DBE Participation and Utilization Plan Early Submission – UPDATED March 2023**
   Proposal includes meaningful participation from certified Minority and Women Business Enterprises, minority and women workforce participation, during construction and through operation of the completed project. A MWBE Utilization plan and its early submission will be required of any projects invited to complete a full HOME Application.
6. **Use of HOME Program Income, if any**
   Proposal includes an allowable reuse of HOME Program Income
   (all reuse of Program Income funds will be subject to BURA approval)
7. **Project Budget – See attachment A and attachment B (REQUIRED FORMAT PROVIDED)**
   The HOME ARP Funds are considered as a final or last source to complete a project. A successful project is not necessarily a project that requires the maximum funds allowable by HOME ARP but rather utilizes the HOME ARP funds most economically to produce a successful project. ***The City and BURA reserve the right to fund up to 100 percent of the eligible costs of a project. ****
   - Project budget is complete, and all sources and uses of funds are clearly defined and documented with evidence of commitments;
   - costs are limited to amounts or percentages specified in the request for proposals.
   - **Contact** Michael DeGroot, Senior Project Manager – 851-5070; mdegroot@buffalony.gov **to receive the required forms via email.**
   - **Important Note: Payment In Lieu of Taxes (PILOT) agreements-**must be applied for separately from this RFP response. A PILOT agreement is NOT automatically awarded to projects receiving HOME funding. If you would like to apply for a PILOT you must contact BURA General Counsel at 851-5051; rgeller-alongi@city-buffalo.com for application information.
8. **Cost Reasonableness**
   Soft costs and construction costs are reasonable for the size and type of project proposed.
9. **Leveraging**
   The ratio of HOME ARP funds to other sources
10. **Project Readiness**
    Predevelopment and construction timelines are reasonable and achievable.
11. **Community Engagement –** A sincere and **substantially documented** outline of community engagement, the integration of feedback and responses to same must be submitted and/or have been undertaken for the project. This must include, but is not limited to, the resident/block organizations representing the neighborhood/streets where the project is to be located.
12. **Veteran's/Artists in Residence and Immigrant Populations**
    Proposal includes a focus on serving the Veteran's, Artists or Immigrant Populations.

All selected projects must be under contract with the Buffalo Urban Renewal Agency (BURA) by December 1, 2027

Each application will undergo a completeness review by BURA to ensure that all required documents are completed and submitted. Complete applications will go on to an Eligibility Review. For non-compliant submissions, the applicant will receive an Application Review Letter from BURA stating that the application was incomplete, and not selected for funding.

Applications which pass the completeness review are then reviewed for programmatic eligibility to ensure that the proposed project meets all statutory requirements of the HOME program and are consistent with the approved activities submitted to HUD in the City of Buffalo Consolidated Plan.

Applications which fail to meet all of the programmatic eligibility requirements will not be reviewed further. The applicant will receive an Application Review Letter from BURA stating that the application was not selected for funding and identifying the eligibility factors determined to be satisfactory or unsatisfactory within the submission.

Submit completed proposals no later than **4:00pm Friday, November 13, 2026** to:

Attn: Yvonne C. McCray, Director of Housing
City of Buffalo Urban Renewal Agency
65 Niagara Square-Room 901
Buffalo, N.Y. 14202

RE: BURA HOME ARP RFP 2026 1H ARP

PROPOSAL FORMATTING REQUIREMENTS

Applicants are asked to submit:

1. **One (1) original, signed application**
2. **Three (3) complete copies** to the above address
3. **One (1) digital copy** of the submission on Compact Disc (CD) or flash drive

Proposals should be submitted with **a table of contents clearly identifying each section**; pages should be single sided, NO STAPLES

HOME and HOME ARP Investment Partnership Program Application Award Process

Tentative Schedule and Subject to Change

10/2/2026	Request for Proposal Release Date
10/20/2026	Request for Proposal Workshop, 10:00am (Virtual platform detail to be provided) **To receive Webex/Zoom/Teams invitation – contact -** Yvonne C. McCray, Director of Housing, ymccray@city-buffalo.com .
11/13/2026	No later than 4:00PM - Request for Proposal Responses are due to City of Buffalo Urban Renewal Agency
1/4/2027	Tentative date that applicants will be notified of conditional funding decisions and invited to complete a full HOME application
12/1/2027	All selected projects must be under contract with the City of Buffalo Urban Renewal Agency

Applicants Invited to complete a full HOME application will contact:

Michael DeGroot, Senior Project Manager – 851-5070; mdegroot@buffalony.gov

*IMPORTANT NOTE TO ALL APPLICANTS:

Do NOT submit a full HOME Application for this RFP deadline.

The submission of a full HOME Application does not provide an advantage in the evaluation of proposals for this RFP.

All submissions will be evaluated based upon the criteria set forth in this RFP.

Proposal Cover Sheet

CITY OF BUFFALO HOME INVESTMENT PARTNERSHIP PROGRAM

Applicant Name:

Project Name:

Project Address:

Federal Tax ID Number:

Applicant Status: ____Private Corporation/Individual_____Non-Profit Corporation ____Other: Describe _____

Total Number of Units:_____ Number of HOME ARP Assisted Affordable Units:_____

Total Project Cost:_____ HOME ARP Funds Requested:_____

Chief official of applicant

Name
Title
Mailing Address
City, State, Zip
Email
Phone
Fax

Designated contact person for this application

Name
Title
Mailing Address
City, State, Zip
Email
Phone
Fax

I HEREBY SUBMIT THIS PROPOSAL FOR THE CONSIDERATION OF FINANCIAL ASSISTANCE IN SUPPORT OF THE PROJECT HEREWITHIN DESCRIBED. I CERTIFY THAT ALL INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. IF SELECTED FOR FUNDING, I WILL COOPERATE FULLY WITH THE CITY OF BUFFALO TO COMPLY WITH LOCAL AND FEDERAL HOME INVESTMENT PARTNERSHIP PROGRAM GUIDELINES, AS APPLICABLE.

The undersigned certifies that to his/her knowledge as of the date hereof, no principal, officer, board member, employee responsible for managing finances, consultant or contractor acting as a fiscal agent of or to the Applicant, has been convicted of a local, state or federal criminal offense involving moral turpitude or dishonesty in the last 10 years or, if sooner, since reaching the age of eighteen (18). (If the Applicant cannot certify to this statement, please submit a signed statement explaining the related facts and circumstances). To the extent required by BURA, the undersigned agrees to reaffirm this certification on prior written notice from BURA.

Authorized Signature: _____

Date: _____

Printed Name: _____

Title: _____

City of Buffalo-Mayor's Office of Strategic Planning
Buffalo Urban Renewal Agency

Confidential Background Information Disclosure, Authorization and Release Form

This form must be completed by the Primary Management and Governance Principals of your firm/organization, including but not limited to:

Check applicable title:

_____ President/Board Chair

_____ Executive Director/Chief Operations Officer

_____ Chief Financial Officer/Treasurer/Bookkeeper

_____ And any individuals authorized to conduct financial transactions on behalf of your firm/organization over $5,000

_____
Title

Print Name: _____
(First) (Middle) (Last)

Applicants Signature: _____

Aliases/Other Names: _____
(First) (Middle) (Last) Generation (suffix)

Does Applicant have a Maiden / AKA / FKA Name? No____Yes, _____
Maiden Name / AKA / FKA

Social Security number: _____-_____-_____ **Daytime Phone:** ( ) _____

Date of Birth:_____/_____/_____(Month, Day, Year) **Evening Phone:** ( ) _____

Drivers License #/state of issue _____

Present Address: _____

. _____
City/State/Zip Date at Present Address: From (MM/YY)

Previous Addresses
Applicant, please provide addresses of residences for the past seven years, including street address, city, state, zip, and country, dates of residences for each address. Continue on reverse side if needed.

I have carefully read and understand this Disclosure, Authorization and Release form. By my signature below, I consent to the release of information I hereby authorize any law enforcement agency to furnish the City of Buffalo, Buffalo Urban Renewal Agency or its agent information related to my criminal history. I hereby release the City of Buffalo, Buffalo Urban Renewal Agency and all its agents and employees, the law enforcement agency, and all employees of law enforcement agencies furnishing information from all liability resulting from the furnishing of this information to the City of Buffalo and Buffalo Urban Renewal Agency. I certify that the statements made by me on this form are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that providing any false statements or omitting any material information will be sufficient grounds for rejection of the application for assistance, or termination of any related agreement, and that any commitment made on behalf of the City of Buffalo and Buffalo Urban Renewal Agency may be voided immediately.

_____ _____
Applicant Signature Date

1. Narrative Components of the Request for Proposal Response

a. Project Description - Provide a detailed description of the project that is proposed. Please include the following information:

i. Location of the housing units

ii. General redevelopment strategy and how it fits into the larger neighborhood plan

iii. Number and type of units included

iv. Details regarding building types (number bedrooms/unit, square footage, any special amenities, ownership structure, strategy per unit)

v. Details regarding the use of building materials, utility types

vi. For proposed rehabilitation please include - the average age of the buildings, extent of rehabilitation to be completed prior to occupancy, number of current occupants, current utilities (type of heating/cooling), and storm drain system.

b. Target Market – HOME ARP Qualifying Populations info

i. Describe the targeted population that will occupy the units after development work is complete. Please include information on the target population by income levels, household sizes, and any special needs (elderly, physically or mentally disabled, homeless etc.).

ii. NOTE: Multi-family rental selected for further consideration will require submission of a professional market study.

c. Extent of Affordability

i. List anticipated monthly rent for each type/size of unit based on current market conditions and HOME rent limits. Include rates for both subsidized and non-subsidized units, if applicable. Indicate if rents include utilities and indicate the expected monthly utility expenses if not included in the rent.

d. Justification for Subsidy

i. Briefly justify the level of funding requested by describing the relationship between the cost of the project and the required revenue needed to support project feasibility. Include requirements of other funding sources and all costs to be charged to the project (i.e., relocation, infrastructure costs, etc.). The Development Pro forma and Operating Pro forma should support the size of the request and funding requests from other sources. Any project contingencies should also be noted

ii. Describe what other assistance is needed or would be beneficial in order to meet project financing costs and minimize total development costs.

e. Development Plan/Integration of Supportive Services to HOME ARP funded development/units:

i. Describe the plan for property management. Include a maintenance plan and measures that will be taken to ensure renters will have long-term housing stability.

ii. Describe tenant selection policies currently in place. How are potential tenants screened? Include information on how a waiting list is developed and collected and how rental units are advertised.

iii. **Does your project include additional housing support services for the tenants?

iv. Describe such services and the relationship between multiple partners to provide these services, if applicable. If applying for funding under the Supportive Services category, please include a full description of such services, a calendar of implementation, a budget outlining the requested funding usage and any additional information relating to the Services to be provided, partnerships and other funding leverage for anticipated services.

iv. Describe previous experience or involvement in the development of other housing occupied or owned by the same target market to be assisted through this housing project. Include resumes of key development team members or other supporting documents to demonstrate capacity.

f. Current Status/Project Readiness

i. Describe where in the development process the project stands at the time of proposal submission. Include a projection of future significant dates, any and all anticipated barriers to overcome and expected completion date. If other funding sources already secured for this project, please provide proof of funding.

g. Green Building/Elements of Sustainability-EXPANDED 6/2021

i. Green affordable housing has the potential to reduce operating costs, promote resident health, encourage resource conservation, and mitigate negative environmental impacts. Describe how your project will incorporate Green Building/Elements of Sustainability in the construction and subsequent operation of the project. Describe

which LEED designation your project will seek and list all energy efficiency measures planned for the project and the savings/impacts expected. Describe how this affordable housing project will promote climate resiliency and smart growth principles by using environmentally friendly features such as location efficient siting, energy efficient fixtures, water efficient fixtures, and solar power. Please provide information on energy modeling used to determine the most effective green features for reducing overall energy use.

h. Workforce Development/Job Creation/Retention

i. Describe the number of jobs projected to be created during construction; the number and type of permanent jobs created and the number and type of temporary jobs created.

i. Community Engagement

i. A sincere and substantially documented outline of community engagement, the integration of feedback and responses to same must be submitted and/or have been undertaken for the project. This must include, but is not limited to, the resident/block organizations representing the neighborhood/streets where the project is to be located.

j. NEW 2024 ** Current Projects Status Chart (added August 2024) - Please provide a completed project status chart. Your submission must list all projects in the predevelopment, funding, construction and closeout stages in the State of New York. If your firm/organization works in multiple states, please submit one for each state. Reviewers must get a sense of the universe of projects in your pipeline in order to adequately evaluate capacity. A form has been provided for your use.

2. Budget Information

a. Resources

i. Provide a full development budget with sources and uses – if applying for Supportive Services see Narrative Components section of this document for budget guidance.

ii. Provide a pro forma describing how the project will cash flow (if rental)

iii. Provide information regarding the repayment terms and lien position proposed for the HOME funds. Funds are provided as a loan secured by a mortgage that may be made subordinate to other financing as needed.\

Your proposal submission should include a summary table of all properties in the application with the following information:

- Site Address
- Number of Units before developed
- Number of Units after developed
- Development strategy
- Total Development Cost
- HOME subsidy requested
- Other sources of funding and amounts

All costs of development including hard and soft costs should be included. A developer's fee up to ten percent (10%) of total development cost is allowable. **HOME funds are to be designated for construction only unless otherwise noted and in line with the HOME ARP Allocation plan and eligible activities.**

3. Agency History

a. Experience and Credentials

i. Discuss organization's history and briefly describe like projects that have been developed over the past five years

4. Development Team

a. Identify all current and proposed Development Team Members

i. List all development team members and their role/responsibilities for the proposed project

ii. Provide resumes and/or appropriate credentials/history for each

iii. List should include but not be limited to Legal Partners, Financial, Accounting, Construction Monitoring/Management, Consultant Services such as Section 3 monitor, Environmental Remediation Firms, Environmental Monitoring Firms and any other Affiliated Partners

ATTACHMENT A
PROJECT PROFORMA

To receive this form in **Excel Format** via email please contact Yvonne McCray, Director of Housing ymccray@buffalony.gov at (716) 851-5416.

Project Name:_____

		Rent-up Yr	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
1	**Project Rental Income – attach Rental Income Worksheet**							
	a. Annual gross rent - apartments							
	b. Vacancy loss							
	c. Net residential rental income							
	d. Ancillary income – laundry, parking, other							
	e. Gross commercial / public / services / other rent							
	f. Vacancy loss – commercial / public / services / other							
	g. Net commercial / public / services / other rent							
	h. **Total effective income (1c + 1d + 1g) Project Expenses**							
2	**Administrative Expenses**							
	a. Rental expenses – commissions, tenant concessions							
	b. Office salaries							
	c. Office supplies & equipment							
	d. Advertising							
	e. Management fees							
	f. Resident manager / superintendent salaries							
	g. Legal expenses							
	h. Audit and accounting expenses							
	i. Telephone							
	j. Other – provide detailed list							
	k. **Total Administrative Expenses**							
3	**Maintenance and Operations Expenses**							
	a. Janitor and cleaning payroll							
	b. Janitor and cleaning supplies							
	c. Exterminating							
	d. Garbage and trash removal							
	e. Security							
	f. Grounds							
	g. Maintenance and repair payroll							
	h. Maintenance and repair supplies							
	i. Maintenance and repair contracts							
	j. Elevator							
	k. Snow removal							
	l. Painting and decorating							
	m Other – provide detailed list							
	Total Maintenance & Operations Expenses							

			Rent-up Yr	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
4		**Utilities Expenses**							
	a.	Heating fuel							
	b.	Electricity							
	c.	Water							
	d.	Sewer							
	e.	Gas							
	f.	Other – provide detailed list							
	g.	**Total Utilities Expenses**							
5		**Taxes and Insurance**							
	a.	Real estate taxes							
	b.	PILOT agreement payments							
	c.	Payroll taxes							
	d.	Other taxes - provide detailed list							
	e.	Property and Liability Insurance							
	f.	Fidelity Bond insurance							
	g.	Other insurance - provide detailed list							
	h.	**Total Taxes and Insurance**							
6		**Total Operating Expenses (2k + 3n + 4g + 5h)**							
7		**Net Cash from Operations (1h – 6)**							
8		**Reserves**							
	a.	Operating Reserves							
	b.	Replacement Reserves							
	c.	**Total Reserve Deposits (8a + 8b)**							
9		**Financial Expenses / Debt Service**							
	a.	Mortgage 1 – City HOME =							
	b.	Mortgage 2 – Lender =							
	c.	Mortgage 3 – Lender =							
	d.	**Total Financial Expenses / Debt Service**							
10		**Total Cash Outflow (6 + 8c + 9d)**							
11		**Cash Flow / Operating Profit or Loss (1h minus 10)**							

Attachment B - Development Budget -

To receive this form in **Excel Format** via email please contact Yvonne McCray, Director of Housing ymccray@buffalony.gov at (716) 851-5416 Columns may be added to accurately identify all Sources of Funding.

		Sources of Funds				
	Uses of Funds	**HOME**	**Source1**	**Source2**	**Source3**	**Total**
1	**Site Acquisition**					
a.	Land					
b.	Building					
c.	Closing costs					
d.	Total other costs – provide detailed list					
e.	**Subtotal**					
2	**Project Soft Costs**					
a.	Appraisal(s)					
b.	Consultant fees - provide detailed list					
c.	Survey(s)					
d.	Environmental testing / soil borings					
e.	Asbestos / lead paint testing / risk assessment / clearance					
f.	Architect fees - Design					
g..	Architect fees – Construction Monitoring					
h.	Engineering fees					
i.	Legal fees					
j.	Cost certification audit					
k.	Insurances - provide detailed list					
l.	Utilities					
m.	Interim taxes - provide detailed list					
n.	Marketing					
o.	Sales commissions					
p.	Temporary relocation costs					
q.	Seller's closing costs - - provide detailed list					
r.	Performance bond premium					
s.	Interim financing					
t.	Developer's fee					
u.	Other -					
v.	Total other costs – provide detailed list					
w	**Subtotal**					

	Uses of Funds	HOME	Source1	Source2	Source3	Total
3	**Construction Costs**					
a.	Site preparation / demolition					
b.	Infrastructure					
c.	Asbestos removal					
d.	Construction / Rehabilitation - residential					
e.	Lead based paint remediation					
f.	Construction / Rehabilitation – commercial / other					
g.	Builder's General Overhead					
h.	Builder's Proftit					
i.	General Requirements					
j.	Contingency					
k.	Permits -					
l.	Total other costs – provide detailed list					
m.	Subtotal					
4	**Total Development Cost (1e + 2w + 3m)**					
5	**Working Capital**					
a.	Initial operating deficit					
b.	Initial operating deficit - HOME					
c.	Supplemental management fee					
d.	Marketing					
e.	Purchase of maintenance and other equipment					
f.	Total other costs – provide detailed list					
	Total Working Capital					
6	**Project Reserves**					
a.	Capitalization of operating reserve					
b.	Replacement reserve					
	Total Project Reserves					
7	**Other Project Expenses**					
a.	Syndication costs					
b.	Partnership expense					
c.	Section 3 Compliance Costs *					
d.	Section 504 Compliance Costs *					

* Compliance costs should be part of the line item budget costs detailed above, however, an estimate of the actual additional cost to the project attributable to these regulations should be provided here.

HOME FUNDS PROVIDED WILL BE MADE AVAILABLE IN THE FORM OF A LOAN. HOME FUNDS MUST BE DESIGNATED FOR CONSTRUCTION COSTS ONLY unless otherwise noted and in line with the HOME ARP Allocation Plan and eligible activities list. ANY EXCEPTIONS MUST RECEIVE PRIOR APPROVAL FROM THE BUFFALO URBAN RENEWAL AGENCY.

Attachment C – Project Status Chart

To receive this form in **Excel Format** via email please contact Yvonne McCray, Director of Housing ymccray@buffalony.gov at (716) 851-5416 Columns may be added to accurately identify all requested information.

Please list and disclose all Projects - Predevelopment to Certificate of Occupancy located in all States i | Applicant Name:

Project Name	Project Type	Project Sub Type	Target Population	Construction Type	Site Address	City State	Zip	General Funding Type(s)	Planned Submission Date to HCR/HHAP etc.	Total Project Cost	Number of Units	Designations	Development Partners	General Contractor	Current Status	Management Firm	Project Start date	Project anciticipated completion date	% complete as of March 28, 2025