

ALBANY COUNTY - VENDOR AGREEMENT

Contract No. 2025-0688

THIS AGREEMENT (this "Agreement") is made by and between COUNTY OF ALBANY, a municipal corporation by and of the State of New York, with a principal office located at the Harold L. Joyce Albany County Office Building, 112 State Street Albany, NY 12207 (the "County"), and AFFORDABLE HOUSING PARTNERSHIP INC , having an address at 255 Orange Street Albany, NY 12210 (the "Vendor"). The County and Vendor may at times herein be referred to individually as a "party" or collectively as the "parties."

WHEREAS, the County requires performance of services and/or goods in connection with Affordable Housing ; and

WHEREAS, the Vendor agrees to provide such services and/or goods for the compensation and on the terms herein provided.

NOW, THEREFORE, in consideration of the mutual promises, terms and obligations hereinafter made, as well as other good and valuable consideration, the County and Vendor mutually agree and obligate themselves as follows:

ARTICLE 1. SCOPE OF WORK

Vendor agrees to perform the services and/or provide goods (the "Work") identified in Schedule A, which is attached hereto and made a part of this Agreement. Notwithstanding anything to the contrary, if any of the terms and provisions of this Agreement conflict with or differ from any of the terms and provisions of Schedule A, the terms and provisions of this Agreement shall control. Vendor agrees to perform/provide the Work in accordance with the terms and conditions of this Agreement. It is specifically agreed to by Vendor that the County will not compensate Vendor for any Work not within the scope of this Agreement, without proper prior written approval and amendment authorization.

ARTICLE 2. TERM OF AGREEMENT

Vendor agrees to perform the Work beginning May 15, 2025 and ending May 14, 2026 .

ARTICLE 3. COMPENSATION

For satisfactory performance of the Work, or as such Work may be modified by mutual written agreement, the County agrees to compensate Vendor, and Vendor agrees to accept, an amount not to exceed 80000.00 . The parties agree that this dollar amount includes all expenses incurred providing the Work and all travel costs, parking fees, overhead costs, profit and any other ancillary fees and costs including, but not limited to, permits, licenses and insurance. The Vendor shall submit to the County an Albany County Claim form, for Work provided during the prior month, or as otherwise set forth in Schedule A, and prepared in such form and supported by such documentation as the County may reasonably require.

The County will audit and pay the proper amounts due Vendor within sixty (60) days after receipt by the County of said claim form, and, if objectionable, will notify Vendor in writing of the County's reasons for objecting to all or any portion of the claim form submitted by Vendor. Costs in excess of this Agreement's not-to-exceed amount if any, may not be incurred without prior written approval and amendment authorization by the proper County authority.

ARTICLE 4. NON-APPROPRIATIONS

Notwithstanding anything contained herein to the contrary, no default shall be deemed to occur in the event no funds or insufficient funds are appropriated and budgeted by or are otherwise unavailable to the County for payment under this Agreement. The County will immediately notify the Vendor of such occurrence, and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the County of any kind whatsoever, except as to those portions herein agreed upon for which funds shall have been appropriated and budgeted. The County shall have no other liability under this Agreement to Vendor or to anyone else.

ARTICLE 5. PROCUREMENT OF AGREEMENT

Vendor represents and warrants that no person or agency has been employed or retained by Vendor to solicit or secure this Agreement upon an agreement or upon an understanding for a commission, percentage, a brokerage fee, contingent fee or any other compensation. Vendor further represents and warrants that no payment, gift or thing of value has been made, given or promised to obtain this or any other agreement between the parties. Vendor makes such representations and warranties to induce the County to enter into this Agreement and the County relies upon such representations and warranties in the execution hereof.

For a breach or violation of such representations or warranties, the County shall have the right to annul this Agreement without liability, entitling the County to recover all monies paid hereunder and Vendor shall not make claim for or be entitled to recover, any sum or sums otherwise due under this Agreement. This remedy, if effected, shall not constitute the sole remedy afforded the County for such falsity or breach, nor shall it constitute a waiver of the County's right to claim damages or otherwise refuse payment or to take any other action provided for by law or pursuant to this Agreement.

ARTICLE 6. CONFLICT OF INTEREST

Vendor represents and warrants that neither it nor any of its directors, officers, members, partners, or employees, have any interest nor shall they acquire any interest, directly or indirectly which would or may conflict in any manner or degree with the performance or rendering of the Work herein provided. Vendor further represents and warrants that in the performance of this Agreement no person having such interest or possible interest shall be employed by it and that no elected official or other officer or employee of the County, nor any person whose salary is payable, in whole or in part, by the County, or any corporation, partnership, limited liability company or association in which such official, officer or employee is, directly or indirectly interested, shall have any such interest, direct or indirect, in this Agreement or in the proceeds thereof, unless such person (1) if required by the Albany County Ethics Law as amended from time to time, to submit a Disclosure Form to the Albany County Board of Ethics, amends such Disclosure Form to include their interest in this Agreement, or (2) if not required to complete and submit such a Disclosure Form said person must either voluntarily complete and submit said Disclosure Form disclosing their interest in this Agreement or seek a formal opinion from the Albany County Ethics Board as to whether or not a conflict of interest exists.

For a breach or violation of such representations or warranties, the County shall have the right to annul this Agreement without liability, entitling the County to recover all monies paid hereunder and Vendor shall not make claim for, or be entitled to recover, any sum or sums otherwise due under this Agreement. This remedy, if elected, shall not constitute the sole remedy afforded the County for such falsity or breach, nor shall it constitute a waiver of the County's right to claim damages or otherwise refuse payment to or to take any other action provided for by law or pursuant to this Agreement.

ARTICLE 7. FAIR PRACTICES

Vendor and each person signing on behalf of Vendor represents, warrants and certifies under penalty of perjury, that to the best of their knowledge and belief:

- A. The prices in this Agreement have been arrived at independently by Vendor without collusion, consultation, communication, or agreement with any other bidder, proposer or with any competitor as to any matter relating to such prices which has the effect of, or has as its purpose, restricting competition;
- B. Unless otherwise required by law the prices which have been quoted in this Agreement and on the proposal or quote submitted by Vendor have not been knowingly disclosed by Vendor prior to the communication of such quote to the County or the proposal opening directly or indirectly, to any other bidder, proposer or to any competitor; and
- C. No attempt has been made or will be made by Vendor to induce any other person, partnership, corporation, or entity to submit or not to submit a bid, proposal or quote for the purpose of restricting competition.

The fact that Vendor (i) has published price lists, rates, or tariffs covering items being procured (ii) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (iii) has provided the same items to the other customers at the same prices being bid, proposed or quoted, does not constitute, without more, a disclosure within the meaning of this Article.

ARTICLE 8. INDEPENDENT CONTRACTOR

In providing the Work and incurring expenses under this Agreement, Vendor shall operate as, and have the status of, an independent contractor and shall not act as agent, or be an agent, of the County. As an independent contractor, Vendor shall be solely responsible for determining the means and methods of performing the Work and shall have complete charge and responsibility for Vendor's personnel engaged in the performance of the same.

In accordance with such status as independent contractor, Vendor covenants and agrees that neither it nor its employees or agents will hold themselves out as, nor claim to be officers or employees of the County, or of any department, agency or unit thereof by reason hereof, and that they will not, by reason hereof, make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the County including, but not limited to, Worker's Compensation coverage, health coverage, Unemployment Insurance Benefits, Social Security coverage or employee New York State Retirement System membership or credit. Further, Vendor, by virtue of his/her independent contractor status, shall under no circumstance constitute an employee of the County for purposes of the Affordable Care Act, shall not be entitled to any subsidy or credit in connection with this Agreement, and agrees if the County were to be assessed a penalty related to this Agreement that Vendor will defend and indemnify the County for any said penalty or related penalty.

ARTICLE 9. ASSIGNMENT AND SUBCONTRACTING

Pursuant to General Municipal Law §109, Vendor shall not assign any of its rights, interests or obligations under this Agreement, or subcontract any of the Work to be performed by it under this Agreement, without the prior express written consent of the County. Any such subcontract, assignment, transfer, conveyance, or other disposition without such prior consent shall be void and any Work provided thereunder will not be compensated. Any subcontract or assignment properly consented to by the County shall be subject to all of the terms and conditions of this Agreement. All Work performed by a subcontractor shall be deemed to be work performed by the Vendor and the Vendor shall be fully liable directly to the County for any losses, damages, claims, attorneys' fees and costs arising from the activities of its subcontractor(s).

Failure of Vendor to obtain any required consent to any assignment, shall be grounds for termination for cause, at the option of the County and if so terminated, the County shall thereupon be relieved and discharged from any further liability and obligation to Vendor, its assignees or transferees, and all monies that may become due under this Agreement shall be forfeited to the County except so much thereof as may be necessary to pay Vendor's employees for Work completed.

The provisions of this Article shall not hinder, prevent, or affect any assignment by Vendor for the benefit of its creditors made pursuant to the Laws of the State of New York.

This Agreement may be assigned by the County to any corporation, agency, municipality, or instrumentality having authority to accept such assignment.

ARTICLE 10. BOOKS AND RECORDS

Vendor shall maintain complete and proper accounting records that shall clearly identify all costs associated with and revenue derived from the Work performed under this Agreement. Such records shall be subject to periodic and final audit by the County upon request.

Vendor shall provide the County and authorized State and/or Federal personnel access to any and all books, documents, records, charts, software or any other information relevant to performance under this Agreement, immediately upon request.

Vendor shall retain all of the above information for six (6) years after final payment or the termination of this Agreement, and shall make such information available to the County, and authorized State and/or Federal personnel during such period.

All original records compiled by the Vendor in completing the work described in this Agreement, including but not limited to written reports, studies, drawings, blueprints, negatives of photographs, computer printouts, graphs, charts, plans, specifications and all similar recorded data, shall become and remain the property of the County. The Vendor may retain copies of such records for its own use.

ARTICLE 11. AUDIT BY THE COUNTY AND OTHERS

All claim forms presented for payment and the books, records, and accounts upon which said claim forms are based are subject to audit by the County. Vendor shall submit any and all documentation and justification in support of expenditures or fees under this Agreement as may be required by the County so that it may evaluate the reasonableness of the charges, and Vendor shall make its records available to the County upon request.

All books, claim forms, records, reports, cancelled checks and any and all similar material may be subject to periodic inspection, review, and audit by the County, the State of New York, the federal government, and/or other persons duly authorized by the County. Such audits may include examination and review of the source and application of all funds whether from the County and State, the federal government, private sources or otherwise. Vendor shall not be entitled to any interim or final payment under this Agreement if any audit requirements and/or requests have not been satisfactorily met.

This Article shall remain in effect for a period of six (6) years following expiration or earlier termination.

ARTICLE 12. INSURANCE AND STATUTORY COMPLIANCE

In acceptance of this Agreement, Vendor covenants and certifies that it shall comply, in all respects, with all applicable federal, state and local laws, rules and regulations. This shall include, but not be limited to, Workers' Compensation and Employers Liability Insurance, hours of employment, wages and Human Rights, and the provisions of General Municipal Law §§103(a) and 103(b) and State Finance Law §§139-A and 139-B.

Pursuant to New York State Finance Law § 139-L, Vendor, by signing this Agreement, further certifies that it: (i) has implemented a written policy addressing sexual harassment prevention in the workplace, and (ii) provides annual sexual harassment prevention training to all its employees. Such policy shall, at a minimum, meet the requirements of section 201-g of the Labor Law.

Pursuant to General Municipal Law §108, the parties hereto agree that this Agreement **SHALL BE VOID** and of no effect unless Vendor shall secure Workers' Compensation for the benefit of, and keep insured during the life of this Agreement, such employees, in compliance and as may be necessary with the provisions of the Workers' Compensation Law.

For all of the Work set forth herein and as hereinafter amended, Vendor shall maintain or cause to be maintained, in full force and effect during the term of this Agreement, at its expense, a Workers' Compensation insurance, liability insurance covering personal injury and property damage, and other insurance with stated minimum coverages, all as listed below. Such policies are to be in the broadest form available on usual commercial terms and shall be written by insurers of recognized financial standing satisfactory to the County who have been fully informed as to the nature of the Work to be performed. Except for Workers' Compensation and professional liability, the County shall be named as primary/non-contributory additionally insured on all such policies with the understanding that any obligations imposed upon the insured (including, without limitation, the liability to pay premiums) shall be the sole obligation of Vendor and not those of the County. Notwithstanding anything to the contrary in this Agreement, Vendor irrevocably waives all claims against the County for all losses, damages, claims or expenses resulting from risks commercially insurable under this insurance described in this Article 12. The provisions of insurance by Vendor shall not in any way limit Vendor's

liability under this Agreement.

INSURANCE REQUIREMENTS

I. Notwithstanding any terms, conditions, or provisions, in any other writing between the parties, Vendor hereby agrees to effectuate the naming of the County of Albany as certificate holder and primary/non-contributory additional insured on the required insurance policy(ies), with the exception of workers' compensation. If Vendor is self-insured, evidence of its status as a self-insured entity shall be provided to the Albany County Purchasing Department. If requested, Vendor must describe its financial condition and the self-insured funding mechanism(s).

II. The policy(ies) naming the County of Albany as certificate holder and primary/non-contributory additional insured shall, without exception:

- Be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer.
- Contain a 30-day notice of cancellation.
- State that the insurer's coverage shall be primary coverage for the County of Albany, its officers, and employees.
- The County of Albany shall be listed as certificate holder and primary/non-contributory additional insured by using endorsement CG 2010 10 85 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.

III. Vendor agrees to indemnify the County for any applicable deductibles.

IV. Required Insurance (unless otherwise provided in RFB/RFP):

- **Commercial General Liability Insurance**

\$1,000,000 per occurrence/ \$2,000,000 aggregate. General Aggregate to apply on a per project basis.

- **Automobile Liability**

\$1,000,000 CSL for owned, hired and borrowed and non-owned motor vehicles.

- **Excess/Umbrella Insurance**

\$1,000,000; \$3,000,000; \$5,000,000 each Occurrence and Aggregate (depending on the type and size of the project).

- **Workers' Compensation and N.Y.S. Disability**

Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees.

- **Owners/Contractors Protective Insurance** (Required for large construction projects.)

\$1,000,000 per occurrence/\$2,000,000 aggregate; Albany County as the named insured.

- **Bid, Performance and Labor & Material Bonds**

If required in the specifications, these bonds shall be provided by a New York State admitted surety company, in good standing.

- **Professional Liability/Malpractice**

\$1,000,000 aggregate (If commercially available for your profession) \$1,000,000 per claim

V. Vendor acknowledges that failure to obtain such insurance on behalf of the County constitutes a material breach of this Agreement. Vendor is to provide the County with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the County to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the County.

Each policy of insurance shall contain clauses to the effect that (i) such insurance shall be primary without right of contribution of any other insurance carried by or on behalf of the County with respect to its interests, (ii) it shall not be cancelled, including, without limitation, for non-payment of premium, or materially amended, without thirty (30) days prior written notice to the County, directed to the County Attorney and the Department Head, and the County shall have the option to pay any necessary premiums to keep such insurance in effect and charge the cost back to Vendor.

To the extent it is commercially available, each policy of insurance shall be provided on an "occurrence" basis. If any insurance is not so commercially available on an "occurrence" basis it shall be provided on a "claims made" basis, and all such "claims made" policies shall provide that:

- Policy retroactive dates coincide with or precede Vendor's start of the performance of the Work (including subsequent

- policies purchased as renewals or replacements);
- Vendor will maintain similar insurance for at least six (6) years following final acceptance of the Work;
- If the insurance is terminated for any reason, Vendor agrees to purchase an unlimited extended reporting provision to report claims arising from the Work performed for the County; and
- Immediate notice shall be given to the County through the Department Head and the County Attorney of circumstances or incidents that might give rise to future claims with respect to the Work performed under this Agreement.

ARTICLE 13. DEFENSE AND INDEMNIFICATION

Vendor agrees to defend, indemnify and hold harmless the County, including its officials, employees and agents, against all claims, losses, damages, liabilities, costs or expenses (including, without limitation, reasonable attorney fees and costs of litigation and/or settlement) whether incurred as a result of a claim by a third party or any other person or entity, arising out of the Work provided pursuant to this Agreement which the County, or its officials, employees or agents, may suffer by reason of any negligence, fault, act or omission of Vendor, its employees, representatives, subcontractors, assignees, or agents. The duty to defend hereunder shall be triggered immediately upon the County receipt of a notice of claim, service of process or other demand or claim.

In the event that any claim is made or any action is brought against the County arising out of the negligence, fault, act or omission of an employee, representative, subcontractor, assignee or agent of Vendor either within or without the scope of his respective employment, representation, subcontract, assignment or agency, or arising out of Vendor's negligence, fault, act or omission, then the County shall have the right to withhold further payments hereunder for the purpose of set-off in sufficient sums to cover the said claim or action. The rights and remedies of the County provided for in this Article shall not be exclusive and are in addition to any other rights and remedies provide by law or this Agreement.

The defense and indemnification obligations provided herein shall survive the expiration or termination of this Agreement, whether occasioned by this Agreement's expiration or earlier termination.

ARTICLE 14. PROTECTION OF COUNTY PROPERTY

Vendor assumes the risk of and shall be responsible for, any loss or damage to County property, including property and equipment leased by the County, used in the performance of this Agreement and caused, either directly or indirectly by the acts, conduct, omissions or lack of good faith of Vendor, its officers, directors, members, partners, employees, representatives or assignees, or any person, firm, company, agent or others engaged by Vendor as an expert consultant specialist or subcontractor hereunder.

In the event that any such County property is lost or damaged, except for normal wear and tear, then the County shall have the right to withhold further payments hereunder for the purposes of set-off in sufficient sums to cover such loss or damage.

Vendor agrees to defend, indemnify and hold the County harmless from any and all liability or claim for loss, cost, damage or expense (including, without limitation, reasonable attorney fees and costs of litigation and/or settlement) due to any such loss or damage to any such County property described in this Article.

The rights and remedies of the County provided herein shall not be exclusive and are in addition to any other rights and remedies provided by law or by this Agreement.

ARTICLE 15. TERMINATION

The County may, by written notice to Vendor effective upon mailing, terminate this Agreement in whole or in part at any time (1) for the County's convenience, (2) upon the failure of Vendor to comply with any of the terms or conditions of this Agreement, or (3) upon Vendor becoming insolvent.

Upon termination of this Agreement, Vendor shall comply with any and all County closeout procedures, including, but not limited to:

- A. Accounting for and refunding to the County within thirty (30) days, any unexpended funds which have been paid to Vendor pursuant to this Agreement; and
- B. Furnishing within thirty (30) days an inventory to the County of all equipment, appurtenances and property purchased by Vendor through or provided under this Agreement and carrying out any County directive concerning the disposition thereof.

In the event the County terminates this Agreement, in whole or in part, as provided in this Article, the County may procure upon such terms and in such manner as deemed appropriate, Work similar to those so terminated, and Vendor shall continue the performance of this Agreement to the extent not terminated hereby. If this Agreement is terminated in whole or in part for other than the convenience of the County, any Work procured by the County to complete the Work herein will be charged to Vendor and/or set off against any sums due Vendor.

Notwithstanding any other provisions of this Agreement, Vendor shall not be relieved of liability to the County for damages sustained by the County by virtue of Vendor's breach of the Agreement or failure to perform in accordance with applicable standards. In the event of a breach by the Vendor, Vendor shall pay to the County all direct and consequential damages caused by such breach, including, but not limited to, all sums expended by the County to procure a substitute vendor to satisfactorily

complete the Work, together with the County's own costs incurred in procuring a substitute vendor. The County may withhold payments to Vendor for the purposes of set-off until such time as the exact amount of damages due to the County from Vendor is determined.

The rights and remedies of the County provided herein shall not be exclusive and are in addition to any other rights and remedies provided by law or by this Agreement.

ARTICLE 16. GENERAL RELEASE

The acceptance by Vendor or its assignees of the final payment under this Agreement, whether by Vendor's claim form, judgment of any court of competent jurisdiction, or administrative means shall constitute and operate as a general release to the County from any and all claims of Vendor arising out of the performance of this Agreement.

ARTICLE 17. SET-OFF RIGHTS

The County shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but are not limited to, the County's right to withhold for the purposes of set-off any monies otherwise due to Vendor (i) under this Agreement, (ii) under any other agreement or contract with the County, including any agreement or contract for a term commencing prior to or after the term of this Agreement, or (iii) from the County by operation of law. The County also has the right to withhold any monies otherwise due under this Agreement for the purposes of set-off as to any amounts due and owing to the County for any reason whatsoever including, without limitation, real property tax delinquencies, hotel/motel tax delinquencies, sales tax delinquencies, fee delinquencies, fines, lawful charges, monetary penalties or interest relative thereto.

ARTICLE 18. NO ARBITRATION; JURISDICTION AND VENUE

Any and all disputes involving this Agreement, including the breach or alleged breach thereof, shall not be submitted to arbitration unless specifically agreed thereto in writing by the County, but shall instead only be heard in the Supreme Court of the State of New York, with venue in Albany County, or if appropriate, in the Federal District Court with venue in the Northern District of New York, Albany Division.

ARTICLE 19. GOVERNING LAW

This Agreement shall be governed by the laws of the State of New York. Vendor shall render all Work under this Agreement in accordance with applicable provisions of all federal, state and local laws, rules and regulations as are in effect at the time such Work are rendered.

ARTICLE 20. ACCEPTANCE OF SUBSTITUTED SERVICE

Vendor hereby consents and agrees to accept to substituted service of process via first class mail to the above referenced address of any summons, process or pleading pertaining to or arising from litigation concerning this Agreement in lieu of any other methods authorized by the New York Civil Practice Law and Rules. Service of process shall be deemed to be complete upon mailing same. This provision shall survive the termination of this agreement and shall not be construed requiring substituted service, should the County elect to commence litigation by other means provided for by law. The County does not waive personal service herein and will require service of process in conformity with CPLR§311(4).

ARTICLE 21. TAXES

The County is exempt from the payment of sales and compensating use taxes, manufacturer's excise taxes and all other taxes imposed by the State of New York and the Federal Government. Taxes shall not be included in any agreement or bid/proposal price. A Tax-Exempt Certificate will be executed upon Vendor's request.

ARTICLE 22. CURRENT OR FORMER COUNTY EMPLOYEES

Vendor represents and warrants that it shall not retain the services of any County employee or former County employee in connection with this Agreement or any other Agreement that said Vendor has or may have with the County without the express written permission of the County. This limitation covers the preceding two (2) years or longer if the County employee or former County employee has or may have an actual or perceived conflict of interest due to their position with the County.

For a breach or violation of such representations or warranties, the County shall have the right to annul this Agreement without liability, entitling the County to recover all monies paid hereunder and Vendor shall not make claim for or be entitled to recover, any sum or sums otherwise due under this Agreement. This remedy, if effected, shall not constitute the sole remedy afforded the County for such falsity or breach, not shall it constitute a waiver of the County's right to claim damages or otherwise refuse payment or to take any other action provided for by law or pursuant to this Agreement.

ARTICLE 23. CERTIFICATION REGARDING LOBBYING; DEBARRMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS AND DRUG-FREE WORKPLACE REQUIREMENTS (When Federal Funding Used)

A. **Lobbying.** As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82 for persons entering

into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Section 82.105 and 82.110, the hereby Vendor certifies that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of Vendor, to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal Grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, Vendor shall complete and submit Standard Form 111 "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. Vendor shall require that the language of this certification be included in the award documents for all subcontracts and that all subcontractors shall certify and disclose accordingly.

B. Debarment, Suspension and other Responsibility Matters. As required by Executive Order 12549, Debarments and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 83.105 and 85.110,

1. Vendor certifies that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contracts under a public transaction, violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicated or otherwise criminally or civilly charged by a Government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1(b) of this certification; and
 - d. Have not within a three-year period preceding this Contract had one or more public transactions (Federal, State, or local) for cause or default; and
2. Where Vendor is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this Contract.

C. Drug-Free Workplace (Vendors other than individuals). As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for Vendors, as defined at 34 CFR Part 85, Sections 85.605 and 85.610:

1. Vendor will or will continue to provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in Vendor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
 - b. Establishing an on-going drug-free awareness program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. Vendor's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance program; and
 - iv. The penalties that may be imposed upon an employee for drug abuse violation occurring in the workplace;
 - c. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph (a)
 - d. Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the Contract, the employee will:
 - i. Abide by the terms of the statement.

- ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
- e. Notifying the County, in writing within ten (10) calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director Grants Management Bureau, State Office Building Campus, Albany, New York 12240. Notice shall include the identification number(s) of each affected contract.
- f. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:
 - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the Requirements of the Rehabilitation Act of 1973, as amended; or
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, other appropriate agency;
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), (f).

D. Drug-Free Workplace (Vendors who are individuals). As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart for Vendors, as defined at 34 CFR Part 85, Sections 85.605 and 85.610:

1. As a condition of the Agreement, Vendor certifies that he, she, they, it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the Agreement; and
2. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any contract activity, Vendor will report the conviction, in writing, within ten (10) calendar days of the conviction, to: Director, Grants Management Bureau, State Office Building Campus, Albany, NY 12240. Notice shall include the identification number(s) of each affected Contract.

ARTICLE 24. NON-DISCRIMINATION REQUIREMENTS

In accordance with Article 15 of New York Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Vendor agrees that neither it nor any of its County-approved subcontractors shall, by reason of age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or status as a victim of domestic violence, refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment.

ARTICLE 25. WAGE AND HOUR PROVISIONS

If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Vendor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplemental Exhibits issued by the State Labor Department. Furthermore, Vendor and its subcontractors shall pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, Vendor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the County of any County approved sums due and owing for the Work.

ARTICLE 26. CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT

The Vendor hereby represents that it is in compliance with § 103-g entitled "Iranian Energy Sector Divestment," in that the Vendor has not:

1. Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
2. Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person's intent was to use the credit to provide goods or services in the energy sector in Iran.

ARTICLE 27. COMPLIANCE WITH NEW YORK STATE INFORMATION SECURITY BREACH & NOTIFICATION ACT

Vendor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business

ARTICLE 28. GRATUITIES AND KICKBACKS PROHIBITED

Vendor, for itself, its assignees, and successors in interest agree as follows:

1. **Gratuities.** It shall be unlawful for any person to offer, give, or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept, or agree from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

2. **Kickbacks.** It shall be unlawful for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime Vendor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

ARTICLE 29. TITLE VI – REQUIRED LANGUAGE

During the performance of this Agreement, Vendor, for itself, its assignees, and successors in interest agrees as follows:

1. **Compliance with Regulations:** Vendor shall comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this Agreement.

2. **Non-discrimination:** Vendor, with regard to the Work performed by it during this Agreement, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. Vendor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when this Agreement covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by Vendor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by Vendor of the subcontractor's obligations under this Agreement, and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. **Information and Reports:** Vendor shall provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of Vendor is in the exclusive possession of another who fails or refuses to furnish the information, Vendor shall so certify to the County, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of Vendor's noncompliance with the Nondiscrimination provisions of this Agreement, the County will impose such sanctions as it or the County may determine to be appropriate, including, but not limited to: a. withholding payments to Vendor under the Agreement until Vendor complies; and/or b. cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions:** Vendor shall include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. Vendor shall take action with respect to any subcontract or procurement as County may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if Vendor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, Vendor may request the County to enter into any litigation to protect the interests of the County. In addition, Vendor may request the United States to enter into the litigation to protect the interests of the United States.

During the performance of this Agreement, Vendor, for itself, its assignees, and successors in interest agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of

- disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
 - Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
 - The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
 - Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
 - The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
 - Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
 - Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
 - Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

ARTICLE 30. ENTIRE AGREEMENT

The rights and obligations of the parties and their respective agents, successors and assignees shall be subject to and governed by this Agreement, including Schedule A, which supersedes any other understandings or writings between or among the parties.

ARTICLE 31. MODIFICATION

No changes, amendments, or modifications of any of the terms and/or conditions of this Agreement shall be valid unless reduced to writing and signed by the party to be bound. Changes in the scope of Work covered by this Agreement shall not be binding, and no payment shall be due in connection therewith, unless prior to the performance of any such Work, and after amendment approval by the appropriate County authority, the parties mutually agree to an Amendment to this Agreement, which shall specifically set forth the scope of such extra or additional work and the amount of compensation and the extension of the time for performance, if any, for any such work.

ARTICLE 32. NO WAIVER OF PERFORMANCE

Failure of the County to insist upon strict and prompt performance of the provisions of this Agreement, or any of them, and the acceptance of such performance thereafter shall not constitute or be construed as a waiver or relinquishment of the County's right thereafter to enforce the same strictly according to the tenor thereof in the event of a continuous or subsequent default on the part of the Vendor.

ARTICLE 33. COOPERATION

Vendor shall cooperate with representatives, agents, and employees of the County and the County shall cooperate with representatives, agents, and employees of the Vendor to the end that the Work may proceed expeditiously and economically.

ARTICLE 34. NON-INTERRUPTION OF WORK [Contractors only]

A Vendor who is a contractor agrees that it will not intentionally engage in any course of conduct or activity, or employ for the purposes of performing the public work, any subcontractors, employees, labor or materials which will or may result in the interruption of the performance of the public work due to labor strife or unrest by workmen employed by the Vendor or by any of the trades working in or about the public works and/or premises where the work is being performed.

ARTICLE 35. EXTRA SERVICES/GOODS

If the Vendor is of the opinion that any services/goods it has been directed to perform/provide is beyond the scope of this Agreement and constitutes extra services/goods, the Vendor shall promptly notify the County of that opinion. The County shall be the sole judge as to whether or not such services/goods is in fact beyond the scope of this Agreement and whether or not it constitutes extra services/goods. In the event the County determines such services/goods does constitute extra services/goods, it may provide extra compensation to the Vendor on a negotiated basis pursuant to a properly executed amendment to this Agreement.

ARTICLE 36. COMPLIANCE WITH MacBRIDE PRINCIPLES

The Vendor hereby represents that it is in compliance with the MacBride Principles of Fair Employment as set forth in Albany County Local

Law No. 3 for 1993, in that the Vendor either (a) has no business operations in Northern Ireland or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Principles, and shall permit independent monitoring of its compliance with such principles. In the event of a violation of this stipulation, the County reserves all rights to take remedial measures as authorized under section 4 of Local Law No. 3 in 1993, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the Vendor in default and/or seeking debarment or suspension of the Vendor.

ARTICLE 37. AUTHORITY

The individuals who have executed this Agreement on behalf of the respective parties expressly represent and warrant that they are authorized to sign on behalf of such entities for the purpose of duly binding such entities to this Agreement.

ARTICLE 38. MISCELLANEOUS PROVISIONS

1. During the term of this Agreement, the Vendor agrees that, in the event of its reorganization or dissolution as a business entity or change in business, the Vendor shall give the County thirty (30) days written notice in advance of such event.
2. The Vendor shall at all times obtain and maintain all licenses required by New York State, or other relevant regulating body, to perform the services required under this Agreement.
3. If any term, part, provision, section, subdivision or paragraph of this Agreement shall be held to be unconstitutional, invalid or ineffective, in whole or in part, such determination shall not be deemed to invalidate the remaining terms, parts, provisions, sections, subdivisions or paragraphs.
4. The County shall bear no responsibility other than that set forth in this Agreement.
5. All notices, consents, waivers, directions, requests or other instruments or communications provided for under this Agreement shall be deemed properly given if, and only if, delivered personally, sent by registered or certified United States mail, postage prepaid to the address stated in the first paragraph after the title of the Agreement, or, with the prior consent of the receiving party, dispatched via facsimile or email transmission.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

DIGITAL SIGNATURE PAGE

Schedule A

The Schedule A includes the following documents:

1. RFP # 2025-008 Title: Albany County First Time Homebuyer Navigator
2. Affordable Housing Partnership Proposal – April 11th, 2025
3. Albany County Purchasing Department Concurrence Memo
4. Albany County Legislature Resolution #2025-231

- 3.3 Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).
- 3.4 Detail your firm's (or an individual's) experience with providing homebuying assistance and rehabilitation services to low-income communities.
- 3.5 Provide at least two (2) references from similar projects including name, addresses and telephone numbers.
- 3.6 Provide any additional information that would distinguish your firm in its service to Albany County.
- 3.7 Proposer shall include a completed "Vendor Responsibility Questionnaire" (Attachment "C") with the Proposal.
- 3.8 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the County , within five (5) days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

SECTION 4: SCOPE OF SERVICES

4.1 The First-Time Homebuyer Navigator FTE position will serve as a resource to qualified low to moderate income Albany County residents who are seeking to buy their first home. The services provided will primarily include providing assistance in seeking funding and grant opportunities for home purchasing and rehabilitation, providing counsel during the buying and rehabilitation process, and providing assistance in navigating the entire homebuying process, from down payment assistance to closing, permitting and building rehabilitation. The Homebuyer Navigator FTE will take advantage of their organization's expertise and resources in this field to make the process of first-time homebuying as effective and efficient as possible for residents who have not been through this process before. This individual will partner and cooperate with Albany County and any current and future housing initiatives.

SECTION 5: TERM OF CONTRACT:

- 5.1 The contract period shall be for a period of one (1) year beginning in 2025 upon full execution of the contract.
- 5.2 At the end of the initial one year contract term upon mutual agreement of the County and the Contractor, the agreement may be renewed for two (2) additional years, in two (2) consecutive one-year intervals. Renewal of multiple item bid awards shall be contingent upon renewal of all items; partial renewals shall not be accepted by the County.



Request for Proposal #2025-008
Consultant for Albany County First-Time Homebuyer Navigator

Proposer: **Affordable Housing Partnership of the Capital Region Inc.**

Address: 255 Orange Street, Albany, NY 12210

Telephone Number: 518-434-1730

Contact Person: Susan Cotner, Executive Director, 518-275-4805, scotner@ahphome.org

Submitted to Albany County Department of General Services

April 11, 2025

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COUNTY OF ALBANY

PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: Consultant for Albany County First Time Homebuyer Navigator
RFP Number: 2025-008

THIS PROPOSAL IS SUBMITTED TO:

Pamela O Neill, Purchasing Agent
Albany County Department of General Services
Purchasing Division
112 State Street, Room 1000
Albany, NY 12207

1. The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into a Contract with the owner in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Proposal and in accordance with the Contract Documents.
2. Proposer accepts all of the terms and conditions of the Instructions to Proposers, including without limitation those dealing with the Disposition of Proposal Security. This Proposal may remain open for ninety (90) days after the day of Proposal opening. Proposer will sign the Contract and submit the Contract Security and other documents required by the Contract Documents within fifteen days after the date of County's Notice of Award.
3. In submitting this Proposal, Proposer represents, as more fully set forth in this Contract, that:

- (a) Proposer has examined copies of all the Contract Documents and of the following addenda: (If none, so state)

Date	Number
------	--------

(receipt of all of which is hereby acknowledges) and also copies of the Notice to Proposers and the Instructions to Proposers;

- (b) Proposer has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as Proposer deems necessary;

(c) This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal; PROPOSER has not solicited or induced any person, firm or a corporation to refrain from Proposing; and Proposer has not sought by collusion to obtain for himself any advantage over any other Proposer or over the owner.

4. Proposer will complete the Work for the following prices(s): (Attach Proposal)
5. Proposer agrees to commence the Work within the number of calendar days or by the specific date indicated in the Contract. Proposer agrees that the Work will be completed within the number of Calendar days or by the specific date indicated in the contract.
6. The following documents are attached to and made a condition of this Proposal:
 - (a) Non-Collusive Bidding Certificate (Attachment "A")
 - (b) Acknowledgment by Bidder (Attachment "B")
 - (c) Vendor Responsibility Questionnaire (Attachment "C")
 - (d) Iranian Energy Divestment Certification (Attachment "D")
7. Communication concerning this Proposal shall be addressed to:

Susan Cotner, Executive Director

Affordable Housing Partnership of the Capital Region Inc.

255 Orange Street, Albany, NY 12210

Phone: General Office #: 518-434-1730; Direct Dial #: 518-275-4805
8. Terms used in this Proposal have the meanings assigned to them in the Contract and General Provisions.

COUNTY OF ALBANY

PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: Consultant for Albany County First Time Homebuyer Navigator
RFP Number: 2025-008

COMPANY: Affordable Housing Partnership of the Capital Region Inc.

ADDRESS: 255 Orange Street

CITY, STATE, ZIP: Albany, NY 12210

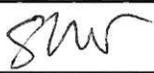
TEL. NO.: 518-434-1730

FAX NO.: 518-434-1767

FEDERAL TAX ID NO.: 14-1724900

REPRESENTATIVE: Susan Cotner

E-MAIL: scotner@ahphome.org

SIGNATURE AND TITLE:  Executive Director

DATE: April 11, 2025

**COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION
112 STATE STREET, ROOM 1000, ALBANY, NY 12207
TELEPHONE: 518-447-7140/ FAX: 518-447-5588
Pamela.oneill@albanycountyny.gov**

**TITLE: Consultant for Albany County First Time Homebuyer Navigator
RFP NUMBER: 2025-008**

Receipt Confirmation Form

Please complete and return this confirmation form as soon as possible:

Pamela O Neill
Purchasing Agent
County of Albany
112 State Street, Room 1000
Albany, NY 12207

**IF YOU PLAN TO SUBMIT A PROPOSAL, YOU MUST RETURN
THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL
FURTHER COMMUNICATION REGARDING THIS RFP.**

Company Name: Affordable Housing Partnership of the Capital Region Inc.

Address: 255 Orange St.

City: Albany State: NY Zip Code: 12210

Contact Person: Susan Cotner

Title: Executive Director

Phone Number: 518-275-4805 Fax Number: 518-434-1767 E-Mail: scotner@ahphome.org

If a Bidders/Proposers meeting has been arranged for this Bid/RFP, please indicate if you plan to attend:

Yes / No

I authorize the County of Albany to send further correspondence that the County deems to be of an urgent nature by the following method (check):

Fax Number: _____ E-Mail scotner@ahphome.org

Section II: Qualifications

The Affordable Housing Partnership of the Capital Region (“AHP”) is pleased to submit a proposal to partner with Albany County to further its goal of decreasing common barriers by low- and moderate-income first-time homebuyers in purchasing their first home. AHP proposes to assist buyers in securing funding, navigating the step-by-step process of purchasing a home and providing advice and insight into the home renovation process and programs. AHP welcomes the opportunity to support Albany County’s housing initiatives to address the current challenges faced by first-time homebuyers in our communities.

History and Description of Company

Mission:

The Affordable Housing Partnership of the Capital Region promotes successful, sustainable homeownership and affordable rental housing to strengthen neighborhoods and the financial independence of residents through advisement, financial resources, community organizing, and collaboration.

AHP is working to:

- Close the racial wealth gap through homeownership
- Address climate change with energy efficiency improvements
- Help neighborhoods access resources to implement community driven improvement plans

History:

Since 1989, the Affordable Housing Partnership has brought together non-profit affordable housing organizations, public sector housing agencies and area financial institutions. The Partnership was initially organized to work with a consortium of sixteen area financial institutions to make CRA mortgage loans to low-income households. Over an eleven-year period, Capital Affordable made \$21.2 million in mortgages (425 loans) to first time homebuyers and developers of affordable rental projects. Households earning under 80% of median income received 89% of the mortgages provided; 51% of the home mortgages were provided to minority families.

In 1993, the Partnership began offering a down payment assistance program, funded by the New York State Division of Housing and Community Renewal’s HOME Program and in 1999, the Partnership hired its first full-time housing counselor. Since that time, AHP has expanded its housing and homeownership programs to now include:

- Comprehensive homeownership counseling and education programs
- Down payment assistance through administration of a Matched Savings Program and the Touhey Homeownership Foundation’s Reparative Housing Justice Fund.

- The HomeSave foreclosure prevention initiative which provides education, counseling, and legal and financial assistance to homeowners facing the loss of their home.
- Administration of a NYS HCR home repair program (\$5 million)
- Lead agency for the Capital Region Clean Energy Hub that promotes NYSEERDA energy efficiency programs targeted to low- and moderate-income households
- Support for program affiliate, the Albany Community Land Trust, a developer of affordable rental and homeownership units, specializing in rehabilitation of existing properties.
- Neighborhood development and planning.

Professional Staff Members

In 2004, AHP joined the US Department of Housing and Urban Development’s Housing Counseling program, and we have remained in good standing with this program for the past 21 years. All four of AHP’s active housing counselors have obtained HUD’s recognition as HUD Certified Housing Counselors.

Staff	Title	Primary Counseling Role	Experience	HUD Certified? Date
Susan Cotner	Program Manager	Educator	Educator since 1990; experience in mortgage lending, down payment assistance packaging, teaching	Yes, 4/2018
Tracy Petersen	Housing Advisor	Mortgage Default Counselor	Counselor since 1999; former bank employee, worked at nonprofit debt management company	Yes, HUD Counselor Certification 4/2018; NCHCEC Foreclosure Intervention Certification 8/19/2018
Christina Sutherland	Housing Advisor	Pre-purchase Counselor	Counselor since 2018; real estate agent, formerly with Poughkeepsie Section 8 program	Yes, HUD Counselor Certification 11/2018; NCHCEC Homeownership Counseling, 10/2018

Jeremy Eberhardt	Intake Specialist/Grants Manager	Intake and phone consultations, all programs	Specialist since 2014.	Yes, HUD Counselor Certification 11/2018; NCHEC Foreclosure Intervention Certification 8/19/2018
Louise McNeilly	Outreach	Outreach, marketing for all programs	Since 2008	No

In-person counseling occurs at our offices located at 255 Orange Street, Albany. AHP also offers counseling via ZOOM sessions which many of our customers prefer.

Experience Serving Low-Income Communities

For first time homebuyers, the Partnership provides homebuyer education classes, mortgage and grant pre-qualification counseling, credit repair and budget counseling and education, and serves as a clearinghouse of information on down payment assistance programs, energy efficiency programs and affordable housing projects. We periodically secure and provide down payment assistance grants from New York State and private sources. We provide counseling for local Section 8 Housing Voucher programs. We partner with the Albany Community Land Trust, an affordable housing developer, and offer ACLT buyers with financial counseling and assistance.

For existing homeowners, the Partnership offers financial literacy workshops and landlord training. We provide individual counseling to address mortgage refinance options, mortgage delinquency and foreclosure prevention strategies. We periodically provide outreach workshops covering home repair resources and the mortgage foreclosure process. AHP is managing a home repair program that offers health and safety improvements in the homes of low-income homeowners in Albany.

AHP has been serving low- and moderate-income first-time homebuyers in Albany County since 1990. During 2024, for example, 80% of new customers were households of color, and of all new customers, 55% were Black. Women comprised 68% of all customers and 80% of households earned less than 80% of area median income.

AHP has experience in finding resources to help more low-income households qualify for financing and is a go-to resource for information on grants available in Albany County. AHP is currently offering a City of Albany ARPA funded matched savings program targeted to households earning less than 100% of median income. This program incentivizes households to review their spending to find ways to consistently save each month. After systematically saving

to reach a goal of \$500, the program matches the savings 3 to 1, or \$1,500. This money assists with resources for credit score improvements or savings toward down payment.

To address one of the chief obstacles to affordable homeownership, AHP has partnered with the Charles Touhey Homeownership Foundation to offer the Reparative Housing Justice Fund Program. This program is available to Black first-time homebuyers who are buying homes in communities that had been formerly redlined. Up to \$10,000 is available to eligible homebuyers.

The rehabilitation programs that we offer are targeted to low- and moderate-income families. The Albany Targeted Home Improvement program assists homeowners with incomes less than 80% of Area Median Income. During the past year, AHP has assisted 62 households with renovation projects to address basic health and safety issues in their homes.

Resumes

Please see attached resumes for key housing counseling program staff:

Susan Cotner, Executive Director

Tracy Petersen, Housing Counseling Coordinator

Christina Sutherland, Housing Advisor

Jeremy Eberhardt, Grants Manager

Staffing: AHP has one primary pre-purchase housing advisor, Christina Sutherland, who provides one-to-one counseling to approximately 250 clients each year. Housing Advisor Tracy Petersen is AHP's primary mortgage default counselor, but also provides one-to-one financial coaching for customers whose primary housing need is budget and credit repair advice. Our intake and grants management specialist, Jeremy Eberhardt, completes customer intake, responds to customer questions, enrolls customers in classes, and follows up with clients after attending classes. Jeremy also enrolls and monitors client participation in down payment and home repair grant programs. Susan Cotner, executive director, spends approximately 15% of her time on the pre-purchase program, teaching the orientation class as well as presenting at the homebuyer education classes. She and Louise McNeilly are primarily responsible for marketing and outreach efforts, including maintaining the website which receives over 2500 unique visitors each month as well as an annual Housing Fair. Susan Cotner is responsible for all program administration including fundraising, grants management and reporting.

Christina Sutherland

Customer Service Oriented

Clifton Park, NY 12065

christinasutherland6_ptx@indeedemail.com - 518-776-9016

High-energy, compassionate, experienced, and resourceful candidate, seeking a challenging position in which creativity, customer relations, problem solving, counseling, mentoring, and communication skills can be utilized to improve not only the organization's image but also the lives of its clients.

WORK EXPERIENCE

Homeownership Advisor

2018 - Present Affordable Housing Partnership of the Capital Region

- Provide financial counseling to clients interested in purchasing their first home.
- Educate and motivate clients to develop money management skills to meet financial obligations using realistic budget and credit repair plans.
- Counsel and guide clients in the home purchase process and to achieve homeownership.
- Assist clients by reviewing eligibility for various mortgage products and grant programs.
- Present homebuyer education programs; develop, create and maintain course materials. Schedule seminars and follow-up with clients.
- Establish and maintain case files that meet reporting requirements and performance standards of all counseling contracts; collect statistical data for each client.
- Obtained HUD housing counseling certification, and attend trainings (local and out of state) to maintain national industry standards certification

Real Estate Salesperson

2016 – Present Currently affiliated with eXp Realty

- Provide guidance and assist sellers, renters, and buyers in marketing, leasing, and purchasing property for the right price under the best terms
- Determine clients' needs and financial abilities to propose solutions that suit them
- Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements and related matters, ensuring a fair and honest dealing
- Perform comparative market analysis to estimate properties' value Display and market real property to possible buyers
- Prepare necessary paperwork (i.e. contracts, leases, deeds, and closing statements) Coordinate with appraisers, escrow companies, lenders and home inspectors Develop networks with attorneys, mortgage lenders and contractors
- Promote sales through advertisements, open houses and listing services Remain knowledgeable about real property markets and best practices

Caseworker

Saratoga County Department of Social Services - Ballston Spa, NY -

2016-01 - 2016-06

- Protected children from situations of abuse, neglect and other forms of maltreatment.
- Ensured the social, physical, psychological and emotional well-being of the children on my caseload. Conducted home visits to investigate allegations of abuse or neglect.

- Assessed whether a parent or guardian was fit to provide a minimal level of care.
- Evaluated whether a child should be temporarily or permanently removed from his/her living situation and placing children with foster care or adoptive families.
- Completed extensive time sensitive documentation such as progress notes and safety and risk assessments. Maintained case files and performed other administrative tasks as needed.

Leasing Specialist

WB Residential Communities, Inc. - Ballston Spa, NY -

2015-06 - 2015-11

Responsibilities

- Greet and qualify prospective residents and assess their housing needs
- Receive rental payments, security deposits, and application fees
- Provide administrative support in a fast paced environment by answering the phones, scanning and faxing documents, drafting notices and letters, and hosting walk in guests
- Record all telephone, email, and walk in traffic data on appropriate reports
- Follow up on email, telephone, and walk in leads
- Build rapport and manage relationships with clients throughout the applicant to resident lifecycle
- Maintain thorough knowledge of lease terms, specifications, and all community policies
- Inform prospects of current rental rates, size availability, locations, and amenities of the property
- Tour the community, process applications, prepare leases and close the sale
- Prepare service requests and ensure all requests are handled satisfactorily
- Assist in all aspects of resident retention efforts.

Technical Support Representative

HAPPY Software Inc. - Saratoga Springs, NY -

2013-07 - 2014-07

- Deliver service and support to end-users using and operating automated call distribution phone software, via remote connection or over the Internet;
- Interact with customers to provide and process information in response to inquiries, concerns, and requests about products and services;
- Gather customer's information and determine the issue by evaluating and analyzing the symptoms;
- Research required information using available resources;
- Follow standard processes and procedures;
- Identify and escalate priority issues per Client specifications;
- Redirect problems to appropriate resource;
- Accurately process and record call transactions using a computer and designated tracking software;
- Organize ideas and communicate oral messages appropriate to listeners and situations;
- Follow up and make scheduled call backs to customers where necessary;
- Stay current with system information, changes and updates.

Housing Program Assistant

City of Poughkeepsie Section 8 - Poughkeepsie, NY -

2003-09 - 2013-06

Assisted housing administrator with daily operation and maintenance of housing choice voucher program that provides rental assistance to approx. 700 low income families, elderly and persons with disabilities.

- Conducted applicant interviews for program eligibility and occupancy, calculate rental adjustments.
- Investigated fraud to reduce program abuse, and resolved participant complaints and landlord disputes.
- Managed a caseload of approximately 230 low-income families annually in implementing HUD regulations

and counseling tenants on their rights and responsibilities in the housing choice voucher program

- Referred participants to outside agencies and organizations for assistance when appropriate.
- Compiled data and prepared statistical reports on program performance to local government administration.
- Processed electronic data submissions and corrected errors if needed to ensure agency's accurate reporting rate and high performance.

EDUCATION

Bachelor of Science in Sociology Social Services

State University of New York at New Paltz - New Paltz, NY

2001 - 2003

AAS in Human Services

Hudson Valley Community College - Troy, NY

1998 - 2000

SKILLS

Resourceful, Microsoft Office, Interpersonal, Public Speaking, Mentorship, Counseling, Leadership, Community Relations, Youth and Family Development

CERTIFICATIONS/LICENSES

HUD Certified Housing Counselor

2018-Present

HDI Support Center Analyst

Present

Family Self Sufficiency Coordinator

Present

Real Estate License

2016-09 - Present



HUD CERTIFIED HOUSING COUNSELOR

This Certificate is issued by the U.S. Department of Housing and Urban Development to

CHRISTINA SUTHERLAND
of
AFFORDABLE HOUSING PARTNERSHIP

for meeting the criteria for this certification.

This Certificate is valid only for the above named Housing Counselor while employed by the named Housing Counseling Agency, and while such Agency remains a HUD approved Housing Counseling Agency.

Date Issued: November 13,
2018

Agency HCS ID: 81405
Housing Counselor ID: LPHX81

Jerrold H. Mayer

Jerrold H. Mayer, Director
Office of Outreach and Capacity Building

The purpose of this Certificate is to identify the above named individual as being approved and certified by HUD to provide counseling pursuant to Section 106 of the Housing and Urban Development (HUD) Act of 1968 and other pertinent regulations and requirements. The approval and certification of a counselor does not create or imply a warranty or endorsement by HUD of the Counselor or the HUD Participating Agency which employs the Counselor, nor does the approval and certification of a Counselor represent a warranty of any counseling provided by the Counselor or the Participating Agency which employs the Counselor. Approval and Certification means only that the Counselor has met the qualifications and conditions prescribed by HUD

Warning: Misuse of this Certificate may subject users to Criminal penalties under 18 U.S.C. 709 or other civil or administrative action.

Tracy Petersen
565 Ontario St
Schenectady, NY 12306
518 362-6995 (home and cell)
hsgcoun@yahoo.com

Qualifications

- 7/99 – present: Affordable Housing Partnership
255 Orange St
Albany, NY 12210
518 434-1730
Supervisor: Susan Cotner, Executive Director
- Position: Housing Counseling Coordinator, HUD Certified Housing Counselor
Duties: Analyze personal financial information to determine mortgage default options; direct advocacy on behalf of clients to implement retention or non-retention solutions with lenders and at settlement conferences; development of credit repair options; budget counseling; development, facilitation and scheduling of Homebuyer and Financial Management education program and seminars; supervision and training of counseling staff including development of training materials; process grant applications; marketing of all agency programs, obtain and disseminate information to area housing counselors regarding CRA mortgage programs available through local mortgage lenders; monitor counseling activities as appropriate to funding sources; complete activity reports for funding sources; facilitate professional development programs for area counselors and office duties as assigned.
- 5/16 – 2020 Better Neighborhoods Inc.
120 Emmons St
Schenectady, NY 12304
Supervisor: Mitch Grossman, Assistant Director
- Position: Housing Counselor – Consultant/part time
Duties: Mortgage default and pre-purchase case management; file auditing and training and of new counselors.
- 2/94 – 7/99: Consumer Credit Counseling Service
2 Computer Drive West
Albany, NY 12205
(518) 482-2227
Supervisor: Martin Gordon, Branch Manager
- Position: Certified Credit Counselor
Duties: Review personal financial information and assist clients in creating a plan to manage their finances; Credit, Debt, Budget and as appropriate Mortgage Default counseling. Development of Debt Repayment Plans; participation on behalf of agency at community events, instructor of financial education seminars and workshops.
- 10/89 – 2/94: Albany Savings Bank
833 Broadway
Albany, NY 12207
Supervisor: Thomas Iourno, Richard DiLorenzo and Thomas Faughnan
- Position: Credit and Dispute Representative
Duties: Received, investigated and resolved billing and fraud complaints.

Position: Consumer Lending Loan Processing Clerk
Duties: Processed loan applications; verified employment and income information; obtained and reviewed credit reports; reviewed all approved consumer loan files and logged new loans into lender system.

Position: Credit Card Department Clerk
Duties: Processed credit card payments, customer service calls and filing.

Education, Certifications and Licensing

2018 – HUD Certified Housing Counselor, August 1, 2018

2016 – Licensed Notary Public

2008 – Certified Foreclosure Counselor – NeighborWorks Center for Homeownership Education and Counseling (NCHEC)

2007 – Certified Homebuyer Education Trainer - NeighborWorks Center for Homeownership Education and Counseling (NCHEC)

2006 – Certified Homeownership Counselor - NeighborWorks Center for Homeownership Education and Counseling (NCHEC)

2003 – Certified Housing Counselor - NeighborWorks Center for Homeownership Education and Counseling (NCHEC)

2001 – Certified Homeowner Educator - American Homeowner Education and Counseling Training Institute (AHECTI)

1996 – Certified Consumer Credit Counselor by the National Foundation of Consumer Credit (NFCC)

1993 – American Institute of Banking. General Banking

Other Experience

9/04 – 9/11: Member and President (2006) of the Board of Trustees. International Charter School of Schenectady.

9/03 – 4/05: Member City of Schenectady Civilian Police Review Board

8/02 – 5/04: Member City of Schenectady Planning Commission

Personal References

Glinessa Gailliard Esq., Legal Aid Society of NENY (518) 689-6326

Stephanie Galvin Riley, (518) 225-2177

Marge Kanuk (518) 439-9628



HUD CERTIFIED HOUSING COUNSELOR

This Certificate is issued by the U.S. Department of Housing and Urban Development to

TRACY PETERSEN
of
AFFORDABLE HOUSING PARTNERSHIP

for meeting the criteria for this certification.

This Certificate is valid only for the above named Housing Counselor while employed by the named Housing Counseling Agency, and while such Agency remains a HUD approved Housing Counseling Agency.

Date Issued: August 1, 2018

Agency HCS ID: 81405

Housing Counselor ID: 3IH4UX

Jerrold H. Mayer

Jerrold H. Mayer, Director
Office of Outreach and Capacity Building

The purpose of this Certificate is to identify the above named individual as being approved and certified by HUD to provide counseling pursuant to Section 106 of the Housing and Urban Development (HUD) Act of 1968 and other pertinent regulations and requirements. The approval and certification of a counselor does not create or imply a warranty or endorsement by HUD of the Counselor or the HUD Participating Agency which employs the Counselor, nor does the approval and certification of a Counselor represent a warranty of any counseling provided by the Counselor or the Participating Agency which employs the Counselor. Approval and Certification means only that the Counselor has met the qualifications and conditions prescribed by HUD

Warning: Misuse of this Certificate may subject users to Criminal penalties under 18 U.S.C. 709 or other civil or administrative action.

Jeremy Eberhardt

Grants Program Manager

CONTACT

Jeberhardt4@ymail.com

518-275-4803

EDUCATION

BA in Political Science University of Wisconsin Eau Claire

2005-2009

SKILLS

Microsoft Office

Adobe

Client Management Systems

INTERESTS

Sports

Travel

Volunteer Work

Co-founded the Refugee
Welcome Center's Youth
Soccer Program

PROFFESIONAL EXPERIENCE

2014 -Present

Grants Program Manager, AHP Homeownership Center Albany, NY

- Manage 3 grant programs covering down payment assistance, credit repair, and home repair
- Closed roughly \$2 million in grant funding over 2 years
- Experienced in client management systems, both in house as well as 3rd party software
- Client facing administration of both pre-purchase and post-purchase housing counseling programs

2011-2020

Server - Applebees East Greenbush, NY

- Managed client interactions
- Developed exceptional time management skills to give the highest level of customer satisfaction

2007-2011

Inventory Supervisor - Borders Books, Eau Claire, WI

- Managed inventory systems to bring store "truck to floor", maximizing inventory efficiency
- Built employee schedules and managed teams of booksellers

Susan Cotner

623 Snyders Corners Road, Poestenkill, New York 12140

Executive Director of the *Affordable Housing Partnership*, 1989-present.

Guided the Partnership to become a full-service homeownership counseling agency and mortgage lender serving New York's Capital Region. Major program accomplishments include:

- Origination of \$21 million in loans, primarily to lower-income first-time buyers through the Partnership's affiliate, *Capital Affordable Housing Funding Corporation*. More than half of the loans were made to minority households.
- Development of a comprehensive housing counseling program that provides homeownership education and individual counseling to over 1000 households a year.
- Financial assistance programs for homebuyers and homeowners secured from various sources, including NYS HCR HOME, NYS Affordable Housing Corporation, and the Federal Home Loan Bank of New York
- Development of a regional coalition of housing and legal services agencies addressing foreclosure prevention
- Implementation of affordable energy efficiency and solar installation projects funded by NYSERDA. Lead agency and director of the Capital Region Clean Energy Hub.
- Management of a NYS Dept. of State Brownfield Opportunity Planning grant to create a redevelopment plan for the Sheridan Hollow neighborhood.

Responsible for program development and implementation, strategic planning, fundraising, contract reporting, staffing, office management, board reporting, outreach and public relations.

Executive Director of the *Albany Community Land Trust*, 2004-present.

Guided this nonprofit affordable housing developer to successfully establish for-sale and rental property development business lines, and a strong rental property management program.

Responsible for program operations, capital resource development and contract management including funding from NYS Homes and Community Renewal, NYS Affordable Housing Corporation, Enterprise Community Partners and the City of Albany.

Previous Employment:

- New York State Homes & Community Renewal, Housing Trust Fund program manager
- Downtown Committee of Syracuse, planner
- Western Addition Project Area Committee, San Francisco and California Housing Action and Information Network, Oakland, VISTA Volunteer.

Education:

- Masters, Urban and Regional Planning, Cornell University, 1985
- Bachelors, City and Regional Planning, University of Virginia, 1979

October 2023



HUD CERTIFIED HOUSING COUNSELOR

This Certificate is issued by the U.S. Department of Housing and Urban Development to

SUSAN COTNER
of
AFFORDABLE HOUSING PARTNERSHIP

for meeting the criteria for this certification.

This Certificate is valid only for the above named Housing Counselor while employed by the named Housing Counseling Agency, and while such Agency remains a HUD approved Housing Counseling Agency.

Date Issued: August 1, 2018

Agency HCS ID: 81405

Housing Counselor ID: 5M1NU2

Jerrold H. Mayer

Jerrold H. Mayer, Director
Office of Outreach and Capacity Building

The purpose of this Certificate is to identify the above named individual as being approved and certified by HUD to provide counseling pursuant to Section 106 of the Housing and Urban Development (HUD) Act of 1968 and other pertinent regulations and requirements. The approval and certification of a counselor does not create or imply a warranty or endorsement by HUD of the Counselor or the HUD Participating Agency which employs the Counselor, nor does the approval and certification of a Counselor represent a warranty of any counseling provided by the Counselor or the Participating Agency which employs the Counselor. Approval and Certification means only that the Counselor has met the qualifications and conditions prescribed by HUD

Warning: Misuse of this Certificate may subject users to Criminal penalties under 18 U.S.C. 709 or other civil or administrative action.

Section III: References

References

1. Regina Brown, Abode Alliance (formerly New York Mortgage Coalition). Abode is our HUD intermediary which facilitates our HUD funding and HUD performance review. Regina Brown, Grants Program Manager, Regina.b@abodealliance.org
2. Paul Hurley, CRA Loan Officer, M&T Bank. Paul is one of the most experienced first-time homebuyer loan originators in the Capital Region and has assisted many first-time buyers with acquisition/rehab loans.

Paul Hurley, M&T Bank Mortgage Division, 313 Ushers Road, Ballston Lake, NY 12019
518-877-3573, phurley@mtb.com
3. Lisa Atkins, CRA Loan Originator, Arrow Bank. Lisa has extensive experience working with a variety of first time homebuyer program, including the newly offered SONYMA Credit is Due program which offers flexible underwriting guidelines for non-white first-time homebuyers.

Lisa Atkins, Arrow Bank, 11 Century Hill Drive, Suite 100, Latham, NY 12110
518-415-4535, lisa.atkins@arrowbank.com

Section IV: Plan Implementation

The Affordable Housing Partnership proposes to use funding from Albany County’s Homebuyer Navigator Program to support and build upon our existing first-time homebuyer counseling and education programs. With support from Albany County, AHP will build upon our existing work to develop a comprehensive rehabilitation counseling and education program that will include specialized workshops and additional one-one-one case management. This support will allow AHP to expand our services and resources available to help more low- and moderate-income households become qualified to purchase their first home.

AHP’s Homebuyer Navigator implementation plan includes services currently offered by AHP and an expansion of services to offer more support to households in need of renovation resources.

Scope of Services: Existing Services

Group Education Services

The Partnership offers a variety of education seminars and counseling opportunities designed to meet the needs of the client:

Orientation: As a first step, clients attend our 1.5-hour orientation session, “Homebuyer 101” that describes the pros and cons to homeownership, the home buying process and home purchase team members. We invite a lender to speak about mortgage qualification and credit underwriting guidelines. We describe available down payment assistance programs. This workshop is currently offered in a webinar format via Zoom with opportunities for Q&A with attendees as well as in-person four times a year.

Attendees provide permission to the Partnership to obtain a credit report, and once reviewed, participants are contacted after the orientation with their recommended next step. If the client’s credit score is less than 620 with open collection accounts, clients are encouraged to attend our Money Strategies workshops. If the credit score exceeds 620, clients are given a one-on-one pre-purchase counseling appointment to establish a detailed plan for the next steps.

Financial, Budgeting and Credit Workshops: The Partnership offers Money Strategies workshops taught by a Minority, Woman Owned Business owner. Our financial coach is an independent contractor who leads classes based upon a variety of financial literacy curriculums, and importantly, based upon her own experiences as a single mom who purchased a home. Workshops are geared to helping households improve the financial skills needed to purchase a home, with a focus on budgeting and savings strategies. Our AHP Money Strategies workshops are held twelve times a year and are currently being offered via an interactive Zoom webinar.

Pre-purchase Homebuyers Education Workshops: AHP offers online and in-person homebuyer education classes. Both the Framework and eHome America classes are available, and in-person classes are available quarterly. Pre-purchase customers are encouraged to attend this class at the time they are financially ready to begin the process of finding a home. During the workshop we address the following: budgeting for home ownership, credit repair, mortgage

qualifying and down payment assistance programs; shopping for a home, home inspection; the loan closing process; keeping your home and managing your finances, including property taxes, insurance, predatory lending, and hiring a contractor. These workshops cover the HUD required topics of housing selection; fair housing laws; qualifying for down payment assistance; budgeting for mortgage payments; money management; housing care and maintenance; referrals for community resources; HUD mortgage programs; how to apply for a mortgage; purchase procedures/closing costs; alternatives for financing the purchase; real estate terms; and rights and responsibilities of homeownership. We use the NeighborWorks “Realizing the American Dream” curriculum.

We market our homebuyer education program as a three-step program that includes the 1.5-hour Homebuyer 101 Orientation, an individual counseling session and the Homebuyer Education Workshop. We require that households who receive on-line education receive counseling from our homeownership advisor prior to receiving a certificate of completion of homebuyer education from AHP.

Landlord Training: The Partnership offers regular workshops targeted to homebuyers and homeowners of a multi-family home. The Landlord Training program is taught by experienced rental property owners, Section 8 program administrators and tenant advocates who coach existing landlords and those who are considering becoming a landlord on best practices. Topics include tenant selection; budgeting, maintenance; and legal issues. This course is offered 4 times a year.

One-on-One Individual Counseling Sessions:

Pre-Purchase Counseling: AHP offers one-on-one pre-purchase counseling sessions. The sessions take 1.5 hours during which time the following occur:

- Obtain information to identify the client’s housing needs and goals
- Provide a brief overview of the purchase process
- Develop a pre- and post-purchase household budget to confirm the affordability of a mortgage payment and homeownership expenses such as home maintenance, and increased utilities and transportation costs.
- Review a credit report, and if needed, develop a specific credit repair plan.
- Collect and analyze borrower’s income and debt information.
- Review mortgage products (minimum of 3 different products including FHA) and down payment assistance programs.
- Design a homeownership action plan that outlines specific next steps in the purchase process.
- Refer client to other agencies if necessary.

Afterward, staff and clients maintain contact to monitor progress in addressing obstacles to homeownership. These sessions are primarily offered via phone counseling or Zoom meetings, or in-person at the customer’s convenience.

Financial Management and Budget Counseling: AHP offers one-on-one financial management and budget counseling. The sessions normally take 1 hour during which time the following occur:

- Obtain information to identify the client's housing needs and goals
- Develop and review a household budget to determine areas for improved cash flow, either increased income or reduced expenses.
- Review a credit report and develop a specific credit repair plan, including assistance with dispute letters.
- Collect and analyze borrower's income and debt information.
- Develop resource referral list.

For counseling sessions and the Money Strategies and Homebuyer Education classes, AHP has the customer complete an intake form. The client receives a comprehensive disclosure statement, the AHP privacy policy, fair housing information, and information about hiring a Home Inspector. The customer is calendared for a follow up session within the next quarter or sent an email reminder to take the next step of attending homebuyer education. AHP communicates primarily by email and informs clients of this preferred method of contact. The pre-purchase case is resolved once the customer's housing goals have been met or if the customer has withdrawn from counseling (no response to phone or written contact).

Scope of Services: Proposed Services

If AHP receives funding from Albany County for the Homebuyer Navigator program, the Partnership will work with the County and others to develop a comprehensive program for homebuyers seeking to acquire a home in need of repair. Elements to this program may include:

- Education workshops with topics such as
 - Acquisition and rehab financing, including review of necessary up-front fees, loan and appraisal process, accessing and using grants, differences between FHA 203k, SONYMA, and other loan products.
 - How to hire a contractor
 - Differences between a typical home inspector and a rehab consultant and when to use their services, typical expenses
 - On-site group inspections of properties in need of repair led by experienced rehab consultants
 - Specific renovation topics such as managing lead paint, evaluating various types of HVAC systems, benefits of insulation, electrical upgrades, plumbing repairs

These workshops will be in-person and/or may be recorded and available to customers at their convenience.

- One-on-one counseling to review a potential project including the rehabilitation process including financing, reviewing and stacking resources, timing of using acquisition/rehab funds at time of purchase versus using home repair funds after closing, setting expectations regarding up-front out-of-pocket money. This work will go a long way to help set realistic expectations regarding home improvement projects and make acquisition/rehab loans a viable option to rehab existing properties,

- Provide financial incentives to complete acquisition and renovation projects by offering a small consultant fee subsidy to those who attend workshops and receiving counseling.

A second and highly needed program that AHP would explore if awarded Housing Navigator funding is the provision of Spanish language counseling and workshops. Albany County is fortunate to have a few Spanish-speaking Realtors, loan originators, inspectors and attorneys, but there are no Spanish-speaking housing advisors in the Capital Region who can provide neutral, non-biased advice on the homebuyer process. We are confident that if Spanish language services were available, many more households could be connected to down payment assistance, good loan products and other resources. We propose to contract with a part time Spanish language housing advisor to meet this need.

AHP looks forward to partnering with Albany County on current and future housing initiatives and welcomes feedback on proposed services.

Section IV: Cost Proposal

The Affordable Housing Partnership requests \$80,000 per year for three years to implement the Albany County First-Time Homebuyer Navigator program. Our proposed budget for the first year follows:

- \$50,000 AHP Housing Counseling Services
 - Housing Advisor:
 - \$20,000 - Support for 25% of salary, fringe, overhead
 - Outreach and Follow-up Specialist:
 - \$30,000 – Support for 60% of salary, fringe, overhead

- \$15,000 Spanish Language Housing Advisor
 - Consultant rate of 5 hours per client @ \$100/hour, 30 customers

- \$10,000 Consultant Fees
 - \$1000/customer for 10 customers

- \$ 5,000 Videographer Fees

AHP would be ready to start this project as soon as an award was announced.

Section VI: Mandatory Documentation

Attachment A: Non-Collusive Bidding Certificate

Attachment B: Acknowledgment by Proposer

Attachment C: Vendor Responsibility Questionnaire

Attachment D: Iranian Energy Divestment Certification

ATTACHMENT "A"
NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO
SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW

A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organizations, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation



Signature

Executive Director

Title

April 11, 2025

Date

Affordable Housing Partnership of the Capital Region Inc.

Company Name

ATTACHMENT "B"
ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 20____, before me personally appeared _____ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he (or they severally) acknowledged to me that he (or they) executed the same.

Notary Public, State of _____

Qualified in _____

Commission Expires _____

If Corporation:

STATE OF New York)
COUNTY OF Albany) SS.:

On this 11th day of April, 2025, before me personally appeared Susan Cotner to me known, who, being by me sworn, did say that he resides at (give address) Poestenkill, NY; that he is the (give title) Executive Director of the (name of corporation) Affordable Housing Partnership of the Capital Region Inc, the corporation described in and which executed the above instrument; that he knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he signed his name thereto by like order.

John Roger Markovics

MARKOVICS, JOHN ROGEE
Notary Public, State of New York
Residing in Albany County
2536885
Commission Expires ~~March 28 2026~~

Notary Public, State of New York

Qualified in Albany County

Commission Expires 4/30/27

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

On the _____ day of _____, 20____, before me personally came _____, to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he / she is a partner of the firm of _____ and that he / she has the authority to sign the same, and acknowledged that he / she executed the same as the act and deed of said partnership.

Notary Public, State of _____

Qualified in _____

Commission Expires _____

ATTACHMENT "C"
ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE

1. VENDOR IS: <input checked="" type="checkbox"/> PRIME CONTRACTOR		
2. VENDOR'S LEGAL BUSINESS NAME Affordable Housing Partnership of the Capital Region Inc.		3. IDENTIFICATION NUMBERS a) FEIN # 14-1724900 b) DUNS # 944986587
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD: AHP Homeownership Center		5. WEBSITE ADDRESS (if applicable) www.ahphome.org
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE 255 Orange St., Albany, NY 12210	7. TELEPHONE NUMBER 518-434-1730	8. FAX NUMBER 518-434-1767
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i> Same	10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE Name Susan Cotner Title Executive Director Telephone Number 518-275-4805 Fax Number 518-434-1767 e-mail scotner@ahphome.org		
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS. Officers of AHP Board of Directors:		
a) NAME Caitlin Burns	TITLE Board President	b) NAME Roger Markovics
		TITLE Bd Vice President
c) NAME Eric Dahl	TITLE Treasurer	d) NAME Robert MacLasc
		TITLE Secretary
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.		
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRICIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:		
a) An elected or appointed public official or officer? <i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individuals name, business title or consulting capacity and the official political position held with applicable service dates.</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

16.	<p>WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:</p> <p>a) 1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process;</p> <p>2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease;</p> <p>3. entered into an agreement to a voluntary exclusion from bidding/contracting;</p> <p>4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles;</p> <p>5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract;</p> <p>6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited;</p> <p>7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract;</p> <p>8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or</p> <p>9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract.</p> <p>b) been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct?</p> <p>c) been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of:</p> <p>1. federal, state or local health laws, rules or regulations.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
17.	<p>IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES 1 HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY?</p> <p>Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
18.	<p>DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO:</p> <p>a) file returns or pay any applicable federal, state or city taxes? <i>Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability.</i></p> <p>b) file returns or pay New York State unemployment insurance? <i>Indicate the years the vendor failed to file/pay the insurance and the current status of the liability.</i></p> <p>c) Property Tax <i>Indicate the years the vendor failed to file.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
19.	<p>HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES 1 WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OR THE DATE OF FILING?</p> <p>Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
20.	<p>IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ration, Debt Ration, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

21. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES¹ :

Yes No

a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;

Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.

¹ "Affiliate" meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity's daily operations, that entity will be an "affiliate" for purposes of this questionnaire.

Attachment C-Addendum
Albany County
Vendor Responsibility Questionnaire

Affordable Housing Partnership of the Capital Region Inc. (“AHP”)

FEIN: 14-1724900

Explanations:

Question #14: Additional D/B/A. AHP has a DBA “Community Realty”. This is a social purpose real estate company that was designed to provide buyer representation to first time homebuyers. AHP no longer has a licensed real estate broker on staff and has discontinued use of this DBA as of December 2021.

Question #15: William Reinhardt, Albany County Legislator, served on the board of the Affordable Housing Partnership from 2023 until he resigned in the Fall of 2024 due to medical reasons.

Homebuyer 101

Celebrating over 30 years!



Homeownership Center

255 Orange Street
Albany, NY 12210
518-434-1730
www.ahphome.org

Want to buy your own home?

Learn how to get started in this free seminar:

- Overview of the homebuying process
- Down payment grant programs
- What it takes to credit qualify for a mortgage

Upcoming dates: Tuesday, April 1 or May 6 at 5:30 pm online.

Class offered via webinar. Offered in person on Fri, May 9 at 1 pm.

Contact the AHP Homeownership Center at www.ahphome.org or call 518-434-1730 ext 401 to register, and we'll send you session information.



Homebuyer Dream Program

Achieve your dream of buying your first home!

Eligible participants may receive down payment and closing costs through participating banks. Complete a homebuyer education and counseling program to help you make good decisions. Learn more at www.ahphome.org.

Protect the planet and your budget!

Visit www.CleanEnergyCapitalRegion.org to learn about programs offered by the New York State Energy Research and Development Authority (NYSERDA) to improve energy efficiency. A comprehensive home energy audit is the first step. Have an expert show you where your home may be wasting energy and how to fix it. An Energy Advisor will help you get started!

Struggling with your mortgage? Have a forbearance? At risk of losing your home? If you're worried, don't wait. Call us for FREE assistance at 518-434-1730 x406 or www.HomeSave.info

Money Strategies. This series of free classes, with Nishaea Richardson, will help you improve your credit score and get control of your finances. **Wednesday, April 16, 6:00 pm** online. Register at 518-434-1730x401 or at www.ahphome.org. 3rd Wednesdays each month.

Secrets of Successful Landlords. Thinking about becoming a landlord? Learn effective, professional property management practices. Feb. 19, 5:30pm online. www.AHPHome.org

Save the Date: Annual Homebuyer Fair – Sat., April 26, 10 to 1pm

Albany Public Library, 161 Washington Ave.



Need some extra help to reach your goal of homeownership?



The Affordable Housing Partnership (AHP) City of Albany Matched Savings Program can help you become credit ready to buy your first home.

Over a period of 6-10 months, save \$1 and receive \$3 up to \$1,500 (save \$500 and receive \$1,500, a 3:1 match.)

You can use the funds to:

- Pay off collection debt
- Pay down credit cards
- Open secured credit cards to build your score
- Savings for a down payment
- Build an emergency saving account

Participants will have access to workshops and advisors to provide the knowledge you can use to grow your savings and meet your financial goals.

The AHP Matched Savings program is open to those who are:

- City of Albany residents and first time buyers
- Earning less than 100% of area income
- In need of assistance to strengthen financial situation

Start by attending Homebuyer 101. Register online at www.ahphome.org. For more information on the program 518-434-1730.



This program is made possible with support from the City of Albany's American Rescue Plan Act (ARPA) funds.



FREE Online Classes

Money Strategies

Need a little help improving your credit score and getting prepared for home buying?

The **Affordable Housing Partnership** is offering a series of classes taught by **Nishaea Richardson**, Financial Coach. Attend one or all the sessions. Her goal is to help you get control of your finances and achieve *your* goals.



- **Debt Management and Payoff Strategies - Debt Be Gone** — *Wednesday, March 19 at 6 pm*
- **Dream Bigger!** — *Wednesday, April 16 at 6 pm*
- **Budgeting to Abundance** — *Weds., May 21 at 6 pm*
- **5 Simple Ways to Increase Cash Flow without Working More** — *Wednesday, June 18 at 6 pm*



Register now at
www.AHPHome.org/class-list

Affordable Housing Partnership Homeownership Center • 518-434-1730

This program is made possible with support from the City of Albany's American Rescue Plan Act





Albany Home Repair Program

For safer & healthier homes



For Eligible Homeowners in the City of Albany

- Grants of up to \$40,000
- Energy efficiency funds also available
- Complete health and safety improvements or correct code violations
- Own and occupy 1-4 unit home in target zip codes within the City of Albany

12202	12203	12204	12205	12206	12209	12210
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- Have low- to moderate-income:

Household Size	1	2	3	4	5	6
Income Less Than:	\$66,000	\$75,400	\$84,850	\$94,250	\$101,800	\$109,350

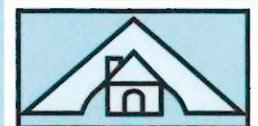
April 2024

Are you a homeowner in need of repairs?

- Improved Energy Efficiency
- Replace Roof
- New Furnace
- Replacement Windows
- New Hot Water Tank
- Fix Porch
- Add Ramp
- Update electrical system
- Paint exterior
- Lead water service line replacement

For more information and application:

Affordable Housing Partnership
255 Orange St, Albany
518.434.1730 • www.ahphome.org



affordable housing PARTNERSHIP
of the capital region, inc.
HOMEOWNERSHIP CENTER



Grants made possible by NYS Homes and Community Renewal and NYSERDA



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Office of the County Executive

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: April 15, 2025

RE: RFP-2025-008, Consultant for First Time Homebuyer Navigator

I am in receipt of your recommendation to award the aforementioned to Affordable Housing Partnership in the amount of \$80,000.

As Affordable Housing Partnership is the sole proposer and they meet the criteria set forth in the RFP, I have no objection to the selection of Affordable Housing Partnership for Award.

Please obtain the necessary contract approval of the County Contract Administration Board so that we may issue a Notice of Award.

RESOLUTION NO. 231

AUTHORIZING AN AGREEMENT WITH THE AFFORDABLE HOUSING PARTNERSHIP REGARDING THE ALBANY COUNTY FIRST-TIME HOMEBUYER NAVIGATOR PROGRAM

Introduced: 6/9/25

By Audit and Finance Committee, Cunningham, Beston, Efekoro, Ethier, Lane, Laurilliard, Miller, Pedo, Plotsky, Reidy, Ricard, Rosano and Simpson:

WHEREAS, The County Executive has requested authorization to enter into an agreement with the Affordable Housing Partnership regarding the Albany County First-Time Homebuyer Navigator Program in an amount not to exceed \$80,000 for a term commencing May 15, 2025 and ending May 14, 2026, with two one-year options to renew, and

WHEREAS, The County Executive's Office, through the Purchasing Agent, issued a request for proposals for a full-time equivalent (FTE) position to assist in managing the Albany County First-Time Homebuyer Program and Affordable Housing Partnership was recommended as the sole responsible bidder, and

WHEREAS, The County Executive indicated that the First-Time Homebuyer Navigator FTE position will serve as a resource for qualified low to moderate income Albany County residents seeking to buy their first home, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the Affordable Housing Partnership, Albany, NY 12210 regarding the Albany County First-Time Homebuyer Navigator Program in an amount not to exceed \$80,000 for a term commencing May 15, 2025 and ending May 14, 2026, with two one-year options to renew, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.