

New York State Homes and Community Renewal  
**Request For Proposals**

**Crossing Over: Manufactured Homes for Residential Neighborhoods**



**Homes and  
Community Renewal**

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## Purpose

[New York State Homes and Community Renewal](#) (“HCR”) through its corporate subsidiary, the Housing Trust Fund Corporation (HTFC), in partnership with the Greater Syracuse Land Bank, the Essex County Land Bank, and the Land Reutilization Corporation of the Capital Region are pleased to release this Request for Proposals (RFP) to engage a producer of HUD-certified manufactured housing (“Home Producer”) to build and deliver homes that will be cited in three pilot localities.

All three sites are within urban or suburban residentially zoned communities. The Home Producer selected through this RFP will manufacture and deliver three homes (one to each locality) that are certified in compliance with **HUD Manufactured Home Construction and Safety Standards (“HUD code”) and will be suitable for placement as infill housing in urban and suburban residential neighborhoods consistent with the aesthetics of the local housing stock in the surrounding communities.** For the purposes of this RFP, the housing typology will be referred to as a “CrossMod”. However, producers of HUD-certified factory-built homes that meet similar criteria, but which are marketed under a different brand name, will also be considered.

Applications must be submitted via email to [NOFA\\_Applications@hcr.ny.gov](mailto:NOFA_Applications@hcr.ny.gov) **by Monday, September 30<sup>th</sup> at 5PM EST**

## Background

In 2012, New York State passed legislation that formally authorized the creation and operation of certified Land Banks. Currently there are 31 approved Land Banks operating across New York State. The primary goal of Land Banks is to address neighborhood level vacancy and disinvestment and to acquire both distressed residential properties and vacant lots for the purposes of redevelopment. Many of the Land Bank currently own multiple vacant lots within their local geography in residential neighborhoods that are ripe for new construction of 1–4-unit single family homes.

In addition, Governor Kathy Hochul has made an unprecedented commitment to assisting local partners with new construction of affordable homeownership with a 5-year commitment of \$400 Million in construction and permanent subsidy specifically dedicated to building more affordable homeownership units.

Notwithstanding, production of new units has become more difficult over the last decade due to increases in total development costs associated with new construction of 1–4-unit homes. An informal survey of active Land Banks shows that total development costs have increased by nearly 25%, and in some cases more than 35% since 2016. The increase development costs required Land Banks and their development partners to identify significant subsidy sources to rebuild or construct single-family homes for that are affordable to low- and moderate-income families within their geographies.

While some cost savings have been realized through the deployment of modular construction, total development costs are still significantly higher than what a household earning between 80% and 100% of the local Area Median Income can afford. These economic challenges have made it particularly difficult to create homeownership opportunities for first time homebuyers and lower income New Yorkers.

These factors, combined with rising interest rates, have left many localities struggling to keep up with the demand for affordable homeownership opportunities.

**Program Overview**

HCR, in partnership with the three selected Land Banks, is launching this pilot program to determine if the Manufactured Home model known as a “CrossMod” presents a path to significantly increasing the availability and the affordability of newly constructed single-family homes. CrossMod homes offer the look of a traditionally stick built home with the efficiency of off-site manufacturing and conformance to the HUD Code rather than local building codes. If successful, the pilot could be substantially replicated to work within communities across New York State with a focus on the localities that currently have active Land Banks.

The Greater Syracuse Land Bank, the Land Reutilization Corporation of the Capital Region and the Essex County Land Bank were selected for this pilot through an HCR-issued competitive Request for Applications (RFA). Under the RFA, HCR has committed to fully funding the costs for both the purchase and the installation of one CrossMod for each selected community.

The funds will be granted by HCR to the three Land Banks who will enter into purchase agreements with the CrossMod Home Producer selected through this RFP.

The Land Banks selected for this pilot were chosen based on a number of criteria, including proof of current ownership and site control of multiple lots currently zoned for new construction of infill single family homes, documented representations from local code, planning and zoning offices that HUD-certified factory-built housing is appropriate for the purposes of infill housing in specific residential neighborhoods where these vacant Land Bank-owned sites are located, and that this housing typology will not require a local zoning variance.

**Pilot Community Lot Specifications**

The Cross Mod Homes selected under this RFP (model and design selected may differ slightly depending on the specifications for each of the pilot cities) should be between 1200-1600 sft, and should be no less than 2 bedroom, 2 bath homes.

While each of the selected pilot communities have slightly varying specifications, the three pilot Land Banks have identified lots for consideration that are generally similar in size.

**Greater Syracuse Land Bank  
City of Syracuse**

Street Address	Parcel ID	Lot dimensions
139 Maxwell Ave.	070.-05-04.1	60' x 120'
131 Cannon St.	077.-02-46.0	52' x 169'
221-23 Cannon St.	077.-02-39.0	35' x 158' <i>Adjust lot line with 231-33 to make two 59' wide lots</i>
231-33 Cannon St.	077.-02-38.0	83' x 150'
135 Fage Ave	077.-24-09.0	60' x 132'
142 Forest Ave	077.-22-29.1	66' x 150'
131 Forest Ave	077.-21-11.1	75' x 150'
412-14 Shonnard St	097.-04-67.1	71' x 132'

523 Seymour St	097.-04-12.0	42' x 132'
527 Gifford	097.-01-37.0	43' x 132'
529 Gifford	097.-01-36.0	40' x 132'
114 Holland	097.-08-18.1	94' x 119'

**Capital Region Land Reutilization Corporation  
City of Schenectady**

Street Address	Parcel ID	Lot dimensions
702 Congress St.	49.45-3-35	36' x 150'
710 Congress St.	49.45-3-37	33' x 154'
719 Congress St.	49.46-2-43	38' x 124'
731 Congress St.	49.46-2-40	37' x 124'
821 Congress St.	49.46-5-70	48' x 100'
1423 Third Ave.	49.46-4-3	43' x 133'
1534 Third Ave.	49.45-3-60	66' x 150'

**Essex County Land Bank  
Town of Newcomb**

Street Address	Parcel ID	Lot dimensions
McIntyre Land	110.18-1-10.000	6 – Approx. 60' x 200' Lots

**Scope of Services**

The selected Home Producer:

- Must complete the manufacturing, delivery and installation (if applicable) of one home per community within 18 months or less from the time of contract execution with the local Land Banks.
- Must make senior leadership of the company available to meet with HCR, Land Bank staff and municipal staff from the three pilot communities to ensure the smooth adoption and approval this housing typology.
- Must be willing to work with Land Bank staff and local stakeholders through the site preparation and installation of homes from start to finish, i.e., Certificate of Occupancy.

**Eligible Proposal Qualifications**

Qualified proposals under this RFP must meet the following minimum qualifications:

- A minimum of one year demonstrated experience producing factory-built, HUD Code certified homes under the CrossMod name or another proprietary brand name. Note: modular producers that build homes to a local building code other than the accepted HUD Code are not eligible under this RFP;
- An active production facility that is located within 1500 miles of upstate NY (Syracuse). Note: distance from upstate NY and cost of transportation of the finished homes will be considered in the Home Producer selection evaluation;
- Ability to produce CrossMod model of between 1,200-1,600 sq. ft. with designs and configurations that demonstrate options for front or side entrances to accommodate narrow lots.
- Documentation supporting the proposed total development cost for the home build and an expected total cost for both delivery and installation (within a 10% margin).

- Demonstrated understanding of the housing markets in the three pilot communities including comparable housing prices, aesthetic design standards, and affordability targets.
- Capacity to replicate this pilot at a significant scale in the pilot cities and other communities across New York State, assuming the project is successful.

**Submission Guidelines:**

Include the following documents in one single PDF file. The program budget and narrative must not exceed eight (8) pages in total and must be inclusive of the cover letter, proposal and budget narrative, and program narrative.

**1. Cover Letter:**

- Provide the full legal name of the company and mailing address. Identify all owners, any relevant affiliates or DBAs;
- Name a specific point of contact for questions and correspondence related to this proposal, provide phone number and e-mail address.,

**2. Budget Proposal (Table & Narrative):**

- Provide a budget outlining the expected home build cost based on the locations and general specifications provided. This must include the anticipated manufacturing, delivery and installation costs per home and be prepared on the form provided.
- Provide any narrative needed to explain projected costs shown in budget table and to describe and document experience that informs the budget described. While it is anticipated that actual costs may vary as the project specifications clarify, we are looking for estimated cost for delivery of a turn-key ready home. Budgets that project a range of costs will be considered with explanations of the factors that impact total development costs.

**3. Proposal Narrative:**

- Describe the company’s history, current corporate structure and provide information that illustrates the size and scale of the company.
- Explain when the company began to produce CrossMods or other brand name of HUD-certified factory-built homes appropriate for residential siting, and how many units have been produced by your company since that time.
- Identify the company’s current annual production and any planned expansion. Describe the company’s interest and ability to scale up CrossMod production (and to what level of annual production) to potentially replicate this pilot across NY state.
- Describe the company’s existing capacity to support Land Banks in three communities through the design, purchase and installation of a CrossMod home. Be specific about the “hands on” technical support available:
- Describe the company’s plan to dedicate staff and resources toward working with the local partners to ensure the homes are suitable for infill placement in a residential community and aesthetically comparable to the local housing stock (within reason).
- Identify the proposed team (employee names and titles) and the role they will play in this pilot.
- Provide a projected timeline for production and delivery of the homes, and a description of plans for installation of the homes. Specifically outline which steps will be done by the company, by third party contractors affiliated with your company, or if installation of the home will require local contracting

that would not be handled by your company. If your company plans to subcontract directly with local contractors, identify if the company has a network of third-party contractors who are licensed for this type of installation in NY State.

- Ability to modify the model home to meet local requirements or requests such as alternate location for front door, or ability to add garage or porch after placement on foundation.

#### **4. Portfolio:**

Provide visual reference materials demonstrating the quality and aesthetics of current products. Include any photographs of similar urban or infill suburban projects. Include designs and configurations that demonstrate options for front or side entrances to accommodate narrow lots. (Photos will not be counted toward the 8 Page budget and narrative limit).

Submit the complete proposal to: [NOFA\\_Applications@hcr.ny.gov](mailto:NOFA_Applications@hcr.ny.gov) by the submission deadline.

#### **Evaluation and Selection Criteria**

Proposals will be examined for completeness and eligibility. Incomplete proposals and those that do not meet eligibility requirements may be rejected as ineligible. Complete proposals and those that meet eligibility requirements will be reviewed and rated. The maximum rating is 100 points.

##### **1. Technical Proposal Evaluation (70 points):**

The Agency's Review Committee will independently score each proposal to identify a proposal with the highest probability of satisfactorily providing the services described in the Scope of Services of this RFP. Specifically:

- Organizational Capacity
- Experience
- Ability & willingness to coordinate activities with HCR, participating Land Banks and Local Housing officials
- Readiness & Timeliness
- Ability to Scale

##### **2. Cost Proposal (maximum 30 points)**

The Agency's Review Committee will independently review and evaluate each budget proposal to consider cost reasonableness and alignment with the goals of the pilot program.

### Application and Award Timeline

Issuance of RFP	Friday, August 16 <sup>th</sup> , 2024
Technical Assistance – Q&A Session <a href="#">Register for online meeting here.</a>	Wednesday, September 18 <sup>th</sup> , 2024
Deadline for Submission of Proposals	Monday, September 30 <sup>th</sup> , 2024
Revised Proposal Period and Interview(s) (if needed)	Wednesday, October 16 <sup>th</sup> - Friday, October 18 <sup>th</sup> , 2024
Anticipated Preliminary Award Selection (award(s) will be contingent on HTFC Board approval, which will occur after this date)	Monday, October 21 <sup>st</sup> , 2024

HTFC further reserves the right to:

- Waive any requirement contained in this RFP or revise the terms or schedules or extend this RFP at its discretion.
- Communicate with a proposer for the purpose of addressing clerical and mathematical errors in applications.
- Not to issue an award or contract if it has been determined that the proposer is not in compliance with existing contracts and has not taken satisfactory steps to remedy such non-compliance. Activities that commence prior to contract execution and environmental review will not be eligible for reimbursement.
- Change or disallow aspects of the proposals received and may make such changes an expressed condition of its commitment to provide funding for proposed activities. Selection of an applicant does not confirm eligibility of all activities included in a proposal.

It is the sole responsibility of the proposer to ensure proposals are submitted and received by the submission deadline. HCR and HTFC are not responsible for any applications that are not received due to technical issues related to email submission. Applicants are encouraged to request and retain email confirmation of receipt from HCR.

Notification of changes in connection with this RFP will be posted and made available to all interested parties via <https://hcr.ny.gov/funding-opportunities>

### Award Recommendations and HTFC Board Approval

Awards are recommended based on available funding, proposal quality and project feasibility as determined by the review and rating of an application. The evaluation and selection criteria are detailed in the RFP. Recommendations are advanced to the HTFC Board for consideration and the Resilient Retrofits award must be approved by the HTFC Board prior to the execution of a grant agreement.

### Application Status and Notification



Applicants will receive one of the notifications below in response to their application:

- *Incomplete*: Proposal presents potentially eligible project but provides insufficient information. Applicant may be provided with an opportunity to submit additional documentation.
- *Non-Selection Notification*: Proposal is incomplete, non-competitive, not viable for selection under this RFP.
- *Preliminary Selection Notification*: Proposal is complete, eligible, competitive and most feasible among proposals received. The proposal has been recommended for selection.

#### **Minority and/or Women Owned Business Enterprise Participation**

HTFC is committed to awarding contracts to firms that are dedicated to Diversity and provide high quality services. HTFC strongly encourages firms that are certified by the State as MWBEs to submit responses to this RFP. All MWBE firms submitting proposals to this RFP should be registered as such as with the State's Empire State Development (ESD).

#### Questions

Any questions regarding this RFP or the submittal process should be directed to:

[NOFA\\_applications@hcr.ny.gov](mailto:NOFA_applications@hcr.ny.gov)

#### Attachments:

Budget Template