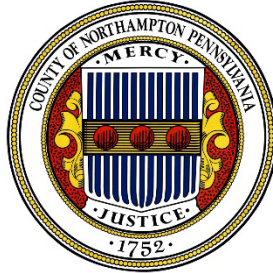


Northampton County



2025 Affordable Housing Program Grant Guidelines

Application Process Opens: 8:30 A.M. Monday, September 8, 2025
Deadline: 4:00 P.M., Friday, October 17, 2025

Funding Requests are currently being accepted for projects that will take place in Calendar Year 2026. All projects funded under this announcement must be completed within Calendar Year 2026. Grant awards are expected to be announced December of 2025.

Please review these guidelines carefully for eligibility requirements and application submission procedures. Incomplete applications will not be considered.

Northampton County Affordable Housing Program Grant Guidelines 2025 Grant Process

SECTION I: PROGRAM OVERVIEW

The County of Northampton will competitively award grant funds from the Affordable Housing Program Grant. The funds for this program are generated through the implementation of Ordinance 322 of 1998, as authorized by PA Act 1992-137.

The grant is designed to fund projects that maintain or increase the availability of quality, affordable housing for residents in Northampton County whose annual incomes are at or below 80% of the household median income for the County using the U.S. Department of Housing and Urban Development's Section 8 Income Limits for 2025, as included in these guidelines as Exhibit 1, and provide support to emergency housing providers and transitional housing facilities in Northampton County.

SECTION II: ELIGIBILITY

A. Eligible Applicants

Applicants must fall within one of the categories identified below:

1. Federally registered non-profit entity (501(c)(3) or 501(c)(4))
2. Public agencies
3. Local governments
4. Government authorities
5. For profit, low-income housing developers

B. Eligible Projects

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

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

SECTION III: PROGRAM REQUIREMENTS

- A. Nondiscrimination** - No assistance will be awarded unless grantee certifies to the grantor that it shall not discriminate against any employee or against any person seeking employment because of race, religion, color, handicap, national origin, age, or sex. All contracts for work to be paid with grant funds must contain the Commonwealth's official nondiscrimination clause.
- B. Project Records** - The grantee must maintain full and accurate records with respect to the project. The County of Northampton and its designees shall have access to such records, as well as the ability to inspect all project work, invoices, materials, and other relevant records at reasonable times and places.
- C. Contracting Requirements** – Contracting shall be done in accordance with all applicable federal, state and local requirements and guidelines. It shall be the responsibility of the Grantee/Sub-grantee to ensure that such requirements and guidelines are followed. **Construction projects may be subject to Pennsylvania Prevailing Wage requirements. Please click [here](#) for applicability.** Northampton County's Competitive Bid Requirements can be found in Exhibit 2 of the guidelines.
- D. Disbursement of Award Funds** – Funds will be disbursed on a reimbursement or cost incurrence basis upon request by the recipient. Reimbursement requests and reimbursement request forms will be completed in the Neighborly system. Supporting documentation including invoices, receipts, contracts, cancelled check(s), etc. will be required for all eligible expenses including match requirements.

SECTION IV: PROGRAM CONDITIONS

- A. Eligible entities can apply for up to \$50,000 per application/project. The County reserves the right to fund proposals at a higher or lower amount at its sole discretion.
- B. Grants are awarded based on merit and are subject to the availability of funds.
- C. The project may not commence prior to the timeframe established in the grant agreement. Project costs incurred prior are ineligible for reimbursement.
- D. Funds are released on a reimbursement/cost incurrence basis only.
- E. To be eligible for reimbursement, project costs must be incurred within the timeframe established.

- F. The organization's application will become a part of the grant agreement between the organization and the County of Northampton.
- G. **Please note, applications may not be funded to the fullest amount requested.**
Therefore, if application receives partial funding a determination will need to occur as to whether the project can continue. All applicants are urged to have contingency plans should they not receive their entire grant.
- H. Past/Current Northampton County Grant Recipients with overdue reports and outstanding grant requirements may not be eligible to apply for or receive funding.

SECTION V: PROGRAM REPORTING CONDITIONS

A. Reporting

Grantees are required to submit Semi-Annual Performance and Project Closeout Reports to NCDCED. Disbursement of funds and future grant awards are contingent upon the timely submission of these reports. Reports are submitted through Neighborly.

B. Monitoring/Auditing

NCDCED may conduct onsite monitoring at any point during the grant agreement term and/or at the completion of the project. Grant recipients may be subject to one or more audits. Grantees will be required to cooperate fully with those audits and provide all requested documentation in connection with those audits.

C. Income Verification

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

SECTION VI: APPLICATION PROCEDURES

To apply for funding, the applicant must submit an application through Neighborly located at: <https://portal.neighborlysoftware.com/NORTHAMPTONCOUNTYPA/participant> (Register in the Participant Portal if you have not previously done so. Please reference the Participant Portal User Guide.)

Applications will be accepted between September 8, 2025 and October 17, 2025. All applications must be received by 4:00 p.m. on October 17, 2025.

A. Submission Requirements

1. Project Budget:

Using the budget table in Neighborly, provide a detailed budget, including all sources and uses of funds for the project from start to finish, including multiple project phases, if applicable. Application also requires cost estimates to be uploaded as a source of determining amount of funds requested.

(Competitive bid procedures are not required for application, only if awarded.) Budgets submitted without documentation will not be eligible for consideration. Enter whole numbers, rounded to the nearest one hundred dollars.

2. Budget Narrative including:

- Description of how the grant funds will be used.
- List of match source(s) including match amount for each source, if any. (Please note, there is no match requirement for this grant.)

3. Project Narrative including:

- Project description.
 - Highlight any partnerships and/or innovative elements of the project.
 - Construction/Renovation projects require a current status list of permits and zoning variances, as well as, a copy of contract(s) for any vendor service already bid and/or executed (general contracts, architects, engineers, etc.). Grant award may not be used for expenses/activities encumbered prior to the terms of grant agreement.
- Project schedule with key milestones and dates.

4. Any agency applying for funding must also submit:

- IRS letter indicating 501(c)(3) or 501(c)(4) status (non-profit entities only)
- Organization Description
- W-9
- Most recent audited financial statements or most recent year-end financial statement

SECTION VII: APPLICATION EVALUATION

Scoring Criteria	
1	Project Need & Approach
2	Use of Funds
3	Organizational Capacity
4	Partnerships/Leverage
5	Community Impact
6	People Served/Longevity of Affordability

SECTION VIII: PROCEDURES FOR ACCESSING FUNDS

Upon approval, a grant agreement between the grantee and the County of Northampton will be issued. Award recipients will be required to provide a Certificate of Insurance for the project, listing the County of Northampton as additional insured.

Reimbursement/Draw requests will be completed through Neighborly as costs are incurred or once project is complete.

SECTION IX: PROGRAM INQUIRIES

Program inquiries should be directed to:

Northampton County Department of Community & Economic Development
Sarah Ortiz, Community & Economic Development Specialist
610-829-6308, sortiz@norcopa.gov

Exhibit 1

Northampton County Income Limits by Household Size FY 2025

# IN HOUSEHOLD	MODERATE LOW INCOME: 80% OF THE MEDIAN INCOME	VERY LOW INCOME: 50% OF THE MEDIAN INCOME	EXTREMELY LOW INCOME: 30% OF THE MEDIAN INCOME
1 PERSON	\$ 56,150	\$ 35,100	\$ 21,050
2 PERSON	\$ 64,150	\$ 40,100	\$ 24,050
3 PERSON	\$ 72,150	\$ 45,100	\$27,050
4 PERSON	\$ 80,150	\$ 50,100	\$ 32,150
5 PERSON	\$ 86,600	\$ 54,150	\$ 37,650
6 PERSON	\$ 93,000	\$ 58,150	\$ 43,150
7 PERSON	\$ 99,400	\$ 62,150	\$ 48,650
8 + PERSON	\$ 105,800	\$ 66,150	\$ 54,150

HOUSEHOLD MEDIAN INCOME:

\$ 100,200

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

Exhibit 2

COMPETITIVE BID REQUIREMENTS

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

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

Documented costs may include quotes or advertisements (e.g.: online cost comparisons). Remember to keep copies of all quotes/costs in your project record, as this verifies you followed the appropriate procurement method.

Selecting a good or service through the Commonwealth of Pennsylvania's cooperative purchasing program administered by the Department of General Services (DGS) Bureau of Procurement, the COSTARS Program, is an acceptable alternative to the methods listed above.

PREPARING FOR COMPETITIVE BIDS

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

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

ACQUISITION OF ARCHITECTURAL/ENGINEERING SERVICES

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

Note the following requirements if your project is federally funded:

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

VENDOR PREFERENCE

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

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

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

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

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

Repeat for the following counties:

- Bucks
- Carbon
- Lehigh
- Monroe

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

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