



**Livingston County Land Bank Corporation**

**Request for Proposals**

**Income Monitoring and Compliance Services**

**Issue Date: March 27, 2026**

**Deadline: April 17, 2026**

**Time: 2:00 PM**

**Interviews: April 20, 2026**

## **Purpose**

The purpose of this Request for Proposals (RFP) is to select a qualified Consultant or firm to provide income verification and compliance monitoring services for the Livingston County Land Bank Corporation (hereafter referred to as the "Land Bank"). These services will support the Land Bank's administration of housing programs including, but not limited to, the New York State Vacant Rental Program (VRP) and Mobile and Manufactured Home Replacement Program (MMHR), as well as any future housing programs requiring similar income verification and compliance monitoring services. The Land Bank seeks to engage a qualified professional services provider to conduct all income eligibility verifications and ongoing compliance monitoring activities required under these programs. The selected Consultant will work directly with program participants (property owners, tenants, and homeowners) and report to the Land Bank, which serves as the Local Program Administrator (LPA) for VRP and as a subrecipient under MMHR.

## **Background**

### *Vacant Rental Program (VRP)*

The Land Bank has been awarded \$2,500,000 of VRP funding from New York Housing Trust Fund Corporation funding for the rehabilitation of 1-5 unit vacant rental properties in Livingston County. Property owners who receive VRP assistance must rent assisted units to income-qualified tenants (at or below 60% or 80% Area Median Income depending on award type) at restricted rent levels for a ten (10) year Regulatory Period. The Land Bank serves as the Local Program Administrator for this program with New York State Homes and Community Renewal (HCR) as the State agency responsible for the grant.

### *Mobile and Manufactured Home Replacement Program (MMHR)*

Livingston County has been awarded \$500,000 in MMHR funding from New York State Housing Trust Fund Corporation with the Land Bank serving as a subrecipient of this funding. The MMHR Program provides funding to replace dilapidated mobile or manufactured homes with new manufactured housing. Eligible homeowners must have household incomes at or below 80% Area Median Income. Assisted properties are subject to a ten (10) year Regulatory Period requiring continued owner-occupancy. Livingston County serves as the LPA for MMHR, with the Land Bank responsible for income monitoring activities.

### *Future Programs*

The Land Bank anticipates administering additional housing programs that may require similar income verification and compliance monitoring services. Provided that these future proposals do not require the Land Bank to undertake a separate procurement process for such services, the awarded Consultant should be prepared to expand services through contract amendments or task orders based on the pricing proposed in this RFP as future programs are acquired.

### *Estimated Volume*

The following volume estimates are provided for proposal planning purposes only. Actual volumes may vary based on program activity and future grant awards.

VRP Program: Volume will vary based on grant funding levels and property owner participation. The Land Bank estimates plan on expending the full \$2,500,000 which will assist an estimated 40 units.

MMHR Program: Approximately 4 homeowner units currently projected under the existing grant agreement.

## **Scope of Services**

The following scope of work outlines the services required under this RFP. Tasks are organized by program, with common administrative tasks applicable to all programs. The Consultant is encouraged to propose efficient methods for delivering these services while meeting all program requirements.

### *TASK 1: VRP Initial Income Eligibility Verification*

1. The Consultant will verify tenant household income eligibility prior to initial lease execution for each VRP-assisted unit, ensuring compliance with applicable income limits (60% or 80% AMI based on award type).
2. The Consultant will collect and review appropriate income documentation from prospective tenants, which may include pay stubs, tax returns, benefit statements, employer verification, or approved income proxies (e.g., documentation of participation in other income-restricted programs such as SNAP or WIC).
3. The Consultant will calculate total household income using HUD-published Area Median Income limits for the applicable geography and household size.
4. The Consultant will coordinate with property owners throughout the income eligibility verification process.
5. The Consultant will provide written determination of eligibility or ineligibility to the Land Bank within a reasonable timeframe.
6. Establish and maintain a documented protocol for addressing prospective tenants who are non-responsive or uncooperative during the income verification process, including reasonable follow-up efforts, notification to the property owner when verification cannot be completed, and record keeping of all contact attempts and outcomes.

Note: If tenant's household income increases above the income limit after signing a lease, the tenant may continue to occupy the unit and may continue to renew their lease. Tenant income verification is only required for the selection of a new tenant.

Deliverables: Income Eligibility Determination Report for each prospective tenant, including supporting documentation and calculation methodology. Protocol for non-responsive or uncooperative tenants established.

### *TASK 2: VRP Tenant Turnover Income Verification*

1. The Consultant will verify income eligibility for all new tenants when tenant turnover occurs in VRP-assisted units during the ten-year regulatory period.
2. The Consultant will use the same verification procedures and documentation requirements as initial eligibility verification.
3. The Consultant will ensure income verification uses the most current HUD-published income limits in effect at the time of tenant selection.

Deliverable: Income Eligibility Determination Report for each new tenant during the regulatory period delivered to the Land Bank at the time of the turnover with accurate records of this maintained.

### *TASK 3: VRP Rent Limit Compliance Monitoring*

1. The Consultant will calculate maximum allowable rent for each VRP-assisted unit using the Novogradac Rent & Income Limit Calculator and applicable utility allowance tables.
2. The Consultant will verify that property owners are charging rents that do not exceed the maximum rent limit, accounting for tenant-paid utilities.
3. The Consultant will recalculate and communicate updated rent limits to property owners annually when HUD publishes new AMI figures (typically April 1<sup>st</sup> each year).
4. The Consultant will complete the Maximum Rent Limit Worksheet provided by NYS Homes and Community Renewal for each assisted unit.

Deliverables: Completed Maximum Rent Limit Worksheet for each unit; Annual notification to property owners and Land Bank of updated rent limits.

### *TASK 4: VRP Annual Compliance Re-Certification*

1. The Consultant will administer the annual compliance re-certification process, collecting signed certifications from each participating property owner confirming: continued property ownership; income qualification of any new tenants; compliance with maximum rent limits; and that assisted units are maintained in good operating condition.
2. The Consultant will review supporting documentation submitted with re-certifications, including copies of executed leases for any new tenants.
3. The Consultant will verify compliance with program requirements and identify any non-compliance issues.
4. The Consultant will follow up with property owners to resolve any identified deficiencies and document corrective actions.
5. The Consultant will provide grant coordination submitting any necessary documentation to HCR.

Deliverable: Annual Compliance Summary Report to the Land Bank documenting re-certification status for all assisted properties, including any identified deficiencies and resolution status.

*TASK 5: VRP Owner Income Verification Monitoring*

1. Where property owners are permitted to conduct their own tenant income verification, the Consultant will monitor that income qualification procedures are being performed correctly.
2. The Consultant will conduct spot-check reviews of at least 20% of all income verifications performed by property owners to ensure compliance with program requirements and report the findings to the Land Bank.
3. The Consultant will provide technical assistance to property owners on proper income verification procedures as needed.
4. If property owners are non-compliant the Consultant will notify them and exhaust all reasonable efforts to cure the non-compliance with documentation of efforts maintained.

Deliverable: Documentation of spot-check reviews conducted and findings; technical assistance documentation as applicable. Non-compliance issues cured if present and efforts to do so documented.

*TASK 6: VRP Site Visit Inspections*

1. The Consultant will conduct site visit inspections of at least 20% of all VRP-assisted units each year to confirm that units are in good operating order and condition and are not being neglected by property owners for maintenance.
2. The Consultant will document each site visit inspection and provide written communication to the property owner of any deficiencies identified or notice of no deficiencies.
3. The Consultant will schedule inspections to ensure each assisted unit is inspected at least twice over the ten-year Regulatory Period. Annual visits to each unit are not required.

Deliverables: Site Visit Inspection Reports for each unit inspected; written deficiency notices or clearance letters to property owners; Annual summary of inspections conducted.

*TASK 7: MMHR Initial Income Eligibility Verification*

1. The Consultant will verify homeowner household income eligibility for MMHR Program applicants, ensuring household income does not exceed 80% of Area Median Income.
2. The Consultant will collect and review appropriate income documentation from applicant homeowners (e.g., SSI statements, pay stubs, tax returns).

3. The Consultant will calculate total household income using HUD-published Area Median Income limits for the applicable geography and household size.
4. Income eligibility verification must be completed within 12 months of a Project Setup request to NYS Homes and Community Renewal.
5. Provide documentation showing that the participating homeowner(s) have financial capacity to maintain ownership and meet property standards for the regulatory period

Deliverable: Income Eligibility Determination Report for each MMHR applicant, including supporting documentation and calculation methodology.

#### *TASK 8: MMHR Ownership and Residency Monitoring*

1. The Consultant will monitor MMHR-assisted properties during the ten-year Regulatory Period to ensure continued compliance with ownership and primary residency requirements.
2. The Consultant will establish procedures to verify that assisted homeowners continue to own and occupy the assisted property as their primary residence.
3. The Consultant will identify and report any changes in ownership or residency status to the Land Bank promptly.
4. The Consultant will coordinate with the Land Bank on any non-compliance situations requiring recapture of program funds.

Deliverables: Annual ownership and residency verification documentation for each MMHR-assisted property; immediate notification to Land Bank of any identified non-compliance.

#### *TASK 9: Record Keeping and Documentation*

1. The Consultant will maintain complete and organized records of all income verification activities, compliance monitoring, and related correspondence.
2. The Consultant will retain all program records for a minimum of six (6) years following the end of the Regulatory Period, or longer if required by program regulations.
3. The Consultant will provide records to the Land Bank upon request and make records available for review by NYS Homes and Community Renewal or other authorized parties during audits or compliance reviews.
4. The Consultant will transfer all records to the Land Bank at contract termination or upon request.

Deliverables: Organized file system accessible to Land Bank; complete project files for each assisted property/household; records transfer at contract conclusion.

### *TASK 10: Reporting and Communication*

1. The Consultant will provide annual compliance reports for each program to the Land Bank summarizing monitoring activities, compliance status, and any issues identified.
2. The Consultant will immediately notify the Land Bank of any significant compliance issues, potential fraud, or situations requiring urgent attention.
3. The Consultant will coordinate with Land Bank staff to support reporting requirements to NYS Homes and Community Renewal.
4. The Consultant will participate in regular meetings with Land Bank staff to discuss program status and coordination.
5. Accurate records are maintained throughout the project.

Deliverables: Annual Compliance Summary Report for each program, ad-hoc issue reports as needed, regular meetings attended, and documentation maintained.

### *TASK 11: Future Program Services (As Needed)*

1. The Consultant will be available to provide income verification and compliance monitoring services for additional housing programs acquired by the Land Bank through contract amendments or task orders.
2. The Consultant will work with the Land Bank to understand the requirements of any new programs and develop appropriate monitoring procedures.
3. Pricing for future program services will be negotiated based on the fee structure established in the initial contract.

Deliverable: Services as defined in executed task orders or contract amendments.

## **Contract Term; Compliance with Funding Sources**

The initial contract term shall be for a period of three (3) years from contract execution, with the option to renew annually thereafter at the mutual agreement of both parties. Given the anticipated ten-year regulatory periods associated with VRP and MMHR grants, and potential add-on services for future housing programs the Land Bank may participate in, the Land Bank anticipates a long-term service relationship with the selected Consultant, subject to satisfactory performance. The selected Consultant will be required to enter into the attached consulting agreement with the Land Bank.

Funding for the services for which proposals are being sought pursuant to this RFP are being provided to the Land Bank through grant funding made available from the New York State Housing Trust Funding Corporation through its VRP and Land Bank Initiative programs. The selected Consultant will be required to comply with all applicable program requirements, which will be incorporated into the consulting agreement with the Land Bank.

## **MWBE Participation Goals**

The Land Bank is required by the Housing Trust Fund Corporation as a condition of funding made available for the VRP to achieve twenty (20) percent MBE and ten (10) percent WBE participation.

The Land Bank will and will cause its contractors and subcontractors to take good faith actions to achieve the M/WBE contract participations goals set by the Stat for that area in which the State-funded project is located, by taking the following steps:

- a. Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified MBEs or WBEs, including solicitations to M/WBE contractor associations.
- b. Request a list of State-certified M/WBEs from Agency(ies) and solicit bids from them directly.
- c. Ensure that plans, specifications, request for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBEs.
- d. Where feasible, divide the work into smaller portions to enhanced participations by M/WBEs and encourage the formation of joint venture and other partnerships among M/WBE contractors to enhance their participation.
- e. Document and maintain records of bid solicitation, including those to M/WBEs and the results thereof. Contractor will also maintain records of actions that its subcontractors have taken toward meeting M/WBE contract participation goals.
- f. Ensure that progress payments to M/WBEs are made on a timely basis so that undue financial hardship is avoided, and that bonding and other credit requirements are waived or appropriate alternatives developed to encourage M/WBE participation.

## **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

1. Experience with income verification and compliance monitoring for affordable housing programs
2. Knowledge of NYS housing programs (VRP, MMHR) or similar state/federal housing programs
3. Qualifications and experience of personnel assigned to perform services
4. Proposed methodology and approach to service delivery
5. Capacity to meet program timelines and scale services as needed
6. Cost effectiveness and reasonableness of proposed pricing
7. Quality of references from similar engagements

8. Proposal is in the best interest of the Livingston County Land Bank

## **Interviews**

The Land Bank may, at its sole discretion, invite one or more respondents to participate in an interview as part of the evaluation process. Interviews are tentatively scheduled for April 20, 2026. Respondents selected for an interview will be notified following the initial evaluation of written proposals.

The purpose of the interview is to allow the Land Bank to further assess a respondent's qualifications, approach, and capacity for performing the services described in this RFP. Interviews may include questions regarding the respondent's proposed methodology, experience with similar programs, staffing, and ability to meet program timelines. Respondents should be prepared to have key personnel who would be assigned to this engagement available for the interview. The Land Bank reserves the right to make an award based solely on the written proposals without conducting interviews.

## **Submission of Proposal**

SEALED PROPOSALS for the Income Monitoring and Compliance Services will be accepted at the Livingston County Land Bank, 6 Court Street, Room 305, Geneseo, NY 14454 until 2 p.m. on April 17, 2026. No fax or email submissions will be accepted.

### *Required submissions:*

Envelope 1: The Consultant must provide 1 paper copy and 1 electronic copy of the technical proposal.

Envelope 2: The Consultant must provide 1 paper copy and 1 electronic copy of the Price Proposal.

Envelope 3: The Consultant must provide 1 set of the required forms.

The outside of the proposal package should be clearly marked "Livingston County Land Bank Income Monitoring and Compliance Services." The package should contain three separate envelopes, as follows:

### *1. Technical Proposal*

1. Project approach for each task.
2. Statement of qualifications/experience with similar projects.
3. Names, positions, and responsibilities of key personnel involved in the project, including resumes.
4. Three references, including contact names and telephone number and/or email address.

## 2. *Pricing Proposal*

Proposers shall submit a detailed pricing proposal that clearly identifies the cost of services. The Land Bank is open to various pricing structures and encourages proposers to recommend the approach that best fits the nature of the services. Possible pricing structures include, but are not limited to:

1. Per-verification fee (for initial and turnover income verifications)
2. Per-unit annual monitoring fee
3. Per-inspection fee for site visits
4. Hourly rates for specific services
5. Annual flat fee by program
6. Combination of the above

The pricing proposal should clearly define what is included in each fee and identify any assumptions regarding volume or scope. Proposers should indicate pricing for the initial three-year term and any proposed escalation for renewal periods.

## 3. *Required Forms*

1. Proposer Certification
2. Signed Land Bank Appendices
3. Certificate of Insurance listing Livingston County Land Bank, New York State, and New York State Housing Trust Fund Corporation as certificate holder
4. Additional Insured endorsement listing Livingston County Land Bank, New York State, and New York State Housing Trust Fund Corporation as additional insured

Minority and women-owned businesses are strongly encouraged to apply.

## **Project Contact**

Questions regarding this RFP must be submitted to:

Nate Cole  
Principal Community Development Specialist  
Phone: (585) 243-7563  
Natecole@livingstoncountyny.gov  
6 Court Street - Room 305  
Geneseo, NY 14454

Questions must be received by April 10, 2026 Responses will be provided in writing and posted on [livingstoncountylandbank.org](http://livingstoncountylandbank.org) by April 15, 2026

