



# COUNTY OF ERIE

**MARK C. POLONCARZ**  
COUNTY EXECUTIVE

April 21, 2014

Erie County Legislature  
92 Franklin Street, 4<sup>th</sup> Floor  
Buffalo, New York 14202

**RE: Contract with Northeast and Bucks Company T/A Mullin & Lonergan Associates Inc. for preparation of the 2015-2019 Consolidated Plan and Annual Action Plan for the Erie County Community Development Block Grant (CDBG) Consortium and the Town of Hamburg**

Dear Honorable Members:

Enclosed please find a suggested resolution and accompanying memorandum pertaining to a contract with Mullin & Lonergan Associates for preparation of the Erie County/Town of Hamburg Five-Year Consolidated Plan and Annual Action Plan, which is required to be submitted to the US Department of Housing and Urban Development on or about February 14, 2015.

Should your Honorable Body require further information, I encourage you to contact Deputy Commissioner Thomas J. Dearing at the Department of Environment and Planning. Thank you for your consideration on this matter.

Sincerely,

A handwritten signature in blue ink that reads "Mark C. Poloncarz". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mark C. Poloncarz, Esq.  
Erie County Executive

MCP/cw  
Enclosure

cc: Maria R. Whyte, Commissioner  
Thomas J. Dearing, Deputy Commissioner

## **MEMORANDUM**

**To:** Honorable Members of the Erie County Legislature  
**From:** Environment and Planning  
**Re:** Contract with Northeast and Bucks Company T/A Mullin & Lonergan Associates, Inc. for preparation of the 2015-2019 Consolidated Plan and Annual Action Plan for the Erie County Community Development Block Grant (CDBG) Consortium and the Town of Hamburg  
**Date:** April 21, 2014

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### **SUMMARY**

The Department of Environment and Planning is seeking authorization for the County Executive to execute a contract with Northeast and Bucks Company T/A Mullin & Lonergan Associates, Inc. for an amount not to exceed \$25,686. The agreement would direct the company to prepare the 2015-2019 Consolidated Plan and Annual Action Plan document on behalf of Erie County and the Town of Hamburg which will be submitted to the US Department of Housing and Urban Development.

### **FISCAL IMPLICATIONS**

There are no County funds involved, thus there is no fiscal impact to Erie County. The monies are available within the Erie County Community Development Block Grant (CDBG) budget. The proposed resolution requests that a total amount of \$25,686 be allocated from available funds in the SAP Account J.00513, 2013-14 CDBG Program. An additional \$3,853 is being requested from the same account for contract contingencies.

### **REASONS FOR RECOMMENDATION**

Erie County, as an entitlement jurisdiction, annually receives federal CDBG, HOME Investment Partnership, and Emergency Solutions Grant (ESG) funds from the Department of Housing and Urban Development (HUD) to benefit the communities illustrated on Attachment A of this memorandum. Funds are targeted toward low- and moderate-income households and aid in furthering a variety of housing, economic development, planning, and community development activities in the member municipalities of the Consortium. Further, the Town of Hamburg receives CDBG and HOME funds to conduct similar activities within the town boundaries, and is required to submit their plan with the Erie County document.

A requisite of obtaining these funds is preparation of a Five-Year Consolidated Plan and Annual Action Plan. The previous Five-Year was completed in 2010. The Consolidated Plan describes community needs, resources, priorities, and proposed activities to be undertaken with the federal funding sources listed above. The Consolidated Plan is a very involved and time consuming document, requiring a housing and homeless needs assessment, housing market analysis, strategic plan, one-year action plan, and a lengthy citizen participation process.

## **BACKGROUND INFORMATION**

A Request for Proposal was issued for the Consolidated Plan in compliance with Section 19.08 of the Erie County Administrative Code. Three firms responded to the document. The result of the consultant review is included as Attachment B to the resolution.

## **CONSEQUENCES OF NEGATIVE ACTION**

Failure to prepare and submit the Five-Year Consolidated Plan and Action Plan to HUD in a timely manner would jeopardize receipt of approximately \$3,500,000 in federal CDBG, HOME, and ESG funds in 2015.

## **STEPS FOLLOWING APPROVAL**

Funding agreements will be executed and contract negotiations with Mullin & Lonergan Associates, Inc. will be initiated by the Department of Environment and Planning.

A RESOLUTION SUBMITTED BY:  
DEPARTMENT OF ENVIRONMENT AND PLANNING

Re: Contract with Northeast and Bucks Company T/A Mullin & Lonergan Associates, Inc. for preparation of the 2015-2019 Consolidated Plan and Annual Action Plan for the Erie County Community Development Block Grant (CDBG) Consortium and the Town of Hamburg

WHEREAS, the Erie County Department of Environment and Planning serves as the administrative agent for the Erie County Community Development Block Grant Consortium and the Erie County/Town of West Seneca/Town of Hamburg HOME Investment Partnership Consortium; and

WHEREAS, a major responsibility of the Department as the administrative agent is the preparation of the Five-Year Consolidated Plan inclusive of an Annual Action Plan, and submittal of same to the US Department of Housing and Urban Development (HUD); and

WHEREAS, preparation of the 2015-2019 Consolidated Plan and Action Plan must be completed on or about February 14, 2015 so as not to jeopardize federal CDBG, HOME and Emergency Solutions Grant (ESG) funds; and

WHEREAS, funding for the Five-Year Consolidated Plan and Action Plan will be made available through federal Community Development Block Grant monies available to Erie County; and

WHEREAS, the request for proposal provision of Section 19.08 of the Erie County Administrative Code was complied with and a summary of the process is attached to this resolution.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Executive, on behalf of the Erie County Community Development Block Grant Consortium and Erie County/Town of Hamburg HOME Consortium, is hereby authorized to execute any and all agreements with Northeast and Bucks Company T/A Mullin & Lonergan Associates, Inc. in an amount not to exceed \$25,686 for the purpose of preparing the Five-Year Consolidated Plan and Annual Action Plan; and be it further

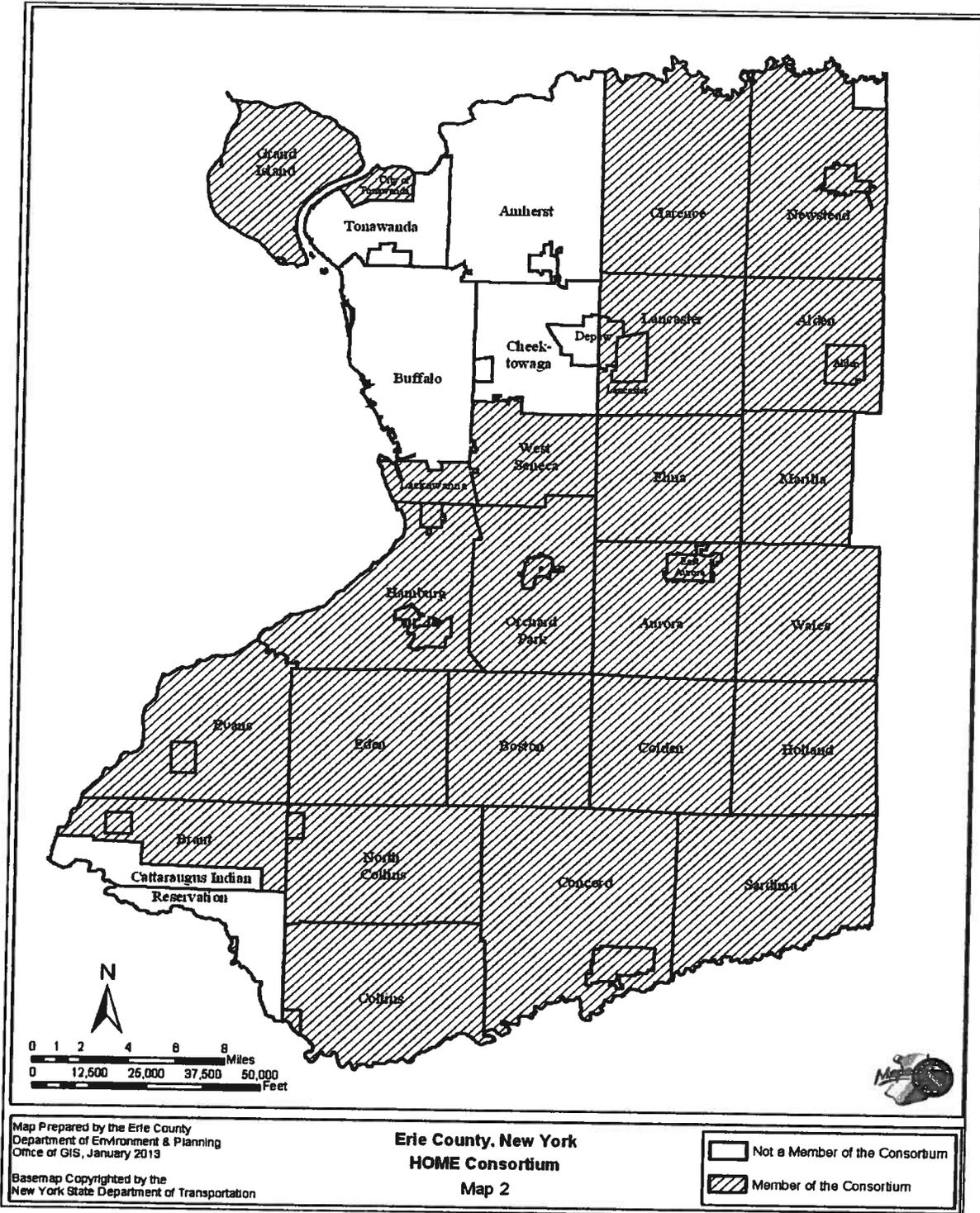
RESOLVED, that the County Executive be authorized to execute contract amendments to the aforementioned contract in a cumulative amount not to exceed \$3,853; and be it further

RESOLVED, that said funding amounts shall be allocated from SAP Account J.00513, 2013-14 CDBG Program; and be it further

RESOLVED, that certified copies of this resolution shall be forwarded to the County Executive; the County Comptroller; the County Attorney; the Director of the Division of Budget and Management; and the Commissioner of the Department of Environment and Planning.

# ATTACHMENT A

## HOME Consortium



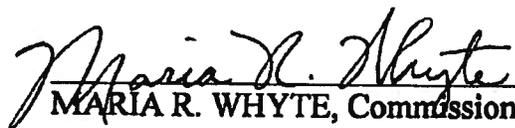
## ATTACHMENT B

### Erie County / Town of Hamburg 2015-2019 Consolidated Plan and Annual Action Plan

#### Qualifications Rating Sheet – Review Rank (With #1 Being Highest Rank)

Consulting Firm  Reviewer	Mullin & Lonergan Associates	H. Sichertman & Company, Inc.	WFN Associates
Susan DiVita – Associate Planner Town of Amherst	1	3	2
Christopher Hull, Director of Community Development Town of Hamburg	1	2	3
Diane Cadle, Senior Housing Specialist and Ellary Mori, Housing Specialist, DEP	1	3	2
James Hartz, Director of Community Development Town of Tonawanda	1	3	2
Carla Kosmerl, Director of Community Development Town of Cheektowaga	1	3	2

In my opinion, in recommending Mullin & Lonergan Associates, Inc. to prepare the 2015-2019 Consolidated Plan and Annual Action Plan for the Erie County Community Development Block Grant (CDBG) Consortium and the Town of Hamburg, the Department of Environment and Planning (DEP) has complied with all applicable provisions of Section 19.08 of the Erie County Administrative Code. Scoring Sheets and other material related to this matter are available for review at the DEP office during regular business hours.

  
 MARIA R. WHYTE, Commissioner