

**Village of Malone  
Request for Proposals for  
Grant Writing, Grant Administration, and Program/Project Delivery Services  
2010, 2011, 2012**

The Village of Malone seeks a qualified consultant to provide grant writing, grant administration and program/project delivery services for a number of different grants that it may choose to apply for over the course of the next three years (2010, 2011 and 2012), including, but not limited to:

Office for Community Renewal (OCR) Programs: CDBG Annual Competitive Round, Economic Development Open Round, Strategic Planning Technical Assistance, or New York Main Street

The New York State Office for Community Renewal (OCR) offers a range of grant programs to ensure decent affordable housing, provide services to the most vulnerable in our communities, create jobs through the expansion and retention of businesses, and revitalize Main Street areas.

HOME

The New York State HOME Program is administered by the New York State Housing Trust Fund. The program uses federal HOME Investment Partnership Program funds to expand the supply of decent, safe, and affordable housing within the State. The HOME Program funds a variety of activities through partnerships with counties, towns, cities, villages, private developers, and community-based non-profit housing organizations. The program provides funds to acquire, rehabilitate, or construct housing, or to provide assistance to low-income homebuyers and renters.

USDA Rural Development

USDA provides assistance in many ways, including direct or guaranteed loans, grants, technical assistance, research and educational materials. Rural Development has housing programs to eliminate substandard housing from rural America by helping rural people buy, build or rent decent housing. Other Rural Development programs help rural communities build or improve community facilities, such as schools, health clinics and fire stations; build or extend utilities, including water, electricity and telecommunications services; conduct planning; and provide seed money or recapitalization funds for local revolving loan programs.

Local Government Efficiency (LGE) Grant Program

This grant program is available through the NYS Department of State (DOS) to evaluate the potential for municipal cost savings through consolidation and shared services.

Empire State Development (ESD) Economic Development Programs

In the recent past, ESD has operated grant programs to be used for a broad range of economic development activities. These programs include Restore NY Communities Initiative and the Upstate Regional Blueprint Fund. While the final round of Restore NY has past and there is only one more round of Regional Blueprint funding, either program could be extended or ESD may develop new programs to replace them that could assist the Village in achieving its revitalization goals.

## NYSERDA

New York State Energy Research and Development Authority (NYSERDA) programs can be used by local governments for services such as obtaining technical assistance or offsetting a portion of the incremental cost of an energy efficiency or renewable energy project. NYSERDA also has funding available through the American Recovery and Reinvestment Act (ARRA) that can be used for energy efficiency retrofits and other purposes.

The Village may also choose to submit grant applications at any time for other programs issued by NY State and the Federal Government.

The Village seeks consultants to provide the following services:

### **A. Grant Writing**

1. Identification of grant programs appropriate to achieve initiatives outlined in local strategic plans or to address emerging community and economic development needs.
2. Preparation of materials required for complete applications to OCR, HOME, ESD, USDA, LGE and NYSERDA, including supporting documentation, surveys and cost estimates (with the exception of a 2010 grant application to the HOME program, for which the Village has already selected a grant-writer).

### **B. Grant Administration**

Activities required to ensure the smooth operation and timely completion of all programs, as well as to ensure compliance with all applicable state and federal regulations.

1. Providing local officials and citizens with information about programs.
2. Preparing program budgets and schedules, and amendments thereto.
3. Developing systems for assuring compliance with program requirements.
4. Developing interagency agreements and agreements with subrecipients and contractors to carry out program activities.
5. Monitoring program activities for progress and compliance with the program requirements.
6. Preparing reports and other documents related to the program for submission to the applicable state or federal agency.
7. Coordinating the resolution of audit and monitoring findings.
8. Evaluating program results against state and federal objectives.

9. Recruiting, managing and supervising sub-consultants whose primary responsibilities with regard to the program include such assignments as those described in numbers 1 through 8 above or enumerated under Program/Project Delivery in section C below.

### **C. Program/Project Delivery**

Activities that are directly related to spending grant funds associated with the specific individual project(s) the grant was intended to accomplish (i.e., rehabilitating a home, making a loan or grants to a local business, etc.). Program/project delivery services may not be required for some grants the Village may be awarded. These services are typical for the following types of grant programs:

1. Housing: development of construction specifications/work write-ups; client processing, payment processing; monitoring; and creating and filing legal documents.
2. Public Facilities/Infrastructure: facilitating any required legal work and payment of fees associated with regulatory compliance.
3. Economic Development & Main Street: client application processing; preparation of loan closing documents and documents required to perfect security; processing loan repayments; preparing grant agreements or other project-specific agreements; reviewing project documentation; monitoring job creation.

The Consultant will be selected by the competitive negotiation method outlined in the Uniform Administrative Requirements (24 CFR Part 85.36) which details procurement standards applicable to federally-assisted projects. Proposals will be reviewed and ranked according to the following criteria:

1. Technical Capacity - Technical skills of the consultant which are applicable to the projects.
2. Experience - Relevant experience of the consultant and individual staff members who will be assigned to the projects.
3. Familiarity with Programs – Level of familiarity of the consultant with OCR, HOME, ESD, USDA, LGE, NYSERDA, and LWRP programs, including successful track record of obtaining/administering grants from said programs.
4. Fee Proposal - Cost to the Village for these services.

The Village reserves the right to waive any formalities in the selection process and to reject any or all proposals at its option. Additional information may be requested during the review and selection process.

Qualified consultants who wish to be considered for these projects must submit the following materials and any other information they feel is relevant:

1. Company background describing the range of services that the consultant is qualified to provide.
2. Outline of previous experience with similar projects, particularly those with OCR, HOME, ESD, USDA, LGE, NYSERDA and LWRP funding.
3. Resumes of key staff members who will be involved in the projects.
4. Three references.
5. Fee proposals, including hourly rates for all staff who will be involved in the projects.

Proposals must be submitted before 1:00 P.M. on March 19, 2010. All proposals will be evaluated based on the criteria listed above and one or more consultants may be selected for personal interviews (if required) and fee negotiations. Please contact the Village at (518) 483-4570 if you have any questions or need additional information about this request.