

Village of Nunda

Request for Proposal

for

Professional Consulting Services in

Grant Management

for a

New York State

Community Development Block Grant

The Village of Nunda is seeking proposals from qualified consultants to assist in administering the Village's recent Community Development Block Grant (CDBG) Award.

The program is for enhancements to locally owned residential homes which in turn will provide a local economic boost, create jobs, and benefit low to moderate income families or individuals. The Village has applied for said grants in the past and has been awarded previously. The Village has entered into an agreement with Housing Trust Fund Corporation (HTFC) represented by the Office of Community Renewal Project No. 831HR142-20. All provisions of said agreement must be met and followed by qualified consultant.

Should there be any additional Community Development Block Grant opportunities for the Village of Nunda, the municipality reserves the right to utilize consulting services *obtained* through this RFP process for a period of time directed by law.

The Village of Nunda strongly encourages Minority and Women Owned Business Enterprises and Section 3 qualified applicants to apply along with locally-owned small businesses.

SCOPE

The Village intends to retain a consulting firm to administer the Village's CDBG Program. The consultant selected will be responsible for performing many of the administrative tasks and responsibilities as required and prescribed in the New York State Community Development Block Grant Program – Grant Administration Manual.

The CDBG administrative services shall be provided through a contract with the Village of Nunda. The selected consultant shall be required to perform the following work in accordance with the prescribed scope of work:

PROGRAM MANAGEMENT

A. General Administration

1. Notify the Village of future grant opportunities and assist with preparation of applications as requested and authorized by the Village.
2. Assist with the implementation of best management practices to provide for continuity of programs and activities, records keeping, provide recommendations, and implementation of program income reuse plan and activities.
3. Provide Village with notification of relevant changes in the CDBG Program.

4. Assist with preparation, execution, and implementation of contracts for sub-recipients and contractors.
5. Provide a process to track activities, to monitor grant program progress, and provide status.
6. Establish a program filing system and records keeping program consistent with New York State CDBG Grant Management Manual requirements.
7. Provide close-out services for this grant and any other grant associated with this program received as follows: Audit of administration files, complete all final reports, and submission of final close out package to New York State CDBG Office of Community Renewal.
8. Train and assist Village staff in creating, managing, and maintaining grant portfolio.
9. Provide general administration duties as determined by municipality to allow for best practices for the applicable funding source.

B. Application and Budgeting

1. The consultant will be responsible for management of application process including some other budgetary matters.
2. Assist applicants in competing applications, including gathering all supporting documentation.
3. Obtain credit reports, perform project site visits with Village representation and collect other pertinent background information necessary to ascertain project viability.
4. Provide support and technical mechanisms for Village meetings as necessary.
5. Review and disseminate all budgetary requirements to Village Board as deemed by relevant by higher authority.
6. Adhere to all fiscal constraints, budgetary requirements according to grant awarded;

Housing Rehabilitation	\$ 410,000.00
Program Delivery	\$ 65,000.00
Grant Administration	<u>\$ 25,000.00</u>
	\$ 500,000.00

7. Meet deadlines as is necessary for grant award. This is a twenty-four-month project window with completion being June 2023.

C. Qualifications

1. Interested consulting firms should provide related experience on like projects or CDBG Grant Programs, current and projected workloads, capability of meeting times and budgetary constraints, and identify of qualified professional personnel assigned to this project.

2. The RFP submissions will be evaluated on costs, experience, and best business practicality for municipality.

3. Consultant will be knowledgeable on equal opportunity and labor law requirements.

4. Consultants should possess expert skills and a vast plethora of experience in administration and management of CDBG Programs.

D. Submission

1. RFP responses will be delivered to the Village Clerk-Treasurer/Chief Fiscal Officer by 2:00 PM on October 8, 2021, to the following address, **sealed and packaged;**

Village of Nunda
C/O CDBG Consulting Services RFP Response
4 Massachusetts Street
PO Box 537
Nunda, NY 14517-0537

A response can be either hand delivered or delivered via any courier/ mailing agency, just so long as it is delivered within the date and timeframes already set

above. Any responses received after this date and time will not be part of the reviewing process.

Request for Proposals responses will be opened at 3:00 PM on September 3, 2021.

1. All proposals shall be submitted in a sealed envelope.
2. Two (2) copies of the proposal will be submitted.
3. Late proposals will be not accepted.
4. All proposals submitted shall become property of the Village of Nunda.
5. All costs associated with each proposal submission will be at cost to the proposer and not the Village of Nunda.
6. Proposals shall be signed by a designated representative employee to receive consideration.
7. The Village of Nunda will not be responsible for delivery of proposals to a location other than listed above and specified herein.

E. Award Criteria

1. The Village of Nunda will utilize a competitive selection process.
2. The experience of each consultant will be evaluated as it relates to the Scope of Work provided in this RFP.
3. After initial opening of proposals a list of qualified consultants will be formulated and interview process created to find the best candidate.
4. The top consultants will be presented to the governing Village Board of Trustees to ascertain the best avenue to move to in selecting a candidate.
5. Decisions of selections will be in the best interest of the citizens of the Village of Nunda.

6. The Village of Nunda has the exclusive right to reject any and all bids as presented.

7. The Village Board does have the discretion to negotiate with successful organizations as necessary.

F. Contact Information

1. Questions can be directed to:

LeRoy J. Wood, Administrator/
Clerk-Treasurer
Village of Nunda
4 Massachusetts Street
PO Box 537
Nunda, NY 14517-0537

Phone: (585) 468-2215

Email: clerk@villageofnunda.org