



# REQUEST FOR PROPOSAL

**CITY OF BUFFALO ELLICOTT DISTRICT SENIOR SERVICES**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

**REQUESTED BY:**

**CITY OF BUFFALO OFFICE OF CONTRACT ADMINISTRATION**

**Issue Date:**

**October 24, 2017**

**Proposal Submission Deadline:**

**November 13<sup>th</sup>, 2017**

**Commented [HL1]:** Added a cover page. Check these dates with content of RFP



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**\*IMPORTANT NOTE TO ALL APPLICANTS:**

The City of Buffalo ("City"), seeking proposals from high performing non-profit organizations, to deliver programs and services targeted to Senior Citizen residents, aged 62 and over who are residents of the Ellicott Council District. These Senior citizen services funded through the Community Development Block Grant program will provide a wide range of services and opportunities, designed to enhance the lives of Senior Citizens living in the community.

CDBG is a flexible, yet **targeted program**, with funds distributed each year by a formula that considers population and measures of distress including poverty, age of housing, housing overcrowding and growth lag. As a HUD grantee, the City of Buffalo must determine what activities they will fund in consideration that certain requirements are met, including that each activity is eligible and will meet one of the three national objectives of the program.

The City of Buffalo is currently accepting Proposals from organizations seeking to provide:

High Quality Senior Citizen programming to Senior Citizens ages 62 and older, who reside in the Ellicott Council District of the City of Buffalo, beginning December 1, 2017 and running thru September 30, 2018.

A total of \$ 37,200 has been allocated from Year 42 CDBG to fund the program from 12/1/17-9/30/18. Additional funds may be made available, depending on quality and breadth of scope of services.

**KEY Dates**

**RFP – October 24, 2017**

**Proposals Due: November 13, 2017**

**Funding Awarded- : November 17, 2017**

**CDBG Laws and Regulations**

The rules and regulations governing the activities of the CDBG Program include the Laws as enacted by Congress and the Regulations created by HUD to achieve the result prescribed by the Laws. HUD provides guidance on the CDBG Program through CPD Notices and Policy Memoranda. The regulations created by the Office of the Assistant Secretary of Community Planning and Development that pertain to Community Development programs are contained within Part 570 - Community Development Block Grants.

For more information, please visit: <https://www.hudexchange.info/community-development/cdbg-laws-and-regulations>



The City of Buffalo has proposed an RFP for the programs and services being offered under this RFP in the City of Buffalo Annual Action Plan 2017-2018, and may be found at :  
[http://www.ci.buffalo.ny.us/files/1\\_2\\_1/city\\_departments/SPlanning/ConsolidatedPlanDocs/2017AnnualActionPlan.pdf](http://www.ci.buffalo.ny.us/files/1_2_1/city_departments/SPlanning/ConsolidatedPlanDocs/2017AnnualActionPlan.pdf)

The City of Buffalo Consolidated Plan, covering the five year period 2013-2017 may be found at:  
[http://www.ci.buffalo.ny.us/Home/City\\_Departments/Office\\_of\\_Strategic\\_Planning/ConsolidatedPlanDocuments](http://www.ci.buffalo.ny.us/Home/City_Departments/Office_of_Strategic_Planning/ConsolidatedPlanDocuments)

For the full CDBG Program Regulation please go to: <https://www.hudexchange.info/programs/cdbg-entitlement/>

Applicants are expected to be familiar with the guidelines/regulations that govern the CDBG program which include but are not limited to:

1. Benefits to Low Mod Income Individuals
2. Meeting a National Objective
3. Conflict of Interest
4. Procurement
5. Affirmative Marketing and Environmental Reviews
6. Any other regulations that may apply

Applicants seeking to respond to this RFP must propose a detailed, coordinated plan to offer Senior Citizen activities and linkages designed to reduce isolation and improve health and socialization, serving to help seniors "age in place" in the community where they reside, specifically the Ellicott Council District of the City of Buffalo.

Included in the definition of healthy aging may be programs designed to:

- Reduce health risk factors and change behaviors related to health and wellness, including options such as Chronic Disease Prevention programs, falls prevention, healthy lunch and cooking programs, senior focused exercise programs, blood pressure screenings, etc.
- Offer a variety of planned recreational activities delivered in structured programming, including card playing, the arts, crafts activities, creative writing and book clubs, holiday events, day trips, etc.
- Improve social engagement by promoting peer to peer and staff to senior, youth to senior, etc. social interactions, such as oral history activities, joint youth/senior activities, etc.
- Provide transportation to programs funded under this RFP for Seniors who would otherwise be homebound.



Applicants considered for funding under this RFP will:

- Make creative use of available resources and leverage additional resources to improve the impact of the program on seniors participating
- Partner with other community organizations, health and wellness providers, educational organizations, governments and other non-profits who share the mission of serving Senior Citizens living in the community;
- Employ well-trained staff, or volunteers and mentors and provide ongoing opportunities for staff and/or volunteers to proactively gain new skills and deliver additional program opportunities
- Utilize best practices whenever possible
- Be prepared to meet reporting and other requirements of the Community Development Block Grant program, and City of Buffalo.

**All applicants will be expected to provide copies of their entity's policies with respect to enforcing these requirements, unless such policies are already on file with the City of Buffalo.** As the HUD Grantee for the City's CDBG grant funds, the regulations provide that the City has the right to impose stronger requirements than those stated in these regulations.

Additionally, the City will require a full financial and organizational disclosure, unless on file with the City: This includes:

List of Board Members

Include representation, voting powers, terms of office, and attendance records

List of board meetings held during past 12 months

Include certification by Secretary

Resumes and job descriptions for executive director and CFO (or accountant/bookkeeper)

Current Annual Agency Budget

Include revenues, expenses, and meeting minutes approving budget

Board authorization to request funds

Include meeting minutes

Annual A-133 or other audit, or audited financial statements.

Most recent 990 and CHAR 500 (2015 or later, or copy of extension request)



Upon awarding of contract, we will require proof of the following insurance documents, in the form of a Certificate of Insurance, naming the City of Buffalo as an additional insured for auto and general liability, worker's compensation, and NY State Disability.

Details on Insurance coverage are as follows:

1. Worker's Compensation insurance must be purchased under the provisions of the New York State Worker's Compensation Act.
2. Liability insurance, in the amount of a minimum of \$1 million per occurrence, \$2 million aggregate, also must be purchased and the City of Buffalo must be named as additional insureds for general and auto liability.
3. All employees must be covered by NY State Disability Insurance. Certificates on the NY State Form will be required, naming the City of Buffalo as additional insured for general and auto liability.

#### **Proposal Rules**

##### **Reservations**

1. The City reserves the right to accept or reject any or all proposals received;
2. The City reserves the right to seek additional information from organizations, especially those not previously funded by the City;
3. The City reserves the right to establish spending guidelines for all projects;
4. All funding decisions related to this RFP are subject to all applicable federal, state and local laws and regulations, and the policies and procedures of the City of Buffalo for the administration of federal funds.
5. Applicants should be aware that there may be additional information required following completion of a review of all preliminary proposals.

##### **Eligible Applicants**

1. Applicants must be incorporated non-profit entities to undertake public service activities within the boundaries of the City of Buffalo.
2. Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed activities. This expertise is demonstrated through



previous experience in successfully developing projects similar to the one proposed, either by partners, or key staff within the business or organization.

3. Applicants will be required to follow current best practices in the delivery of services. Applicants must be able to meet, and will be subject to all other applicable Federal requirements relative to the CDBG program, specifically those concerning equal opportunity and fair housing, affirmative marketing, and environmental review. Federal requirements include those listed in Title 42, Chapter 130 and CFR Title 24 Part 92. All applicants should be aware that additional federal requirements apply.
4. Projects proposing a high percentage of administrative costs are discouraged, but may be considered upon presentation of supporting documentation.

#### **Eligible Categories being considered through this Request for Proposal**

Program services and activities for City of Buffalo residents aged 62 and over and/or disabled adults residing in a.) the Ellicott District and b.) the City of Buffalo.

#### **Evaluation Criteria**

Funds will be awarded to those applicants whose proposals best meet the following selection criteria, offer the greatest prospects of successful completion and demonstrate the capacity to ensure continuous compliance with funding regulations:

##### **1. Completeness of the Application**

All required documents have been submitted and the project is presented in a clear and concise manner.

##### **2. Experience and Qualifications for the size and type of project proposed**

Optimally, the Applicant and any affiliated partners -

- Have completed similar project(s) or
- Have Engaged consultant which has completed project similar in size and scope
- Has a long track record of providing high quality services, or has a plan in place to improve the quality and level of services available
- Has proven adherence to program requirements for fiscal and program reporting, or has a plan in place to improve reporting and documentation



-Utilizes community partners, when able, and implements “best practices” in the field of service to Senior Citizens.

**3. Frequency , intensity, level and organization of a well-rounded Senior Citizen program**

Ideally, the applicant will propose activities which occur on weekday mornings, with an option of weekend activities, trips, etc. as time and funding allow.

**4. Marketing Plan, understanding of need**

Addresses stated needs

Addresses targeted population

Identifies locations target population will be drawn from

**5. Project Budget – See attachment A**

Project budget is complete, and all sources and uses of funds are clearly defined and documented with evidence of commitments;

Costs are limited to amounts or percentages specified in the request for proposals.

**6. Cost Reasonableness**

**7. Leveraging**

The ratio of CDBG funds to other sources

**8. Project Readiness**

Ramp up for program operation will include only a minimum amount of time.

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Each application will undergo a completeness review by the City of Buffalo’s Office of Contract Administration to ensure that all required documents are completed and submitted. Financial documents will be reviewed by the City’s Fiscal Monitor, the Senior Special Assistant to the Commissioner of Administration, Finance, Policy and Urban Affairs. Complete applications will go on to an Eligibility Review. For non-compliant submissions, the applicant will receive an Application Review Letter stating that the application was incomplete, and not selected for funding.

Applications which pass the completeness review are then reviewed for programmatic eligibility to ensure that the proposed project meets all statutory requirements of the CDBG program and are consistent with the approved activities submitted to HUD in the City of Buffalo Consolidated Plan.



Applications which fail to meet all of the programmatic eligibility requirements will not be reviewed further.

Submit completed proposals no later than: **November 13, 2017**.

Ellicott District Seniors RFP Review

Office of Contract Administration

Room 1701 City Hall

Buffalo, New York 14202

**RE: Ellicott District Senior Citizens**

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For questions, please email Sue Lumadue: [slumadue@city-buffalo.com](mailto:slumadue@city-buffalo.com)

(continued)



### PROPOSAL FORMATTING REQUIREMENTS

Applicants are asked to submit:

1. **One (1) original, signed application with all attachments**

Proposals should be submitted with a **table of contents clearly identifying each section**; pages should be single sided, NO STAPLES

**Program Application Award Process  
Tentative Schedule and Subject to Change**

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#### **\*IMPORTANT NOTE TO ALL APPLICANTS:**

All submissions will be evaluated based upon the criteria set forth in this RFP.



**CITY OF BUFFALO**

**2017-2018 PUBLIC SERVICES Request for Proposal Application**

**1. Applicant Agency Name**

Agency Name:

\_\_\_\_\_

Executive Director \_\_\_\_\_

Address:

\_\_\_\_\_

Federal Tax ID # \_\_\_\_\_ DUNS # \_\_\_\_\_

\_\_\_\_\_

Applicant Status \_\_\_ Non-profit Corporation \_\_\_ Private Corporation \_\_\_ Other \_\_\_

**2. Designated Contact Person for this application**

Name \_\_\_\_\_

Title \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**3. Eligible activity:** Briefly describe the activities you plan on offering:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Location(s) where activity will be offered: \_\_\_\_\_

Start date: 12/1/2017 Completion date: 9/30/2018

Do you have a policies and procedures manual for this (or a similar) program? \_\_\_\_\_

How many years has this manual been in place? \_\_\_\_\_

Are you conducting this program elsewhere? \_\_\_\_\_ If yes, where? \_\_\_\_\_

How long and where have you been conducting this program? \_\_\_\_\_

4. Proposed beneficiaries:

Estimated number of City of Buffalo residents age 62 and over and disabled (unduplicated) persons this program will serve: \_\_\_\_\_

Estimated number of persons needing these services in your community: \_\_\_\_\_

5. Program Information

Describe the program that you intend to run and how it meets the needs of the clients you intend to serve.



6. Describe how this program will address the identified need, how it will benefit clients and why you have chosen the activities contained herein.

7. How do you plan to measure your impact?



8. Indicate what steps you will take to locate and identify clients for this program.

9. How you will market your program to your target audience?



10. Describe other compelling factors to consider when reviewing you're proposal: (include areas of expertise, availability of transportation, and other service links for clients, etc.)

**9. Attachments**

Include the following:

- A. Program Summary (summarize your proposal in 3 to 4 sentences)
- B. Calendar of activities (daily, weekly and monthly activities should be included) identifying when and where each activity will be held, what staff will lead, etc.
- C. Resume of Program Director or Project Manager who will organize and leads the activities
- D. Budget Request Details Form
- E. Annual Agency Income showing leverage



**SIGNATURE SECTION**

To the best of my knowledge and belief, the information in this application is true and correct, and its submission has been duly authorized by the governing body of the applicant. With this submission, we agree to follow all rules and regulations that govern federal entitlement funding.

We also agree to participate in any technical assistance training or seminars for staff and board members that the City of Buffalo offers during the program year; and understand that failure to attend this training may result in the loss of eligibility for future funding.

Finally, the person listed below as the "Authorized Contact" has been authorized by the governing body of the applicant to negotiate on behalf of the organization.

**Applicant**

**Co-Applicant (if applicable)**

\_\_\_\_\_

\_\_\_\_\_

*Signature*

*Signature*

\_\_\_\_\_

\_\_\_\_\_

*Name and title*

*Name and title*

\_\_\_\_\_

\_\_\_\_\_

*Date*

*Date*

**Authorized Contact (if different from Applicant)**

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Title*



**CO-APPLICANT INFORMATION**

1. **Organization**

Legal name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_

2. **Chief Official**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

3. **Status**

Non-profit (type): \_\_\_\_\_

For profit (type): \_\_\_\_\_

Other (describe): \_\_\_\_\_

Tax Status: \_\_\_\_\_ Tax ID number: \_\_\_\_\_

\_\_\_\_\_

Faith-based: Yes \_\_\_\_\_ No \_\_\_\_\_ Years in existence: \_\_\_\_\_



**Background Information**

4. Describe the primary purpose of the organization and the types of services it provides:

Describe your organization's capacity and qualifications to carry out the proposed program:



**CITY OF BUFFALO**

**2015 PUBLIC SERVICES FUNDING APPLICATION**

**Attachment D: Program Budget**

Explain why the costs for this program are reasonable:

Describe other funds that have or will support this program. Include sources, amounts, and intended uses:

Describe the use of donated goods and in-kind services, and estimate their value:



**Attachment D (a): Budget Information**

**a. Resources**

- I. Using the attached EXCEL spreadsheet, please provide a full budget for this program, including other funds used to support it.