

City of Newburgh
Department of Planning and Development



Request For Proposals
(RFP)

Community Development Block Grant
Administration & Program Delivery

www.cityofnewburgh-ny.gov

The City of Newburgh is seeking the services of a qualified individual consultant or consulting firm to provide Community Development/ Economic Development Services related to the City's Housing & Urban Development (HUD) Community Development Block Grant (CDBG) Program.

About the City of Newburgh

The City of Newburgh, New York encompassing 3.8 square miles, is located approximately 60 miles north of New York City on the west bank of the Hudson River in Orange County. The 2000 Census indicates that the population is 28,500; however it is widely believed that this is closer to 40,000 given the high number of undocumented persons residing in the City. The racial/ethnic composition of the City is 36% Hispanic/Latino; 34% Black/African-American and 28% non-Hispanic white. More than 50% of the city's population is under 18 or over 65 years of age.

In its heyday in the 1950s, the City of Newburgh was called the "Queen City" among Hudson River towns, and received accolades as an "All America City." Newburgh was a hub for industry and manufacturing. Newburgh has the second largest historic district in New York State, outside of Greenwich Village. The City boasts a wealth of important historical architecture and attracts wide interest for that reason. Newburgh is also home to the nation's first publicly owned historical site, Washington's Headquarters.

In 1999, HUD classified Newburgh as a city in "double trouble" as both its poverty and unemployment rates were significantly higher than the national average (20% and 50% respectively). The Newburgh City household median income is \$32,000, and 26% of Newburgh households live below the federal poverty line. Of those who are employed, 52% make an average of \$34,000 a year or less for a family of four.

Submittals

Proposals for CDBG services must be clear, concise and specific. Responses may be emailed to tmiller@cityofnewburgh-ny.gov with "**RFP CDBG ADMINISTRATIVE AND PROGRAM DELIVERY SERVICES**" in the subject line. The RFP responses, in hard copy, may also be sent to

Courtney Kain
City of Newburgh
Acting Director, Planning & Development
83 Broadway
Newburgh NY 12550

All packages must be received by **2:00pm on Tuesday January 26, 2010.**

Staff Experience

Proposals should specifically reflect how the applicant's experience would qualify them to best provide the services outlined. The applicant shall provide relevant experience and qualifications of each technical person who will be involved on the project, including:

1. Educational background, academic degrees, professional associations.
2. Current job title, responsibilities and type of work performed.
3. Experience on projects similar to that requested in this RFP.

CDBG Experience

To be considered, the individual, management team or firm submitting a proposal must possess considerable expertise and experience in the development, management and implementation of projects funded by the Community Development Block Grant (CDBG) Program.

Proposals should specifically reflect how the applicant's CDBG experience would qualify them to best provide the services outlined, including:

1. A detailed listing of all CDBG administrative experience during the last five years to include amount of grant; grant category; grant work description; and administration responsibilities.

Project Approach

Proposals should specifically reflect how the applicant's approach would best provide the services outlined.

1. Describe in detail the proposed types and levels of services you would provide and the approach you will take to supply the required services noted above.
2. Outline how the grant process will be handled, including the evaluation of grant activity based on the City's needs; and the implementation and administration process.

Consultant Capability

Proposals should specifically reflect the applicants capability to best provide the services outlined.

Services will include a thorough analysis of all previous CDBG activities, loan activities, review of previous HUD audits, identifying needs and appropriate solutions, advising the City of suitable financing to meet the specific needs, and developing grant and/or loan programs.

Administration Services will include the complete writing, management and reporting for each project to HUD. Experience navigating HUD computer accounting system IDIS is necessary.

The City of Newburgh reserves the right to terminate this contract upon thirty (30) days notice in accordance with contract requirements.

The City's Director of Planning & Development shall act as the official City interface for purposes of administering this contract. No other person(s) are authorized to direct the City of Newburgh regarding the terms of this contract.

Statement of Work:

The specific areas of services the City is requesting assistance in are:

1. Needs Assessment - Determine areas where the City could utilize CDBG grants to accomplish its objectives. Develop a plan of action to fund these objectives through the grant programs.
2. Grant Administration - Provide complete administrative management of awarded grants to include, but not be limited to, program implementation, administration, grant compliance, reporting requirements, and termination requirements. Conduct an application-screening process and assist with the determination and ranking of applicants and certification of contractors. The City retains the financial management aspect of the project.
3. Intergovernmental Activities - Where appropriate, act as the City's liaison to the funding agencies, both Federal and State, in the acquisition, implementation, and administration of grants.
4. Programmatic Activities: Develop and manage programs that support the goals identified in the City of Newburgh Consolidated Plan & Strategy for 2010 – 2014, with special emphasis on Housing Rehabilitation program, Business and Economic Development. A copy of the plan is located at <http://www.cityofnewburgh-ny.gov/devel/comdev.htm>

Fee

Proposals for CDBG Administration Program Delivery Services must indicate a fee with an explanation of the fee basis. Fees may be quoted as total lump sum, percentage of grants awarded and/or hourly rate to be paid for the services outlined herein. Fees proposed shall be inclusive of all costs related to scope of work.