



**CITY OF TROY  
2008-2009 CONSOLIDATED PLAN**

**REQUEST FOR PROPOSALS**

**APPLICATIONS/PROPOSALS DUE:  
Noon, Tuesday, February 19, 2008**

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

**CITY HALL, TROY, NY 12180**

**ATTENTION: Timothy Mattice,  
Consolidated Planning Program Supervisor**

**DATE: 1/22/08**

The City of Troy receives federal funding annually from the federal Department of Housing and Urban Development to further three National Objectives: (1) providing benefit to low and moderate income persons and households; (2) meeting a particularly urgent community development need; and (3) removal of slums and blighting conditions. The primary goal is to develop viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.

To fulfill this responsibility, the City of Troy prepared a 5-Year Strategic Plan of the Consolidated Plan that identifies needs as determined by community and neighborhood stakeholders. The 5-year Strategic Plan establishes general strategies and priorities, and the One Year Action Plan (OYAP) identifies the specific projects that will be undertaken with the current year's (July 1, 2008 to June 30, 2009) funding to satisfy the National Objectives as well as the needs, strategies and priorities of the 5 Year Strategic Plan

Federal funds that are used to carry out the OYAP consist of Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), and HOME Investment Partnership Act (HOME) funding including ADDI funding.

The City of Troy will solicit proposals for priority projects and programs that can be undertaken to satisfy community needs by issuing this Request for Proposal (RFP). After review of all proposals received by the deadline and upon approval of specific proposals, the City will contract with neighborhood organizations, agencies, consortia of agencies, City departments, and others to use the federal funds to carry out projects which further the federal National Objectives and the aims of the Consolidated Plan.

This document describes the process and requirements that must be followed to submit proposals for City review in response to the RFP, and it identifies the kinds of activities and outcomes the City is seeking. The final local decision concerning which projects and/or programs will be funded under the 2008-2009 OYAP will be made by the Troy City Council. This decision is expected to be made in May 2008. It will then be submitted to the US Department of Housing and Urban Development (HUD) for acceptance, which traditionally is granted in the summer. Commencement of the 2008-2009 program year is contingent upon HUD's acceptance. In the event that HUD approval arrives after July 1, applicants are advised to wait until HUD approval before starting their projects, if it all feasible. Due to the possibility the HUD may in fact disapprove a particular project, the City of Troy cannot sign Consolidated Plan project contracts before receiving HUD's approval. Unless a specific exception is made, the City of Troy assumes no responsibility for reimbursing expenses which are ultimately delayed or rejected by HUD.

## **REQUEST FOR PROPOSALS**

The City of Troy has developed this RFP to solicit proposals for projects, programs and other activities that could be included in the City's One Year Action Plan (OYAP) for the 2008-2009 program year. The RFP reflects the needs, strategies and priorities developed by the Administration and/or Planning Department with input from the public and as found in the Consolidated Plan.

Consolidated Plan initiatives resulted from the meetings held during the preparation of the Consolidated Plan. Both City departments and community-based organizations will be expected to submit a complete application by the deadline date to be considered for funding.

Proposers will need to carefully read the general and specific requirements below in order to describe a proposal that satisfies at least one of the three National Objectives as described above, which responds to one of the specific programs/projects described, and which furthers the Consolidated Plan.

## **GENERAL REQUIREMENTS AND CONDITIONS**

1. The proposer agrees that in submitting a proposal it will neither make any claims for nor assert any right to damages because of any misunderstandings or lack of information.
2. All submitted proposals become the property of the City of Troy.
3. The City of Troy reserves the right to reject any or all proposals.
4. The City of Troy is not liable for any costs incurred by the proposer in the preparation of a proposal, or for submission of a proposal.
5. All requirements and standards of the Freedom of Information Law (Public Officers Law, Sections 87 and 89) apply.
6. The management of projects/programs shall not be subcontracted.
7. The selectee shall not discriminate in employment practices, on the basis of race/ethnicity, color, national origin, gender, sexual orientation, religion, age, disability, familial status, military status, or any other legally prohibited form of discrimination.
8. All programs will run from July 1, 2008, to June 30, 2009 unless otherwise specified.
9. Each organization submitting a grant application, except City departments, must submit a copy of the organization's latest financial statement (single audit if done).
10. CHDO agencies must submit updated CHDO certification documentation.

## **SPECIFIC REQUIREMENTS AND CONDITIONS**

1. The proposal shall use the format described below.
2. If the agency's/consortium's project is approved in whole or in part, it shall be required to enter into an agreement with the City of Troy.
3. The agreement between the City of Troy and the agency/consortium will begin on the date the agreement was executed and will terminate on June 30, 2009.
4. The records of the agency/consortium shall be subject to audit by the City of Troy upon reasonable prior notification.
5. Each proposer must demonstrate the capability to carry out the program/project proposal.
6. All proposals will meet all HUD requirement, rules, and regulations including Section 3 and Davis-Bacon wage rate guidelines.
7. **All proposals must meet HUD CPD Outcome Performance Measurement System.**  
There are three main components to the CPD Outcome Performance Measurement System:
  - Objectives
    - a.) Creating Suitable Living Environments
    - b.) Providing Decent Housing
    - c.) Creating Economic Opportunities
  - Outcomes
    - a.) Availability/Accessibility
    - b.) Affordability
    - c.) Sustainability
  - Indicators
    - a.) Amount of money leveraged from other Federal, state, and private sources per activity.
    - b.) Number of persons, households, businesses, units, or beds assisted, as appropriate.
    - c.) Income levels of persons or households by 30%, 50%, 60%, or 80% of area median income.

## **FORMAT FOR PROPOSALS**

1. Proposals must be submitted in at least one of the following formats:
  - a) three paper copies
  - b) one electronic copy on a 3.5" floppy disk, preferably using Microsoft Word, Microsoft Excel, and/or Microsoft PowerPoint. (Agencies submitting applications for multiple programs may put all programs on the same disk.)
  - c) one electronic copy E-mailed to [tim.mattice@troyny.gov](mailto:tim.mattice@troyny.gov), preferably using Microsoft Word, Microsoft Excel, and/or Microsoft PowerPoint.

Along with its proposal, an applicant must also submit its most recent financial statement and/or annual financial report. Agencies, which have no financial holdings, and are therefore exempt from this requirement, should submit a short (one page) statement documenting this fact.

Other attachments as requested and labeled clearly in accordance with the instructions found in the application.

Proposals must be submitted to the offices of the Department of Housing and Community Development at City Hall, One Monument Square, Troy, New York, 12180 no later than NOON on Tuesday, February 19, 2008.

## SELECTION CRITERIA

The City is working to act as an investor, selecting programs with the greatest potential for a return on the investment of city dollars in projects, programs and services that are funded. As a result, the City will review applications to determine the range of products/results promised by the applicant, the likelihood that these results will actually be accomplished (based on performance targets and milestones articulated by applicants), an examination of the potential that Consolidated Planning funds will leverage other funds, and an evaluation of whether a particular program represents the best potential use of city dollars.

1. Proposer's experience and qualifications (including supervisory experience) and identification of numbers and goals as demonstrated in the application.
2. Degree to which the proposal demonstrates an understanding of, and responds to, the community's needs and the needs of low/moderate income households and/or eligible Census tract(s) as defined in the City's Strategic Plan of the Consolidated Plan.
3. Degree to which the proposal satisfies one or more National Objectives and one or more of the Consolidated Plan Initiatives (see below).
4. Efficiency of the delivery of a product/service. Efficiency could be measured in terms of cost per eligible client served, or by the ability of the applicant to leverage other resources (including other funding) to the project. **The leveraging of other funding will be an important consideration in the selection of funded projects.** Additional consideration will be given to proposals submitted by consortia of applicants that demonstrate non-duplication of product/service delivery and which define roles and responsibilities of the partners.
5. Degree to which the proposal satisfies one or more of the specific performance targets described below. Although any CDBG/ESG/HOME-eligible proposal could be funded, the priority in funding will go to meeting the performance targets described below.
6. Degree to which the proposal supports the goals of the Enterprise Community or Empire Zone program, complements City projects and programs, or meets a vital community need
7. Degree to which the proposal demonstrates the capacity of the applicant/organization to market and deliver the proposed product or service. In this regard, the applicant's or organization's track record will be taken into consideration.
8. Degree to which the project establishes clear performance targets, milestones and verification methods to ensure program/service success.
9. Degree to which the applicant can demonstrate that the proposal can be commenced quickly and can be completed on schedule.
10. Degree to which the proposal demonstrates viable self-sufficiency of the project/program beyond the 2008-2009 program year, if meant to be an ongoing endeavor.
11. Degree to which the proposed project is innovative.

12. Degree to which the proposal demonstrates resident involvement in developing the project/ proposal and/or grass roots support of the proposal

### **REQUESTS FOR PROPOSALS**

Project requests related to the Consolidated Plan Initiatives for 2008-2009 include the following:

#### **Neighborhood Livability (CDBG funding):**

The City's goal under this category is to improve resident quality of life through code enforcement and neighborhood improvements citywide. Recognizing that neighborhoods provide the potential for developing a sense of community and pride in residents, the city will implement a plan to improve the physical conditions of housing and infrastructure. By creating a more pleasant, safe and attractive neighborhood, we hopefully will encourage residents to take pride in their neighborhood and perform clean up of their properties.

Measures to improve neighborhood livability will include improvement of public infrastructure – water mains, sanitary and storm sewers, street pavements, curbs, sidewalks, lighting, street trees, etc. Housing stock improvement will include code enforcement to address general housing complaints, targeted code enforcement, (Neighborhood Improvement through Code Enforcement NICE Program) in the South Troy and North Central areas, Homeowners Housing and Energy Improvement Grant Program, (HEIP), vacant building stabilization and board and secure, vacant building demolition, and the city exterior residential paint program.

**OUTCOME 1; Code Enforcement:** The City of Troy through the CDBG program will continue to support general code enforcement activities within the low and moderate income census tract areas. Code Enforcement activities related to general housing inspections, targeted code enforcement inspections, section 8 inspections, nuisance abatement complaints and inspections for CDBG & HOME funded housing programs will be the outcome for this CDBG funded program.

An estimated 50% of Troy's existing housing stock is in substandard condition. Poorer quality housing and higher concentrations of substandard conditions are in neighborhoods where persons of low and moderate income occupy the majority of households. Substandard conditions are also prevalent in neighborhoods with the largest concentrations of housing built before 1939, such as Lansingburgh, North Central, and South Troy. The worst housing conditions can be found primarily along First Avenue and several blocks around 112th Street in Lansingburgh; in most of North Central; and in the areas around Thompson, Mill, Forbes, Elm and Duke Street in South Troy.

#### **OUTCOME 2; Neighborhood Improvement through Code Enforcement (NICE Program):**

The City of Troy will continue the Neighborhood Improvement through Code Enforcement (NICE Program) targeted code enforcement in low and moderate income census tracts, including the North Central and South Troy neighborhoods to include 300 to 400 homes per target area. It will perform at minimum exterior code compliance inspections for all buildings in three target areas (one in North Central, one immediately north of downtown, and one immediately south of Ferry Street), and conduct intensive code inspections for owners/tenants requesting them and for owner occupants applying for grant programs. The Code Enforcement Department will inspect

properties in Troy, write violation notices, advise property owners regarding remedial action, and in some cases appear in court.

**OUTCOME 3; Street Improvements:** The City of Troy will continue its paving program and its contractors will mill, renovate or replace streets and sidewalks. Costs will include materials and labor in low and moderate income census tracts and adjust, rebuild, or install drainage structures and water valves as needed and place a 1.5 to 2 inch asphalt overlay on streets that are in unsatisfactory condition or that have drainage deficiencies. Priority will be given to the worst condition pavements in low and moderate income neighborhoods, and the primary routes or streets near hospitals, schools, and sites for possible employment opportunities.

**OUTCOME 4; Vacant Building Stabilization, Board and Secure & Demolition Program:** The City of Troy will continue to foster its vacant building stabilization and demolition program. Troy Engineering and Public Works Departments will structurally stabilize vacant city-owned buildings in order to prevent their future deterioration. The city will demolish approximately 10 or more vacant and functionally obsolete buildings and improve the resulting vacant lots, stabilize at least 10 vacant buildings, and secure at least 150 vacant buildings.

**OUTCOME 5; Neighborhood Showcase Projects:** The City of Troy will continue to partner with neighborhood organizations to develop showcase projects. Neighborhood sponsored projects varying in magnitude will perform physical improvements that make safe and attractive neighborhoods (e.g. tree planting, parks and playgrounds, special trash removal projects, signage, lighting, sidewalks, street paving).

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**Decent Housing: (CDBG funding):**

The City's goal under the CDBG Housing Program is to preserve and enhance the structural quality, livability, efficiency and value of the City's housing stock and to infuse as many rehabilitation funds as possible into Troy's housing stock in order to make dwelling units code compliant or energy efficient for low and moderate income residents. The city will offer a new housing rehabilitation program in 2008-2009, which will be limited to designated housing or energy improvements. The goal of the program is to offer specific improvement projects to as many resident as possible to achieve a higher number of code compliance homes. The Program aims to eliminate housing code deficiencies by providing financial and technical assistance to low and moderate income homeowners of 1 to 4 unit homes citywide.

**OUTCOME 1; Homeowners Housing and Energy Improvement Program, (HEIP):** The City of Troy will offer up to \$5,000 in grants funds to eligible low and moderate income homeowners for designated home improvement or energy related projects. Each year the City will offer three designated home improvements projects for homeowner to choose from. Each year one project will be funded for eligible homeowner up to \$5,000. Different designated improvement project will be offered each year. Homeowner are eligible to participate each year if income eligible.

The proposed 2008-2009 designated housing and energy improvements projects are as follows:

1. Roof Replacement

2. Window Replacement
3. Furnace Replacement

Eligible costs under the HEIP program shall include the minimum cost of labor and materials for a 1 or 4-unit residential property in Troy.

Homeowners Housing and Energy Improvement Program, (HEIP) will be available citywide and in targeted code enforcement areas for residential buildings for approximately 60 dwelling units (up to \$5,000 per dwelling unit).

**Economic Opportunity (CDBG funding):**

The City's goal under the 2005 Consolidated 5- Year Strategic Plan for economic opportunity is the need to create new private sector jobs which directly raise incomes for residents and make the City's workforce the best in the region by 2020 is the central focus of this Consolidated Plan. The need to raise incomes is perhaps the critical variable in the city's redevelopment strategy and will be supported through investment of Consolidated Plan resources in traditional economic development.

The City will continue to provide effective economic and business development services focused on the retention and recruitment of businesses which increase the demand for labor and create living wage jobs. In addition it will support programs for small business and entrepreneurship development through training and access to capital. The City's business recruitment focus will be on attracting companies that offer competitive wages, and become adept at addressing the impact of globalization, technological changes, increased competition for investment (particularly among high technology companies), and enhanced concerns about quality of life and environmental issues which increasingly confront investors, site selectors and entrepreneurs. Troy will be aggressive in its efforts to develop an ongoing business recruitment strategy which target industry sectors that are growing which offer entry level jobs with potential for moving up into supervisory and management positions.

**OUTCOME 1; Economic Development Assistance Program:** The City of Troy will continue to foster the City's Economic Development Assistance Program to provide loans or grants to new or existing for-profit businesses located in or intending to locate in the City's Brownfield Economic Development Initiative (BEDI) targeted area, or for new business development or interior/exterior rehabilitation of existing businesses who pledge to hire additional low moderate income Troy residents. The focus will be citywide, but particularly emphasizing downtown Troy.

**OUTCOME 2; 50/50 Commercial Rehabilitation Matching Grant Program:** The City of Troy will continue to foster its 50/50 commercial rehabilitation matching grant program. This program will provide funds for exterior rehabilitation of commercial exteriors and repair of code deficiencies within the downtown business district and commercial corridors throughout the city.

**Public Service (CDBG funding):**

The City's goal under Public Service is to provide CDBG funds for specific programs that will

assist low and moderate income persons or families achieve independence and self sufficiency, financial security, and prevent persons at risk of being homeless. Programs that provide education, career training, after school programs, daycare, recreational services, senior citizen services, homeless prevention and rent assistance will all be programs considered for funding under this category.

**OUTCOME 1; Job Training and Career Placement Grant Program:** The City of Troy will continue to foster its Job Training and Career Placement Program with the Hudson Valley Community College Workforce Development Institute Program. The career placement program will be eligible for low and moderate income residents, homeless and homeless individual with disabilities that desire career advancement through career-specific training and educational training. The program will provide funds for tuition costs and other related eligible school expenses, daycare and transportation.

The career placement program is intended to target low and moderate income residents that have the necessary life skills to advance to a higher level of career advancement and homeless clients that have achieved agency expectations and that are prepared to advance to a higher level of independence and self-sufficiency. Eligible homeless clients should currently reside in emergency shelters or transitional housing, work, earn low wages and desire career advancement.

The city will consider applications from agencies that are willing to partner with the City of Troy and Hudson Valley Community College Workforce Development Institute in continuing an educational and career training placement program that provides career opportunity programs for eligible low and moderate income and homeless individuals.

**OUTCOME 2; After School Program:** City of Troy is seeking agencies that can provide a structured after school program for low and moderate income children that have working parents or parents that are enrolled in educational programs. After school programs should be structure to provide a variety of activities to assist in the social, academic and physical development of a child.

**OUTCOME 3; Daycare:** The City of Troy is seeking agencies that can provide daytime child daycare services for parents who need daycare service in order to work or attend job training or educational programs or an agency that can provide a “swing-shift” daycare service for households that have parents who work second shift jobs or parents that are seeking job advancement through education and are enrolled in evening educational programs.

**OUTCOME 4; Emergency Security Deposit and Rent Assistance Grant Program:**

The City of Troy is seeking agencies that can provide a program that will decrease the chances of homelessness by offering emergency subsidies for security deposit or rent assistance for persons or families that are employed and that have been forced to move unexpectedly, received eviction notices through no fault of their own or have fallen behind on rent due to unexpected expenses.

**OUTCOME 5; Homeless and Senior Citizen Services:**

The City of Troy is seeking agencies that can provide essential services to low and

moderate income persons that are elderly, homeless or at risk of becoming homeless.

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**Homelessness (ESG funding)**

The City's goal for ESG funds for 2008-2009 PY is to provide necessary operational expense funds to homeless and transitional housing agencies and essential service funds to agencies that address the immediate needs of the homeless, enable homeless persons to become more independent and to secure permanent housing.

**Operational Costs:** Expenses associated with the operation of a homelessness facility, such as: maintenance, repair, security, utilities, furnishings, and equipment. Funds under this category are to foster smaller homelessness providers that have limited financial resources.

**OUTCOME 1:** The City of Troy will continue to provide operating funds to homeless agencies in order to maintain a suitable living environment for homeless individuals and families. Agencies with activities related to emergency shelters, transitional shelter/housing, drop-in centers/day shelters and street outreach to inform homeless persons about the availability of shelter are eligible. Administrative and staff salaries will not be considered under this category.

**Essential Services:** Services to homeless individuals for the purposes of employment, health, drug abuse, education, obtaining and maintaining permanent housing.

**OUTCOME 1:** The City of Troy will continue to provide essential service funds to agencies that address the immediate needs of the homeless and that enable homeless persons to become more independent and to secure permanent housing.

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**Homelessness (CDBG funding):** Homeless Management Information Systems (HMISs). Homeless Management Information Systems (HMISs) are computerized data collection applications designed to capture client-level information over time on the characteristics and service needs of men, women, and children experiencing homelessness. These longitudinal data can then be used to directly improve the effectiveness of the homeless shelter and service delivery system. HMISs are critical tools for Policymakers seeking information about the extent and nature of homelessness as well as the effectiveness of resources invested to address the problem.

**OUTCOME 1:** The City of Troy will continue to invest in the implementation and operation of Homeless Management Information Systems (HMISs), and produce monthly analysis reports.

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**Housing (HOME and ADDI funding):**

The City's goal under the HOME Investment Partnership Program is to utilize HOME funds, including CHDO Project funds and ADDI Funds to strengthen public-private partnerships and to expand the supply of decent, safe, sanitary and affordable housing for very low-income and low and income residents.

The City of Troy will continue to foster existing HOME programs including the Homebuyers Incentive Program, which provides down payment assistance to low and moderate income first time homebuyers. The City's Housing and Community Development Department will continue

to foster the Troy Homes Program, which will provide new single-family residential modular home construction and the CHDO Residential Rehabilitation Projects, which the city will partner with a local housing agency that will rehabilitate city owned properties and market them to low and moderate income residents that have completed a self sufficiency or homeowners education program.

**OUTCOME 1; Homebuyers Incentive Program:** The City of Troy will continue its Homebuyers Incentive Program that will benefit low and moderate income individuals or families in becoming homeowners.

**OUTCOME 2; Troy Homes Program:** The City of Troy will continue the Troy Homes Program, which will provide new single-family modular homes to benefit low and moderate income individuals or families.

**OUTCOME 3; Community Housing Development Organization:** The City of Troy will continue to partner with local designated CHDO agencies to develop new dwelling units for low and moderate income persons. Projects will consist of new construction or rehabilitation projects within targeted areas or on city owned property. New housing units will be marketed and sold to income eligible residents that are prepared to advance to self-sufficiency with the purchase of a home.

**OUTCOME 4; Tenant Based Rental Assistance Program:** The City of Troy is proposing to examine the feasibility of a Tenant Based Rental Assistance Program for city residents that are having difficulty paying market rate rents. TBRA is a rental subsidy that can be used to help individual households afford housing costs such as rent and security deposits. The most common type of TBRA programs provide payments to make up the difference between the amount a household can afford to pay for housing and local rent standards.

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**Program Administration, (CDBG/ESG/HOME funding):**

The City of Troy will continue to seek funds for reasonable administrative costs and carrying charges related to the planning and execution of community development activities, including general management, oversight and coordination, reasonable costs of overall program management, coordination, monitoring, and evaluation. Salaries, and related costs of the recipient's staff, program administration includes the following types of assignments; providing local officials and citizens with information about the program, preparing program budgets and schedules, and amendments thereto, developing systems for assuring compliance with program requirements, developing interagency agreements and agreements with subrecipients and contractors to carry out program activities, monitoring program activities for progress and compliance with program requirements, preparing reports and other documents related to the program for submission to HUD, coordinating the resolution of audit and monitoring findings, evaluating program results against stated objectives, managing or supervising persons, travel costs incurred for official business in carrying out the program.

**OUTCOME 1;Geographic Information System (GIS):** The City's Department of Housing

and Community Development is proposing to budget funds for the purchase and implementation of a Geographic Information System (GIS) to assist in HUD's Consolidated Annual Performance Evaluation Report and for geographic mapping of low and moderate income clientele and area benefits distribution.

**OUTCOME 2; 2010-2015 Consolidated Plan Studies:** The City's Department of Housing and Community Development is proposing to budget funds for studies on Impediments to Fair Housing and a Community Demographic Profile Analysis. Both Studies are critical in the development of the 2010-2015 Consolidated Plan 5-Year Strategic Plan. Impediments to Fair Housing is a HUD required study for the purpose of identifying barriers to affordable housing within the City of Troy and for the purpose of identifying programs for the removal of such barriers. The Community Demographic Profile Analysis is intended to provide current data on social, economic, population and housing trends and identify their causes and effects on the local community.

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**ALL PROPOSALS DUE BY NOON ON Tuesday, February 19, 2008**