



CITY OF TROY
2010-2011 CONSOLIDATED PLAN

REQUEST FOR PROPOSALS

Emergency Shelter Grant
ESG

Home Investment Partnership Funds
HOME

Community Development Block Grant
CDBG

**APPLICATIONS/PROPOSALS DUE:
Noon, Wednesday, March 24, 2010**

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

CITY HALL, TROY, NY 12180

ATTENTION: Timothy Mattice,
Consolidated Planning Program Supervisor

DATE: 4/4/10

The City of Troy will be soliciting request for proposals from homeless service providers and homeless prevention agencies for Emergency Grant funds, from certified Community Housing Development Agencies (CHDOs) for Home Investment Partnership funds, and from community service agencies and City of Troy Departments for Community Development Block Grant Funds.

The City of Troy will reserve the right to use most of its Community Development Block Grant funds for the period 2010-2014 program years for neighborhood infrastructure improvement projects and related administration costs. The City of Troy has identified two target areas for proposed neighborhood investment during this period they are: South Troy, from Canal Street to the Menands Bridge, and North Central from Hoosick Street to 103rd Street. In addition to the target area projects the city will be allotting a portion of its CDBG funding for public service programs that provide daycare and after school programs for low and moderate income working families that live and work in the city of Troy.

The City of Troy receives federal funding annually from the U.S. Department of Housing and Urban Development. The funding includes Community Development Block Grant funds, Home investment Partnership funds, and Emergency Shelter Grant funds. CDBG funds are intended 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. HOME funds are intended to (1) provide decent affordable housing; (2) Expand the capacity of nonprofit housing providers; (3) strengthen the ability of state and local governments to provide housing; (4) leverage private-sector participation. ESG funds are intended for (1) rehabilitation or conversion of buildings into homeless shelters; (2) operating expenses; (3) essential services; (4) homeless prevention activities.

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, 2010 to June 30, 2011) 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.

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 2010-2011 OYAP will be made by the Troy City Council. This decision is expected to be made in May 2010. 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 2010-2011 program year is contingent upon HUD's acceptance.

REQUEST FOR PROPOSALS

The City of Troy has developed this RFP and reflects the needs, strategies and priorities developed by the Administration and/or Housing Department with input from the public and as found in the new 2010-2014 Consolidated Plan.

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, 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, 2010, to June 30, 2011 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, 2011.

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 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, 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, 1776 6th Avenue, Troy, New York, 12180 no later than NOON on Wednesday, March 24, 2010.

SELECTION CRITERIA

The City of Troy will establish a review and selection committee to evaluate all applications. An application review and ranking form will be used as a means to assign points to specific questions pertaining to HUD regulations and implementation ability of applicants for proposed programs and/or projects.

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 2010-2011 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 2010-2011 include the following:

Neighborhood Livability (CDBG funding):

The City's goal under this category is to improve resident quality of life through code enforcement. 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, it hopefully will encourage residents to take pride in their neighborhood and perform clean up of their properties.

Measures to improve neighborhood livability will include, street improvements, housing stock improvements, 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, (HH&EIP), vacant building stabilization and 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, & 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 20 or more vacant and functionally obsolete buildings and improve the resulting vacant lots, and stabilize at least 10 vacant buildings.

OUTCOME 5; Neighborhood Target Areas: The City of Troy will make significant neighborhood infrastructure improvements over the next 5-years for the period 2010-2014 in two target areas. South Troy, (Canal Street to Menands Bridge), North Central (Hoosick Street to 103rd Street). The City of Troy through its Housing and Community Development Department will implement various neighborhood infrastructure investment projects. Projects will include street improvements, sidewalk improvements, handicap accessibility improvements, utility improvements, vacant building stabilization & demolition, homeowner exterior rehabilitation programs, creation of parks and public spaces, traffic calming improvements, street trees and trash receptacles.

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 continue its housing rehabilitation program, which will be limited to designated housing or energy improvements. The goal of the program is to offer specific improvement projects to as many residents as possible to achieve a higher number of code compliance homes. The Program aims to improve housing energy efficiency and over all housing conditions by providing financial and technical assistance to low and moderate income homeowners of 1 to 2 unit homes citywide.

OUTCOME 1; Homeowners Housing and Energy Improvement Program, (HH&EIP): 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 2010-2011 designated housing and energy improvements projects are as follows:

1. Roof Replacement
2. Exterior structural repairs
3. Exterior painting
4. Window Replacement

Eligible costs under the HH&EIP program shall include the minimum cost of labor and materials for a 1 or 2-unit residential property in Troy.

Homeowners Housing and Energy Improvement Program, (HH&EIP) 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):

OUTCOME 1; 50/50 Commercial Handicapped Accessibility & Rehabilitation Matching Grant Program: The City of Troy will provide matching grant funds for commercial buildings to either remove barriers or improve accessibility for individuals with disabilities. This grant program will focus primarily on downtown businesses. In addition the city 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.

Homelessness (ESG funding)

The City's goal for ESG funds for 2010-2011 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.

Housing (HOME funding):

The City's goal under the HOME Investment Partnership Program is to utilize HOME funds, including CHDO Project 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 home construction and the CHDO Residential Rehabilitation Projects, which the city will partner with a local certified 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 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.

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 and daycare.

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 or other accredited learning institutions. 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, Hudson Valley Community College Workforce Development Institute or other accredited learning institute in continuing an educational and career training placement program that provides career opportunity programs for eligible low and moderate income and homeless individuals. Agencies that apply for funding shall provide services to low income working families that live and work in Troy.

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. Agencies that apply for funding shall provide services to low income working families that live and work in Troy.

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. Agencies that apply for funding shall provide services to low income working families that live and work in Troy.

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.

ALL PROPOSALS DUE BY NOON ON Wednesday, March 24, 2010

