



# Department of Planning, Housing, & Community Development

**Mayor, Matthew T. Ryan**

Director, Tarik Abdelazim

**CITY OF BINGHAMTON  
REQUEST FOR PROPOSALS  
Green Jobs Corp Program  
February 3, 2012**

**THE PURPOSE OF THIS RFP:**

The City of Binghamton is a designated entitlement community, receiving annual funding from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) Program. As part of its approved FY 37 Budget and Action Plan, the City allocated approximately \$40,000 in CDBG funds to support new, innovative Green Jobs programs in 2012.

The Green Jobs Corp will fund programs that provide job training or skills development to low-moderate income, under-employed individuals (including the formerly incarcerated and at-risk youth) in emerging green jobs, *and* result in community benefits. Providing work experience and training for under-employed individuals, including formerly incarcerated persons, is also a top priority of the City of Binghamton, especially as the issue of prisoner re-entry has taken on more relevancy in recent years. Helping these individuals integrate into the workforce has been shown to reduce recidivism, and must be a key aspect of a proactive approach to community safety.

To this end, the City has prioritized two program areas for this RFP:

- 1. Demonstration project of bus shelter design and construction using green building techniques and/or materials.** Many neighborhoods lack bus shelters, exposing public transit users to inclement weather conditions. Most riders of BC Transit are low-income individuals, and thus this demonstration project would advance multiple goals of the City's Annual Action Plan. The City encourages an innovative summer work program that will result in installation of up to two green bus shelters (locations to be determined with input from City and Broome County Transit), and applicants are encouraged to coordinate with and involve local educational centers and workforce agencies to facilitate expansion in future years if completed successfully.
- 2. Local Agriculture / Food Security.** The City encourages innovative work programs that: (i) aim to raise awareness about the connections between health and wellness, food security, local production of food, and ecological literacy; and (ii) are designed to generate community benefits as well.

Though the two above program areas are priorities for this RFP, the City may also consider programs centered around energy conservation and efficiency; waste removal, reduction and recycling; electronics recycling; deconstruction; community greening and urban forestry; brownfield remediation; and other related areas that would help advance the goals of the City's Sustainable Development and Smart Growth Policy Plan and the City of Binghamton's recently adopted Energy and Climate Action Plan. Applicants are encouraged to review these documents, available at the city's website: <http://cityofbinghamton.com/departments.asp?zone=dept-planning&pid=147&pm=page>, to help inform program development.

The City of Binghamton expects program innovation and requires that the applicant(s) provide close management and execution of work services projects. The applicant's design elements of the program should reflect the applicant's ingenuity, capacity, and experience. The program should also reflect meaningful collaborations that engage existing resources and infrastructure to suggest long-term sustainability.

Funding will be made available on a **competitive** basis, and preference will be given to programs that result in both job training for targeted populations *and* community benefits.

In alignment with HUD regulations and the City of Binghamton's 2010-2015 Consolidated Plan, programs must provide a direct benefit to at least 51% of City of Binghamton residents who meet HUD's low and moderate income guidelines.

#### **TIMELINE, CONTRACT TERMS & FUNDING**

The City's proposed timeline for this RFP is as follows:

- FRIDAY, FEBRUARY 3: RFP released and published
- WEDNESDAY, MARCH 21: Proposals due
- WEDNESDAY, MARCH 28: Recommended projects announced
- MONDAY, APRIL 2: Presentation of recommended projects to City Council
- WEDNESDAY, APRIL 18: City Council votes on recommended projects
- MONDAY, MAY 16: Subrecipient contracts fully executed

The term of the contract executed under this funding opportunity will be approximately June 1 – December 31, 2012. Applicants must be able to proceed with program operations and implementation in a timely manner upon contract execution.

The City anticipates awarding 2 grants; no grant award to an individual agency will exceed \$25,000. Successful applicants can apply the funds toward personnel, fringe benefits and operating expenses.

#### **ELIGIBLE APPLICANTS**

This funding is open to non-profits, faith-based organizations, and public and private educational institutions.

#### **APPLICATION & SUBMISSION PROCESS**

Enclosed please find an application for the Green Jobs Corp funding. Please review the application thoroughly, address all questions, and provide all information requested.

Upon request, the City will provide technical assistance to any interested applicant. If there is a sufficient need for technical assistance, a more comprehensive workshop will be conducted before the deadline. Applicants are strongly encouraged to contact the City's Grants Administrator, Jennifer Taylor, with questions about this RFP.

Jennifer Taylor

607-772-7028

[jmtaylor@cityofbinghamton.com](mailto:jmtaylor@cityofbinghamton.com)

**Proposals must be received in the Purchasing Department, 2<sup>nd</sup> Floor of City Hall, on or before Wednesday, March 21, 2012 at 10:30 a.m.** Applications should be placed in a sealed envelope and affixed with a label that says: "2012 Green Jobs Corp Application".

**Applications that are faxed, e-mailed, or received after this deadline will not be processed. Applicants, not courier services or other intermediaries, are responsible for the timely submission of applications.**

The Department of Planning, Housing, and Community Development staff will perform a technical review of all applications to check for completeness and eligibility of activities. The City will reject applications that are determined to be significantly deficient without requesting additional information.

As applications are reviewed it may become apparent that additional information is needed from one or all applicants. In the event that something pertinent to all applications has been omitted from the application form, all who submitted an application will be asked to provide supplemental information. The City may also follow up with individual applicants to clarify information contained in their application/proposal, or to gather additional information as needed. Applicants should be prepared to discuss their proposals with City staff and/or members of the review panel.

The review panel will make recommendations to the Mayor. Final funding decisions will be determined by the Mayor and Binghamton City Council. The City of Binghamton reserves the right to allocate funds to any, all, or none of the funding proposals/applications received under this Request for Proposal announcement. The City of Binghamton also reserves the right to allocate funds at a lesser amount than applicants' request.

Some general program requirements include the following:

1. All organizations that receive funding must make all documents relevant to program administration readily available for inspection by the City. In addition, all organizations will be subject to on-site inspections. **Subrecipient organizations must document the eligibility of clients and must submit interim and final program reports.**
2. The City will enter into a contract with each subrecipient organization that will include a detailed budget. **Funding will be made available on a reimbursement basis for budgeted and fully documented expenses.**
3. All organizations that receive funding will be required to submit an annual audit and management letter. For agencies that receive a total of more than \$500,000 in federal funding (including CDBG and all other federal sources) during its fiscal year, the audit must comply with the guidelines of the Single Audit Act.
4. All organizations that receive funding will be required to submit a copy of its Certificate of Liability Insurance with endorsement, naming the City of Binghamton as additional

insured on a primary non-contributory basis. Organizations will also be required to submit a copy of its Certificate of Worker's Compensation Insurance in a form approved by the New York State Worker's Compensation Board. Such insurances will be reviewed by the City's Corporation Counsel. If the insurances meet the insurance requirements contained within the contract and is approved by Corporation Counsel, then said insurances shall be kept in full force and effect during the entire term of the contract.

Please carefully review the information in this application packet to determine whether or not CDBG is an appropriate funding source for your program. **By submitting an application, it will be assumed that your organization has thoroughly reviewed the application and can meet all requirements of the CDBG program.**

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tarik Abdelazim', with a stylized flourish at the end.

Tarik Abdelazim

## CITY OF BINGHAMTON

### APPLICATION INSTRUCTIONS

### *37<sup>th</sup> YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) GREEN JOBS CORP PROGRAMS*

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Please use the following format to prepare your application for this RFP. Answer each numbered question separately.

**All applicants must submit one (1) completed application with original signatures and three (3) copies of the completed application, for a total of four (4) copies of the completed application. Applications must be typewritten in 12 point font and three-hole punched on the left side for binding purposes. DO NOT staple the applications or attachments. In order to conserve paper, applications may be copied double-sided. Succinct responses are encouraged to all questions.**

#### **PROPOSAL CHECKLIST FORM**

Insert signed Checklist Form as the first page of application.

#### **COVER SHEET**

Please complete the cover sheet and budget tables included in this packet.

#### **NARRATIVE**

##### **A. INTRODUCTION (Limit two pages)**

1. Provide a brief overview of your organization's programs and initiatives.
2. Describe the proposed program to be considered for funding and its correlation to fulfilling the organization's mission.

##### **B. NEEDS ASSESSMENT/STRATEGY (Limit two pages)**

1. Indicate the population you intend to serve with the proposed program.
2. Describe the extent to which your program is either unduplicated or uniquely qualified to address the indicated need.
3. Describe the extent to which your agency works with other agencies to prevent duplication of services. Indicate how the program fills a gap or enhances delivery in the system of available services.

##### **C. PROGRAM IMPLEMENTATION (Limit three pages, excluding resumes)**

1. Describe and quantify the scope of services for each activity, including numbers of persons to be served and the depth of service to be provided.
2. Indicate intended outcomes of the program and how these outcomes and the program's effectiveness will be measured.
3. Provide **one-page** resumes for a maximum of five key personnel to be involved in program implementation. The licensing credentials of staff providing specialized services should be clearly indicated within the resume.

**D. PROGRAM PROMOTION AND OUTREACH (Limit one page)**

1. Describe the outreach efforts that will be used to maximize awareness of your services amongst a diverse population of low-income residents.
2. Identify the marketing tools or methods you will use to increase participation in your program.

**E. BUDGET NARRATIVE (Limit two pages)**

1. In narrative form, please justify **each line item** in the accompanying budget (Table 2). Please describe specific types of expenses that will be charged under any ambiguous lines such as “program supplies” or “training”.

**TABLES**

Please complete the attached budget tables (Tables 1 and 2).

**LETTERS OF SUPPORT**

Provide 2-4 letters of support from clients or organizations that attest to their familiarity and involvement with your organization and significant impact(s) of the proposed program. Letters of support that are not signed or dated, or have a date prior to February 3, 2012 will not be considered.

**ATTACHMENTS**

**Please submit ONE copy of the following six attachments. (Attachments must also be three-hole punched on the left side for binding purposes. Please do not staple.)**

1. Proof of your organization's legal status as a non-profit organization.
2. A copy of your hiring policies, indicating documentation of adherence to labor laws.
3. Your organizational chart, indicating personnel that will be involved with the proposed program.
4. Job descriptions, including minimum hiring requirements, for each position responsible for administering the proposed program.
5. A copy of your organization's by-laws.
6. A list of your board of directors or other local governing body, including the term expirations and descriptions of how new board/governing members are selected to fill vacancies.

# PROPOSAL CHECKLIST FORM

Please complete this form and insert it as the first page of each completed application.

\_\_\_\_\_ Four three-hole punched completed copies of CDBG application including:

\_\_\_\_\_ Narrative

\_\_\_\_\_ One-page resumes of Key Personnel

\_\_\_\_\_ Letters of Support

\_\_\_\_\_ Cover Sheet

\_\_\_\_\_ Budget Tables

\_\_\_\_\_ One (1) copy of required attachments

As an authorized official of \_\_\_\_\_, I certify the following:  
Insert Name of Agency

- The content in this application is true and correct to the best of my knowledge;
- I reviewed the request for Proposal for Community Development Block Grant funding assistance in its entirety and understand that in applying for CDBG funds, the organization will be responsible for complying with CDBG reporting requirements and maintaining residency and income documentation for CDBG-eligible clients in accordance with HUD guidelines.
- If this application is selected, I will secure board approval to accept an award prior to execution of contract with the City of Binghamton;

\_\_\_\_\_  
(Signature of Authorized Official)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Print Name of Authorized Official)

\_\_\_\_\_  
(Date)

**CITY OF BINGHAMTON**

**APPLICATION COVER SHEET – GREEN JOBS CORP PROGRAM  
37<sup>th</sup> YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

SUBMITTAL DATE: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

EIN NUMBER: \_\_\_\_\_ DUNS NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

MISSION STATEMENT: \_\_\_\_\_  
\_\_\_\_\_

TARGET POPULATION: \_\_\_\_\_

PROGRAM TITLE: \_\_\_\_\_

PROGRAM DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROGRAM LOCATION: \_\_\_\_\_

DAYS/HOURS OF OPERATION \_\_\_\_\_

PROGRAM BUDGET: \$ \_\_\_\_\_

**CDBG REQUEST:** \$ \_\_\_\_\_

ESTIMATED UNDUPLICATED  
CITY OF BINGHAMTON RESIDENTS SERVED

ESTIMATED UNDUPLICATED **CDBG-ELIGIBLE**  
CITY OF BINGHAMTON RESIDENTS SERVED\*

PER DAY: \_\_\_\_\_

PER DAY: \_\_\_\_\_

PER YEAR: \_\_\_\_\_

PER YEAR: \_\_\_\_\_

\*Total CDBG eligible persons served must be greater than 51% of total City of Binghamton residents served.

TABLE 1: PROPOSED PROGRAM FUNDING SOURCES

A. LINE #	B. PROPOSED PROGRAM FUNDING SOURCES	C. SECURED? YES/NO	D. AMOUNT	E. % OF TOTAL PROJECT BUDGET
1	PROPOSED CITY OF BINGHAMTON	NO		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11	SUBTOTAL			
12	TOTAL			

TABLE 1. Instructions:

Column B: List all proposed funding sources for the specific program from highest to lowest. Please spell out the names of the sources (do not use acronyms or abbreviations).

Column C: Indicate whether funding has been secured from each source.

Column D: Indicate the anticipated funding amount.

Column E: Indicate the percentage of the program budget reflected by each line item.

**TABLE 2: PROPOSED PROGRAM LINE ITEM BUDGET**

A. Line #	B. Budget Item Item	C. Total Program Budget	D. Grant Portion	E. Other Funding Sources	F. Grant Percent of Budget
	Personnel Services				
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20	Subtotal: Personnel = sum of lines 1 to 19				
	Fringe Benefits & Payroll Taxes				
21					
22					
23					
24					
25					
26					
27					
28					
29					
30	Subtotal: Fringe Benefits & Payroll Taxes = sum of lines 21 to 29				

**TABLE 2. Instructions**

- Column B: Under each applicable section, list all proposed budget lines. Please use sufficient detail in defining line items. In most cases, there should be an individual line for each staff person. It is acceptable to provide an overall fringe benefit rate and amount, however, a detailed computation of the fringe benefit rate must be included in the budget narrative.
- Column C: Enter the total amount proposed for each line.
- Column D: Enter the grant portion proposed for each line. Calculate the subtotals and grand totals.
- Column E: Enter the amount covered by other funding sources. The total must equal Column C minus Column D.
- Column F: Enter the percentage of each line item to be charged to the grant. This amount will equal Column D divided by Column C.

TABLE 2: PROPOSED PROGRAM LINE ITEM BUDGET

(Continued)

Line #	Budget Item Item	Total Program Budget	Grant Portion	Other Funding Sources	Grant Percent of Budget
	Operating/Administrative Expenses				
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54	Subtotal: Operating/Administrative = sum of lines 31 to 53				
55	GRAND TOTAL = sum of lines 20 + line 30 + line 54				

**TABLE 2. Instructions:**

- Column B: Under each applicable section, list all proposed budget lines. Please use sufficient detail in defining line items. In most cases, there should be an individual line for each staff person. It is acceptable to provide an overall fringe benefit rate and amount, however, a detailed computation of the fringe benefit rate must be included in the budget narrative.
- Column C: Enter the total amount proposed for each line.
- Column D: Enter the grant portion proposed for each line. Calculate the subtotals and grand totals.
- Column E: Enter the amount covered by other funding sources. The total must equal Column C minus Column D.
- Column F: Enter the percentage of each line item to be charged to the grant. This amount will equal Column D divided by Column C.

**APPENDIX A:**  
**CDBG PUBLIC SERVICES SUBRECIPIENTS – 2012 CONTRACT YEAR**  
**GENERAL INFORMATION**

**ELIGIBLE ACTIVITIES:** The Community Development Block Grant is the source of funding for this RFP, and thus successful applicants will need to comply with regulations pertaining to CDBG public service funding. All programs must use CDBG funds to benefit at least 51% of residents who meet HUD's low and moderate income guidelines. Funding must be directed towards those costs directly associated with the provision of such services.

**CLIENT INTAKE INFORMATION:** CDBG subrecipients will need to collect the following client information at intake, to be used for reporting and client files:

- Permanent street address
- Family/Household income (with verification, see following section)
- Number of persons in family/household
- Ethnicity
- Race
- Whether client's household is a female-head of household
- Whether the client or any family member is employed by the City of Binghamton

**INCOME VERIFICATION:** At least 51% of clients served by the CDBG program must be low or moderate income according to income guidelines in Appendix B. Successful applicants will be provided with a CDBG client application that must be completed by clients and retained in each client file to document CDBG eligibility. Program staff will need to exercise due diligence in collecting income documentation to verify client information.

**RESIDENCY INFORMATION:** CDBG public services funds may only be used to assist residents of the City of Binghamton. Your records must show each CDBG client's permanent address as located within the City boundaries. Please note that postal boundaries DO NOT conform to municipal boundaries. All Binghamton zip code boundaries extend outside of the City. Therefore, many people with "Binghamton" addresses DO NOT live in the City of Binghamton and are not eligible for assistance under CDBG public services programming. Program staff will need to exercise due diligence in collecting residency documentation to verify client information.

**ACTIVITY REPORTS:** Subrecipients must submit an interim and final activity report in a format prescribed by the City of Binghamton. This report will contain a demographic profile of unduplicated CDBG clients served and a summary of activities, outreach efforts, and measurable outcomes.

**SITE VISITS:** As required by HUD, the City's planning staff will conduct at least one site visit during the contract period. During site visits, staff will check client files to verify income and residency information. All organizational documents germane to program administration must be readily available for inspection by the City. **Please note that failure to maintain proper program records, including client residency and income documentation, may result in termination/repayment of funds.**

**ACTIVITIES INELIGIBLE FOR FUNDING (Partial List):** CDBG program funding is available for a wide variety of projects designed to improve the quality of life for low and moderate income persons. However, in the administration of these projects, some activities are ineligible for funding. The following list of ineligible activities is by no means inclusive. Rather, it serves as a general guide of what constitutes ineligible expenditures.

- Purchase of equipment (i.e., office equip., vehicles, furnishings, personal property, etc.)
- Operating and maintenance expenses not associated with the project
- Inherently religious activities such as worship, religious instruction or proselytization
- Political activities

**CONFLICT OF INTEREST:** In the administration of CDBG project funds, use of official positions by subrecipients for the purpose of private gain is prohibited. This includes any person who is an employee, elected agent, consultant, officer, or client of the City or subrecipient. No person who exercises any functions or responsibilities in CDBG activities may obtain a personal or financial interest or benefit from the activity other than by receipt of a salary. This also applies to those with whom they have family or business ties, during their tenure or for one year thereafter.

**AUDITS:** Each subrecipient organization must submit a copy of its annual audit and management letter to the City. For organizations that receive a total of more than \$500,000 in federal funds (including CDBG and all other federal sources), this audit must comply with guidelines of the Single Audit Act.

**APPENDIX B:**

**CITY OF BINGHAMTON**  
**CDBG INCOME GUIDELINES**

The U.S. Department of Housing and Urban Development has established the following guidelines for income eligibility for the CDBG program in the City of Binghamton. These guidelines are effective December, 2011 and are subject to change.

NUMBER IN FAMILY	VERY LOW	LOW	MODERATE
1	\$13,000	\$21,650	\$34,650
2	\$14,850	\$24,750	\$39,600
3	\$16,700	\$27,850	\$44,550
4	\$18,550	\$30,900	\$49,450
5	\$20,050	\$33,400	\$53,450
6	\$21,550	\$35,850	\$57,400
7	\$23,050	\$38,350	\$61,350
8	\$24,500	\$40,380	\$65,300