



CITY OF BUFFALO NEW YORK



MAYOR, BYRON W. BROWN

65 NIAGARA SQUARE

201 CITY HALL

BUFFALO, NEW YORK 14202

&

BUFFALO COMMON COUNCIL

Council President, Darius G. Pridgen

65 NIAGARA SQUARE

1315 CITY HALL

BUFFALO, NEW YORK 14202

REQUEST FOR PROPOSALS FOR CITY OF BUFFALO CULTURAL AND ANTI-VIOLENCE FUNDING APPLICATION

- ❖ ISSUE DATE: **AUGUST 7, 2017**
- ❖ QUESTION SUBMISSION DEADLINE: **AUGUST 22, 2017 BY 4:00 PM**
VIA EMAIL TO: clthompson@city-buffalo.com
- ❖ ANSWERS POSTED TO CITY OF BUFFALO WEBSITE
(www.city-buffalo.com/bids): **AUGUST 25, 2017 BY 4:00 PM**
- ❖ PROPOSAL SUBMISSION DATE: **SEPTEMBER 8, 2017 AT 4:00 PM**

**CITY OF BUFFALO CULTURAL AND ANTI-VIOLENCE
FUNDING APPLICATION
2017-2018 FISCAL YEAR GRANT FUNDING GUIDELINES**

General Invitation

Mayor Byron W. Brown and the Buffalo Common Council hereby issue this Request for Proposals (RFP) seeking proposals from qualified organizations that are currently engaged in providing interactive cultural and anti-violence programs for residents of the City of Buffalo. The purpose of this RFP is to allow for the distribution of grant funding that has been set aside in the 2017-2018 Fiscal Year City Budget to assist organizations in bolstering their cultural and anti-violence programming within the City. The City invites all eligible organizations with prior demonstrative experience in providing interactive cultural and anti-violence programs to submit a proposal, containing all of the information requested herein, for the City's consideration. Grant funding will be awarded to those organizations whose applications are deemed most meritorious, with the goal of maximizing positive community impact. The City reserves the right to determine the organizations for award and the amount of funding that will be provided to each organization.

All questions regarding this solicitation must be directed to the City's designee in writing via electronic mail or facsimile to:

Charlene L. Thompson
City of Buffalo Department of Law
65 Niagara Square, Room 1100 City Hall
Buffalo, New York 14202
TEL: (716) 851-4343
FAX: (716) 851-4105
Email: clthompson@city-buffalo.com

Questions regarding the RFP shall be directed to the City's designee, Charlene L. Thompson, only. Any impermissible contact with any other City officer or employee regarding the RFP during the procurement period shall result in the rejection of any such organization's proposal. Organizations are strongly encouraged to submit their inquiries in writing only. All questions, requests for clarification or additional information must be directed to: clthompson@city-buffalo.com and must be received no later than **4:00 pm on August 22, 2017**.

Questions received from all Offerors will be answered and shared with all Offerors via the City's website at (www.city-buffalo.com) by **4:00 pm on August 25, 2017**. No other representatives of the City are to be contacted regarding this RFP. The City accepts no responsibility for, and each Offeror agrees not to rely upon, any verbal or written statements or representations from any other person, whether or not employed by the City.

The City may, in its sole discretion, also elect to provide both the question(s) and the written answer(s) to all known Offerors via e-mail. Offerors are solely responsible for ensuring that the City has accurate contact information, including an e-mail address for the receipt of such

correspondence. The City does not assume any responsibility for undelivered e-mails or for the receipt of any communication sent to any Offeror.

If after your review of the enclosed, you are interested in submitting a proposal for grant funding, you must provide all of the information requested, including but not limited to, the completed applications, in a sealed envelope labeled “**City of Buffalo Cultural and Anti-Violence Funding Application**”, by no later than **4:00 PM, September 8, 2017** to:

Office of the Mayor
65 Niagara Square
201 City Hall
Buffalo, New York, 14202

Each proposal must be submitted to, and be received, via mail or hand delivery, by the Office of the Mayor no later than **4:00 PM on September 8, 2017**. Responses to this RFP will not be accepted by facsimile or e-mail transmissions. Whether the proposal is delivered by hand or mail or commercial express service, the organization shall be responsible for actual timely delivery of the proposal to the City. The City’s timeclock at the above location shall govern. Expenses incurred in the preparation and/or submission of proposals shall be borne by the organization with the express understanding that the organization may not apply to the City for reimbursement for these expenses. Proposals received after the deadline will not be considered. All proposals become the property of the City.

Proposals are solicited in accordance with the terms, conditions and instructions set forth in this RFP. Submission of proposals via telephone, facsimile, e-mail or any other method not specifically provided herein is prohibited. Proposals must be completed in accordance with the requirements of the RFP. No amendments or changes to proposals will be accepted after the closing date and time. No proposals shall be accepted after the stated deadline. The City reserves the right to reject any or all proposals.

Any material misrepresentation made by a party may void their proposal and eliminate the party from further consideration. Any proposal that is based upon a violation of federal, state or local law, or deemed to be non-responsive will be eliminated from consideration.

SECTION 1 – ELIGIBLE APPLICANTS

Eligible applicants are limited to established 501(c)(3) not-for-profit organizations providing cultural or anti-violence programming to residents of the City of Buffalo. Such organization’s primary place of business must be located within the City. Organizations must have established their own unique 501(c)(3) status at the time of application. The use of, or proposed use of, another organization’s 501(c)(3) status as a “pass through” is strictly prohibited and will result in disqualification.

SECTION 2 – SUBMISSION REQUIREMENTS

Each proposal must be submitted in compliance with the submission requirements contained herein and where each and every other requirement contained in this RFP. Failure to comply may result in your proposal not be considered for award.

2.1 Commitment to Diversity

Each organization shall prepare and submit a statement indicating their commitment to diversity with respect to its workforce, leadership, and the community served. The statement must include details of board's composition, workforce diversity, and inclusivity of underrepresented racial and ethnic groups.

2.2 Organization Profile

Each organization is required to prepare and submit the following information to be considered for grant monies for the City of Buffalo Cultural and Anti-Violence Funding:

1. Each organization must provide a completed “2017 Application Cover Page” duly executed by the Board Chairperson/Executive Director or other individual with authority to execute agreements on behalf of the organization;
2. Each organization seeking grant funding to assist with its anti-violence program initiatives must provide all of the information described in the “Anti-Violence Programming Funding Application”;
3. Each organization seeking grant funding to assist with its cultural program initiatives must provide all of the information described in the “Cultural Programming Funding Application”;
4. Each organization must provide a completed “Conflict of Interest Disclosure Statement;”
5. Each organization must provide demonstrative proof that it has been functioning for a minimum of three (3) consecutive years prior to the date of the organization's application submission, regardless of whether the organization has been incorporated as a 501(c)(3) during the entire three (3) year period;
6. Each organization must also provide brief description, including but not limited to, demonstrative proof of significant past collaborations with other not-for-profit or non-profit organizations, or community-based organizations, and be able to demonstrate an intent to continue engaging in such mutually beneficial collaborations;
7. Each organization must provide a statement confirming its financial capacity to exist and continue to fulfil its mission, well into the foreseeable future, regardless of whether a grant is awarded to it, as demonstrated by its Mission Statement or its Strategic Plan.

SECTION 3 - GRANT FUNDING AGREEMENT REQUIREMENTS

Each grant funding agreement arising from this RFP shall include, but not be limited to, the following minimum of the requirements regarding the expenditure of grant monies:

3.1 City's Right to Audit

Each organization shall develop a budget and maintain records, including but not limited to, invoices and/or receipts, related to its expenditure of grant monies. Each organization agrees to allow the City to audit its books and records when the City deems it necessary, or upon request of the Common Council or City Comptroller, relative to its expenditure of the City grant funds and to ensure that its activities and programming are conducted efficiently and effectively to accomplish their intended objectives and in compliance with applicable State or federal laws and regulations.

Each organization understands and agrees that **in the event that it is seeking grant monies to assist with costs relative to program activities that have already occurred, the organization must provide copies of the invoices and/or receipts equal to or greater than the amount requested with their proposal.** In the event that the organization is seeking grant monies to assist with costs relative to programming that has not yet occurred, then the organization understands and agrees to keep records, including but not limited to, invoices and/or receipts relative to such programming for not less than two (2) years. The City Comptroller reserves that right to request copies of the invoices and/or receipts related to the expenditure of grant monies within two (2) year of any monetary award. An organization's failure to maintain and provide records related to the expenditure of grant monies may bar such organization from any future consideration and award of grant monies.

3.2 Indemnification and Insurance

For any grant funding agreement arising from this RFP, each organization shall agree to defend, indemnify and save harmless the City and its officers and employees from all claims, suits, actions, damages, losses, and costs of every name, nature, and description to which the City may be subjected or put by reason of any injury to the person or property of another, or the property of the City, resulting from the negligence or carelessness, active or passive, of the organization, its employees, agents or subcontractors. In addition to and in furtherance of the foregoing indemnity, the insurance coverage described herein must include language that states that the insurance carrier will defend the City for any and all claims arising or resulting from the agreement. Furthermore, the whole, or so much of the money to become due under any agreement as shall be considered necessary by the City, may be retained by it until all suits or claims for damages shall have been settled or otherwise disposed of, and evidence to that effect furnished to the satisfaction of the City.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state or local law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or exclude the City from additional limits and coverage provided. Coverage shall be primary and non-contributory.

3.2.1 Workers' Compensation Insurance and Disability Insurance

Each organization shall carry Workers' Compensation Insurance and Disability Insurance in accordance with the requirements of the laws of the State of New York. Evidence of Workers' Compensation Insurance and Disability Insurance, or the organization's exemption therefrom, must be provided on the New York State approved insurance forms. The Accord form is not acceptable. Each certificate of insurance evidencing such coverages shall be submitted by organization and must name the City of Buffalo as certificate holder.

3.2.2 Commercial General Liability Insurance

Each organization shall carry Commercial General Liability insurance providing for a total limit of not less than one million dollars (\$1,000,000) per occurrence. Each annual aggregate limit shall not be less than two million dollars (\$2,000,000). A certificate of insurance evidencing such coverage shall be submitted by organization and must name the City of Buffalo as additional insured and certificate holder.

3.2.3 Notice of Cancellation or Nonrenewal

Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after 30 days prior written notice has been given to the City.

3.2.4 Certificate of Insurance

As evidence of the insurance coverage required by this contract, organization shall furnish certificate(s) of insurance to the Law Department prior to the award of any grant funds. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

3.3 Restricted Organizations

No proposal shall be accepted from or grant awarded to any City employee or official, or any organization in which a City employee or official has a direct or indirect financial interest. Organizations that are legally related to each other or to a common entity may not submit separate proposals. Any proposal may be rejected that, in the City's sole judgment, does not comply with these conditions.

3.4 New York State Executory Clause

Any grant funding agreement arising from this RFP shall be deemed executory only to the extent of monies appropriated and available for the purpose of the contract, and no liability on account thereof shall be incurred by the City of Buffalo beyond the amount of such monies. Neither the full faith and credit nor the taxing powers of the City of Buffalo are pledged to the payment of any amount due or to become due under the grant funding agreement. It is understood that neither this RFP, any agreement arising from this RFP, nor any representation by any public employee or officer creates any legal or moral obligation to appropriate or make monies available.

SECTION 4 - REVIEW PROCESS

Applications will be reviewed and evaluated by a panel. Criteria to be considered will include, but not be limited to:

- ✓ the past and projected impact of the organization's relevant program(s),
- ✓ its cost effectiveness
- ✓ organization's financial capacity to fulfill its mission,
- ✓ and other indications that quantifiable progress will be achieved in furtherance of the program's Mission Statement,
- ✓ Conflict of Interest

By submitting an application, an organization asserts that its application is complete, truthful and accurate. Incomplete submissions and any containing incorrect information will not be considered. It is not the responsibility of the Mayor's Office, the Common Council, or the application review panel to correct or otherwise amend deficient applications. Incomplete applications will not be considered or amended.

The application review panel will accept and evaluate only **ONE** program proposal per organization. **The City reserves the right, in its sole discretion, to determine the organizations for award and the amount of funding that will be provided to each organization. This is a highly competitive process and the City of Buffalo will not be able to fund all applications.**

SECTION 5 - CITY'S RESERVATION OF RIGHTS

Upon submission of a proposal in response to this RFP, each organization acknowledges and consents to the following conditions relative to the submission and review and consideration of its proposal:

1. All costs incurred by the organization in connection with responding to this RFP and for participating in this procurement process shall be borne solely by the organization.
2. The City reserves the right, in its sole discretion, to reject, for any reason, any and all responses or components thereof and to eliminate any and all organizations responding to this RFP from further consideration for this grant award.
3. The City reserves the right, in its sole discretion, to reject any organization that submits incomplete responses to this RFP, or proposal that is not responsive to the requirements of this RFP.
4. The City reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information. Any such changes will be posted on the City's website: www.city-buffalo.com

5. All proposals submitted in response to this RFP shall become the property of the City and will not be returned.
6. All proposals in response to this RFP shall constitute public records subject to disclosure, unless specifically designated in whole or part as proprietary and/or confidential.
7. Any and all proposals in response to this RFP that are not received by the Office of the Mayor by **4:00 PM on September 8, 2017** will be rejected.
8. Neither the City, nor its officers, officials nor employees shall be liable for any claims or damages resulting from the solicitation or preparation of the proposal in response to this RFP.

The City reserves that it may, in its' sole discretion, exercise the following rights and options with regard to this RFP:

1. To waive irregularities and/or minor non-compliance by any organization with the requirements of this RFP;
2. To request clarification and/or further information from one or more organizations after closing without becoming obligated to offer the same opportunity to all organizations;
3. To determine that any proposal received in response to this RFP complies or fails to comply with the terms set forth herein;
4. To determine whether any perceived, actual or potential conflict of interest exists that would affect or impair the selection of any organization(s);
5. To waive any technical non-conformance with the terms of this RFP;
6. To conduct investigations of any or all of the organizations, as the City deems necessary or convenient, to clarify the information provided as part of the proposal and to request additional information to support the information included in any proposal;
7. To suspend or terminate this RFP at any time. If terminated, the City may determine to issue a new RFP without any obligation to the organizations;
8. The City shall be under no obligation to complete all or any portion of this RFP.

Organizations are advised to submit a complete offer as their proposal. Any waiver or request for clarification will not be considered as an opportunity for organizations to correct errors in their proposal.

**CITY OF BUFFALO CULTURAL AND
ANTI-VIOLENCE FUNDING APPLICATION**

2017 Application Cover Page¹

Name of Organization: _____

Program Name: _____

Federal ID Number: _____

Address: _____

City/State/Zip: _____

Council District: _____

Phone: _____ Fax: _____

Contact Name: _____

Contact Email: _____

Website: _____

Total Program Budget: \$ _____

Total Amount Requested: \$ _____

Print Name: _____

Signature: _____ Date: _____
(Board Chairperson/Executive Director)

¹ A completed cover page is required for all applicants, regardless of whether they are seeking funding for cultural or anti-violence programming.

**CITY OF BUFFALO CULTURAL AND
ANTI-VIOLENCE FUNDING APPLICATION**

2017 Application Cover Page

Office Use Only-----

Received by: _____ Date Stamp: _____

- All required documentation attached

- Missing the following required information:

**CITY OF BUFFALO CULTURAL AND
ANTI-VIOLENCE FUNDING APPLICATION
PROGRAM NARRATIVE INSTRUCTIONS – PART ONE²**

ANTI-VIOLENCE PROGRAMMING FUNDING APPLICATION

1. **Organization Mission:** *(Limit to 1 page)* Provide a brief description of your organization's mission.

2. **Target Population:** *(Limit to 1 page)* Include a brief response to each of the following.
 - Number of people to be served by this specific program of your organization (not by your organization as a whole).
 - Age range of this program's target population.
 - Gender composition of this program's target population.
 - Racial/ethnic composition of this program's target population.
 - Geographic location to benefit from this program, by zip code.
 - Describe what strategies this program will use to attract and retain the above referenced number of participants.
 - Describe the experience your organization has serving this population.

3. **Program Description & Details:** *(Limit to 3 pages)* Provide a detailed description of your proposed program. This description must include the information requested below. Please be sure to include this information in the same order as it appears below.
 - Create a detailed program description that demonstrates an effective, positive, and impactful anti-violence program.
 - Include the program location and address of the program headquarters.
 - Specify the days and hours of operation of the program and how they meet the needs of residents in the community.

² Part One applies to applicants seeking funding for anti-violence programming. Applicants seeking funding for cultural programming should skip to Part Two. Please note that interested applicants *must stay within the page limits set forth above or risk disqualification.*

- State whether, and if so, how your program serves residents in high need and underserved communities.
 - Briefly describe past collaborations and community participation, and explain how these add value to your program.
 - Include the direct staff-to-participant ratio of your program.
 - List all direct staff by name and title (be sure to include titles for vacant positions).
4. **Budget:** (*Limit to 1 page*) Complete the attached Program Budget Narrative with as much detail as possible. Only include information regarding the program you are requesting funding for; do not include information concerning your organization as a whole.
5. **Additional Forms:** Be sure to attach the following forms.
- Board of Directors: Provide a list of your Board of Directors including Name, Board Position, Home Address and Phone Number, Employer's Name, Employer's Address and Phone Number, and any Professional or Community Affiliations. In addition, please identify any youth members (under age 21) by Name and Position.
 - A copy of any resolution or some other form of authority, identifying all individuals that are authorized to execute agreements on behalf of the organization.
 - IRS 501(c)(3) Letter of Determination: One current copy.
 - Articles of Organization or Incorporation.
 - Form 990: One copy of the most recent form.

**CITY OF BUFFALO CULTURAL AND
ANTI-VIOLENCE FUNDING APPLICATION
PROGRAM NARRATIVE INSTRUCTIONS – PART TWO³**

CULTURAL PROGRAMMING FUNDING APPLICATION

Name of Organization: _____

Program Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Program Description

Briefly describe how the requested funding will be utilized if awarded to your program. Be sure to include any foreseeable impact this will have on the diverse City population.

³ Part Two applies to applicants seeking funding for cultural programming. Applicants seeking funding for anti-violence programming are directed to Part One.

Describe how your organization will collaborate with other non-profit organizations:

Describe how your program will benefit the City of Buffalo:

Please attach any additional letters your organization may have received from the Buffalo Arts Commission in support of your program.

Signature of Applicant: _____ Date: _____

**CITY OF BUFFALO CULTURAL AND
ANTI-VIOLENCE FUNDING APPLICATION
CONFLICT OF INTEREST DISCLOSURE**

Each organization represents that none of its employees, officers, compensated members, contractors or consultants are, or for the duration of this agreement will be, employees of the City of Buffalo nor are their family members or business relationships employees of the City of Buffalo nor will their employees, officers, compensated members, contractors or consultants obtain a financial interest either for themselves or those whom they have immediate family or business ties, during their tenure or for one year thereafter.

Organization must formally disclose all potential Conflicts of Interest to the City of Buffalo.

Disclosure: Are you, or are you related to (by blood, marriage, act of law, or business relationship) any person who is an employee of the City of Buffalo, the Buffalo Municipal Housing Authority (BMHA), City of Buffalo Board of Education, City of Buffalo Sewer Authority or any other entity funded by Community Development Block Grant (CDBG)?

YES NO

If yes, a full disclosure must be forwarded on official letterhead to the City of Buffalo. The notice must include:

Name: _____

Job Title or Position: _____

Disclosure must include:

1. Name of Relation
 2. Department
 3. Position
 4. Relationship
-

Organization acknowledges receipt of this policy and verifies that all appropriate parties have been apprised of their obligation to disclose all potential conflicts of interest.

(Board Chairperson/Executive Director)Signature

Date