



Governor's Office of Storm Recovery



Andrew M. Cuomo
Governor

Lisa Bova-Hiatt
Executive Director

HOUSING TRUST FUND CORPORATION Governor's Office of Storm Recovery

Notice of Funding Availability

for

Rebuild by Design (RBD) Social Resiliency Program

Program Implementation and Administration Services
Tier 1 – Requests for Statements of Qualifications

May 2, 2016

Responses must be received by
6:00 p.m. (Eastern), June 2, 2016



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EXHIBIT A

- Submittal Checklist
- Part II--Statement of Qualifications Form



1.0

GENERAL INFORMATION

1.1 Overview:

The Governor’s Office of Storm Recovery (GOSR) announces this Notice of Funding Availability (NOFA) through the Infrastructure and Local Government Program to seek Statements of Qualifications (SOQ) from eligible participants¹ to provide program implementation and administration services. This includes educational and long term monitoring opportunities that are needed to support two Rebuild by Design projects, the Living with the Bay and Living Breakwaters Programs (the Program).

It is the intent of the Governor’s Office of Storm Recovery to provide the needed funding to implement programs, including, but not limited to:

- Development of academic research opportunities for University and College students to support long term monitoring of stormwater resiliency interventions
- Development of continuing education curriculum and certificate programs for subrecipients and local governments to learn how to incorporate green and grey infrastructure techniques, utilize best practice methods, and ensure long term operations and maintenance of RBD related projects elements
- Development of curriculum and job training program(s) that lead to “restoration economy” jobs that support RBD green and grey infrastructure project elements. Job training programs should focus on high school students, who do not wish to pursue a four year degree programs, or be designed to assist residents located in RBD project areas. Job programs must result in skills and/or trades that can be used to assist with construction and building of RBD projects and/or ensure that long term maintenance and replacement of natural project elements can take place.
- Development of curriculum plans and teacher training opportunities in the science and ecology fields, for students in grades Pre-K-12, that allow teachers and schools to learn about RBD projects and develop “hands on” and “on-site” learning opportunities. Curriculums can be proposed for specific grades and/or school levels.
- Creation and maintenance of a data warehouse as related to the Programs

▪ ¹ See Section 2.2: Eligible Participants include public academic and higher education institutions, private academic and higher education institutions, science based research organizations, and natural resource based nonprofit organizations that focus on conservation, resiliency and/or education (having IRS 501(c)(3) status)



1.2 Background:

Living with the Bay:

Living with the Bay provides a comprehensive suite of resiliency interventions for Nassau County communities surrounding the [Mill River watershed](#), which is an environmentally degraded north-south tributary flowing from above Hempstead Lake State Park into the South Shore of Long Island's Hewlitt Bay. During Superstorm Sandy, Nassau County was hit with heavy rain and an 18 foot tidal surge. Fourteen people lost their lives and approximately 113,197 homes were destroyed. Public and private infrastructure along the river were damaged, including bridges, businesses, parks, roads, schools, and a wastewater treatment facility at the entrance of the Bay.

Over the last century, the Mill River watershed has become more populated with communities growing along each bank. As communities emerged, road systems and other infrastructure was built, including stormwater and sewer systems. These systems, combined with increasing populations and continued urban development made the Mill River communities more susceptible to flooding from large storms, storm surge and rain events.

Along the Mill River, low-density suburban development has further degraded natural buffers that once offered protection to neighborhoods and ecosystem. Without vegetated buffers along the river to absorb and store rainwater, stormwater drained rapidly into the Mill River, leading to increased siltation and the backing up of outflow pipes and causing severe inland flooding. In tidally influenced sections of the river, increased urban development and outflows pipes allow for cyclical tidal events to enter and cause localized flooding. When combined with high tides and storm surge neighborhoods can flood. Tidal surge impacted the Bay Park Sewage Treatment Plan at the mouth of the Mill River, sending not just untreated stormwater, but also untreated sewage, into the Bay. Hewlitt's Bay marshlands act as natural defense mechanism. Superstorm Sandy combined with increased recreational use, urban development, man made pollutants and poor water quality have reduced these marshlands weakening the ability of these natural systems to slow storm surge and provide habitats for marine species.



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The purpose of the Living with the Bay project is to increase community resilience by mitigating local risk from tidal and stormwater flooding, while incorporating environmental co-benefits such as water quality improvements, ecological restoration, and aquifer recharge. In addition, the project creates public access to the river, reconnecting communities with the natural environment and providing economic development opportunities.

This comprehensive strategy will be accomplished by addressing stormwater and mitigation concerns and needs in the northern, middle, and southern sections of the Mill River:

Northern Section:

The Northern section of the project will primary address stormwater and rain impacts events. This section of the river would be characterized as being primarily a freshwater system. Work in this section of the river will focus on increasing water storage capacity that will reduce storm flooding in communities, and will address pollutant and water quality issues that impact the entire Mill River system.

- **Hempstead Lake Dam and Hempstead Lake State Park:** Restoring and revitalizing Hempstead Lake and Hempstead Lake Dam to manage stormwater flow and prevent flooding of the Sunrise Highway and Hempstead communities, in addition to improving public accessibility (including Americans with Disabilities Act approved paths) and recreational opportunities in the Park. Dam restoration and enhancement would create a second catch basin to provide additional stormwater runoff management and address predicted precipitation events and high tides.
- **Northwest and Northeast Ponds:** A large portion of the Mill River watershed enters the river at these two ponds before flowing into Hempstead Lake State Park. The ponds also act as exit point for two very large drainage systems. These systems deposit urban run-off and pollutants from north of the park. Installing a floatables catcher and restoring the wetlands will improve water quality, remove pollution, and provide water storage capacity to area.



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- **Smith Pond:** A significant portion of the Mill River watershed enters the river at Smith pond before flowing south toward Hewlitt Bay. As a result of urban run-off, over time the pond has seen increased siltation and invasive species take root, leading to increased flooding in the area. RBD will restoring the pond as a water storage space, improving water quality, while along the shore RBD will restore a greenway around the pond allowing for increased recreational opportunities.

Middle Section:

The middle section of the Mill River, can be characterized as being urban with neighborhoods, schools and communities along the banks. The Mill River in this section of the river has both freshwater and marine characteristics. The middle section of the project will develop:

- **Municipality projects:** that Incorporate projects from various municipalities and schools along the Mill River, including drainage system improvements, building underground cisterns and stormwater storage tanks that promote resiliency while addressing storm related impacts to these facilities.
- **Check Valves:** Installing check valves along the river to only allow drainage to flow in one direction and prevent tidal water from entering the stormwater system.
- **Blue/Green Water Retention Park:** Transforming an underutilized waterfront land into an accessible, floodable riverfront park to filter stormwater through reed/sand filters, and act as additional storage space for Mill River water overflow.

Southern Section:

The southern or coastal section of the project will address storm surge and tidally influenced events. The area is primarily marine water system. Most of the work in the southern section of the river will focus on restoring marshlands, creating living shorelines to slow and reduce storm surge in addition to proposing solutions that make coastal area more resilient.



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- **Coastal Restoration:** Employing numerous coastal restoration options South of the Bay Park Wastewater Treatment Plant (WWTP), including road raising, seawalls, and wetland restoration, to protect the municipalities in the Southern section of the Mill River from tidal inundation.

Overall:

- **Greenway:** Developing a “Greenway Corridor” linking communities along the Mill River, from Hempstead Lake State Park to Bay Park, through bike paths and trails, road crossings, and access to educational and recreational activities. Together, these concepts constitute the dynamic protection, ecological restoration, and social reactivation of the Mill River corridor.

Living Breakwaters:

In October 2012, Superstorm Sandy devastated Staten Island’s east and south shore neighborhoods. The driving wave action bombarded the coastline, damaging or destroying an unprecedented number of Staten Island homes and businesses, resulting in loss of life and significant harm to the local economy. Tottenville, a community at the southernmost point of Staten Island, experienced some of the most destructive waves in the region. Historically known as “the Town the Oyster Built,” the community was once protected by a wide shelf and series of oyster reefs, much of which was harvested by local oystermen. Today, much of the shore of Staten Island is void of these natural systems, and remains exposed to wave action and coastal erosion.

The Living Breakwaters project, located along the coast of Tottenville, proposes to attenuate waves through a system of in-water breakwaters, constructed of a concrete and recycled glass composite. The in-water breakwaters will be seeded with oysters that will proliferate and physically grow the breakwater over time. Living breakwaters are similar to conventional breakwater construction; however, this system is designed to provide additional environmental co-benefits, including improved water quality and new marine habitat. Along with protecting shoreline structures and residents, the Living Breakwaters project will also promote resiliency across the Island’s many neighborhoods through social resiliency-focused training and education programs.

The Living Breakwaters project incorporates the “Tottenville Dunes and Coastline Dune Plantings” effort, which was proposed in the Staten Island NY Rising Community Reconstruction (NYRCR) plan. The dune project, while independently valuable, will be



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further strengthened by the breakwaters, as they protect the dunes (and adjoining beach area) against harmful effects of coastal erosion.

Along with the living breakwaters, the Project proposes social resiliency plans. The Water Hub concept proposes a gathering space for lectures, community meetings, and other necessary public use. The proposed Water Hub, an on-shore facility, will join existing public and private programming as well as on-site ecological educational space and amenities. Recreational activities can be expanded through new programming and waterfront access opportunities, such as kayaking and fishing. Tottenville will become a recreational destination for Staten Islanders and visitors from across the region.

The Billion Oyster Project (BOP) and the New York Harbor School are critical partners in the Living Breakwater's project to bolster Staten Island's social resiliency. A long-term and large-scale plan, BOP plans to restore one-billion live oysters to New York Harbor over the next 20 years while educating thousands of youth in the region about the ecology and the economy of their local marine environment.

The Governor's Office of Storm Recovery (GOSR) intends to build on this foundation by working with schools, businesses, nonprofits, and individuals across Staten Island and the region, to cultivate oysters and grow existing and new educational programs. Through the expansion of this coastal stewardship and educational programming, the Living Breakwaters design will foster a vibrant, water-based culture, and invest in students, shoreline ecologies, and economies. Promoting stakeholder participation in local communities will create stewards organically, ensuring long-term success of the endeavor.

1.3 Purpose:

The overall purpose of the Rebuild by Design Social Resiliency Program is to provide multiple Staten Island and Long Island communities impacted by Superstorm Sandy, with opportunities for various educational programs, including but not limited to:

- Development of academic research opportunities for University and College students to support long term monitoring of stormwater resiliency interventions
- Development of continuing education curriculum and certificate programs for subrecipients and local governments to learn how to incorporate green and grey infrastructure techniques, utilize best practice methods, and ensure long term operations and maintenance of RBD related projects elements



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- Development of curriculum and job training program(s) that lead to “restoration economy” jobs that support RBD green and grey infrastructure project elements. Job training programs should focus on high school students, who do not wish to pursue a four year degree programs, or be designed to assist residents located in RBD project areas. Job programs must result in skills and/or trades that can be used to assist with construction and building of RBD projects and/or ensure that long term maintenance and replacement of natural project elements can take place.
- Development of curriculum plans and teacher training opportunities in the science and ecology fields, for students in grades Pre-K-12, that allow teachers and schools to learn about RBD projects and develop “hands on” and “on-site” learning opportunities. Curriculums can be proposed for specific grades and/or school levels.
- Creation and maintenance of a data warehouse as related to the Programs

There will be significant emphasis on serving low-income and vulnerable populations in the RBD communities.

1.4 Service Delivery Areas and Community Recovery Needs:

The Program Administrator is expected to deliver services in the Rebuild by Design Communities in Staten Island Long Island, including but not limited to:

Living Breakwaters:

- Tottenville, Staten Island

Living with the Bay:

- Hempstead, Long Island
- Malverne, Long Island
- Lakeview, Long Island
- Rockville Centre, Long Island
- East Rockaway, Long Island
- Oceanside, Long Island
- Island Park, Long Island
- Bay Park, Long Island

Respondents of this NOFA should review the Rebuild by Design page and plan on the GOSR website at <http://stormrecovery.ny.gov/infrastructure/rebuild-by-design> to



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understand the program concept and local needs. The winning proposal (s) and additional information on the competition can be found at <http://www.rebuildbydesign.org/winners-and-finalists/>.

Respondents can determine if they will be delivering services in Staten Island or Long Island, or both program areas, and tailor SOQ as necessary.

1.5 Funding Source:

Up to \$2 million in funding over the course of 4 years is available to administer this program. Funding for this program will be provided by the State of New York's Community Development Block Grant-Disaster Recovery (CDBG-DR) Program. The U.S. Department of Housing and Urban Development (HUD) CDBG-DR funds are being made available through the Infrastructure and Local Government Program, which is a program of the Governor's Office of Storm Recovery.

It is expected that the administrator of the Program (s) will leverage additional funds and/or resources to implement the RBD Social Resiliency Program.

1.6 Period of Performance:

2nd quarter 2016- 4th quarter 2019

- Funds will be provided for a period of up to four (4) years
 - Estimated Project Start Date: 2nd quarter 2016
 - Estimated Project End Date: 4th quarter 2019

1.7 RBD Social Resiliency Program - Program Guide:

Respondents to this NOFA should review the Rebuild by Design Policies and Procedures document, currently in revision, which will be found on the GOSR procurement webpage at: <http://stormrecovery.ny.gov/procurement-opportunities>. The Program Guide sets forth the framework for the Program and expectations of the Program Administrator. This Program Guide can be amended by GOSR at any time.



EVALUATION AND SELECTION

2.1 Review Information and Selection Criteria:

The selection of successful respondent will be conducted through a two-tier review process:

- Tier 1—Request for Statements of Qualifications (SOQ); followed by
- Tier 2—Request for Cost Proposals.

The SOQ process will determine whether a respondent is eligible to move forward to Tier 2—Request for Cost Proposals. All respondents must successfully complete both tiers in order to be considered for selection and funding.

- **Tier 1—Request for Statements of Qualifications**

The purpose of the Tier 1 process is to solicit Statements of Qualifications from eligible, capable and willing respondents to implement the Program consistently, for up to a 4-year period.

- **Tier 2—Request for Cost Proposals**

The purpose for the Tier 2 process is to secure cost proposals from qualified respondents to implement the program in accordance with the program scope of work, as described by the Program Guide (*see Section 1.6 Residential Technical Assistance Pilot Program - Program Guide, above*), to be performed within the service delivery area.

2.2 Eligible Participants:

- Public academic and higher education institutions
- Science based research organizations
- Nonprofit organizations that focus on conservation, resiliency, and/or education initiatives (having IRS 501(c)(3) status)

2.3 Evaluation Criteria for Potential Service Providers:



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Respondents to this NOFA will be evaluated and ranked based on the following criteria:
(Possible 100 Points)

Financial Capacity: Up to 20 Points
GOSR will review the Statement of Qualifications to determine whether the respondent is solvent and has adequate resources to manage the proposed project for up to a four-year period. The respondent will also be evaluated on its experience in managing federal funding. Respondents are encouraged to identify funding and/or existing resources outside of this opportunity to leverage funds that will best serve residents in the identified service areas.

Experience: Up to 25 Points
GOSR will review the Statement of Qualifications to determine the respondent's experience and major accomplishments in providing the requested services to populations that have been affected by a major disaster or have provided similar benefits for the services proposed in the project area; the respondent's capacity to track and monitor the progress of the services and/or activities utilizing CDBG-DR and/or other federal funds; the capacity of the respondent to ensure compliance with federal policy and procedural requirements; the respondent's willingness to work with local non-profit partners in the identified service areas and existing or proposed relationships with those organizations; and experience providing the educational and social resiliency services needed.

Proposed Preliminary Scope of Work: Up to 25 Points
GOSR will review the Statement of Qualifications to assess how the respondent will implement the requested services described in the Program Guide. Respondents are required to submit how they intend to operate the Program to serve low-income and vulnerable populations with an understanding of social resiliency best practices, and provide services locally in one or more of the target communities described in Section 1.4 in this NOFA. While there is not a cost share requirement, responses that demonstrate and include leveraging funds in order to allow for ongoing program operations and/or resources that can be implemented beyond and after CDBG funding will be preferred.

Staffing: Up to 20 Points
GOSR will review the Statement of Qualifications to determine (1) the experience and knowledge of key executive and/or management staff responsible for program implementation; (2) the experience and knowledge of the staff responsible for the oversight of CDBG-DR expenditures, fiscal compliance and/or reporting responsibilities;



(3)

the experience and knowledge of staff designated to provide direct services; and (4) the extent to which local non-profit organizations are included in the delivery of the requested services. Existing staffing that can assist in providing services as part of the Program should be noted.

Regulatory Compliance:

Up to 10 Points

As A HUD funded program. GOSR will review the Statement of Qualifications to determine respondent’s demonstrated commitment to complying with all applicable Federal, state, and local regulations, including Minority and Women Owned Business (“M/WBE”) usage requirements and Section 3 income requirements. M/WBE usage goals are set by New York State and currently require a subrecipient to use good faith efforts to award 15% (by value) of subcontracts under its subrecipient agreement to Minority Owned Businesses and 15% (by value) to Women Owned Businesses. Section 3 is a requirement attached to HUD funds. Section 3 requires that (1) 30% of new hires brought on to undertake HUD-funded work be low- or very low-income individuals, (2) 10% (by value) of construction contracts be awarded to Section 3 firms, and (3) 3% (by value) of non-construction contracts be awarded to Section 3 firms See Exhibit E “Supplementary Conditions for Contracts,” (http://stormrecovery.ny.gov/sites/default/files/crp/community/documents/GOSR_Exhibit%20E_FINAL_3%208%2016.pdf) which is an exhibit to the GOSR Subrecipient Agreement required to be attached to contracts where CDBG-DR grant funds are utilized, and which addresses M/WBE and Section 3 requirements in detail. Respondents demonstrating experience administrating contracts with similar requirements will be graded favorably. Please note that the forms included in *Supplementary Conditions for Contracts* do not have to be filled out as part of this SOQ and will only be required to be completed by those respondents that have been selected for funding.

Respondents must demonstrate how they are prepared to commit to meeting HUD Section 3 and MWBE requirements set forth in the Supplementary Conditions as part of this proposal.

Respondents that GOSR determines to be qualified based on the above criteria will be invited to participate in the Tier 2 Process. GOSR will send written notifications to both successful and unsuccessful respondents. Interviews with respondents may be held.

3.0 RESPONDENT REQUIREMENTS

3.1 Requests for Statements of Qualifications:



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Statements of Qualifications will be reviewed to determine the eligibility of an organization to be considered for participation in the Tier 2 procurement process.

Statements of Qualifications must be delivered by e-mail to NYRisingNOFA@stormrecovery.ny.gov no later than: **June 2 2016. (EDT)**. Any statement delivered after 6:00 p.m. (EDT) will not be considered.

Delivery delays shall not excuse late submissions. The respondent is responsible for ensuring that e-mails and attachments are delivered on time in a legible format. Complete statements, including all multiple parts, must be received by the deadline in order for a statement to be considered submitted on time. Those submitting a statement assume all risks associated with delivery. The determination of whether any statement was received on time is at the sole discretion of GOSR.

Respondents must demonstrate how they are prepared to commit to meeting HUD Section 3 and MWBE requirements as part of this proposal.

Respondents are requested to complete Exhibit A and provide the supplemental documentation requested in Part II.

3.2 Submission Requirements:

All respondents are required to submit a completed Exhibit A in accordance with the following:

- All Responses must be typed;
- Ensure the completed Statement of Qualifications "Submittal Checklist" (Page 1 of "Exhibit A") is part of the official response to this NOFA; and
- Ensure all sections (see below) of Statement of Qualifications "Application" are complete.

Statements of Qualifications must be filed electronically in Portable Document Format (.pdf) file format, compatible with Adobe Reader XI, version 11.0.4. Unless otherwise noted, respondents must complete and submit all forms, information, and other documentation listed herein as part of their electronic proposal submissions. Only complete statements will be evaluated. In all instances, GOSR's determination regarding the completeness of any statement shall be final.



3.3 Respondent General Information: (See Part A-Respondent Information)

1. General Information:

- Respondent's Legal Name
- Respondent's Administration Address
- Respondent's Satellite Address, if applicable
- Type of Respondent
- Federal Tax I.D. Number
- Years of Operation
- Head of Organization's Contact Information
- Head of Fiscal Contact Information
- Statement of Qualifications (SOQ) Contact Information

2. RBD Project Area:

Include project area of focus:

- RBD Living with the Bay (Nassau County, Long Island)
- RBD Living Breakwaters (Tottenville, Staten Island)
- Both RBD Projects

3. Program Focus Area:

Include program area of focus:

- Development of academic research opportunities for University and College students to support long term monitoring of stormwater resiliency interventions
- Development of continuing education curriculum and certificate programs for subrecipients and local governments to learn how to incorporate green and grey infrastructure techniques, utilize best practice methods, and ensure long term operations and maintenance of RBD related projects elements
- Development of curriculum and job training program(s) that lead to "restoration economy" jobs that support RBD green and grey infrastructure project elements. Job training programs should focus on high school students, who do not wish to pursue a four year degree programs, or be designed to assist residents located in RBD project areas. Job programs must result in skills and/or trades that can be used



to

- assist with construction and building of RBD projects and/or ensure that long term maintenance and replacement of natural project elements can take place.
- Development of curriculum plans and teacher training opportunities in the science and ecology fields, for students in grades Pre-K-12, that allow teachers and schools to learn about RBD projects and develop “hands on” and “on-site” learning opportunities. Curriculums can be proposed for specific grades and/or school levels.
 - Creation and maintenance of a data warehouse as related to the Programs
- 4. Current Target Population Information:**
Include types/categories of clientele the respondent currently serves/provides assistance.
- 5. Current Service Location/Project Site Information:**
Provide all locations where current clientele are able to access the respondent's services or assistance. If the respondent currently serves targeted areas/neighborhoods as a citywide program, provide specific details in the “Neighborhood/Communities Served” section.
- 6. Current Roster of Department Administration and Professions:**
List respondent's current department administration. For each member, list the member's name, position, profession/affiliation; indicate whether the member represents the target population currently served, and indicate whether the member resides in the service delivery areas or Communities listed in the previous section of the SOQ form. Also indicate what experience and skills each member may have that would serve the goals of the NOFA.

3.4 Respondent Capacity: (See Part B-Administrative Capacity)

1. Financial Information:

- Most current copy of respondent's federal A-133 Single Audit (required if respondent spent over \$750,000 in federal funds) or Audited Financial Statements with Unqualified Opinion, if applicable;
- Most current signed copy of the respondent's Federal Tax Form 990—not required for Governmental respondents;
- Most current signed copy of respondent's applicable State and Local Tax Forms – not required for Governmental respondents;



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- Assurance of Audit Requirements;
- Respondent's Financial Management Procedures; and
- Respondent's Procurement Policy.

The above documents will be reviewed to determine whether the respondent is solvent and has the financial capacity to financially administer a CDBG-DR project from beginning to end in a twenty-four (24) to forty-eight (48) month period and whether the respondent has adequate financial management capacity and procedures for federal funding.

2. Relevant Experience:

Briefly highlight respondent's experience and major accomplishments in the development and implementation of educational programs or other social resiliency programs. The respondent's should also highlight organization and program experience as it ties to the project descriptions and goals of Rebuild by Design.

3. Staffing:

Submit current organizational charts for entire respondent organization and for specific divisions/sections that will administer respondent's proposed CDBG-DR activities:

- Executive Management
- Financial Oversight of Expenditures
- Fiscal Compliance
- Financial Reporting
- Project Management
- Administrative Oversight
- Program Compliance
- Program Reporting



NOTE: Resumes, which include the employment history, date of hire, relevant experience and relevant education/training must be submitted as part of the SOQ submission package for individuals who would be responsible for managing this Program.

NOTE: In the SOQ process, respondents will be asked to certify that there are no changes in the staffing information provided in this section. If changes have occurred, the respondent will need to resubmit Section B.3 of this SOQ during the NOFA process. The new information will be evaluated to confirm the respondents' "Qualified" status before the SOQ will be reviewed.

3.5 Respondent Proposed Scope of Work: (See Part C-Program Implementation and Coordination)

1. Proposed Preliminary Scope of Work:

Respondents should clearly identify in the beginning of the Scope of Work the following:

- Which Rebuild by Design program the respondent is proposing to provide services for
- Which program area the respondent is proposing to provide services for (as described in Section 1.2 of this NOFA)

Respondents are encouraged to partner with local non-profit organizations, elected officials and civic groups in the implementation of the requested services described more fully in the Program Guide and, to the extent that they leverage such partnerships, will score higher in the evaluation process. Respondents are required to submit how they intend to operate the Program to serve low-income and vulnerable populations and provide services locally in each of the target communities described in Section 1.3 in this NOFA.

4.0 ADMINISTRATION INFORMATION

4.1 Respondents' Conference and Questions:

On **Thursday, May 19, 2016 at 2:00 p.m. (EST)** GOSR will conduct a conference for potential respondents to discuss this NOFA, accept questions, and provide preliminary responses. Any changes to the date and time of the conference will be posted on the



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Governor’s Office of Storm Recovery “Notice of Funding Availability” webpage:
<http://stormrecovery.ny.gov/doing-business-with-gosr/nofas>

GOSR strongly encourages interested respondents to check the Notice of Funding Availability webpage (<http://stormrecovery.ny.gov/doing-business-with-gosr/nofas>) frequently for updates and additional information pertaining to this NOFA.

Respondents may also submit questions outside of the conference by e-mail to NYRisingNOFA@stormrecovery.ny.gov. Any correspondence or questions sent to any other e-mail address regarding this NOFA will not be answered. All questions must reference this specific NOFA in the subject line of the e-mail. For Example, the subject line for questions related to this NOFA should read *RE: NOFA Question – Rebuild by Design (RBD) Social Resiliency Program*. All substantive questions and answers, including any substantive questions arising from the respondents’ conference, will be posted on the GOSR “Notice of Funding Availability” webpage listed above as soon as practical following the deadline for question submission.

4.2 Rebuild by Design (RBD) Social Resiliency Program NOFA Timeline:

The following are anticipated target dates for each event or deadline related to this NOFA. Please note that the NOFA timeline includes target dates, which may change:

TARGET DATE	EVENT
May 2, 2016	Release of NOFA
May 19, 2016	Anticipated Respondents’ Conference – 2:00 p.m. (EST)
May 25, 2016	Last Day to Submit Questions – 6:00 p.m. (EST)
May 27, 2016	Issuance of Answers to Questions
June 2, 2016	SOQ Submission Deadline – 6:00 p.m. (EST)
June, 2016*	Tier 1 Finalist Interviews (if applicable)
June, 2016*	Target Date for Tier 2 Selection

*Specific dates to be determined



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It

is the responsibility of respondents to periodically review the GOSR website for regular updates to the NOFA timeline and other important information, which may alter the terms or requirements of these NOFAs.

4.3 Proposal Instructions:

Statements of Qualifications shall be submitted by e-mail to:

E-mail:

Governor's Office of Storm Recovery
NYRisingNOFA@stormrecovery.ny.gov

E-mail Subject Title:

Rebuild by Design (RBD) Social Resiliency Program—Submission of Statement of Qualifications



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"EXHIBIT A"

GOVERNOR'S OFFICE OF STORM RECOVERY NY RISING COMMUNITY RECONSTRUCTION PROGRAM

NOTICE OF FUNDING AVAILABILITY (NOFA) TIER 1—REQUEST FOR STATEMENTS OF QUALIFICATIONS

REBUILD BY DESIGN (RBD) SOCIAL RESILIENCY PROGRAM PROGRAM IMPLEMENTATION AND ADMINISTRATION SERVICES

STATEMENT OF QUALIFICATIONS SUBMITTAL CHECKLIST

Name of Respondent: _____

INSTRUCTIONS

Enter an "X" next to each item below as it is completed. If the form or document listed does not apply to your organization, enter "N/A" next to the item. This checklist must be included as part of your SOQ response packet.

SOQ: Required of All Respondents

<input type="checkbox"/>	Statement of Qualifications Submittal Checklist (this form)
<input type="checkbox"/>	Statement of Qualifications (Part II)

FISCAL DOCUMENTS: Required of All Respondents

<input type="checkbox"/>	Assurance of Audit Requirements
<input type="checkbox"/>	Financial Management Procedures
<input type="checkbox"/>	Procurement Policy



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Executive Director

RESPONDENT

DOCUMENTS: Required of All Respondents

	Respondent Organization Chart (Entire Organization)
	Respondent Organization Chart (Each Division/Section that will administer Establish the Residential Technical Assistance Pilot Program)
	Resume of Respondent's Key Executive or Management Staff <ul style="list-style-type: none"> Title Tenure at current position Main responsibilities Experience, skills and education
	Resume of the Responsible Party for the Financial Oversight of CDBG-DR Expenditures, Fiscal Compliance, and/or Reporting Responsibilities for Proposed CDBG-DR Activities <ul style="list-style-type: none"> Title Tenure at current position Main responsibilities Specific experience, skills and education related to fiscal oversight of funding expenditures, fiscal compliance and/or the preparation and compilation/completion of reimbursement requests and other fiscal reports
	Resume of the Responsible Party for the direct Project Management/Administrative Oversight, Program Compliance, and/or Reporting for Proposed CDBG Activities <ul style="list-style-type: none"> Title Tenure at current position Main responsibilities Specific experience, skills and education related to program oversight, program compliance and/or the preparation and compilation/completion of program reports

Signature and Certification:

The undersigned hereby acknowledges and confirms submittal of a response to the NOFA requesting Statements of Qualifications to the Governor's Office of Storm Recovery, for the implementation and administration of the Residential Technical Assistance Pilot Program, has read and understands the Program Guide referenced in Section 1.6 of this NOFA, and certifies that, to his/her best knowledge and belief, all information provided is true and correct.

Name of Respondent's Organization

Signature of Authorized Signing Official/Representative

Date

Printed/Typed Name of Authorized Signing Official/Representative

E-mail Address

Phone Number



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**GOSR USE

ONLY**

SUBMITTAL TYPE	DATE RECEIVED	TIME RECEIVED	GOSR STAFF INITIALS
<input type="checkbox"/> Electronic delivery			

(Part II)

STATEMENT OF QUALIFICATIONS (SOQ)

Project Category:	Residential Technical Assistance Pilot Program (RTAPP)	SOQ Number: <input type="text"/> <i>(GOSR Use Only)</i>
	Various Communities	
	Program Implementation and Administration Services	

A. RESPONDENT INFORMATION

1. GENERAL INFORMATION

Respondent's Legal Name:			
Respondent's Administration Address:			
Type of Respondent:	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Gov't./Public	<input type="checkbox"/> Other:
Federal Tax ID Number:		Date of Incorporation:	
DUNS Number:		Years of Operation:	

HEAD OF ORGANIZATION CONTACT INFORMATION

Name:	
Title:	
Address:	
Phone number:	
E-mail address:	

HEAD OF FISCAL ADMINISTRATION CONTACT INFORMATION

Name:	
Title:	
Address:	
Phone number:	
E-mail address:	

STATEMENT OF QUALIFICATIONS CONTACT INFORMATION

Name:	
Title:	
Address:	
Phone number:	
E-mail address:	



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Respondent's Mission Statement:

[Type your response here.]



2. RBD

Project Area

- RBD Living with the Bay (Nassau County, Long Island)
- RBD Living Breakwaters (Tottenville, Staten Island)
- Both RBD Projects

3. Program Area Focus

- Development of academic research opportunities for University and College students to support long term monitoring of stormwater resiliency interventions
- Development of continuing education curriculum and certificate programs for subrecipients and local governments to learn how to incorporate green and grey infrastructure techniques, utilize best practice methods, and ensure long term operations and maintenance of RBD related projects elements
- Development of curriculum and job training program(s) that lead to "restoration economy" jobs that support RBD green and grey infrastructure project elements. Job training programs should focus on high school students, who do not wish to pursue a four year degree programs, or be designed to assist residents located in RBD project areas. Job programs must result in skills and/or trades that can be used to assist with construction and building of RBD projects and/or ensure that long term maintenance and replacement of natural project elements can take place.
- Development of curriculum plans and teacher training opportunities in the science and ecology fields, for students in grades Pre-K-12, that allow teachers and schools to learn about RBD projects and develop "hands on" and "on-site" learning opportunities. Curriculums can be proposed for specific grades and/or school levels.
- Creation and maintenance of a data warehouse as related to the Programs

4. Current Target Population Information

Include types/categories of clientele the respondent currently serves/provides assistance.

5. Current Service Delivery Information

Explain how services are currently provided (individuals, businesses, organizations) and the types of services the respondent currently provides to clientele.



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6. Neighborhood/Communities Served

Provide all current location/addresses where current clientele are able to access the respondent's services or assistance. Ensure complete addresses with zip codes are listed. If the respondent currently serves targeted areas/neighborhoods as a citywide program, provide specific details.



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				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

B. ADMINISTRATIVE CAPACITY

1. FINANCIAL INFORMATION

Respondents are required to submit the following fiscal documents, as listed on the SOQ Submittal Checklist.

- 1) Most current copy of the Respondent's Single Audit (if required) or Audited Financial Statements with Unqualified Opinion.
- 2) Most current signed copy of Respondent's Federal Income Tax Return. **NOTE:** Not required for Governmental Agencies;
- 3) Most current signed copy of Respondent's State and Local Tax Return. **NOTE:** Not required for Governmental Agencies
- 4) Assurance of Audit Requirements (original signature required)
- 5) Financial Management Procedures
- 6) Procurement Policy

The above documents will be reviewed to determine whether a respondent is (1) solvent and has the financial capacity to administer the services from beginning to end; and, (2) whether the respondent has adequate financial management capabilities to ensure the proper expenditure of federal funding.

Provide Organization's Total Operating Budget:

Final 2015 Operating Budget:	
Current 2016 Operating Budget:	

Has your organization received other federal funds in the past three (3) fiscal years?
(Fiscal Years 2013 through 2015) If yes, complete the following table(s).

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

Funding Source (FS) Title	FS Contact Name	FS Contact Phone Number	Funded Project Name/Purpose	Year Funded	Award Amount	Total Amount Expended



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NOTE: GOSR staff will review internal records to determine project compliance and accomplishments of agencies awarded CDBG or other federal funds by the either the City of New York or the State of NY for Fiscal Years 2012 through 2014.



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2. RELEVANT EXPERIENCE

Respondents must have a level of related experience necessary to undertake the program as proposed. Preference will be given to organizations that have successfully operated a federally funded program.

Provide a summary of the organization including a description of the history and mission, years of experience, growth and direct experience in development and implementation of economic efforts at the local level.

Describe your experience and major accomplishments in the development and implementation of direct assistance programs, which may include counseling and social services. Highlight your experience and knowledge working with the target communities in this NOFA, if applicable.



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Describe the fair marketing campaign the organization will use to advertise and market the program. Include a description of the efforts to be undertaken to ensure maximum participation by potential program participants including low to moderate income residents and vulnerable populations.

Describe the work tasks and timeline for the implementation of the Program.

Describe the organization's previous experience in implementing federally-funded program. Cite the specific federal funding source for each program/project implemented. Include a description of any experience in complying with M/WBE and Section 3 requirements as part of implementing such program/program.



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3. STAFFING

Submit current **organizational charts** for the entire organization and for specific divisions/sections that will administer the proposed CDBG-DR activities (see SOQ Submittal Checklist).

Submit resumes of key executive or management staff (see SOQ Submittal Checklist). Resumes must include the following:

1. Title
2. Tenure at current position
3. Main responsibilities
4. Experience, skills and education

Submit resumes of staff members designated to have financial oversight of CDBG expenditures, fiscal compliance and/or reporting responsibilities for your organization's proposed CDBG activities (see SOQ Submittal Checklist). Resumes must include the following:

1. Title
2. Tenure at current position
3. Main responsibilities
4. Specific experience, skills and education related to fiscal oversight, fiscal compliance and/or preparation and compilation/completion of reimbursement requests and other fiscal reports

Submit resumes of staff members designated to have direct project management/administration oversight, program compliance and/or reporting responsibilities for your organization's proposed CDBG activities (see SOQ Submittal Checklist). Resumes must include the following:

1. Title
2. Tenure at current position
3. Main responsibilities
4. Specific experience, skills and education related to program oversight, program compliance and/or preparation and compilation/completion of program reports

If your organization is awarded CDBG funding, does your organization intend to hire additional staff to implement and complete the proposed CDBG activities listed referenced in this SOQ?

Yes

No

If yes, respond to the following:

1. How many?

2. List position titles

NOTE: In the SOQ process, respondents will be asked to certify that there were no changes in the staffing information provided in this section. If changes do occur, the respondent must resubmit Section B.3., Staffing portion of this SOQ.



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C. PROGRAM IMPLEMENTATION AND COORDINATION

PROPOSED PRELIMINARY SCOPE OF WORK

Respondents are required to review the Program Guide (see Section 1.7 in this NOFA) to develop a preliminary scope of work to implement this Program.

If your organization is selected to implement the RBD Social Resiliency Program, describe how you intend to operate the Program to serve low-income and vulnerable residents and provide services locally in each of the target communities described in Section 1.3 of this NOFA. (Please use additional sheets if necessary)

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[End of Form]