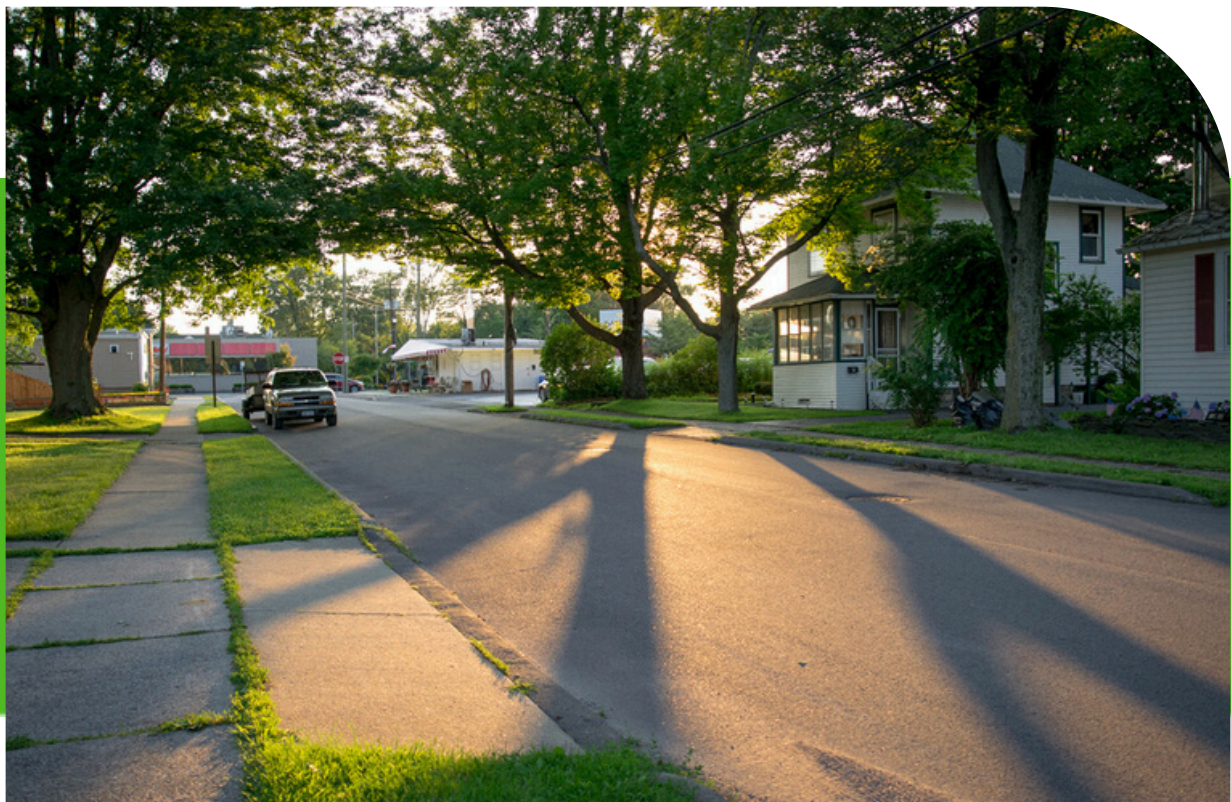




**Municipal Consulting
and Grant Writing**

131 South Union Street
PO Box 39
Spencerport, NY 14559
www.GGProcess.com
(585) 368-8866



**GRANT WRITING SERVICES
AND CONSULTANT SERVICES**

Due: 7/26/2024

Village of Medina



7/27/2024

Marguerite Sherman
Mayor
119 Park Ave,
Medina, NY 14103

Re: Request for Proposals (RFP) for Grant Writing Services for the Village of Medina

Mayor Sherman,

Please accept the enclosed proposal in response to the request for quotes for Grant Writing services for the Village of Medina.

G&G Municipal Consulting and Grant Writing has been in the industry for over 15 years and became incorporated in 2014 and has since grown to serve municipalities in New York State and across the country.

You will note from the enclosed proposal that G&G Municipal Consulting and Grant Writing has helped municipalities secure over \$150 million in grants and \$200 million in low to zero percent loans. These funds have helped communities upgrade their infrastructure through Federal grants from USDA, FEMA, and Congressional Appropriations along with State grants from NYS HCR (CDBG), NYS DOT, NYS DOS and others.

Service is our central core value, and we consider it an honor and privilege to serve communities in upgrading their infrastructure, obtaining clean water, managing waste, and revitalizing their main streets/downtowns and parks.

We would welcome the opportunity to meet with you in person (or ZOOM) and present our qualifications for your proposed request.

Thank you for your consideration.

A handwritten signature in blue ink, appearing to read 'Jay Grasso', is written over a light blue circular stamp.

Jay Grasso
President



Scope of Service

G&G Municipal Consulting and Grant Writing is committed to performing all services identified and will abide by the terms of the Genesee Counties' request for proposal, including all attachments.

- G&G will be understanding and actively engaging in the successful implementation of a grants management calendar and search system for municipal needs.
- G&G will manage the annual renewal grant process and grants calendar and applications.
- G&G will conduct ongoing grant prospect research for Medina's municipal needs.
- G&G prides itself on having consistent and clear communication with our clients, so we will do our best to work and communicate with management about grant prospects, proposals and reporting requirements, and deadlines.
- G&G will regularly collect and analyze demographic and other important program related data to enhance and advance Medina needs statement and proposals.
- G&G will develop and maintain grant templates and materials.
- G&G will be professional and confidential with our management of grant records, organizational denouements, and data as we do with our other clients.



RFP Questions

1. Examples of grant sources from which the applicant has successfully obtained funding (provide specific examples of grant programs, government agencies or foundations, amounts, and purpose of grants).

Answer: Please see attached

2. Clear demonstration of applicant's knowledge of, and experience with demographic data.

Answer: G&G is considered a leading expert in NYS with demographic data. We have conducted approximately 275 demographic data studies resulting in nearly **\$500 million dollars** in grant funding.

3. An excerpt from a successful grant written by the applicant that is representative of his/her writing style. The excerpt should not exceed 2 pages and should not contain any confidential or proprietary information.

Answer:

4. Schedule of proposed fees.

Answer: Yearly All-Inclusive Fee of \$28,900 **OR** \$150 per hour (includes services for all employees) with all hours preapproved by the Village (excess hours conducted gratis).

Grant research

Grant administration (included for grants written by G&G and TBD for existing grants)

Grant writing - up to 10 grants per year for annual and unlimited grants for hourly

Monthly meetings (Zoom or in person) Strategy sessions

Other meetings as needed

5. A minimum of two (2) professional references from clients for who the applicant has successfully performed similar work.

Answer:

Municipality: Village of Albion

Contact Person: Tracy Vanskiver, Village Clerk

Phone: (585) 589-1218

Email: tvanskiver@villageofalbionny.com

Relation to the Village: We are the contracted Grant Writer for the Village of Albion.

Municipality: Town of Batavia

Contact Person: Town Supervisor Greg Post

Phone: (585) 343-1729

Email: Supervisor@townofbatavia.com

Grant Awarded: NYS DOT PFRAP \$2.3 million, NYS ESD \$250,000, and successful demographic study resulting in approximately \$3,000,000 in sewer funding.

More references upon request.



Our Services

Grant Writing: This includes researching funding opportunities that match the project needs, vetting the funding opportunity to ensure the project qualifies, gathering the necessary documentation, facilitating the required resolutions, writing compelling applications, and submitting in a timely manner.

Grant Administration: Review plans, facilitate reports, oversee budget and project objectives, and communicate all updates to stakeholders and key staff members.

Income/Demographic Data Surveys: Our demographic data collection leverages a hands-on approach by knocking on doors to establish true and accurate low-moderate income (LMI) and median household income (MHI) surveys that directly support grant eligibility.

G&G Municipal Consulting and Grant Writing is based in New York State and has served many municipalities and governmental agencies all around New York for the past 15 years. Incorporated in 2014, G&G Municipal Consulting and Grant Writing has written and administered grants totaling over \$150,000,000 and over \$200,000,000 in low/zero percent interest loans. We have also expanded our municipal client base to include municipal clients in Texas, Arkansas, Pennsylvania, Colorado, Illinois, and other states. Our municipal services span from grant writing to administering. Below you will find a table of a few of our past clients and the project we have managed for them.

The grants and zero/low-interest rate loans that we facilitate are wide-ranging from USDA, FEMA, Consolidated Funding Applications (CFA), to Community Block Development Grants (CDBG), State-specific grants, and more. Although state-specific grants vary by state, we are adept and proficient at grant research, discovery, and the writing process so we are sure to take advantage of all relevant grant and funding opportunities that apply to our client municipality.

G&G excels in demographic data collection and analysis that often increase the grant eligibility of a municipality to qualify for grants based on their community's median household income (MHI) and low/moderate-income (LMI) scores found through the American Community Survey (ACS). In most cases, our survey efforts can qualify a municipality as grant eligible where they may not have qualified before. This is a service unique to G&G Municipal Consulting and Grant Writing.

Successful CDBG Application Excerpt

NYS Consolidated Funding Application # 1269

Organization Name: GG Municipal Consulting and Grant Writing

Project Name: Village of Wastewater Treatment Improvements 2023

City: **State:** NY

Region

Southern Tier

Project Description. Concisely describe the project, indicating the location, what will be planned, designed, acquired, and/or constructed, the issues/opportunities to be addressed, and expected outcomes and deliverables. Additional details will be collected later in the application process.

The Village of owns and maintains a municipal wastewater collection system and a wastewater treatment plant (WWTP) located at 82 Depot St NY 1.

Given recent changes to the SPDES for the WWTP, recent changes regarding the disposal of dewatered sludge from the WWTP, and the aging nature of certain key equipment at the WWTP, the Village is pursuing improvements to their WWTP. This would involve, Implementation of a UV Disinfection Alternative involving gravity flow to an open-channel UV system. Replacement of the existing blowers and two (2) new rotary screw blowers will be installed to provide process air to the digester unit. The existing rehabilitation at the Second Street Pump Station will include replacement of the existing wet-pit submersible pump.

Statement of need: Provide a brief summary of the need for the project in the geographic area proposed and the project's financing needs, including funding gaps of the proposed project.

The wastewater collection system is prone to infiltration and is subject to significant increases in influent flow rates during wet-weather periods. The wastewater collection system consists largely of clay tile sewer pipes, which are over 70 years old. In 1995-96, a sewer system improvement project was constructed for infiltration. Due to the need for disinfection at the existing WWTP, the NSYDEC implemented a Schedule of Compliance in the State Pollutant Discharge Elimination System (SPDES) Industrial Discharge Permit requiring improvements and the implementation of effluent disinfection by 11-1-22 (attached) DEC extended this deadline to 4-1-23.

The total project cost is \$6,641,000. The town has secured \$1,000,000 WQIP Grant. Funding gaps will be secured with CWSRF financial assistance by EFC and the town is committed up to \$6,650,000.

Estimated Project Timeline: include project start/completion dates, estimates for design, permitting and construction or other major steps.

SEQR and NEPA (complete)

Grant Awarded: December 2023

Grant Accepted/Contract Signed January/February 2024

Publish NOIRROF February/March 2024

Final design: July 2023

Agency and regulatory review: March/April 2024

Permitting: May/June 2024

Bidding: June 2024

Construction Start: July 2024

Construction End: July 2025

Project is SHOVEL READY and can be started spring/summer 2024 without delay in compliance with NY HCR guidelines.

Provide a brief abstract of the proposed project. The abstract must include formal applicant name, location of project, amount of request, general purpose of the project, and project beneficiaries. Sample text: [City, Town, Village, County Name] will use \$1,000,000 in NYS

CDBG funds to replace [Type of Public Infrastructure/Public Facility]. The total project cost will be \$2,000,000 with \$1,000,000 from other grant sources (specify). The project proposes to benefit 50 low- and moderate-income persons.

The Village of ██████████ County will utilize \$1,250,000,000 in CDBG funding to improve its sewer district to better serve the needs of its 2,108 residents of which 1,208 live in hardship, 57% are of low to moderate income. Total project cost \$6,641,00. The project will benefit 1,208 low/mod income people. The project has WQIP secured co-funding of \$1,000,000 and is SHOVEL READY

Provide a brief description of the proposed project including quantifiable information and any unique aspects of the proposal, the impact of the project on identified priorities including the health, welfare or safety of the beneficiaries of the project. Examples of quantifiable information could include the number, size and type of buildings, etc. If the project is part of a larger effort, describe the complete project and identify the portion proposed for current grant funding.

Due to the need for disinfection at the existing Wastewater Treatment Plant (WWTP), the NSYDEC implemented a Schedule of Compliance in the State Pollutant Discharge Elimination System (SPDES) Implementation of an alternative UV Disinfection Alternative involving gravity flow to an open-channel UV system. Under this alternative, a new UV channel would be constructed east of the existing outfall chamber and north of the existing WWTP access drive. Under normal operating conditions, the UV channel will flow by gravity to the outfall chamber and to the existing outfall. This alternative also includes a wet-pit submersible pump well at the effluent of the UV channel that will operate to pump disinfected effluent to the UV chamber above the water surface elevation produced by the 100-year flood elevation in the ██████████ River. Replacement of the existing blowers, these blowers will be dedicated to the SBR digesters only. Three (3) rotary lobe blowers will be installed for this purpose: one (1) blower dedicated to each SBR with a third unit serving as a swing/spare unit. Two (2) new rotary screw blowers will be installed to provide process air to the digester unit. These two (2) blowers will be installed to the east of the digester unit, and a new radar level instrument will be installed to measure sludge level in the tank and provide a signal to the blower controls, which will modulate integral blower VFD units to ensure a minimum of 30 cubic feet of process air per 1,000 cubic feet of tank level utilized. Rehabilitation at the Second Street Pump Station will include replacement of the existing wet-pit submersible pump units in-kind due to limitations in the suction-lift capability of self-priming pumps. Additions to this scope include the installation of a new pre-cast concrete valve chamber with a bypass connection for ease of future maintenance. The health, welfare or safety of the beneficiaries of the project is a priority.

Provide the amount of program administration and/or program delivery funds allocated to the project from the State CDBG funds requested. Provide a description of how the funds will be allocated to cover the costs of program administration and program delivery, as well an explanation of overall program administration and program delivery tasks to be undertaken and how these

activities will be funded. Include a description of how these costs were determined, regardless of the source of funds. Description must be included of the roles of any consultant, subrecipient or individual involved in program administration and program delivery. For proposed projects requesting CDBG funds these costs, please note that the budget for Program Administration cannot exceed 5% of the total CDBG request and the total for Program Delivery and Engineering combined cannot exceed 13% of the total CDBG request. For further guidance, see scoring tips.

No more than 18% of the total CDBG request of \$1,250,000 will be used for engineering and administration. 13% of CDBG funding will be utilized for engineering costs and 5% for grant administration. A professional grant consultant will work closely with municipal officials and NYSHCR to follow all CDBG guidelines to ensure timely filings.

Subcontractors to the consultant will likely NOT be utilized, but if they are, all CDBG guidelines will be adhered to.

Municipality	Grant	Award
Town of Ripley	NYS HCR CDBG	Grant: \$787,000
Town of Adams	USDA RD	Grant: \$850,000
Ontario County	NYS HCR CDBG Homes Grant	Grant: \$2.4 million
Town of Batavia	NYS DOT PFRAP	Grant: \$2.3 million
Town of Batavia	ESD	Grant: \$250,000
Village of Oakfield	NYS WIIA	Grant: \$1,000,000
Bergen FD/Murray Joint FD/Brockport FD	NYS LGE	Grant: \$490,000
Village of Cape Vicent	NY Forward	Grant: \$4.5 million
Town of Constantia	NYS CDBG	Grant: \$1,250,000
South Byron Fire Department	FEMA	Grant: \$92,000
Byron Fire Department	FEMA	Grant: \$95,000
Town of Dryden	CDBG	Grant: \$1,250,000
City of Niagara Falls	FEMA AFG	Grant: \$345,000
City of Niagara Falls	Library Grant	Grant: \$55,000
City of Niagara Falls	Congressional Grant	Grant: \$600,000
City of Niagara Falls	COPS grant	Grant: \$1 million
Village of Almond	CDBG	Grant: \$987,000
Town of Watertown	CDBG	Grant: \$1,250,000
Village of Canisteo	CDBG	Grant: \$1,250,000
Rifton FD	Congressional Grant	Grant: \$500,000
Rifton FD	State Senate	Grant: \$250,000
Village of Albion	NYSERDA	Grant: \$12,000
Village of Albion	CDBG	Grant: \$1,250,000
Village of Albion	NYS police tech	Grant: \$44,000
Village of Albion	Gary Sinise	Grant: \$22,000
Shelby FD	USDA	Grant: \$50,000
Shelby FD	USDA	Grant: \$61,000
Shelby FD	FEMA	Grant: \$100,000
Shelby FD	Gary Sinise	Grant: \$50,000
Town of Brutus	CDBG Planning	Grant: \$50,000
Village of Manchester	Gary Sinise	Grant: \$50,000
Village of Weedsport	CDBG	Grant: \$1,250,000
Town of Edmenston	CDBG	Grant: \$1,250,000
Town of LeRay	CDBG	Grant: \$1,250,000
Town of Porter	Congressional Grant	Grant: \$500,000
Town of Porter	Planning Grant	Grant: \$50,000
Town of Porter	Greenway	Grant: \$135,000
Village of Herkimer	CDBG	Grant: \$1,250,000
Ontario County	NYS LGE	Grant: \$950,000
Village of Youngstown	Archiving Grant	Grant: \$57,000
Kasoag Lake Assoc.	NYS DEC	Grant: \$13,098
Town of Verona	NYS CDBG	Grant: \$1,250,000
Town of Clarkson	USDA	Grant: \$4,000,000
Alfred Station FD	FEMA SAFER	Grant: \$35,000
Village of Frankfort	NYS CDBG Sewer	Grant: \$1,250,000
Town of Napoli	NYS WQIP	Grant: \$250,000
Town of Lodi	CDBG CARES ACT	Grant: \$232,000