

## **Sustainability Grant Support: Building Capacity for a Greener NYCHA**

Contract Title: NYCHA Grant Support Consultant (Contractor)

### **RFP Questions Received with Responses**

1. How many hours per week do you expect/require the consultant to be in your office?

*Respondents should propose the number of hours and days per week that staff can come into NYCHA's Sustainability, located at 24-02 49th Ave, Long Island City, NY 11101. There isn't a threshold on the number of hours or days consultants are expected to report to the office, but it should be sufficient enough to support effective collaboration and understanding of NYCHA programs.*

2. Where exactly is the location in Queens?

*NYCHA Sustainability is located at 24-02 49th Ave, Long Island City, NY 11101.*

3. Are you looking for a firm to provide only grant writing services or a firm to provide both technical analysis and grant writing services? Technical analysis include assessment of benefits and related impacts (economic, social, and environmental) of your programs/projects (such as sustainability) and utilize the outcome to develop a compelling narrative to support grant application.

*Grant writing may require expertise and analysis to effectively write a grant application and secure funding. Respondents should propose services that would best help NYCHA Sustainability obtain grants, and that work could include "technical analysis" as described in the question above.*

4. Is there a certain amount of grants that are expected to be written each month or is it based on the pipeline the consultant builds with available federal funding opportunities?

*There is no set goal on the number of grants expected to be applied for and will be dependent on the needs of NYCHA and funding opportunities, and will likely vary throughout the contract term.*

5. Regarding on-site time, how often do you want the consultant on-site? We are happy to do this we just want to have a better understanding of the on-site time commitment.

*Respondents should propose the number of hours and days per week that staff can come*

*into NYCHA's Sustainability, located at 24-02 49th Ave, Long Island City, NY 11101. There isn't a threshold on the number of hours or days consultants are expected to report to the office, but it should be sufficient enough to support effective collaboration and understanding of NYCHA programs.*

6. Confirming you are looking for a consultant to manage the entire life cycle of the grant process including but not limited to pre and post award functions and the management and administration of the grant process for the housing authority?

*Consulting work may vary from grant identification, to building out grant responses, to collecting information and data from NYCHA, to writing a grant proposal/response, and if awarded, managing the grant. Other duties could include management of existing federal grants secured, in consultation with and directed by NYCHA and/or the Fund.*

7. Could you please specify the current software utilized for grant management?

*Currently, NYCHA coordinates grants using Sharepoint and Smartsheet.*

8. How is the identification of grants currently carried out?

*Currently, grants are primarily identified through NYCHA Office of Public Private Partnerships and coordination with the Office of the Deputy Mayor for Operations.*

9. Furthermore, could you clarify with whom we will be collaborating? Are we primarily working with the staff or the Community Fund?

*Consultants will augment NYCHA Sustainability staff and will interface directly with NYCHA's Sustainability department. The selected consultant will be contracted by the Public Housing Community Fund (Fund), and the contractor will interact with Fund staff throughout the contract term.*

10. **In-Person:** "The individual and/or team will be required to report in person at NYCHA's Sustainability Department located in Long Island City, Queens, NY, on a part-time basis and can work remotely, while attending in-person and virtual meetings with NYCHA's Sustainability Department and Public Housing Community Fund."

- a. How many days per week? Hours?

*Respondents should propose the number of hours and days per week that staff can come into NYCHA's Sustainability, located at 24-02 49th Ave, Long Island City, NY 11101. There isn't a threshold on the number of hours or days consultants are*

*expected to report to the office, but it should be sufficient enough to support effective collaboration and understanding of NYCHA programs.*

- b. Are there specific meetings that will need to be attended in person?

*Yes.*

- c. Will workspace be provided in the office for the onsite meeting times?

*Yes.*

**11. Streamlining Grant Opportunity Identification and Vetting:**

- a. Will there be a point-person from the Sustainability Department that will be assigned to contractor?

*Yes.*

- b. “Develop processes for identifying, vetting, and pursuing grant opportunities.”  
“Develop systems to increase efficiency and capacity at NYCHA to apply for and manage grants once awarded.”

- i. Is there a process in place that would be adapted, or will the contractor be developing that process?

*The contractor would review any processes currently in place for the Sustainability, Architecture and Engineering Services, and Health Initiatives and suggest an aligned process that works for all three departments.*

- ii. How many grants are managed annually currently?

*Currently, grants are managed within each department separately and the cumulative number and value across departments has not been tabulated.*

- iii. What is the budgetary value of current annual grants?

*See above.*

- iv. What system, if any, is being used to keep track of current grant opportunities?

*See response to Question 7.*

12. Is there a proposed goal that has been set based on the resource needs? If so, what is the goal and timeline for achievement?

*The number of grant applications that NYCHA submits varies and depends on the number of available opportunities. Expected contractor targets are outlined in RFP under “Goals and Expected Outcomes.”*

13. How many grant applications does NYCHA presently submit on an annual basis? Are there KPIs related to the number of grant applications to be submitted under this consulting engagement, or funding aspirations that the contractor will be expected to meet?

*See response to Question 12.*

14. Who is currently developing and submitting those grant applications? Is there an incumbent presently in this role?

*NYCHA Sustainability, Architecture & Engineering Services, and Health Initiatives teams do not have full-time staff dedicated to grant management. Fundraising and grant management responsibilities are shared across staff based on the specific grant subject area and staff workload.*

15. Does NYCHA have a federal SAMS account already?

*Yes.*

16. Does NYCHA have a federally negotiated indirect cost rate already?

*N/A*

17. While we can arrange the meetings, NYCHA representatives would need to attend the meetings and make the ask for Foundations, corporations, and individual philanthropists. Who from NYCHA’s leadership would be on the solicitation team?

*This will be discussed with the selected consultant.*

18. Has the Fund for Public Housing and/or NYCHA determined a maximum hourly rate for consulting services?

*No, this is a not-to-exceed deliverable based contract and services rendered would be based on the proposals received and a final scope agreed to.*

19. Has NYCHA or the Fund engaged a consultant for similar services in the past three years? If so, is that firm eligible to bid for this business opportunity?

*The Public Housing Community Fund has not engaged a consultant in similar services in the past three years.*

20. Would you please share the titles of the people who will review and score the final proposal?

*Funding for this work was awarded to the Public Housing Community Fund by a private donor, and the Public Housing Community Fund reviews all proposals submitted and makes the final selection.*

21. If this consultancy is for one year, with the possibility of an additional year with a maximum two-year window for intervention, how do you imagine "transitioning current staff to focus on program/project management?" How would the work of the consulting team be sustained?

*One of the key outcomes of engaging external support for grant writing and management is to reduce time that NYCHA staff currently spend on grant related activities. External support for grant processes is particularly vital during this period due to the abundance of grant funding opportunities currently available. The selected consultant should consider the transition of grant support to NYCHA in their development and documentation of processes.*

22. Would you mind identifying some of the barriers that NYCHA has faced in managing grant obligations and program deliverables in general terms?

*Staff time and capacity is a barrier that NYCHA has faced with regards to grant applications and obligations.*

23. Across the three NYCHA units involved, how many estimated staff will the work involve? Will each NYCHA unit have a key contact/coordinator?

*This work will be managed by an individual in NYCHA's Sustainability Department. They will support interdepartmental coordination and identification of key contacts in each department.*

24. Ultimately, will this work report to PHCF?

*The selected contractor will be managed by an individual in NYCHA's Sustainability Department. The Public Housing Community Fund will execute the contract for the consultant, manage the contract, and interface with the contractor as needed.*

25. How many current staff manage fundraising and grant management?

*See response to Question 14.*

26. As applicable, can units apply collectively for opportunities? Does that currently happen? Or is it assumed that PHCF or NYCHA would be the lead applicant on grants?

*NYCHA and PHCF are open to supporting grant applications where outside organizations are the lead applicant.*

27. What are the fundraising targets and amount of funds raised amongst the three units in the past 3 years?

*NYCHA Sustainability, Architecture & Engineering Services, and Health Initiatives do not have specific targets. NYCHA Sustainability team will work with the Consultant to establish the baseline success rate against which to measure performance. Currently, grants are managed within each department separately and the cumulative number and value across departments has not been tabulated.*

28. Is it anticipated that the consultant/firm would have fundraising goals (i.e., X new award minimum totaling Y dollars)?

*No goal has currently been set.*

29. Does fundraising also include member items through elected officials (city/state/federal)?

*With the support of NYCHA, this position will include coordination with city agencies and elected officials as needed.*

30. Are there current or upcoming opportunities PHCF is already pursuing or has already been awarded that this role would assume (work in-progress)?

*Yes, NYCHA is continually evaluating and/or applying for grants so it should be expected that there will be grant work ongoing when this role begins.*

31. What does PHCF and/or the three NYCHA units use currently to track grant applications/renewals, awards, reporting, project closeouts?

*A variety of tracking methods, including Excel and Smartsheet, are used.*

32. Who would assume the narrative reporting role on program progress for awards/contracts funded under this work?

*The consultant would be expected to develop a system to monitor the budget and reporting aspects of the grant to support NYCHA staff. Monitoring reports would be written and submitted by the relevant NYCHA department.*

33. Does PHCF assume costs associated with IT, technology, subscription costs (for databases, etc.), design work?

*Costs associated with IT, technology, subscription costs, etc. may be the responsibility of the consultant, unless provided by NYCHA or by the Fund.*

34. Which City agencies are NYCHA and PHCF already working with on grant opportunities? What are the other agencies that NYCHA and PHCF are considering for grant opportunities?

*City agencies that NYCHA and PHCF have worked with on grant opportunities include, but are not necessarily limited to, the Department of Health and Mental Hygiene (DOHMH), Department of Sanitation (DSNY), Mayor's Office of Climate and Environmental Justice (MOCEJ), NYC Parks, Office of Management and Budget (OMB), and the Office of the Mayor. NYCHA and PHCF are open to working with any and all City agencies.*

35. The RFP notes that the consultant has "Ability to assign a key staff member/s to report in-person on a part-time basis to NYCHA's Sustainability Department located in Long Island City" – does this mean just for meetings or includes in certain circumstances work from the office outside of meetings?

*This would include some in-office work outside of meetings.*

36. Is the development and drafting of interim and final reports for grant funding also expected for the grant writing responsibilities for this contract (particularly if a second year is awarded to the consultant)?

*See response to Question 32.*

37. Since the City operates on a July to June fiscal year calendar, would any goals and targets for funding pursued change on July 1?

*No.*