

Expression of Interest

County Infrastructure Grant Program for RFI Development

Sullivan County is soliciting expression of interest from potential partners to develop a project for submission of an application to the New York State County Infrastructure Grant Program (CIGP) for the purpose of creating new housing units. CIGP may fund up to 50% of the infrastructure costs associated with the development and construction of a minimum of 10 new housing units, with a maximum award of \$1 million available. CIGP funds have been made available by New York State and will be administered by Empire State Development.

Information about the CIGP is provided below. For additional information please reference the CIGP Program Guidelines.

Eligible Projects:

- Small and moderate-scale priority infrastructure projects which directly or indirectly support the creation of housing.

Eligible Uses of Funds:

- Construction, expansion, and/or rehabilitation of municipal, utility, or other public property and/or ancillary infrastructure to support such developments;
- Extension or reconstruction of road, water, sewer, or utilities;
- Design or engineering costs related to construction (limited to 20% of total project cost);
- Acquisition of machinery and equipment related to infrastructure projects;
- Other capital uses as determined by Empire State Development (ESD) Grant Funding
- All projects that do directly support the creation of at least (10) ten new housing units, are eligible for an award up to \$1,000,000.
- Minimum 50% non-ESD match required

Compliance Requirements

Collaborating partners, contractors and/or subcontractors must agree to comply with all Federal, State and Local requirements and guidelines, particularly, but not limited to, those referenced in the NYS Empire State Development *County Infrastructure Grant Program* Guidelines, submitted Grant Proposal, and any forthcoming Contracts, Award Agreements, or Grant Disbursement Agreements relative to this project.

Third-Party Proposals will be reviewed based on:

- ✓ Capacity to manage the project and related administration of the grant, thorough planning and budget preparation.
- ✓ Alignment with local Regional Economic Development goals and development priorities.
- ✓ Ability to demonstrate leveraged funding sources, including a 50 % cost share.
- ✓ Project readiness, including project location and evidence of site control, schedule of milestones and financial information. All projects must be ready to commence within one year of an ESD award.
- ✓ Project focus: construction, expansion, and/or rehabilitation of municipal, utility, or other public property or ancillary infrastructure to support development, which may include capital equipment; maintenance; repair; extension of roads, water and sewer access; and utility access.

Local Regional Economic Development Goals and Development Priorities

2023 Mid-Hudson Regional Economic Council goals include:

1. Set a strong foundation for economic growth by investing in infrastructure, transportation, and housing.
2. Incentivize local planning and technical assistance to speed up review times, create shovel-ready development sites, and administer economic development funds.
3. Revitalize downtowns and community centers through adaptive reuse and packaged investments in the public realm that will further establish our walkable communities as economic engines for the region.
4. Attract new companies and support the growth of existing businesses in the Mid-Hudson region, with a special focus on priority sectors that are likely to stay, expand, and pay a living wage for the region.
5. Support the region's workforce by taking steps to attract and retain people, providing them with affordable access to education, training, and wraparound services, and by exposing them to regional workforce opportunities at an earlier age.
6. Preserve and create outdoor spaces that make the Mid-Hudson region an attractive place to live and visit. Recognize the imperative need to protect our natural resources from degradation, while also leveraging them for tourism, agriculture, and the development of sustainable businesses.

The following industries have been identified as priorities for the Mid-Hudson region: Agriculture, Biotech and Life Sciences, Distribution, Film and TV Production, Green Energy and Technologies, Manufacturing, Research and Innovation, and Tourism.

County Priorities

- ✓ Affordability: Sullivan County has identified affordable housing as a priority, designating affordable housing as a County purpose in October 2024. Priority will be given to projects which demonstrate a level of affordability to Sullivan County's workforce. Affordable Housing is generally defined as housing on which the occupant is paying no more than 30 percent of gross income for housing costs, including utilities.
- ✓ Community Impact: Projects with proximity to main streets, major employers, economic centers, and which promote ease of access to employment and services will be given priority.
- ✓ Projects with a focus on seasonal housing and second homes will not be selected.

Submission of Expression of Interest

Interested parties must complete the attached Community Collaborator Intake Form. Completed forms, along with all required documentation referenced in the form, must be submitted to the Director of the Department of Purchasing and Central Services at the Sullivan County Government Center, 100 North Street, Monticello, New York 12701, (845) 807-0515, Purchasing@sullivanny.gov, no later than 1:00pm on Friday February 21, 2025.



GRANT FUNDING COMMUNITY COLLABORATOR ASSESSMENT

The Grant process requires a *significant* allocation of time and resources. Procurement and reporting processes involve exacting attention to detail and substantial administrative commitment. Sullivan County may consider collaborating with community partners who can confidently demonstrate project readiness, capacity to manage the administration of the grant, thorough planning and budget preparation, and alignment with County goals that will benefit local residents and businesses.

Assessment:

Name and Title of Person Preparing this Assessment: _____

Preparer Phone Number: _____

Preparer Email Address: _____

Organizational Information

Legal Name of Organization/Agency: _____

CEO or Director: _____

Physical Address: _____

Mailing Address (if different from Physical Address): _____

Website Address: _____

Phone Number: _____ Email Address: _____

Year Established (Incorporation Date): _____

EIN Number (or Tax ID): _____

Do you have Articles of Incorporation on File? Yes No Do you have By-Laws on File? Yes No

Please attach copies of the following:

Brief History of your Organization/Agency (Narrative)

Mission/Values Statement

Description of Service Area/Target Population and Current Services/Program Provided

Governance Information

Please attach copies of the following:

Description or Diagram of Organizational Structure/Chart

List of Board of Directors (affiliations and contact info)

Copy of Strategic Plan/Business Plan, if applicable

Executive Director/CEO Bio

Tax Documentation

Is your organization tax exempt? Yes No

- If yes, please include a copy of your tax exemption letter.

Do you have an IRS Form 990 on file? Yes No

Can you provide a W-9, upon request? Yes No

Technical Requirements Needed to Apply for Federal/State Grants

Has your organization registered to obtain a UEI (Unique Entity Identifier or SAM, formerly DUNS number)?

Yes No

If yes, indicate UEI number here: _____

Has your organization completed SAM Registration? Yes No

Is your organization registered in Grants.gov? Yes No NYS Grants Gateway? Yes No

Financial Information

Are the following financial documents prepared and available upon request?

Annual Operating Budget	Yes	No
Year-End Financial Statements	Yes	No
Audit, if applicable	Yes	No
Sources of Funding	Yes	No
Annual Report	Yes	No

Proposal Information

Please attach a thorough description of your Proposal. Please include the following information:

- ✓ Program/Project Description
- ✓ Target Population
- ✓ Staffing Structure/Organizational Chart
- ✓ Year Established
- ✓ Measurable Outcomes (number served, current outcomes)
- ✓ Success Story Narratives/Newspaper Articles/Media, if applicable

Please attach a preliminary **Project Budget for your Proposal**, including copies of any **cost estimates** received, and notation in regard to which contractors/vendors are **MWBEs** or **SDVOBs**.

A Project Budget is included with this application.

Copies of all cost estimates are included with this application.

Indication of MWBE and/or SDVOB inclusion is noted, where applicable.

Capacity:

Do you currently partner with any other organizations/agencies for this project? Yes No

If yes, please list them here:

If partners will be involved in the proposal, will you be able to provide letters of support/MOAs from these partners for the project?

Yes No Unknown

Has your agency identified a Point of Contact for the administration of the grant, if funded? Yes No

If yes, has this person administered grants before? Yes No

How many hours per week can this individual dedicate to grant-related work? _____

Has your agency ever applied for grants before? Yes No

What was the outcome?

We applied, but were denied funding.

We received funding and successfully administrated the grant funding.

We received grant funding, but were not able to successfully administer the funding and the funding agency withdrew funding.

Is the governing board of your organization/agency aware of an interest in pursuing grant funding? Yes No

(NOTE: If a proposal is being presented on behalf of a municipality or government agency, an authorizing resolution may be required.)

Upon request, will be you able to provide documentation in regard to all current staff? (Including number of FT/PT Staff, Bios, Qualifications, Professional Licenses, and Resumes). Yes No

Signature of Preparer: _____

Signature of CEO/Director: _____