

**CITY OF PLATTSBURGH – REQUEST FOR PROPOSALS**

**GRANT WRITING**

**AND/OR GRANT ADMINISTRATION SERVICES**

**Addendum #1**

**Question 1:** Is there a requisite number of grants that must be submitted or won during the contract term?

**Answer 1:** The City’s current staffing capacity would permit the addition of four (4) new grant awards on an annual basis to the City’s slate of active grants. We expect the winning respondent to submit a sufficient number of grant applications to create a reasonable expectation that four (4) new grants will be awarded to the City during each year of the contract term. That reasonable expectation should be based on the respondent’s past experience regarding the number of grant applications submitted vs. the number of grants awarded.

**Question 2:** Is there a targeted shortlist of which grants the grant writer will work on during the contract term and will that be shared upon contract commencement?

**Answer 2:** The City does not have a targeted short list of specific grants it wishes to pursue. We will rely upon the expertise of the winning respondent to advise the City as to which grant funding opportunities are most appropriate for the funding priorities identified during the funding needs analysis described in the RFP. We do expect the winning respondent to follow the NYS Consolidated Funding Application (CFA) process closely to identify funding opportunities.

**Question 3:** Is the grants administrator expected to create a live database to keep track of grants such as a salesforce or B2G system? Or is an Excel sheet preferred use?

**Answer 3:** An excel sheet is sufficient for grant tracking.

**Question 4:** In re: levels of insurance, are there threshold coverage amounts that the City will require for the categories outlined on pages 4-5?

**Answer 4:** The limits for all required insurance policies will be specified in the services contract and will be determined after discussions with the winning respondent.

**Question 5:** In re: Attachment A, the hours per month would likely fluctuate based on the volume and types of applications the City would want to pursue. Do you/your staff have a sense of how many awards and new contracts you'd hope for each year to fit the City's pace and timetable, and therefore the number of grant applications you'd want to submit each year.

**Answer 5:** The City's current staffing capacity would permit the addition of four (4) new grant awards on an annual basis to the City's slate of active grants. We expect the winning respondent to submit a sufficient number of grant applications to create a reasonable expectation that four (4) new grants will be awarded to the City during each year of the contract term. That reasonable expectation should be based on the respondent's past experience regarding the number of grant applications submitted vs. the number of grant awards secured.

**Question 6:** How are grants currently administered within the City?

**Answer 6:** The Community Development Office administers the bulk of the City's grants, though other departments administer grants specific to their operations. The department administering the grant is responsible for completion of all administrative tasks associated with the grant.

**Question 7:** Are there any other city objectives not listed in the RFP documentation?

**Answer 7:** All the City's objectives are included in the RFP.

**Question 8:** Is a copy available of the City's large portfolio of planning documents of various types completed during the previous twenty (20) years?

**Answer 8:** Many prior planning documents are available via the City's website at <https://www.cityofplattsburgh-ny.gov>. The City will provide the winning respondent with copies of all available planning studies for reference.

**Question 9:** Does the City currently contract with anyone to provide grant writing and/or grant administration services?

**Answer 9:** The City does not currently contract with anyone to provide grant writing or grant administration services and hopes to develop a long-term relationship with the winning respondent.