

**Greater Lockport Development Corporation**  
**Request for Proposals**  
**Community Development Block Grant Administration Services**

April 1, 2025

**Background**

Greater Lockport Development Corporation (GLDC) is currently a subrecipient of Community Development Block Grant (CDBG) funding originating from grants awarded to the City of Lockport by the New York State Office of Community Renewal (OCR). The GLDC anticipates being a subrecipient of CDBG funding from future grants to be awarded to the City of Lockport.

The GLDC is seeking the services of a firm(s) or individual(s) to assist in the administration, management, and implementation of these Economic Development Grants; assist with administration, management, and implementation of existing programming; provide commercial credit underwriting and loan management services for the GLDC revolving loan fund programs; and provide general economic development services to the GLDC.

**Scope of Services**

The firm or individual will be required to provide the following services:

1. The provision of technical assistance necessary for the administration of the CDBG programs including, but not limited to assisting the GLDC in the establishment and maintenance of books of account, developing and implementing management systems to provide appropriate recordkeeping, assistance in the procurement, selection, and award of contracts as necessary, preparation of required environmental review records, assurance of consistency with all Federal requirements regarding procurement, labor standards, fair housing, etc., preparation of required reports, oversight of audit activities, preparation of grant closeout materials, and all other activities of a general administrative nature.
2. Assistance in the development, administration, and implementation of economic development projects, including requirements and systems necessary for compliance associated with the use of federal CDBG funds; technical assistance regarding the financing of commercial and industrial projects; provision of credit analysis and loan portfolio management services; and all other factors associated with the provision of public financing for economic development activities.
3. Assistance regarding the financing of the economic development projects including assistance in the preparation of grant, loan, or deferred loan closing documents as applicable, procurement of project cost documentation, review of grant or loan disbursement documentation, assistance to companies regarding employment requirements and documentation, monitoring of employment and financial information, and other related assistance as required.
4. Assistance relating to the planning and implementation of community development projects including municipal infrastructure, community facilities, housing, and public services.

5. Other general planning and community development activities as may be required including municipal planning, appropriate land use, preparation of grant applications and other applications for financial assistance, etc.

The selected contractor will work in coordination with the GLDC in completing the grant administration and implementation activities.

## **Proposals**

Proposals should include the following:

1. Background information that describes the nature and history of the firm or individual, including client listings and references.
2. Specific information regarding the firm or individual's experience and technical expertise respecting the scope of services including specific experience with OCR/CDBG funding and commercial financing.
3. Identification and resumes of the persons who will provide the services.
4. A schedule of costs for the services to be provided, including hourly rates for labor and the method for calculating all other costs. The elements of each hourly rate must be broken out to include labor, overhead and profit. The GLDC will award a cost reimbursement rather than a fixed price contract.

## **Selection**

The GLDC will rank the proposals received based on an evaluation of technical skills (50%), experience (30%), and cost (20%). The GLDC will select, at its option, one or more contractors with which to enter into an agreement for services, subject to the negotiation of fair and reasonable profit. The selection of a contractor or contractors will be made in rank order.

## **Submission Procedures**

1. One copy of the proposal should be addressed to:

Vicki Smith, GLDC President / CEO  
Greater Lockport Development Corporation  
One Lock's Plaza  
Lockport, NY 14094

Proposals can also be emailed to Vicki Smith at [vsmith@lockportdevelopment.org](mailto:vsmith@lockportdevelopment.org).

2. Proposals should be received by the GLDC no later than 4:00 pm, May 30, 2025.