

Town of Corning



25 S. Elm Street
Corning, NY 14830-3797

MEMORANDUM

To: Interested Parties
From: Town of Corning
RE: RFP 2026.1 Program Delivery and Grant Administration Services – Town of Corning
Community Development Block Grant (CDBG) Single-Family Housing Rehabilitation
Program
Date: June 17, 2026

Notice is hereby given that the Town of Corning will receive proposals for RFP 2026.1 Program Delivery and Grant Administration Services – Town of Corning Community Development Block Grant (CDBG) Single-Family Housing Rehabilitation Program. This document contains the necessary information and submission process for your proposal for this effort.

The Town's Housing Needs Assessment, including housing priorities, is on the Town's webpage at: <https://townofcorningny.gov/community-development-block-grant/>

All must review the Project Description and Preliminary Scope of Work as described in this document to ensure their ability to perform as indicated.

The deadline for submitting your proposal is:

~~July 15, 2026 at 4:00 PM EST~~ **Amended Deadline Date: July 31, 2026 at 4pm EST**

Via e-mail: drichter@stcplanning.org and supervisor@townofcorningny.org

Questions may be submitted in writing via email to Jennifer Tuttle (supervisor@townofcorningny.org) and Dot Richter (drichter@stcplanning.org).

Interpretations, clarification of specifications, and requirements or changes to the documents which have a material effect will be documented and communicated only by written addendum and posted on the Town webpage. All are responsible for checking for any addendums that may be issued, and to obtain such addendums.

The Town of Corning strongly encourages Minority and Women Owned Business Enterprises and Section 3 Firms to apply.

RFP 2026.1 Program Delivery and Grant Administration Services – Town of Corning Community Development Block Grant (CDBG) Single- Family Housing Rehabilitation Program

Instructions

- I. Deadlines/Dates: ~~July 15, 2026~~ at 4pm. **Amended Deadline Date: July 31, 2026 at 4pm EST**

Proposals Published: June 17, 2026

Proposals Due: ~~July 15, 2026~~ at 4pm EST **Amended Deadline Date: July 31, 2026 at 4pm EST**

- II. Contact Information:

Dot Richter at drichter@stcplanning.org or (607) 962-5092 ext. 209
Southern Tier Central Regional Planning & Development Board
8 Denison Parkway East, Suite 310
Corning, NY 14830

Mike Brenning at supervisor@townofcorningny.org or (607) 936-6114 Ext 5
Town of Corning
25 S. Elm Street
Corning, NY 14830

- III. Proposal Must be Complete and Include:

1. Submittal content as outlined on page 4 of this document.

- IV. Copies: Please provide one (1) electronic copy of your proposal.

- V. ONLY emailed submittals will be accepted.

Submittals can be emailed to: drichter@stcplanning.org and
supervisor@townofcorningny.org

Project Description and Preliminary Scope of Work

The Town of Corning is seeking Program Delivery and Grant Administration Services for its Community Development Block Grant (CDBG) – funded single-family housing rehabilitation program. These services will assist the Town to implement a town-wide residential rehabilitation program to assist 5-7 Low-to-Moderate Income (LMI) homeowners funded under a 2025 CDBG award. The contract for these services supporting the 2025 CDBG award will be for the two-year term of the award.

The activities requested include program delivery and grant administration for a residential rehabilitation program for homeowners in the Town of Corning. For this project, the selected firm will assist the Town to monitor and supervise all CDBG program activities, including but not limited to:

- Program Delivery
 - SHPO submissions/coordination; and other applicable environmental reviews
 - Preparing project bid documents;
 - Distributing bid requests;
 - Reviewing bid requests;
 - Preparing and executing contracts;
 - General file project maintenance;
 - Working with property owners directly.
- Grant Administration
 - Preparation of NYSOCR reports;
 - Closeout/monitoring of program;
 - Preparation/coordination of disbursement requests;
 - Marketing the program;
 - Other general administrative or compliance tasks related to the program.

The Town of Corning has entered into a subrecipient agreement with Southern Tier Central Regional Planning & Development Board (STCRPDB) to assist with some aspects of grant administration. It is expected that the selected firm will work with both the Town and STCRPDB to facilitate the successful implementation of the program. The Town and STCRPDB may assist with some administrative and program delivery work.

The selected firm will assist the Town to manage and utilize the funds consistent with CDBG program regulations. The Town, in collaboration with STCRPDB, has developed preliminary guidelines, forms, and contract documents for the implementation of the housing rehabilitation program to be undertaken with CDBG funds. The selected firm will be expected to review these documents and provide feedback prior to the final documents being adopted by the Town.

Responders must have demonstrated experience in providing such services and an understanding of the standards and requirements typical to perform the work.

Submittal Content

Please provide a proposal that includes a detailed scope of work describing the level of effort as well as a cost proposal that you determine to be necessary to insure the successful management of the Town's housing rehabilitation program. The scope should be sufficiently detailed to document your familiarity with the rules, regulations, and requirements of the CDBG program.

As part of the proposal, please provide the following information:

- Project team overview: The overview shall include a description of the personnel and consultant(s), if any, to be assigned to the project, their duties and the office location of personnel and consultants.
- Resumes of key personnel to be assigned to the project. A maximum of one (1) page per individual resume.
- Details of your firm's experience in developing successful CDBG programs as well as managing and effectively closing out the implementation of such activities.
- A description of your firm's experience in managing housing rehabilitation programs.
- Recent relevant projects performed by individuals who will be assigned to work on this project, with project locations and names, titles and phone numbers of contact persons. Include at least three (3) references.

The Town will expect the consultant to focus on program compliance issues, developing an effective administrative plan, including the preparation of needed forms, contract documents, and procedures, and assist Town staff and STCRPDB to carry out program delivery and administrative responsibilities.

Budget

Proposals shall not exceed \$35,000 for Program Delivery and \$15,000 for Grant Administration services. Firms must submit a proposal bidding on all portions of the scope of work.

Selection Process and Evaluation Criteria

The Town will make its selection based on the following criteria:

- Successful performance in managing similar CDBG programs;
- The extent of CDBG experience attained by the project manager and other staff persons assigned to the project;
- The demonstrated technical resources available within the firm to carry out the assignments;
- The availability of these resources to Corning; and
- The cost for the services (in relation to CDBG guidelines).

The Town is not obligated to select the organization with the lowest price proposal. The criteria to be used by the town in evaluating proposals is and the relative weight of each criterion will be as follows:

CRITERIA	POINTS AVAILABLE
Firm and Project Team Successful Experience (past performance)	30
Technical Capability and Financial Resources (qualifications of personnel and financial stability of respondent organization)	25
Availability of staff resources (commitment of personnel to the project)	25
Cost	20
TOTAL =	100

An evaluation committee with the Town Supervisor, Town Council Member(s), and representative(s) from Southern Tier Central Regional Planning & Development Board will evaluate all responsive proposals based upon the information and references contained in the proposals.

The Town reserves the right to request additional clarifying information and request an oral presentation from Proposers prior to determination of award.

Additional Information

Questions regarding the project and this RFP may be directed by email or phone to:

Dot Richter at drichter@stcplanning.org or (607) 962-5092 ext. 209
Southern Tier Central Regional Planning & Development Board
8 Denison Parkway East, Suite 310
Corning, NY 14830

Jenniffer Tuttle at supervisor@townofcorningny.org or (607) 936-6114 Ext 5
Town of Corning
25 S. Elm Street
Corning, NY 14830

Additional terms and conditions:

The Town of Corning will not reimburse any firm or individual for any costs associated with the submittal of proposals or in the negotiation of a final agreement for the work being considered.

Compliance with Applicable Laws

The successful consultant shall comply with all applicable federal, state and local laws and regulations as may be applicable. Respondents are advised to review all applicable federal and state regulations prior to submitting a proposal.

The firm also agrees it will hold the Town of Corning harmless and indemnify the Town of Corning from any action which may arise out of any act by the firm concerning lack of compliance with these laws and regulations.

Ownership of Proposals/Freedom of Information

All proposals submitted in response to this RFP are to be the sole property of the Town of Corning and shall be subject to the provisions of New York State Freedom of Information Statue. Reports and materials developed by the successful respondent under a contract that may result from this RFP are considered public information and may not be copyrighted.

Incurred Costs

This request for proposal does not commit the Town of Corning to award a contract or to pay any costs incurred in the preparation of a response to this request. The Town of Corning will not be liable in any way for any costs incurred by respondents in replying to this RFP.

Severability

If any terms or provisions of this Request for Proposal shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portion of this document shall remain in full force and effect.

Oral Presentation/Interview

Respondents who submit a proposal in response to this RFP may be required to give an oral presentation or interview of their proposal to the Town of Corning. This provides an opportunity for the respondent to clarify or elaborate on the proposal. These are fact-finding and explanation sessions only and do not include negotiations. The Town of Corning will schedule the time and location of these presentations/interviews. The Town of Corning may or may not choose to conduct these presentations/interviews.

Subcontracting

The successful respondent may utilize the services of specialty subcontractors on those portions of the work that under normal contracting practices are performed by specialty subcontractors. The successful respondent shall not award any portion of the work to a subcontractor without prior written approval from the Town of Corning. The acceptance of any and all subcontractors shall reside with the Town of Corning and the Town of Corning's decision shall be final. The successful respondent shall be fully responsible to the Town of Corning for the performance, finished products, facts, and omissions of their subcontractors and persons directly or indirectly employed thereby.

Assigning/Transferring of Agreement

Any successful respondent is prohibited from assigning, transferring, conveying subletting or otherwise disposing of the resulting agreement of its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from the Town of Corning.

Amending or Canceling Request

The Town of Corning reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in the best interest to do so. The Town of Corning reserves the right to decide not to consider any or all of the firms submitting information in response to this request.

Waiver of Informalities

The Town of Corning reserves the right to accept or reject any and all responses to this Request for Proposal, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in its best interest.

Collusion

By submitting a proposal, the respondent implicitly states: That their proposal has not been made in connection with any other competing respondent submit a separate response to this RFP; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the respondent did not participate in the RFP development process, had no knowledge of the specific contents of this RFP before its issuance, and that no employee or the Town of Corning, either directly or indirectly, assisted in the vendor's proposal preparation.

Termination

The Town of Corning may terminate any contract(s) or any part of any contracts resulting from this process at any time for: cause, default, or negligence on the part of the selected respondent; or if the selected respondent fails, in the opinion of the Town of Corning, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of the Town of Corning.