



Notice of Funding Availability City of Rochester Restaurant Grant

The purpose of this program is to assist restaurants and food establishments located within the City of Rochester while also providing meals to senior citizens in need and who are unable to travel and/or frequent restaurants due to the COVID-19 crisis.

The City of Rochester will contract with the Goodwill of the Finger Lakes (GFL) 211/LIFE LINE program to enroll eligible senior citizens age 55 or older and who live in the City of Rochester. Eligible senior citizens will enroll in the program and will select days and times for meals to be delivered by selected food establishments. Participating food establishments will coordinate with GFL to provide and deliver the free meals to program enrollees at designated dates and times. The City will reimburse participating restaurants for meals prepared and successfully delivered.

The City of Rochester will review the applications and select up to twenty food establishments to provide and deliver free meals to enrolled senior citizens residing in the City of Rochester. The businesses selected will be awarded a grant of up to \$50,000 with an agreement term of up to three years (based on City Council approval)

The grant funds will be used by the selected food establishments as working capital to offset the operational expenses associated with preparing and delivering the free meals to enrolled senior citizens.

To be considered for the grant, interested applicants must:

- Operate the business within City of Rochester limits
- Be a licensed, insured, and legally operating restaurant, caterer, or food service company
- Provide meal menu options that are appropriate and nutritious for senior citizens
- Agree to coordinate with the GFL 211/LIFE LINE program to receive orders from enrolled participants and schedule and facilitate the delivery of free meals using the online platform Flexbooker
- Agree to a timely response to any complaints (within 24 hours)
- Provide a signed IRS W-9 form, and DUNS number. To obtain a DUNS#: <https://fedgov.dnb.com/webform/>
- Complete City of Rochester Conflict of Interest Disclosure Form (attached to this document)
- Provide proof of current liability insurance in the amount of at least \$1,000,000 and be able to list the City of Rochester as additional insured for the services to be provided
- Provide proof of current auto liability insurance in the amount of at least \$500,000 and listing the City of Rochester as additional insured for the services to be provided
- Provide proof of current disability and workers' compensation insurance. In the alternative, provide proof of self-insurance or establish that Workers' Compensation and/or Disability Benefits coverage is not required by submitting the current and required New York State Workers' Compensation Board's form.

- **Complete and submit the attached ARPA Intake Form**
- Agree to the terms and conditions as included in the City of Rochester grant agreement boilerplate, which terms are subject to modification by the City. (exhibit A)

Selected applicants can choose to distribute meals via the following three options:

1. As scheduled by GFL 211/LIFE LINE throughout the contract term through a third party meal delivery service or company.
2. As scheduled by GFL 211/LIFE LINE throughout the contract term, using staff or contractors of their food establishment.
3. As scheduled by GFL 211/LIFE LINE throughout the contract term, using staff or contractors of their food establishment and a third party company or service.

Selected applicants **will be reimbursed on a quarterly basis for the one-year term, as follows:**

- **Quarterly** reimbursement is determined as follows:
 $(\# \text{ of meals delivered}) \times (\text{cost of meals}) + (\$5 \text{ delivery fee}) \times (\# \text{ of deliveries made})$

To participate in this program, please email this **fully completed application and all required documents to:**

ROC-RestaurantGrant@cityofrochester.gov by 5 p.m., Monday, January 17, 2022.

For more information, contact Daisy Algarin, Director of the Neighborhood Service Centers, at Daisy.Algarin@cityofrochester.gov, (585) 428-7711 or (585) 698-6643.

CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

Pursuant to the American Rescue Plan Act (H.R. 1319) ("ARPA"), the applicant selected shall be the sub-recipient of Coronavirus State and Local Fiscal Recovery Funds ("SLFRF"). By submitting a proposal to this NOFA for the program, the Applicant acknowledges and agrees to provide to the City any and all documentation requested, and further acknowledges and agrees that its use of these funds is subject to all terms and conditions set by the City, the Interim Final Rule issued by the United States Treasury to implement ARPA in Title 31, Part 35 of the Code of Federal Regulations ("Interim Final Rule"), the Coronavirus State and Local Fiscal Recovery Funds Guidance on Recipient Compliance and Reporting Responsibilities, dated June 17, 2021 and reissued on November 15, 2021 ("Guidance Document"), and all applicable Federal, State and Local laws and regulations governing the use of these funds, including but not limited to 2 CFR Part 170, Appendix A, 2 CFR Part 200, procurement standards set forth at 2 CFR 200.317 through 2 CFR 200.327, and legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds to ensure that entities receiving Federal financial assistance from the Treasury do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations at 31 CFR part 23.

City of Rochester Restaurant Grant Notice of Funding Availability (NOFA) Application Form

PLEASE NOTE: All questions must be completed on this form and all required documents must be submitted in order for this application to be considered. (revised January 5, 2022)

Applicant Information

Business Name: _____

DUNS#: _____

Address: _____

Contact Name: _____

Email Address: _____

Telephone/Cell Number: _____

Website/Social Media: _____

What is the current status of your business? Select all that apply:

- ☐ Open for indoor dining
- ☐ Open for pickup
- ☐ Open for outdoor dining
- ☐ Closed
- ☐ Open for delivery
- ☐ Other

Which meals can your restaurant provide? Select all that apply:

- ☐ Lunch
- ☐ Dinner

Please develop two menus for each of the selected meals your restaurant can provide and the cost per meal to prepare each:

Lunch 1:	Cost:	Menu:
Lunch 2:	Cost:	Menu:
Dinner 1:	Cost:	Menu:
Dinner 2:	Cost:	Menu:

Please select the meal delivery option that you will employ throughout the duration of the grant term.

- ☐ Provide meals as scheduled by GFL 211/Life Line throughout the contract term. Facilitate meal delivery through a third party meal delivery service or company.
- ☐ Provide meals as scheduled by GFL 211/Life Line throughout the contract term. Facilitate meal delivery with staff or contractors of your food establishment.
- ☐ Provide meals as scheduled by GFL 211/Life Line throughout the contract term. Facilitate meal delivery with staff or contractors of your food establishment and through a third party meal delivery service or company.

Please indicate which dietary options your restaurant can provide: (select all that apply)

- ☐ Gluten free
- ☐ Low-sodium
- ☐ Vegan
- ☐ Low-sugar
- ☐ Vegetarian
- ☐ Low-fat
- ☐ Other _____

How many meals could you prepare and deliver per week:

- ☐ Up to 25
- ☐ 26-50
- ☐ 51-100
- ☐ 101- 250
- ☐ 250+

Which days can you prepare and deliver meals? Select all that apply.

- ☐ Sunday
- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday

Are you willing to prepare and deliver meals on holidays?

- ☐ Yes
- ☐ No

What is the total amount of grant funding you are requesting for the 12 month grant term? The maximum grant award is \$50,000.

Amount: \$ _____

Has your business been approved for a federal loan through the Payroll Protection Program (PPP)?

- ☐ Yes
- ☐ No
- ☐ I have applied for a PPP loan but my application is still pending.

Please attach the following documents to the email submission:

- ☐ Signed IRS W-9 form, listing official company name, address, and tax ID#
- ☐ Signed Conflict of Interest Disclosure Form (attached to this doc)
- ☐ General Liability Insurance Certificate of at least \$1,000,000, listing City of Rochester as additionally insured
- ☐ Workers' Compensation and Disability Insurance Certificates or proof that insurance is not required.
- ☐ Commercial Auto Insurance Certificate (if the business plans to deliver meals)

Email completed application and documentation to: ROC-RestaurantGrant@cityofrochester.gov by 5 p.m. on Monday, January 17, 2022.

FOR INTERNAL OFFICE USE ONLY

City of Rochester Restaurant Grant Scoring Summary

***Ratings based on a scale of 1 - 10, with 10 being the highest**

Business Name: _____

Date: _____

Criteria	Score	Weighted Score
Cost per meal (30%)		
Meals reflect cultural diversity of the city of Rochester (40%)		
Total number of meals delivered (30%)		
Total Score		

City of Rochester Disclosure

Applicant Name(s): _____

Business Name: _____

Property Address: _____

Program Name: _____

The Program for which you are applying is part of one or more City of Rochester (hereinafter the "City"), federal, state, or other programs, including, but not limited to, the Corona Virus State and Local Fiscal Recovery Funds ("SLFRF") program. This program has rules and regulations prohibiting conflicts of interest. Conflicts generally arise where the applicant or his or her family or business may have an economic or employment interest in the program or the entity providing the program.

Program regulations generally limit the participation of employees, agents, consultants, officers, or elected appointed officials of the City or any designated public agencies, or sub-recipients receiving Program funds, and those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

The objective of this form is to identify applicants that may have a conflict under the rules and regulations. The City will then determine whether an exception should be granted or requested. The City's Department of Neighborhood and Business Development, Office of the Commissioner, is responsible for conflict of interest determinations and the coordination of the exception process for federally assisted housing and community development programs.

I/We _____ certify that:

Name of applicant(s):

Please **ONLY** check one:

- ____ 1. I/we **am/are NOT** an **employee**, agent, consultant, officer, or elected or appointed official of the City of Rochester, and am **NOT** a **relative** of an employee, agent, consultant, officer or elected or appointed official of City of Rochester, **nor part of any** designated public agencies, business, or sub-recipients receiving SLFRF or other Program funds.
- ____ 2. I/we **am/are** an **employee** agent, consultant, officer or elected or appointed official of the City of Rochester or **I/we am/are** a **relative** of an employee, agent, consultant, officer or elected or appointed official of the City of Rochester, or **I/we am/are** part of a designated public agency or worked any such agency within the last year, business or sub-recipient receiving SLFRF or other Program funds.

I would like to be granted an exception, or for federally assisted housing and community development programs to have the Department of Neighborhood and Business Development, request an exception from HUD, to participate in this program.

I am employed at _____ in the position of _____

I (___do) or (___do not) perform any duties relating to the Program.

_____ is the family member to whom I am related. (_____).

(Name) _____ (Relationship) _____

This family member is employed at _____ in the position of _____.

This family member (___ does) or (___does not) perform any duties relating to the program.

Signature _____ Date _____

Signature _____ Date _____

STATE OF NEW YORK)

COUNTY OF MONROE) ss.:

On the _____ day of _____, 2022 before me, the undersigned, a Notary Public in and for said State, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public/Commissioner of Deeds

EXHIBIT A

Subrecipient hereby certifies that the grant will be conducted and administered in compliance with all applicable Federal regulations governing use of the SLFRF funds, including but not limited to the following:

- (1) Title VII of the Civil Rights Act of 1964 (Pub. L. 88-352; 42 U.S.C. 2000d, et seq.) and implementing regulations issued at 24 CFR Part 1;
- (2) Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284; 42 U.S.C. 3601, et seq.), as amended; and that the Subrecipient will administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing;
- (3) Section 3 Affirmative Action: requirements set forth in 24 Code of Federal Regulations Part 135;
- (4) The Davis-Bacon Act, as amended;
- (5) 2 CFR 200.317 through 2 CFR 200.327;
- (6) Executive Order 11246, as amended by Executive Orders 11375 and 12086, and implementing regulations issued at 41 CFR Chapter 60;
- (7) Executive Order 11063, as amended by Executive Orders 12259, and implementing regulations at 24 CFR Part 107;
- (8) Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended, and implementing regulations when published for effect;
- (9) The Age Discrimination in Employment Act of 1975 (Pub. L. 94-135), as amended, and implementing regulations when published for effect;
- (10) The applicable regulations, policies, guidelines and requirements of OMB Circular Nos. A-102, Revised, 24 CFR 85 and Subpart J of 24 CFR 570, A-87, A-110, A-122, A-128 and A-133 as they relate to the acceptance and use of federal funds under this federally-assisted program;
- (11) The Clean Air Act (42 U.S.C. 7401 et seq.) as amended; particularly section 176 (c) and (d) [42 U.S.C. 7506 (c) and (d)];
- (12) The Safe Drinking Water Act of 1974 (42 U.S.C. 201, 300 (f) et seq., and 21 U.S.C. 349) as amended; particularly section 1424 (e) (42 U.S.C. 300 (h)-303 (e));
- (13) Lead-Based Paint Poisoning Prevention requirements of 25 CFR Part 35 issued pursuant to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 et seq.);

- (14) No ARPA funds may be expended for lobbying purposes and payments from other sources for lobbying must be disclosed (24 CFR Part 87).
- (a) No federally appropriated funds have been or will be paid, by or on behalf of subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (15) Where asbestos is present in property undergoing rehabilitation, Federal requirements apply regarding worker exposure, abatement procedures and disposal. (CPD-90-44 EPA/OSHA).
- (16) To the extent that agricultural practices are performed, Federal requirements pursuant to the United States Department of Agriculture and rules promulgated in the Federal Register shall apply.
- (17) Where food and beverage sales are undertaken by Subrecipient, Subrecipient shall comply with the FD&C Act, rules promulgated in the Federal Register, and any other Federal Act related to the production, distribution, and sale of food products.