

Lower Manhattan Development Corporation

Re: Chinatown Working Group LMDC grant

The Chinatown Working Group has successfully located a “fiscal conduit” for receipt of a \$150,000 grant from the Lower Manhattan Development Corporation. Two previous attempts were not successful. The New York City Economic Development Corporation, the original designee, was found to be unacceptable by the majority of Chinatown Working Group member organizations who felt its bidding and procurement process did not match the grass roots” democratic nature of the membership. The second designee, the Fund for the City of New York felt, that management of the fiscal aspects of the contract is not “the direction” it is going at the present time.

The University Settlement Society of New York is able and willing to serve as the “fiscal agent” for the receipt and management of the LMDC grant targeted to enabling the Chinatown Working Group to prepare a study leading to recommended zoning changes, historic district designations and affordable housing policies that will lead to the creation of a 197a Plan for community improvements, as defined by Chapter 8 of the New York City Charter.. ~~implementation of a 197A plan as defined by Chapter 8 of the New York City Charter..~~

As fiscal agent, we would accept responsibility for the following: (1) ensure that the issuance of a Request for Proposals (RFP) to hire a consultant for the Chinatown Working Group project meets all LMDC procurement requirements; (2) ensure that the RFP adequately reflects the scope of work initially approved by the LMDC; (3) ensure that the selection of a consultant for the project meets all LMDC procurement requirements; (4) ensure that the Chinatown Working Group establishes a transparent and reliable protocol for approving any payments using LMDC funds for work accomplished prior to our organization requesting any funds from LMDC; (5) submitting appropriate requests for payment with required backup information to the LMDC; (6) maintaining required fiscal documentation for the project both during project implementation and after completion of the project to allow for any auditing either by LMDC or other appropriate parties.

University Settlement would not be responsible for any of the following: (1) drafting the scope of work for the project; (2) approving the consultant; (3) reviewing the products produced by the consultant.

University Settlement would not request a fee for the services defined above, but would require a set-aside of 2% of the budget in the event that additional work is requested of us as fiscal agent. In the event that no additional work is requested, the full amount of the grant would be available for the project.

University Settlement is currently a recipient of LMDC funds, and has an established record of both project and fiscal accountability with LMDC.