

Town of Elizabethtown
REQUEST FOR PROPOSALS FOR GRANT ADMINISTRATION SERVICES
Re-Advertisement – Proposals Due April 14, 2023

The Town of Elizabethtown is seeking professional services for the administration of a Community Development Block Grant (CDBG) application in the Neighborhood Revitalization program offered by the NC Department of Commerce. The project is anticipated to include housing-related activities as developed during the application process. The grant request is anticipated to be an amount up to \$2,575,000.00. The project is expected to take place over 30 months. Professional services will be contingent upon successful award of the grant project.

The Town of Elizabethtown is soliciting proposals for grant administration services to assist the Town of Elizabethtown in the administration and management of this project in compliance with all applicable requirements under the North Carolina State CDBG Program. The fee for administration services and service delivery will be paid with CDBG funds.

Scope of Services:

Grant Administration Services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the following CDBG compliance areas:

1. Environmental Review Preparation and Release of Funds and other Funding Conditions.
2. Citizen Participation Plan.
3. Equal Employment and Procurement Plan/Policy.
4. Section 3 Plan.
5. Section 504 Plan, including grievance procedure.
6. Language Access Plan.
7. Code of Conduct Policy.
8. Excessive Force Policy (Section 519 of Public Law 101-144).
9. Labor Standards, as necessary.
10. Assistance with procurement of other professional services.
11. Setting up and managing official records.
12. Assistance in conducting all necessary public hearings/meetings.
13. Completion of all required reports and documentation, including annual performance reports.
14. Assistance with financial reimbursement forms.
15. Preparation of grant close-out documents.

The services will not include the disbursement or accounting of funds distributed by the Town of Elizabethtown's financial officer, legal advice, fiscal audits, or assistance with activities not related to the CDBG project.

Submission Requirements:

Submissions provided to the Town of Elizabethtown shall include at a minimum:

1. Experience with similar CDBG-NR grant administration; experience with HUD requirements. Proposal must identify the firm name, address, phone number and primary contact. Include at least three (3) references.
2. Qualifications, knowledge, and technical expertise with administration of CDBG Grant Programs. Include résumés of individuals performing key functions.
3. Capacity to perform required tasks in a timely manner according to the Town of Elizabethtown's grant administration deadlines, given current workload and staff.

4. Cost of Services: Indicate hourly rates and not-to-exceed fee.
5. Documentation of compliance with state and federal debarment/eligibility requirements.
6. Documentation of Section 3 business status and/or disadvantaged small business.

Proposal Evaluation Criteria:

Respondents will be evaluated according to the following factors:

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| 1. General Qualifications, Competence, and Reputation of Firm | 20 points |
| 2. Prior CDBG Housing Grant Experience of Firm | 20 points |
| 3. Qualifications, Knowledge, and Technical Expertise of Key Personnel | 25 points |
| 4. Availability and Capacity of the Consultant | 15 points |
| 5. Schedule of Fees | 10 points |
| 6. Debarment Compliance and Eligibility Requirements | 5 points |
| 7. Section 3 business status/Verified disadvantaged small business | 5 points |

The above information should be submitted no later than April 14, 2023 by 5:00 pm to 805 West Broad Street, Elizabethtown, NC 28337. For more information, you may also contact Rusty Worley, 910-862-3979.

Upon completion of the review, a recommendation will be made to the Town of Elizabethtown's Council for approval.

The Town of Elizabethtown is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 business concerns.

This information is available in Spanish and any other language upon request. Please contact Rusty Worley or at 805 West Broad Street, Elizabethtown NC 28337 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Rusty Worley, 910-862-3979 ext 2014 o en 805 West Broad Street, Elizabethtown NC 28337 de alojamiento para esta solicitud.

