



REQUEST FOR PROPOSAL (RFP)

CABARRUS COUNTY STATE AND LOCAL FISCAL RECOVERY FUNDS

Proposal Submission Deadline: August 6, 2021 at 5:00 p.m. EST

Cabarrus County will receive proposals as described herein. The County reserves the right to reject any or all proposals. All changes to the terms, conditions or specifications stated in this Request for Proposal (RFP) will be documented in a written addendum posted to the County's website.

Questions regarding the RFP may be submitted to Tom Nunn at tcnunn@cabarruscounty.us.

Section 1. Purpose

Cabarrus County seeks proposals for projects aligned to the acceptable uses for State and Local Fiscal Recovery Funds provided through the American Rescue Plan. The federal government has provided substantial flexibility for each government to meet local needs through these funds including support for households, small businesses, impacted industries, essential workers, and communities hardest hit by the COVID-19 crisis.

Section 2. Eligibility

To be eligible, an organization can be a for-profit or nonprofit with a principal place of business in Cabarrus County or providing services directed toward Cabarrus County residents. Proposals must address one or more of the following eligible categories as determined by the U.S. Department of Treasury:

1. Public Health

a. Prevent & Mitigate COVID-19

- i. Vaccination programs, including staffing, equipment, supplies, etc.
- ii. Testing, monitoring and contact tracing.
- iii. Supporting isolation and quarantine.
- iv. Communication of COVID-19 vaccination programs and health orders
- v. Personal Protective Equipment (PPE)/cleaning supplies
- vi. Prevention and mitigation of COVID-19 in congregate living facilities
- vii. Capital investments/adaptations to hospitals or health clinics
- viii. Ventilation improvements in congregate settings or other public facilities

b. Enhance Behavioral & Mental Health Services

- i. Mental health treatment
- ii. Substance misuse treatment
- iii. Hotlines and/or warmlines
- iv. Crisis intervention services
- v. Overdose prevention
- vi. Infectious disease prevention
- vii. Behavioral/physical health primary care services

c. Address Disparities in Public Health Outcomes (Qualified Census Tract only)

- i. Community health workers
- ii. Public benefits navigators
- iii. Housing services
- iv. Lead paint remediation
- v. Evidence-based community violence intervention programs
- vi. Affordable housing development
- vii. Early learning services
- viii. Enhanced services for child welfare/foster youth
- ix. High quality childcare
- x. Home visiting programs
- xi. Homelessness services
- xii. Housing navigation assistance
- xiii. Housing services

- xiv. Housing vouchers
- xv. Residential counseling
- xvi. Social, emotional, mental health needs
- xvii. Supportive housing
- xviii. Tutoring/afterschool

2. **Negative Economic Impacts**

a. **Assistance to Households**

- i. Food assistance
- ii. Rent, mortgage or utility assistance
- iii. Counseling and legal aid to prevent eviction or homelessness
- iv. Cash assistance
- v. Emergency assistance for burials
- vi. Home repairs, weatherization, or other needs
- vii. Internet access or digital literacy assistance
- viii. Job training related to a worker’s occupation or level of training

b. **Small Business/Non-Profit Support**

- i. Loans/grants to mitigate financial hardship
- ii. Loans/grants to implement COVID-19 prevention or mitigation tactics
- iii. Technical assistance or counseling to assist with business planning needs

c. **Aid to Impacted Industries – Tourism, Travel or Hospitality**

- i. Implement COVID-19 mitigation and infection prevention measures
- ii. Improve ventilation, physical barriers, or partitions
- iii. Signage to facilitate social distancing
- iv. Provision of masks or PPE
- v. Consultation with infection prevention professionals
- vi. Activities that support safe reopening
- vii. Planned expansion or upgrade of facilities delayed due to the pandemic

d. **Assistance to Unemployed Workers**

- i. Job training

3. **Broadband Infrastructure** (at least 100 megabits per second upload/download)

Examples provided above are a non-exhaustive list of permissible uses within each category. Proposals will be evaluated based on final guidance provided by the U.S. Department of Treasury after August 6, 2021. For more information, please review the Department of Treasury’s [Fact Sheet](#), [Interim Final Rule](#) and [Frequently Asked Questions](#).

Section 3. Special Programs for Qualified Census Tracts

Funding may be provided for the programs listed in Section 2.1(c) to address the disproportionate public health and economic impacts of COVID-19 on the hardest-hit communities, populations, and households. Specifically, organizations operating within or serving individuals/families within one of the following Qualified Census Tracts:

1. 407.1, https://www.huduser.gov/portal/sadda/sadda_qct.html?locate=37025040701
2. 407.03, https://www.huduser.gov/portal/sadda/sadda_qct.html?locate=37025040703
3. 419.01, https://www.huduser.gov/portal/sadda/sadda_qct.html?locate=37025041901
4. 419.02, https://www.huduser.gov/portal/sadda/sadda_qct.html?locate=37025041902
5. 421.01, https://www.huduser.gov/portal/sadda/sadda_qct.html?locate=37025042101
6. 421.02, https://www.huduser.gov/portal/sadda/sadda_qct.html?locate=37025042102
7. 423, https://www.huduser.gov/portal/sadda/sadda_qct.html?locate=37025042300

Section 4. Schedule of Events

The table below shows the intended schedule for this RFP. The County will make every effort to adhere to this schedule.

Event	Date
Request for Proposal (RFP) issued	Tuesday, July 6, 2021
Pre-Proposal Conference (non-mandatory)	Wednesday, July 14, 2021
Written questions deadline	Wednesday, July 21, 2021 by 5:00 p.m. EST
Proposal deadline	Friday, August 6, 2021 by 5:00 p.m. EST

Section 5. Process

1. Pre-Proposal Conference (Information Session).

- a. The County will hold a non-mandatory virtual Pre-Proposal Conference (Information Session) on **Wednesday, July 14, 2021 from 9:00-11:00 a.m.** While attendance is not mandatory, all interested organizations are encouraged to attend.

The meeting will be held via Microsoft Teams and can be accessed using the following link:

https://gcc02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2F%2Fmeetup-join%2F19%253ameeting_ZGQ0MzJmMWItODM5Yi000TkOLTg3OGUtMjYxYWQ0MzA2Nzgw%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522e688769a-b0b6-42a1-887a-5a7d328fda33%2522%252c%2522Oid%2522%253a%2522952b1edf-c8eb-4316-9194-769c0accbc28%2522%257d&data=04%7C01%7Ckftompson%40cabarruscounty.us%7C0a2669583a834d8e6ac608d9413bc8a0%7Ce688769ab0b642a1887a5a7d328fda33%7C1%7C0%7C637612547294316088%7CUnknown%7CTWFpbGZsb3d8eyJWIjoicM4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCi6Mn0%3D%7C1000&sdata=CblJX3Kn%2BdHS1qGVLmYI%2F4qLNF3vbyPNRkmYWnbpwc%3D&reserved=0

- b.

- c. If unable to attend through Microsoft Teams, participants can access the meeting for audio only by dialing 1-980-729-7942 and entering conference ID 683009770#.
- d. If you have problems accessing the Pre-Proposal Conference link or audio, call the County Manager's Office at 704-920-2100.
- e. If special accommodations are required for attendance, please notify the County representative indicated herein in advance of the date and time above and identify the special accommodation(s) required.
- f. A recording of the Pre-Proposal Conference will be made available on the County's website.

2. Vendor Questions.

Upon review of the RFP document, and completion of the non-mandatory Pre-Proposal Conference, organizations may submit questions for additional clarity. Questions shall be emailed to tcnunn@cabarruscounty.us by Friday, July 21, 2021 at 5:00 p.m. EST. Organizations should use "Fiscal Recovery Funds RFP" as the subject for any emails. Responses to questions received by the deadline will be posted as an addendum to the RFP on the County's website.

3. Submission of Responses.

- a. Responses may be submitted as follows:
 - i. Electronically: Email tcnunn@cabarruscounty.us
 - ii. In-Person: Deliver to the County Manager's Office located on the second floor of the Cabarrus County Governmental Center (65 Church Street South, Concord, NC 28026)
 - iii. Mail: Cabarrus County Government, Attention: Tom Nunn, P.O. Box 707, Concord, NC 28026
- b. Responses sent by fax or flash drive will not be accepted.

4. Proposal Opening.

Staff will open proposals received after the due date. Proposals will not be read aloud or made available to inspect or copy until any trade secret issues/proprietary and/or confidential information has been resolved and a contract has been awarded.

5. Evaluation.

- a. Proposals will be evaluated based on the following:
 - i. **Qualifications, experience and approach**

Organizations will be evaluated based on their understanding, experience, and qualifications in performing the same or substantially similar services as proposed. Proposals including specific and measurable outcomes, and larger target populations, that better demonstrate the impact of funding provided will be viewed more favorably.

ii. **Alignment to the County’s strategic priorities**

Organizations will be evaluated based on alignment to one or more of the following strategic priorities of the Board of Commissioners: (a) Healthy & Safe Community, (b) Culture & Recreation, (c) Sustainable Growth & Development, (d) A Thriving Economy and (e) Transparent & Accountable Government.

iii. **Ability to comply with County/federal requirements**

Organizations will be evaluated based on their demonstrated ability to comply with all requirements of the County and federal government including financial and performance reporting, as well as appropriate expenditure of funds.

iv. **Ability to comply with County contracting requirements**

Organizations will be required to sign a contract agreement with the County and register through the PaymentWorks platform.

Section 6. Proposal Content and Format

1. Letter of Transmittal

The proposal must include a letter of transmittal attesting to its accuracy, signed by an individual authorized to execute a binding legal document on behalf of the organization.

2. Executive Summary

A summary describing the organizations understanding of the County’s requirements and the proposed program/service. Should also include background on the requesting organization and the amount being requested.

3. Statement of Work

Provide a detailed description of the program(s)/service(s) to be provided.

4. Population Served

Define the population(s) to be served, including quantity and demographics.

5. Results/Evaluation

Describe the proposed impact of the project including outcome measures to be tracked and reported during the award period. Describe your internal processes for data collection, analysis, and quality assurance.

6. Link to COVID-19

Identify a health or economic harm resulting from or made worse by the public health emergency, describe the nature and degree of that harm, and explain how the use of this funding would address such harm.

7. Spending Plan

Provide a detailed spending plan of how and when funds would be used. A sample spending plan is provided in Exhibit A. Awarded funds must be obligated by December 31, 2024 and expended by December 31, 2026.

Section 7. Terms and Conditions

1. Late Proposals

Proposals not received by the time and date specified herein will not be opened or considered, unless the delay is a result of the negligence of the County, its agents, or assigns.

2. **Public Record**

This RFP and all organization responses are considered public information, except for trade secrets specifically identified in writing by the organization, which will be handled according to State Statute or other laws. Any section of the organizations response package that is deemed to be a trade secret shall be submitted in a separate envelope clearly marked “TRADE SECRET INFORMATION- DO NOT DISCLOSE.” NCGS 143-131 specifies that informal bids are not subject to public inspection until the contract is awarded.

CABARRUS RECOVERY GRANT REQUEST FOR PROPOSALS (RFP)

ADDENDUM # 1

CLARIFICATION

Section 6-1. The **Letter of Transmittal** is simply a short letter, signed by the owner or chief executive, confirming the accuracy of the submitted proposal. No other information is required on this letter.

Section 6-2. The **Executive Summary** is a letter providing background/history on the requesting organization, a summary of the purpose of the request and the amount of funding requested.

Section 6-7. The **Spending Plan** references “Exhibit A” in error. There is no specific required format for the spending plan being submitted. Organizations wanting a basic format can email tcnunn@cabarruscounty.us for an Excel template that can be used.

QUESTIONS AND ANSWERS

1. Would it be possible to write a grant to help with salary funding? (July 8, 2021)

If you have experienced a decline in revenue, and are a small business or nonprofit, a grant could be provided to support “payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs.” Salary costs would also be a component necessary to deliver the various eligible services outlined in the RFP.

2. Will the focus be for local businesses? (July 8, 2021)

To be eligible, the organization must have a principal place of business in Cabarrus County or provide services directed toward Cabarrus residents. The primary focus is small businesses and nonprofits, but funds may be awarded to businesses from impacted industries such as hospitality, tourism, and travel. You can use the Small Business Administration’s Size Standards Tool to determine if a business qualifies as small by visiting <https://www.sba.gov/size-standards>. **For small businesses or impacted industries, although these uses are deemed eligible by the Department of Treasury, there could be limitations on the size and scope of support North Carolina counties and municipalities can provide to private businesses based on State law. County legal staff are reviewing and will make the final determination on what support (if any) the County can provide.**

3. Is there a limit on the amount that can be requested? (July 12, 2021)

No. However, if awarded funding the amount provided could be less than the requested amount.

4. Must the applicant use the grant funds to serve the community as opposed to their organization/business? (July 14, 2021)

Although that is generally the case, requests can address financial hardship for small businesses and/or nonprofits. Such assistance could include assisting the organization with covering payroll expenses, rent, utilities or other expenses.

5. When is funding released? (July 14, 2021)

The Board of Commissioners will adopt a final spending plan on August 26, Awardees will work with the County after that date to execute a contract agreement. Funds will be distributed shortly thereafter.

6. Can you have two programs in a single proposal? (July 14, 2021)

Yes. The County wants to make the RFP process as simple as possible. Each organization is permitted to submit a single proposal that includes multiple program requests. Be sure to include all the relevant information for each program submitted within your proposal.

7. Are capital purchases or property acquisition permissible? (July 14, 2021)

Depending on the specific situation, these types of expenses could be permissible. For example, the acquisition of land for affordable housing within a Qualified Census Tract (QCT) would likely be eligible. Similarly, the purchase of a vehicle necessary to provide food assistance would likely be eligible.

8. What kind of support will for-profit businesses have during this process? (July 14, 2021)

From a funding request perspective, for-profit businesses are eligible if they provide the services listed in the RFP. Small businesses and impacted industries (tourism, hospitality and travel) are also eligible. **Although these uses are deemed eligible by the Department of Treasury, there are likely limitations on the size and scope of support North Carolina counties and municipalities can provide to private businesses based on State law. County legal staff are reviewing and will make the final determination on what support (if any) the County can provide.** All interested parties can receive technical assistance from the County to submit a proposal. Please contact tcnunn@cabarruscounty.us if assistance is needed.

9. Are schools or school districts eligible? (July 14, 2021)

Although not directly eligible, there are likely categories that schools or school districts could apply under. For example, programs aimed at mental health treatment, ventilation improvements to schools or social, emotional, and mental health needs (if within a Qualified Census Tract).

10. If all programs address the County's strategic objectives do you need to define specific programs aligned to one objective? (July 14, 2021)

No.

11. Will funding be full, or will you consider partial funding? (July 14, 2021)

Full and partial funding will be considered during the evaluation process.

12. Does a nonprofit have to be registered as a 501(c)3? (July 14, 2021)

To qualify under support for nonprofits, an organization would have to have the official designation. That would not be required if the organization were seeking funding to offer services aligned to one or more of the acceptable uses (e.g. food assistance, legal aid, etc.).

13. Do we need to include statistics to show a need we are trying to address? (July 14, 2021)

Although not necessarily required, any data you can provide to demonstrate the scope/scale of your need would be beneficial to the evaluation team.

14. Should the spending plan be as detailed as a proposed budget starting in 2022 and ending in 2026? (July 17, 2021)

Proposals can be for a single year or multiple years. The budget for multi-year proposals should ensure funds are obligated (order placed, or contract executed) no later than December 30, 2024 and expended (paid) by December 30, 2026. It is recommended to provide as much budget detail as possible.

15. Can we work with other organizations to collect our data? (July 17, 2021)

Yes.

16. Is this a reimbursement grant? (July 21, 2021)

The grants will be structured depending on the capacity of the awarded organization. If the organization has sufficient cash flow, funding will be provided on a reimbursement basis. However, we expect most organizations will want the funding awarded upfront.