

Cumberland County

RFP-22-15-CTY

Request for Proposals from Nonprofit Entities

VIRTUAL PRE-PROPOSAL FUNDING WORKSHOP

January 24, 2022

3:30 – 5:00 PM



Type your questions into the chat box during today's session. Questions will be answered in the order received at the end of the presentation.

RFP questions can also be emailed to cumberlandpurchasing@co.Cumberland.nc.us by January 26, 2022.

Email Subject Line:

"22-15-CTY RFP for Nonprofit Organizations – Questions"

A written Q&A will be compiled and will be posted as an addendum to this RFP by February 3, 2022.

Today's session is being recorded.

AGENDA

PRESENTATION

- ARPA/CSLFRF Overview
- Compliance with Federal and State Laws, and Local Policies
- Approach
- Purpose of Funds
- How to Submit a Proposal
- Nonprofit RFP Timeline
- Proposal Content
- Recovery Eligibility Categories
- Proposal Review Criteria
- RFP Attachments
- Tips for a Successful Proposal

DISCUSSION

- Q&A

This workshop is not intended to replace the written requirements of the RFQ. Refer to the RFQ document and links contained within for official US Treasury Guidance.

ARPA/CSLFRF FUNDING OVERVIEW

ARPA - American Rescue Plan Act of 2021

CSLFRF - Coronavirus State and Local Fiscal Recovery Funds

- \$1.9 Trillion in ARPA funds
 - \$362 Billion for CSLFRF
 - Cumberland County's portion = \$65,168,690
 - Board of Commissioners allocated \$3.5 Million for Nonprofits



COMPLIANCE WITH FEDERAL AND STATE LAWS, AND LOCAL POLICIES

- Competitive Procurement Processes
- Contracting
- Allowable Costs
- Monitoring
- Reporting
- Audit
- Record Retention

APPROACH

Cumberland County is committed to investing these funds into projects that:

- Identify and directly address a need or negative impact of the COVID-19 public health emergency
- Support equitable outcomes for the most impacted populations
- Make the best use of this one-time infusion of resources
- Have a lasting impact
- Are an eligible use of CSLFRF funds, meet a public purpose and are within County authority to fund per NCGS
- Leverage and align with other funding sources
- Provide performance reporting evidence and project impact
- Comply with all provisions of the funding contract

PURPOSE OF FUNDS

To be allocated specifically to nonprofit organizations that conduct programs and projects to help Cumberland County and its citizens recover from and respond to COVID-19 and its negative impacts and to aid in a strong and equitable recovery.

HOW TO SUBMIT A PROPOSAL

Address to:

22-15-CTY RFP FOR AID TO NONPROFIT ORGANIZATIONS

Cumberland County Finance Office
Attn: Lorena Santos, Purchasing Manager
117 Dick Street, 4th Floor, Room 451
PO Box 1829
Fayetteville, NC 28302

Must be in Finance **NLT 4:30 PM** (per the clock located in the Finance Department) on **February 28, 2022**

Sealed Package must contain:

- 1 signed, original executed proposal response. Note – Attachments A and B require completion and authorized signature of the nonprofit entity.
- 5 photocopies of the complete original proposal response.
- 2 USB flash drives, each with the complete original proposal response

NONPROFIT RFP TIMELINE

January 19, 2022 • Issue RFP

January 24, 2022 • Virtual Preproposal Funding Workshop

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February 3, 2022 • Responses to Questions Provided in RFP Addendum

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March 2022 • Staff Review and Rank Proposals

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December 31, 2026 • Projects Completed and Funds Fully Paid Out

PROPOSAL CONTENT (in order)

- Name of Organization
- Organization's Address
- Primary Contact Name & Title
- Primary Contact Email, Phone Number
- Name of Project
- Total Amount of Funds Requested
- Identify a Recovery Eligibility Category
- Proof of Nonprofit Status
- Brief Project Description
- Statement of Need
- A listing of all federal, state, or local assistance related to COVID-19 the organization has previously applied for and/or received
- Proposed project's link to COVID-19
- Population served
- Results
- Evaluation
- Equity Impact
- Project partners (if collaborating with another entity)
- Capacity/Experience (nonprofit representations)
- Completed Budget Template (Attachment C)
- Special Considerations (if any)
- Completed & Signed Execution of Proposal Form (Attachment A)
- Completed & Signed Certification Regarding Lobbying (Attachment B)

RECOVERY ELIGIBILITY CATEGORIES

- Prevent and mitigate COVID-19
- Enhance behavioral and mental health services
- Improve the design and execution of health and public health programs
- Address disparities in public health outcomes
- Assistance to households
- Small business and nonprofit support
- Aid to impacted industries
- Assistance to unemployed workers
- Improve efficacy of economic relief programs
- Services for disproportionately impacted communities

PROPOSAL REVIEW CRITERIA

1: Overall responsiveness

2: Items below (not necessarily listed in order of importance)

- Amount of funds requested
- Recovery fund eligibility category
- Project plan
- Statement of need
- Federal, State or Local assistance related to COVID-19 previously applied for and/or received
- Link to COVID-19
- Population served and connection to qualified census tracts (QCT)
- Results
- Evaluation
- Equity impact
- Project partners
- Organizational capacity
- Budget
- Special considerations

Attachment A: Execution of Proposal

ATTACHMENT A: EXECUTION OF PROPOSAL

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned nonprofit offers and agrees to furnish and deliver any or all items/services upon which prices are proposed. By executing this proposal, the undersigned nonprofit certifies that this proposal is submitted competitively and without collusion, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible from covered transactions by any Federal or State department or agency. Furthermore, the undersigned nonprofit certifies that it and its principals are not presently listed on the Department of State Treasurer's Final Divestment List as per N.C.G.S 147-86.55-69.

The potential Nonprofit certifies and/or understands the following by placing an "X" in all blank spaces:

- _____ The County has the right to reject any and all proposals or reject specific proposals with deviated/omitted information, based on the County's discretion if the omitted information is considered a minor deviation or omission. The County will not contact nonprofits to request required information/documentation that is missing from a proposal packet. Additionally, if the County determines it is in its best interest to do so, the County reserves the right to award to one or more nonprofits and/or to award only a part of the services specified in the RFP.
- _____ This proposal was signed by an authorized representative of the Nonprofit.
- _____ The potential Nonprofit has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- _____ All labor costs associated with this project have been determined, including all direct and indirect costs.
- _____ The potential Nonprofit agrees to the conditions as set forth in this RFP with no exceptions.
- _____ Selection of a contract represents a preliminary determination as to the qualifications of the nonprofit. Nonprofit understands and agrees that no legally binding acceptance offer occurs until the Cumberland County Board of Commissioners, or its designee, executes a formal contract and/or purchase order.

Therefore, in compliance with the foregoing RFP, and subject to all terms and conditions thereof, the undersigned offers and agrees to furnish the services for the prices quoted within the timeframe required. Nonprofit agrees to hold firm offer through contract execution.

Failure to execute/sign proposal prior to submittal shall render the proposal invalid and it WILL BE REJECTED.

NONPROFIT:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & COUNTY & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO NONPROFITS ITEM #10):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF NONPROFIT:		FAX NUMBER:
NONPROFIT'S AUTHORIZED SIGNATURE:	DATE:	EMAIL:

Attachment B: Certification Regarding Lobbying

ATTACHMENT B: CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an 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.
2. 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, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Nonprofit, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Nonprofit understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Nonprofit's Authorized Official

Name and Title of Nonprofit's Authorized Official

Date

ATTACHMENT C: BUDGET TEMPLATE

OMB Uniform Guidance Federal Awards Reference 2 CFR 200	Cost Items	Grant Project
		<i>Project Name</i>
		<i>Project ID</i>
200.430	Personnel (Salary and Wages)	\$0.00
200.431	Fringe Benefits	\$0.00
200.475	Travel	\$0.00
200.439	Equipment & Other Capital	\$0.00
200.453	Material & Supplies	\$0.00
200.318	Contractual Services	\$0.00
200.459	Consultant (Professional Service)	\$0.00
200.465	Occupancy (Rent and Utilities)	\$0.00
200.471	Telecommunications	\$0.00
200.473	Training and Education	\$0.00
	Additional Cost Item(s) -- add lines as needed	\$0.00
	Total Project Budget	\$0.00

Attachment C: Budget Template

TIPS FOR A SUCCESSFUL PROPOSAL

- Be ambitious and creative
- Select a project that is viable and ready
- Think collaboratively and consider multi-organization projects
- Carefully review the list of eligible categories
- Select a project where one-time funds will make a big difference
- Support your idea with facts, data, statistics
- Identify realistic/achievable outcomes
- Describe how your project will help build toward a just, equitable and sustainable COVID-19 recovery
- One proposal submission per project
- Collaborative proposals welcome – identify one nonprofit lead
- Submit all required documentation with required signatures

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QUESTIONS?

<https://www.cumberlandcountync.gov/departments/commissioners-group/commissioners/american-rescue-plan>



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COUNTY

NORTH CAROLINA