

HYDE COUNTY  
REQUEST FOR PROPOSALS FOR  
GRANT ADMINISTRATION SERVICES

Hyde County is seeking professional services for the preparation of application for and administration of a Community Development Block Grant application in the Coronavirus (CDBG-CV) program offered by the Department of Commerce. CDBG-CV is designed to help units of local government prevent, respond to, and prepare for the health and economic impacts of COVID-19. Specific activities will be determined after the public hearings and citizen participation process is completed. The grant request is anticipated to be for up to \$900,000. The project will take place over the next 36 months.

Contingent upon this award, the County is soliciting proposals for grant administration services to assist the County in the administration and management of this project in compliance with all applicable requirements under the North Carolina CDBG Program. The fee for grant application and administration services will be paid with the CDBG funds.

**Scope of Services:**

Grant application services to include meeting with the County to determine the needs of the County as related to the activities of the grant. The scope of work shall include development of the application, site visits as needed, preparation of the proposed budget, intake of application information, development of application forms and documents, assistance with preparation of public hearings, gathering of all necessary application attachments and forms and assimilation of the final application document to include timely delivery of the application to the Department of Commerce.

Grant administration services shall include, but are not limited to, standard tasks necessary for implementation of the project in conformance with the following CDBG compliance areas as applicable to the program:

1. Environment Review and Release of Funds and other Funding Conditions;
2. Citizen Participation;
3. Fair Housing;
4. Equal Employment and Procurement;
5. Section 3;
6. Section 504;
7. Language Access Plan;
8. Anti-Displacement and Relocation Assistance Plan;
9. Complaints and Grievance Procedures;
10. Labor Standards;
11. Completion of all required reports and documentation;
12. Assistance with Financial Reimbursements Forms; and
13. Setting up and managing official records;

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

**Proposal Submission:**

Submissions provided to the County shall include at a minimum:

1. Individual or Firm Information: the consultant or firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. CDBG Grant Administration Experience: description of specialized experience and technical competence of the staff to be assigned to the project with respect to CDBG grant administration, description of firm's prior experience, including any similar projects (in particular those funded by CDBG), and name of local official knowledgeable regarding the firm's performance. Include at least three references;
3. Consultant/Firm Capability: description of firm's current work activities, capability of carrying out all aspects of CDBG related activities, and firm's anticipated availability during the term of the project;
4. Schedule of fees;
5. Documentation of compliance with state and federal debarment/eligibility requirements;
6. Documentation of Section 3 Business status.

**Proposal Evaluation Criteria:**

Proposals for grant administrative services will be evaluated by a Selection Committee. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

1. General Qualifications, Competence and Reputation of Firm or Individual Consultant ..... 20 points
2. Prior CDBG Experience of Firm or Individual Consultant .....20 points
3. Qualifications of Actively Involved Staff (assigned staff members of Firm or Consultant) .....25 points
4. Ability to Address Local Needs ..... 10 points
5. Availability .....10 points
6. Schedule of Fees .....10 points
7. Qualifications as a Section 3 Business .....5 points

Upon completion of the review, the Committee will make its recommendation to the County for approval.

The above information should be submitted no later than Monday, November 2, 2020 at 5:00 p.m., to Stephanie Watson, Grant Administrator for Hyde County at 30 Oyster Creek Road

Post Office Box 188, Swan Quarter, North Carolina 27885. For more information, contact Stephanie Watson at (252) 926-5262.

Hyde County is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms. Hyde County invites the submission of proposals from a certified Section 3 business.

This information is available in Spanish or any other language upon request. Please contact Stephanie Watson at 252-926-5262 or at 30 Oyster Creek Road, Swan Quarter, NC for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Stephanie Watson al 252-926-5262 o en 30 Oyster Creek Road, Swan Quarter, NC de alojamiento para esta solicitud.