

Town of Mills River

REQUEST FOR PROPOSALS

FOR

GRANT FUNDING THROUGH THE AMERICAN RESCUE PLAN ACT OF 2021 STATE AND LOCAL FISCAL RECOVERY FUNDS

Release date: February 24, 2023

Due date: April 3, 2023 by 5:00 pm



OVERVIEW

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARPA) into law. The \$1.9 trillion package, based on President Biden's American Rescue Plan, is intended to combat the COVID-19 pandemic, including the public health and economic impacts. Included within this plan is a program called the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF or SLFRF) which is a direct allocation of \$350 billion to over 19,000 state, county, city, town, village, and Tribal governments across the United States.

The Town of Mills River received \$2,360,273 in funding. Of this total, \$75,000 was provided to the Mills River Fire Department for premium pay, \$70,000 has been committed to the Mills River Farm Market, and the remaining (approximately \$2.2 million) will be disbursed in two phases. In November of 2022 the Town Council decided to earmark funding in Phase One according to the categories below:

- Nonprofit Support - \$100,000
- Land Acquisition - \$500,000
- Land Preservation - \$500,000

The purpose of these funds is to support local nonprofits with one-time expenditures such as building repairs, equipment acquisition, or other one-time expenditures. These funds are not eligible for ongoing or operating expenditures.

This is a cost-sharing reimbursable grant with a 90/10 split. For example, an organization approved for \$10,000 would be reimbursed \$9,000 and the organization (or other partner) is responsible for the remaining \$1,000.

ELIGIBILITY

- 1) Organization must be a 501(c)(3), 501(c)(6) or other Town-approved nonprofit organization.
- 2) Organization must demonstrate it is directly providing services and support to residents, business owners or property owners of the Town of Mills River.
- 3) The Town of Mills River will appraise the mission and services of the organization to determine whether they match to those of the Town and ARPA.
- 4) A federal employer identification number (FEID) or state tax exemption is required for issuance of a purchase order or disbursement of funds. Funds will not be awarded to individuals.

Note: Organizations applying for or receiving funds from this program are still eligible to request funds during the Town's normal annual budgeting process.

FUNDING AMOUNT

The Town has committed \$100,000 to support the projects described in this solicitation. Organizations requesting funding will be notified of the Town Council's final funding decisions following the regular meeting in which the application is approved.

SUBMITTAL PROCESS SCHEDULE

Interested organizations must submit one electronic copy, in searchable PDF format, and four hard copies of the full response to this RFP to:

Town Manager
124 Town Center Drive
Mills River, NC 28759

The Town will host a pre-proposal conference at Town Hall prior to the proposal due date to clarify issues regarding eligibility and proposal requirements. This meeting will be conducted in person with an online option available. This meeting is not mandatory, however, interested parties are encouraged to attend.

The following schedule is anticipated for the solicitation and award process:

RFP release date:	Friday, February 24, 2023
Pre-submittal conference:	Thursday, March 16, 2023 at 10:00 am
Deadline for written questions:	Thursday, March 23, 2023 by 5:00 pm
Proposals due:	Monday, April 3, 2023 by 5:00 pm
Selection committee evaluations:	Thursday, April 6, 2023
Evaluation results to Town Council:	Thursday, April 13, 2023
Anticipated notice of award:	Monday, May 1, 2023

All questions regarding this Request for Proposals should be submitted via email to Daniel Cobb at daniel.cobb@millsriver.org.

CRITERIA FOR APPLICATIONS

Each proposal is required to include the following information.

- 1) Letter of Interest
 - a. Statement of interest to fund nonprofit for work in the Town of Mills River.
 - b. Summary of qualifications.
 - c. The name, address, phone, and e-mail address for project manager for the nonprofit.
- 2) Organization profile.
 - a. Organization's physical address and service area.
 - b. A brief description of the organization's mission statement along with current and past work.
 - c. Other information as desired to communicate the general experience to the review committee.
- 3) Scope of work.
 - a. A description of qualifications of organization or team members to perform and complete the proposed project or program goals with grant funds.
 - b. Include a narrative that clearly identifies project goals and services provided to the residents or other beneficiaries within the Town of Mills River.
 - c. A description of project activities and success metrics. These should be realistic and meaningful project outcomes. For example, what type of building repairs or additions will be completed, or type of equipment purchased.
 - d. If there will be partners, describe what the roles will be and identify who the project lead will be.
- 4) Budget
 - a. Description of how funds will be used for project activities and meet success metrics.
- 5) References
 - a. If applicant will partner with another organization, please provide letters of support from partnering organization.
 - b. Letters of support from groups that benefitted from programs or projects provided by applying organization are not mandatory but preferred.

EVALUATION AND SELECTION PROCESS

This RFP provides information necessary to prepare and submit proposals for consideration and ranking by the Town. It is the intent of the Town to appoint an evaluation committee to review the submitted applications. This committee will review each qualification submittal and rank the submittal based on the criteria requirements specified within this RFP. The Town may invite applicants for interviews, but this is not a required step in the evaluation process. At the conclusion of the interviews (if held), the evaluation committee will rank the organizations based on the evaluation criteria and the interviews. Upon completion of the evaluation process, the final selections and awards will be authorized by the Town Council. The Town will provide notification to all applicants regarding final selection. By submitting an application in response to this RFP, interested organizations accept the evaluation process as outlined below and acknowledge that determination of the most qualified organization may require subjective judgments by the Town and its appointed evaluators.

EVALUATION CRITERIA

- Quality and completeness of response to the RFP (10 points)
 - Letter of interest (2 points);
 - Qualifications (2 points);
 - Complete scope of work (4 points); and
 - Budget (2 points).
- Strength of proposal (40 points)
 - Clearly address services provided and meaningful outcomes for the project beneficiaries and the Town of Mills River (15 points);
 - Project success metrics are outlined and realistic (10 points);
 - Project includes multiple funding sources (15 points).
- Budget Justification (10 points)
 - Demonstrate that funds will be spent as indicated in the application and is appropriate for the scope of work.
- Applicable project experience and ability of applicant (20 points)
 - Ability of proposer and staff members to complete proposed project.
- Demonstrate how project or program will impact target population reached (20 points)
 - Demonstrate how metrics will be reached.

REQUIREMENTS OF THE SELECTED APPLICANT

Reporting Requirements

The U.S. Department of the Treasury has issued Compliance and Reporting Guidance, which the Town and all of its sub-recipients must follow. All program participants will be required to submit a final report to the Town upon completion of the project and interim reporting as required by this guidance. Any materials purchased will need to have appropriate documentation. Metrics of success will also need to be a part of the final report and demonstrate impact with population of residents reached.

Insurance

The selected applicant shall indemnify and save harmless the Town for claims and liabilities resulting from negligence, errors, or omissions of the applicant; including, but not limited to, all sub-consultants. The selected applicant(s) will be required to furnish proof of liability insurance coverage in the minimum amount of \$500,000.

Acceptance of Terms

Submission of an application shall constitute acknowledgment and acceptance of all terms and conditions hereinafter set forth in the RFP unless otherwise expressly stated in the proposal.

Financial Responsibility

The applicant making the proposal understands and agrees that the Town shall have no financial responsibility for any costs incurred by the organization responding to this RFP prior to the issuing of an agreement. This includes but is not limited to costs related to staff hours or site visit(s) in preparing the proposal.

PUBLIC RECORDS

Upon receipt by the Town, any proposal submitted in response to this RFP is considered a public record. The proposal will be reviewed by Town staff, a selection committee, as well as members of the general public who may submit public record requests.

CONDITIONS, CLARIFICATIONS AND RESERVATIONS

The Town reserves the sole discretion and right to reject any and all responses received with respect to the RFP and to cancel the RFP process at any time prior to entering into a formal agreement. The Town further reserves the right to request additional information or clarification of information provided in any response. The Town also reserves the right, but is under no obligation, to waive technicalities and informalities. The Town shall make awards as deemed in its best interest. A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind.