

**TOWN OF ELIZABETHTOWN  
REQUEST FOR PROPOSALS FOR GRANT ADMINISTRATION SERVICES**

The Town of Elizabethtown is seeking professional services for the preparation and 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 \$4,400,000. 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 application preparation and grant administrative services to assist the Town in the administration and management of this project in compliance with all applicable requirements under the North Carolina State CDBG Program. The fee for grant application and administration services will be paid with CDBG funds.

**Scope of Services:**

Grant Application Preparation Services shall include meetings with the Town to determine the needs and requirements 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 hearing notices and attendance at public hearings if necessary, gathering of all necessary application attachments and forms, adherence to compliance applicable compliance areas such as; Labor Standards, Equal Opportunity and Property Acquisition, annual performance reporting requirements, as well as the assimilation of the final application documents to ensure timely delivery of the application to the Department of Commerce and assimilation of project documents for on-site monitoring visits and final project closeout.

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. Fair Housing Plan and assistance with required quarterly fair housing activities.
4. Equal Employment and Procurement Plan/Policy.
5. Section 3 Plan.
6. Section 504 Plan, including grievance procedure.
7. Language Access Plan.
8. Residential Anti-Displacement and Relocation Assistance Plan.
9. Labor Standards, as necessary.
10. Assistance with procurement of other professional services.
11. Inspections, work write-up/bid document preparation, bidding/award assistance, and construction management services.
12. Assistance with project files in local government's office.
13. Assistance to the Town in conducting all necessary public hearings/meetings.
14. Completion of all required reports and documentation, including annual performance reports.
15. Assistance with Financial Reimbursement forms.
16. Preparation of grant close-out documents.

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

## Submission Requirements:

Submissions provided to the Town 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 Administration. Include résumés of individuals performing key functions.
3. Capacity for performance to perform required tasks in a timely manner according to the Town's grant administration deadlines, given current workload and staff.
4. Hourly Rates of Key Personnel and Not-to-Exceed Fee Estimate (include a separate cost for grant application preparation services).
5. Documentation of compliance with state and federal debarment/eligibility requirements.
6. Documentation of Section 3 business status.

## Proposal Evaluation Criteria:

Respondents will be evaluated according to the following factors:

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| 1. Firm Experience with similar CDBG-NR Grant Administration                       | 25 points |
| 2. Qualifications, Knowledge and Technical Expertise of Key Personnel              | 25 points |
| 3. Availability and Capacity of the Consultant to Perform Tasks in a Timely Manner | 20 points |
| 4. Hourly Rates and Not-to-Exceed Fee Estimate                                     | 20 points |
| 5. Documentation of Debarment Compliance and Eligibility Requirements              | 5 points  |
| 6. Qualifications as a Section 3 Business  | 5 points  |

All questions should be submitted no later than 3 PM, 20 February 2025

Proposals should be submitted to the Town Manager no later than 3 PM, 27 February 2025 to 805 West Broad Street, Elizabethtown, NC 28337. For more information, you may also contact Sharon Penny, (910) 862-3979 Ext 2012.

Upon completion of the review, a recommendation will be made to the Town Governing Body for approval on 3 March 2025.

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 Sharon Penny, (910) 862-3979 Ext 2012 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 Sharon Penny, (910) 862-3979 Ext 2012 o en 805 West Broad Street, Elizabethtown, NC 28337 de alojamiento para esta solicitud.*

