

**Calumet County Request for Proposals: CDBG CV Grant Administration**



RFP Title	<b>Calumet County Microenterprise Resiliency Fund CDBG CV Grant Administration Services</b>
RFP Deadline	May 14, 2021 12:00pm CST <i>Late proposals, faxed proposals, email-only proposals or unsigned proposals will be rejected.</i>
Submit Proposals to	Mary Kohrell <b>Calumet County CDBG CV Grant Administration Services Proposal</b> Calumet County Community Economic Development Director 206 Court Street Chilton, WI 53014 <i>If hand delivering, bring to Room 314</i>
Direct Inquiries to	Mary Kohrell Calumet County Community Economic Development Director 206 Court Street Chilton, WI 53014 920/849-1680 <a href="mailto:mary.kohrell@calumetcounty.org">mary.kohrell@calumetcounty.org</a>
Proposal submission	Submit 1 original, 2 copies, and 1 electronic copy of proposal including budget in PDF format on a flash drive.
RFP Schedule	Request for Proposals Issued: April 19, 2021 Deadline to submit clarifying questions: April 30, 2021 4:00 pm CST RFP Deadline: May 14, 2021 12:00 noon CST Anticipated Contract start date: June 1, 2021
	Calumet County reserves the right to reject any and all responses submitted.

# Calumet County Request for Proposals: CDBG CV Grant Administration

## Request for Proposals Background

### Notice of Request

Calumet County, Wisconsin, is seeking proposals for grant administration services for the Calumet County Microenterprise Resiliency Fund CDBG CV Project. The County has received notification of funding from WI DOA's Community Development Block Grant (CDBG) CV Program for this project.

Minimum contractor requirements include previous experience in grant administration on CDBG or similar state/federally funded projects. Proposals will be accepted from individuals, firms, or groups of firms with the demonstrated expertise and experience in these areas of practice.

### Contact Information

All interested persons and firms should contact Mary Kohrell, Community Economic Development Director, at 920/849-1680 or [mary.kohrell@calumetcounty.org](mailto:mary.kohrell@calumetcounty.org) to request additional information, as needed. Persons/firms that intend to submit a proposal should send notification of intent to Calumet County with the person's/firm's name and contact information in case of addenda or other changes. Additionally, the RFP may be sent to those persons/firms that are included on the Calumet County list specifically created for this RFP. Those to whom Calumet County has sent an RFP and those who have provided contact information through a request for a copy of the RFP or through a notification of intent will receive all information regarding the RFP. The information may include, but is not limited to, any amendments to the RFP, answers to inquiries received regarding the RFP, or changes to the RFP schedule.

### Questions Regarding This RFP

This solicitation contains a description of the project and services required. Interested proposers have the responsibility of understanding what is required by this solicitation. During the review of the RFP, if the Proposer discovers any errors, omissions, or ambiguities within the RFP, they should identify them in writing and call them to the immediate attention of the County prior to the RFP submission deadline. Calumet County shall not be held responsible for any person's/firm's lack of understanding of the project.

Questions for clarification concerning this RFP must be in writing and received via email to [mary.kohrell@calumetcounty.org](mailto:mary.kohrell@calumetcounty.org) no later than 4:00 pm on April 30, 2021. After this date, questions involving the content or intent of the proposal will not be answered. All questions will be responded to by Mary Kohrell in writing via email not later than 12:00 noon on May 4, 2021, and provided to all parties requesting an RFP for which the County has the contact information, and treated as an addendum to the RFP packet.

### Addenda Interpretations

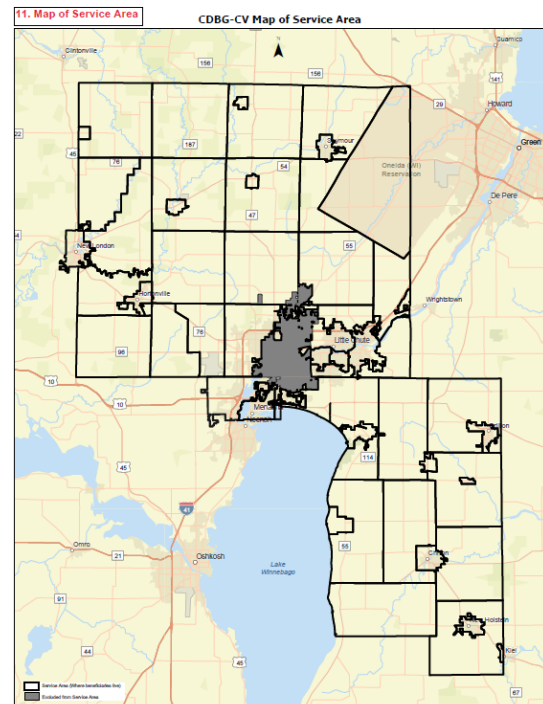
If it becomes necessary to revise any part of this RFP, a written addendum will be provided. Calumet County is not bound by any oral clarifications changing the scope of the work for this project. All addenda issued by Calumet County will become part of the official RFP and will be emailed to all Proposers of record based upon contact information on record at the original time of issuance or subsequently provided.

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## Scope of Services & Deliverables

Calumet County has received \$881,400 in federal funding from the CDBG CV program to create the Calumet County Microenterprise Resiliency Fund. The purpose of this grant is to provide financial and technical assistance to microenterprises (businesses with 5.0 or fewer employees including the owner) in the non-entitlement areas of Calumet and Outagamie Counties as well as in the City of Menasha and Village of Fox Crossing (shown in the map to the right) which have been negatively impacted by COVID-19. Dissemination of the grants to microenterprises will be the responsibility of Calumet County's grant subrecipient, WWBIC. Of the total grant award, Calumet County anticipates awarding a total of \$780,000 for 65 grants of \$12,000 to microenterprises in the grant service area. WWBIC will have responsibility for project tasks regarding financial and technical assistance to the microenterprises in partnership with Calumet and Outagamie Counties, conducted in accordance with all applicable CDBG CV regulations, for an amount of \$91,400. The remaining \$10,000 of the budget is allocated for grant administration.

The primary beneficiaries of the Microenterprise Resiliency Fund will be microenterprises whose owner meets the LMI national objective. Priority emphasis will be given to microenterprise owners who are socially and economically disadvantaged including women, veterans, and people of color.



### **The selected person(s)/firm(s) will serve as and perform the functions of Grant Administrator for this Community Development Block Grant award, including:**

- Preparing and submitting CDBG contract and amendment documents, as applicable
- Managing the CDBG Project records
- Preparing and submitting applicable Environmental Record documents for the CDBG Project
- Coordinating the second Citizen Participation meeting and maintaining and submitting required records for Citizen Participation for the CDBG Project
- Preparing and submitting CDBG reporting documents for the CDBG Project, including but not limited to Semi-Annual Reports, Single Audit Statements, Section 3 Reports, Equal Opportunity/Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Reports.
- Preparing and submitting CDBG monitoring documents and responding to monitoring requirements as applicable for the CDBG Project.
- Managing financial records for the CDBG Project and preparing and submitting CDBG requests for payment and related required documentation.
- Preparing and submitting the CDBG Project Completion Report and supporting documents.
- Complying with CDBG regulations and policies applicable to the Project.

All work to be undertaken as part of this proposed program must be in accordance with the Federal Code of Federal Regulations, including but not limited to 24 CFR, Part 570 and 24 CFR, Part 58; and other applicable State and Federal requirements including requirements for CDBG projects regarding Conflicts of Interest, Lobbying, and Section 3. Applicable requirements must be met by the selected entity for this RFP, and any entities awarded a contract or subcontract.

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## Proposal Requirements

### Directions for Submittal

Proposals must be received no later than 12:00 noon CST on May 14, 2021. Direct submittals to:

Mary Kohrell

#### **Calumet County CDBG CV Grant Administration Services Proposal**

Calumet County Community Economic Development

206 Court Street

Chilton, WI 53014

Submit 1 paper original and 2 paper copies, and 1 electronic copy of proposal and costs in PDF format on a flash drive. Proposal delivery shall include a sealed envelope/package containing the proposals and flash drive, labelled with your firm name and title: **Calumet County CDBG CV Administrative Services Proposal**. Calumet County reserves the right to reject any and all Proposals not meeting the requirements of this Request for Proposals for consulting services.

Persons requesting ADA assistance accommodations for hearing and speech impaired may contact Mary Kohrell at 206 Court Street, Chilton, WI, or [mary.kohrell@calumetcounty.org](mailto:mary.kohrell@calumetcounty.org), 920/849-1680.

Individuals/firms interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management and staff capabilities, related prior experience, and a detailed cost estimate for the Scope of Services described above. The objective of the competitive process is to objectively select the firm that will provide high-quality, efficient, and cost-effective services. The selected person(s)/firm(s) will be invited to contract with Calumet County for consulting services.

### Preferred skills and evaluation criteria

Preferred skills and experience of the person or firm selected as the Grant Administrator include:

- Provision of grant administrator services for 3 or more similar projects.
- Minimum of 1 year of experience with this specific type of work.
- Minimum of 1 year of experience with the CDBG program or similar federal/state funded projects.
- Ability to submit references regarding professional qualifications from a minimum of 2 previous clients for which the person(s)/firm(s) has/have performed work (include contact name, title, firm/organization/government name, email address, mailing address, and telephone number).
- The person/firm may not be selected if there have been any unresolved issues relative to the services provided.

Proposal submissions will be reviewed by the Selection Committee according to the following categories and point scale; up to 100 points.

- |  |               |
|--|---------------|
| • Level of Project Coordinator/Lead's Experience         | 0 - 20 Points |
| • Firm's Project Completion Background                   | 0 - 20 Points |
| • Number and quality of references from Similar Projects | 0 - 20 Points |
| • Firm's Familiarity with Community's Needs              | 0 - 10 Points |
| • Responsiveness to Specifications of Project/RFP        | 0 - 10 Points |
| • Budget and Cost Effectiveness                          | 0 - 10 Points |
| • Minority, Women, or Disadvantaged Business Enterprise  | 0 - 5 Points  |
| • Small Business Enterprise                              | 0 - 5 Points  |

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## Proposal Contents and Format

Proposals must be submitted in typed format with the items to be included in the proposal placed in the order listed below. Proposal must be signed by the submitter or authorized representative and dated. The pages of the proposal must be numbered in consecutive order and should not exceed the maximum sheet size of 8.5" x 11." The name, mailing address, phone number, and email address of the Proposer should be placed in the upper left corner on the cover page of the Proposal. Proposals should not exceed 15 pages in length, except that items 7-9 specified below do not count toward the 15-page total.

### Proposal Contents:

1. Cover Letter.
2. Project scope statement describing the work to be undertaken, include the services outlined in the RFP.
3. Project work plan indicating mechanisms proposed to coordinate the work effort with Calumet County and WWBIC.
4. Proposer's profile and a clear concise statement with:
  - a. Examples indicating past performance and familiarity with the type of work detailed in the RFP
  - b. Examples of implementation of the Proposer's work/services in other communities and noted successes
  - c. A list of client references for which Proposer provided similar services as described in the RFP.
5. Project team statement indicating the professional and technical qualifications of the key persons who will be assigned to the project and their responsibilities within the Scope of Services. Resumes for key personnel should be included.
6. Project budget with estimated level of effort for each member of the team and for each major task.
7. Copy of professional services agreement.
8. Copy of completed Potential Conflict of Interest Disclosure (see page 8 below)
9. Copy of Lobbying Certification Form (see page 9 below)

## Selection Process Schedule

- Final selection of the grant administration provider will be based upon the maximum total points scored as set forth in the Rating System on page 4.
- Calumet County's Proposal Selection Committee will review applicant proposals during the week of May 17, 2021, and anticipate recommending a proposed Grant Administrator by May 21, 2021.
- Calumet County reserves the right to negotiate a contract with the service provider selected to perform the professional services required.
- Calumet County intends the start date for this work to be June 1, 2021.
- The scope of services will take place over approximately a 20-month period.
- Given the nature of the microenterprise grant program, the majority of project activity will take place within the first 4-6 months of the project timeline.

## Other Conditions of Proposal Submittal

- Only one proposal will be accepted from any person, firm, or entity.
- No proposal will be accepted from any person, firm, or entity that is in arrears for any obligation to Calumet County, is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by Calumet County or its staff.
- All Proposals submitted become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
- Requirements and conditions of employment and contracting to be observed for compliance with Conflict of Interest and lobbying.

# Calumet County Request for Proposals: CDBG CV Grant Administration

## State and Federal Regulatory Requirements for CDBG-Assisted Projects

This project is funded with CDBG funds, therefore entities responding to this proposal need to be in compliance with the following requirements, and the contract executed between Calumet County and the selected Grant Administrator will need to include these CDBG required provisions:

1. Complete and return the Potential Conflict of Interest Disclosure Form included on page 8 of this document, and be in compliance with the following Conflict of Interest Clause for Community Development Block Grant Programs:

*24 CFR 570.489(h) CONFLICT OF INTEREST CLAUSE FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS Code of Federal Regulations Title 24 570.489(h) Program administrative requirements*

**(h) Conflict of interest:**

*(1) Applicability. (i) In the procurement of supplies, equipment, construction, and services by the States, units of local general governments, and sub-recipients, the conflict of interest provisions in paragraph (g) of this section shall apply.*

*(ii) In all cases not governed by paragraph (g) of this section, this paragraph (h) shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance with CDBG funds by the unit of general local government or its sub-recipients, to individuals, businesses and other private entities.*

*(2) Conflicts prohibited. Except for eligible administrative or personnel costs, the general rule is that no persons described in paragraph (h)(3) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this subpart or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.*

*(3) Persons covered. The conflict of interest provisions for paragraph (h)(2) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub-recipients which are receiving CDBG funds.*

*(4) Exceptions: Thresholds requirements. Upon written request by the State, an exception to the provisions of paragraph (h)(2) of this section involving an employee, agent, consultant, officer, or elected official or appointed official of the state may be granted by HUD on a case-by-case basis. In all other cases, the state may grant such an exception upon written request of the unit of general local government provided the state shall fully document its determination in compliance with all requirements of paragraph (h)(4) of this section including the state's position with respect to each factor at paragraph (h)(5) of this section and such documentation shall be available for review by the public and by HUD. An exception may be granted after it is determined that such an exception will serve to further the purpose of the Act and the effective and efficient administration of the program or project of the state or unit of general local government as appropriate. An exception may be considered only after the state or unit of general local government, as appropriate, has provided the following:*

*(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and*

*(ii) An opinion of the attorney for the state or the unit of general local government, as appropriate, that the interest for which the exception is sought would not violate state or local law.*

*(5) Factors to be considered for exceptions. In determining whether to grant a requested exception after the requirements of paragraph (h)(4) of this section have been satisfactorily met, the cumulative effect of the following factors, where applicable, shall be considered:*

*(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;*

*(ii) Whether an opportunity was provided for open competitive bidding or negotiation;*

*(iii) Whether the person affected is a member of a group or class of low or moderate income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;*

*(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;*

*(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (h)(3) of this section;*

*(vi) Whether undue hardship will result either to the State or the unit of general local government or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and*

*(vii) Any other relevant considerations.*

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2. Complete and return the Lobbying Certification Form included on page 9 of this document verifying compliance with federal lobbying requirements.
3. Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u:

*1. Section 3 of the Housing and Urban Development Act of 1968. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.*

*2. The parties to this contract agree to comply with HUD's regulations in 24 CFR 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulation.*

*3. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship, and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.*

*4. The contractor agrees to include this Section 3 clause in every sub-contract subject to compliance with regulations in 24 CFR 135, and agrees to take appropriate action, as provided in an applicable provision of the sub-contractor in this Section 3 clause, upon a finding that the sub-contractor is in violation of the regulations in 24 CFR 135. The contractor will not sub-contract with any sub-contractor where the contractor has notice or knowledge that the sub-contractor has been found in violation of the regulations in 24 CFR 135.*

*5. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR 135.*

*6. Non-compliance with HUD's regulations in 24 CFR 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.*

*7. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians; and (ii) preference in the award of contracts and sub-contracts shall be given to Indian organizations and Indian-Owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).*

**Calumet County Request for Proposals: CDBG CV Grant Administration**

**POTENTIAL CONFLICT OF INTEREST DISCLOSURE**

*Calumet County Microenterprise Resiliency Fund CDBG CV Grant Administrator*

**Do you have family or business ties to any of the people listed below?**

Yes       No

**If yes, please check the box next to the name(s) of the individual(s) and describe the relationship in the space provided below:**

ELECTED OFFICIALS:

- Alice Connors, Calumet County Board Chairwoman
- Beth Hauser, Calumet County Clerk

CALUMET COUNTY ADMINISTRATION, DEPARTMENT HEAD and STAFF AND LEGAL COUNSEL:

- Mary Kohrell, Calumet County Community Economic Development Director
- Todd Romenesko, Calumet County Administrator

REVIEW COMMITTEE MEMBERS:

- Connie Leonhard, Calumet County Department of Administration
- Julie Stoffel, Director, WWBIC Northeast Office
- Kara Homan, Outagamie County

**Description of Relationship(s):**

**Please Note: The name of any bidder with a potential conflict of interest will be disclosed at the Calumet County Review Team meeting in which proposals are discussed. Potential conflicts of interest will be reviewed in accordance with 24 CFR 570.489(h).**

Printed Name of Individual	Title	Signature
Name of Business/Firm/Company		Date Signed [MM/DD/YYYY]

Source: WI DOA, DEHCR, <https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>  
Revised August 31, 2017



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GRANTEE/UGLG NAME: Calumet County  
DEHCR GRANT AGREEMENT #: CDBG CV 21-10

## LOBBYING CERTIFICATION

**FROM THE**  Contractor/Sub-Contractor  
 Other: \_\_\_\_\_

The undersigned certifies, to the best of his/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 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 sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients 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.

\_\_\_\_\_  
*Name of Business/Firm*

\_\_\_\_\_  
*Signature of Owner or Chief Executive Officer*                      *Title*                      *Date Signed*

\_\_\_\_\_  
*Printed Name of the Owner, or Chief Executive Officer*

Source: WI DOA, DEHCR, <https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>  
Revised August 31, 2017