



# Request for Proposals

Non-profit Fiscal Recovery and  
Assistance Program

Lenoir County Government

---

Request for Proposals (RFP)  
Lenoir County Government  
Nonprofit Fiscal Recovery and Assistance Program

**Proposal Submission Deadline – October 15, 2021**

Lenoir County will receive proposals herein described. The County reserves the right to reject any or all proposals. All changes to the terms, conditions, or specifications stated in this RFP shall be issued through formal addendums and posted on the County's website and Facebook page. Lenoir County expects to provide up to \$200,000 of dedicated funding for nonprofit organizations to secure through a competitive process. All nonprofits will be reviewed based on objective criteria herein described.

For more information on the ARP Program and for frequently asked questions about the federal funding that supports this grant program, please visit the links below.

<https://www.govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf>

<https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>

## Section 1. Purpose

Lenoir County Seeks proposals from qualified nonprofit entities for projects aligned with the acceptable uses for recovery funds provided through the American Rescue Plan (ARP). The federal government has provided substantial flexibility for each government to meet local needs through the use of these funds by designing and tailoring the program to the distinct needs of our citizens. Lenoir County has a robust group of nonprofit entities that provide invaluable services to our citizens; this program intends to support their ongoing efforts and facilitate continued recovery from the impacts of the COVID-19 pandemic.

## Section 2. Submission Requirements

1. **Deadline.** All applications are due to Lenoir County by 5:00 pm on October 15, 2021. Proposals received after this deadline will not be considered.
2. **Format.** Proposals may be submitted in electronic or hard copy format.
3. **Contact Information.** For questions regarding this RFP, please feel free to contact the Lenoir County Planning Department via phone at 252-559-2260 ext. 7249 or via email at [adam.short@lenoircountync.gov](mailto:adam.short@lenoircountync.gov).

Please submit hard copy proposals to:

Lenoir County Planning Department  
c/o Adam Short  
PO Box 3289  
Kinston, NC 28502

Please submit electronic copies to:

[adam.short@lenoircountync.gov](mailto:adam.short@lenoircountync.gov)

## Section 3. Eligibility

To be eligible for funding through this program, an organization must be a nonprofit entity with active 501(c)3 status with its principal office in Lenoir County and provide services directed toward citizens of Lenoir County. Each applicant must have a valid Data Universal Numbering System (DUNS) number and System for Award Management (SAM) registration at the time of application.

Funding requests may not exceed \$50,000 and must be at least \$10,000. Only one request will be considered per agency or individual; however, a single request may address multiple categories of assistance. If applying to address multiple categories, the budget summary should detail how funds will be allocated to each category. The County reserves the right to award amounts less than requested at its discretion and may negotiate award amounts as it deems necessary.

Funds will be distributed exclusively to nonprofits, whereupon they will be expected to distribute funds or provide services or assistance to address one or more of the following categories as determined by the US Department of the Treasury:

### 1. Public Health

#### a. Prevent & Mitigate COVID-19

- i. Vaccination programs;
- ii. COVID-19 testing, monitoring, and contact tracing;
- iii. Supporting individuals in quarantine;
- iv. Communication of COVID-19-related programs and services;
- v. Person Protective Equipment (PPE)/cleaning supplies;
- vi. Prevention and mitigation of COVID-19 in congregate living facilities;

- vii. Capital investments/adaptations to hospitals or health clinics;
- viii. Ventilation improvements in congregate settings or public facilities.

**b. Enhance Behavioral & Mental Health Services**

- i. Mental health treatment;
- ii. Substance abuse treatment;
- iii. Hotlines and warmlines;
- iv. Crisis intervention services;
- v. Overdose prevention;
- vi. Infectious disease prevention;
- vii. Behavioral/physical health primary care services.

**2. Negative Economic Impacts**

**a. Assistance to Households & individuals**

- i. Food assistance, accessibility;
- ii. Rent, mortgage, or utility assistance;
- iii. Home repairs, weatherization, or other needs;
- iv. Internet access or digital literacy assistance;
- v. Job training related to an individual's current occupation or level of training.

**b. Direct assistance for nonprofits**

- i. Grants to mitigate financial hardship or loss of operating revenue;
- ii. Grants to implement COVID-19 prevention or mitigation measures;
- iii. Technical assistance to address pandemic preparedness.

**c. Assistance to unemployed workers**

- i. Job training

The aforementioned activities are not comprehensive. Lenoir County will consider other proposals on its individual merits; however, a case must be made, and a direct link clearly defined on how the proposal will address or mitigate local impacts relative to COVID-19.

#### Section 4. Proposal Content and Format

All proposals, at minimum, must include the following:

**1. Letter of Transmittal**

The proposal must include a letter of transmittal attesting to its accuracy, signed by an individual authorized to execute a binding legal document on behalf of the organization.

**2. Executive Summary**

A summary describing the organization's understanding of the County's requirements and the proposed program or service; this should also include background on the requesting organization and the amount of funding being requested. The summary should provide details about the organization making the request, history, description of services provided, and a general description of the proposed use of funds and how it connects to the requesting organization's larger mission and vision.

**3. Statement of Work**

Provide a detailed narrative description of the program(s) or service(s) to be provided. This statement should outline or summarize the ability of the individual or organization to provide staffing, dedicate time, and outline relevant history or experience to make the proposal a success. Furthermore, this section should include a detailed outline of history managing programs or projects of a similar size and scope.

#### **4. Population to be Served**

Define the population(s) to be served, including the estimated number of individuals or households and demographics.

#### **5. Results & Evaluation**

Describe the proposed impact of the project. Describe how the proposed program or service will be evaluated for success. Describe your internal processes for data collection, analysis, monitoring, and quality assurance. Demonstrate how your organization will track and report during the award period.

#### **6. Link to COVID-19**

Identify a health or economic harm resulting from or worsened by the public health emergency. Provide a narrative description of the nature and degree of the harm inflicted on those proposed to be served. Explain how your organization will use these funds to mitigate or alleviate this harm.

#### **7. Spending Plan**

Provide a detailed budget or spending plan on how the requested funds will be expended. Proposals must clearly explain the amount of funding requested, allocated funds into particular program areas, and a timeline showing benchmark percentages of expended funds.

#### **8. Strategic Plan Consistency**

Provide a narrative explanation of how the proposal addresses or links to strategies identified in the Lenoir County Board of Commissioners 2020 Strategic Plan.

### **Section 5. Evaluation**

Proposals will be reviewed by a three-person panel selected by the Lenoir County Board of Commissioners. The review panel shall consist of at least one commissioner and at least one representative of the County Manager's office. Proposals will be reviewed based on how well and to what extent they address the following:

#### **1. Qualifications and Experience**

Organizations and individuals submitting proposals will be reviewed based on their ability to demonstrate understanding, experience, and qualifications in performing the same or substantially similar services as proposed for this program.

#### **2. Capacity**

Proposals will be reviewed and considered as to how well they demonstrate the ability to manage the proposed program. Organizations or individuals should outline staffing levels, amount of time dedicated, and relevant prior experience managing similar programs. Proposals that readily demonstrate a clear capacity to manage the program will receive higher consideration.

#### **3. Outcomes & Program Evaluation**

Proposals with measurable outcomes and means of program evaluation will be scored higher than those that do not effectively demonstrate such metrics. Proposals that provide outcomes and evaluation methods that directly address COVID-19 will be given the highest consideration in this category.

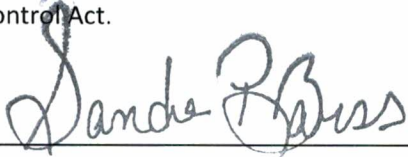
#### **4. Ability to comply with County & Federal Requirements**

Organizations will be evaluated based on their demonstrated ability to comply with all requirements of the County and the federal government; this shall include a demonstrated ability to provide sufficient financial reporting and provide the necessary financial credentials to be considered for this program (501c3, DUNS, SAM, etc.).

#### Section 6. Terms and Conditions

1. This program is subject to funding availability, and the County reserves the right to use its discretion in funding amounts allotted to any selected proposal.
2. The County reserves the right to require organizations or individuals to operate on a reimbursement basis.
3. All proposals submitted in response to this RFP are considered public records.
4. The County reserves the right to reject all proposals and issue a new or modified request for proposals.
5. The County reserves the right to add or remove funds from the program.

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.



A handwritten signature in black ink, appearing to read "Sandra Barss", is written over a horizontal line.

Sandra Barss, Finance Director

Exhibit A: Sub-Recipient Agreement  
Lenoir County Government  
Nonprofit Fiscal Recovery and Assistance Program



To Whom it May Concern:

The undersigned entity is authorized to execute this sub-recipient agreement (“Agreement”) and deliver the same to Lenoir County, NC (“County”), effective as of the date written below. This Agreement relates to the receipt, acceptance, and expenditure of community grant funds, which have been received by the County according to the American Rescue Plan Act of 2021 (“ARPA”), and which have been accepted by the Lenoir County Board of Commissioners on August 2, 2021.

The undersigned accepts and agrees that this Agreement must be submitted, reviewed and approved by the County Attorney before distribution of any funds to the entity. Failure or refusal to provide this Agreement to the satisfaction of the County shall result in forfeiture of any funds under this grant program.

In exchange for the County’s grant of \$\_\_\_\_\_ under this grant program, the undersigned acknowledges and agrees:

- 1.** The undersigned entity is a 501(c)(3) organization or other recognized religious or charitable organization in good standing and shall remain so through the final expenditure of any funds awarded pursuant to this grant program;
- 2.** The County’s award of funds pursuant to this grant program constitutes a subaward;
- 3.** The undersigned entity constitutes a “pass-through” entity as defined under 2 CFR 200.1;
- 4.** The undersigned entity shall comply with all requirements of this program pursuant to 2 CFR 200.332;
- 5.** The undersigned entity shall comply with, and assist the County in complying with, the US Department of Treasury Guidance for ARPA funds;
- 6.** The undersigned entity shall otherwise satisfy all compliance and reporting requirements of this grant program;
- 7.** The undersigned entity shall not use directly, or indirectly, or permit others to use, directly, or indirectly, funds supplied through this grant program for any purpose that would violate any requirements including those set forth by either Lenoir County or the US Department of the Treasury;
- 8.** The undersigned entity has never been delinquent, in any respect, in its management of state, federal, or private grant funds;
- 9.** The undersigned entity has never received an audit of its financial statement that resulted in less than unqualified opinion from its external auditor;
- 10.** The undersigned entity has never been subject to an audit of state, federal, or private grant funds that was not resolved in favored of the undersigned entity;
- 11.** The undersigned entity maintains internal controls, policies, and procedures to ensure appropriate oversight of fiscal management and physical money handling, including, for example, for the avoidance of fraud, negligence, and mismanagement of funds;
- 12.** The undersigned entity’s financial records are and shall remain available for inspection by any authorized agent of the County, US Department of the Treasury, or the US Internal Revenue Service;

- 13.** The undersigned entity's failure to comply in all respect with the requirements of this grant program and the use of any funds distributed may result in recoupment of any grant funds with penalties, criminal prosecution, and other sanction;
- 14.** The undersigned entity shall maintain all records related to this grant program or any funds distributed as part of this grant program for no less than seven years from the date of receipt of funds through this grant program; and
- 15.** The undersigned entity shall provide whatever additional information the County may, from time to time, request.

Date:

Name of Entity:

---

Signature:

---

Printed Name of Authorized  
Representative:

---

Title:

---





Lenoir County Board of Commissioners  
2020 Strategic Plan

To be the economic and cultural center of eastern North Carolina – recognized for innovation, and for preserving our rural heritage and small-town charm.

To create a vibrant physical, social, and economic environment for our citizens and businesses – that helps inspire the spirit and realize dreams.

**VISION**

**MISSION**

**I. LEADERSHIP & GOVERNANCE**

**GOAL 1:** Guide the physical, social, and economic future of Lenoir County through collaborative and visionary leadership.

**STRATEGIES**

1. Engage County Departments and Community partners to deploy and sustain this plan.
2. Evaluate Board committees and their structure; align with the strategic plan.
3. Expand ways to inform and communicate with citizens and the broader community.
4. Align Board Operating Rules & Guidelines; achieve ongoing effectiveness.
5. Enhance Board Member collaboration and team performance.

**II. ECONOMIC DEVELOPMENT**

**GOAL 2:** Innovate and grow our 21<sup>st</sup> century economy to enhance prosperity across our community.

**STRATEGIES**

1. Develop a 3-year Economic Development Strategic Plan that identifies deliverables and metrics.
2. Dedicate funding and other resources to ensure economic development capacity.
3. Enhance and leverage distinctive Lenoir County economic development assets.
4. Collaborate with key regional assets and partners to grow the Lenoir economy.
5. Create branding/marketing to promote the economic development message.

**III. COUNTY SERVICES**

**GOAL 3:** Achieve “best-in-class” programmatic effectiveness and service delivery to benefit all our community.

**STRATEGIES**

1. Continually evaluate County Services for effectiveness and efficiency.
2. Ensure Departments have the necessary resources to support the delivery of services.
3. Inform and educate the public on services and their access.
4. Strive for service excellence through staff development and professionalism, focused on quality customer service.
5. Work to improve public access to services (i.e. transportation, broadband, public utilities, solid waste services, etc.).

**IV. PUBLIC SAFETY**

**GOAL 4:** Ensure resource capacity to meet Public Safety needs throughout our community.

**STRATEGIES**

1. Continue to maintain strong collaboration between Public Safety Agencies in our community.
2. Provide targeted and effective training across all Public Safety areas.
3. Review/upgrade technology/equipment needed for best service and coverage.
4. Ensure Public Safety coverage across all districts within the County.
5. Increase the visibility of Public Safety throughout our community.