



Grays Harbor County  
Public Health and Social Services Department

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December 17,  
2020

# Request for Proposals for Community Development Block Grant Coronavirus (CDBG CV1) Microenterprise Assistance Programs:

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## Introduction

Grays Harbor County has issued a “Request for Proposals” to interested and qualified agencies. Applicants must provide a proposal and budget that covers how their agency will provide the noted deliverables for one or more of the available program areas under the Community Development Block Grant Coronavirus (CV1):

### Microenterprise Assistance programs:

- Direct assistance to microenterprise businesses
- Technical assistance to microenterprise businesses

The RFP is intended for community providers with the necessary capacity and experience to successfully deliver services to businesses whose owners are at or below 80% of the Area Median Income in a way that aligns with the Department of Commerce’s “*Community Development Block Grant Guidelines*”. The RFP will open **December 17<sup>th</sup>, 2020 and all proposals are due by 4:30 p.m. January 4, 2021**. Priority will be given to programs who can demonstrate capacity and procedures are in place to prioritize the most vulnerable small businesses and those disproportionately impacted by COVID-19. In consideration for continuity of service delivery and investment into agency capacity and infrastructure priority will be given to current County contractors who provide similar contracted services, provided the contractor is currently in good standing with the County.

Grays Harbor County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the County to accept or contract for any expressed or implied services.

Successful applicants will work with Grays Harbor County staff to negotiate formal contracts with specific deliverables, timelines, and outcomes. The County will be responsible for monitoring all recipients of CDBG CV funds to ensure alignment with fund requirements and

contract deliverables. Contracts may be structured to offer an opportunity to evaluate and revise as necessary after the initial twelve-month period of the agreement.

### Calendar/Timeline:

Application Process	Date
Issue RFP	December 17, 2020
Proposals Due	January 4, 2021
Proposal Subcommittee Review	Week of January 4, 2021
Recommendations provided to BOCC	January 2021
Agency Contract Development Process	January 2021
Service Start Date	February 2021

Applications may be submitted via e-mail, mail, or in person at:

Grays Harbor County Public Health and Social Services  
 Attn: Cassie Lentz  
 2109 Sumner Avenue  
 Aberdeen, WA 98520  
[clentz@co.grays-harbor.wa.us](mailto:clentz@co.grays-harbor.wa.us)

Applications and related materials must be received no later than **January 4th at 4:30 p.m.** to be considered. The applicant assumes full responsibility for the delivery method chosen. Applications must be clearly marked with HOUSING APPLICATION.

Any questions related to this application may be directed to:

Cassie Lentz, Healthy Places Division Manager  
 E-mail: [clentz@co.grays-harbor.wa.us](mailto:clentz@co.grays-harbor.wa.us)  
 Phone: 360-500-4049

### Program funding available–

**Reasonable administration support will be negotiated within awarded agency contracts**  
**Within the maximum budget for this RFP, there are sub-categories with specific maximum budgets:**

Programming Description	Maximum Estimated Funding Available*	Specific Considerations
Microenterprise assistance	<b>\$90,000</b>	<ul style="list-style-type: none"> <li>• Must serve businesses with owners at or below 80% of area median income</li> <li>• Must follow “Community Development Block Grant Fund Guidelines”</li> </ul>

Microenterprise Technical assistance	<b>\$10,000</b>	<ul style="list-style-type: none"> <li>• Must serve businesses with owners at or below 80% of area median income</li> <li>• Must follow “Community Development Block Grant Fund Guidelines”</li> </ul>
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\*Maximum budget per program area is an estimate only. The County reserves the rights to reject any and all submittals or to recommend contract amounts less than the maximum budget.

**Application process and instructions:**

Grays Harbor County is requesting proposals from eligible entities to provide microenterprise assistance program activities s utilizing Community Development Block Grant Coronavirus (CDBG CV) funds for the contract period **February 2021 – January 2022. All contracts will be for twelve month periods with the option to renew contingent on performance and available funding.** Please respond to the following areas of interest and submit to Grays Harbor County Housing staff to be considered.

Agencies who are interested in applying for new funds must complete and submit the following information:

**Part 1 – Threshold Criteria**

- Experience operating programs for small businesses or concrete plan to increase capacity to operate these programs
- Be in good standing with all of its grantors/funders and demonstrate sound financial practices
- Proof of current WA business license and 501c3 status
- Capacity to keep detailed program and fiscal records necessary for grant reporting
- Capacity to operate the program on a cost-reimbursement basis
- Fiscal management system compliant with government accounting systems
- Ability to comply with the insurance requirements of the contract
- Demonstrate working partnerships with local business networks and other relevant providers
- Receive and incorporate ongoing updates, tools, and best practices from the Department of Commerce and Grays Harbor County Public Health and Social Services
- Ability to successfully manage funding over the course of the grant term

**Part 2 – Response to Scoring Criteria**

**(1) Proposal Background (0-20 points)**

All projects will receive points on how well they describe the budget, description of the program, target population, and experience/capacity to quickly and effectively connect businesses in need with available services.

**(2) Readiness (0-20 points)**

Applicants will receive points based upon the extent of the project's readiness to proceed. The score will be based on the following.

- Narrative describing the actions taken and actions to be taken, including but not limited to staffing, training, developing project operating procedures, and any steps involved in the development of the service delivery system to prepare for an early and successful start of the project.
- Projected timeline of major steps, indicating the number of months between each step beginning from the execution of a County contract to beginning enrollment to full implementation.

**(3) Coordination with Local Providers and Mainstream Services (0-20 points)**

Applicants will receive points based on the extent to which the agency has experience and/or capacity to coordinate with mainstream and/or local resources for additional, complimentary supportive services.

**(4) Outreach and Communication (0-20 points)**

Applicants may receive points based on the ability to demonstrate experience, capacity, and/or clear plans to provide outreach and communication to ensure equitable distribution of resources.

**(5) Capacity (0-20 points)**

Applicants will receive points based on the extent to which the applicant's experience is relevant to the type of businesses to be served and the type of services allowable. If the applicant does not have current capacity for its proposed project, but plans to build that capacity by the project's start date, it must clearly demonstrate how it will build that capacity in its application. Capacity includes:

- Overall experience of the organization
- Experience of the organization in undertaking similar activities - including experience with the population to be served and the type of services to be provided
- Experience of staff proposed to operate the project OR the standards the organization will use in recruiting/hiring for positions in the project
- Description of major steps that will be taken to achieve the proposed outcomes

**Part 3: Proposal Components**

The following are the required documents for proposals to be submitted to Healthy Places Manager, Cassie Lentz.

- A completed Community Development Block Grant Microenterprise Assistance Program attestation the agency meets the threshold criteria, response to scoring criteria, and detailed budget
- The Summary Pages of the most recently completed Independent Audit Letter showing significant findings and issues and, as appropriate, evidence of adequate responses to findings and issues identified.
- Applicants who currently have County funded contracts must send a copy of the latest County monitoring report and, if appropriate, evidence of actions to clear findings (or evidence the County has cleared the findings).