

REQUEST FOR GRANT PROPOSALS

Tennessee Department of Economic and Community Development
Disaster Recovery Assistance Funds
Request for Proposals
Administrative and Consulting Services

BACKGROUND

In early May 2010, a record amount of rainfall fell in western Tennessee leading to unprecedented flooding in half of the state. President Obama declared a Federal Disaster Area in 49 Tennessee counties in the days following the flood. Community Development Block Grant Disaster Recovery (CDBG-DR) Funding in the amount of \$30,906,517 was designated for these 49 counties to provide disaster relief for unmet needs, long term recovery, and restoration of infrastructure, housing and economic revitalization.

The Tennessee Department of Economic and Community Development is requesting proposals for provision of administrative and consulting services for these funds to include a needs assessment for the funds, development of a program plan for all funds that includes a budget for each of the activities and timeline, assistance with grant applications and review/ranking of the applications, completing environmental reviews, monitoring of all Subgrantees, reporting to HUD and ECD, marketing, providing technical assistance, and assisting with grant close-out activities.

QUALIFICATIONS

1. Provide documentation of experience with the administration of Community Development Block Grant Disaster Recovery (CDBG-DR) Assistance Grants as well as information on other projects with a similar focus the company has successfully completed. Documentation could be program plans, descriptions of activities administered, etc.
2. Submit at least three (3) references from government agencies (at least 2 references from this category) and/or private firms that attest to your experience and ability to perform the activities involved in this solicitation.
3. Provide information on flood-related disaster assistance the company has provided in the past three (3) years.
4. Submit the qualifications, resumes and list of relevant past projects of the senior staff who are expected to work on the project that show experience with administering funding from HUD, working with communities affected by flooding and other disasters, grant management experience, etc. Also provide an organizational chart delineating corporate office organizational structure and include a project organizational chart showing proposed service team structure for this contract.
5. Provide information on your company including size, years in service, number of employees, locations, ability to locate an office in Tennessee, characteristics that make your company uniquely qualified for the proposed project and any other relevant information.

6. Provide a statement ensuring that you meet the following qualifications:

- Minimum of three (3) years experience working with the Community Development Block Grant program
- Minimum of five (5) years experience working with state and local governments
- Capacity to immediately deploy sufficient qualified personnel to quickly start up (within one (1) month) the programs

7. Develop a plan of action and timeline for the administration of the activities listed below. This should include completing a needs assessment in the affected communities to assist in determining specific programs and program budgets, staffing the programs, marketing the programs, soliciting applications, selecting subgrantees, providing technical assistance, monitoring the progress of the subgrantees, etc.

Activities:

- Housing
- Economic Development
- Public Infrastructure

8. Complete the attached proposed budget which will outline cost to the State for the following activities (to be included under the Professional Fee, Grant & Award line item):

- a. Needs assessment and development of a project plan
- b. Development and delivery of the program activities (Housing, Economic Development and Public Infrastructure) including completing environmental reviews, assisting with contract preparation, developing application forms, reviewing and ranking applications, monitoring for compliance:
- c. Delivery of quarterly reports to HUD and ECD
- d. Marketing of the program and technical assistance to public and grantees
- e. Assistance with closeout activities
- f. Any other costs to the state

DATES

Responses must be received on or before September 9, 2011, 5:00 p.m. CST.

If emailed, the subject line of the email should read "CDBG-DR Response to RFP".

All questions regarding this RFP or procurement procedures should be emailed to Brooxie Carlton, brooxie.carlton@tn.gov, by Friday, September 2, 2011 at noon, CST.

CONTACT INFORMATION

Responses must be submitted in written format via mail or email to:

Brooxie Carlton, Director, Policy and Federal Programs

Tennessee Tower, 10th Floor

312 Rosa L. Parks Avenue

Nashville, TN 37243

brooxie.carlton@tn.gov

Office: (615) 741-8806

Responses to this Request for Proposals will be reviewed by a team of ECD employees in the Community Development Division. In determining and evaluating the best proposal, the cost to the state as well as information requested above will be considered.

GRANT BUDGET				
Administrative and Consulting Services for CDBG Disaster Recovery Grants				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period:				
		BEGIN: DATE	END: DATE	
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award ²	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11. 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest ²	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation ²	0.00	0.00	0.00
18	Other Non-Personnel ²	0.00	0.00	0.00
20	Capital Purchase ²	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	GRAND TOTAL	0.00	0.00	0.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Needs assessment and development of a project plan	Amount
Development and delivery of each of the program activities (Housing, Economic Development, Public Infrastructure) including completing environmental reviews, assisting with contract preparation, developing application forms, reviewing and ranking applications, monitoring for compliance:	Amount
General administration including delivery of quarterly reports to HUD and ECD	Amount
Marketing of the program and technical assistance to public and grantees	Amount
Assistance with closeout activities	Amount
Other (Repeat Row As Necessary)	Amount
TOTAL	Amount

INTEREST	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

DEPRECIATION	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

OTHER NON-PERSONNEL	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

CAPITAL PURCHASE	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount