



ADDENDUM #1

November 6, 2024

TO: ALL POTENTIAL SUBMITTERS

FROM: NINA ALEXANDER, BUNCOMBE COUNTY PROCUREMENT AGENT

SUBJECT: ADDENDUM #1 FOR RFP Emergency Assistance Grant Administration

The following changes, revisions, additions, and/or clarifications to the plans and/or specifications are hereby made a part of the original documents.

Addendum # 1

The following questions were asked by potential respondents:

- 1. Would this be funds that were disbursed to the organization upon agreement or would this be a reimbursement based grant?**
 - a. Disbursed upon agreement.
- 2. When would the funds need to be fully expended by?**
 - a. Funds must be expended by December 31, 2026.
- 3. Would there be a specific time period we needed to complete the application by – for example within 10 business days?**
 - a. The County asks that vendors propose a timeline in their applications, including the soonest they could go under contract and launch the small business grant/household assistance program application window for Buncombe County residents to apply.
- 4. In the past, the County has allowed a 5% administrative fee. Would the County allow for a higher administrative fee?**
 - a. The County recognizes the need for an administrative fee for this program. We encourage applicants to propose what it will take to make administration feasible. This administrative fee structure should include a "not to exceed" amount. The goal is to maximize relief to individuals and the County will weigh the administrative fee in its consideration of applications.
- 5. Would you expect the vendor to add an additional application page on our website, or could this be included in our assistance details page for clients?**
 - a. The vendor may choose how they would like to present the information on their website.

- 6. Would these funds be able to be used with anyone who has lost income due to the hurricane, or would they need to be income eligible, and if so, what AMI are you using?**
 - a. For the purposes of this proposal, respondents should assume that recipients of household assistance must be at 80% AMI or lower.
- 7. With confirming that the awards did not duplicate FEMA or insurance payments; how do you envision this occurring – us calling and/or using a release of information form? I'm concerned about how long it might take to get a response from either entity right now.**
 - a. Vendors may document FEMA and insurance assistance by both requesting the details from applicants in their intake process and by having applicants sign an attestation.
- 8. What would be the maximum amount of assistance we could offer each household?**
 - a. We anticipate the maximum amount to be between \$3,500 to \$5,000 per household and encourage applicants to describe current needs and anticipated dollar amount per household required to meet needs in their cover letter.
- 9. What is the federal source of the grant funding to provide financial relief for small businesses impacted by this disaster?**
 - a. ARPA (American Rescue Plan Act).
- 10. What is the federal source of the grant funding to provide emergency assistance to individuals and households impacted by Hurricane Helene?**
 - a. ARPA (American Rescue Plan Act).
- 11. How does the County wish for the bidder to provide verification of SAM.gov validation without exclusions or disbarments within the 14-page proposal limitation?**
 - a. Applicants can provide their SAM.gov registration/ID number.
- 12. Will the county allow for an Appendix of resumes for proposed staff to provide detailed experience outside the 14-page proposal limitation?**
 - a. Yes.
- 13. Will the county please confirm if the contract for these services will be firm fixed price or time and material?**
 - a. The County recognizes the need for an administrative fee for this program. We encourage applicants to propose what it will take to make administration feasible. This administrative fee structure should include a "not to exceed" amount. The goal is to maximize relief to individuals and the County will weigh the administrative fee in its consideration of applications.

14. What are the estimated number of small businesses and individuals that are to receive assistance?

- a. The number of individuals and small businesses served will be dependent on the size of the grants awarded, if all awards for small business grants and household assistance were made at a maximum of \$5,000, then the number of awards for both programs would be around 300 each.

END OF ADDENDUM #1 RFP Emergency Assistance Grant Administration