

Request for Letters of Interest

Organization: Adirondack North Country Association

Contact: Lauren Richard

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LOI due date: July 3rd, 2024

Projected contract term: July 15, 2024 - December 2024

Anticipated budget: \$16,000 Per Quarter (July - September/October - December) for a total of \$32,000. Payments will be made quarterly upon execution of deliverables. Work is anticipated to average 30-35 hours per week; but given grant cycles and deadlines, the average week will be highly subject to the press of deadlines and number of inquiries.

Contracted Services: Small Business Grants Advocacy and Coordination

Notice is hereby given that the Adirondack North Country Association (ANCA) is seeking to retain a Technical Service Provider (TSP) to provide Interim Project Coordination for Small Business Grants.

The ANCA Entrepreneurial Economy program connects small businesses and organizations throughout our service area with technical assistance, strategic services, and educational programs. The majority of ANCA's small business and non-profit partners have zero to five full-time employees, resulting in limited capacity to perform administrative tasks such as researching and applying for state, federal and non-governmental grants. The Grants Advocate & Coordination TSP will work with small business owners and non-profit leaders to identify projects, match them with grant funding opportunities, and develop grant applications and reports.

ANCA is an independent, nonprofit corporation with a transformational approach to building prosperity across northern New York. Using innovative strategies for food systems, clean energy, small businesses, and equity and inclusion, ANCA delivers targeted interventions that create and sustain wealth and value in local communities. ANCA serves New York's 14 northernmost counties: Clinton, Essex, Franklin, Fulton, Hamilton, Herkimer, Jefferson, Lewis, Oneida, Oswego, Saratoga, St. Lawrence, Warren, and Washington.

Project Dimensions & Impact

The Grant Advocate & Coordinator will work one-on-one with select small business owners and organizational leaders to identify relevant grant opportunities and support them in their applications completing tasks as defined below.

Specific Duties / Tasks

- Researching websites, listservs, and other potential sources of grant news for opportunities that align with the needs of small businesses and farms in our service area
- Preparing lists of potential grant opportunities for specific small businesses including farms
- Assisting small businesses and farms with every aspect of the grant application, which may include the following tasks for the TSP:
 - Grant opportunity research
 - Outreach to the grantee
 - Workflow planning
 - Grant writing
 - Budget Development
 - Grant portal registration and navigation
 - Grant submission
 - Coordination with third parties such as contractors
- The TSP can expect to assist a client with 20% - 70% of the grant application submission process.

Scope of Work:

Project 1: Small Business Grant Opportunity Research

Deliver a monthly report to ANCA's Small Business Team outlining small business grant opportunities that are new/open that might be available/of interest to small business owners in the Adirondack North Country. This should be formatted in such a way that it is easily transferred into website, newsletter and email blast content. Resources exist and can be built upon/updated.

Project 2: Communicate grant opportunities and requirements to small business owners and organizational leaders in a timely and effective manner.

Existing Businesses working with our grants advocacy program:

- Share monthly update/roundup with them and connect if they have questions/need support
- Administer quarterly survey to follow up with grant status and supports needed

Project 3: Support New Businesses inquiring about grant support:

- ANCA's Small Business Team will provide biweekly leads of business owners seeking support and a short description of what they are seeking
- Work with a **select group of** small business owners and organizational leaders to prepare 6-8 grant proposals through year end 2024 with a total application request

minimum of \$500,000.

- Support grant applicants **to prepare or develop their own** project research, including preparing letters of interest, budgets, timelines, work plans, letters of support, and other required documents.

Deliverables: Monthly progress reports, documented workflow processes using an existing automated intake tracker and their own notes.

Administrative, Meeting and Event Considerations:

- The selected recipient/s is a/are contractor/s and as such are not required to attend ANCA staff-wide meetings or other events outside of the scope defined here.
- The selected contractor will be expected to have a maximum of three monthly standing meetings internally at ANCA beyond those that the contractor deems necessary to meet the needs of the role.
 - 2 Reporting meetings with the Small Business Program Director to present on progress
 - The First Monday of the month, the contracted agency/individual will attend the Small Business Team weekly meeting at 10am virtually to report on progress and challenges

Eligible Applicants

This opportunity is open to organizations and individuals. Any non-governmental, not-for-profit, local agency, educational institution, sole proprietorship, limited liability company, corporation or joint venture operating in accordance with federal, state and local law, may submit a proposal for consideration. Respondents must indicate the full address for their administrative offices in their response. Respondents may submit proposals that include subcontractors; subcontracting relationships must be specified in the response. Any later subcontracting will be subject to prior written approval from ANCA. Entities are ineligible if they: 1) are currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal, State or Local department/agency; 2) have existing grants with any State or Local agency that are suspended or otherwise not in good standing; or 3) are not in compliance with the NYS Department of Revenue or the Federal Internal Revenue Service requirements. In addition, organizations must have and enforce employment policies in alignment with those in place at the Adirondack North Country Association such as those related to Equal Opportunity and Harassment.

Proposed contractors must have experience centering community voices and the lived experiences of Black, Indigenous, people of color and other marginalized groups in their strategies and campaign development. Proposals should include a supplemental document expounding upon this aspect of their work and their commitment to racial equity.

Title VI Compliance

In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to

2000d-4 and Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally-assisted programs of the U.S. Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, as amended, issued pursuant to such Act, ANCA hereby notifies all who respond to this solicitation, invitation, and request for proposals that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability or income status in consideration for an award.

Disadvantaged Business Enterprise (DBEs)

DBEs are encouraged to submit proposals in response to this RFP. Other proposers are encouraged to submit DBE subcontractors where appropriate.

Equal Opportunity Employer

ANCA is an Equal Opportunity Employer

Project Payment Method/Schedule

Payment will be made to the awarded contractor by check after submitting proof of completion of agreed upon project milestones **quarterly**.

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All respondents will be notified with the selection results.

Submission Requirements

Interested individuals or organizations are invited to submit a proposal addressing the following:

1. Company profile or individual qualifications.
2. Approach and methodology for each project including a breakdown of anticipated time commitment per month.
3. Relevant experience in regional rural economic development, business technical assistance, grant writing and administration and/or related fields.
4. Proposed timeline and deliverables.
5. Commitment to diversity, equity, inclusion, and belonging in their approach to working with grant seekers.

Letter of Interest Review Process

A committee of ANCA staff and at least one small business will review letters of interest (not to exceed two pages) that demonstrate past experience, understanding of the unique needs and challenges of business owners applying for grants, and success in past endeavors securing grant funding. If available, a past draft grant proposal can be submitted as an

addendum.

Deadline and Contact Information: Proposals must be submitted no later than July 3, 2024

Please direct all submissions and inquiries to Lauren Richard.

Email: lrichard@adirondack.org