

TACB RFA Info Session

October 18, 2023



King County

PERFORMANCE, STRATEGY, AND BUDGET

Introductions



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WELCOME

Check-in question:

- What is exciting to you about providing technical assistance and/or capacity building support to small businesses/community-based organizations?



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King County CLFR Funds

- COVID-19 relief funds are allocated across King County departments
- This funding opportunity is administered through King County Office of Performance, Strategy, and Budget (PSB) in partnership with the Office of Equity, Racial and Social Justice (OERSJ)



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TACB RFA Overview

- Technical Assistance and Capacity Building (TACB)
 - Formerly CBOTA (Community-based organization Technical Assistance)
- Applications are due Wednesday, October 25th at 12PM
- Funds available: \$350,000 for up to 10 providers
- Apply through JotForm: <https://form.jotform.com/232716722244049>



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Eligibility

- Qualified Service Providers can be:
 - Nonprofit organizations, CBOs, tribes and tribal organizations, businesses, public or governmental agencies serving communities in King County, or private consultants
- They must also:
 - Have demonstrated experience working with organizations and expertise in a variety of grant-related areas
- Reminder: *no subcontracting is allowed under this RFA*



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TA Focus Areas

- Grant writing and grant budget development
- Accounting
- Application of 2 CFR 200
- Setting up internal controls
- Grant management
- Designing data collection methods
- Strategic planning
- Long-term budget development
- Governance structures
- Standard operating policies and procedures
- Staff structure
- Acquisition/subscription, implementation, and deployment of technology solutions (e.g., CRM, project management software, accounting software)



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Deliverables Timeline

MILESTONE/DELIVERABLE	ANTICIPATED TIMELINE
Notify Selected Applicants	November 3, 2023
Contract Execution & Award Signing	November 6 – 27, 2023
Meeting with OERSJ to review assigned clients and capacity levels	2 weeks following award signing
Start scheduling assigned clients for initial 1 to 2-hour intake for needs assessment	December 2023 – January 15, 2024
Completed Needs Assessment per assigned client submitted to OERSJ	March 1, 2024
Invoices/requests for reimbursement for services provided to assigned clients	Monthly (template attached)
Quarterly progress reports	2 weeks following end of the calendar quarter (i.e., April 15, 2024, for Q1.2024) (template attached)
Final report	30 days following the end of the period of performance (template attached)

Standard Rate

- To maintain equity among King County's technical assistance programs, the set rate is \$175 per hour of technical assistance provided.



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Post-Award, Pre-Agreement

- King County Vendor Setup
- KC Substitute W-9
- ACH Setup
- SAM.gov UEI registration



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Questions & Answers



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