



Better Places, Better Lives

Request for Proposals: Grant Writing Services

Issued by: Cumberland County Housing
and Redevelopment Authorities

Date Issued: Wednesday, October 30, 2024

Submission Deadline: Monday, December 2, 2024 at 4:00PM

Proposals must be received by due date and time. No late proposals will be accepted. EMAIL Proposal to mkuna@cchra.com. Paper copies will not be accepted.

*Mary Kuna, Executive Director
Cumberland County Housing and Redevelopment Authorities
114 North Hanover Street
Carlisle, PA 17013*

**Equal Opportunity Employer
Equal Housing Provider**

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Section 1: Introduction and Background

1.1 Introduction

The Housing and Redevelopment Authorities of the County of Cumberland (“Authorities”) invites responses from qualified grant writing contractual firms (“Proposer”) interested in and capable of providing the grant writing services outlined in this RFP. This firm will assist the Authorities in maximizing grant funding opportunities for programs in affordable housing and community development. The Authorities also manage several other nonprofit entities that may seek funding for affordable housing projects.

1.2 Background

The Authorities are public agencies responsible for administering public housing and Section 8 rent assistance programs for eligible individuals and families in Cumberland and Perry Counties, Pennsylvania, as well as Community Development federal funds for Cumberland County. The Authorities have been in existence since 1970. Each of the Authorities are governed by five-member Boards of Commissioners appointed by the Board of Commissioners of the County of Cumberland, Pennsylvania. The Housing Authority Board includes a “Resident Commissioner”. The Housing Authority is regulated and subsidized by the U.S. Department of Housing and Urban Development (“HUD”). The Redevelopment Authority Board serves in dual capacity of the Land Bank for Cumberland County.

- Established in 1970, the Authorities’ mission is to redevelop underutilized properties and provide comfortable, safe, and sanitary housing within the financial reach of low-income families and elderly and disabled persons.
- The Housing Authority currently owns and manages 208 units of low-income public housing and has a Housing Assistance Payment (HAP) contract to provide rental assistance to over 1,300 households in Cumberland and Perry Counties, Pennsylvania. Additionally, the Authority manages a Section 8 Moderate Rehabilitation SRO Program that provides rent subsidies to 22 households residing in 4 structures owned by private non-profit corporations. The Authority also manages a

Shelter Plus Care Program which offers rental assistance to homeless individuals with mental health disabilities.

- The Redevelopment Authority engages in the acquisition of blighted properties, investment in home rehabilitation programs and administration of CDBG and HOME funds for Cumberland County. They also own and manage the Redevelopment Authorities of Cumberland County (RACC) Land Bank.
- The Authorities have developed working partnerships with numerous businesses, religious, civic, governmental organizations, and other community partners to enhance the lifestyle of their residents.

Section 2: General Information

2.1 Respondents' Responsibilities

It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP through the **Executive Director, Mary Kuna**. Proposers must not make inquiry or communicate with other staff members or officials pertaining to this RFP.

2.2 Service Definitions

Contract - a written or spoken agreement, especially one concerning employment, sales, or tenancy that is enforceable by law.

Federal - relating to or denoting the central government of the US and, in this case, the Department of Housing and Urban Development (HUD).

Grant Writing - the practice of completing an application process for a financial grant provided by an institution such as a government department, corporation, foundation, or trust. This process includes:

- Analyzing the intended audience for the proposal

- Analyzing the purpose of the proposal
- Gathering information about the subject of the proposal
- Writing the proposal
- Formatting the proposal
- Revising, editing, and proofreading the proposal
- Submitting the proposal

Proposal - An offer, submitted in response to a request from a contracting authority, that constitutes a solution to the problem, requirement or objective in the request

Request for Proposal (RFP) - A formal method of solicitation where prospective suppliers are requested to submit a proposal for the provision of goods, works or services, based on the Specifications, Scope of Work, or Terms of Reference included in the solicitation documents. Normally used in cases where the requirements are complex; cannot be clearly or completely specified, where detailed technical evaluations are to be performed, and/or where pricing or cost may not be the sole basis of award.

Section 3: Intent and Scope of Services

3.1 Intent of the Request for Proposal

The Authorities seek to engage a qualified and experienced entity to provide mainly federal grant seeking and grant writing services for a variety of the Authorities' programs. These grants may be eligible for either of the three main categories of the Authorities' programs: Rental Housing, Homeownership, and/or Community Development. The Authorities intend to apply for grants which address broad needs within these programs as well as grants tailored to special projects. Grant applications must be properly and efficiently administered by the Proposer in such a way that considers current need, grant and program functions, current staff responsibilities, and time management.

Services Areas to Include:

Authorities Federal Grant Writing Services Requirements	Proposer Responsibility
Analysis of Funding Priorities	Proposer will be responsible for conducting internal research to determine the current and future funding needs of Authorities projects. This may require communication with and/or working with other Authorities staff.
Grant Seeking	Proposer will conduct ongoing research to identify grant sources relevant to the Authorities programs and vision.
Grant Writing	Proposer will write compelling grant applications on behalf of the Authorities. This includes funding abstracts, budgets, and project timelines. Types of grants utilized may include unrestricted general operational support, restricted program support, and/or capital support. Proposer may need to submit repeat applications to expired/renewed grant opportunities. Proposer is responsible for making certain all work outlined in proposal is realistic, achievable, and accurately predicted to be in line with grant requirements.
Collaboration with Authorities Staff	Proposer will be expected to work with other Authorities staff as needed.
Any other services that would typically be performed by a grant writing firm in its normal course of business.	Proposer shall provide all other services related to the services that are called forth in this agreement as normal procedure performed by a grant writing firm in normal course of work completed.

Section 4: Required Submission Documents

The following documents are required to be submitted with a proposal.

- Solicitation Document A – General Information
- Solicitation Document B – Affidavits
- Solicitation Document C – Criteria Checklist
- Copy of Worker's Compensation & Employer's Liability Insurance
- Copy of Professional Liability and Errors and Omissions

Section 5: Invoicing and Payment

The respondent shall submit any required supportive payrolls and daily reports with the payment requisition.

Until a contract is agreed upon, work is not to be performed nor are services to be delivered. CCHRA does not have a legal obligation to pay for any work performed prior to the issuance of a purchase order.

Suppliers must submit invoices within 90 days of the delivery of goods or services. CCHRA may deny invoices submitted after the 90-day threshold. Invoices or vouchers for payment shall be certified by an approved and responsible official of the Proposer's organization. Each invoice or voucher shall, at a minimum, be supported by a summary of the cumulative costs and a description of the service provided. Hours worked must be tracked accurately and match the workload given.

Section 6: Terms and Conditions of Contract

Terms of Contract

The initial term of this Contract shall be for a period of one year (twelve months) with two optional annual renewals that CCHRA may exercise at its discretion. The contract term will commence on or about December 23, 2024.

The Authorities may discontinue this contract immediately upon furnishing notice to the Proposer if the parties fail to agree upon any deletion, amendment, or addition to this agreement, which is required by Stature, Executive Order, Authorities' Procurement Policy, or HUD Regulations.

Minimum Standards of Performance

To perform requested duties as stated in the contract documents in a timely manner that will assist the Authorities with all current and future needs pertaining to the programs currently run and any upcoming projects that may require the services rendered by a grant writing specialist.

Those service may, at the time of the request, require additional time and allocations that will be paid on a per hour or per diem rate that has been agreed upon in the contract documents that have been approved by the Authorities' Board of Directors.

Evaluation Criteria

The Authorities will make its selection based on the following criteria:

Criteria	Points
Firm's experience and capabilities	25
Ability to meet needs of the PHA	25
Response Time Capabilities	25
Cost	25
Total	/100

Section 7: Selection Process

The Authorities staff will review each Proposal received by the Proposal deadline and reserves the right to make its selection or rejection solely upon the contents of the Proposals received. Interviews may be conducted and additional information clarifying the components of the Proposal may be requested from any Proposer. All Proposals received in response to this RFP become the property of the Authorities and all costs of Proposal preparation and submittal shall be borne by the Proposer. **If the Authorities are unable to enter into an Agreement before December 19, 2024, the Authorities may, at its discretion, request an updated proposal from all the Proposers who submitted Proposals.**

Section 8: Execution of Agreement

After completion of the selection process, and the Authorities Boards' approval, the Authorities will enter into a formal Agreement with the selected Proposer. The selected Proposer's Response and this RFP shall be incorporated by reference and made part of the Agreement.

Section 9: Personnel

The selected Proposer will secure, at its own expense, all personnel to perform the required services. Such personnel shall not be employees of or have any contractual relationship with the Authorities.

Section 10: The Authorities' Rights

- The Authorities reserve the right to reject any or all proposals, to waive any informality in the RFP process or to terminate the RFP process at any time, if deemed by the Authorities to be in its best interests.
- The Authorities reserve the right not to award a contract pursuant to this RFP.
- The Authorities reserve the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternative or non-requested services.

- The Authorities shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

Section 11: Independent Proposer

The selected Proposer will be engaged only to the extent provided in the Agreement. The relationship of the Proposer to the Authorities during the term of the Agreement shall be that of an “independent Proposer”. The Proposer shall perform its services as an “independent Proposer” in accordance with its own methods, the terms of the Agreement and applicable law, regulation, and ordinance. The selected Proposer shall report to and perform its services under the direction of Authorities’ Executive Director or her designee. Employees or other persons engaged by the Proposer shall not be employees of the Authorities.

Section 12: Inquiries

Questions concerning the content of this RFP should be made via email and directed to **Mary Kuna, Executive Director** at mkuna@cchra.com

Any prospective Proposer desiring an explanation or interpretation of this solicitation must submit a written request via email to the appropriate persons listed above by **November 15, 2024** to allow a written reply to all prospective Proposers before the date of submission. Oral explanations or instructions given will not be binding. Any information given to prospective Proposers concerning this solicitation will be furnished promptly to all other prospective Proposers as an amendment of the solicitation; if that information is necessary in submitting Proposals or if the lack of it would be prejudicial to any other prospective Proposer.

Questions concerning submittal of RFP response or to obtain materials should be directed to **Mary Kuna, Executive Director** at (717) 249-0789 X 118 or mkuna@cchra.com.

Submission Documents Checklist

Submission Documents	Included?
Solicitation Document A – General Information	
Solicitation Document B – Affidavits	
Solicitation Document C – Criteria Checklist	
Evaluation Form (provided within)	
Copy of Worker’s Compensation & Employer’s Liability Insurance	
Copy of Professional Liability and Errors and Omissions	
This Checklist (Completed)	

Solicitation Document A – General Information

Firm's Name: _____

Firm's Address: _____

Firm's Point of Contact (Name and Title): _____

Point of Contact Phone Number: _____

Point of Contact Email: _____

Solicitation Document B – Affidavits

Non-Collusion Affidavit

- 1. Proposer fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer;**
- 2. Such offer is genuine and is not a collusive or sham offer;**
- 3. Neither the proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties of interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the contract or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such contract or agreement, or collusion, communication, or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against CCHRA or any person interested in the proposed contract or agreement; and**
- 4. The price or prices quoted in the attached offer are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.**

Affidavit of Eligibility

- 1. The proposer is not ineligible for employment on public contracts as a result of a conviction or guilty plea or a plea of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with a contract let by the State of Pennsylvania or any political subdivision of the State of Pennsylvania.**
- 2. No commissioner or officer of CCHRA or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for CCHRA has a direct interest in the responder.**

Conflicts of Interest Certification

No employee, officer, or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- 1. The employee, officer or agent,**
- 2. Any member of their immediate family,**
- 3. Their partner, or**
- 4. An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.**

The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from vendors, potential vendors, or parties to sub agreements.

By submission of this form, the vendor is certifying that no conflicts of interest exist.

The undersigned hereby acknowledges receipt of the above applicable laws and verifies that the bid submitted in response to this solicitation is in full compliance with the listed requirements.

Signed by: _____

Printed name: _____

Title: _____

Subscribed and sworn to before me on this date: _____

By: _____

My commission expires on: _____

Solicitation Document C – Proposer’s Response

Part A: Firm’s Experience and Capabilities

- Provide a description of the firm, its history, areas of expertise and experience
- Detail the firm’s grant writing experience
- Indicate your firm’s cumulative five-year funding success (in dollars)
- Experience with HUD grants
- Experience with other federal grantor sources
- Provide at least three references indicating:
 1. Client
 2. Grant applied for
 3. Amount given
 4. Year
 5. Grantor information
 6. Contact person (name and email)

Part B: Ability to Meet the Needs of the PHA

- Demonstrate knowledge, skills, and abilities related to grant writing
- Include brief resumes
- Indicate years in the industry

Part C: Response Time Capabilities

- Discuss your firm’s ability to meet deadlines for HUD and other federal grants
- Discuss how your firm assures CCHRA that it will be able to provide work in a timely manner for future assignments

Part D: Cost

- **Detail cost arrangements**
- **Detail any options**
- **Detail any cancellation fees that may apply**

Evaluation Form

Description of Work: RFP-2024-FGW

Firm Name: _____

Street Address: _____

Telephone #: _____

Person of Contact: _____

All proposals will be evaluated in accordance with the following criteria as shown below:

Criteria	Points
Firm's experience and capabilities	25
Ability to meet needs of the PHA	25
Response Time Capabilities	25
Cost	25
Total	/100

The Authorities will make an award to the responsible respondent(s) whose offer conforms to the solicitation and is most advantageous to the Authorities (i.e., that which represents the overall best value to the Authorities), cost or price and other factors considered.