



## REQUEST FOR PROPOSALS GRANT PLANNING AND ADMINISTRATIVE RELATED SERVICE

November 4, 2025

Statements of qualifications and proposals are being requested from consultants with a strong record in successfully assisting non-profit and/or local governments with grant writing for and implementation of the HUD HOME Investment Partnership (HOME) programs. Responding firms should be qualified to provide grant planning and administration related services including, but not limited to: Preparation of the grant application; Preparation of the Environmental Review Record; Preparation of draw/disbursement requests; Assistance with financial administration of grant funds and record keeping; Assistance with public hearings, if applicable; Assistance with Homeowner Selection Criteria; Assistance with Contractor Procurement; Preparation of Project Pre-Set Up and Set-Up Documents; Assistance with Affirmatively Furthering Fair Housing (AFFH) Requirements; and Preparation of close-out documents.

Habitat for Humanity of Conyers-Rockdale, Inc. plans to contract with a reputable consulting firm for grant writing, and, if funded, for administration services for a 2026 CHIP project. The purpose of the project is to propose the construction of affordable housing units to be sold to low-income Habitat families.

Information which should be submitted for our evaluation is as follows:

- 1) History of firm and resources
- 2) CHIP experience, including other DCA grant programs
- 3) Capacity to complete scope of work
- 4) Current workload
- 5) Scope and level of service proposed
- 6) Experience with similar projects and list of references
- 7) Fees associated with grant writing and administration
- 8) Statement of Qualifications Form
- 9) Applicable Section 3 Certification forms, if claiming Section 3 Status

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.

Habitat for Humanity of Conyers-Rockdale, Inc. also abides by the following laws as they pertain to HUD Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the Housing and Community Development Act of 1974, Title 1; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b) (2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.

Interested parties should request copies of the Statement of Qualifications Form and Section 3 Solicitation Package prior to preparing and submitting their proposal. Proposals should be received no later than **2:00 PM on December 5, 2025**. Proposals received after the above date and time may not be considered. We reserve the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions, Statement of Qualifications and Section 3 Certification form requests (i.e., request for Section 3 preference), and proposal packages should be submitted to the name and email address listed below:

Habitat for Humanity of Conyers-Rockdale, Inc.

Mr. Bob Nesbitt, President

[bnesbitt@habitatconyersrockdale.org](mailto:bnesbitt@habitatconyersrockdale.org)

