

**PASCO COUNTY HOUSING AUTHORITY**  
**REQUEST FOR PROPOSALS FOR GRANT WRITER/CONSULTANT SERVICES**

**I. PCHA MISSION AND DESCRIPTION**

The Pasco County Housing Authority, hereinafter referred to as PCHA, is committed to providing adequate affordable housing in a suitable living environment to low and moderate income individuals and families without discrimination; and to create economic opportunities for our customers to become self-sufficient.

The PCHA owns and operates 207 units of Low Rent Public and Rural Housing consisting of 12 communities, owns and operates 331 units of Multi-Family Housing, administers 1,468 units of Section 8 Housing Choice Voucher Program, 71 HOPWA Vouchers, and 47 HPRP Vouchers.

**II. SCOPE OF ACCOUNTANT SERVICES REQUIRED**

The PCHA intends to award a contract to a qualified applicant or firm to provide technical and professional services related to writing grant applications as needed for the operation of the agency.

The applicant or firm selected should at minimum be able to provide the following services to the Housing Authority:

1. Preparation, organization, writing, formatting and submission of professionally detailed and comprehensive grant applications or proposals to foundation, corporate and government funding sources in accordance with guidelines as specified by the funding sources.
2. Synthesizing all necessary information to write all sections of grant applications including but not limited to: background program information, program description, program performance standards, program evaluation, non-grant funding that will be leveraged, Housing Authority and/or partner agency capacity to administer the grant and a budget with supportive narrative details.
3. Research and identify potential local, state and federal partners/sponsors or donors for the Housing Authority.
4. Maintaining files and documentation for non-profit grants and correspondence.
5. The grant writer shall assist in representing the Housing Authority in negotiations with funding sources.

6. Research potential funding opportunities for specific program areas as directed by the Housing Authority.
7. Review information about a given housing, economic development, environmental/conservation, human services or related program for which the Housing Authority is seeking funding by reviewing Housing Authority and/or partner agency documentation, interviewing Housing Authority and/or partner agency staff and researching necessary information.
8. Review grant guidelines and develop a synopsis of the Housing Authority's grant potential and feasibility.
9. Work with the Housing Authority staff to direct tasks that need to be completed and by what dates for the submission of grant applications.
10. Attendance at Board meetings upon request.

### **III. FORM OF PROPOSAL**

Each potential proposer should submit 10 copies of a written proposal addressed as follows:

Pasco County Housing Authority  
Attn: RFP Grant Writer  
14517 7th Street  
Dade City, Florida 33523  
Attention: Ms. Linda Wright  
Interim Executive Director

**All submissions must be received by 2:00 p.m. on Thursday, February 16, 2012**

Each proposal should include:

1. Statement of Proposer's Qualifications and Experience

The proposal should supply the following information (not all inclusive):

- Qualifications/Experience of the firm.
- Qualifications/Experience of the individual(s) performing the services.
- Cost for Services.
- Cost for Additional Related Services (if applicable).
- Payment Schedule.
- Evidence of professional insurance policies carried by the proposer.
- Completed HUD form-5639-C "Certifications and Representations of Offerors."
- Completed Non-Collusive Affidavit.

2. Other

At the proposer's option, any relevant background data not specifically referenced above may be included to enhance the proposal submission.

**IV. CRITERIA FOR SELECTION**

Proposers must meet the minimum qualifications set forth in paragraph II above.

PCHA reserves the right to accept or reject in part, or reject all proposals and to re-solicit new proposals. PCHA may also reject any proposals that are incomplete or non-responsive and any proposals that are submitted after the deadline.

**V. EVALUATION CRITERIA**

PCHA will assess the aspects of the proposals in the following manner:

1. Professional qualifications, relevant experience and evidence of the proposer's ability to perform the work.....35%
2. Knowledge of government, foundation and corporate grant processes, funding sources and nonprofit fundraising principles.....20%
3. Capability to provide services in a timely manner.....15%
4. Cost for services.....30%

Each of the above aspects will be carefully evaluated to insure that the finalists have the experience and capability to handle the variety of issues the PCHA may encounter.

Any questions concerning the Request for Proposal should be directed to Ms. Linda Wright, Interim Executive Director, (352) 567-0848 ext. 109.