



Request for Proposals (RFP) for Grant Writing Services
City of Schenectady
Department of Development

The City of Schenectady requests proposals for grant writing services for the 2020 HUD Federal Consolidated Plan application. Applications will be considered from both firms and individuals.

Overview

The Department of Development is responsible for long-range planning for the City of Schenectady, as well as the day to day administration of various City, State and Federally-funded programs geared toward the physical and economic renewal of the City including but not limited to the administration of the Federal Consolidated Plan, which includes funding from the Community Development Block Grant (CDBG), the Emergency Shelter Grant (ESG), and the HOME Investment Partnerships Program (HOME). More information can be found at www.cityofschenectady.com.

Major areas of responsibility for the Department include:

- City planning and zoning
- Community and economic development
- Historic preservation
- Transportation planning
- Neighborhood revitalization
- Grants procurement and monitoring

Scope of Work

The contracted work is to include grant proposals/applications for renewal of our existing Housing and Urban Development (HUD) grant and also possible future projects.

The City of Schenectady recently concluded a successful five year Federal Consolidated Plan, which focused on providing affordable housing and the removal of blight throughout the City. The City's current grant portfolio includes funds from governments (local/state/federal), corporate entities, private charitable foundations as well as family foundations.

The Grant Writer will work closely with the Director of Department of Development, who is charged with the implementation of the 2020-2025 Federal Consolidated Plan.

The City is seeking a grant writer or firm with a proven track record in:

- Creating complex proposals from diverse funding sources.
- Skills in demographic data collection and analysis.
- An entrepreneurial approach to fund development.

Previous experience should include:

- Working in the philanthropic arena of the Capital Region area.
- Previous personal and/or professional experiences in low-income communities or communities that serve a large area of poverty residence.

Fee Schedule

Fee schedule should be all-inclusive and presented on an hourly basis. Applicant must provide a detailed price breakdown including fees for the following staff, if applicable: A) Senior staff; B) Professional staff; and C) Clerical staff. The cost will be based on the projected hours of work provided. Contractor will invoice and be paid on a monthly basis.

Award

The City of Schenectady plans to award the contract by February 21, 2020. The City of Schenectady will then mutually discuss and refine the scope of work with the selected applicant and shall negotiate final conditions, compensation, and performance schedule.

RFP Questions and Responses

All questions pertaining to this proposal must be submitted in writing via email to:

Kristin Diotte

Director of Planning and Development

kdiotte@schenectadyny.gov

Statement of Non-Commitment

Issuance of this RFP does not obligate the City of Schenectady to award a contract or to pay any costs incurred in preparation of proposals responding to this RFP.

Application Requirements

To apply submit the following:

1. Examples of grant sources from which the applicant has successfully obtained funding (provide specific examples of grant programs, government agencies, or foundations, amounts, and purposes of grants).
2. Clear demonstration of applicant's knowledge of, and experience with demographic data.
3. An excerpt from a successful grant written by the applicant that is representative of his/her writing style. The excerpt should not exceed 2 pages and should not contain any confidential or proprietary information.
4. Schedule of proposed fees.
5. A minimum of two (2) professional references from clients for whom the applicant has successfully performed similar work.
6. **Proposals must be submitted by 4:00 p.m. on Friday, February 14, 2020 in one PDF file to Kristin Diotte, Director of Development at: kdiotte@schenectadyny.gov.**
7. Total proposal should be no longer than 8 standard letter sized pages.

Proposals not meeting the criteria outlined in the RFP will not be considered.