



Zerik Samples, CEO  
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Equal Housing Opportunity

**COASTAL EMPIRE HABITAT FOR HUMANITY, INC.**  
**REQUEST FOR PROPOSALS**  
**GRANT PLANNING AND ADMINISTRATIVE RELATED SERVICES**

**Date: December 5, 2023**

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 and/or Homebuyer 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.

**The Coastal Empire Habitat for Humanity, Inc.** plans to contract with a reputable consulting firm for grant writing, and, if funded, for administration services for a 2024 CHIP project. The purpose of the project is to propose the construction of new homes within Chatham County; however, the project activity and location may be subject to change upon further project evaluation.

**The 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 the scope of work**
- 4) **Current workload**
- 5) **Scope and level of service proposed**
- 6) **Experience with similar projects and a list of references**
- 7) **Fees associated with grant writing and administration**
- 8) **Statement of Qualifications Form**

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.

The Coastal Empire Habitat for Humanity, 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 I; 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 a copy of the **Statement of Qualifications Form** prior to preparing and submitting their proposal. Statement of Qualifications form requests, and requests for Section 3 preference, or any questions or matters for further clarification should be submitted to **Olaitan Adesanya** by email at [oadesanya@habitatsavannah.org](mailto:oadesanya@habitatsavannah.org) or by phone at **(912) 353-8122 ext.102**.

Proposals should be emailed to **Zerik Samples** at [zsamples@habitatsavannah.org](mailto:zsamples@habitatsavannah.org). Your proposal must be received **no later than 2:00 PM on Thursday, January 4, 2024**. Proposals received after the above date and time may not be considered. We reserve the right to accept or reject any or all proposals and to waive informalities in the proposal process. We look forward to receiving your proposal!

Sincerely,

  
Zerik Samples, CEO  
Coastal Empire Habitat for Humanity, Inc.

**We build strength, stability, self-reliance and shelter**