



120 Sixth Avenue North  
P.O. Box 19028,  
Seattle, Washington 98109-1028  
Web site: [www.seattlehousing.org](http://www.seattlehousing.org)

## **Informal Solicitation**

### **Grant Writing Roster**

(Reference No. 3142)

#### **This is an Open Roster. Proposals May Be Submitted at Any Time**

**Project Description:** The Seattle Housing Authority (SHA) is seeking proposals from qualified firms and/or independent contractors to assist SHA in Grant Writing Services. The goal of this Informal Solicitation is to select the most qualified firms / contractors for placement on a Roster. Each firm / contractor selected for the Roster will sign an On-Call Contract for Grant Writing Services that will not include any specific scope of services. As work assignments arise, SHA will notify one firm or contractor from the Roster and negotiate the scope of work and compensation, to be formalized in a Work Order to the On-Call Contract.

**Scope of Work:** The selected Grant Writer(s) shall assist SHA staff in researching and writing grants and preparing grant applications for the provision of housing, economic development, environmental/conservation programs and human services to low-income individuals and families. Selected Grant Writers may be asked to provide services on an hourly basis for each project, with a not-to-exceed dollar amount for the project. Compensation may be tied to a structured payment schedule or performance milestones for payment of work completed by deadlines.

Scope of the work will include, but not necessarily be limited to:

- Researching potential funding opportunities for specific program areas, as directed by SHA.
- Review grant application guidelines and prepare a chart of what tasks need to be completed by whom and by what dates.
- Establish a deadline for when a draft grant application will be submitted to SHA, and deadline by which time revisions to draft application will be made based on SHA comments of draft.
- Review information about a given housing, economic development, environmental/conservation, human services or related program for which SHA is seeking funding by reviewing SHA and/or partner agency documentation, interviewing SHA and/or partner agency staff and researching information such as studies posted on the internet.
- After synthesizing this information, write all sections of a grant application including, but not limited to: program background information, program description, program performance standards, program evaluation, non-grant funding that will be leveraged, SHA and/or partner agency capacity to administer grant and a budget with supporting narrative details.

- Ensure that all necessary certification and/or letters of support are submitted with grant application.
- Prepare final grant application documentation and appropriate number of copies that will be submitted to SHA prior to grant application deadline in accordance with the established timeline.
- Provide all documents to SHA electronically in Microsoft Word, Microsoft Excel or other software compatible with SHA's technology and acceptable to SHA.

**Schedule:** Because the Grant Writing Roster to be created from this Informal Solicitation is an open Roster, Proposals may be submitted at any time. Evaluations will be performed as time permits and if the firm is deemed to be qualified, they shall be placed on the Roster. Sealed Proposals (one original and four copies) must be submitted.

**Anticipated Contract Duration:** The initial term of the Roster to be created by this Solicitation shall be for three years with annual adjustment in compensation. At SHA's option, a Change Order may be executed extending each On-Call Contract for up to two additional one-year periods, along with appropriate adjustments in compensation. In submitting a Proposal for placement on the Roster, the Proposer understands that there is no guarantee of any dollar amount under any On-Call Contract resulting from this Solicitation.

**Proposal Contents:** The proposal must:

- Include a cover letter
- Address each of the evaluation criteria noted below
- List the names of staff to be assigned to this project and include a copy of their resumes. Resumes or additional materials submitted should identify particular grants sought by the individuals and include a description of the individual's role in researching various grants, reviewing grant application materials, and preparing grant application proposals. Note whether the grant applications were successful.
- Include a list of three references (including agency or business name of client, contact person, address, and telephone number).
- Be limited to a total of three (3) pages (cover letter and resumes are not included in the page limitation).

**Evaluation Criteria:** SHA will evaluate proposals received based on the following criteria. Your proposal should directly address each of the criteria below:

Evaluation Criteria	Maximum Number of Points
Grant writing services experience of the individual(s) to be assigned to this work. Individuals with experience preparing grants for programs servicing low-income clients and/or with successful experiences writing grant applications for government agencies submitted to federal, state or local funding agencies and/or private	50

foundations will be rated higher.	
Approach of the individual(s) to be assigned to SHA grant writing projects, including research methodologies and tools, and processes and format for developing a time line for submission, identification of common tasks to be completed for each grant application, and tasks delegated to others.	20
Availability of individual(s) to provide grant writing services on an on-call basis.	10
Proposed hourly rates plus any anticipated reimbursable expenses.	20
<b>TOTAL</b>	100

**Due Date and Place For Submission of Proposals:** At any time during the term of the Roster, SHA will accept applications for placement on the Roster that will be evaluated based on the evaluation criteria contained in this RFP.

Proposals must be submitted to the attention of Don Tucker by one of the following delivery methods:

- Mail Delivery: Seattle Housing Authority  
PO Box 19028  
Seattle, WA 98109-1028
- Hand Delivery: Seattle Housing Authority  
120 Sixth Ave. North, Seattle, Washington

All Proposals should be clearly marked when delivered or mailed. *NOTE: A faxed or e-mailed Proposal is not acceptable.*

**Administrative Information:**

- About the Seattle Housing Authority: Visit our web site at [www.seattlehousing.org](http://www.seattlehousing.org) for more information about the Seattle Housing Authority.
- Section 3 Requirements: Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3") requires SHA to the greatest extent feasible to provide employment opportunities to Section 3 residents. Section 3 residents include residents of SHA communities and other low-income residents of Seattle. Each proposer is required to submit with their Proposal a Resident Employment Plan that will result in hiring Section 3 residents to perform the work contemplated by this informal solicitation, and a Section 3 Business Certification form. The following language regarding Section 3 will be included as part of the contract to be executed based on this Informal Solicitation.
  - A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted

projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers representative of the contractors commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractors obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3-covered Indian Housing Assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this Contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Contract that are subject to the provisions of Section 3 and Section 7(b) agree

to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

- Payment Requirements: Proposers should be aware that SHA will only make payments on Work Orders issued under this solicitation after the work being billed has been completed, and will pay reimbursable expenses only upon receipt of an invoice for the reimbursable expenses. No advance payments will be made to the proposer, who must have the capacity to meet all project expenses in advance of payments by SHA.
- Insurance Requirements: The individual or business selected by SHA will be required to provide acceptable evidence of insurance prior to execution of any Work Order to the On-Call Contract. The following summarizes the required insurance coverage. Additional requirements are detailed in the On-Call Contract that SHA will execute with the individual(s) and businesses selected for the Grant Writing Services Roster.
  1. Commercial General Liability Insurance with the following minimum coverage: \$1,000,000 each occurrence, and \$2,000,000 aggregate. The Seattle Housing Authority must be named as an Additional Insured on this policy.
  2. Employers Liability or Washington Stop Gap Liability with the following minimum coverage: \$1,000,000 each accident
  3. Commercial Automobile Liability Insurance with the following minimum coverage: \$1,000,000 combined single limit coverage
  4. Workers Compensation policy.
- Diversity: The Seattle Housing Authority strongly encourages small businesses, minority business enterprises (MBEs), women business enterprises (WBEs), HUD Section 3 businesses, and socially and economically disadvantaged businesses to submit proposals or to participate in this work as sub-consultants.
- Rights Reserved by SHA: SHA reserves the right to waive as an informality any irregularities in proposals, to reject any or all proposals, and to cancel this solicitation at any time prior to contract award. SHA also reserves the right to award all or any portion of the work specified in this Informal Solicitation to any proposer(s). Prior to making a selection decision, SHA reserves the right to interview any or all individuals or businesses submitting a proposal, and to check references as part of the final evaluation process. Any protest of the selection process shall be resolved in accordance with SHA's Procurement Policies, which may be reviewed at the following web site address:

<http://www.seattlehousing.org/business/info/Policies/CurrentAdoptedProcurementPolicies.doc>.

**PROPOSAL COVER PAGE  
For SHA's**

**Grant Writing Services Roster**

(Solicitation No. 3142)

Firm Name:	Firm Address:	Contact Person:	Title:
Telephone Number:	Fax Number	e-mail address:	

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<u>Section</u>	<u>Page</u>
<input type="checkbox"/> Letter of Interest	1
<input type="checkbox"/> Experience of Individuals To Be Assigned	___
<input type="checkbox"/> Approach (research methodologies, tools, processes and format)	___
<input type="checkbox"/> Availability	___
<input type="checkbox"/> Hourly Rates	___

Attachments:

- Resumes
- References
- Section 3 Business Certification
- Section 3 Resident Employment Plan

*NOTE: Use this page as a cover for your submittal. Proposals are limited to a total of three (3) pages in not less than 11- point type.*

*This cover page, cover letter, resumes and Section 3 forms are not included in this page limit.*

*Proposals are to be stapled in the top left corner with no other bindings or binders.*

# Seattle Housing Authority

## Section 3 Business Certification

**Section 3 Business Criteria:** Your business is eligible for Section 3 Certification if it meets any one of the following criteria. If your business meets one or more of these criteria, please circle the applicable criteria.

1. Fifty-one percent or more of your business is owned and managed by a Section 3 qualified person or persons. (See qualification guidelines below)
2. Thirty percent or more of your permanent, full time employees are Section 3 qualified persons.
3. You can provide evidence of a commitment to subcontract in excess of 25 percent of the amount of all subcontracts to Section 3 certified businesses.

**Section 3 Person Criteria:** A Section 3 qualified person must:

- A. Live in the City of Seattle.
- B. Earn no more than the following amounts :

Family Size:	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Income	\$41,700	\$47,700	\$53,650	\$59,600	\$64,350	\$69,150	\$73,900	\$78,650

**Section 3 Statement:** Please check the appropriate box below.

- My business is a Section 3 business in accordance with the criteria circled above under Section 3 Business Criteria.
- My business is not a Section 3 business.
- My Business has been certified as a Section 3 Business by:  
 (name of agency) \_\_\_\_\_ (date of certification) \_\_\_\_\_

Signature:		Date Signed:
Name:	Title:	
Company Name:		
Address:		
Telephone Number:		

**Note:** If you certify above that your business is a Section 3 business, SHA will request documentation and additional information as may be reasonably required to certify whether your business qualifies as a Section 3 business.

If you have any questions about this form, please call  
 Samuel A. Pierce, SHA's Section 3 Coordinator, at (206) 937-3292.

# Seattle Housing Authority

## Section 3 Resident Employment Plan

Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3") requires SHA to the greatest extent feasible to provide employment opportunities to "Section 3 residents." Section 3 Residents include residents of SHA communities and other low income residents of Seattle. Each bidder is required to submit with their bid package a plan which will result in the hiring of Section 3 residents to perform the work contemplated by the bid. HUD has established an annual goal of 10% of all new hires by SHA Contractors. SHA residents, preferably residents of the SHA community in which the work is to be done, are favored over other low-income residents of Seattle. At a minimum, the Contractor and its subcontractors shall advertise new positions created in order to perform the work called for herein and will post notices of the Contractor's commitments under Section 3 in conspicuous places at the work site. In addition, the Contractor must notify each labor organization with whom it or its subcontractors have a collective bargaining agreement or other understanding of these Section 3 commitments. In order to fulfill its Section 3 obligations the Contractor may work with service providers on site at various SHA communities including, but not limited to, Neighborhood House and the Employment Opportunities Center. The plan should specify the number of positions the Contractor expects will be created and what minimum qualifications and skills will be required in order to perform the positions. The plan should also address the Contractor's strategy for recruiting SHA residents for the available positions.

Signature:		Date Signed:
Name:	Title:	
Company Name:		
Address:		Telephone Number:

1. How many new positions do you expect this contract will require you to create?

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2. Describe each position and provide the name and provide the location of the person(s) taking applications for each such position.

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3. What minimum skills will be required for each position?

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4. Please describe any training opportunities which the contract may create and any agreements concerning training you have.

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5. How will you advertise these positions to SHA residents?

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If you have any questions about this form, please call  
Samuel A. Pierce, SHA's Section 3 Coordinator, at (206) 937-3292.