



CHOICE
NEIGHBORHOODS
GRANT WRITING

*RFP 2.20.2023: CHOICE
NEIGHBORHOODS GRANT WRITING*

Publication of Request: March 13, 2023

Submission of Response Deadline: March 27, 2023

OVERVIEW

The Housing Authority of South Bend (HASB) is seeking proposals and quotes from qualified consulting firms or individuals to prepare and submit a Choice Neighborhoods Planning or Implementation Grant application to the U.S. Department of Housing & Urban Development under the Choice Neighborhoods Initiative Program for 2023.

Solicited services will be provided in cooperation with HASB, community not for profit agencies, private developers, neighborhood organizations, community stakeholders, and various elected or appointed government officials.

The Choice Neighborhoods program leverages significant public and private dollars to support locally driven strategies that address struggling neighborhoods with distressed public or HUD assisted housing through a comprehensive approach to neighborhood transformation. Local leaders, residents, and stakeholders, such as public housing authorities, cities, schools, police, business owners, nonprofits, and private developers, come together to create and implement a plan that revitalized distressed HUD housing and addresses the challenges in the surrounding neighborhood. The program helps communities transform neighborhoods by revitalizing severely distressed public and assisted housing and catalyzing critical improvements in the neighborhood, including vacant property, housing, businesses, services and schools.

Choice Neighborhoods is focused on three core goals:

Housing: Replace distressed public and assisted housing with high-quality mixed-income housing that is well-managed and responsive to the needs of the surrounding neighborhood.

People: Improve outcomes of households living in the target housing related to employment and income, health, and children’s education; and

Neighborhood: Create the conditions necessary for public and private reinvestment in distressed neighborhoods to offer the kinds of amenities and assets, including safety, good schools, and commercial activity, that are important to families’ choices about their community.

To achieve these core goals, successful applicants have in place a comprehensive neighborhood revitalization strategy, or “Transformation Plan.” This Transformation Plan is the guiding document for the revitalization of the public and/or assisted housing units, while simultaneously directing the transformation of the surrounding neighborhood and crating positive outcomes for families.

SCOPE OF PROFESSIONAL SERVICES

The selected consultant shall provide all necessary services on behalf of the Housing Authority of South Bend related to developing, preparing, and submitting a Choice Neighborhood Grant application.

Choice Neighborhoods Grants support the development of comprehensive neighborhood revitalization plans which focused on directly resources to address three core goals: Housing, People and Neighborhoods. To achieve these core goals, communities must develop and implement a comprehensive neighborhood revitalization strategy, or Transformation Plan. The Transformation Plan will become the guiding document for the revitalization of the public and/or assisted housing units while simultaneously direction the transformation of the surrounding neighborhood and positive outcomes for families.

PREFERRED QUALIFICATIONS

Respondent should have a proven track record of a minimum of three to seven years of successful grant writing experience including sourcing, developing, writing, and submitting successful federal and state government grant proposals – preferably in the \$1 million plus range.

Respondent should have experience preparing grant proposals for a public housing authority, particularly in the various HUD-offered grant programs.

Respondent should be able to effectively work – and maintain superb interpersonal skills – under pressure, use excellent judgment, and produce a high-quality work product within tight time constraints.

Respondent should have excellent budget preparation skills and be able to prepare budgets and budget narratives to sufficiently fund the activities of the project in compliance with all government regulations.

Respondent should have excellent grant-writing skills and ability to write persuasive proposals aligned with requirements as demonstrated by clear and compelling proposal samples.

Respondent should have experience in working on grant proposals/submissions.

Respondent should have a working knowledge of urban planning principles, community engagement, and the public housing business model.

PROPOSAL REQUIREMENTS

Proposers must submit a proposal/letter which includes, at a minimum, the following:

Company or individual profile

Resumes of individual or team members

Firm fixed cost for grant writing services

List of references (grant writing, planning, development)

The proposer should limit responses to 5-10 pages.