



2640 Fountain View Drive, Houston, Texas 77057 | 713.260.0600 | David A. Northern, Sr., **President & CEO**
Houston Housing Authority

The Houston Housing Authority (HHA), has issued this Amendment No. 3 to RFP 24-05 Grant Writer for the purposes of:

1. Answering the following questions that were submitted to HHA by the specified due date:

Question 1: Can you elaborate on the kind of site assessment studies and technical reports mentioned in the scope of work?

Answer 1: This will depend on the grant. Some grants will require site assessments and reports and others may not.

Question 2: What kind of involvement will the grant writer have?

Answer 2: Attend meetings; put the grant application together; participate in internal and external meetings.

Questions 3: Under Submittals, section 7.3.4 is missing from the RFP. Can you confirm if there is anything between 7.3.3 Proposal Evaluation Criteria and 7.3.5 References and Solicitation's related experiences that we should include?

Answer 3: This section was removed and doesn't apply.

Question 4: If we are exempt from Section 3, do we have to submit the HUD Conflict of Interest Form, HUD Form 5369-A, HUD Form 5369, and HUD-5370-C1 and the previous participation certification?

Answer 4: All documents outlined in Section 7 of the solicitation must be provided with your response.

Question 5: Does HHA currently utilize a grants database for prospective grant opportunities? If not, is the contractor expected to provide HHA with access to a grants database to fulfil the Scope of service?

Answer 5: HHA does utilize a database; however, the selected contractors can provide information for grants that they think HHA would qualify for.

Question 6: Does HHA anticipate the scope of services to include assisting staff with grants compliance, reporting, and management at any point during the contract period?

Answers 6: yes

Question 7: Will there be multiple firms selected for this opportunity?

Answer 7: yes

Question 8: In addition to grant writing for the provision of workforce development, education and/or training, economic self-sufficiency and human services to low-income individuals and families, does HHA plan to utilize this contract to seek grant funding for other HHA investments or programs/services?

Answer 8: yes

Question 8a: Does HHA have any priorities in addition to those already noted?

Answers 8a: no

Questions 9: Does HHA plan to use this contract to pursue both Federal and State funding, or only Federal funding?

Answer 9: Federal and state.

Question 10: Does HHA have any grant programs already identified that they plan to pursue? If so, can HHA share those grant programs?

Answer 10: No

Question 11: As the services identified are on an as needed basis, will the HHA please clarify the fee proposal requirements?

Answer 11: Any fees associated with services should be identified. Consider preparation and submittal costs and possible post award costs.

Questions 11a: Will HHA accept a rate schedule for the fee schedule?

Answer 11a: Yes

Questions 12: Can HHA provide their most recent budget?

Answer 12: HHA does not provide that information during an open solicitation.

Question 13: Does HHA plan to use this contract to pursue grants from private sector, non-profit sector, and/or philanthropic sector?

Answers 13: Yes, to all above.

Questions 14: Is this procurement exclusive to HHA or will associated organizations also able to use the services of the selected bidder?

Answer 14: All work is expected to be done under the HHA entity.

April 10, 2024

Date

Katrina Heard

**Katrina Heard
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Houston Housing Authority (HHA)**



A Fair Housing and Equal Employment Opportunity Agency. For assistance: Individuals with disabilities may contact the 504/ADA Administrator at 713-260-0353, TTY 713-260-0574 or 504ADA@housingforhouston.com