

## **Request for Proposal (RFP)**

### **Grant Acquisition and Grant Oversight Services**

#### **Issued by Habitat for Humanity of the Greater Harrisburg Area**

**RFP Release Date: September 8, 2026**

**Proposal Due Date: October 31, 2026**

**Contract Term: One (1) year with the option to renew annually for up to three (3) additional years.**

## **1. Organization Overview**

Habitat for Humanity of the Greater Harrisburg Area (HFHGHA) is a local affiliate of Habitat for Humanity International. HFHGHA is an ecumenical housing ministry with the goal of eliminating poverty housing. Through affordable homeownership, critical home repairs, neighborhood revitalization, and volunteer engagement, Habitat also works to improve the quality of life for individuals and families throughout our service area of Dauphin and parts of Cumberland and Perry counties, Pennsylvania.

In 1983, an ecumenical housing ministry was founded to address the growing need for affordable housing in Dauphin County. In 1985, we officially became an affiliate of Habitat for Humanity; the name was changed to Habitat for Humanity of the Greater Harrisburg Area in accordance with Habitat International guidelines.

Unwilling to accept the fact that thousands of families live without adequate shelter, Habitat challenges and invites individuals, religious organizations of all faiths, companies, foundations, and other organizations to join with us to improve the living conditions of people existing in inadequate housing. To accomplish that, Habitat creates a joint venture in which those who benefit from the housing contribute their labor in the form of 350 “sweat equity hours” to the successful completion of the home.

To expand our impact and diversify funding sources, Habitat seeks proposals from experienced grant professionals or firms capable of identifying, securing, managing, and overseeing public and private grant funding opportunities.

### **Key Affiliate Milestones**

- In 1995, a project entitled “The Miracle on Zarker Street” was completed after two years of construction, serving nine families as part of a neighborhood revitalization initiative.
- Launched to assist with covering the cost and performing home repairs for existing homeowners, our Critical Home Repair program was formed in 2002. This program recognizes the expenses involved in maintaining a home and seeks to assist with repairs deemed essential for safety and accessibility.
- In 2013, HFHGHA launched our ReStore retail establishment on Paxton Street. Donated items (both new and used) are resold to help offset the cost of construction and repairs. Today, proceeds from our ReStore account for more than half of all income received in our yearly budget. The ReStore is an essential piece of financially accomplishing our mission.
- Another milestone for HFHGHA was our first Build Blitz in 2018. Assisted by a church in Maryland, we completed construction on three homes in nine days on 15th and Swatara Street, Harrisburg.
- As of July 2026, we have completed construction on over 34 homes, 12 home rehabs, and more than 200 critical home repairs. In 2025, we completed construction on four new homes in Steelton that marked our first ever insulated concrete homes. We look to break ground on our next construction project later this year.

## **2. Purpose of the RFP**

Habitat for Humanity of the Greater Harrisburg Area seeks proposals from qualified consultants or firms to provide comprehensive grant acquisition and oversight services. The selected partner will work collaboratively with Habitat leadership to increase grant revenue, improve grant management practices, ensure compliance with funding requirements, and support long-term sustainability.

Specifically, HFHGHA is currently seeking a firm to assist with managing the following grant portfolio, including but not limited to

1. Affordable Housing Development Grant
2. PHARE Grant
3. Centene Grant
4. Keystone Communities Grant
5. DCED Grant
6. Wells Fargo Grant

Additionally, we have the current projects in need of funding, among other future affiliate initiatives:

1. Jefferson Street Housing Project
2. ReStore Relocation Project

As part of the strategic approach for further development (HFHGHA) plans to apply for the Community Development Housing Organization (CHDO) designation to receive consistent operational support from local, county, and the state government from the HOME Investment Partnership Program to expand housing development efforts in the future.

## **3. Scope of Services**

The selected consultant or firm will provide services that include, but are not limited to, the following:

### **A. Grant Research and Funding Identification**

- Conduct ongoing research to identify federal, state, local, corporate, and foundation grant opportunities.
- Monitor funding announcements and emerging opportunities.
- Develop a grant opportunity calendar.
- Prioritize opportunities based on organizational goals and likelihood of success.
- Provide monthly reports of recommended funding opportunities.

### **B. Grant Strategy and Development**

- Develop an annual grant funding strategy.
- Assist in establishing annual grant revenue goals.
- Create grant application timelines.
- Coordinate required documentation.
- Assist in developing supporting narratives, budgets, and attachments.
- Collaborate with Habitat staff to gather program data and impact stories.

### **C. Proposal Writing and Submission**

- Prepare complete, high-quality grant applications including:
  - Narrative development
  - Budget preparation
  - Logic models
  - Performance measures
  - Supporting documentation
  - Letters of support

- Online application submission
- Services should include editing, proofreading, and quality assurance prior to submission.
- CHDO Application

#### **D. Grant Management and Oversight**

- Following award, provide ongoing grant administration including:
  - Grant agreement review
  - Compliance monitoring
  - Deliverable tracking
  - Performance reporting
  - Budget monitoring
  - Deadline management
  - Record retention
  - Audit preparation support
- Develop systems that ensure compliance with all grant requirements.

#### **E. Reporting**

- Prepare or assist with:
  - Interim reports
  - Annual reports
  - Financial reporting
  - Outcome reporting
  - Grant closeout documentation
- Coordinate with Habitat leadership to ensure timely submissions.

#### **F. Program Evaluation Support**

- Assist Habitat in:
  - Developing measurable program outcomes
  - Collecting performance data
  - Tracking grant metrics
  - Evaluating program effectiveness
  - Demonstrating community impact

#### **G. Capacity Building**

- Provide recommendations that strengthen Habitat's long-term grant readiness, including:
  - Grant management policies
  - Standard operating procedures
  - Staff training
  - Grant tracking systems
  - Grant database recommendations

#### **H. Strategic Funding Support**

- Provide guidance regarding:
  - Multi-year funding strategies
  - Capital campaign grants
  - Government funding opportunities
  - Housing and community development grants
  - Neighborhood revitalization funding
  - Home repair funding

#### **4. Deliverables**

The selected firm should be expected to:

- Maintain a funding opportunity pipeline.
- Provide monthly grant status reports.
- Conduct regular strategy meetings.
- Manage awarded grants through closeout.
- Assist with development of multi-year funding strategies supporting Habitat's affordable housing mission.

#### **5. Required Qualifications**

- Firm must be knowledgeable of and have experience securing funding opportunities that promote affordable housing, or can demonstrate sufficient experience with similar programs
- Firm must provide comprehensive services to include, at a minimum, program research, strategy development, stakeholder engagement, application development, and grant management (e.g., compliance, reporting, drawdown).
- Firm must currently provide services in the greater Harrisburg metropolitan area, which includes Dauphin County and portions of eastern Cumberland County, and demonstrate knowledge of relevant programs to support affordable housing and relevant stakeholders in this area.
- Firm must provide comprehensive services via a base contract with a retainer-based compensation plan
- Firm must be able to demonstrate robust success securing public funding
- Firm must be willing to interview with affiliate leadership
- Firm must be able to integrate its key personnel with the affiliate's existing team, including staff, board members, volunteers, contractors, and community partners.

#### **6. Proposal Requirements**

To facilitate a thorough and equitable evaluation, proposals must be organized in the order outlined below and include all requested information.

##### **A. Cover Letter**

Include a cover letter introducing the firm, expressing its interest in the engagement, and identifying the primary point of contact. The letter should include the contact's name, title, telephone number, and email address, and be signed by an individual authorized to bind the organization contractually.

##### **B. Executive Summary**

Provide a concise overview of the firm's qualifications, understanding of Habitat for Humanity's objectives, and proposed approach to delivering grant acquisition and oversight services. The summary should clearly articulate the firm's value proposition and the experience it brings to the engagement.

##### **C. Company Profile**

Describe your consultancy or firm. At minimum, this should include the firm's history, mission, values, capacity, and service area. Include relevant certifications, professional affiliations, and any specialized experience that demonstrates the firm's qualifications.

##### **D. Relevant Experience**

Detail the firm's experience providing grant acquisition and management services for nonprofit organizations, particularly Habitat for Humanity affiliates, affordable housing organizations, and community development organizations. Describe your firm's experience with affordable housing programs, including, but not limited to PHARE programs, the HOME Investment Partnership Program, and the Community Development Block Grant. Identify and describe how other programs can be used to

support affordable housing or otherwise advance the affiliate's mission. Identify no less than three (3) projects your firm has successfully helped secure funding for (preferably related to affordable housing or community-based nonprofit initiatives). Include:

- Scope
- Amount(s) and source(s) of funds
- Length to secure funding
- Project outcome

#### **E. Services Provided and Project Approach**

Provide a comprehensive description of the services your firm provides. Describe the methodology for identifying funding opportunities, developing competitive grant proposals, managing post-award compliance, and monitoring grant performance. Explain the firm's approach to collaboration, communication, reporting, project management, and the technology or systems used to support these activities.

#### **F. Staffing Plan**

Identify the proposed project manager and key personnel assigned to the engagement. Include a summary of each team member's qualifications, relevant experience, project responsibilities, and anticipated level of involvement. Resumes for all key personnel should be included.

#### **G. Work Plan**

Provide a detailed implementation plan that outlines the proposed timeline for onboarding, organizational assessment, funding research, grant pipeline development, proposal preparation, submission schedules, compliance monitoring, reporting, and ongoing project management.

#### **H. Fee Proposal**

Submit a complete fee schedule identifying all costs associated with the engagement, including hourly rates, retainers, project-based fees, grant writing and grant management services, travel expenses, and any reimbursable costs. If performance-based compensation is proposed, clearly describe the structure and methodology.

#### **I. References**

Provide no less than four references, which include:

- Two (2) references from community-focused nonprofits, preferably organizations engaged in affordable housing activities.
- One (1) reference from a construction contractor or engineer
- One (1) reference from a Harrisburg-area government entity, such as a municipality, authority, or county-level agency.

#### **J. Sample Work**

Submit representative examples of previous work, including redacted grant proposals, reporting templates, grant tracking tools or dashboards, and other relevant work products that demonstrate the firm's expertise in grant development, administration, and compliance.

## 7. Evaluation Criteria

Proposals will be evaluated using the following criteria:

| Criteria                                  | Weight |
|-------------------------------------------|--------|
| Affordable housing experience             | 20%    |
| Grant writing success and funding history | 20%    |
| Grant management/compliance experience    | 20%    |
| Staff qualifications                      | 15%    |
| Cost proposal                             | 15%    |
| Client references                         | 10%    |

## 8. Estimated Timeline

| Milestone                  | Date               |
|----------------------------|--------------------|
| RFP Released               | September 8, 2026  |
| Questions Due              | September 22, 2026 |
| Responses Posted           | October 6, 2026    |
| Proposal Deadline          | October 31, 2026   |
| Interviews (if applicable) | Nov. 9-13, 2026    |
| Consultant Selection       | Nov. 19, 2026      |
| Contract Award             | December 1, 2026   |
| Project Start              | December 1, 2026   |

## 9. Proposal Submission Instructions

Submit proposals electronically in PDF format. Include all required sections in a single document.

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Proposal submissions should be sent to:

Sharon Chatham-Lester

Habitat for Humanity of the Greater Harrisburg Area

Email: [SChatman-Lester@harrisburghabitat.org](mailto:SChatman-Lester@harrisburghabitat.org)

## 10. Terms and Conditions

Habitat for Humanity reserves the right to:

- Reject any or all proposals.
- Request additional information.
- Negotiate scope or pricing.
- Award all or part of the work.
- Cancel the RFP at any time.
- Waive informalities in the proposal process.

Submission of a proposal does not obligate Habitat to award a contract.