

CITY OF HALLSVILLE, MISSOURI
REQUEST FOR QUALIFICATIONS & PROPOSALS
25-09



PROFESSIONAL GRANT WRITING
AND ADMINISTRATION SERVICES

SUBMITTAL DEADLINE

May 27, 2025 at 3:00p.m.

CITY OF HALLSVILLE
REQUEST FOR QUALIFICATIONS AND PROPOSALS
PROFESSIONAL GRANT WRITING AND ADMINISTRATION SERVICES

The City of Hallsville is requesting proposals for professional grant writing and administrative services to assist in a proposed project that may be financed with Community Development Block Grant (CDBG) funds.

These services will include but are not limited to:

- Preparing grant applications
- Coordinating with funding agency
- Managing and administering awarded grant funds
- Ensuring compliance with applicable CDBG regulations including, but not limited to:
 - Financial management
 - Environmental review compliance
 - Procurement
 - Equal opportunity and Section 3 requirements
 - Labor standards compliance
 - Recordkeeping and reporting

Submission Requirements:

Each proposal should include, at a minimum:

1. Specialized experience and technical competence of the firm with respect to CDBG grant administration. If applicable, include related experience with USDA Rural Development (RD) and Missouri Department of Natural Resources (DNR) funded projects.
2. Past record of performance, including accessibility to clients, quality of work, and ability to meet schedules.
3. Capability to carry out all aspects of grant-related activities.
4. Cost of services, broken down as follows:
 - Cost of grant writing services
 - Cost of grant administration services
5. References from previous clients with similar projects completed within the past five years.
6. Documentation of compliance with federal E-Verify requirements.

Please identify which of the above criteria will be given priority weighting in your proposal.

Important Notes:

- Contracts for grant writing and administration shall be executed separately.
- Contracts for administration services will be contingent upon grant award and full funding commitment.
- The selected firm must adhere to all applicable federal and state grant requirements.

Deadline for Submission:

All proposals must be received no later than May 27, 2025, at 3:00 p.m.

Submit To:

City of Hallsville

Attn: RFP – Grant Services

202 Hwy 124-E.

P.O. Box 170

Hallsville, MO 65255

Questions:

Email: cityhall@hallsvillemo.org

The City of Hallsville is an Equal Opportunity Employer and encourages proposals from minority-owned, women-owned, and Section 3 businesses.