**BINGHAMTON HOUSING AUTHORITY**

**REQUEST FOR PROPOSALS**

**GRANT WRITING SERVICES**

The Binghamton Housing Authority requests qualifications proposals from Consultants to provide the following:

Grant Writing Services, including research and preparation of grant applications.

Areas of specific need include but are not limited to:

* Lead Based Paint Remediation
* Safety and Security Measures
* After School and Summer Programs
* Anti-Poverty Programs
* NYS CFA for business development

The Binghamton Housing Authority (BHA) operates 641 family, elderly and disabled units situated in three locations within the City of Binghamton.

The BHA is interested in the development of new programs designed to ensure a safe environment for its residents and to have resources available for social programs and business development opportunities.

The following factors will be considered in the evaluation and selection of Consultant:

 **Factor** **Weight**

 Successful Experience Procuring Grants 40%

 Qualifications of Staff Involved 40%

 Cost 20%

Consultants shall be retained on an “as needed” basis and must submit a fee schedule as part of their proposal.

Please note that BHA intends to submit a CFA application for business development this summer, for which the grant writer will be responsible.

Proposals must be submitted to Attn: Elaine Miller, Executive Director, Binghamton Housing Authority, 35 Exchange Street, Binghamton, NY 13901 no later than 4pm on May 10th, 2019.