

CITY OF CORNELIA
REQUEST FOR PROPOSALS
ADMINISTRATIVE & RELATED GRANT SERVICES

Date: December 17, 2025

Statements of qualifications and proposals are being requested from consultants with a strong record in successfully assisting local governments with the implementation of Community Development Block Grant (CDBG) programs. Responding firms should be qualified to provide grant administration and related services.

Plans are to contract within a year from the date of this notice, with a reputable consulting firm for grant writing and administration services for Federally Funded Projects related to community and economic development. This procurement could include Community Development Block Grant (CDBG), Redevelopment Fund Projects (RDF), Community Housing Improvement Program (CHIP), Home Investment Partnerships Program (HOME), Employment Incentive Program (EIP), Economic Development Administrations (EDA) Projects, Appalachian Regional Commission (ARC) Projects, United States Department of Agriculture (USDA) Projects, and any other federally funded project in Compliance with 2 CFR 200 for Procurement. This procurement action may also lead to additional project contracts and/or contract addendums for planning, administrative and other related services for State and Federally funded projects. This is **not** a request for a retainer of services. Immediate plans call for services to assist with the preparation and administration of a 2026 CDBG Project related to public infrastructure improvements, including but not limited to, water system improvements, sewer system improvements, road improvements, and drainage improvements. All firms submitting will be reconsidered, on a project-by-project basis, should future state and federally funded opportunities arise within the next 2-3 year period.

Information which should be submitted for our evaluation is as follows:

- 1) History of firm and resources**
- 2) CDBG/EIP experience, including other DCA grant programs**
- 3) Capacity to complete scope of work**
- 4) Current workload**
- 5) Scope and level of service proposed**
- 6) Experience with similar projects and list of references**
- 7) Fees associated with grant writing, and grant administration, if the project is funded.**
- 8) Statement of Qualifications Form, see attached.**
- 9) Applicable Section 3 Certification forms, if claiming Section 3 Status**

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.

The City of Cornelia also abides by the following laws as they pertain to HUD Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the Housing and Community Development Act of 1974, Title 1; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); the Architectural Barriers Act of 1968, and

the Build America, Buy America requirements established under the Infrastructure Investment and Jobs Act of 2021.

Interested parties should request copies of the Statement of Qualifications Form prior to preparing and submitting their proposal. Section 3 parties should request the Section 3 Certification Form prior to preparing and submitting their proposal. Proposals should be received no later than **2:30 PM on January 19, 2026**. Proposals received after the above date and time may not be considered. We reserve the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions, Statement of Qualifications and Section 3 Certification form requests and proposal packages should be submitted to the name and address listed below:

Donald Anderson, City Manager
City of Cornelia
P.O. Box 785
181 Larkin Street
Cornelia, Georgia 30531
Phone: 706-778-8585
Email: dee@cornelia.city



Grant Writing/Administration Statement of Qualifications Form

GRANT ADMINISTRATION STATEMENT OF QUALIFICATIONS

NAME OF FIRM: _____

ADDRESS: _____

1. Years in Business in Present Form: _____

2. Firms History and Resource Capability to Perform Required Services:

3. Titles, names, and addresses of all officers.

4. List up to five (5) projects which demonstrate skills to be used on CDBG projects.

1. _____

2. _____

3. _____

4. _____

5. _____

5. If you were awarded the administration on these type of projects, what would your fee for grant writing/grant administration services be *(fees can be expressed in percentages, but all agreements will be lump sum amounts)*?

6. Describe the organizational capacity to complete all necessary grant administration activities, including experience of all employees who will be or may be assigned to this project.

7. List references with contact information.

1.

2.

3.

4.

5.

6.

8. Are you a Section 3 Business Concern? Yes _____ No _____

If yes, the Attached Section 3 Business Concern Certification, Previous Certification and Action Plan must be filled out, signed, notarized, and submitted with your proposal.

9. Certifying that:

Mr./Mrs./Ms. _____ (signature) being duly sworn deposes and states he/she is the _____ (title) of _____ (name of firm) and answers to the foregoing questions and all statements herein contained are true and correct.