

**CITY OF CAPITOLA
REQUEST FOR PROPOSALS (RFP)
GRANT ADMINISTRATION SERVICES**



**Release Date: Friday, April 25, 2025
Proposals Due: Friday, May 16, 2025, by 5:00 PM**

I. INTRODUCTION

The City of Capitola is requesting proposals from qualified consultant firms to provide grant administration services for various housing and community development programs, including the State of California Community Development Block Grant (CDBG) Program, HOME Investment Partnerships Program (HOME), and the Permanent Local Housing Allocation (PLHA) program.

The City actively pursues grant opportunities and currently has open public facilities and public service programs, with pending awards under review. The intent of this RFP is to establish a long-term relationship for general grant administration and implementation, including but not limited to labor compliance, for both current and future grant awards.

This contract is proposed for a term of five (5) years and is intended to cover all grant administration needs for the duration, including assistance with new grant applications and administration of awarded funds.

II. SCOPE OF SERVICES

The selected consultant shall be responsible for providing the following services:

- Preparation and submission of grant applications for CDBG, HOME, and PLHA programs
- General grant administration and program implementation
- Labor compliance monitoring and reporting
- Preparation and submission of required reports to state and federal agencies
- Coordination of fund requests and disbursements
- Environmental review processing
- Procurement compliance and documentation

- Monitoring of subrecipients and/or project partners
 - Public notices and outreach related to grant-funded activities
 - Maintenance of grant records and files in accordance with applicable regulations
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III. QUALIFICATIONS

Respondents must demonstrate:

- Extensive knowledge and experience in administering State of California CDBG, HOME, and PLHA programs
 - Familiarity with applicable federal and state regulations, including labor standards and environmental review requirements
 - Proven track record of successful grant applications and program implementation
 - Experience working with small cities and/or similar jurisdictions
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IV. PROPOSAL CONTENTS

Proposals are limited to 15 pages maximum and should include the following:

1. Cover Letter
 2. Company Profile and Contact Information
 3. Summary of Qualifications
 4. Description of Approach and Work Plan
 5. Team Organization and Key Personnel
 6. Relevant Project Experience (with references)
 7. Proposed Fee Schedule (Hourly or task-based)
 8. Availability and Capacity to Perform Services
 9. Certificate of Insurance (sample or current)
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V. SELECTION PROCESS

The City will evaluate proposals based on the following criteria:

- Demonstrated experience with CDBG, HOME, and PLHA
- Qualifications and availability of key personnel
- Track record of successful grant applications and program implementation
- Quality and clarity of the proposal
- Proposed cost and efficiency of service delivery
- References and past performance

Short-listed firms may be invited to participate in interviews.

VI. SUBMISSION INSTRUCTIONS

Proposal Deadline:

Proposals must be submitted electronically in PDF format no later than:

Friday, May 16, 2025, at 5:00 PM

Submit proposals to:

Katie Herlihy, Community Development Director

Email: [**kherlihy@ci.capitola.ca.us**](mailto:kherlihy@ci.capitola.ca.us)

Late or incomplete proposals will not be considered. The City reserves the right to reject any or all proposals and to waive minor irregularities.

VII. QUESTIONS

All questions regarding this RFP must be directed via email to:

Katie Herlihy

Email: [**kherlihy@ci.capitola.ca.us**](mailto:kherlihy@ci.capitola.ca.us)