



# Town Of Center

P.O. Box 400 • 294 South Worth • Center, CO 81125 • 719-754-3497(PHONE) • 719-754-3379(FAX)

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## **Request for Qualifications (RFQ) Grant Writing Services for Affordable Housing Initiatives Town of Center, Colorado**

**Release Date:** May 27, 2025

**Due Date for Submissions:** September 23, 2025

**Contact:** Cole Webb

### **Project Overview**

The Town of Center is seeking qualifications from experienced consultants or firms to provide grant writing services in support of the Town's affordable housing initiatives. This work is critical to advancing the Town's goals to expedite project reviews and approvals, hire an affordable housing liaison, establish public-private partnerships, engage the community, upgrade IT systems, collect housing data, deliver training programs, and master plan the North 90 site.

### **Scope of Services:**

The selected consultant or firm will:

- Identify grant opportunities from federal, state, private, and philanthropic sources.
- Prepare and submit competitive grant applications and supporting documents.
- Develop a strategic grant funding plan aligned with the Town's affordable housing and community development objectives.
- Coordinate with Town staff, consultants, and stakeholders to gather necessary information for applications.
- Track and report on grant application status and awarded funding.

### **Qualifications:**

Respondents must demonstrate:

- Proven success in securing grant funding, particularly for affordable housing, planning, infrastructure, or community development projects.
- Strong knowledge of funding sources related to housing, planning, infrastructure, and community engagement.
- Excellent writing, research, and project management skills.
- Ability to work collaboratively with municipal governments and multidisciplinary teams.

### **Submission Requirements:**

Interested firms or individuals should submit the following:

1. Cover letter summarizing interest and qualifications.
2. Description of relevant experience and examples of successfully funded grant applications.



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3. Proposed approach to providing grant writing services for the Town's affordable housing initiatives.
4. Resumes of key personnel who will be assigned to the project.
5. Three (3) references from clients for whom similar services were provided.
6. Hourly rate fee schedule by key personnel assigned to the project.

## Review and Selection Criteria:

Submissions will be evaluated based on the following criteria:

| Criteria                             | Description                                                                                     | Weight |
|--------------------------------------|-------------------------------------------------------------------------------------------------|--------|
| Relevant Experience                  | Demonstrated success in securing grants for affordable housing or similar initiatives.          | 30%    |
| Understanding of Project Goals       | Quality of the proposed approach and understanding of the Town's affordable housing objectives. | 25%    |
| Qualifications of Key Personnel      | Experience, expertise, and availability of proposed staff.                                      | 20%    |
| References and Past Performance      | Client feedback and record of past success on similar projects.                                 | 15%    |
| Fee Structure and Cost Effectiveness | Proposed cost relative to the scope of services.                                                | 10%    |

## Submission Deadline:

September 23, 2025

## Submission Instructions:

Please submit all required materials electronically (PDF format) to:  
Cole Webb, Town Administrator, [cwebb@centerco.gov](mailto:cwebb@centerco.gov)

The Town of Center reserves the right to request additional information or conduct interviews with finalists before making a final selection.

**The Town of Center values equity, inclusion, and local leadership. We especially welcome proposals from consultants with ties to the San Luis Valley and those with a demonstrated commitment to community empowerment.**