



## **SANTO DOMINGO TRIBAL HOUSING AUTHORITY**

P. O. Box 10, Santo Domingo Pueblo, NM 87052  
(505) 465-1003/0631 Fax (505) 465-1012

### **REQUEST FOR PROPOSAL #2020-010: GRANT WRITING SERVICES**

**OPENING DATE:** DECEMBER 20, 2019

**CLOSING DATE:** JANUARY 03, 2020

**POINT OF CONTACT:** PAULINE JOE, FINANCE OFFICER-  
[www.accounting@sdtha.org](mailto:www.accounting@sdtha.org)

KEWA is seeking proposals to consider an award of one (1) contract to perform professional grant writing services specializing in Native American Governmental Bodies and Partnerships Entities and can provide demonstrated experience in this field. The contract will be renewable quarterly for not more than one (1) year at the option of the SDTHA.

#### Grant writing Objectives and Scope of Services

1. The objective of the grant writer is to provide a fund needs analysis assessing the validity of current funding priority area, identify changes in funding priority area, and to identify new priority areas for funding.
2. The grant writer shall research and identify grant resources including, but not limited to federal, state, foundation, agencies and organizations that support SDTHA's funding needs and priorities including, community, technology, safety/crime prevention, housing modernization and rehabilitation, new development, infrastructure, economic development, personnel needs, transportation and fixed assets, records management, and other related housing needs.
3. The grant writer shall develop a full Indian Community Development Block Grant proposal in its entirety to SDTHA for submittal. The ICDBG grant package will be submitted to the SDTHA Board of Commissioners no later than January 24, 2020 for review and revision. The grant application and full ICDBG grant package will be submitted to the authorizing agency on or before the due date of February 3, 2020. As this is a competitive grant SDTHA encourages an earlier submittal date, but not required.

Indian Preference Requirement. Any proposer claiming Indian Preference to provide evidence of Native American ownership in favor of the primary firm owner/shareholder in the amount of 51% or more majority ownership.

#### **How to Apply**

For a full description of the RFP please contact:

Name: Ms. Pauline Joe  
Phone: (505) 465-1003  
Email: [accounting@sdtha.org](mailto:accounting@sdtha.org).

Proposals must be received by 3:00 pm (Mountain Standard Time) on January 03, 2020 to SDTHA.