

Request for Proposals

Robinson Rancheria Grant Consultant

Purpose of RFP:

The Robinson Rancheria Citizens Business Council, a governing body of the Federally Recognized Robinson Rancheria Tribe, is requesting proposals (RFPs) from qualified professional consultants to write a United States Housing and Urban Development, Indian Housing Block grant for the Robinson Rancheria Housing Department.

Background and Statement of Need

Robinson Rancheria Citizens Business Council is located in Lake County, between Upper Lake, CA and Nice, CA. Lake County has a population of 64,655 and its name comes from Clear Lake, the dominant geographic feature in the county. Robinson Rancheria Tribe has 569 member and has a Tribal Council consisting of six duly elected tribal members. The Tribal Council leadership consists of a Chairperson, Vice Chairperson, Treasurer/Secretary, and three at-large-members.

Robinson Rancheria Housing Department oversees 30 stick built homes; 11 modular homes; 11 townhomes; and 6 land lots for new housing. The Housing Department has a Director, Assistant, and Maintenance staff.

Anticipated Timeline:

The following anticipated timeline is subject to change, at the discretion of the Robinson Rancheria Citizens Business Council.

September 14, 2020 RFP posted.

Questions from perspective applicants are due by 4 p.m. on September 17, 2020.

Please contact: Esther Stauffer, Tribal Administrator

Robinson Rancheria Citizens Business Council

Phone: (707) 275-0235

Email: estauffer@rrcbc-nsn.gov

September 21, 2020 Application submission deadline by 5:00 p.m. to Tribal Administrator, Esther Stauffer:

Email: estauffer@rrcbc-nsn.gov

Subject: RFP Robinson Rancheria Grant Consultant

Email Content: Dear Robinson Rancheria Citizens Business Council,

Enclosed is a Request for Proposal application for your consideration.
Thank you.

Proposer Requirements:

- A. Proposer must show experience in submission and awarding of United States Housing and Urban Development, Indian Housing Block Grant.
- B. Proposer's must show experience in researching, writing, editing and complete submission of a grant on time, including but not limited to, narrative, needs assessment, budget, budget narratives, and other grant requirements.
- C. Proposer must have knowledge of grant.gov, and other grant document required to complete a grant.
- D. Proposer needs to show they are familiar with Robinson Rancheria's demographics, locations, and grant data needs.

Scope of Work:

Your proposal must include:

- Current experience showing submitting and awarding, within the last five years (resume preferred), with United States Housing and Urban Development, Indian Housing Block Grant, and;
- Number of successful grants awarded within the last ten years, and;
- Plan for a successful submission and completion of a United States Housing and Urban Development, Indian Housing Block Grant.

APPLICATION

Application Information (Must Be Completed and Submitted by All Applicants):

Organization Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____