



**REQUEST FOR PROPOSALS (RFP 2021-58)**  
**GRANT WRITING AND MANAGEMENT SERVICES**

The City of Manor is requesting sealed proposals for the following project:

**Project:** Grant Writing and Management Services

**Proposal Due Date & Time:** Friday, January 28, 2022 at 2:00 p.m. CST

**Submission Location:** Personal Delivery or Mail – Five (5) copies and one (1) flash drive

City of Manor  
Attn: City Secretary  
105 E. Eggleston Street  
Manor, Texas 78653

**Deadline for Inquires:** Monday, January 10, 2022 at 5:00 p.m. CST

**Direct Inquiries to:** Interim City Manager Scott Dunlop, AICP  
Email: [sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org)

**Scope of Work:** The City of Manor seeks written proposals from qualified firms to assist in the application preparation and overall grant management required by the City for the implementation of a capital improvement project(s) for FEMA Hazard Mitigation Grant Programs, Texas General Land Office Community Development Block Grant Programs, Texas Water Development Board Grant Programs, Texas Parks and Wildlife Department Grant Programs, and other state and federal grant programs.

The management consultant or firm to be hired is to provide contract-related management services to the City, including, but not limited to, the following project areas:

Project Scope of Work #1:

- Grant writing and application preparation

Project Scope of Work #2:

- Financial management;
- Record-keeping requirements;
- Antiquities and Environmental clearance procedures;
- Real property acquisition procedures under Uniform Act;
- Equal employment opportunity requirements;
- Compliance management with all state and federal regulations; and
- Contract close-out assistance.

Released: December 29, 2021