

# Department of Housing

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## REQUEST FOR PROPOSAL GRANT WRITING SERVICES July 1, 2026

### I. INTRODUCTION

The Cheyenne and Arapaho Housing Authority, located at 2100 Dog Patch Road, Clinton, OK is soliciting proposals from firms for grant writing services. Grants for housing may include U.S. Department of Housing and Urban Development (HUD), Bureau of Indian Affairs Housing Improvement Program (HIP), Federal Home Loan Bank, U.S. Department of Energy, or other agencies that will assist housing programs. Fee and tribal trust properties will apply to grant proposal.

### II. PREPARATION OF PROPOSAL

Email of proposals sent to: [housing@cheyenneandarapaho-nsn.gov](mailto:housing@cheyenneandarapaho-nsn.gov), Faxed (405) 422-8271, or hand delivered. **Due August 1, 2026 by 5:00 p.m. CST**

### III. PRE-QUALIFICATION

To be considered as eligible to submit a Proposal, Firm/Company/Individual must adhere to applicable laws in the State of Oklahoma.

Firm must have demonstrated prior experience in grant writing services in the proposal.

Firm must have knowledge of tribal administration and tribal designated housing entity (TDHE) structure in Oklahoma.

Bidders must not be on the "Unacceptable Risk Determination" list of the System for Award Management (SAM).

### IV. FORM OF PROPOSAL

Proposals must consist of the following information:

General cost of services breakdown.

Structure of firm including staff resumes.

Bidders should carefully review the pre-requisites for bidding, which will be adhered to when reviewing the bids. Proposals will be evaluated to determine the bidder that is responsive to the solicitation and is most advantageous to the Owner, price, capacity, experience, and other factors considered. *Native American preference given.*

THE OWNER RESERVES THE RIGHT TO WAIVE IRREGULARITIES AND TO REJECT ANY AND ALL PROPOSALS. ALL DOCUMENTATION SUBMITTED TO THE CHEYENNE AND ARAPAHO HOUSING AUTHORITY ON ANY PROPOSAL BECOMES THE PROPERTY OF THE CHEYENNE AND ARAPAHO HOUSING AUTHORITY.

