

## Sean Griffith

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**Subject:** FW: Question re: RFP #03222023 Choice Neighborhoods Grant-Writer and Planning Coordinator

**From:** Sean Griffith

**Sent:** Thursday, April 6, 2023 1:51 PM

**Subject:** RE: Question re: RFP #03222023 Choice Neighborhoods Grant-Writer and Planning Coordinator

Good Afternoon,

After reviewing the timeline we determined we can shorten the evaluation timeframe allowing for two additional weeks. I have updated the timeline below. Hopefully this will allow enough time to assist with the grant application. If not feel free to respond with the aspects you are able to assist with.

### TIMELINE

The estimated timeline for this RFP is listed below. Dates, with the exception of the submission deadline, are estimates and may change based on responsiveness of bidders and other procurement needs. HUD's announcement schedule of any Choice Neighborhoods-related information may particularly affect the schedule.

| RFP Selection Schedule                              | Estimated Dates                 |
|---|---------------------------------|
| RFP Issue Date                                      | March 22, 2023                  |
| Deadline for Submission of Questions                | April 6, 2023 by 4:00PM         |
| Issuance of Question Responses via Addendum         | April 14, 2023 by 12:00PM       |
| <b>DEADLINE FOR SUBMISSIONS</b>                     | <b>April 21, 2023 by 4:00PM</b> |
| Preliminary Evaluations Completed/Firms Shortlisted | April 24, 2023                  |
| Interviews and/or site visits of Shortlist Firms    | April 25-26, 2023               |
| Recommendation to Board of Commissioners            | April 27, 2023                  |

Thanks,

*Sean M. Griffith*

Executive Director

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**Sent:** Wednesday, April 5, 2023 9:13 PM

**To:** Sean Griffith <[sgriffith@hagerstownha.com](mailto:sgriffith@hagerstownha.com)>

**Subject:** Question re: RFP #03222023 Choice Neighborhoods Grant-Writer and Planning Coordinator

Good evening, Mr. Griffith.

As you may be aware, HUD issued the FY2023 Choice Neighborhoods Planning Grant NOFO yesterday with a due date of June 6, 2023. Given the Selection Schedule outlined in the RFP, it will not be feasible for the selected contractor to

prepare the planning grant application between May 15, the estimated date of initial contract period, and the June 6 application deadline. Unlike the scope for Grant-Writer, the timing of the selection should have no negative impact on the Planning Coordinator scope.

Please confirm that, under the circumstances, HACH will take the lead in preparing the funding application. If time permits, the selected contractor could provide final review and comment prior to submission on June 6.

Thank you for your consideration.