

January 20, 2026

REQUEST FOR PROPOSAL (RFP)

The City of Defiance requests qualification statements and proposals from non-profit agencies to perform necessary functions related to the PY2026 Community Development Block Grant (CDBG) Community Development Program, including: Community Development Block Grant Program – Allocation; Allocation Planning; FLEX – Downtown; FLEX -Economic Development; Critical Infrastructure, Neighborhood Revitalization; Economic Development Program – Loan Program; Public Infrastructure Grants: Revolving Loan Fund; Residential Public Infrastructure Program; Community Housing Impact and Preservation (CHIP) Program (in partnership with Defiance County and Paulding County); General Program Income and any programs funded with CDBG, HOME or Ohio Housing Trust Fund (OHTF) programs. Scope of work includes development of grant applications, environmental review records, fair housing program, technical assistance for grant activities, and any related CDBG/RLF planning work. Scope of work includes development of grant applications, environmental review records, fair housing program, technical assistance for grant activities, and any related CDBG/RLF planning work.

The City of Defiance is seeking services and will follow the competitive negotiation method of procurement as provided in 24 CFR Part 85. Under this method, the City will receive qualifications and proposals from interested service offerors until the designated date and time listed below.

This notice shall serve as our Request for Proposal (RFP) for services. Response to this RFP will be used to select a qualified non-profit to perform the required grant writing and administrative assistance needed by the City of Defiance.

Selection of an agency will proceed in the following manner:

1. The City of Defiance will review and evaluate the RFP filed by the deadline. Evaluation criteria include, but are not limited to:
 - a. Specialized experience or technical expertise of the firm and its personnel in connection with CDBG and other economic and community development services to be provided.
 - b. Past record of performance on contracts with the City of Defiance including quality of work, timeliness and cost control.
 - c. Capacity of firm to perform the work within time limitation, taking into consideration the current and planned workload of the firm.
 - d. Familiarity of the firm with the type of problems applicable to the requested services.

- e. Experience working on CDBG, RLF, economic development, housing or other similar projects involving federal funds.
- f. Familiarity and experience with City of Defiance and its neighborhoods.

2. Negotiations for a contract will begin with the top candidate selected. If negotiations are not successful, the process will begin again with the candidate rated second and so on.
3. Upon completion of successful negotiations, a contract will be executed with The City of Defiance.

Interested non-profit agencies should provide the City of Defiance with the following information:

1. A detailed listing of the scope of services that will be provided.
2. A brief 1-2-page description of qualifications of personnel who will be doing the work, their experience in and familiarity with The City of Defiance and familiarity with the CDBG programs.
3. Location of the agencies' office and number of hours/days per week which will be devoted to the City's CDBG program.
4. A statement of the hourly billing rates for all personnel.

Offerers are invited to submit qualification statements in the form requested to be received no later than 4:00 PM on February 27, 2026, to:

City of Defiance
631 Perry Street
Defiance OH 43512

Best regards,



Mike McCann, Mayor
City of Defiance