

**REQUEST FOR QUALIFICATIONS (RFQ)
Management of FY25 HUD Housing Counseling Grant**

1. **Summary and Background**

Catholic Charities USA (CCUSA) is seeking qualifications from an experienced government grants consultant to oversee the FY25 HUD Housing Counseling Grant. CCUSA is the national intermediary for a federal HUD grant focused on the provision of Housing Counseling at Catholic Charities member agencies.

CCUSA is seeking submissions from qualified entities that, if contracted, will provide comprehensive oversight and management services for 14 subrecipients located nationwide. The goal is to ensure effective grant administration, compliance with HUD regulations, high-quality service delivery, and consistent program outcomes.

The consultant will manage this grant program, provide technical assistance to subgrantees, receive and review quarterly reporting from subgrantees, compile and submit quarterly reporting to CCUSA and HUD, and maintain clear, consistent communication with designated Catholic Charities USA staff on current grant status, challenges, and progress.

The consultant will lead the set-up and implementation of the grant through project close out and final reports submission and approval by HUD. The consultant will also be considered for development of the grant application for subsequent funding.

CCUSA is a Virginia nonstock corporation exempt from taxation under Section 501(c) of the Internal Revenue Code of 1986, as amended. CCUSA serves as the national membership organization for Catholic Charities agencies throughout the United States and its territories, each of which is a separate legal entity operated under the auspices of the Bishop of the diocese in which the agency is located. Catholic Charities agencies may elect to become members of CCUSA. CCUSA has no control over the governance or daily operations of any Catholic Charities agency and no ownership interest in any Catholic Charities agency. CCUSA supports Member Agencies in their efforts to provide a broad range of services to vulnerable populations and people in need.

The chosen consultant will interact daily with identified staff of CCUSA member agencies that act as sub-grantees for the Housing Counseling program. Our 14 subrecipients operate across diverse geographic areas, providing vital support ranging from financial literacy and foreclosure prevention to rental assistance and homebuyer education. The consultant will report to the Vice President of Housing Strategy and work closely on day to day matters with the Senior Director of Housing Strategy and the Financial Grants Manager at Catholic Charities USA.

2. **Project Scope**

The consultant will provide the following services to Catholic Charities USA for the HUD FY25 HUD Comprehensive Housing Counseling Grant:

- Manage and conduct grant startup activities
- Manage, conduct and report on compliance and oversight of grant activities
- Review sub-grantee client data submissions
- Conduct regular conference calls and email exchanges with sub-grantees and CCUSA staff
- Conduct Desk Performance Reviews
- Identify compliance risks and work proactively with CCUSA and subgrantees to resolve issues
- Monitor grant performance, budgets, and expenditures
- Provide technical support to sub-grantees
- Prepare and submit Quarterly and Final progress reports to HUD
- Oversee grant management system data and usage by sub-grantees
- Participate in HUD and CCUSA audits of grant program, as applicable
- Conduct regular training and perform up to 5 site visits
- Collaborate with CCUSA Finance Team on financial tracking for grant program
- Utilize CCUSA grant management system
- Conduct and deliver grant close-out activities and reports

3. **Submission Guidelines**

Respondents are asked to submit a cover letter expressing interest and capacity to manage the grant. Interested parties should demonstrate the following in their submission:

- Proven experience managing HUD housing counseling grants and/or other federally funded programs.
- Strong knowledge of HUD regulations and housing counseling program requirements and/or federal grant management rules and regulations.
- Experience overseeing multiple subrecipients across different locations.
- Capacity to conduct detailed program monitoring, evaluation, and reporting.
- Ability to provide technical assistance and training to diverse organizations.
- Strong organizational, communication, and project management skills.
- Description of systems used for past grant compliance, reporting, and monitoring, and quality assurance

Respondent must have a current registration with the US government and the submission must contain a statement that the candidate is not an individual or entity suspended, disbarred, or otherwise excluded from participating in federal grants or contracts.

Respondent should be available to begin contract no later than September 1, 2026 although actual start date might differ.

Qualifications must be submitted no later than 5:00 pm Eastern on July 15, 2026. No submissions will be accepted after this deadline.

4. **Project Timeline**

The HUD FY25 Housing Counseling Grant cycle runs from September 1, 2025 to March 31, 2027. It is anticipated that CCUSA will execute an agreement that will have a term of 9-12 months.

5. **Evaluation Criteria**

Catholic Charities USA will evaluate the responses to the request for qualifications and make its determination as to which submission(s) warrant follow-up, with CCUSA ultimately selecting one person/entity for management and oversight services. CCUSA will exercise its absolute discretion to select the person/entity that it believes most effectively meets the submission guidelines under Section 3 even if such entity did not respond to this RFQ.

8. **Relationship of the Parties**

The successful candidate will be an independent contractor and will be free to take on work for other clients. The successful candidate will provide their own workspace, computer, cell phone and other equipment the candidate deems necessary to perform the work and will be responsible for all taxes on income received for this work. The successful candidate will not be an employee of Catholic Charities USA and will not be eligible for any benefits offered by Catholic Charities USA to its employees.

9. **Disclaimers**

This RFQ is not an agreement and is not an offer by CCUSA to the prospective applicants or any other person. The purpose of this RFQ is to provide interested parties with information that may be useful to them in the formulation of their submissions pursuant to this RFQ. The assumptions, assessments, statements and information contained in this RFQ may not be complete, accurate, adequate or correct. Each applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFQ and obtain independent advice from appropriate sources.

CCUSA accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFQ. CCUSA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFQ. The issuance of this RFQ does not imply that CCUSA is bound to select an applicant and CCUSA reserves the right to reject all or any of the bids without assigning any reasons whatsoever.

10. **Submissions**

Each respondent must submit an electronic copy of their proposal to the address set forth below no later than 5:00 pm Eastern on July 15, 2026. No submissions will be accepted after this deadline.

Catholic Charities USA
Attention: Timothy Crawl-Bey
EMAIL ADDRESS: tcrawl-bey@catholiccharitiesusa.org