**NON-LEGAL NOTICE**

**Statements of Qualifications**

NOTICE is hereby given that **the City of Charleston**, **Charleston**, **MS**, intends to solicit Statements of Qualifications for Professional Grant Preparer and Grant Administration Services on the Mississippi Home Corporation HOME Grant. Packages will be accepted until the hour of **4:00 p.m.** local time on **Tuesday, August 6, 2019** at the office of the **City Clerk, 26 South Square, Charleston, MS 38921. Qualifications will be read during the *regular Board Meeting of the City of Charleston on Tuesday, August 6, 2019 at 5:00 p.m.***

The selected firm must have proven ability to effectively implement the rules and responsibilities related to the HOME-Homeowner Rehabilitation Program.

Those desiring consideration should submit proposals by the time and date stated above and must include the following:

1. Qualifications: List of qualifications of each staff person to be assigned to the project.

2. Experience: Information regarding the experience of the firm. This should include the types of projects undertaken.

3. Capacity for performance: Identify the title of staff available to be assigned to provide services.

Respondents will be evaluated according to the following factors:

1. Qualifications: 20 Points

2. Experience: 20 Points

3. Capacity of the Consultant: 20 Points

4. Familiarity with the HOME Project: 40 Points

Interested parties must submit their qualifications for consideration by Tuesday, August 6, 2019 at 4:00 p.m.

Information should be mailed to: City of Charleston, ATTN: RFP 2019 HOME Project: Post Office Box 420, Charleston, MS 38921. Proposals may be hand delivered to: City Hall, 26 South Square, Charleston, MS 38921

For more information contact Ana Ealy, City Clerk, at 662-647-5841.

Instructions to newspaper:

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