



## **Request for Proposal: Microgrant Compliance Program Manager**

### **Introduction**

Advocates for Basic Legal Equality, Inc. (ABLE) seeks a proposal for a Microgrant Compliance Program Manager to support the Miami Valley Environmental Justice Partnership (MVEJP) Project, an Environmental Justice initiative funded by the US Environmental Protection Agency (EPA). The Program Manager will manage and support ABLE's microgrant application process, compliance, and reporting responsibilities. The Program Manager will further the MVEJP's capacity-building and leadership development through positive engagement and guidance provided to individuals, groups, or organizations based within the service area of the Miami Valley Regional Planning Commission (Darke, Greene, Miami, Montgomery, Preble, Shelby, northern Warren counties). The Program Manager is an independent contractor and will not be an ABLE employee.

### **Background**

ABLE is one of several organizations that comprise the MVEJP. Working together, the MVEJP will engage disadvantaged communities in local, state, and federal processes related to environmental health by 1) enhancing the resource acquisition capabilities of community-based organizations by making grant-writing expertise more accessible to their grassroots efforts and 2) improving trust and relationships between local stakeholders and the community members they serve through inclusive involvement in decision-making related to environmental justice matters.

### **Scope of Work**

To help ensure the Project's success, the Program Manager will be responsible for the MVEJP microgrant application and award processes and ensure community-based organization reporting and financial compliance with EPA requirements. The Program Manager will provide regular compliance updates to ABLE's programming, grants, and finance teams at mutually agreed-upon deadlines and participate in EPA collaborative meetings.

The Project Manager will be responsible for two rounds of microgrant opportunities that will be made available during the two and one-half year MVEJP Project period (01/01/2025-06/30/2027), as prescribed in the EPA-approved MVEJP workplan. The Program Manager will identify how and what CBOs must report, provided all reports comply with EPA requirements.

### **Proposal Requirements**

- At least three years of experience preparing and submitting programmatic and financial reporting, with a preference for contractors who have a proven record of successful compliance with federal proposals.
- At least two years of experience submitting successful proposals to a broad range of grant-making entities, with a preference for experience drafting federal proposals.
- Evidence of strong writing and communication skills.
- Ability to work collaboratively with colleagues, community-based organizations, and other stakeholders.
- Successful track record of securing and reporting grants.
- Prior non-profit experience with an emphasis on grant funding preferred.
- Prior project management experience
- PMP or other project management certification preferred.

## **Proposal Submission**

Responses must be delivered via email to ABLE's HCED Managing Attorney Kristie Ortiz, Esq. at [kortiz@ablelaw.org](mailto:kortiz@ablelaw.org)

Proposals should adhere to this format:

1. Cover letter and proposal description, including:
  - Profile with a focus on experience
  - Proposed cost/hourly rate
2. Resume
3. Two examples of successful grant financial reports (redacted as necessary)
4. Two examples of successful programmatic funding reports (redacted as necessary)
5. Two examples of completed grant proposals (redacted as necessary)
6. Three references

**Questions about this RFP may be directed to Kristie Ortiz, Esq. at**

**[kortiz@ablelaw.org](mailto:kortiz@ablelaw.org)**

### Timeline

Issue RFP: November 7, 2024

Proposals Due: November 29, 2024

Projected Award Date: December 19, 2024

Project Implementation: January 1, 2025 – June 30, 2027

### **Evaluation Criteria**

ABLE will use the following criteria, among others, to evaluate proposals to provide services. Experience of the vendor in delivering services requested, including but not limited to the number of competitive proposals managed for private and public funders and the number of successfully managed programmatic and financial grant reporting.

2. Quality of the services to be provided.
3. Experience in project management.
4. Experience of the vendor teaching grant-writing and grant compliance.
5. Experience of the vendor working with community-based organizations.
6. Completion of EPA Grants Management Training (<https://www.epa.gov/grants/epa-grants-management-training-applicants-and-recipients>) and How to Develop a Budget Training (<https://www.epa.gov/grants/how-develop-budget>)
7. Accessibility of the vendor to community leaders and community-based organizations.
8. Commitment to diversity, equity, and inclusion.
9. Cost of the services to be provided.
10. Vendor's Disadvantaged Business Enterprise (DBE) status.
11. Referrals and general information on the Vendor.

### **Terms and Conditions**

1. **Deadline:** Applicants should allow enough electronic delivery time to ensure timely receipt of their proposals by the RFP Coordinator. Applicants assume the risk for any technical and/or electronic delivery issues. Late proposals will not be accepted.
2. **Good faith effort:** ABLE will engage in good faith efforts to contract with DBEs when procuring equipment, services and supplies under an EPA financial assistance

agreement.

3. Responses are the Property of ABLE: All proposals, accompanying documentation, and other materials submitted in response to this RFP shall become the property of ABLE and will not be returned.
4. Proprietary Information: All responses submitted to this RFP are and will remain confidential until the evaluation is complete, and the vendor is selected and approved.
5. RFP Amendments/Cancellation/Reissue/Reopen: ABLE reserves the right to change the RFP schedule and to issue amendments to this RFP at any time. ABLE also reserves the right to cancel or reissue the RFP.
6. No Obligation to Execute a Contract: The release of this RFP does not compel ABLE to enter into any contract. ABLE reserves the right to refrain from contracting with any person or firm that responds to this RFP. Exercise of this reserved right does not affect ABLE's right to contract with any other person or firm.
7. Multiple Contracts: ABLE reserves the right to contract with more than one person or firm responding to this RFP.
8. Non-Endorsement: The selection of a firm pursuant to this RFP does not constitute an endorsement of the firm's services. The firm agrees to make no reference to ABLE in any literature, promotional materials, brochures, sales presentations, or the like without the express written consent of ABLE.

## Q&A

1. Could you clarify if these positions could be handled by the same firm, or would a conflict arise?

**Yes, they can be handled by the same firm.**

2. Additionally, the Grants Specialist RFP says "three rounds of microgrants [...] during the three-year Project period." But the Compliance Manager says two rounds and 2.5 years. I'm assuming the latter is accurate with the pushback of the start date but wish to confirm.

**Yes, the latter is correct. There are two concurrent rounds of microgrants, and it is 2.5 years now that the start date of the project will start January 1, 2025.**