



## Grants Specialist | Request for Proposal

### Introduction

Advocates for Basic Legal Equality, Inc. (ABLE) seeks a proposal for a Grants Specialist to support the Miami Valley Environmental Justice Partnership (MVEJP) Project, a three-year Environmental Justice initiative funded by the US Environmental Protection Agency (EPA). The Grant Specialist will support the Project's capacity-building and leadership development by providing grant-writing and compliance assistance to individuals, groups, or organizations based within the service jurisdiction of the Miami Valley Regional Planning Commission (Darke, Greene, Miami, Montgomery, Preble, Shelby, northern Warren counties). The Grant Specialist 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 by way of a Grant Specialist 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 fulfill the Project's capacity-building function, the Grant Specialist will share information and, as capacity permits, provide tailored guidance on grant writing, reporting, and compliance with community-based organizations; the Grant Specialist will not be responsible for drafting narratives or ensuring compliance. Based on the specific needs of the requestor, grant proposal assistance may include: small group trainings, one-on-one review of grant solicitations and proposed applications at any point prior to submission, consultation on project approach and on grant requirement satisfaction, and identification of potential community partners and sub-awardees.

Two rounds of microgrant opportunities will be made available during the two and half-year Project period. Requests for grant-writing assistance will be reviewed and approved by MVEJP and must be related to projects seeking to address environmental justice matters. The Grants Specialist will not exceed an average of 56.9 hours per month supporting community-based organizations pursuing micro-grant opportunities focused on environmental justice advocacy. This is a part-time, independent contractor position. The Grant Specialist will determine what and how grant-writing and compliance guidance will be provided to community-based organizations and leaders who have been approved by MVEJP to receive support.

### Proposal Requirements

- At least three years of experience submitting proposals to a broad range of grant-making entities, with a preference for experience drafting federal proposals.
- Strong research, writing, and communication skills.
- Ability to work collaboratively with staff, community-based organizations, and other stakeholders
- Successful track record of securing grants
- Prior non-profit experience with an emphasis on grant funding preferred.

## **Proposal Submission**

Responses must be delivered via email to ABLE's HCED Managing Attorney, Kristie Ortiz 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. Three examples of completed grant proposals (redacted as necessary)
4. 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:

1. Experience of the vendor in delivering services requested, including but not limited to the number of competitive proposals submitted to private and public funders and the success rate.
2. Quality of the services to be provided.
3. Experience of the vendor teaching grant-writing and grant compliance.
4. Experience of the vendor working with community-based organizations.
5. Accessibility of the vendor to community leaders and community-based organizations.
6. Commitment to diversity, equity, and inclusion.
7. Cost of the services to be provided.
8. Vendor's Disadvantaged Business Enterprise (DBE) status.
9. The vendor has his/her/its own computer and workspace.
10. 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.
9. The Grant Specialist is an independent contractor position and will not be an ABLE employee.

## 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.**

3. Can you tell me a little about the community-based organizations that will be the beneficiaries of these services?

**The community-based organizations that service the Miami Valley communities that are underserved specifically; 1) racial and ethnic minority groups, 2) low-income households and zip-codes, and 3) historically redlined neighborhoods and areas. These priority demographic categories represent underserved communities occupied by residents facing various environmental and public health harms and risks (e.g., air, water, waste, sound, housing, and many more) and those most vulnerable to environmental injustice.**