REQUEST FOR PROPOSALS

Project Grant Writing Training Technical Assistance to Community Based Organizations participating in the Deep South Center for Environmental Justice’s
Community Investment Recovery Center
An Environmental Justice Thriving Communities Technical Assistance Center

Introduction and Background

Deep South Center for Environmental Justice is seeking proposals from firms or teams of firms experienced in providing project-related grant writing training technical assistance to Community-Based Organizations (CBOs).

The Deep South Center for Environmental Justice (DSCEJ) is dedicated to improving the lives of children and families harmed by pollution and vulnerable to climate change through research, education, community, student engagement for equitable systems, and health and safety workforce training for environmental careers. Founded in 1992, the DSCEJ is the longest-serving environmental justice resource center that provides opportunities for communities, scientific researchers, and decision-makers to collaborate on projects that promote the rights of all people to be free from environmental harm as it impacts health, jobs, housing, education, and quality of life. The DSCEJ executes its programming through three operational components: (1) Research and Policy Studies, (2) Community and Student Education, Training, and Engagement, and (3) Environmental, Health and Safety Worker Training. The DSCEJ employs a full-time staff of 30.

The Community Investment Recovery Center (CIRC), an EPA Environmental Justice Thriving Communities Technical Assistance Center serves as a resource for participants interested in participating in environmental and energy justice programs and policy development, as well as understanding and utilizing environmental and energy grant programs to advance environmental and energy justice. CIRC's goal is to build the capacity of community-based organizations so that they can apply for grants for projects that will create thriving communities. The focus of the CIRC is underserved urban and rural communities within EPA Regions 4 and 6.

Scope of Work

The Grant Writing Training Technical assistance supports communities in successfully advancing projects identified through meaningful public involvement that delivers a broad set of transportation, climate, equity, housing, economic, and other community benefits. Project Grant Writing Training Technical Assistance is intended to support the CBOs in the following areas:
1) Two-hour virtual grant writing training sessions delivered to community-based organizations (CBOs) participating in the DSCEJ’s Community Investment and Recovery Center (CIRC) summer 2024 programming in the areas of:

   a. Proposal Budget and Budget Narrative
   b. Reporting Requirements and Compliance
   c. Evaluation Planning
   d. Logic Models to develop a work plan

2) Provide access to consultant’s Grant Writing Training Platform.

3) Provide virtual training sessions on how to use the platform for appropriate DSCEJ staff and CIRC CBOs.

DSCEJ intends to award a contract to a grant writing training consultant firm that will provide grant writing training to 15 of its CIRC CBOs for a limited period of time, July 1, 2024 through August 31, 2024. Interested organizations should submit a proposal that addresses the areas listed under the scope of work.

**DEADLINE:** Application packages must be submitted on or before **June 10, 2024, at 4:59 PM (Central Time)** by email to fuziehj@dscej.org. Applications received after the closing date and time will not be considered.

**Proposal Requirements**

The successful firm should be prepared to begin work on July 1, 2024. Proposals must include the following information:

1) Name of the lead firm and any sub-consultants.

2) The point of contact (name, title, phone number, mailing address, and email address) at the lead firm.

3) Describe your experience working with underrepresented communities providing grant writing training.

   a. Experience executing virtual training projects that address building the capacity of CBOs in the area of grant writing
   b. Experience supporting disadvantaged, rural, and tribal communities on equity-related issues such as equitable development and inclusive community engagement

4) Qualifications and technical competence of consultant/or sub-consultants in the type of work required.
5) Provide a description of your experience on similar projects, including a list of at least three references within the past five years, with current contact information.

6) This should include a short summary of the consultant’s relative areas of expertise, years of experience, employment and education history as well as a brief snapshot of related training history noting work with disadvantaged communities, comprehensive capacity building training. Replacement of key staff is subject to DSCEJ approval.

7) Listing of key project personnel and their qualifications and roles related to the project.

8) The proposed firm’s Project Consultant must be a certified grant writing trainer, preferably with at least 10 years of working with disadvantaged communities.

9) The address of the consultant’s office performing the work.

10) A detailed description of the technical approach proposed for completing the work described in the scope of work.

11) A proposed labor rates

**Evaluation Criteria**

The review of written proposals and interviews will be based on the following evaluation criteria, with the relative weights in parentheses:

1. Related grant writing experience, qualifications of the firm or project team working with disadvantaged communities (50%)
2. Virtual Training Experience of the Consultant (25%)
3. Grant Writing Training Platform (25%)

According to the contract with EPA for the conduct of this project, the following must be observed in relation to the work to be conducted under this RFP:

**Use of Logos**

As the funds for this contract have been provided by the EPA, if the EPA logo is appearing along with logos from other participating entities on websites, outreach materials, or reports, it must **not** be prominently displayed to imply that any of the recipient or subrecipient’s activities are being conducted by the EPA. Instead, the EPA logo should be accompanied with a statement indicating that the contractor received financial support from the EPA under an Assistance Agreement.