



A Community Action Agency

2023
Request for Proposal

Grant Writer
Transforming Communities Initiative and Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.
P.O. Box 430598
Pontiac, MI 48343-0598

E-MAIL SUBMISSIONS TO: Erica Karfonta, Consultant, ericak@olhsa.org.

TIMELINE

The timeline below indicates the specific dates for this RFP process:

- RFP announced: November 10, 2023
- Questions submitted by: November 20, 2023, @ 5:00 PM (EST)
- Answers to questions posted by: November 22, 2023
- **Proposal submissions due:** **December 1, 2023, @ 5:00 PM (EST)**
- Proposal review process: December 4–8, 2023
- Announcement of selection: December 11, 2023
- Agreement and funding processing: Begins December 12, 2023

Oakland Livingston Human Service Agency (OLHSA) reserves the right to proceed under a modified version of this timeline.

INTRODUCTION

Purpose of this Request for Proposal:

The purpose of this Request for Proposal (RFP) is to solicit contractors to deliver grant writing services for Oakland Livingston Human Service Agency (OLHSA) in two main capacities. First, the grant writer shall seek out funding opportunities to sustain the Transforming Community Initiative (TCI) in Pontiac, Michigan, led by OLHSA. Second, the grant writer will pursue funding for [OLHSA](#) to develop programming related to strategic plan goals and sustain program needs. This will be achieved by developing, writing, and submitting grant proposals to federal, state, local and private funding sources. These sources of funding will be approved through collaborative decision-making between the grant writer, OLHSA’s executive team, and the steering team for TCI.

The grant writer will split their writing time between forty percent (40%) for the Transforming Communities Initiative (TCI), and sixty percent (60%) for OLHSA in general.

OLHSA has collaborated closely with Trinity Health to establish a comprehensive framework for their joint initiative. This framework defines the specific roles, responsibilities, and expectations for everyone involved. The grant writer will work with OLHSA’s designated point of contact, Erica Karfonta, OLHSA Consultant, on grant opportunities for TCI and OLHSA’s Executive Staff. They will work together to secure funding sources that will ensure the long-term financial sustainability of TCI, extending beyond the initial Trinity Health funding period that ends in 2027, and to secure new grants for OLHSA through the same period.

Transforming Communities Initiative Background:

Trinity Health's Transforming Communities Initiative (TCI) is a funding and technical assistance initiative that works at policy, system, and conditional changes. This initiative challenges social issues and engages local community partners and residents in Trinity's service area to work toward their health equity goals. During the next three years, TCI is funding local partnerships to build community capacity and accelerate community health improvements for low-income, Black, and Latinx communities. The focus of this RFP will be working for those living in Pontiac, Michigan to sustain their collaboration that addresses their racial health inequities in the community with other community groups and organizations.

OLHSA, a Community Action Agency, serves low-income residents in Livingston and Oakland counties by addressing the causes and effects of poverty. OLHSA is headquartered in Pontiac, MI, one of the targeted communities for TCI. OLHSA is serving as a local lead agency for TCI and is co-creating a locally-driven and participatory-based approach of implementing and evaluating TCI in Pontiac, MI. As Lead Agency, OLHSA is facilitating the recruitment, selection, and contract oversight for the local TCI work.

Trinity Health created TCI to advance community partnerships and accelerate community health improvement by implementing evidence-based strategies that directly impact priority needs as identified by the hospital's community health needs assessment (CHNA). For additional information on Trinity Health's Transforming Community Initiative, please visit [Trinity Health Impact](#). The end goal of TCI is to create a sustainable resident-led initiative that addresses racial and health equity through one identified priority need for the community. TCI-Pontiac's priority health need is addressing the interweaving between housing and safety.

The grant writer will identify opportunities of non-Trinity sponsored funding, ensuring financial sustainability for the initiative beyond the Trinity funded years. These funds will mainly support the ongoing work of TCI-Pontiac. This may include compensation for contracted individuals, consultants, partners of TCI-Pontiac, and direct needs associated with TCI goals to address the root causes of the priority health need.

OLHSA Grant Writing Background:

Oakland Livingston Human Service Agency is 501(c)(3), private non-profit Community Action Agency that operates in Oakland and Livingston counties in Southeastern Michigan. The agency, formed in 1964, operates approximately 70 different human service programs with an annual operating budget of \$34,000,000. OLHSA is divided into four programmatic areas: Affordable Housing Development, Community & Energy Services, Early Childhood Services, and Health, Housing, & Nutrition. Our largest program is Head Start which serves 0–4-year-old children. We also operate the Weatherization Assistance Program, Ryan White, and HOPWA programs for individuals living with HIV/AIDS, along with several housing and emergency assistance programs.

Historically, OLHSA's program management that oversees client service delivery would also identify and pursue grants to support the agency's strategic goals and ongoing program funding expectations. Program directors work together to collaborate on new and existing grants to

maximize efficiency, reduce duplication or competition between programs, leverage diverse knowledge and skills, and ease operation changes when grants are received and implemented. Additionally, OLHSA's major strategic goals require improving leadership and technology capacity through cross-divisional collaboration. These improvements happen routinely between management of program divisions, human resources, finance department, and the executive office. Our collaborative grant process will be central to the engagement process of the selected grant writer in determining how and what grants to pursue for OLHSA.

Objectives and Services Requested:

Grant writing for TCI will support community-based participation efforts in Pontiac to address the interweaving of housing and safety needs through a racial and health equity lens. A TCI multi-sector collaborative group will be formed upon completion of a root cause analysis by local residents and TCI partners. A community action plan detailing the specifics of TCI-Pontiac's goals and strategies will be developed by early 2024. The grant writer will become familiar with these aspects of TCI to best identify and apply for grant funding, ensuring the initiative's financial sustainability beyond 2027.

Grant writing for OLHSA requires identifying avenues of funding that addresses living wage gaps, increases housing accessibility, improves school readiness, reduces energy burdens for local residents, and builds OLHSA's organizational capacity. Organizational capacity funding needs include bundling services, adopting new technology to improve services, and strengthening performance of qualified employee coaches, case managers, and program management.

Ultimately, the grant writer's goal is to pursue sustainable funding to maintain the work of TCI beyond its funded years, and to broaden OLHSA's funding to expand the programs and services provided to its clients according to the agency's strategic goals.

Below are the responsibilities of the grant writer to serve both TCI and OLHSA:

1. Research and identify new government, corporate, foundation, and private funding prospects to match TCI and OLHSA's priorities
2. Generate high-quality proposals, applications, and supporting documents in response to solicitations consistent with the policies of TCI and OLHSA
3. Maintain responsibility for grant schedules and tracking grants
4. Serve as a liaison to funding agencies /organizations in coordination with OLHSA during the research, planning, and writing phases
5. Collaborate with appropriate program staff to develop project/program budgets for grants that are being pursued and make recommendations to staff based on grantor's budget guidelines

6. Submit meticulously researched, eloquently composed, and thoroughly documented grant proposals, letters of inquiry, and concept papers promptly
7. Maintain contact with grant-making organizations during their review of the submitted grant application. Supply additional supportive grant material, if requested by funder, and follow-up on progress of submitted proposals, as needed
8. Develop and maintain a master file of all grant proposals, encompassing potential, pending, awarded, and non-awarded grants, while clearly distinguishing between those directed to TCI and OLHSA
9. Remain up-to-date with current best practices relative to grant proposals
10. Grant administration services are performed internally at OLHSA; therefore the grant writer must demonstrate experience in successfully and collaboratively working in environments where grant writer and grant administration skills are separate.
11. Attend TCI Steering Team meetings, Multi-sector Collaborative meetings, and OLHSA executive team meetings to receive information and share progress/status on grant funding proposals
12. Shall submit each month to OLHSA a detailed report of the status of all grant opportunities identified
13. Other services as needed and decided together.

Key Deliverables

Overall:

- Identify a metric tool to measure the successes of grant writing performance
- Create an updated master list of coordinated grants

TCI-Pontiac:

- At least 10% of the Trinity Health TCI annual budget shall be matched by non-Trinity and non-government funding each year
- Target percentages and amounts will be determined annually through collaborative decision-making between grant writer and OLHSA and changing needs of TCI's Community Action Plan.

OLHSA:

- Target percentages and amounts will be determined annually through collaborative decision-making between grant writer and OLHSA and changing needs of the agency's strategic plan goals (an updated strategic plan will be created in 2024).

PROPOSAL REQUIREMENTS

Interested respondents are invited to submit proposals that contain the below information. Respondents should letter and number responses as presented.

I. Introduction (cover letter)

Include the following:

1. Name of respondent (person or organization)
2. Respondent address
3. Respondant telephone number
4. Respondent federal tax identification number
5. Name, title address, phone number, and email address of contact person authorized to contractually obligate the Respondent. This person should also sign the letter.

II. Experience, Qualifications, and Employee Assignments:

- Minimum bachelor's degree or demonstrated 5 years of specific grant writing experience
- Proven track record in creating complex proposals and grants from diverse sources
- Previous personal/professional experience working on behalf of low-income communities or with organizations with missions to improve quality of life for residents
- Evidence of experience in grant writing or seeking funding or sponsors from various sources for programs and projects
- Knowledge of grant application process, scoring criteria, funding cycles, and regulations
- Compile, write, and edit grant applications exhibiting strong expository writing skills and a high-level command of grammar and spelling
- Skilled in navigating conflict and negotiating priorities between individuals and groups
- A willingness to be coached and take part in critical self-reflection
- Ability to work independently and collaboratively
- Organized and able to implement systems for follow-up including grant progress tracking
- Research skills and basic data literacy skills to develop grant proposals
- Knowledge of social and racial justice principles and practices
- Skilled in Microsoft Office and Google Suites and web-based programs

- Identify employees, sub-contractors, and supporting individuals or groups contributing to the respondent's work performed, each person's qualifications, and responsibilities assigned to each for their work completed
- Ability to attend events, meetings, and activities in-person and virtually with flexible times of day to maximize inclusiveness.
- All individuals working on this contract are required to submit to criminal and sexual background checks
- Maintain required insurance certifications

Respond with the following:

1. Explain your qualifications and experience as related to the information presented above.
2. Describe any prior engagements you have to deliver grant writing services for community-level initiatives or mid to large size non-profits.
3. Identify all individuals who would be assigned to provide the services described above and the functions performed by each
4. Include resumes or curriculum vitae of each designated above, including the name, position, telephone number, and email address.
5. Please provide three references for grant writing work performed in the last three (3) years.
6. Please provide one example of your grant writing work. Excerpts compiled to show different aspects of written work will suffice.

III. Grant Writer Work Plan

- € Work closely with OLHSA and members of the TCI steering group to support the efforts directed towards housing and neighborhood safety with the goal of a fully sustainable initiative.
- € Work closely with OLHSA executives, directors, and program managers to support OLHSA programs and strategic goals.
- € Assess and determine the best grant funding plan for both TCI-Pontiac and OLHSA
 - Identification of funding opportunities that fit the missions of either TCI-Pontiac or OLHSA
 - Creation of a grant proposal tracking system for progress
 - Coordinate determining the needs to fulfill various grant's requirements, evaluation and proof of progress, and reports to sponsors and funders
 - Identify metric systems to measure the effectiveness and successfulness of grant proposals pursued and received
- € Attend individual and group meetings with various partners of TCI and OLHSA staff.

- € Support OLHSA with other requirements regarding both aspects of the grant writing responsibilities.
- € Establish a grant writing plan for TCI-Pontiac to be included in the initiative’s overarching Community Action Plan.
- € Contribute to the development plan for OLHSA.
- € Achieve key deliverables as described above in objectives and services requested.

Respond with the following:

1. Explanation with evidence on how to achieve the above work plan.
2. Describe your current capacity to accomplish the work in the required timeframe.

IV. Fee for Services

A fee schedule should be all-inclusive and presented on an hourly basis and associated with the specifications of the work plan. Respondent must provide a detailed price breakdown including fees for: A) Researching and Vetting, B) Developing (including collaborating on joint proposals), C) Writing, D) Consulting, E) Project Managing, and F) Other Costs.

Respond with the following:

1. Please include a schedule of fees specific to the work plan. Please recognize that each year is built upon the success and analysis of the prior year, and we recognize that decisions are made with each other as we learn and adapt. Therefore, flexibility is highly regarded among partners of TCI-Pontiac and within OLHSA. Collaboration is highly regarded for preparing budgets that are mutually beneficial year to year.
2. Please include any costs not associated with the scope of work that may offer additional options to expand services as you may recommend.

SELECTION CRITERIA

OLHSA's criteria for evaluating proposals and process for selecting the chosen proposal:

Experience, Qualifications, and Employee Assignments	50 Points
Work Plan	40 Points
Fee for Services	10 Points

If needed, oral interviews may be held and used to determine which respondent will be selected to enter into contract negotiations. Unsuccessful respondents will be notified as soon as possible. A committee of OLHSA staff will convene to review the proposals received and determine the eligibility and scoring of each of the respondents based upon the criteria stated above and in the best interest of OLHSA.

Inquiries

All inquiries concerning this Request for Proposal (RFP) will be submitted by email to ericak@olhsa.org. Inquiries are due by November 20, 2023, @ 5:00 PM. By November 22, 2023, responses to questions will be posted to the OLHSA [website](#). If you require technical assistance with the link, please email ericak@olhsa.org.

Oversight and Management

Oversight of the Agreement will be exercised by OLHSA's Executive Office, with Erica Karfonta, Consultant, serving as the point of contact for the Grant Writer. Together, they will coordinate the work with TCI partners and OLHSA program directors and executives.

AGREEMENT TYPE AND PAYMENT SCHEDULE

The agreement will operate from the signing of the agreement through June 30, 2027. Invoices must be submitted quarterly, unless other agreements are made. Any major changes to scope of work or deliverables will be agreed upon in writing; the grant writer contract will then be amended accordingly.

GUIDELINES FOR SUBMISSION

1. Interested respondents are invited to submit proposals that contain the information set forth in this request. Please respond in the order presented above.
2. The Respondent selected for this proposal will be required to show evidence of, and maintain throughout the completion of the project, all required certificates of insurance. The successful Respondent shall provide proof of insurance to OLHSA prior to the contract start and release of funding. Coverage shall not lapse during the period of contract. Any contract extension will require proof of insurance for the time service is extended according to amendments made to the contract.
3. Review of respondents will be extended if necessary and until the grant writer is identified.
4. OLHSA reserves the right to reject any and all proposals and to request any additional information it deems necessary to supplement the proposal and/or reach agreement
5. Questions about this RFP are due by November 20, 2023, at 5:00 PM. By November 22, 2023, responses to questions will be posted to the OLHSA website. If you require technical assistance with the link, please email ericak@olhsa.org.
6. **One (1) electronic copy** of your response to this RFP should be **emailed** to Erica Karfonta, Consultant at OLHSA, at ericak@olhsa.org with the subject line as "Grant Writer RFP". The RFP document should be:
 - a. Submitted in a word document or PDF;

- b. No more than 10 pages (not including attestation sheet, cover letter, resumes, or example of grant writing work);
 - c. Submitted as a single document with no attachments.
7. Responses to this RFP must be received **no later than December 1, 2023, at 5:00 PM**. It is the sole responsibility of respondents to take notice of the date and time that this request for proposal is due, and ensure that their submissions are received prior to the due date and time.

MISCELLANEOUS

OLHSA reserves the right to accept or reject any part of the proposals, and accept or reject any and all proposals without penalty. OLHSA reserves the right to waive minor deficiencies and informalities if, in the judgment of OLHSA, the best interests of OLHSA shall be served.

NOTE ABOUT CONTRACTS AND AGREEMENTS

The following standard contracting terms and conditions are incorporated and shall become a part of any contract or agreement with OLHSA. These terms and conditions derive from the quasi-governmental nature and limited resources of OLHSA.

OLHSA DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of any state other than Michigan;
4. Procure types or amounts of insurance beyond those OLHSA already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to OLHSA policies of insurance;
6. Pay attorney's fees; costs, including collection costs; expenses or liquidation damage;
7. Permit any entity to change unilaterally any term or condition once the contract is signed;
8. Automatic renewals for term(s) greater than a month-to-month;
9. Limitations on OLHSA's recovery on lawful damages incurred as a result of breach of the contract;
10. Limitation of the time period under which claims can be made or actions brought arising from the contract;
11. Contractor's terms prevailing over OLHSA's standard terms and conditions, including addenda; and
12. Unilateral modifications to the contract by the contractor

By submitting a response to the a Request for Proposal, you understand and agree that:

1. The above standard terms and conditions are thereby incorporated into any agreement entered between OLHSA and you and your organization; that such terms and conditions shall control in the event of any conflict with such agreement; and that your entity will not oppose or demand contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any term and/or condition to the contrary.

ADDITIONAL INFORMATION

1. About Trinity Health [About us - Trinity Health \(trinity-health.org\)](http://trinity-health.org)
2. About OLHSA [About OLHSA | OLHSA](#)
3. Pontiac Coalitions and Organizations - [Collaborations - Pontiac Collective Impact Partnership](#)
4. [History of Pontiac and Local Collaboration](#)

FURTHER QUESTIONS

If you have further questions, please contact Erica Karfonta at ericak@olhsa.org or by phone by calling (313)-570-0033.