



Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Request for Proposals

12-RFP-822

For More Information: Tiffany S. Ashworth, tashworth@karuk.us
Proposal Deadline: October 1, 2012 by 5 p.m. (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work for a Grant Writer/Resource Developer to facilitate funding research; develop/maintain a potential funding sources database; develop, review and edit grant proposals; and to provide general grant related support to departments in developing proposals.

In general, the respondent should have demonstrated experience in grant writing/administration, including strong writing, editing and proofreading skills; ability to be flexible and work on multiple projects, adhering to deadlines, and working in a culturally diverse environment.

The duration for these services is initially for six (6) month period, with the option of renewal upon written mutual agreement by both parties. In addition, it may be necessary for respondent to work on-site at the Karuk Tribe's Administrative Office located in Happy Camp, California.

A bi-weekly report on activities will be required with bi-weekly payment will upon approval of the bi-weekly report.

Task One – Funding Research

- Monitors Notices of Funding Availability (NOFAs), Requests for Proposals (RFPs), the Federal Register and other notifications of public and private sector resources available to meet high-priority needs of the tribal membership.
- Assists staff and Tribal administrators/directors with the review of grant opportunities and prioritize to maintain consistency of mission with the Tribe's strategic plan, including conducting an analysis of funding opportunities that may require drafting a summary.

Task Two – Develop, Review, and Edit Funding Opportunities

- Act as project leader for all assigned grant applications to include the creation of grant completion timelines and gathering/compiling necessary information from Tribal administrators/directors for grant completion. Performs necessary research to supplement application narrative, budget, or attachments.
- Assists Tribal administrators/department directors in developing program strategies, goals, work plans (including goals and process objectives & outcomes), staffing plans, funding priorities, and budgets. Realistic time frames for program implementation and sustainability shall be considered and developed.
- Assists in the facilitation of program coordination and optimum resource utilization by serving as a liaison between Tribal departments and programs. This may include: attending regular department meetings, meeting with department directors regularly to discuss goals and funding opportunities, and attending department events to gain a better understanding of department activities.
- Acts as a liaison to funding sources, including the Counties of Humboldt and Siskiyou and other local, private, county, state and federal agencies. Considers establishing on-going support relationships when approaching foundations as well as one-time gift opportunities.

- Assists Tribal administrators and department directors in the development of internal and external assessment instruments and evaluation methods for grants, as well as reporting procedures that are responsive to funder requests.
- Reviews and edit grant applications (forms, narratives, budgets, and attachments) for grammatical and informational completeness, review content for clarity, and make constructive suggestions, as requested.
- Provides research assistance to the Grant Writer/Resource Developer.

Task Three – General Grant Related Support

- Responds as appropriate to notifications and inquiries received from Tribal administrators/department directors and assists with sharing information regarding resource availability with Tribal administrators and department directors at the request of the Director of Administrative Programs and Compliance.
- Attends bi-monthly Tribal Council planning meetings and monthly Tribal Council meetings as necessary.
- Assists with the internal workings of the Happy Camp Grants Office. This includes: maintaining a transparent filing system, making copies of grants available to Director of Administrative Programs and Compliance, providing Self-Governance with copies of Tribal Resolutions, returning all phone calls and correspondence (written and electronic), and other related tasks.

Minimum Requirements:

Minimum 3 years of demonstrated grant writing experience in tribal government (preferred), municipal or other government writing for grant writers or firms.

Responses to this Request for Proposals should include the following:

- 1) *Contact information:* Applicant name and contact information (email, phone(s), mailing address), etc., including names of all partner(s), principals(s) and/or owner(s) of the firm.
- 2) *Minimum requirements:* Please attach resume and/or other documentation demonstrating compliance with the “Minimum Requirements” detailed above for all assigned personnel.
- 3) *Statement of Qualifications/Experience:* Describe experience in writing, submitting and securing grants for governmental organization, tribal preferred.
 - Description should also include your knowledge of the regulations associated with appropriate funding sources for tribal and/or other governmental agencies.
 - Describe in detail what your services include.
 - Describe your firm’s ability with regard to not only grant writing expertise but also expertise in the area of grant research, grant summarization, and grant appropriateness, demographic analysis of the Board, State, Region and understanding of legal issues relating to grant application and writing.
 - Describe the firm’s involvement and affiliation with professional associations directly involved in support grant writers or grant writing firms, as well as, involvement with related governmental agencies.
 - Please list all public entities/agencies for which you presently serve as grant writer complete with term of appointment and contact person and related phone number.
- 4) *Cost:* Description of your pricing structure (how you normally charge for grant writing and submission services). Typical hourly or per project fees can be included, but be aware that grant writers will be compensated on a per grant written/submitted basis, with the amount/cost structure being mutually agreed-to between the selected writer and the Tribe on a project-by-project basis.
- 5) *References:* Provide the name, title, and contact information (email and phone) for three professional references familiar with your grant writing and submission skills. At least one reference must be from a representative of a higher education institution.
- 6) *Writing Sample:* Attach an excerpt from a grant you have written that is representative of your work and writing style (the excerpt should not exceed 5 pages and should not contain any sensitive, confidential or proprietary information – writing sample will not be returned).

Responses must be hand, mail, fax, or email delivered no later than October 1, 2012 by 5 p.m. (Pacific Standard Time) to:

Tiffany Ashworth, Director of Administrative Programs and Compliance
Karuk Tribe Administration Office
64236 Second Avenue
P.O. Box 1016
Happy Camp, CA 96039
Faxes will be accepted at (530) 493-2342
Emails will be accepted at tashworth@karuk.us

Indian Preference will apply in the selection process in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 47) and/or the Tribal Employment Rights Ordinance (TERO), based on funding source requirements.

All contracts that exceed \$2,500.00 shall be subject to a 2% Tribal Employment Rights Fee in accordance with the TERO Ordinance.

If applicable, construction contracts in excess of \$2,000, when required by Federal grant program legislation, are subject to compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5).