

## Northwest Community Land Trust Coalition

### Request for Qualifications/Proposals for Grantwriting Consultant

## Purpose

The Northwest Community Land Trust Coalition (NWCLTC) is requesting qualifications and quotes for the composition and submittal of funding applications for the creation of a Capacity Building Institute and Peer Mentoring Program, as further detailed below.

The contacts for this RFQ/RFP are:

✚ Marney McCleary/406-471-0079/[mmccleary@rcac.org](mailto:mmccleary@rcac.org)

✚ Dean Fearing/360-383-7274/[deanfearing@kulshanc.lt.org](mailto:deanfearing@kulshanc.lt.org)

**Please contact one or both of us with questions.**

## Background

**The NWCLTC Board of Directors has determined that funding is required to build the capacity of the organization in order to hire a full time staff person to administer grant funds and manage the Capacity Building Institute and Peer Mentoring Program.**

Since our inception in 2004, the NWCLTC has been providing technical support and education to our growing membership base. In January 2019, the NWCLTC board made the decision to build the organizations' capacity and redevelop training programs that it had when the organization was last staffed (over 10 years ago). The NWCLTC board, with 10 board members representing our geographic service area, has recognized the pressing need to expand educational opportunities for members, especially start-up CLTs. Currently, the NWCLTC is board driven. Each year the board hosts a gathering that brings together practitioners from around the Northwest. These gatherings are an opportunity for CLTs to learn from peers and experts. It is a way for communities to learn about starting a CLT as well as established CLTs opportunities to learn best practices. Each year the gatherings grow as there is growing interest in CLTs and more and more communities are eager to start CLT programs to preserve homes for working families in their communities.

In 2007 through a generous grant from USHUD and WA State Department of Commerce, the NWCLTC was able to hire an executive director. With this funding, the ED developed a capacity building training for new CLT staff and start-up CLTs. This two-year training program was a significant help to CLTs in the Pacific Northwest. Since that initial Capacity Building Institute (CBI), the NWCLTC membership represents states throughout the Northwest, and has discussed ways to bring the program back, as it is a significant boost to building organizational capacity for member organizations. The NWCLTC board's goal is to redevelop the CBI program to serve our growing movement and membership base and access expertise in the CLT movement from around the country.

The NWCLTC Capacity Building Institute is a series of courses 2 – 4 times per year for 4 years. The purpose of CBI is to utilize expertise to teach new and existing CLT staff best practices for starting and operating a community land trust. The community land trust model, community led development, and permanent affordability are concepts that are unique and complex. The NWCLTC board proposes re-creating the capacity building institute. The CBI was hugely successful with over 40 participants attending from Washington, Oregon and Idaho coming together multiple times over the course of 2 years. Participants had the opportunity to work together to learn best practices for starting a CLT and it was an opportunity for staff at existing CLTs to learn from experts in the field.

The NWCLTC is in the process of developing a second program to support CLTs throughout the Northwest. The Peer Mentoring Program will support CLTs in start-up or transition mode. This program will connect CLTs needing assistance with their colleagues who have faced similar situations. The mentoring members will attend general public or stakeholder meetings to present information and/or to answer questions. They will also engage in peer coaching. This support could be in-person or via a digital conference platform. The host CLT will have to share in a portion of the costs of the visiting CLT members, but the Coalition would be covering many of the expenses.

In accordance with the goal of this new program the CLTs can frame questions and organize their ideas in a more coherent manner, thereby improving the likelihood of success. CLTs that access this program would be expected to send multiple people to the annual regional conferences (gatherings) and to engage in other Coalition encouraged educational opportunities. This activity will be guaranteed through a short agreement between the NWCLTC and the participating CLT.

This program, tentatively called the Peer Mentoring Program and colloquially referred to as the "Roadshow", recently resulted in one event in Moscow, ID where 2 transitioning CLTs and a start-up CLT had access to two NWCLTC Board Directors, one an expert in mortgage lending and the other an Executive Director for a CLT with a similar community profile, that recently grew from a very small organization, to now having multiple houses planned for construction over the next few years. The cost of an in-person event ranges from \$1500-5000, depending on location and number of mentors; and 3-5 events per year would likely meet demand.

## Timelines

**Request for Qualifications/Proposals due by 5:00 p.m. PDT Friday June 12, 2020**

## Scope of Work

- ✚ Identify funding sources relevant to the purpose of the RFQ/RFP;
- ✚ Submit application to identified sources of funding and those additional resources identified by the NWCLTC Board of Directors; and
- ✚ Work in concert with the NWCLTC Board of Directors in the pursuit of funding for staff person.

## Award Basis

Contract will be awarded to the most responsive, reasonably priced respondent.

The term of the resulting contract will be six months, with a six month optional renewal, upon mutual agreement of the parties.

## Response

Enter your consulting fee breakdown on **Exhibit A**, and e-mail your response so that it is received by Marney McCleary or Dean Fearing prior to the deadline established above.

Responses must include:

<b>List of Attachments</b>	<b>Required Submittal Items</b>
Exhibit A – Fee Breakdown	Provide Resume and Narrative of Relevant Experience to the prescribed Scope of Work.

**Exhibit A**  
**Request for Qualifications for Grantwriting Consultant**  
**Fee Breakdown**

This Sheet must be submitted with your electronic quote.

Name of Consultant: \_\_\_\_\_

Provide your TOTAL COST fully burdened hourly rates/etc. as appropriate to the Scope of Work outlined in the RFQ. Your TOTAL COST must be fully burdened to include all costs associated with providing the services outlined in the Scope of Work. Attach your own fee breakdown if you have one.

Fee Breakdown and TOTAL COST: \$\_\_\_\_\_

If awarded the contract, will you meet the timeline for delivery specified in the “Timelines” section of this RFQ?

YES\_\_      \*NO\_\_

\*A ‘NO’ response may disqualify you from consideration for award. If a longer delivery time is required, please provide an explanation:

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Company Name: \_\_\_\_\_

Contact Name/Phone: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

