

# KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way  
Happy Camp, CA 96039  
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street  
Yreka, CA 96097  
Ph: (530) 842-1644 • Fax: (530) 842-1646

## Request for Qualifications

**For More Information:** Adia Supahan, (530) 493-1414 ext. 3110, [asupahan@karuk.us](mailto:asupahan@karuk.us)  
**Proposal Deadline:** Monday, March 25, 2019 no later than 5:00 (Pacific Standard Time)

The Karuk Tribe Housing Authority (KTHA) requests Statement of Qualifications from interested individuals to provide Grant Writing services on an as needed basis. The Grant Writer will gather information and data from KTHA staff to research, develop, write, review, and edit grant/funding proposals. Respondent shall have demonstrated experience in grant writing, including strong writing, editing and proofreading skills, and documented success of receiving grants from multiple funders.

Questions relating directly to the RFQ process are to be directed in writing by email to Adia Supahan, Executive Assistant, [asupahan@karuk.us](mailto:asupahan@karuk.us).

### **General Information about KTHA**

The Karuk Tribe Housing Authority (KTHA) was established in 1984 and currently manages over 220 low income housing units in the communities of Yreka, Happy Camp, and Orleans located along the Klamath River in rural portions of Siskiyou and Humboldt Counties in California. As the Tribally Designated Housing Entity of the Karuk Tribe our mission is *to acquire and maintain assets. KTHA will strive to alleviate the acute shortage of decent, safe and sanitary dwellings for Native American persons of low and moderate income. KTHA will promote and sustain the culture, education, language, health, welfare, self-sufficiency, and economic independence of its residents.*

Affordable housing activities administered by KTHA include low income and elder rental units, lease purchase units, emergency housing units, first time homebuyer loans, down payment assistance, student rent vouchers, elder/disabled/temporary/emergency housing vouchers, home rehabilitation and weatherization grants and loans, home improvement loans, home replacement grants, women's domestic violence transitional housing (operated by Tribe with DOJ/BIA funds), men's transitional (sober living) housing (operated by Tribe with SAMHSA funds), wellness centers with full scale gymnasiums and fitness centers in both Yreka and Happy Camp, computer center in Yreka, in-house construction crew, in-house Security Officers patrolling all three communities.

KTHA's primary funding source is the Department of Housing and Urban Development (HUD) Native American Housing and Self Determination Act (NAHASDA) Indian Housing Block Grant (IHBG). In addition to this funding stream KTHA has successfully leveraged millions of dollars in federal, state, and county resources in order to diversify and maximize services to eligible low income Tribal families. Past and current grant sources include: Low Income Housing Tax Credits, New Markets Tax Credits, American Recovery and Reinvestment Act of 2009 (ARRA), Tribal Homeland Security, Department of Homeland Security, FEMA, Cal-OES, USDA Natural Resource Conservation Service, USDA Rural Development Section 504 Grants and Loans, HUD Indian Community Development Block Grant, Bureau of Indian Affairs Housing Improvement Program, and Section 184 Home Loans.

### **Scope of Work:**

1. Shall monitor Notices of Funding Availability (NOFAs), Requests for Proposals (RFPs), Grants.gov and other notifications of public and private sector resources available to meet funding priorities as provided of the Karuk Tribe Housing Authority

2. Shall develop, prepare, review, and edit grant proposals, including all required forms, narratives, budgets, and attachments, ensuring grammatical and informational completeness and clarity of content.
3. Shall assist KTHA 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 and/or requirements.
4. Shall provide support as requested by KTHA to develop program strategies, goals, work plans (including goals and process objectives & outcomes,), staffing plans, and budgets. Realistic time frames for program implementation and sustainability shall be considered and developed.
5. Shall facilitate project specific grant coordination and resource utilization. This may include attending meetings with KTHA staff to discuss goals and funding opportunities, and attending department events to gain a better understanding of activities.
6. Must be able to travel to all three KTHA communities, as needed.

**Responsibility of Proposer:**

KTHA will award contracts only to responsible prospective respondents who have the ability to perform successfully under the terms and conditions of the proposed contract. To be determined responsible a proposer must:

1. Have adequate financial resources to perform the contract;
2. Have a satisfactory performance record;
3. Have a satisfactory record of integrity and business ethics;
4. Have a satisfactory record of compliance with public policy;
5. Respondent must not have a delinquent debt with KTHA or the Karuk Tribe;
6. Respondent must certify that there are no conflicts of interest which would prevent them from impartially representing the KTHA.

Proposal must be responsive, responsive means: whose bid or proposal substantially complies with all the requirements of the RFQ. Before being considered for award, additional documentation or information may be requested, failure to provide such additional information shall render the proposer nonresponsive and ineligible for an award.

**Responses to this Request for Qualifications shall include the following:**

Please limit the proposal to succinct yet informative and concise documents. The following items should be included in all proposals submitted:

1. Cover letter with full contact information, including daytime number and email address.
2. A statement of qualifications.
3. Two (2) writing samples of not more than two (2) pages each that demonstrate the ability to clearly, persuasively, and accurately prepare grant applications.

4. A detailed fee schedule that includes all costs needed to provide the required services.
5. A proposed approach and rationale for providing all items in the above “Scope of Work”, including descriptions of similar work previously completed within the last five (5) years and the results achieved.
6. Names and telephone numbers of five (5) recent client references, three (3) of which must be related to providing grant writing services within the last two (2) years.
7. Demonstrated proof of Tribal Enrollment, or Indian ownership, if applicable.
8. Completed Karuk TERO Compliance Plan (attached).

**Evaluation Criteria:**

KTHA reserves the right to interview some or all respondents prior to making an award. Responses will be evaluated using the following point system:

|  |                   |
|--|-------------------|
| Relevant experience and successful track record of acquiring grant funding for organizations of a similar size and/or mission.   | up to 20 points   |
| Quality of writing samples submitted.  | up to 15 points   |
| Capacity and experience working with Native American Tribes, Tribally Designated Housing Entities, and/or Tribal Housing Authorities.  | up to 15 points   |
| Previous client references related to providing grant writing services.  | up to 15 points   |
| Volume and nature of present workload relative to ability to fulfill the Scope of Work and meet necessary deadlines, and ability to commit additional time for accelerated assistance, when necessary. | up to 10 points   |
| Cost, based on hourly rate(s).   | up to 10 points   |
| Member of Federally Recognized Tribe, or Indian owned and controlled company.  | 15 points         |
| <b>Maximum Points</b>  | <b>100 Points</b> |

**Proposal Preparation and Submission**

Proposers shall examine all proposal documents, and any and all other documents included with or referred to in the Request for Qualifications. Failure to do so will be at the Proposer’s risk.

Each Proposer shall furnish all information required, and shall address each of the evaluation factors set forth in the Request for Qualifications. Where forms have been included in the Proposal Documents, all such forms shall be completed and all blank spaces must be completed in ink or be typewritten. All documents that require a signature, that shall be signed in ink with the Proposer’s name typed or printed on each document, along with the name and position of the person signing the Proposal. Erasures, interlineations, alterations, or other changes must be initialed by the person signing the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent’s authority. Failure to provide all required information or failure to complete any form in full accordance with the instructions set forth in the Proposal Documents, may result in the rejection of the proposal. Any condition, limitation or provision in the terms of the proposal not specifically provided for in the Request for Qualifications may result in a rejection of the proposal.

All proposals shall be submitted in sealed envelopes.

The KTHA intends to award a contract to the responsible proposer who will be the most advantageous to KTHA considering cost and other evaluation factors set forth in the Request for Qualifications.

KTHA may:

1. Reject any or all proposals if such action is in the KTHA interest,
2. Accept a proposal other than the lowest cost,
3. Waive informalities and minor irregularities in proposals received; provided, that the KTHA shall not be required to waive any informality or irregularity, and/or
4. Award more than one contract for all or part of the requirements stated.

**Amendments:**

All interested parties shall provide an email or fax number at which they can receive amendments or responses to questions. Any proposer desiring an explanation or interpretation of the Request for Qualifications must request it in writing from KTHA at least seven (7) days before the submission deadline. Requests must be transmitted by email, provided that the proposers shall be solely responsible for receipt of such requests by the KTHA. No phone calls for requests for information will be allowed. You may submit these requests to Adia Supahan, Executive Assistant, [asupahan@karuk.us](mailto:asupahan@karuk.us), and reference “**RFQ Grant Writer**” in the subject line.

Any information obtained by, or provided to, a proposer other than formal amendment to the Request for Qualifications shall not constitute a change to the Request for Qualifications.

KTHA shall reserve the right to cancel this RFQ at any time, whether before or after the closing date for the submittal of proposals.

**Late Submissions, Modifications, and Withdrawals of Proposals**

Any proposal received at the place designated in the RFQ after the exact date and time specified for receipt shall not be considered.

Any modification or withdrawal of a proposal must be received by the exact date and time specified for receipt of proposals.

**Responses must be either hand delivered, emailed, sent via UPS/Fedex, or mailed and received at the KTHA office by Monday, March 25, 2019 at 5pm (PST) to:**

Adia Supahan, Executive Assistant  
Karuk Tribe Housing Authority  
PO Box 1159  
635 Jacobs Way, Happy Camp CA 96039  
Emails will be accepted at [asupahan@karuk.us](mailto:asupahan@karuk.us)  
Faxes will **NOT** be accepted.

## **General Provisions**

### ***Indian Preference***

This Request for Proposal is open to all qualified, responsive bidders. Indian Preference will apply in the selection process in accordance with the Karuk Tribe's Tribal Employment Rights Ordinance (TERO) and/or applicable Native American Housing and Self Determination Act (NAHASDA)/Housing and Urban Development (HUD) requirements for projects on or near the Karuk Ancestral Territory.

### ***TERO Compliance Plan (Mandatory/Required)***

A TERO Compliance Plan must be included with your proposal and is included with this solicitation. Questions regarding TERO should be directed to the Karuk Tribe's TERO Office at: (530) 493-1600, Ext. 2030. Indian owned businesses must provide certification from their Tribe of origin. Indian owned businesses not certified by their Tribe of origin must complete a Statement of Qualifications available by contacting the Karuk Tribe's TERO Office at: (530) 493-1600, Ext. 2030.

### ***TERO Fee (Mandatory/Required)***

The Karuk Tribe assesses a TERO (Tribal Employment Rights Ordinance) fee of two percent (2%) of the total for contract amounts that exceed \$2,500.00 on or near the Karuk Ancestral Territory. Additional information for the TERO fee can be obtained by contacting the Karuk Tribe's TERO Office at: (530) 493-1600, Ext. 2030.

### ***Background Check (Mandatory/Required)***

A background check consisting of employment history and professional references may be conducted. Successful respondent(s) must successfully pass a criminal history check in accordance with KTHA Personnel Policy and Federal/State/Tribal requirements.

**TRIBAL EMPLOYMENT RIGHTS OFFICE  
COMPLIANCE PLAN FOR BIDDERS**

Bidder/Employer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Bid Amount: \$ \_\_\_\_\_ TERO Fee (2%): \$ \_\_\_\_\_

**THIS IS AN AGREEMENT BETWEEN THE KARUK TRIBE'S TRIBAL EMPLOYMENT RIGHTS OFFICE (TERO) AND \_\_\_\_\_, HEREINAFTER KNOWN AS "EMPLOYER" CONDUCTING COMMERCE AND EMPLOYMENT ACTIVITY WITHIN THE ANCESTRAL TERRITORY OF THE KARUK TRIBE.**

- Employer shall provide the completed compliance plan with the submission of bid.
- Upon notification of the award, Employer shall contact the TERO Office within ten (10) days prior to any work to be performed.
- Employer shall contact the TERO Office and Contract/Project Manager immediately, in writing, advising of any contract or sub-contractor changes to obtain approval prior to working on the job site.
- Employer understands and agrees to comply with the requirements and procedures in the selection of contractors, sub-contractors, employees and recruitment of viable Indian applicants in accordance with the Karuk Tribe's Employment Rights Ordinance and the Karuk Tribe's Workforce Protection Act (WPA).

By signing below the Employer certifies the position information is true and correct and there have been no omissions in the completion of the labor force projections. Falsification of the information provided will result in sanctions, penalties, fines and/or debarment with the Karuk Tribe.

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Employer Signature

Date



**List Non-Native Contractor/Sub-contractors to be hired for this Project:**

| Contractor/Sub-contractor<br>Contact Person, Phone # and E-mail: | Work to be Performed: |
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**Open Positions:** Employer agrees to hire 100% of all its open positions/Sub-contractors for this project through the TERO Skills Bank. If Employer is unable to hire 100% then company representatives will need to meet with the TERO Director. Failure to comply with this hiring requirement will result in sanctions and/or penalties.

| Job Title/Sub-contractor Needed: | Skills Required: |
|----------------------------------|------------------|
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Number of positions to be filled for this project: \_\_\_\_\_  
 Contact person/info for job referrals: \_\_\_\_\_  
 Date TERO referrals needed: \_\_\_\_\_ Job start date: \_\_\_\_\_

**For Internal Use Only:**

Contract Number #: \_\_\_\_\_ Project Manager: \_\_\_\_\_

TERO Office Approval \_\_\_\_\_ Date: \_\_\_\_\_

**Comments:**