

OGLALA LAKOTA HOUSING AUTHORITY
REQUEST FOR PROPOSALS
Grant Reporting and Grant Administration Assistance
Pine Ridge, SD 57770

July 10, 2026

OLHA Contact Information:

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I. Introduction

The Oglala Lakota Housing Authority (“OLHA”), with its office located at 4 SueAnn Center Dr. P.O. Box 603 Pine Ridge, SD 57770 is seeking competitive proposals from qualified individuals or firms to provide grant reporting, grant administration assistance, and related support services. The selected contractor will work with OLHA administration to assist with grant compliance, reporting requirements, grant management, planning, and technical assistance.

OLHA reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interests of the OLHA. OLHA reserves the right to request additional information from any individual proposer. This RFP does not obligate OLHA to award a contract, procure any services, or reimburse any costs incurred by a proposer in preparing or submitting a proposal. OLHA will evaluate proposals based on the criteria set forth in this RFP.

II. Submission Due Date

Proposals must be submitted to the attention of Carrie Rowland OLHA CEO, no later than 4:30 P.M. Monday August 10, 2026. Late proposals will be rejected. In the interest of fairness to all participants, no extensions or exceptions will be permitted, unless issued as an addendum to this RFP and applicable to all firms.

III. Scope of Work

The selected contractor shall provide grant reporting and grant administration services, including but not limited to the following:

1. Monitor Federal Register, Grants.gov, CodeTalk, and other applicable funding sources for grant opportunities.
2. Share grant application information with OLHA staff and any grant writer retained by OLHA.
3. Assist OLHA with grant reporting and transition of registrations and reporting responsibilities as directed by the CEO, including, but not limited to:
 - IHP-APR
 - ICDBG 22 reporting
 - IHBG Competitive Grant 2020 close-out or amendments
 - IHBG Competitive Grant 2023 reporting

- DOE/OO2 quarterly reports
 - DOE/OO2 close-out requirements
4. Prepare a monthly grant status update and monthly task list for OLHA.
 5. Conduct grant management training through Zoom or in-person meetings as requested by OLHA.
 6. Finalize OLHA's Five-Year Plan for Board approval and assist with implementation and progress reporting.
 7. Assist with demographic information, planning activities, and preparation of information needed for grant proposals.
 8. Provide assistance during emergencies or urgent grant-related matters as requested by the CEO.

IV. Proposal Format and Content

Proposals shall be emailed to Carrie Rowland, CEO, at carrie@oslh.org “Grant Reporting and Grant Administration Assistance 26-28” in the subject of the email. Proposals may not be submitted by facsimile, or by U.S. Mail. All proposals shall be sent by email in Portable Document Format (pdf) or similar readable format. Proposals must include the following:

1. Cover Letter

- a. Provide a cover letter signed by the applicant that includes:
- b. Applicant's name, mailing address, telephone number, and email address.
- c. A statement confirming the applicant's interest in providing grant reporting and administrative services to OLHA.
- d. A statement certifying that the information contained in the proposal is true and correct to the best of the applicant's knowledge.

2. Qualifications and Relevant Experience

- a. Provide a summary of your qualifications and experience, including:
- b. Educational background, certifications, and relevant training.
- c. Current resume.
- d. Experience providing grant reporting and grant administrative services.
- e. Experience working with Tribes, Tribally Designated Housing Entities (TDHEs), Tribal governments, housing authorities, nonprofit organizations, or governmental entities.
- f. At least three (3) professional references familiar with the applicant's grant reporting services.

3. Indian Preference

- a. Applicants seeking Indian Preference shall provide documentation demonstrating eligibility in accordance with applicable federal law, NAHASDA, the OLHA Procurement Policy, and applicable TERO requirements.

4. Cost Proposal

- a. Provide a proposed fee schedule, including:

- b. Hourly rates.
- c. Any other anticipated costs.

5. Certifications

- a. The proposal shall include the following certifications:
- b. The applicant is not suspended, debarred, or otherwise excluded from participation in federally funded programs.
- c. The applicant will comply with applicable federal, tribal, state, and local laws.

V. Evaluation Criteria

Oglala Lakota Housing Authority will evaluate the submission through a point rating system. Points are awarded for the following categories up to the maximum indicated.

- 1. **25 Points:** Past successful performance and experience providing services to Public Housing Authorities or Tribally Designated Housing Entity.
- 2. **20 Points:** Credentials/Qualifications in providing Grant reporting services and grant administrative services for Tribally Designated Housing Entities. Proposal should provide information related to any certifications.
- 3. **20 Points:** Time frame to report grants.
- 4. **20 Points:** Cost, based on daily rate or *individual rate* and/or percent of total.
- 5. **15 Points:** Indian Preference. Indian Preference shall be applied in accordance with the OLHA Procurement Policy, NAHASDA, ISDEAA, applicable federal regulations, and Oglala Sioux Tribe (hereinafter “OST”) TERO requirements. Any proposer seeking Indian Preference shall submit documentation establishing eligibility.

Total: 100