

OGLALA LAKOTA HOUSING AUTHORITY
REQUEST FOR PROPOSALS
Grant Writing Services
Pine Ridge, SD 57770

June 16, 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 for experienced professional grant writing consultants to research, develop, write, prepare and submit successful grant proposals for federal and state governments grants. Details of responsibilities are described in this FRP under the “Scope of Work” Section.

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. July 16th 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 consultant shall provide grant writing and grant development services to the Oglala Lakota Housing Authority (“OLHA”). The consultant shall assist OLHA in identifying funding opportunities, preparing competitive grant applications, and supporting OLHA's efforts to secure funding for housing, infrastructure, community development, and related programs.

The selected consultant shall work under the direction of the Chief Executive Officer and shall coordinate with OLHA staff as necessary to complete assigned projects and funding applications. The selected consultant shall perform all services in compliance with applicable federal, tribal, state, and local laws, regulations, funding requirements, and OLHA policies.

1. Services

The selected consultant shall perform services that may include, but are not limited to, the following:

- a. Identify and recommend federal, state, tribal, private, and other funding opportunities that may be available to OLHA.
- b. Review funding announcements, notices of funding opportunity (NOFOs), eligibility requirements, and application guidelines.
- c. Assist OLHA staff in evaluating funding opportunities and determining eligibility.
- d. Prepare, draft, edit, and submit grant applications on behalf of OLHA as requested.
- e. Assist OLHA staff in gathering information, supporting documentation, budgets, narratives, and other materials necessary for grant applications.
- f. Assist with preparation and submission of OLHA's annual Indian Housing Block Grant (IHBG) application.
- g. Provide recommendations regarding funding strategies and opportunities that align with OLHA's priorities and strategic objectives.
- h. Assist OLHA in responding to requests for additional information from funding agencies related to submitted applications.
- i. Maintain communication with OLHA staff regarding grant opportunities, application status, deadlines, and funding requirements.
- j. Attend meetings with OLHA staff, the Board of Commissioners, funding agencies, and project partners as reasonably requested by the Chief Executive Officer.
- k. Provide funding opportunity notices, grant application drafts, budgets, supporting narratives, status updates, reports, and other grant-related materials reasonably requested by OLHA.

IV. Proposal Format and Content

Proposals shall be emailed to Carrie Rowland, CEO, at

carrie@oslh.org "Grant Proposal Writer 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 writing 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 writing, grant development, grant administration, or related services.
- e. Experience working with Tribes, Tribally Designated Housing Entities (TDHEs), Tribal governments, housing authorities, nonprofit organizations, or governmental entities.
- f. Experience preparing applications for federal, state, tribal, and private funding opportunities.
- g. At least three (3) professional references familiar with the applicant's grant writing 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.
- d. Compensation based upon a percentage of grant funds awarded shall not be considered.

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 writing services and reporting for Tribally Designated Housing Entities. Proposal should provide information related to any certifications.
3. **20 Points:** Time frame to complete grants and submit.
4. **20 Points:** Cost, based on daily rate or *individual grant 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 or provide a copy of tribal identification card CDIB.

Total: 100