Thriving Communities
Grantmaking Program
EPA Region 3

Request for Qualifications (RFQ)
Providers of Technical Assistance for Sub-awardees of GHHI's Region 3 Thriving Communities Grant Program

Purpose

The purpose of this Request for Qualifications is to provide an overview of the EPA Thriving Communities Grantmaking Program (TCGM) that the Green & Healthy Homes Initiative (GHHI) administers for Region 3 and relate the opportunity for new partners to collaborate with GHHI to provide technical assistance to the environmental projects that will be receiving awards.

Background and Partners

The purpose of the EPA's Thriving Communities Grantmaking Program is to reduce barriers and make it easier for small, community-led efforts to access federal environmental funds. GHHI was selected to be the Region 3 (Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia as well as Tribes in those areas) Grantmaker. GHHI will be providing $50 million to approximately 208 eligible projects benefiting communities affected by environmental, climate, and human health harms and risks in the region.

There are three Tiers of awards:

Tier I Assessment projects – 1 year, $150,000	Tier II Planning projects – 1 or 2 years, $250,000	Tier III Implementation projects – 2 years, $350,000
Sampling	Planning	Implementation of project plans
Testing	Partnership building	Project Development
Monitoring	Public outreach and education	Blueprints, Plans, Technical development
Investigations	Community engagement	Obtaining permits related to environmental projects
Surveys and studies	Trainings	Small land purchase and acquisition
Public education	Small land purchases and acquisitions	Public outreach and education
Project design research		

The Thriving Communities program is a federal initiative administered by the U.S. Environmental Protection Agency (EPA), and as such, participating projects are subject to federal compliance and reporting requirements. Sub-awardees are in need of targeted support in the following areas:

Compliance and Financial Management

- Development and implementation of Quality Assurance Project Plans (QAPPs) across air, water, and land testing.

- Nonprofit financial management, including financial reporting and internal controls.

- Financial compliance with federal grant requirements, including applicable provisions of 2 CFR 200.

- Nonprofit organizational development, including developing policies, procedures, and systems.

GHHI also has core Technical Assistance (TA) providers who will continue to work with Thriving Communities sub-awardees, as applicable:

- Howard University School of Law

- Children's National Medical Center

- Virginia Poverty Law Center

Opportunity Details

Due to the diverse needs of the Thriving Communities grantees, GHHI will procure technical assistance providers in conjunction with the named Technical Assistance providers in the preceding section, to support the subawardees. Each of the selected providers can be funded **up to $25,000** for the technical assistance they will provide, at a maximum rate of $91.95 per hour. This rate represents approximately 272 hours of technical assistance provided via direct one-one-one engagement, developing learning content (i.e. webinars), or templates. Reimbursement is solely based on hours reported and invoiced with proper backup, using a standardized process and templates that will be provided. There is no guaranteed minimum amount of funding for technical assistance provided.

Technical Assistance can be provided through online meetings, calls, webinars, or on-site if warranted. (If travel is required, it must be approved and will be reimbursed in accordance with GHHI's travel policy.) GHHI anticipates that in many instances, technical assistance will be provided to multiple subawardees simultaneously. For example, if there are 6 Tier I subawardees who are focused on assessing the water quality of their local waterways, a single technical assistance provider with the relevant expertise may support all those subawardees. Each subawardee is assigned a GHHI program officer who will work with the subawardee and coordinate technical assistance.

Contract period

GHHI will select qualified providers of Technical Assistance by October 31, 2025. The provision of technical assistance will run through February 28, 2027. Being selected as a qualified provider *does not guarantee a contract or any funding*. Contracts for the Technical Assistance providers will be based on the needs of the 208 subawardees and how those needs correspond to the pool of qualified Technical Assistance providers.

Scope of Services (Technical Assistance provider responsibilities)

The selected Technical Assistance providers will be responsible for the following activities:

Subject Matter Expertise: The Technical Assistance provider must demonstrate relevant expertise to effectively support subawardees. Providers may identify and propose more than one topic area where they are equipped to deliver technical assistance.

Communication: Technical Assistance providers must have the necessary tools to conduct online meetings (e.g., Zoom, Microsoft Teams, or Google Meet) and be prepared to use alternate platforms if subawardees cannot access the provider's preferred option.

Note: All training materials, guides, and resources developed through the Technical Assistance program will remain the property of GHHI's EPA Region 3 Thriving Communities Grantmaking Program and will be added to a shared resource library for ongoing access by all participants. Technical Assistance providers are encouraged to contribute to a collaborative knowledge-sharing environment, sharing best practices, tools, and insights to support grantees and strengthen long-term capacity building.

Reporting: Technical Assistance providers are required to meet reporting requirements that GHHI has regarding the Thriving Communities program administered by the EPA, including providing support for billing.

Qualifications Request

GHHI will proactively engage multiple networks to identify Technical Assistance providers with the expertise to meet the anticipated needs outlined through GHHI's assessment of subawardee capacity. All providers must comply with applicable federal regulations and certify that they are not debarred or suspended from receiving federal funds. Interested entities are requested to submit qualifications in a **2 to 4-page document (12-point Times New Roman, double-spaced).**

Please identify which technical assistance area(s) your entity will support and provide a concise description of your experience, expertise, and approach to supporting subawardees. Submissions must be structured into the following four sections, which align with GHHI's evaluation criteria:

1. *Technical Assistance Provider Entity Overview and Mission Alignment (20%) (100 words max)*

Provide a concise overview of the entity's tax status, background, mission, services, and any specific areas of focus. Priority will be given to entities having strong mission alignment with the Thriving Communities program and goals.

2. *Expertise and Experience (40%) (200 words max)*

Provide an overview of your entity's expertise and experience in the technical assistance topics identified. Be descriptive any experience with developing or implementing Quality Assurance Project Plans (QAPPs), which may be required by EPA for certain activities.

3. *Approach (30%) (300 words max)*

Provide background on how the entity plans to provide Technical Assistance to subawardees. GHHI's Thriving Communities subawardees could be in any of the Region 3 geographies (Delaware, District of Columbia, Maryland, Pennsylvania, West Virginia, and Tribal areas in the region) and there could be multiple subawardees who would need to receive the same Technical Assistance from a provider. GHHI anticipates that the bulk of technical assistance will be provided via online meetings, calls, and webinars, but GHHI encourages potential providers to give us their best ideas on how they would approach this work.

4. *Team (10%) (100 words max)*

Provide background on the individual(s) who will be providing technical assistance in the proposed topic(s). Describe qualifications such as education, project or employment experience, certifications, etc. that demonstrate team members' expertise.

Proposal Submission Information

Interested entities should direct all questions about the Request for Qualifications to:

Jessica González Martínez, Vice President, Thriving Communities
Email: **jgmartinez@ghhi.org**

Prospective Technical Assistance providers should email their qualifications document to jgmartinez@ghhi.org **by October 10, 2025**.

GHHI may send follow-up questions via email and/or request a call with entities who have submitted qualifications prior to selection.