houstonlandbank

October 23, 2026

RE: Request for Proposals for Grant Writing and Grant Management Services: EPA Community-Wide Assessment Grant and Brownfields Revolving Loan Fund (RLF) Grants

The following questions were submitted during Q&A submission period.

1. Question: The Grant Management deliverables include a proposal narrative, budget, logic model, work plan, and a submission-ready application. Could HLB clarify how the Grant Management scope differs from the Grant Writing scope, and which role is responsible for preparing the EPA application?
   Answer: The Grant Writer will be responsible for preparing the EPA Application. If the grant is awarded, the Grant Manager will be responsible for the services outlined in the RFP.

2. Question: Does HLB prefer budgets submitted as a fixed fee, hourly rates, a not-to-exceed amount, or per task order? Is there an estimated budget range or level of effort for each role?
   Answer: HLB does not have a predetermined budget range or estimated level of effort per role. However, proposers are expected to submit a detailed budget broken down by task, consistent with the work plan outlined in the RFP. HLB will consider any fee structure, whether fixed fee, hourly rates, not-to-exceed, or per task order, provided the proposed budget is clearly itemized and justified by task.

3. Question: What is the anticipated contract term for Grant Management Services, and does HLB expect it to cover the full EPA performance period?
   Answer: The contract term is estimated at 4 years for the Community-Wide Assessment Grant Management Services.

4. Question: For the RLF, does HLB expect the selected firm to perform loan underwriting, closing, and servicing directly, or to support HLB staff and/or a separately procured loan servicer?
   Answer: No. HLB does not expect the selected firm to perform loan underwriting, loan closing, or loan servicing under this engagement. The current scope of this RFP is the preparation and submission of a competitive application for the EPA Brownfields Revolving Loan Fund (RLF) Grant. The references in the RFP to loan underwriting, loan servicing, and credit analysis reflect EPA's requirement that the applicant demonstrate this capacity in the application narrative. The selected firm should understand these financing principles well enough to write to them; it will not perform them.

5. Question: May a respondent submit as a prime with subcontractors or teaming partners (for example, a partner with loan underwriting or servicing experience)? If so, should partner qualifications be included in the Experience & Track Record section?
   Answer: Yes, their qualifications should be included.

6. Question: Are there M/W/SBE participation goals or certification requirements for respondents or subcontractors?
   Answer: No, it is not a requirement.

7. Question: Does HLB have an anticipated EPA application deadline or target submission window for this funding cycle?
   Answer: The EPA anticipates issuing the solicitations in Fall 2026. The application submission deadline is typically 60 calendar days after the solicitations are published.

8. Question: Are there page limits, required forms, or a required proposal format? For firms applying to both roles, should the two applications be uploaded as separate files?
   Answer: There is no page limit. If you're applying for both roles, you must submit a separate proposal for each role through the appropriate portal. The submission portal will guide you through the submission process, including required prompts and documents to upload.