



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

RFP Issue Date: October 9, 2026

Written Question Deadline: October 18, 2026 11:59pm CST

Submission Deadline: October 30, 2026, 5:00pm CST

Submissions due via [Submittal Portal](#)

The Houston Land Bank (HLB) seeks to engage one or more qualified and experienced firms to provide (1) Grant Writing Services and/or (2) Grant Management Services for the EPA Community-Wide Assessment Grant and Brownfields Revolving Loan Fund (RLF) Grants. Interested parties may submit proposals for either role individually or for both roles. Awards for Grant Management Services are contingent upon the availability and award of applicable grant funding from the U.S. Environmental Protection Agency.

1. Legal Authority and Governing Law

This solicitation and any resulting contract shall be governed by and comply with all applicable federal and state laws and regulations, including but not limited to the following:

Federal Law

- Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended by the Small Business Liability Relief and Brownfields Revitalization Act, 42 U.S.C. §§ 9601 et seq.
- Brownfields Utilization, Investment, and Local Development (BUILD) Act of 2018, Pub. L. 115-141, amending CERCLA § 104(k).
- Infrastructure Investment and Jobs Act (IIJA / Bipartisan Infrastructure Law), Pub. L. 117-58 (2021), including funding provisions for EPA Brownfields programs.
- National Environmental Policy Act (NEPA), 42 U.S.C. §§ 4321 et seq.
- Resource Conservation and Recovery Act (RCRA), 42 U.S.C. §§ 6901 et seq.
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), 2 C.F.R. Part 200.
- EPA Brownfields Program Regulations, 40 C.F.R. Part 300 (National Oil and Hazardous Substances Pollution Contingency Plan).

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- Civil Rights Act of 1964, Title VI, 42 U.S.C. § 2000d et seq. (nondiscrimination in federally assisted programs).
- Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.
- Davis-Bacon and Related Acts, 40 U.S.C. §§ 3141 et seq. (prevailing wage requirements, as applicable).

Texas State Law

- Texas Local Government Code, Chapter 379C (Land Bank Program), establishing the Houston Land Bank as the issuing authority for this RFP.
- Texas Health and Safety Code, Chapter 361 (Texas Solid Waste Disposal Act) and Chapter 361, Subchapter R (Voluntary Cleanup Program).
- Texas Water Code, Chapter 26 (Texas Water Quality Control), governing water pollution prevention relevant to brownfield remediation activities.
- Texas Government Code, Chapter 2254 (Professional Services Procurement Act), governing contracts for professional services by governmental entities.
- Texas Government Code, Chapter 2155 (State Purchasing and General Services), applicable procurement standards for public entities.
- Texas Local Government Code, Chapter 252 (Purchasing and Contracting Authority of Municipalities), as applicable to HLB procurement practices.
- Texas Ethics Commission Rules (1 Tex. Admin. Code § 159.001 et seq.) and applicable conflict-of-interest provisions under Texas Local Government Code § 171.001 et seq.

All contractors must comply with the above legal framework. The HLB reserves the right to modify the scope of services or withdraw this RFP in whole or in part.

The selected consultant will be responsible for developing a compelling proposal that aligns with the program's objectives, including addressing environmental justice concerns, enhancing community resilience to climate change, and promoting collaborative governance in disadvantaged communities. The proposal will emphasize alignment with HLB's brownfields programs and core environmental justice principles.

2. Grant Writing Services

The primary objectives of this grant writing service are:

- To secure funding through the EPA Community-Wide Assessment Grant and Brownfields Revolving Loan Fund RLF Grants to support HLB's initiatives focused on

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environmental justice, climate change mitigation, and community revitalization, particularly through its brownfields redevelopment efforts.

- To ensure that the grant application meets all technical and programmatic requirements outlined by the EPA, including compliance with the new federal regulations and grant guidelines.
- To submit a well-structured, persuasive, and competitive grant proposal that maximizes the potential for funding, highlighting HLB's commitment to environmental justice, sustainable community development, and alignment with the EPA's strategic objectives.

3. Grant Management Services

The primary objectives of this grant management service are:

- Provide contractual services in the areas of project management, data collection & management, activity reporting, community outreach, reuse planning, and expense tracking
- To perform programmatic tasks based on a task order request from the HLB.
- Attend meetings and communicate regularly with HLB staff, the EPA Region 6 Project Officer, and the environmental consulting firms contracted to perform assessments (procured separately by the HLB).
- Collaborate regularly with the HLB's project team and prepare a variety of forms & reports such as: Site Eligibility Determination Checklist, Property Profile Forms, Budget & Expense Tracking, EPA quarterly reports, annual M/W/SBE reports, etc

Scope of Work

The Firm will be responsible for the following tasks:

- Initial Consultation and Planning
 - Kick-Off Meeting: Conduct a kick-off meeting with HLB leadership and relevant stakeholders to understand the scope of the project, organizational goals, and specific needs related to the grant, with a particular focus on the integration of brownfields programs and environmental justice principles.
- Needs Assessment:
 - Review HLB's current programs, including brownfields initiatives, past environmental justice efforts, and community impact to identify key areas of focus that align with the EPA Community-Wide Assessment Grant and Brownfields Revolving Loan Fund RLF Grants priorities.
- Timeline Development:
 - Establish a detailed project timeline, including key milestones and deadlines, to ensure timely completion and submission of the grant

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application. The final proposal must be submitted to the EPA by the application deadline that is to be determined.

- **Research and Data Collection:**
 - **Background Research:** Conduct research on EPA grant guidelines, HLB's brownfields programs, community needs assessments, and relevant environmental justice and climate resilience data to support the grant proposal.
 - **Data Collection:** Gather necessary data and supporting documentation from HLB and external sources, including environmental impact studies, demographic information, community feedback, and outcomes from HLB's brownfields remediation and redevelopment projects.
- **Proposal Development**
 - **Narrative Development:** Write a compelling narrative that clearly articulates HLB's project objectives, the need for funding, and how the proposed project aligns with both the EPA's grant priorities and HLB's ongoing brownfields and environmental justice programs. Emphasize the objectives outlined in the NOFO, such as:

EPA Community-Wide Assessment Grant

- Providing resources for community-driven projects to address environmental and climate challenges in disadvantaged communities.
- Investing in strong cross-sectoral collaborations.
- Empowering communities and enhancing their capacity to drive meaningful change.
- Strengthening community participation in government decision-making processes.
- **Budget Preparation:** Work with HLB's finance team to develop a detailed and accurate budget that includes all anticipated project costs, in-kind contributions, and any required match funding. Ensure the budget reflects costs associated with brownfields remediation and other environmental justice initiatives.
- **Logic Model and Work Plan:** Develop a comprehensive logic model and work plan that outlines the project's goals, objectives, activities, timelines, and expected outcomes, specifically detailing the integration of brownfields redevelopment and environmental justice strategies.

Brownfields Revolving Loan Fund RLF Grants

- Have a strong understanding of real estate financing principles and approaches,

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including loan underwriting, loan servicing, and credit analysis.

- The ability to market the RLF program on an on-going basis during the performance period of the grant, and after the close out of the RLF Grant.
 - Commit to properly managing the program income generated by their RLF program in perpetuity, unless they terminate the agreement and return the program income to EPA.
- Review and Revision
 - Draft Review: Submit a draft of the grant proposal to HLB for review and feedback. Incorporate any necessary revisions based on feedback from HLB stakeholders, ensuring the narrative strongly connects HLB's brownfields programs with the broader goals of environmental justice and community resilience.
 - Compliance Check: Ensure the proposal meets all formatting, submission, and compliance requirements as outlined by the EPA grant guidelines.
 - Final Submission
 - Final Proposal Preparation: Prepare the final version of the grant proposal, ensuring it is polished, complete, and ready for submission, emphasizing the alignment with HLB's brownfields initiatives and environmental justice mission.
 - Submission: Submit the final grant application to the EPA through the appropriate channels before the application deadline that is to be determined.
 - Post-Submission Support:
 - Follow-Up: Provide support for any post-submission inquiries or requests from the EPA, including additional documentation or clarification if needed, particularly concerning HLB's brownfields and environmental justice efforts.
 - Debriefing: After submission, conduct a debriefing session with HLB to review the process and outcomes, and discuss strategies for future grant opportunities, with a focus on enhancing environmental justice and brownfields redevelopment.

Deliverables

- A complete grant proposal, including all required sections such as the narrative, budget, logic model, and work plan, strongly emphasizing environmental justice and brownfields redevelopment.
- A final submission-ready grant application that meets all EPA guidelines, submitted by the application deadline that is to be determined.
- A post-submission report summarizing the grant application process, including

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any recommendations for future proposals, particularly in the context of environmental justice and brownfields programs.

Expected Timeline (SUBJECT TO CHANGE):

- **RFP Issued:** Friday, October 9, 2026
- **Deadline for submitting questions:** Sunday, October 18, 2026, by 11:59pm CST
- **RFP Submission Deadline:** Friday, October 30, 2026, by 5:00pm CST
- **Anticipated Board Consideration & Notification of Eligibility:** November 2026

Scoring:

Scoring Criteria	100 points
Experience & Track Record	20 points
Proposal Quality	40 points
Budget	40 points

Application Process:

Interested firms may submit proposals and [pay the \\$100 nonrefundable application fee](#) for consideration for Grant Writing Services only, Grant Management Services only, or both roles. If applying for both roles, you only pay one application fee. However, you must submit a separate proposal for each role through the appropriate portal. Each proposal should clearly identify the role and address its specific qualifications and approach — both will be evaluated independently. Selection for one role does not guarantee selection for the other. Grant Management Services under this RFP are contingent upon the successful receipt of EPA grant funding. HLB assumes no obligation to proceed with any award in the absence of such funding.

Proposals should be submitted by uploading to the [Submittal Portal](#) by October 30, 2026, 5:00pm CST.

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Respondents may ask questions regarding this solicitation by submitting via email to procurements@houstonlandbank.org by October 18, 2026, by 11:59pm CST. HLB will post written responses to all questions received by the deadline on the HLB website at www.houstonlandbank.org (please see the Procurements Section on the Resources page).

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