

Dr. Maria G. Arias
Board Chair

Jane Tomchik
Interim Executive Director



6/18/2010 (Proposals due June 18, 2010)

Request for Proposal – Grant-Writing/Fundraising Consultant

- I. Please submit description of experience and qualifications of the person(s) who would be providing the services including examples of successful fundraising campaigns and grant applications and a 1-2 page writing sample. (15 points)
- II. Please provide references of 3 client/client organizations including contact information and describe the work done for them. (25 points)
- III. Please describe how you would address the scope of work in as much detail as you feel is necessary. (10 points)
- IV. Please provide a cost proposal for delivery of the services you have described and a brief explanation of how you arrived at the proposed cost. (50 points)

Scope of Work – Grant-Writing/Fundraising Consultant

Project BRAVO is primarily dependent on federal funding administered through the State of Texas Department of Housing and Community Affairs. The upside is that we have “guaranteed” funding each year; the downside is that we have generated very little in the way of “unrestricted” funds. Previously, we have had a Grants Manager and a Grants Writer/Specialist. The Grants Manager position was not filled when it was vacated last year and the current Grants Specialist was given many assignments in community relations. Recently we hired a Manager of Community Relations and Funds Development.

Historically, there has been very little in the way of results in both grants writing and funds development and we are re-evaluating the job description for the Grants Specialist, including the experience and skill set required. We are also preparing to respond to several federal grant opportunities. Therefore we are looking for someone with grants-writing and fundraising expertise to:

- 1) Evaluate the Grants Specialist job description
- 2) Review and critique the RFP responses being prepared
- 3) Provide technical assistance and guidance to the Community Relations and Funds Development Manager and the Grants Specialist as indicated.
- 4) Work with the staff to develop a 3 year “funds development” plan that will incorporate both grant applications and fundraising strategies.

We anticipate that this contract will be for a 90 day period beginning July 1, 2010.

All submissions are due to Project BRAVO via email to jtomchik@projectbravo.org or delivered to 4838 Montana, El Paso, TX 79903 by 6/14/2010, 5:00 pm. Any questions should be emailed to the above address and all respondents will receive the answers. Thank you

Summary of Services offered by El Paso Community Action Program, Project BRAVO

Updated April 7, 2010

Provided to low income individuals and families qualifying at 200% or below of the Federal Poverty Guidelines:

- Energy Assistance including help with utility bills (water, gas, propane and electricity)
- Weatherization for homes based on an energy assessment of the property. Newer properties generally do not qualify for services. The following measures will most often “rate” or be approved for repair or replacement but each property must be assessed individually:
 - Attic and wall insulation
 - Weather-stripping
 - Solar screens for windows
 - Inefficient heating systems
 - Inefficient refrigerated air system
 - Water heaters
 - Older gas stoves
 - Older refrigerators
 - Smoke detectors
 - CO2 detectors

The measures that are the most difficult to “rate” are replacement doors and windows. Generally, too, although some roof repair can be done, extensive roof repair or replacement is outside of the funds available per property.

- Employment Services (Pre- Employment Counseling, placement, referral to other resources)
- Tuition support for education and training (currently available under the CSBG ARRA funding but we have a waiting list and the program ends September 30, 2010.)
- Adult Education including preparation for the GED and citizenship exams
- Housing Counseling (Foreclosure prevention, First-time homebuyers and reverse mortgages)
- Affordable Housing through our Rental Apartments (we maintain a waiting list)
- Other Information and Referral for other services
- In addition, we provide the Paint-a-thon each year to paint houses for elderly and disabled and recruit a lot of community volunteers. This year we are also installing handicapped accessories through a grant from Home Depot.

Sources of Funding:

The following list provides information on some of the grants that were administered by EL PASO COMMUNITY ACTION PROGRAM, PROJECT BRAVO:

Award	Funding Source	Budget
CSBG	TDHCA	\$ 1,480,728.00
CEAP	TDHCA	\$ 5,080,860.00
DOE	TDHCA	\$ 750,876.00
LIHEAP	TDHCA	\$ 950,642.00
EPE	TDHCA	\$ 363,000.00
HUD Counseling	HUD	\$ 53,696.00
Capacity Building	RHED	\$ 149,212.00
Housing Counseling	TACDC/TDHCA	\$ 31,817.00
CSBG ARRA	TDHCA	\$ 2,290,345.00
DOE ARRA	TDHCA	\$ 8,636,064.00

As the local Community Action Agency, Project BRAVO is a designated subrecipient for CSBG funds and currently is also the only Weatherization Services provider under the CEAP and LIHEAP funding. It and the City of El Paso are the sub-recipients of ARRA funds for Weatherization. The Texas Open Meetings Act stipulates that CSBG sub-recipient organizations must comply with the Texas Open Meeting Act.

Neighborhood Sites

SOUTHSIDE: 716 E. Paisano 544-0336

EASTSIDE: 11206 Montwood 565-1377

NORTHEAST: 8815 Dyer (June 1) 757-0199

CANUTILLO: 7000 5th Street 877-7625

FABENS: 101 Potosio 765-2030

YSLETA: 400 S. Zaragosa 629-7664