

RLF TAB

Technical Assistance for Brownfields *Revolving Loan Funds*



Request for Qualifications (RFQ)

Speakers and Facilitators for Brownfields Revolving Loan Fund (RLF) Technical Assistance Program

Issued By:

Grow America

In partnership with the **International City/County Management
Association (ICMA)**

*As the EPA-selected Technical Assistance Provider for Brownfields
RLF Programs*

Contents

Introduction & Background.....	2
<i>Grow America, formerly NDC</i>	2
<i>International City/County Management Association (ICMA)</i>	2
<i>Background</i>	2
Scope of Services (TBD).....	3
Qualification Requirements.....	4
Submission Requirements.....	5
Evaluation Criteria.....	5
Timeline.....	6
Submission Instructions.....	6
Additional Information.....	6

Introduction & Background

Grow America, formerly NDC

Grow America is a national nonprofit in 1969, has worked for over half a century fulfilling the mission of increasing the flow of capital to support the development and preservation of affordable housing, the creation of jobs through training and small business lending, and the advancement of livable communities through investment in social infrastructure.

International City/County Management Association (ICMA)

Founded in 1914, ICMA is the leading organization of local government professionals dedicated to creating and sustaining thriving communities throughout the world. ICMA does this by working with our more than 13,000 members to identify and speed the adoption of leading local government practices to improve the lives of residents. ICMA offers membership, professional development programs, research, publications, data and information, technical assistance, and training to local government chief administrative officers, their staff, and other organizations around the globe.

Background

Grow America in partnership with the International City/County Management Association (ICMA), has been selected by the U.S. Environmental Protection Agency (EPA) to deliver specialized technical assistance to existing and prospective Brownfields Revolving Loan Fund (RLF) Grant recipients nationwide. This initiative provides training, peer learning, and capacity-building support to help communities understand and successfully manage RLF programs.

The purpose of this grant-funded program is to build national RLF capacity by:

- Providing RLF-specific technical assistance that addresses the unique complexities of EPA Brownfield RLF Grants.
- Helping communities new to brownfield redevelopment understand program requirements.
- Strengthening the skills of existing RLF Cooperative Agreement Recipients (CARs) to more effectively manage their programs during both open grant periods and post-closeout operations.

To support these goals, Grow America seeks qualified **speakers, subject-matter experts, and facilitators** to contribute to national and regional training events, virtual sessions, peer exchanges, and resource development activities under the Technical Assistance for Brownfields (TAB) collaboration.

Scope of Services (TBD)

Selected individuals will provide services that may include, but are not limited to:

A. Training & Instruction

- Delivering presentations, workshops, and webinars on topics relevant to EPA Brownfields RLF programs, such as:
 - RLF program setup and administration
 - Financial underwriting and loan structuring
 - Compliance, reporting, and federal grant management
 - Brownfield environmental cleanup requirements
 - Strategies for loan fund sustainability and post-closeout operations

B. Facilitation

- Facilitating peer-to-peer exchanges, cohort meetings, roundtables, and cross-community learning activities.
- Leading discussions with RLF grantees on challenges, opportunities, and best practices in RLF implementation.
- Supporting dialogue within the national Brownfields RLF grantee community and Advisory Council (<https://epa-rlf-tab.growamerica.org/>)

C. Resource Development

- Collaborating on development of training curricula, case studies, guidance materials, templates, and tools for communities.
- Contributing expert insight to the Brownfields RLF Online Portal and resource bank: (<https://epa-rlf-tab.growamerica.org/>)

D. Consultation

- Providing one-on-one or small group technical assistance to RLF grantees as needed.
- Advising communities new to brownfields on foundational concepts and application readiness.

Qualification Requirements

Applicants should demonstrate:

A. Expertise

- Proven experience in brownfields redevelopment, environmental cleanup, community development finance, or administration of federal grant programs.
- Familiarity with EPA Brownfields RLF programs strongly preferred.
- Understanding of financial, regulatory, and technical aspects of RLF operations.

B. Training & Facilitation Skills

- Documented experience presenting to diverse audiences, including local governments, nonprofits, and economic development professionals.
- Strong facilitation skills for virtual and in-person engagement.

C. Professional Attributes

- Excellent communication skills.
- Ability to convey complex topics in accessible, practical formats.
- Commitment to equity, community capacity-building, and inclusive engagement.

Submission Requirements

Interested individuals should submit the following:

1. **A Cover Letter** The cover letter that accompanies your submission must be signed by an official with the authority to commit your organization to the project and should be written on your organization's official letterhead. (1 page limit).
2. **Résumé or CV** highlighting subject-matter expertise.
3. **Description of Training Topics** the applicant is qualified to deliver.
4. **Examples of Previous Speaking or Facilitation Work** (links or attachments).
5. **Professional References** (minimum of two).
6. **Fee Structure or Rate Sheet** A schedule of hourly labor rates for all principal staff that will have a significant role in the contract. All hourly labor rates must be fully burdened and shall not incur any additional fees or surcharges for labor. Please include an estimated range of hours required for each item in Scope of Work, as applicable.
 - **Important:** Hourly labor rate for individual consultants is subject to EPA's general procurement standards described here. As of January 1, 2025, the maximum hourly rate is \$93.53 (based on salary data published: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2025/EX.pdf>)
7. **Acknowledgment of Federal Reimbursement and Travel Rates.** Acknowledgment and agreement to comply with all applicable Federal reimbursement and travel rates.
8. **Attestation.** Attestation that vendor is not currently suspended, debarred, or otherwise excluded from participation in any federal, state, or municipal government contracts.

Evaluation Criteria

Submissions will be evaluated based on:

- Subject-matter expertise and relevance to Brownfields RLF content areas.
- Demonstrated training and facilitation experience.
- Quality and clarity of prior work samples.
- Ability to support program objectives described by EPA and Grow America.
- Cost-effectiveness and alignment with project budget.

Timeline

- **RFQ Release Date:** April 2, 2026
- **Questions Due:** April 24, 2026
- **Submission Deadline:** May 15, 2026 (*extended from May 8, 2026*)
- **Selection Notifications:** May 22, 2026
- **Engagement Period:** Ongoing throughout the EPA Brownfields RLF Technical Assistance program cycle.

Submission Instructions

Please submit all required materials electronically to: **Grow America – Brownfields RLF Technical Assistance Program**

- Email: epa-rlf-tab@growamerica.org
- Subject Line: **RFQ Response – RLF Speaker/Facilitator**

Additional Information

- For more information about Grow America's role as EPA's RLF Technical Assistance Provider, visit the EPA Brownfields webpage:
<https://www.epa.gov/brownfields/announcing-grow-america-brownfields-revolving-loan-fund-technical-assistance-provider>
- Information on the TAB collaboration, peer exchanges, and training resources is available through the Grow America's Brownfields RLF TAB webpage:
<https://epa-rlf-tab.growamerica.org/>