



# California Community Foundation’s LA n Sync Initiative Wildfire Recovery and Resilience Request for Proposals

RFP #: [CCF\\_WRR\\_RFP\\_01](#)

- Submission Deadline: Friday, May 30, 2025, 4:59:59 PM PST
- Submission Instructions: Submit application materials via the [CCF Wildfire Recovery and Resilience Submission Form](#)
- Application Questions: Email [lansync@calfund.org](mailto:lansync@calfund.org)  
Questions Deadline: May 12<sup>th</sup>, 2025, 4:59:59 PM PST
- Award Information: \$1,000,000 funding opportunity. See Section III of this RFP for more information on maximum funding requests.
- Funding Categories: Grant writing support; Capacity building support

## TABLE OF CONTENTS

- I. Preface & Funding Goals.....1
- II. Project Description.....2
- III. Funding Available .....2
- IV. Eligible Applicants .....4
- V. Agreement Term.....4
- VI. Scope of Work.....5
- VII. Key Deliverables.....6
- VIII. RFP Timeline Overview.....6
- IX. Notice of Intent .....6
- X. Proposal Requirements & Submission.....7
- XI. Proposal Conference .....9
- XII. Application Questions .....9
- XIII. Evaluation Criteria.....9
- XIV. No Commitment to Award.....9
- XV. Budget .....10
- XVII. Appeals Process .....10
- XVIII. Proposed Agreement.....11
- XIX. RFP Addendum/Clarifications.....11
- XX. Application Conditions and Reservations.....11
- XXI. Appendix .....12

## I. Preface & Funding Goals

LA n Sync is a civic initiative of the California Community Foundation (CCF), in partnership with local and regional philanthropic organizations, designed to spur innovation and attract funding to address the critical needs of Los Angeles County. Backed by a strategic investment from the California Governor's Office, LA n Sync is convening philanthropic resources and multisector partnerships to support the economic recovery of Los Angeles communities impacted by wildfires. This funding is drawn from a **\$3 million allocation** by the Governor's Office to the [Los Angeles Jobs First Collaborative](#) combined with an allocation of philanthropic funding from California Community Foundation that collectively seek to support the economic recovery efforts of the region, including for the launch of public-facing campaigns to promote small business recovery. For more information on the statewide initiative, please visit <https://jobsfirst.ca.gov/>.

## II. Project Description

From the total \$3 million investment, LA n Sync has been allocated \$800,000 to provide technical assistance and capacity building support aimed at securing government grants. An additional \$200,000 from CCF's Wildfire Relief Fund has been added, totaling \$1,000,000 in available funds. CCF seeks proposals that are aligned with the following wildfire recovery strategies:

1. [Supporting Re-Building Better Efforts](#)
2. [Complementing Innovative Revitalization](#)
3. [Driving Long-term Resource Resiliency](#)

These wildfire recovery strategies will focus on LA County communities that were directly or indirectly impacted by the series of tragic wildfires that began in January of 2025. The strategies seek to advance nonprofit sector capacity for government grant readiness through data-driven priorities that aim for sources of public funding that will produce the most significant possible outcomes.

The [FEMA Natural Disaster Recovery Framework](#) describes multiple sources of anticipated federal funding that will support recovery in the County.

### Strategy 1: [Supporting Re-building Better Efforts](#)

LA n Sync is seeking to fund consortia working on direct, long-term re-building efforts to support anti-displacement efforts in LA County. This strategy is informed by the LA County Economic Development Corporation's (LAEDC) [2025 Economic Forecast](#), which identified population displacement as a key concern for wildfire recovery. Indigenous-led "rematriation" efforts also fits in this category.

### Strategy 2: [Complement Innovative Revitalization](#)

Building on the "Build Back Better" framework and in collaboration with LAEDC's "**LA is Open for Business**" campaign, LA n Sync will support consortiums that include diverse partners, innovative startups, clean energy utilities, and culturally-driven built environment firms working to restore business confidence in wildfire impacted areas.

### Strategy 3: [Drive Long-term Resource Resiliency](#)

LA n Sync will support consortia that include local and regional CDFI's, finance experts, and others to help municipalities across Los Angeles County identify and scale diverse public funding solutions. This will enable the County's 88 cities and unincorporated areas to finance long-term community strengthening while reducing dependence on federal funding.

### III. Funding Available

A total of up to **\$1,000,000** is available to support the three (3) wildfire recovery strategies identified above (Section II. Project Description)

- Grant-Writing Support Funds:** A total of **\$400,000** is available to provide technical assistance through grant writing support to consortiums seeking public funding opportunities aligned with the strategies outlined in this RFP. Eligible applicants may request between \$10,000 and \$50,000. Consortiums that have not yet identified a grant writer and wish to be matched with an LA n Sync vetted grant writer must clearly indicate this preference in their application. In such cases, applicants are not required to submit a budget. Note that applicants seeking this category of support will not receive direct funding. Instead, LA n Sync will contract directly with the grant writing consultant or firm (whether matched by LA n Sync or chosen by the applicant) to deliver services on behalf of the awarded consortium.
- Grant-Writing Support Funds (Municipalities only):** A total of **\$200,000** is available specifically for municipalities to receive technical assistance in the form of grant writing support for pursuing public funding opportunities aligned with the strategies detailed in this RFP. Municipal applicants may request funding between \$10,000 and \$50,000. Municipalities that have not identified a grant writer and prefer to be matched with an LA n Sync vetted grant writer must specify this in their application. In this scenario, municipalities are not required to submit a budget with their application. Municipalities seeking this category of support will not receive direct funding; instead, LA n Sync will directly contract with the selected grant writing consultant or firm (whether matched by LA n Sync or chosen by the applicant) to deliver services to the awarded municipality.
- Capacity-Building Funds:** A total of **\$400,000** is available to support capacity-building efforts for consortium leads preparing to manage government grants. Eligible activities include the acquisition of fiscal management or compliance software and related resources. Award amounts range from a minimum of \$50,000 to a maximum of \$100,000, resulting in between 4 and 8 available awards.

Category	Amount Available	Award Amount Min. – Max.	Awards Available
Grant writing support	\$400,000	\$10,000 - \$50,000	8 - 40
Grant writing support (Municipalities only)	\$200,000	\$10,000-\$50,000	4-20
Capacity Building	\$400,000	\$50,000 - \$100,000	4 - 8

Funding under this RFP will be accessible through **July 31, 2026**. Awardees may qualify for advance payments. However, specific amounts and conditions will be finalized during contract negotiations. CCF reserves the right to adjust funding distributions between categories and modify the number of awards based on application volume and type. Funding sources for this

initiative include the State of California, via the Employment Development Department, and contributions from the California Community Foundation.

## IV. Eligible Applicants

- **Lead Applicant Eligibility:** Eligible lead applicants include community-based organizations (CBOs), nonprofit organizations, non-governmental organizations (NGOs), labor organizations, academic institutions, or local government entities. For-profit entities are not eligible to act as the lead applicant but may participate within a consortium led by an eligible organization.
- **Geographic Requirement:** The lead applicant organization must be based in Los Angeles County.
- **Consortiums:** Applicants are encouraged to form consortiums, defined as collaborative groups consisting of at least two stakeholders, including CBOs, nonprofits, governmental organizations, labor organizations, academic institutions, local governments, or appropriate for-profit entities (not serving as the lead applicant). While forming a consortium is generally encouraged to enhance proposal strength and impact, municipal applicants applying specifically under the "Grant-Writing Support Funds (Municipalities Only)" category, are not required to participate in a pre-existing consortium. However, it is strongly recommended that municipal applicants engage nonprofit partners within a consortium arrangement to achieve higher scores in the Collaboration evaluation criterion.
- **Additional Requirement Acknowledgement:** Applicants must comply with all Conflict-of-Interest requirements (Conflict-of-Interest forms must be fully signed and completed by all parties identified in the proposal. Incomplete or unsigned conflict-of-interest forms may render the application ineligible). Applicants must fill out and complete **Attachment # 1:** Conflict of Interest Form and **Attachment #2:** Notice Regarding California Public Records Act. Applicants must also add their initials to acknowledge receipt of **Attachment #3:** CCF Contractor Checklist.

Entities may submit only one application in response to this RFP. Additionally, entities can engage a fiscal sponsor.

**Ineligible Applicants:** Applications will be considered ineligible under the following conditions:

- Applicant is not a registered 501(c)(3) nonprofit, governmental agency, or eligible fiscally-sponsored entity operating within California.
- Proposed project does not align with the wildfire recovery strategies outlined in this RFP.
- Application is incomplete or submitted after the designated deadline.
- Applicant is currently suspended, debarred, or otherwise not in good standing with the State of California and the California Community Foundation.
- Applicant acts primarily as a pass-through entity without a substantial programmatic role.
- Application includes costs considered unallowable or restricted under the program guidelines.

Applications meeting any of the above criteria will not be reviewed or considered for funding. Additionally, applicants must disclose any prior disqualification, legal settlements, or compliance issues with state or federal contracts within the past five (5) years.

### Joint Offers

Where two or more applicants desire to submit a single proposal in response to this RFP, they should do so as a Primary Recipient/Lead Applicant and Subrecipient relationship, rather than as a joint venture or informal team. CCF intends to contract with single organizations, and not with multiple organizations doing business as a joint venture.

## V. Agreement Term

The term for grants or contracts awarded through this RFP will be from the start date established in each agreement (TBD), no later than **August 8, 2025** until **July 31, 2026**. All expenses must be included in the budget approved by CCF. Awardees will be expected to [onboard](#) as an LA High Road Transition Collaborative (HRTC)/ LA Jobs First Collaborative Partner by the contract execution date.

## VI. Scope of Work

Applicants requesting grant writing support **must execute all** the following allowable activities resulting in proposal submission:

1. **Grant Identification and Research**
  - Research and identify relevant funding opportunities from federal, state, local and private foundations.
2. **Proposal Development**
  - Work with all project partners to obtain all relevant information pertinent to the grant proposal(s).
  - Draft compelling, well-researched, and compliant grant proposal(s), including required documents (e.g., budgets, cover letters, narratives, letters of support).
  - Ensure proposal(s) align with the guidelines and requirements of the respective funding source(s).
3. **Budget Development and Financial Documents**
  - Work with the grant writer to develop realistic, detailed budgets that reflect the project's needs and funding guidelines.
  - Ensure compliance with grant funder requirements regarding allowable expenses, cost-sharing, and reporting.
4. **Proposal Submission**
  - Submit completed grant proposal(s) by the required deadlines as set forth in the RFP timeline. Applicants must maintain documentation of submission dates and any correspondence with funding agencies and agree to provide these to CCF upon request.
  - Assist with any additional submission requirements (e.g., online forms, certifications).

Applicants requesting capacity building support must execute **at least one** of the following allowable activities:

1. **Capacity-building:** such as support costs for building and sustaining the capacity of project leads and partners to become government grant ready, such as: funding new and/or critical positions (contract or salaried), acquiring or utilizing tools and resources to increase partner capacity for government grant administration, implementation and evaluation; organizational capacity-building activities such as: accessing financial services to secure bridge financing in order to service government contracts / grants, legal review for compliance purposes or for releasing or advocating for funding that has been delayed or clawed back; and convening in order to establish public-private partnerships that will collectively pursue future public funding opportunities.
2. **Programmatic:** In rare and well-justified cases, a public-private partnership or consortium pursuing large-scale public funding solicitations (\$100m+) may allocate a portion of this award toward the development of a one-time pilot or demonstration project. Such use of funds must directly support a 'proof of concept' requirement clearly articulated in the larger funding solicitation's scoring rubric and must not constitute standalone program delivery. Awardees must obtain written approval from CCF before initiating any pilot activity and must include a cost breakdown and outcome plan as part of their work plan submission.

3. **Community Outreach and Engagement:** Develop and execute a culturally competent outreach and engagement strategy focused on reaching members of disinvested communities, including:
  - Informing community members, residents, and other stakeholders of the public funding opportunities being pursued and their objectives.
  - Soliciting feedback from community members and providing avenues for community involvement and participation

## VII. Key Deliverables

- **Project Kick-Off Meeting:** Upon execution of the grant agreement, awardees will organize and attend a project kick-off meeting with LA n Sync, relevant partners, and relevant contractors to confirm initial project objectives, communication protocols, reporting, deliverable(s), and timelines.
- **Updated Work Plan:** Within 30 days of award notification, awardees must submit a detailed work schedule/plan.
- **Community of Practice Participation:** Liaise with and connect on a minimum bi-monthly basis with consortium partners to build or maintain a consortium around the project’s focus area.
- **Minimum one (1) public funding application:** Awardees that receive grant writing support must coordinate with LA n Sync to find and apply for at least one federal, state, or county grant within 12 months of receiving the award or the grant performance period, whichever comes first. Furthermore, awardees that submit a grant proposal because of this grant must provide LA n Sync a copy of the proposal via email at [lansync@calfund.org](mailto:lansync@calfund.org) within a week of submission.
- **Interim and Final Project Report:** Complete and submit an interim and final project report. The interim report will be due midway through the performance period and the final report will be due no later than the end of the performance period. Exact due dates will be delineated in the executed contract.

## VIII. RFP Timeline Overview

ITEM	DATE
RFP Release.....	Thursday, May 1, 2025
Proposal Conference.....	Thursday, May 8, 2025, 10 AM PST
Notice of Intent Submission Deadline.....	Monday, May 12, 2025 4:59:59 PM PST
Written Questions Deadline.....	Monday, May 12, 2025, 4:59:59 PM PST
Responses to Written Questions Posted.....	Monday, May 19, 2025
Submission Deadline.....	Friday, May 30, 2025, 4:59:59 PM PST
Review/Approval.....	June 2, 2025 – July 14, 2025
Notification of Award.....	Monday, July 28, 2025
Process Appeal Deadline.....	Wednesday, July 30, 2025, 4:59:59 PM PST
Contract Start.....	Friday, August 8, 2025
Contract End.....	Friday, July 31, 2026

## IX. Notice of Intent

All eligible entities must submit a Notice of Intent outlining which aligned strategy and funding type they are pursuing under this solicitation. Eligible entities can only submit one Notice of Intent.

The Notice of Intent must be on official letterhead, no longer than one-typed page, and in 12-point

font. All Notices of Intent must be submitted via email to [lansync@calfund.org](mailto:lansync@calfund.org) by 4:59:59 PM PT on May 12, 2025. The notice of intent should include the following information:

- Lead Entity (organization name)
- Primary Point of Contact (name and email address)
- Aligned Funding Strategy (Supporting Re-Building Better Efforts, Complementing Innovative Revitalization or Driving Long-Term Resource Resiliency)
- Type of Funding Requested (**capacity building grant or grant writing support**)
- Amount of funding requested

## X. Proposal Requirements & Submission

To ensure clarity and consistency, applicants must follow the standardized format outline below when preparing and submitting their proposals. Proposals that do not meet these formatting and submission guidelines may be considered incomplete and may be disqualified from review.

- **Page Limit**  
The proposal narrative must not exceed 10 pages, excluding required attachments.
- **Structure & Headings**  
Use the following clearly labeled section titles in this order:
  - **1. Cover Page** (Project Name, Organization Name(s), Contact Info)
  - **2. Table of Contents** with accompanying page numbers
  - **3. Executive Summary:** A summary of the proposal, including the type of funding requested (capacity building grant, grant writing support, or a blend), the proposed wildfire recovery strategy, and the funding amount.
    - **Type of Funding Request** (identify one or more options):
      - **A: Capacity-Building grant only**
        - **Workplan:** need to include 1-year workplan that describes how organizations will pursue public funding on their own.
      - **B: Grant Writing support only**
        - **Workplan:** No workplan needed. However, applicants need to provide a brief statement describing the project(s) for which the applicant will be seeking public funds and specify whether seeking to be matched with an LA n Sync grant writer or already has a grant writer pre-identified.
      - **C: Blend of Capacity-Building and Grant-Writing support**
        - **Workplan:** Need to include a 1-year workplan and anticipated outcomes section. Workplan should include activities for capacity building and post-capacity building
    - **Wildfire Recovery Strategy** (identify one option)
      - Strategy 1:** Support Re-Build Better Efforts
      - Strategy 2:** Complement Innovative Revitalization
      - Strategy 3:** Drive Long-term Resource Resiliency
    - **Funding Amount:**
      - **Capacity Building:** Applicants must clearly state the requested funding amount.
      - **Grant-Writing**
        - Applicants with pre-identified grant writing consultants or firms must specify the requested funding amount, include a consultant rate sheet,

- and provide a detailed budget. Please refer to **Section XV** for comprehensive budget submission instructions.
  - Applicants wishing to be matched with an LA n Sync vetted grant writer are not required to specify a funding amount, as LA n Sync will directly contract with the consultant or firm.
  - **Combined Requests:** Applicants requesting both capacity building and grant writing support must include funding amounts applicable to each component, as per the guidelines above.
- **4. Public Funding History:** Applicants must provide documentation demonstrating their experience with public funding by including details of three to five (3-5) past or current public funding awards. Although prior public funding experience within the consortium is not mandatory for eligibility, it will be considered favorably in the evaluation and scoring process.
- **5. Proposal Narrative:** Describe the overarching project and its goals. Please include:
  - **Benefits to Impacted Communities:** Describe the project’s benefits to impacted communities of the LA wildfires. Include details and data points on the specific communities the proposal seeks to benefit. Explain how the Wildfire Strategy chosen aligns with the regional need, the partner’s capacity, the overall outcome and how work will be sustained beyond the performance period of the grant (12 months) including any plans for ongoing support, resource allocation, partnerships, or scalability.
  - **Brief overview of the Collaborative group and/or stakeholders involved in the project:** Include the history of collaboration with proposed partners and how organization complement one another. Include organizations’ mission statement and area of expertise within the consortium (convener, fiscal management, etc.)
- **6. Budget–** See [Section XV](#) of this RFP for complete instructions on budget preparation and submission.
- **7. Attachments:** [Attachment#1:](#) Conflict of Interest Form and [Attachment#2:](#) Notice Regarding California Public Records Act and [Attachment#3:](#) CCF Contractor Checklist. You are welcome to include Letters of Support as needed, though not required.
- **Formatting Requirements**
  - Font: Arial or Calibri, size 11
  - Line spacing: Single or 1.15
  - Margins: One (1) inch on all sides
  - Page numbers: Bottom right corner on every page
- **Proposal Submission**
  - All proposal documents must be combined and submitted as a single pdf to the [CCF Wildfire Recovery and Resilience Submission Form](#) no later than **4:59:59 PM (Pacific Time), May 30, 2025**. Applications will not be accepted via email, facsimile or paper submission.

**Applicants are strongly encouraged to submit their applications at least 48 hours in advance of the deadline to allow time to resolve any unforeseen technical issues.**

All applications must be received by the deadline listed above. Late submissions will not be accepted under any circumstances. No exceptions or extensions will be granted. Please note that technical difficulties, user error, or other issues that prevent timely submission will not be considered valid grounds for extending the deadline.

Proposal amendments and/or addendum submitted to CCF after the proposal deadline will be returned without review. However, CCF reserves the right to request clarification of unclear or

ambiguous statements made in proposals.

## XI. Proposal Conference

The purpose of the conference is to provide new or updated solicitation information, provide clarification regarding the RFP package, and answer general questions regarding proposal preparation. All Prospective applicants are encouraged to attend the Proposal Conference. However, attendance is not mandatory.

A virtual bidder's conference has been scheduled for Thursday, May 8, 10:00 AM PST. To register for the conference, please visit: <https://pages.lacerf.org/wildfire>

## XII. Application Questions

Applicants are encouraged, but not required, to submit questions in writing no later than **May 12<sup>th</sup>, 2025 by 4:59:59 PM PST**. You may direct your questions regarding this RFP to [lansync@calfund.org](mailto:lansync@calfund.org) with the subject line "**CCF Wildfire Recovery and Resilience Application Questions**". Please include your name and title, the name of your organization and the best telephone number to reach you, if a CCF representative needs to speak with you for further clarification. CCF will post written responses to all received questions on the CCF Wildfire RFP website no later than (5) business days from the Written Questions deadline (i.e., no later than **Monday, May 19, 2025**). Applicants are responsible for checking the website (<https://pages.lacerf.org/wildfire>) to obtain current information and responses.

## XIII. Evaluation Criteria

Proposals will be evaluated according to their alignment to the strategies outlined in this RFP, the strength of their equity and community collaboration components, and their potential to draw down public funds to the region.

Evaluation Criteria	Points
<b>Alignment to funding strategies:</b> 1. Support Re-Build Better Efforts 2. Complement Innovative Revitalization 3. Drive Long-term Resource Resiliency	45
<b>Equity:</b> The proposed project benefits impacted communities of the LA Wildfires of 2025, their residents, workforce, or small businesses.	10
<b>Collaboration:</b> Strength of the diversity of the consortium/collaboration (i.e. how an organization's role within a consortium is complementary to other members in other roles).	25
<b>Sustainability:</b> Project's Potential to Win Additional Public Funding/ Grants in the future	20
<b>TOTAL POINTS</b>	<b>100</b>

### Evaluation Criteria Notes:

- Applicants may or may not be invited for an interview. CCF does not reimburse applicants for any cost of proposal preparation (including but not limited to parking, printing, postage, travel, etc.), even in the event of RFP cancellation.
- Communication between the applicant and any member of the Proposal Review Committee involved in the selection process is prohibited, except when and in the manner expressly authorized in this RFP. Violation of this restriction is grounds for disqualification.
- CCF shall award the contract for this RFP to the organization(s) that it deems to have provided the best value or deems to be the best qualified for award (or both).

## XIV. No Commitment to Award

Issuance of this RFP and receipt of proposals is not a commitment to award a contract. CCF expressly reserves the right to postpone proposal opening or award for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Applicant concurrently, or to cancel all or part of this RFP.

## XV. Budget

Applicants requesting grant-writing support through LA n Sync who have not pre-identified a grant writer must explicitly state this in their application. These applicants are exempt from submitting a budget and will not directly receive funding. Instead, LA n Sync will enter into a direct contractual agreement with the selected grant-writing consultant or firm.

All other applicants must submit a comprehensive budget detailing all proposed costs for the entirety of the contract period, which is estimated at twelve (12) months. The submitted budget must encompass all project expenses in a clearly structured line-item format, as CCF will utilize this budget to evaluate project feasibility and manage expenditures post-award.

Applicants submitting proposals are expected to provide their own all-inclusive Line-Item Budgets. Budgets should include uses of funds and any other items that help define and clarify the funding request. In addition, each proposal should include the following components as attachments:

1. **Budget Summary:** Provide a concise overview of total project costs, identifying primary expense categories and corresponding amounts, offering clarity on the allocation of funds.
2. **Budget Narrative:** Submit a detailed justification for each budget line-item outlined in the budget summary. The narrative should clearly demonstrate how each cost supports project objectives and outline the method used to calculate expenses. For personnel-related expenses, include position titles, specific roles and responsibilities, and the percentage of time allocated to the project. Specify clearly if staff involvement is anticipated at less than 100%.
3. **Rate Sheet, Resume, and Contractor Documentation:** For applicants that have identified a grant-writing consultant or firm, include a detailed rate sheet and resume alongside the budget documentation. Applicants will also need to provide documentation that will enable them to contract with CCF. Please review, initial, and submit the attached Contractor [Checklist](#) along with your application materials. If awarded, CCF will request this documentation during contract negotiations.

Upload your detailed budget as a separate Excel workbook file (apart from the rest of your Technical Proposal). *Disclaimer: Applicants are solely responsible for ensuring the accuracy of all calculations and validity of information provided in their budget submission.*

Note: Administrative or indirect costs must not exceed 10% of the total project budget.

## XVI. Timeliness Standards

Applicants are expected to demonstrate the ability to begin project operations by a contract start date no later than August 8, 2025, and to fully utilize funds within the proposed contract term (a maximum of 12 months). Proposals must demonstrate a plan for rapid implementation. The applicant is expected to initiate the approved project(s) promptly under the requirements of this RFP and the state and applicable regulations governing the awarded funding.

## XVII. Appeals Process

After the Quality Review Evaluation is completed, CCF will notify all applicants of its Quality

Review Results. **Within two business days of written notification of the Quality Review Results**, applicants may file a Process Appeal, which is an appeal based upon CCF's failure to abide by its established procedures in making funding recommendations. Process Appeals contesting the outcome of an RFP and/or a disagreement with, or objection to, the points awarded is not a sufficient basis for a Process Appeal.

The Process Appeal must be in writing and shall be limited to two (2) typed pages. The appeal must clearly state the factual grounds on which the appeal is based. All Process Appeal requests must be on an organization's letterhead and entitled "CCF Wildfire Recovery & Resilience RFP" Please do not include cover letters with the appeal request.

Process Appeals will be presented to the President/CEO or her/his designee. A Process Appeal must meet all the following criteria to be considered:

1. The request for the appeal must be submitted by **Wednesday, July 30, 2025 at 4:59:59 PM PST**
2. The person or entity requesting the appeal must assert in appropriate detail with factual reasons that CCF materially failed to follow procedures specified in its RFP document.
3. The request for the appeal must set forth sufficient details to demonstrate that, but for CCF's alleged failure, the applicant would have been a successful applicant.
4. All Process Appeals must be in writing and emailed, by **Wednesday, July 30, 2025 at 4:59:59 PM PST** to [lansync@calfund.org](mailto:lansync@calfund.org). On subject line of email submission please write "CCF Wildfire Recovery and Resilience RFP – Process Appeal"
5. Appeals will not be accepted via facsimile or paper submission.

## **XVIII. Proposed Agreement**

The applicant, if selected through this RFP and subsequently selected for the award, shall be required to enter into a written agreement with CCF. The proposed/sample Agreement may include, but is not limited to, all pertinent terms and conditions outlined in this RFP, including those added by addendum, and to reflect the applicant's offer or the outcome of the contract negotiations, if any, conducted with the applicant.

Applicants are required to acknowledge receipt of the Contractor Checklist through initialing only. Do not submit the actual documentation with your application. If awarded, applicants will then be required to submit all materials listed in the Contractor Checklist during the contract negotiation phase to enable execution of the contract.

Applicants unable or unwilling to comply with CCF policies and procedures will not be considered for funding under this RFP. Corrective actions may be imposed on a provider for non-compliance with regulations, contract requirements, and other applicable professional standards. Should a provider fail for any reason to comply with the obligations of their grant agreement, CCF reserves the right to take remedial action at its discretion. CCF, at its sole discretion, may impose remedial actions for cause including but not limited to the following: Notice of Noncompliance, Withholding of Payment, and/or Termination.

## **XIX. RFP Addendum/Clarifications**

If it becomes necessary to revise any part of this RFP, a written addendum will be posted on the LAEDC Wildfire RFP website at <https://pages.lacerf.org/wildfire>. It is the responsibility of the applicant to review any public addendum or information on the CCF website prior to submission of the proposal.

## **XX. Application Conditions and Reservations**

1. All costs of responding to this RFP shall be borne solely by the Applicant. CCF shall not be liable for

any expenses incurred by the Applicant in the preparation and/or submission of the information requested in this RFP. The Applicant shall not include any such expenses as part of their itemized budget in their RFP.

2. Responses may be withdrawn by written request of the authorized signatory on Applicant's organization letterhead at any time.
3. CCF reserves the right to verify information provided in each response. If an insufficient number of responses are received, CCF reserves the right to re-issue an RFP, execute a sole-source contract, or take any other action deemed appropriate by CCF.
4. CCF reserves the sole right to decline any submission in response to this RFP, if it is deemed inappropriate or incomplete, it fails to comply with any instruction contained in this RFP or is not in the best interest of CCF.
5. CCF reserves the right to withdraw this Request for Proposal at any time without prior notice. Further, CCF makes no representation that any contract will be awarded to any applicant responding to this RFP. CCF reserves the right to reject any or all submissions.
6. It is improper for any CCF employee to solicit consideration, in any form, from an Applicant with the implication, suggestion or statement that the Applicant will obtain any type of favorable treatment arising out of this RFP or that the Applicant's failure to provide such consideration may negatively affect the Applicant. An Applicant shall not offer or give, either directly or through an intermediary, consideration, in any form, to a CCF employee for the purpose of securing any type of favorable treatment that may arise from the RFP. An Applicant shall immediately report any attempt by a CCF employee to solicit such improper consideration for any reason whatsoever. The report shall be made to the Chief Officer of Policy and Programs of CCF. Among other items, such improper consideration may take the form of cash, discounts, and service, the provision of travel or entertainment, or tangible gifts.
7. Please be advised that, CCF may only consider minor modifications that clarify clauses in its existing contract template, and shall not entertain making major/substantive changes to or removing any clause, specifically:
  - Invoicing for Payment
  - Invoicing Format and Content
  - Penalty
  - Work Products and Related Work Materials
  - Ownership, Confidentiality, and Use of Work Products
  - Indemnity
  - Insurance
8. CCF reserves the right to negotiate with any, all or none of the applicants. If CCF is unable to negotiate final grant terms and conditions that are acceptable to CCF, CCF reserves the right to award the grant to another applicant.
9. CCF reserves the right to award a grant to other than the lowest priced proposal.
10. CCF reserves the right to award a grant without interviews, discussions, or negotiations.
11. CCF reserves the right to only award a grant or any portion thereof to an organization that passes any references checks.

## XXI. Appendix

### Key Terms

- **Consortium:** Group of nonprofits, municipalities and for-profits (when appropriate and rarely if ever as the lead applicant) that collectively pursue a public funding opportunity
- **Rematriation:** a term referring to an indigenous principle which often encompasses respect for nature and restorative relationships with land
- **Project Lead:** An organization that is leading a consortium not necessarily as a lead applicant but as the process manager (i.e. working with grant writers to develop the application) and convener (coordinating with consortium members to determine roles / responsibilities within the project)
- **Primary Recipient/Lead Applicant:** The organization that is primarily responsible for execution of a project once funded as well as leading fiscal / administrative management and reporting to the State.
- **Subrecipient relationship:** An organization or group of organizations that do not have primarily fiscal or programmatic responsibility for a project but play a supporting role and are included in the project budget.



# ATTACHMENT 1

## CONFLICT OF INTEREST FORM

### SECTION I: INSTRUCTIONS

All firms or individuals (including their subconsultants) seeking a contract under the California Jobs First Collaborative must complete and submit this Conflict-of-Interest Form with their proposal. Failure to submit a fully completed and signed form may result in your proposal being deemed non-responsive and disqualified from consideration.

If you have any questions regarding how to complete this form or the information requested, particularly if you answer "YES" to any questions, please contact the California Community Foundation (CCF) for clarification prior to submitting your proposal. A "YES" response does not automatically disqualify your entity but may prompt further review and determination by CCF.

Name of Entity: \_\_\_\_\_

Name of Preparer: \_\_\_\_\_

Project Title: \_\_\_\_\_

RFP Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

### SECTION II: QUESTIONS

#### 1. Employment History:

Within the last twelve (12) months, have you or any member of your firm been employed by or provided services as an employee to the California Community Foundation (CCF) or the Los Angeles County Economic Development Corporation (LAEDC)?

YES    NO

If "yes," please list name, position, and dates of service:

Name Service	Position	Dates of
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### 2. Personal Relationships:

Are you or any of your firm's managers, partners, or officers related by blood, marriage, or domestic partnership to any current staff member, officer, or board member of CCF or LAEDC?



# ATTACHMENT 1

YES    NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____

### SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by an individual authorized to legally commit the Proposer (e.g., General Partner, Owner, Principal, or Officer).

#### DECLARATION

I, (printed full name) \_\_\_\_\_, declare that I am the (position/title) \_\_\_\_\_ of (entity name) \_\_\_\_\_, and that I am authorized to execute this Validation Statement on behalf of this entity. I hereby certify that the information provided in this Conflict of Interest Form dated, \_\_\_\_\_, is true, accurate, and complete to the best of my knowledge and belief.

I understand that any false, deceptive, or fraudulent statements made in connection with this Form, or any omissions of material information, may result in the rejection of the proposal or revocation of a previously awarded contract.

\_\_\_\_\_  
Signature of Authorized Representative  
(original ink signature required)

Date

#### NOTICE

A materially false statement, misleading omission, or fraudulent inducement made in connection with this Conflict of Interest Form may be grounds for rejection of the proposal or for termination of any contract awarded as a result of this solicitation.

## Notice Regarding California Public Records Act

### Section 1 - Summary

A proposal submitted in response to this RFP will be subject to public disclosure pursuant to the California Public Records Act, California Government Code Section 6250 et seq. (the "Act"). The Act generally provides that all records relating to a public agency's business are open to public inspection and copying, unless specifically exempt from disclosure under one of several exemptions set forth in the Act.

If you believe that any portion of your proposal is exempt from disclosure under the Act, you must:

1. Mark such portion(s) "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" within your proposal;
2. Complete Section 2 below; and
3. Include this Attachment 9 in your submittal.

If you do not comply with these requirements, your proposal will be subject to public disclosure under the Act. Proposals marked "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" in their entirety will not be honored, and CCF will not deny public disclosure of proposals so marked.

By submitting a proposal with specific material marked "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY," you represent that you have a good-faith belief that the material is exempt from disclosure under the Act. However, such designations are not necessarily conclusive. You may be required to further justify in writing why such material should not, upon request, be disclosed by CCF under the Act. Fee and pricing proposals are not considered "TRADE SECRETS," "CONFIDENTIAL," or "PROPRIETARY."

If CCF denies disclosure, then by submitting your proposal you agree to reimburse, indemnify, defend, and hold harmless CCF, its officers, fiduciaries, employees, and agents from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses (including, without limitation, attorneys' fees, expenses, and court costs) of any nature whatsoever ("Claims") arising from, in connection with, or relating to CCF's non-disclosure.

By submitting your proposal, you also agree to defend, indemnify, and hold harmless CCF from and against any and all Claims arising from, in connection with, or relating to CCF's public disclosure of any such designated portions of your proposal if CCF reasonably determines that disclosure is required by law, or if disclosure is ordered by a court of competent jurisdiction.



### California Community Foundation Contractor Check List

#### Required Contractor Qualifications

The following documentation is required for any entity the Foundation will be paying for services, whether classified as an Individual/Sole Proprietor, LLC, or Corporation.

- 1) Copies of any required business license or tax registrations specific to your business location. Documentation should be recent (1 year).
  - Guidance re: State of California [business registrations](#)
  - Guidance re: Los Angeles County [business licenses](#)
  - Guidance re: City of Los Angeles [Business Tax Registration Certification](#)
- 2) Documentation of contracts with other entities to provide the same or similar services
  - Options include but are not limited to: client list, list of references, etc.
  - Documentation should be recent (1-3 years)
- 3) Documentation of the same or similar services being publicly advertised and available
  - Options include but are not limited to: website, email blast, other media
- 4) W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- 5) Contact information, including physical address, phone, and email
- 6) Proposed scope of work
- 7) Term for services
- 8) Pricing for services

Please submit the above documentation to your Foundation contact or to [grantsmanager@calfund.org](mailto:grantsmanager@calfund.org).

Please initial to confirm you have read and acknowledge the above items must be received prior to the Foundation issuing payment: \_\_\_\_\_