



REQUEST FOR PROPOSALS (RFP) Accounting & Finance Consultant

Lift to Rise seeks proposals for Accounting & Finance Consultant.

Lift to Rise is the backbone non-profit organization of a collaboration of more than 70 partners, including private and public sector leaders and community advocates, working on a bold plan to radically increase housing stability and economic mobility for everyone in the Coachella Valley in eastern Riverside County, California. The We Lift: Coachella Valley Housing Catalyst Fund (“the Catalyst Fund” or “the Fund”) is an innovative regional fund that deploys flexible, low-interest loans towards community-prioritized affordable housing projects that are stalled due to financing gaps.

Lift to Rise was recently awarded \$5 million in Regional Early Action Planning (REAP 2.0) funds from the Southern California Association of Governments (SCAG), through funding from the State of California. All projects funded by REAP 2.0 must meet its primary objectives, which are to accelerate infill housing development, reduce VMT, increase housing supply at all affordability levels, and affirmatively further fair housing. Lift to Rise is seeking consultants to support the implementation of this grant, with all technical work required to be completed by June 30, 2026. No U.S. government funds are part of this grant. More information about the Fund is available at <https://lifttorise.org/we-lift/>.

Need Statement:

Lift to Rise requires an Accounting & Finance Consultant to ensure accurate financial management, reporting, and compliance with grant funding requirements. Accounting & Finance Consultant will coordinate with Lift to Rise staff on grant administration, monthly progress and close-out reporting, and monthly invoicing. This role is critical to maintaining transparency and accountability in financial transactions related to the Catalyst Fund.

Specifications/Qualifications Desired:

- Minimum of five years of experience in nonprofit financial management.
- Demonstrated expertise in grant compliance and financial reporting.
- Strong proficiency in accounting software and financial tracking tools.
- Familiarity with California state funding regulations for nonprofit organizations.



- Experience working with housing or community development funds is preferred. CPA preferred.

Activities/Deliverables Required by REAP 2.0 Grant:

- Monthly invoices
- Monthly progress reports
- Project close-out files with accompanying Excel file
- Financial management of loan capital and administrative funds
- Accounting of loan deployments and reporting on loan activity

Desired Outcomes:

- Accurate and timely financial reports and invoices that provide clear visibility into expenditures, funding allocations, and budget utilization, ensuring compliance with financial policies and best practices.
- Compliance with all grant and funding regulations by implementing rigorous financial controls and regular audits, minimizing the risk of non-compliance or financial discrepancies.
- Improved financial transparency and accountability by maintaining well-documented records and real-time reporting, supporting effective decision-making and resource allocation.
- Efficient tracking and documentation of Catalyst Fund financial activities, ensuring that financial performance aligns with strategic goals and providing a reliable basis for future planning.
- Compliance with all grant and funding regulations.
- Improved financial transparency and accountability.
- Efficient tracking and documentation of Catalyst Fund financial activities.

Budget Range: \$40,000 to \$53,000

Submission Requirements: 1) Proposal detailing relevant experience, no more than 5 pages, submitted as Microsoft Word or PDF document; 2) Cost breakdown of proposal; 3) Submit to info@lifftorise.org with Subject Line "Proposal for Accounting & Finance Consultant."

Submission Deadline: April 11, 2025

Selection Process: Lift to Rise will assess all proposals through a competitive procurement process based on predetermined criteria, including price, quality,

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experience, and delivery timeline.

Contact Information: info@lifftrise.org. No phone calls please.