



REQUEST FOR PROPOSALS (RFP) Legal Counsel

Lift to Rise seeks proposals for Legal Counsel.

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 legal expertise to navigate regulatory compliance, draft loan agreements, and oversee participation contracts. This role is essential for ensuring legally sound operations of the Catalyst Fund and protecting organizational interests. The Legal Counsel will provide guidance on the standardized loan application process, loan agreements, participation agreements, and other relevant loan documents as needed. Additionally, they will support the development of applications and materials for issuing a Notice of Funds Available and awarding funding.

Specifications/Qualifications Desired:

- Attorney licensed in California with a minimum of five years of experience in nonprofit and financial law.
- Expertise in affordable housing regulations and financial compliance.
- Strong contract drafting and negotiation skills.



- Experience working with government grant-funded programs, public-private partnerships, and Community Development Financial Institutions (CDFIs).
- Familiarity with nonprofit governance and risk management practices.

Activities/Deliverables Required by REAP 2.0 Grant:

- Standardized loan application process, loan agreements, participation agreements, and other relevant loan documents as needed
- NOFA materials drafted and released
- Legal advice related to loan deployment
- Review of loan documents, term sheets, contracts, and other legal documents
- Summary of applications, evaluation, and awards issued

Desired Outcomes:

- Create and edit legally sound loan agreements and contracts that protect the interests of Lift to Rise and its stakeholders, ensuring clarity, enforceability, and compliance with applicable laws.
- Legal advice and document drafting, in consultation with CDFI Fund Manager and Accounting & Finance Consultant, to issue funding awards to identified affordable housing project sites in infill areas.
- Develop applications and materials for releasing a Notice of Funds Available or other method of announcing funding available and evaluating and awarding applications.
- Full regulatory compliance with grant and financial guidelines, reducing legal risks and enhancing organizational credibility through robust legal oversight.
- Risk mitigation and legal security for the Catalyst Fund by proactively identifying potential liabilities, structuring agreements to minimize exposure, and ensuring legal safeguards are in place.

Budget Range: \$40,000 to \$50,000

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 Legal Counsel."

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.