



Center for Nonprofit Management
1000 North Alameda, Suite 250
Los Angeles, CA 90012

(213) CNM-8484 TEL
(213) CNM-8485 FAX
cnmsocal.org

Request for Proposals (RFP) for ARP-Funded Community Outreach and Navigation Services

The Center for Non-Profit Management (CNM) is proud to announce the availability of funding made possible through the County of Los Angeles' allocation of American Rescue Plan (ARP) funds. This program aims to make direct investments in community organizations to provide Community Navigator Services to communities impacted by the COVID-19 pandemic. CNM will serve as the administrator of the subcontracting program and take the lead in enhancing the capacity of the selected awardees throughout the 2-year subgrant period.

The Community Navigator Program aims to support and strengthen the efforts of community organizations dedicated to accelerating the economic and social recovery from the COVID-19 pandemic, with a focus on highly impacted communities. The primary objective is to engage and support organizations, small business owners, individuals, and their families in accessing ARP-funded resources and other County services necessary for their recovery.

Organization Eligibility

- An organization must be a tax-exempt 501(c)(3) non-profit organization, a State Recognized Tribe that appears on the State of California's Native American Heritage Commission's List, or a Federally Recognized Tribe that has an office/operation in Los Angeles County. Fiscally sponsored organizations are eligible.
- Applicants must demonstrate dedicated staffing and presence in Los Angeles County.
- Applicants' primary direct service activities serve Los Angeles County residents.
- Applicants must demonstrate a working history in their Service Planning Area.
- Applicants must demonstrate the ability to provide linguistically and culturally appropriate community navigator services to reach highly impacted and/or vulnerable communities.
- The proposed services directly focus on communities and community members highly impacted by the COVID-19 pandemic as identified by the County's [Equity Explorer Mapping Tool](#).

Eligible Activities

Funding will be allocated to eligible entities with final award recommendations based on the availability of funds, program guidelines, and the submission of all required information and supporting documentation. The Community Navigator Program will fund community navigator programs that have the capacity to 1) reach highly impacted and/or vulnerable communities; 2) utilize a Community Navigator model, 3) effectively outreach, engage, and support organizations, small business owners, individuals, and their families to increase access to ARP-funded resources and other County services needed to recover from the economic and social impacts of the COVID-19 pandemic.



Background on Organization:

1. Please tell us how your organization provides services for organizations, small business owners, individuals, and their families in Los Angeles County (**200 words maximum**):
 - a. Please specify the specific communities you serve, both in terms of geographic and non-geographic communities. For non-geographic communities, such as specific racial or age groups, as well as the LGBTQIA2S community, please be explicit in your response. For instance, if you serve the Transgender and Lesbian communities within the LGBTQIA2S spectrum, kindly specify these communities in your response. **(Please use bullet points to list all communities served)**
 - b. In what languages do you provide services? **(Please use bullet points to list out the languages)**
 - c. How do you provide cultural/linguistic-specific services?
2. Mission statement
3. Where is the physical location of your office?
 - Service Planning Area 1
 - Service Planning Area 2
 - Service Planning Area 3
 - Service Planning Area 4
 - Service Planning Area 5
 - Service Planning Area 6
 - Service Planning Area 7
 - Service Planning Area 8
4. Which Service Planning Area does your organization serve, what is the intensity of services provided in that Service Planning Area, and your reach? How do you verify your reach? **(Will include a scale for level of intensity)**
 - Service Planning Area 1
 - Service Planning Area 2
 - Service Planning Area 3
 - Service Planning Area 4
 - Service Planning Area 5
 - Service Planning Area 6
 - Service Planning Area 7
 - Service Planning Area 8
5. Has your organization received contracts/grants with any Los Angeles County departments? Yes No If yes, what were the organization's lessons learned from previous work with LA County?
6. Submit financial information, including the current operating budget formatted in an Excel spreadsheet.
7. List Board of Directors or fiscal sponsor's Board of Directors
8. Submit the most recent Form 990 including your 501(c)3 letter or your fiscal sponsor's 501(c)3 letter and fiscal sponsorship agreement.
9. If you are fiscally sponsored, how long have you been fiscally sponsored?



10. If you are registered on WebVen through Los Angeles County and SAM.gov through the federal government, please provide WebVen and/or SAM number(s). (SAM number is not required to apply. If you are selected, you will be required to register to receive a SAM number.)

Proposed Activities & Expected Outcomes:

The intent behind these questions is for your organization to demonstrate its proven capabilities and experience in collaborative efforts with cross-sector partners. The aim of this subgrant opportunity is for subcontractors to establish and/or strengthen meaningful connections with communities that have been highly affected by the COVID-19 pandemic. In this section, applicants will have the opportunity to outline how the proposed activities will contribute to achieving the objective.

11. Describe how funds will be used to respond to the negative economic impacts of the COVID-19 public health emergency, including to households and small businesses. **(250 words maximum)**
12. Please describe the activities you intend to deliver to effectively reach, engage, and support organizations, small business owners, individuals, and their families using a Community Navigator model. These activities should be designed to facilitate access to ARP-funded resources and other County services that are essential for recovering from the economic and social impacts of the COVID-19 pandemic **(500 words maximum)**:
 - a. Explain your community outreach plan, highlighting its inclusivity by encompassing communities that have been disproportionately affected by the COVID-19 pandemic. This may involve outreach strategies tailored to multilingual communities, communities of color, individuals with disabilities, Indigenous communities, Lesbian, Gay, Bisexual, and/or Asexual communities, and Transgender, Gender Non-Binary, and/or Intersex communities.
 - b. Please provide details regarding any capacity-building trainings that you plan to implement. Explain how these trainings will enhance the effectiveness of your outreach and support efforts, ultimately leading to increased community access to ARP-funded resources and other County services needed to recover from the economic and social impacts of the COVID-19 pandemic.
13. Describe your organization's current community navigator services. If your plan includes increased staffing, how will the expansion of new community navigators be managed and supported? **(300 words maximum)**
14. How will these activities create long-term sustainability for community navigator services within your organization? **(200 words maximum)**
15. Please share the community coalitions, community partnerships, or collaborative efforts that your organization is a part of. Please describe the effort, your organization's role, and how long your organization has been part of the effort. **(250 words maximum, bullet points encouraged)**
 - a. What creative strategies does your organization use to reach people and connect? Provide examples of when your organization led a coalition. How was



the coalition formed, and managed, and what were the outcomes? **(250 words maximum)**

16. Has your organization facilitated any trainings for community or other nonprofits?
 Yes No If yes, what were the topics covered? What were the attendance numbers for those trainings? How were trainings facilitated in a culturally/linguistic manner? **(200 words maximum)**
17. Do you have experience or the ability to provide subcontracting opportunities to smaller nonprofit organizations? Yes No If yes, please provide details on any previous projects where subcontracting was involved, including the number of subgrantees, the nature of the projects, the process for working with subgrantees, and the outcomes achieved. If you haven't had such experience, you may describe your readiness and capacity to engage in subcontracting arrangements to enhance the impact of this program on the community.

Proposed Activity Budget:

18. To be considered, please share a project budget and a budget narrative utilizing the budget template for the proposed activities you plan to implement with this funding. [See the budget template here.](#)

Success Measures:

19. What does success look like? What are [SMARTIE-formatted \(Specific, Measurable, Achievable, Relevant, Time-bound, Inclusive, Equitable\)](#) milestones you expect to meet? How do you plan on sustaining your activities after the subgrant ends? **(300 words maximum, bullet points encouraged).**

Organization Details:

20. Is your organization able to meet quarterly reporting and invoice requirements?
 Yes
 No, we need support and/or technical assistance.
21. Is your organization able to participate in monthly capacity-strengthening trainings as required by the subgrant?
 Yes
 No

Application Review Process

All inquiries will be addressed, and applications will be reviewed by the Center for Nonprofit Management (CNM). Applicants may be considered for funding and resources, as well as capacity-strengthening training. All selection decisions are final and at the sole discretion of CNM.