

Wesley Ruise, Jr.  
Chairman

Joseph J. Amago  
Treasurer

Fred Nelson, Jr.  
Vice-Chairman

## LA JOLLA BAND OF LUISEÑO INDIANS

John Paipa  
Council Member

Angela Miner  
Secretary

22000 Hwy 76 Pauma Valley, CA 92061  
P: (760)742-3771 | F: (760)742-1704  
www.lajolla-nsn.gov



### Request for Proposals (RFP)

Grant Writing and Federal Funding Support Services

#### I. Introduction

The La Jolla Band of Luiseño Indians is soliciting proposals from qualified and experienced grant writers or grant consulting firms to provide professional grant writing and technical assistance services. The selected contractor will support the Tribe in identifying, developing, and submitting competitive federal grant applications that advance Tribal priorities and community needs.

The Tribe seeks a consultant with demonstrated experience securing and supporting federal funding for federally recognized Tribal governments, including programs administered by the U.S. Department of Housing and Urban Development (Indian Housing Block Grant), the U.S. Department of the Interior / Bureau of Indian Affairs, the U.S. Department of Transportation, and the Federal Emergency Management Agency.

Preference may be given to respondents with direct experience working with Tribal governments and a demonstrated understanding of Tribal sovereignty, governance structures, and federal funding requirements applicable to Tribal entities.

#### II. Background

The La Jolla Band of Luiseño Indians is a federally recognized Tribe located in San Diego County, California. The Tribe administers governmental programs and services that support housing, infrastructure, transportation, emergency management, public safety, health, and community development for its Tribal citizens.

To support these efforts, the Tribe seeks an experienced grant writer or consulting firm capable of providing strategic guidance and high-quality grant development services across multiple federal funding sources.

#### III. Scope of Work

The selected grant writer or firm will work closely with Tribal leadership and designated staff and may be responsible for, but not limited to, the following services:

- Identification of federal funding opportunities aligned with Tribal priorities and strategic goals
- Guidance on grant eligibility, competitiveness, match requirements, and timelines
- Development and submission of complete federal grant applications, including narratives, budgets, work plans, and required attachments
- Assistance with housing, transportation, emergency management, infrastructure, and public safety grant applications
- Coordination with Tribal staff to collect data, develop project concepts, and ensure timely submission
- Review of funding opportunity announcements and compliance requirements
- Post-award support, if requested, including assistance with reporting, amendments, renewals, or closeouts

#### **IV. Minimum Qualifications**

Proposals must clearly demonstrate the following minimum qualifications:

- Proven experience writing successful federal grant applications
- Demonstrated success securing funding for federally recognized Tribal governments
- Knowledge of Tribal sovereignty, governance structures, and federal funding requirements
- Strong written communication, organizational, and project management skills
- Ability to meet strict federal deadlines and reporting requirements

#### **V. Proposal Submission Requirements**

Interested respondents must submit a proposal that includes the following components:

1. Cover Letter
  - Introduction of the firm or individual
  - Identification of the primary point of contact
2. Statement of Qualifications and Experience
  - Description of experience with federal grant writing
  - Experience working with Tribal governments or Tribal programs
  - Examples of successful federal grant awards, including funding agency, award amount, and year (if available)
3. Approach and Methodology
  - Process for identifying grant opportunities
  - Approach to developing competitive grant applications
  - Description of collaboration and communication with Tribal staff
4. Proposed Fee Structure
  - Hourly rates, flat fees, or other pricing models
  - Identification of any additional or reimbursable costs
5. References
  - A minimum of three professional references, preferably from Tribal governments or Tribal organizations

#### **VI. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Demonstrated experience with federal and Tribal grant funding
- Quality, clarity, and feasibility of the proposed approach
- Past performance and references
- Cost effectiveness
- Understanding of Tribal priorities and respect for Tribal sovereignty

#### **VII. Contract Terms**

The selected respondent will be required to enter into a professional services agreement with the La Jolla Band of Luiseño Indians. The Tribe reserves the right to reject any or all proposals, waive any informalities or irregularities in proposals, and negotiate scope of work, deliverables, and fees with the selected respondent. Nothing in this RFP or any resulting agreement shall be construed as a waiver of the Tribe's sovereign immunity.

### **VIII. Submission Instructions and Deadline**

Proposals must be received no later than Monday, April 6, 2026, by 4:30 p.m. Pacific Time.

Proposals shall be submitted electronically to:

Richard Rodriguez

Tribal Administrator

La Jolla Band of Luiseño Indians

[richard.rodriguez@lajolla-nsn.gov](mailto:richard.rodriguez@lajolla-nsn.gov)

### **IX. Questions**

All questions regarding this RFP must be submitted in writing to Richard Rodriguez, Tribal Administrator, at [richard.rodriguez@lajolla-nsn.gov](mailto:richard.rodriguez@lajolla-nsn.gov) no later than Monday, March 30, 2026, by 4:30 p.m. Pacific Time.

Responses to questions, if any, may be issued in writing as an addendum to this RFP. No oral interpretations or clarifications shall be binding.