

Solicitations for Proposals (SFP) Highlights

Community Economic Resilience Fund (CERF)

The Community Economic Resilience Fund (CERF) Planning Phase Solicitations for Proposals (SFP) was released by the state on May 26, 2022. This document outlines the highlights from the SFP and is intended to support regions as they engage in the CERF application process. This does not include all the SFP requirements shared by the state, but rather those which may prove the most helpful to note for our partners. To read the SFP in its entirety, please [click here](#).

Application Package Instructions and Exhibits

Core Application Requirements:

1. Cover/Signature Page and Executive Summary (Linked [here](#))
2. Proposal Narrative (Exhibit A) (Linked [here](#))

Required Exhibits:

1. Exhibit B: Proposed Budget (Linked [here](#))
2. Exhibit B2: Proposed Budget Narrative (Linked [here](#))
3. Exhibit C: Supplemental Budget (if applicable) (Linked [here](#))
4. Exhibit D: Proposed Work Plan (Linked [here](#))
5. Exhibit E: Statement of Willingness (Linked [here](#))

Required Appendices:

1. Fiscal Agent Resume
2. Regional Convener Resume
3. MOU Between Fiscal Agent and Regional Convener
4. Documentation of Meaningful Engagement
5. Advance Pay Statement of Need (if applicable)
6. Project Expenditure Timeline for Advance Pay (if applicable)

Please refer to the second page of the SFP for full Application Package Instructions and Exhibits requirements.

Dates and Deadlines

Event	Date
CERF SFP release	May 26, 2022
Last date to submit inquiries for the webinar	June 8, 2022 by 5:00 pm PT
Deadline to preregister for the informational webinar	June 13, 2022
Informational webinar	June 15, 2022 at 10:00 am PT
Deadline for Notice of Intent to Apply	June 22, 2022 by 5:00 pm PT
CERF Application Packages due	July 25, 2022 by 3:00 p.m. PT
CERF Application Package review and evaluation	July 26 – August 09, 2022
Award announcements	September 2022
Deadline to appeal (optional)	August 09, 2022
Estimated planning project start date	October 01, 2022

Award decision notices are anticipated to be mailed by August 2022.

Solicitations for Proposals (SFP) Highlights

Community Economic Resilience Fund (CERF)

CERF Program

Overview

Purpose

The purpose of the CERF funding is to:

- Build an equitable and sustainable economy across California's diverse regions and foster long-term economic resilience in the overall transition to a carbon-neutral economy
- Use regional approach that accounts for dynamics like shifting industries and talent pools
- Use a highroad approach to economic development to support the creation of quality jobs and equal access to those jobs; businesses that invest in their workforces, pay living wages, and engage in environmentally sustainable business practices
- Center community and worker inclusive economic planning, including voices that have been traditionally left out of economic planning is critical to achieving equitable outcomes

Program Structure

Phase I planning efforts will inform regional investment opportunities during Phase II of the program.

CERF planning grants will allow for flexible economic analysis at various geographic scales, including economic flows between different regions, and implementation grants will allow for projects that cross regional boundaries. Participants interested in applying for Phase II implementation grants must participate during the planning phase or receive a letter of support from the High Road Transition Collaborative (HRTC) to be eligible for funding.

CERF will also align and leverage state investments (e.g., High Road Training Partnerships, infrastructure investments, community capacity-building programs), federal investments (e.g., Economic Development Administration's Build Back Better Regional Challenge), and philanthropic and private-sector investments.

Please refer to pages 1-3 of the SFP for a full overview of the CERF program.

Phase I: Planning Phase

- Provides \$5 million dollar planning grants to each region to support one High Road Transition Collaborative (HRTC) per region; HRTCs will be composed of an administrative Fiscal Agent, a Regional Convener, and a wide range of partners reflecting the diversity of each region; administered jointly by the Fiscal Agent and Regional Convener; the Fiscal Agent will legally and financially represent the HRTC throughout Phase I
- HRTCs will implement transparent and inclusive processes to advance long-term prosperity and equity, work directly with Regional Climate Collaboratives (RCC) Program where applicable, and include balanced representation from labor, business, community, government, and other stakeholders, including, but not limited to, economic development, philanthropy, education, and workforce partners
- HRTCs will encourage engagement, create inclusive and equitable economic plans, build capacity, and break down silos
- Planning grants can be used for a wide range of planning activities including capacity-building, community engagement, and research; plans developed during the Planning Phase will inform projects eligible for funding during the Implementation Phase of the program; plans will be based on actionable research in partnership and shared decision-making with communities and in consultation with expert institutions, with a focus on the CERF Objectives; strategies will complement, incorporate, or expand on existing plans

Please refer to page 4 of the SFP for full Planning Phase requirements.

Solicitations for Proposals (SFP) Highlights

Community Economic Resilience Fund (CERF)

Phase II: Implementation Phase

- EDD will fund implementation projects on a rolling basis identified in the planning phase based on criteria such as demonstrated community support, alignment with state climate goals, and demonstration of labor standards and job quality
- Implementation Phase solicitation and detailed criteria will be released in Fall 2022
- Applying for Phase II implementation grants must participate during the planning phase or receive a letter of support from the HRTC to be eligible for funding

Please refer to page 5 of the SFP for additional Implementation Phase details.

CERF Tribal Funding Opportunity

- Out of the \$600 million, \$20 million dollars is allocated for California Native American Tribes
- CERF recognizes the critical role that tribes play in transforming the state's economy and respects the sovereignty of tribal governments and their decision of how they engage with the program
- The proposed timeline calls for the release of the Tribal Funding Opportunity solicitation after release of solicitations for both the Planning and Implementation Phases of the CERF program
- Tribes interested in applying for the CERF Tribal Funding Opportunity may still also apply for CERF funding through the Planning and Implementation Phases described in this solicitation. Tribes are highly encouraged to participate in the CERF Planning Phase HRTCs and to apply for funding during the Implementation Phase. Tribes are not required to participate in their region's Planning Phase processes to be eligible for Implementation Phase funding. The CERF Tribal Funding Opportunity will be open to California Native American Tribes regardless of their participation in the Planning and Implementation Phases.

Additional information and application requirements for the CERF Tribal Funding Opportunity is forthcoming.

Please refer to page 5 of the SFP for additional Tribal Funding Opportunity information.

Availability

Each of the CERF Regions will receive one award in the amount of up to \$5,000,000 for the Planning Phase. The Period of Performance (POP) for planning projects funded under this SFP will be between 18 to 24 months with an anticipated start date of October 2022.

Target Regions and Populations

All the CERF Regions will receive funding during the Planning and Implementation Phases. CERF emphasizes inclusive planning to ensure equitable outcomes for each region's disinvested communities, which often face a lack of meaningful engagement with community residents in planning and policy decisions.

Investments that benefit disinvested communities will be a priority for proposed projects in the Implementation Phase. CERF defines 'disinvested communities' as any of the following:

- Census tracts identified as 'disadvantaged' by the California Environmental Protection Agency
- Census tracts with median household incomes at or below 80 percent of the statewide median income or with the median household incomes at or below the threshold designated as low income by the Department of Housing and Community Development's list of state income limits
- 'High poverty area' and 'High unemployment area' as designated by the California Governor's Office of Business and Economic Development California Competes Tax Credit Program

Solicitations for Proposals (SFP) Highlights

Community Economic Resilience Fund (CERF)

- California Native American Tribes as defined by the Native American Heritage Commission (NAHC) Tribal Consultation Policy

Proposed Governance Structures should additionally outline measures that will be taken to protect the confidentiality of Tribal data and Traditional Ecological Knowledge collected or shared as part of the planning process. The CERF team will provide additional guidance on respectful and meaningful collaboration with California Native American Tribes in the post-award phase.

Please see pages 6-7 of the SFP for additional Target Regions and Population information.

Eligibility

A single organization may serve as both Fiscal Agent and Regional Convener in the case that it meets all desired qualifications.

The following outlines just some of the Fiscal Agent requirements:

- Act as the intermediary in grant management
- Be the legal entity responsible for submitting the Planning Phase Application Package
- Have legal authority, history, and capacity to administer state funds
- Represent the HRTC and make disbursements on behalf of the region

The following outlines just some of the Regional Convener requirements:

- Tasked with organizing an inclusive group of regional stakeholders to form the HRTC and implement the planning grant in its region
- The Convener should possess all or most of the following characteristics:
 - Track record of coordinating across sectors
 - Strong knowledge of the CERF Region
 - Ability to lead diverse stakeholders
 - Proven relationships and credibility
 - Demonstrated commitment to advance equity outcomes
 - Familiarity with grantmaking and knowledge of philanthropic ecosystems

Types of entities that are eligible to serve in the Fiscal Agent and/or Regional Convener role include, but are not limited to the following:

- Non-profit organizations and foundations
- Community-based organizations
- District organizations of an EDA-designated Economic Development District
- Institutions of higher education or consortium of institutions of higher education
- California Native American Tribes or a consortium of California Native American Tribes
- Local governments, Special Districts, Metropolitan Planning Organizations (MPO), etc., may apply if they meet desired qualifications and if 80 percent of jurisdiction boundaries overlap with the CERF region

For-profit entities are not eligible to serve in the Fiscal Agent or Regional Convener role but can be subcontracted to provide research or other services. See Appendix C: “Fiscal Agent and Regional Convener Responsibilities” for more details on Convener and Fiscal Agent roles and responsibilities, as well as required evidence of a partnership between the two parties where applicable.

Please see pages 7-8 of the SFP for additional CERF Eligibility information.

Solicitations for Proposals (SFP) Highlights

Community Economic Resilience Fund (CERF)

Collaboration with the Interagency Leadership Team

The success of the CERF program will require the interagency team comprised of the California Labor and Workforce Development Agency (LWDA), the Office of Planning and Research (OPR), and the Governor's Office of Business and Economic Development (GO-Biz) to collaborate on a wide range of activities related to the management, design, oversight, and administration of the program. Throughout the life of the program, the interagency team will participate in regularly scheduled reporting meetings to discuss stakeholder input, agendas, policy recommendations and program guidelines. Below are brief descriptions of the responsibilities of each agency:

- **Employment Development Department (EDD):** Management and execution of all grants and contracts for both the planning and implementation grants
- **The Governor's Office of Planning and Research (OPR):** Design and operations of the program; provide Phase 1 technical assistance
- **The Governor's Office of Business and Economic Development (GO-Biz):** Outreach, technical assistance, and capacity building

Note: Awardees will be required to participate in Communities of Practice meetings.

Please see pages 8-9 of the SFP for additional Interagency Leadership Team information.

Collaboration with Evaluation Team

Awardees must collaborate with and be responsive to the process evaluation team. This includes providing information to the evaluators, allowing the evaluators to join meetings or sessions for information gathering purposes, and joining partnership sessions for planning, discussion, or technical assistance.

Post-Award Program Requirements and Deliverables

Planning Phase (Phase I) Requirements Overview

The Planning Phase requirements involve building inclusive planning tables, which will result in developing:

- 1) High Road Transition Collaboratives, and
- 2) Regional Plans.

Inclusive Table-Building: Ensures that is accountable, addresses the needs of disinvested communities, represents the diversity of the region, and transparently oversees the facilitation of the planning process; conduct a detailed stakeholder mapping analysis (see the Regional Plans section)

Strength and Diversity of Collaborative Partnerships: Account for diversity across sectors, subject matter expertise, lived experience, and inter-generational perspectives

Ongoing Regional Processes: Ensure the alignment between these processes and CERF; includes CEDS, climate plans, High Road Training Partnerships, General Plans, Regional Transportation Plans, and other community-led initiatives

Collaborative Governance Structure: Must illustrate transparent decision-making processes that not only center disinvested communities and impacted workers, but actively shift decision-making power to those groups; no individual member of the HRTC governance committee has more decision-making power than the other; represents entities that are traditionally involved in economic development, as well as entities and communities that have historically been excluded from economic development processes; includes balanced representation

Solicitations for Proposals (SFP) Highlights

Community Economic Resilience Fund (CERF)

The state may reach out to various stakeholders in each CERF Region as part of its work on reviewing inclusive table-building processes.

Please see pages 9-11 of the SFP for additional Phase 1 Requirements Overview, as well as the full list of required HRTC representation.

High Road Transition Collaboratives

Formal partnerships are legally bound (e.g., through MOUs, contracts, etc.). The informal partnerships are not legally bound. The reports must include the following:

Governance Structure: Including whether and how the structure evolved over time

Outreach and Engagement Plan: If the plan has evolved, explain how and why

Partnerships: The formal and informal partnerships and coalitions

Inclusivity: How these partnerships and coalitions advance the goals of responding to the needs of diverse stakeholders and especially disinvested communities

Please see pages 11-12 of the SFP for additional HRTC information.

Regional Plans

The plan will be co-developed with diverse stakeholders. Analyses and plans must account for sub-regional and inter-regional dynamics. The plans must also build on existing regional and/or subregional economic development plans and strategies as appropriate.

The Regional Plan includes two parts. Part 1 presents a snapshot of socio-economic conditions in the region: mapping stakeholders, providing a regional summary, and conducting analyses. Part 2 establishes a forward-looking economic development and transition roadmap using the information obtained in Part 1.

The state understands that awardees may need to apply an iterative process as they develop their plans and collaboratives. For example, awardees may need to modify their goals and plans based on their analysis and findings. Each of the following analyses and the roadmap must address the CERF Objectives:

- **Equity:** Needs and the interest of diverse communities, especially disinvested communities
- **Sustainability:** Self-sustaining and aims at a carbon-neutral, climate-resilient economy
- **Job quality and access:** Family-sustaining wage, health benefits, a pension, worker advancement opportunities, a safety net, and collective worker input
- **Economic competitiveness and resilience:** Strategies to avoid, withstand, and recover from economic shocks

Please see page 12 of the SFP to read more about the Regional Plan overview.

Regional Plan Part 1

Presents a baseline of the region. It considers the region's stakeholders, assesses the factors affecting the region's economic, environmental, and health conditions, and conducts detailed economic and workforce analyses. The intention is to ensure that the plans take a full account of the factors shaping economic development in the region before developing strategies for recovery and transition. Conduct the following analyses. In each section, summarize findings and explain how these findings inform the planning process and how they correspond with the Collaborative's goals.

Solicitations for Proposals (SFP) Highlights

Community Economic Resilience Fund (CERF)

1. Stakeholder Mapping

- Provide the list of organizations and entities
- Overview of the state of disinvested communities in the region
- Create and show a network of existing partners and their existing regional and subregional plans, strategies, and related reports
- Clarify opportunities for collaborations and partnerships

2. Regional Summary

A summary background of the demographic and socio-economic conditions of the region, highlighting areas with low and high economic diversification and resiliency, as well as any industry trends that impact the regional economy. The regional summary must include the following analysis and discussion:

- Economy and Economic Development
- Climate and Environmental Impact
- Public Health Analysis

3. Labor Market Analysis

A snapshot of labor and workforce dynamics in the region; the analysis must also identify the following:

- Industry-specific labor standards that meet high-road priorities
- Barriers that limit access to high-quality jobs
- Relevant training programs, apprenticeships, or high road training partnerships in the region

4. Industry Cluster Analysis

A snapshot of current major industries as well as industry trends and projections

5. SWOT Analysis

The SWOT analysis will draw from data and components through conducting the above analyses.

Please see pages 13-15 of the SFP for additional Regional Plan Part 1 information.

Regional Plan Part 2

Develop a holistic economic development and transition roadmap with strategies that prioritize the creation of high-quality jobs, equitable access to jobs and resources, and emphasizes developing sustainable and resilient economies and industries. The roadmap and strategies must refer to the findings of the analyses in Part 1. The roadmap must include the following:

1. Vision and Goals

Develop a vision and specific regional goals for creating a High Road economy that is sustainable, inclusive, and equitable.

2. Strategies for the growth of targeted industries

Industrial Cluster Development, including Clear Local Market Signals, Value Chain and Infrastructure, and Innovation Ecosystem; Workforce Development

3. Strategies for increasing economic diversification

Strategies must focus on economic diversification in at-risk locations and address barriers to attraction and retention of businesses, as well as barriers to quality job access for disinvested communities.

4. Strategies for responding effectively to economic shocks

Includes protecting diverse communities, especially disinvested communities and using economic shocks and disasters as opportunities for growth

5. Strategies for increasing economic equity

These strategies must refer to the analyses of workforce and demographic trends; strategies must create and sustain pathways into quality jobs and family-sustaining careers and improve job quality and wages; and strategies must support workers potentially impacted by at-risk industries and must prevent displacement of incumbent workers or replacement of high-road jobs with low-quality jobs.

6. Strategies for increasing health and environmental equity

These strategies must avoid exacerbating the effects of climate change and include pathways for mitigating the effects of anticipated climate impacts on targeted industries and occupations. They must also address public health needs, with special attention to the needs of disinvested communities.

7. Strategies for aligning with State strategies

An assessment of how regional economic development strategies (i.e., planning priorities, grant programs, and regulations) can align with, support, and be supported by existing state strategies in areas like clean energy, air pollution reduction, transportation decarbonization, climate adaptation, sustainable water management, and natural and working lands.

Please see pages 15-17 of the SFP for additional Regional Plan Part 2 information.

Strategic Investments and Projects

The Collaboratives will also identify 2-5 strategic investments or projects to enact recovery and transition to be funded in Phase II (Implementation) that meet the following criteria, which are currently presented at a high-level. Clarify Investments or Project Goals in Detail:

- Proposed projects must layout goals and success points in detail and provide threshold(s), benchmark(s), or target(s) for measuring or tracking success
- Projects must provide the methodology for tracking or measuring the defined threshold(s), benchmark(s), or target(s)

1. Demonstrate Proposed Impacts to Communities/Industries

Including mitigating economic harm

2. Demonstrate Project Feasibility, Commitments, and Community Support

Including demonstrating support from the HRTC and showing support from various stakeholders

3. Promote State Climate Goals

Including development of low-carbon or regenerative industries and minimizing GHG emissions and/or water or energy usage

Solicitations for Proposals (SFP) Highlights

Community Economic Resilience Fund (CERF)

4. Support Labor Standards and Job Quality

Projects must include labor standards; create high-quality jobs that bring sustainable income; and recruit, train, re-train, and support workers from disinvested communities

5. Demonstrate Clear Role in Regional Strategy

Industrial development should consider existing CEDS along with the following elements:

- Clear Local Market Signals
- Workforce Development
- Economic Diversification
- Complement Existing Funding
- Achieve Timely Implementation: Funds must be encumbered by October 2026

Please see pages 17-18 of the SFP for additional Strategic Investments and Projects information, as well as examples of projects.

Budgeting and Performance Requirements

Cost Sharing

Phase I planning grants will be awarded at a 100% grant rate for a maximum amount of \$5 million. Therefore, no match is required.

Allowable Uses of Funds

Please refer to Appendix D (page 49 of the SFP) for Allowable Costs and Cost Items and Appendix E (page 50 of the SFP) for Disallowable Costs.

Administrative Cost Limits

A maximum of 10 percent of the total requested grant amount will be allowed for administrative costs. Please refer to Appendix F (page 51 of the SFP) for the definition of administrative costs.

Travel reimbursements

Out-of-state travel must be directly related to CERF and authorized in advance by EDD and OPR; if following the applicant's travel policy, a copy will be requested. For additional information on excess lodging requests, please visit the Excess Lodging Rate Request section under CalHR.

Subcontractor Procurement

Subcontractor procurement processes must adhere to state and local requirements.

Advance Payment

EDD may provide, with legislative authority and Department of Finance (DOF) approval an Advance Payment option to community-based non-profit organizations or a Native American tribe. Advance Payment options aim to reduce barriers in participating in CERF. Applicants may apply to receive up to 25 percent of their total grant award through an Advance Payment option. For the request to be considered, applicants will need to submit the documents below in addition to the grant Application Package.

Solicitations for Proposals (SFP) Highlights

Community Economic Resilience Fund (CERF)

Note: Applicants requesting Advance Pay will only be eligible for a one time advance payment and will be required to demonstrate good standing with the IRS.

To receive advance payment, applicants must adhere to the items listed on page 20 of the SFP.

Please see pages 19-20 of the SFP for additional information about Budgeting and Performance Requirements.

Application Package Requirements and Submission

Refer to SFP Instructions in Appendix A (pages 37-39 of the SFP) for guidance on how to properly complete, format, and submit all elements of the Application Package. A maximum of 20 pages (12-point Arial font, single-spaced) will be accepted for the Concept Proposal, Collective Partnership Agreement Letter, and Outreach and Engagement Plan combined. Applicants have the flexibility to decide how they want to distribute the 20 pages. Please do not submit more than one Application Package.

The state expects and encourages the HRTC to evolve throughout the Planning Phase, but the initial HRTC members – which will include the Fiscal Agent, Regional Convener, and partners – will collectively develop the Application Package based on shared visions and goals that address the needs of the CERF Region.

Data and Supporting Evidence

Successful applications must use a combination of quantitative and qualitative supporting data. Appendix H of the SFP (page 56 of the SFP) suggests several data sources and tools, which applicants and successful grantees may use.

Phase I Concept Proposal

- Describes the vision and goals for the HRTC and how the Convener will meet the Post-Award Planning Phase Requirements
- Identifies the Fiscal Agent and Regional Convener; details why the Regional Convener is best suited to represent the CERF Region, and explains the organization composition and current or proposed leadership and/or decision-making body
- Describes the applicants' experience and ability to convene
- Explains the relevant dynamics in the CERF Region
- Explains how subregional or interregional efforts will be managed and how these efforts will connect to the regional strategy
- Identifies complementary economic development or planning processes ongoing in the CERF Region and possible areas of collaboration or integration with CERF
- Lists preliminary metrics of success
- Provides a strategy for ensuring the sustainability
- Describes how the HRTC will address geographic equity and ensure participation from and collaborative decision-making with disinvested communities

Please see page 21 of the SFP for additional information about the Phase 1 Concept Proposal requirements.

Solicitations for Proposals (SFP) Highlights

Community Economic Resilience Fund (CERF)

Proposed Work Plan

- Descriptions and justification of proposed activities
- Target timelines
- Potential challenges and proposed solutions to developing the HRTC

Please see pages 21-22 of the SFP for additional information about the Proposed Work Plan requirements.

Outreach and Engagement Plan

Describes strategies and methods that will be used to inform, engage, and empower residents and key stakeholders. It may require additional training, orientation, and support to ensure meaningful participation on behalf of disinvested communities, organizations that serve disinvested communities, and other lower-capacity organizations and strive to ensure that they are able to engage with these communities and organizations in a way that acknowledges and overcomes traditional power imbalances.

Priority will be given to proposals that employ a combination of activities to meaningfully engage community stakeholders and create a culturally, linguistically, technologically, and, if in person, physically accessible methods for community participation. At a minimum, the Outreach and Engagement Plan must address the following:

- Budget, explanation, and timeline
- How the applicant will effectively conduct outreach across the entire CERF Region
- How the initial HRTC members mentioned in the Collective Partnership Agreement Letter will support the implementation of the Outreach and Engagement Plan
- How the Outreach and Engagement Plan will ensure the HRTC is representative of the communities in the region, and how stakeholders who may not already be actively involved in planning and development activities will be engaged
- How the Convener will ensure transparent decision-making that centers community voices
- How the public will be informed of the planning progress, including tracking performance and other indicators, as well as progress on the implementation of the Plan
- The ways in which the community will provide feedback on the planning process, including how the HRTC will receive and incorporate formal feedback from the community, and the minimum number of community members the HRTC plans to engage
- How the Governance Structure includes the entities in the Collective Partnership Agreement Letter, and how these entities will support the implementation of the Outreach and Engagement Plan

Please see pages 22-23 of the SFP for additional information about the Outreach and Engagement Plan requirements.

Collective Partnership Agreement Letter

HRTC members joining the Collective Partnership Agreement Letter should also consider that regional tables will evolve throughout the planning process to ensure they accurately capture the diversity of each region. The Collective Partnership Agreement Letter will be a fundamental component in developing trust, partnership, and a commitment to power-sharing among HRTC members. At a minimum, the Fiscal Agent and/or Regional Convener and initial HRTC members should include the following in their Collective Partnership Agreement Letter:

Solicitations for Proposals (SFP) Highlights

Community Economic Resilience Fund (CERF)

1. Proposed Governance Structure

A democratic governance structure that shares decision-making and balances the interests of all

2. Signatures of initial HRTC members

Agreement to the goals laid out in the Application Package and agrees to participate in developing a fair governance structure, an effective outreach and engagement plan, and a budget. At a minimum, each proposed HRTC member must include the following:

- Type of entity and its role
- Entity's knowledge, experience, and reason to be in the planning table
- Contact person, their role, and email address or phone number
- Signature from an authorized signatory representative
- Date

Please see page 23 of the SFP for additional information about the Collective Partnership Agreement Letter.

Application Package Exhibits

Exhibit B: Proposed Budget

Should be easy to read and provide a clear understanding of how HRTCs plan to allocate funding resources. Program Costs and Administrative Costs must add up to the total award amount. Priority will be given to budget proposals that include the following:

- Budgets that allocate resources equitably across entities within the HRTC to lead or support specific activities that reflect the needs of planning efforts
- Budgets that reflect the overall project objectives and program goals
- Budgets that focus on equity and inclusion
- Budgets that explain the proposed community outreach activities

Exhibit B2: Proposed Budget Narrative

Must ensure that all HRTC members have had an opportunity to direct the project budget; must provide written explanation of budget allocations, describing details and rationale for proposed expenditures; provide a clear understanding of how HRTCs plan to allocate funding resources. Priority will be given to budget proposals that include the following:

- Budgets that allocate resources equitably across entities within the HRTC to lead or support specific activities that reflect the needs of planning efforts
- Budgets that reflect the overall project objectives and program goals
- Budgets that focus on equity and inclusion
- Budgets that explain the proposed community outreach activities

Exhibit C: Supplemental Budget (if applicable)

If applicant plans to purchase equipment that has a unit cost of \$5,000 or more and a useful life span of more than one year, the Supplemental Budget must be completed. Additionally, if the applicant has allocated funding for contracts in Exhibit B, the supplemental budget must include a list of anticipated contracts even if the name of the contractor is unknown.

Exhibit D: Proposed Work Plan

High level overview of activities and timelines. It should correspond with more detailed descriptions of the Work Plan in Section IV.B (see page 30 of the SFP).

Solicitations for Proposals (SFP) Highlights

Community Economic Resilience Fund (CERF)

Exhibit E: Statement of Willingness

Applicants are strongly encouraged to sign a Statement of Willingness, which demonstrates a commitment to participate in the planning process regardless of award status.

Please see pages 24-25 of the SFP for full Application Package Exhibits requirements.

Application Package Appendices

Fiscal Agent Resume and Regional Convener Resume

Each not exceed two pages (single-space, 12-point font)

Memorandum of Understanding (MOU) between Fiscal Agent and Regional Convener

The MOU must include a mutual agreement of each entity's roles and responsibilities and a commitment to work together to achieve the goals, objectives, and deliverables of CERF.

Documentation of Meaningful Engagement

Provide meeting minutes, sign-in sheets, or any other documents created during the development process of the Concept Proposal, Collective Partnership Agreement Letter, Outreach and Engagement Plan, and Proposed Budget and Proposed Budget Narrative; show meaningful engagement with the organization types listed on page 26 of the SFP. If the HRTC does not include representation from any of the entities listed on page 26 of the SFP, the Proposed Governance Structure must include a thorough explanation of the decision or circumstances.

Advance Pay Statement of Need (if applicable)

If the applicant is applying for Advance Pay, they must include a 1-page statement (single-space, 12-point font) detailing the need for the Advance Pay.

Project Expenditure Timeline for Advance Pay (if applicable)

Applicants requesting Advance Pay must submit a projected 6-month timeline for spending the amount advanced.

Please see pages 25-27 of the SFP for full Application Package Appendices requirements.

Delivery

Applicants must submit a complete Application Package with all required elements to WSBCERF@edd.ca.gov and two hard copy Cover/Signature pages with original wet signatures by the applicant's contract signatory authority by Monday, July 25, 2022 by 3:00 p.m. PT.

Please see pages 27-28 of the SFP for mailing addresses and other delivery information.

Award and Contracting Process

Funding decisions are based on scoring rubric, performance history, and regional and target population needs. The team will notify all applicants regarding the status of submitted Application Packages. A summary of projects funded under this SFP will be publicly posted on the EDD website.

Application Review, Scoring, and Evaluation

Only those applications that score in the top tier, are deemed meritorious, and are in the best interest of the state will be recommended for funding. EDD reserves the right to conduct onsite reviews prior to making final funding recommendations.

Solicitations for Proposals (SFP) Highlights

Community Economic Resilience Fund (CERF)

After completion of the evaluation process, the CERF Interagency Team will make final funding decisions based on the ranked scores and other factors such as the applicant's past performance or innovative approaches to economic resiliency planning. All projects selected for funding are contingent upon the revision and approval of the contract exhibits. Project exhibits are not automatically approved. Subrecipients may be required to revise the project exhibits to comply with state mandates during the approval and contract

CERF Planning Phase Scoring Rubric: 200 Points Total

Please see pages 29-33 of the SFP for the full Scoring Rubric.

An annotated version of the Scoring Rubric is as follows:

Objectives and Vision: 45 Points

Prioritizes the CERF Objectives of Equity, Sustainability, Job Quality, Economic Competitiveness, and Economic Resilience.

Project Planning: 60 Points

Includes Concept Proposal, Proposed Work Plan (- Section IV.B and Exhibit D), and Proposed Budget and Proposed Budget Narrative (Exhibits B and B2).

Community Engagement and Governance Structure: 60 Points

Includes Outreach and Engagement Plan, Collective Partnership Agreement Letter, and Documentation of Meaningful Engagement.

Administrative Capacity: 30 Points

Includes Fiscal Agent Resume and Regional Convener Resume

Signature on "Statement of Willingness" Exhibit: 5 Points

Agreement and Contracting

The state expects contract negotiations to begin in August 2022 with a projected start date of October 1, 2022. Subrecipients are advised to consider whether official action by a County Board of Supervisors, City Council, or other similar decision-making body will be necessary before agreeing to accept funds awarded under this SFP. The time needed for such official action will affect the subrecipient's ability to meet the project terms and conditions.

Appeals Process

An appeal of the disqualification decision may be filed, however, take into consideration the following:

- There is no appeal process for not meeting the Application Package submission deadline
- Final funding decisions cannot be appealed
- The Application Package requirements are those conditions that must be met in order for the application to be forwarded for evaluation and scoring
- See Section IV. Application Package Requirements and Submission (page 20) and Appendix A SFP Instructions (page 37) for more information on submission requirements.

Solicitations for Proposals (SFP) Highlights

Community Economic Resilience Fund (CERF)

EDD will email and mail disqualification letters to applicants. Applicants have seven calendar days from the date the disqualification email is received to appeal. Send all appeals to WSBCERF@edd.ca.gov by close of business on the seventh calendar day. The appellant must submit the facts in PDF form. The review will be limited to the information provided in writing. To be considered for review, the appeal must contain the information on page 34 of the SFP. EDD will respond to appeals via email.

Monitoring and Audits

During the POP, grantees and subrecipients will be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the use of funds. Grantees and subrecipients are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely manner. See Appendix J (pages 60-61 of the SFP) for post-award reporting requirements.

Record Retention

Grantees and subrecipients will retain all records pertinent to the grant contract for a period of five years from the date of the final payment of the contract unless a longer period of record retention is stipulated.

Closeout

Closeout period refers to the 60-day period after a grant code or subgrant agreement has reached its term end date or its funding has been fully utilized. Closeout documents and an end of project narrative closeout report will be required 60 days after the end of the grant term. Applicants should include costs associated with closeout activities in the budget plan.

Compliance

The Fiscal Agent is responsible for evaluating each subrecipient's risk of noncompliance based on a set of common factors.

Please see pages 28-35 of the SFP for additional information on the Award and Contracting Process.

Program Evaluation

The awardees and subrecipients will be required to participate in that evaluation by providing the requested data and information. Therefore, throughout the POP, awardees and subrecipients must document lessons learned and effective practices ascertained through this project.

Please see page 35 of the SFP for additional information on the Program Evaluation.

Appendices

Appendices begin on page 37 of the SFP and include the following:

- Appendix A. Application Instructions (page 37)
- Appendix B. Glossary of Terms (page 40)
- Appendix C. Fiscal Agent and Regional Convener Responsibilities (page 45)
- Appendix D. Allowable Costs and Cost Items (page 49)
- Appendix E. Disallowable Costs (page 50)
- Appendix F. Administrative Costs (page 51)
- Appendix G. Internet Resources (page 53)
- Appendix H. Data Resources and Tools (page 56)
- Appendix I. CERF Regions: Map and Jurisdictions (page 57)
- Appendix J. Post-Award Reporting Requirements (page 60)