

## **NOTICE OF AVAILABILITY OF FUNDS**

by the Employment Development Department  
in coordination with the California Labor and Workforce Development Agency, the Governor's  
Office of Planning and Research, and the Governor's Office of Business and Economic  
Development  
on behalf of the California Labor and Workforce Development Agency

### **Community Economic Resilience Fund Program Program Year 2022-24**

#### **Solicitation for Proposals**



**May 2022**

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Revised June 21, 2022

## **Application Package Instructions and Exhibits**

The following contains the Solicitation for Proposals (SFP) instructions and required exhibits for the Community Economic Resilience Fund (CERF) Program Year (PY) 2022-24 funding opportunity. The Core Application Package components (Phase I Concept Proposal, Collective Partnership Agreement Letter, and Outreach and Engagement Plan) are limited to a total of 20 pages. Exhibits are exempt from this page limit. Applicants should carefully read the SFP for the required elements and follow instructions carefully to meet all proposal application requirements. Reference Appendix A for full instructions.

### **Core Application Requirements**

1. [Cover/Signature Page and Executive Summary \(DOCX\)](#)
2. [Proposal Narrative \(Exhibit A\) \(DOCX\)](#)
  - a. Section I: Project Planning
  - b. Section II: Community Engagement and Governance Structure

### **Required Exhibits**

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

### **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)
7. Signatures of Initial HRTC Members

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## I. CERF Program

### A. Overview

The shock of COVID-19 on California’s economy, combined with the escalating impacts of climate change, underscored the importance of building a more sustainable, resilient, and inclusive economy across California. Rising temperatures are making our winters shorter and our droughts more intense, outpacing our ability to manage water supplies and the natural environment<sup>1</sup>. At the same time, inequitable access to quality jobs in sustainable industries is preventing the state from accelerating its transition to a carbon-neutral economy. Negative impacts of future disruptions will continue to affect the state’s diverse and interconnected regions, industries, and communities in unprecedented ways.

Recovery efforts have also revealed that not all Californians have had the same opportunities to participate in the state’s vibrant economy. Even prior to COVID-19, equal pathways to economic security were a persistent challenge throughout California; a factor being a lack of access to quality jobs in underserved regions. In 2019, 17 percent of workers in the Bay Area earned less than \$15 per hour compared to 40 percent of workers in the Fresno metropolitan area<sup>2</sup>. Unemployment rates across regions can also illustrate the regional inequities preventing many of our communities from benefiting from California’s broad economic success. In October of 2020, Marin County had an unemployment rate of 5.4 percent, while Imperial County’s was 18.8 percent<sup>3</sup>.

Uneven economic recovery trends further exacerbate income inequality in the state<sup>4</sup>. Research shows that a child who grows up in the Fresno area in the bottom 20 percent of family income has only a 7.2 percent chance of making it into the top 20 percent as an adult, compared to

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<sup>1</sup> Public Policy Institute of California (PPIC). “Managing Drought in a Changing Climate.” <https://www.ppic.org/wp-content/uploads/managing-drought-in-a-changing-climate-four-essential-reforms-september-2018.pdf>.

<sup>2</sup> California Future of Work Commission. “California Future of Work Report.” <https://www.labor.ca.gov/wp-content/uploads/sites/338/2021/02/ca-future-of-work-report.pdf>.

<sup>3</sup> California Future of Work Commission. “California Future of Work Report.” <https://www.labor.ca.gov/wp-content/uploads/sites/338/2021/02/ca-future-of-work-report.pdf>.

<sup>4</sup> Pew Research Center. “1. Trends in the U.S. income and wealth inequality.” <https://www.pewresearch.org/social-trends/2020/01/09/trends-in-income-and-wealth-inequality/>.

12.9 percent for a child in San Jose<sup>5</sup>. COVID-19 also clarified ethnic disparities in economic opportunity. In 2019, 44 percent of Latino workers earned less than \$15 per hour compared to 20 percent of white workers and 32 percent of Black workers<sup>6</sup>. Working people of color in California are over three times more likely than white workers to live in poverty<sup>7</sup>. Additionally, in 2019, women made up the majority of the workers in the state earning less than \$15 an hour<sup>8</sup>. These inequities prevent disinvested communities, particularly low-income communities, California Native American Tribes<sup>9</sup>, and communities of color from participating fully in California’s economic, social, and civic life.

California has therefore embraced economic equity as a goal for state policy, forging a new social contract for shared prosperity in a rapidly changing global economy. The state is also striving to enhance economic resilience, especially considering the ongoing impacts of the pandemic and climate change, by supporting the development of more inclusive and resilient regional economies that better withstand acute disruptions and prepare for impending transitions.

### **Legislation**

On September 23, 2021, Governor Gavin Newsom signed Senate Bill (SB) 162 (Chapter 259, Statutes of 2021)<sup>10</sup>, which established the Community Economic Resilience Fund (CERF). SB 162 supports regionally centered plans to respond to the diverse needs across our state and to build sustainable and resilient regional economies. Initially, \$600 million was appropriated from the

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<sup>5</sup> Public Policy Institute of California. “Income Inequality and Economic Opportunity in California.” <https://www.ppic.org/wp-content/uploads/incoming-inequality-and-economic-opportunity-in-california-december-2020.pdf>.

<sup>6</sup> California Future of Work Commission. “California Future of Work Report.” <https://www.labor.ca.gov/wp-content/uploads/sites/338/2021/02/ca-future-of-work-report.pdf>.

<sup>7</sup> PolicyLink, USC Equity Research Institute. “National Equity Atlas.” [https://nationalequityatlas.org/indicators/Working\\_poor#/](https://nationalequityatlas.org/indicators/Working_poor#/).

<sup>8</sup> California Future of Work Commission. “California Future of Work Report.” <https://www.labor.ca.gov/wp-content/uploads/sites/338/2021/02/ca-future-of-work-report.pdf>.

<sup>9</sup> Native American Heritage Commission (NAHC). “Native American Heritage Commission Tribal Consultation Policy.” <http://nahc.ca.gov/wp-content/uploads/2020/09/Signed-NAHC-Tribal-Consultation-Policy.pdf>.

<sup>10</sup> “Senate Bill No. 162.” Bill Text – SB-162 Community Economic Resilience Fund Program. September 23, 2021. [https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=20210220SB162](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=20210220SB162).

American Rescue Plan Act Coronavirus Fiscal Recovery Fund of 2021 until the 2022 budget revised the source of funds to the State General Fund in SB 115 (Chapter 2, Statutes of 2022)<sup>11</sup>.

### **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. A single roadmap for California's economic future is not the right approach given California's size and complexity. Rather, a regional approach, which will account for dynamics like shifting industries and talent pools, better suits the state. CERF will use a high-road approach to economic development to support the creation of quality jobs and equal access to those jobs. A high-road economy favors businesses that invest in their workforces, pay living wages, and engage in environmentally sustainable business practices.

Community- and worker-centered inclusive economic planning has never been attempted at this scale. The COVID-19 pandemic demonstrated that our economy did not work for all, so the same approach to economic planning is not an option. Although this process will be new and challenging, including voices that have been traditionally left out of economic planning is critical to achieving equitable outcomes.

### **Program Structure**

CERF has been designed in a two-phase grant structure with the intention of creating inclusive planning processes and meaningful ways to engage diverse communities. Phase I planning efforts will inform regional investment opportunities during Phase II of the program. Inclusive engagement across diverse regional stakeholders will be a foundational step in the diversification of California's economies and the creation of high-quality accessible jobs.

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 to maximize recovery and planning efforts.

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<sup>11</sup> "Senate Bill No. 115." Bill Text – SB 115-Budget Act of 2021. February 14, 2022.  
[https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=202120220SB115](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220SB115).

## **1. Phase I: Planning Phase**

In Phase I, also referred to as the Planning Phase, the CERF program will provide \$5 million dollar planning grants to each region to support one High Road Transition Collaborative (HRTC) per region<sup>12</sup>. Regions were developed to prioritize recovery and transition strategies and to be consistent with existing economic development efforts, as well as other state definitions of regional economic and labor markets. HRTCs will be composed of an administrative Fiscal Agent, a Regional Convener, and a wide range of partners reflecting the diversity of each region. Planning grants will be awarded to one HRTC and be administered jointly by the Fiscal Agent and Regional Convener; the Fiscal Agent will legally and financially represent the HRTC throughout Phase I.

The HRTCs will implement transparent and inclusive processes to advance long-term prosperity and equity, work directly with Regional Climate Collaboratives (RCC) Program<sup>13</sup> 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<sup>14</sup>. Together, these partners will form their respective regional HRTC to engage in strategic planning for economic resilience and equitable pathways to high road opportunities. HRTCs will work across industries, agencies, and communities to encourage engagement from all stakeholder groups, create inclusive and equitable economic plans, build capacity, break down silos to maximize the effectiveness of planning and implementation projects, and generate systemic changes to advance economic resilience.

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 of equity, sustainability, job quality, economic competitiveness, and resilience. Strategies will complement, incorporate, or expand on existing plans such as Comprehensive Economic Development Strategies (CEDs) as applicable and relevant.

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<sup>12</sup> OPR, LWDA, and GO-Biz. “Finalized CERF Regions and Responses to Frequently Asked Questions.” [https://opr.ca.gov/economic-development/just-transition/docs/20211217-CERF\\_Final\\_Regions\\_FAQ.pdf](https://opr.ca.gov/economic-development/just-transition/docs/20211217-CERF_Final_Regions_FAQ.pdf).

<sup>13</sup> Leyva. “Senate Bill No. 1072.” Bill Text - SB-1072 Regional Climate Collaborative Program: technical assistance. September 14, 2018. [https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201720180SB1072](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB1072).

<sup>14</sup> As specified in SB-162 Community Economic Resilience Fund Program Section 14531. (c) (4).

## **2. Phase II: Implementation Phase**

In Phase II, 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. Participants interested in 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.

## **3. CERF Tribal Funding Opportunity**

The CERF Interagency Leadership Team has allocated \$20 million dollars available for California Native American Tribes<sup>15</sup> out of the \$600 million dollars for economic planning and implementation projects. This funding opportunity reserves a portion of CERF funding exclusively for tribal use and is intended to be designed with maximum flexibility to meet the needs of California Native American Tribes in their economic development processes. 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 CERF team is working to ensure funds are accessible and can support tribal-led economic recovery and resilience projects.

To allow ample time for outreach and engagement with tribes, and to inform program design and reflect Planning and Implementation Phase criteria, 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.

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<sup>15</sup> Native American Heritage Commission (NAHC). "Native American Heritage Commission Tribal Consultation Policy." <http://nahc.ca.gov/wp-content/uploads/2020/09/Signed-NAHC-Tribal-Consultation-Policy.pdf>.

## **B. Availability**

Each of the CERF Regions outlined in Appendix I 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.

No obligation of funds will be allowed before or beyond the grant POP. Any grant funds not expended during the grant agreement period shall be returned to the state.

## **C. 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. Disinvested communities face many challenges resulting from inequitable land use and zoning policies, exclusionary economic development processes, underinvestment, and 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. More details on required project criteria are forthcoming in the Implementation Phase solicitation guideline period.

CERF defines 'disinvested communities' as any of the following:

- Census tracts identified as 'disadvantaged' by the California Environmental Protection Agency<sup>16</sup>.
- 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 adopted pursuant to Section 50093 of the California Health and Safety Code.
- '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<sup>17</sup>.

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<sup>16</sup> California Office of Environmental Health Hazard Assessment (OEHHA). "CalEnviroScreen." <https://oehha.ca.gov/calenviroscreen>.

<sup>17</sup> GO-Biz. "California Competes Tax Credit List of High Poverty and High Unemployment Areas." <https://static.business.ca.gov/wp-content/uploads/2021/11/High-PU-Fiscal-Year-2021-2022-P3-List.pdf>.

- California Native American Tribes as defined by the Native American Heritage Commission (NAHC) Tribal Consultation Policy<sup>18</sup>.

CERF recognizes that the term “disinvested” may overlook the ongoing work in these communities, and particularly the residents for whom these communities are home. In many of these communities, residents and community leaders are actively engaged in local planning, economic development processes, campaigns, and other activities to improve their communities’ quality of life. These efforts are extremely important, especially since these communities disproportionately experience the negative impacts of the pandemic and climate change. CERF is structured to ensure these communities enjoy the benefits of investment.

CERF also highly encourages HRTCs to work with tribal governments that want to participate in the Planning Phase. HRTCs must respect and uphold sovereign status throughout the development of the HRTCs and other deliverables of the Planning Phase. Proposed Governance Structures<sup>19</sup> 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.

#### **D. Eligibility**

Applications for planning grants must include both an organization that will serve as the Fiscal Agent and an organization that will serve as the Regional Convener. Both organizations will hold equal importance and value throughout the CERF Planning Phase. A single organization may serve as both Fiscal Agent and Regional Convener in the case that it meets all desired qualifications.

**Fiscal Agent:** The Fiscal Agent will act as the intermediary in grant management. The Fiscal Agent is a legal entity representing the HRTC and is responsible for submitting the Planning Phase Application Package. The Fiscal Agent must have legal authority, history, and capacity to administer state funds. The Fiscal Agent will represent the HRTC and make disbursements on behalf of the region.

**Regional Convener:** The Regional Convener is the lead organization 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:

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<sup>18</sup> Native American Heritage Commission (NAHC). “Native American Heritage Commission Tribal Consultation Policy.” <http://nahc.ca.gov/wp-content/uploads/2020/09/Signed-NAHC-Tribal-Consultation-Policy.pdf>.

<sup>19</sup> See *Section C. Collective Partnership Agreement Letter* in *Section IV. Application Package Requirements and Submission* for more information on the Proposed Governance Structure

- A proven track record of coordinating across sectors.
- Strong knowledge of the CERF Region and its economic needs, challenges, and opportunities across sectors.
- The ability to lead diverse stakeholders to successful action with a proven history of successful organizing in the designated CERF Region.
- Proven relationships and credibility with labor organizations; employers, businesses, and business associations; grassroots and community-based organizations, community organizers, and community members; government agencies; economic development agencies; philanthropic organizations; education and training providers; workforce entities<sup>15</sup>; environmental justice organizations; worker centers; disinvested communities ; California Native American Tribes (if applicable); and other regional stakeholders capable of contributing to the success of the project.
- Demonstrated commitment to advance equity outcomes in the region.
- 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:

- 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.

### **E. 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. Each agency is tasked with a different responsibility ranging from grant administration, program design, and technical assistance.

Below are brief descriptions of the responsibilities of each agency:

**Employment Development Department (EDD):** EDD's Workforce Services Branch shall be responsible for the management and execution of all grants and contracts including the administration of and accountability for both the planning and implementation grants.

**The Governor's Office of Planning and Research (OPR):** OPR will manage the design and operations of the program in addition to providing technical assistance to support and guide processes and deliverables for Phase I.

**The Governor's Office of Business and Economic Development (GO-Biz):** GO-Biz will support with outreach, technical assistance, and capacity building.

Collaboration across regions will be required to create collectively a more resilient statewide economy that brings equal opportunities to every region. Awardees will be required to participate in Communities of Practice meetings. These convenings will ensure progress, share best practices and lessons learned across the regions, and provide technical assistance by the state.

#### **F. Collaboration with the Evaluation Team**

An independent team will conduct a developmental evaluation to explore the success of the CERF program and the HRTCs. 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.

## **II. Post-Award Program Requirements and Deliverables**

### **A. 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**

The awardees must employ inclusive table-building strategies during the Planning Phase. These strategies will help the Collaborative ensure that it is accountable, addresses the needs of disinvested communities, represents the diversity of the region, and transparently oversees the facilitation of the planning process.

Awardees will conduct a detailed stakeholder mapping analysis (see the Regional Plans section) to create a profile of the diverse stakeholders in the CERF Region and design their planning tables accordingly.

To ensure buy-in to the region's vision for CERF, awardees must use inclusive table-building strategies during Application Package development (e.g., Collective Partnership Agreement Letter, Outreach and Engagement Plan, etc.), and throughout the planning process. These strategies must consider the strength and diversity of the Collaborative's partnerships, ongoing regional processes, and a Collaborative Governance Structure.

### **Strength and Diversity of Collaborative Partnerships**

The HRTC needs to be representative of the diversity of each region. The HRTC partnerships should account for diversity across sectors, subject matter expertise, lived experience, and inter-generational perspectives to serve the CERF Region effectively.

### **Ongoing Regional Processes**

The Fiscal Agent and/or Regional Convener must identify other ongoing planning processes or projects across the CERF Region to ensure the alignment between these processes and CERF and to ensure a coordinated response to reaching the state's goals. Examples of such efforts include: CEDS, climate plans, High Road Training Partnerships, General Plans, Regional Transportation Plans, and other community-led initiatives.

### **Collaborative Governance Structure**

The Collaborative Governance Structure will play a key role in supporting HRTCs to build robust governance processes, align with economic planning and other ongoing processes, and overcome challenges inherent in shared decision-making. The 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. The Collaborative Governance Structure must also reflect that no individual member of the HRTC governance committee has more decision-making power than the other.

The Collaborative Governance Structure will represent entities that are traditionally involved in economic development, as well as entities and communities that have historically been excluded from economic development processes to collectively develop a vision that will serve the CERF Region. The Regional Convener must ensure that the HRTC includes balanced representation from:

- Labor organizations.
- Employers, businesses, and business associations.
- Grassroots and community-based organizations, community organizers, and community members.
- Government agencies.
- Economic development agencies.

- Philanthropic organizations.
- Education and training providers.
- Workforce entities<sup>20</sup>.
- Environmental justice organizations.
- Worker centers.
- Disinvested communities.
- California Native American Tribes.
- Other regional stakeholders capable of contributing to the success of the project.

If the HRTC does not include representation from any of the entities listed above, the Proposed Governance Structure must include a thorough explanation of the decision or circumstances.

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

The following sections describe the deliverables awardees will produce during the POP.

#### **B. High Road Transition Collaboratives:**

Collaboratives will provide information about the formal and informal partnerships and coalitions they have developed and discuss how they did so. Formal partnerships are legally bound (e.g., through MOUs, contracts, etc.). The informal partnerships are not legally bound but have the potential to lead to formal partnerships in the near future.

The reports must include the following:

**Governance Structure:** Lay out the governance structure and explain whether and how the structure evolved over time to respond to the region’s needs. If the structure has evolved, explain why.

**Outreach and Engagement Plan:** Summarize the engagement plan and explain whether it has evolved over time. If the plan has evolved, explain how and why.

**Partnerships:** Discuss the formal and informal partnerships and coalitions that are built throughout the process. Provide details such as:

- The coalitions and partnerships developed. Provide the name of the organizations and parties involved.
- The number of MOUs or other formal agreements (e.g., collective partnership agreements, data sharing agreements) created.
- The potential to develop formal partnerships in the future.

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<sup>20</sup> Entities listed up until this point are as specified in SB-162 Community Economic Resilience Fund Program Section 14531. (c) (4).

- The strategies for keeping these coalitions active to ensure long-term and sustainable economic development and recovery. Note that after plans are developed and adopted, GO-Biz plans to work with conveners to ensure they are accepted as regional CEDS and will work to establish Economic Development Districts in regions without an existing organization.

**Inclusivity:** Discuss how these partnerships and coalitions advance the goals of responding to the needs of diverse stakeholders and especially disinvested communities.

### C. Regional Plans

Collaboratives will develop a regional economic recovery and transition plan that addresses essential elements of a High Road strategy. The plan will be co-developed with diverse stakeholders throughout the process, from visioning to analysis, and to strategy and roadmap creation. 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. HRTCs will develop a series of investment strategies that will be informed by the forward-looking economic transition roadmap.

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:** Analyses must consider the needs and the interest of diverse communities across the region, with an explicit intention to include populations historically excluded from planning and economic development processes, especially disinvested communities.
- **Sustainability:** Analyses must focus on economic development that is self-sustaining and aims at a carbon-neutral, climate-resilient economy addressing the needs of the region's communities.
- **Job quality and access:** Analyses must prioritize jobs that provide a family-sustaining wage, health benefits, a pension, worker advancement opportunities, a safety net, and collective worker input. These jobs are stable, with predictable schedules, and safe working conditions.
- **Economic competitiveness and resilience:** Analyses must focus on strategies to avoid, withstand, and recover from economic shocks so that the CERF Region can compete effectively in the global economy and deliver prosperity to communities in the region.

## **Regional Plan: Part 1**

The first part of the regional plan 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.

### **1. Stakeholder Mapping**

A snapshot of the historically active stakeholders that can influence creating a High Road economy in the CERF Region and/or benefit from it.

- Provide the list of organizations and entities and discuss their potential role in developing the plan and engaging in the Implementation Phase. These stakeholders may include but are not limited to employers, businesses, community-based organizations, community members and residents, government and economic development agencies, labor organizations, philanthropic organizations, academic institutions, education and training providers, workforce entities, and industries.
- Overview of the state of disinvested communities in the region. Discuss how and in which areas these communities face economic barriers. Include a snapshot of the plan to outreach to organizations that represent these communities and how the HRTC intends to ensure their active participation.
- Create and show a network of existing partners and their existing regional and subregional plans, strategies, and related reports to demonstrate synergies, potentials, and challenges.
- 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 identify regional inequities, such as economic, health, and environmental inequities, currently facing communities in the region.

The regional summary must include the following analysis and discussion:

#### **i. Economy and Economic Development**

- Identify economic development opportunities and forces in the region.
- Review inequities in economic development across the region.
- Identify major low- and high- wage industries and occupations in the region.

- Explore economic well-being and cost of living across the region.
- Economic Shocks: Discuss the impacts caused by economic shocks (e.g., pandemics, natural disasters) or longer-term economic shifts (e.g., global market signals, automation, policy levers) in the region. These include economic harm to communities (i.e., workers, small businesses, impacted industries, the public sector, and selected regions and populations) as well as the potential for new economic development opportunities.

ii. Climate and Environmental Impact: Identify anticipated climate impacts and the factors that increase the region's vulnerability to those impacts

- Identify short term and long-term impacts of climate change on the people and economy of the region. These include disproportionate impacts on disinvested communities and expected increases in occupational hazards for workers.
- Identify major sources of air pollution, water pollution, toxic and hazardous waste and their impacts on diverse communities, especially disinvested communities.
- Identify major sources of Greenhouse Gas (GHG) emissions and their impacts on diverse communities, especially disinvested communities.
- Assess impacts of climate change on targeted emerging industries, sectors, or clusters and how these impacts might hinder success of the proposed plans and transition strategies (e.g., damage to critical infrastructure, loss of productivity, loss of population).

iii. Public Health Analysis:

- Provide a snapshot of the impacts of the current economic trends and climate change effects on public health, especially the impacts on disinvested communities.
- Explore the main causes of chronic illnesses and diseases in the region, and whether and how they are related to economic inequalities, climate impacts, environmental factors, etc.
- Analyze health disparities across the region, disaggregated by race, gender, and other demographics.

### **3. Labor Market Analysis**

A snapshot of labor and workforce dynamics in the region, including an overview of major employers, occupations, and wages, the impacts of the recent trends, changes, and forces on the labor market, and projected labor trends in existing key industries. 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. The analysis must also:

- Include an in-depth analysis of potential growth clusters based on the region's comparative advantages, market trends, workforce, infrastructure assets, policy trends, aligned state/federal investments, supply chain, and innovation ecosystem.
- Identify major sources of GHG emissions, air and water pollution, and toxic or hazardous waste from existing or proposed clusters.
- Conduct measurements of potential for job growth within industries.
- Identify workers and sectors at risk of displacement due to identified trends and analyses.

#### **5. SWOT Analysis**

An in-depth analysis of regional Strengths, Weaknesses, Opportunities, and Threats (i.e., SWOT), especially as it relates to equitable economic resilience and growth of sustainable industry clusters. The SWOT analysis will draw from data and components through conducting the above analyses.

#### **Regional Plan: Part 2**

HRTCs will also be required to 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. These industries include but are not limited to renewable energy, energy efficiency, carbon removal, zero-emission vehicles, advanced manufacturing, agriculture, forestry, artificial intelligence, and climate restoration and resilience. The roadmap and strategies must refer to the findings of the analyses in Part 1. The roadmap must include:

##### **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:**

- i. Industrial Cluster Development: This section will provide a snapshot of current trends and projected growth. It will consider, but is not bound by, existing relevant plans such as CEDS (if applicable and appropriate) along with the following elements that work together to support creation of quality jobs:
  - **Clear Local Market Signals**: Assess how proposed industries and affiliated investments align with market trends and local/state/federal policies.

- Value Chain and Infrastructure: Explain how investments support the growth and clustering of businesses in the value chain of the proposed industry. Identify specific infrastructure required to grow the industry.
  - Innovation Ecosystem: Describe how investments connect the private sector to local innovation resources, facilitate the movement of new technologies to market, incubate early-stage businesses, etc.
- ii. Workforce Development: Explain how the industrial strategy plans to match skills to available jobs, address talent and recruitment, and facilitate strategic collaboration among businesses, training and education institutions, labor, etc.

### **3. Strategies for increasing economic diversification**

Strategies must focus on economic diversification in at-risk locations (i.e., considering the impacts of economic disrupters such as climate change on the local workforce and economy). Investments must clearly 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.**

These include the following:

- Protecting diverse communities, especially disinvested communities.
- 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, and focus on closing gaps, reaching universal levels of service, or disaggregating results by race, ethnicity, income, etc.

- Strategies must create and sustain pathways into quality jobs and family-sustaining careers and improve job quality and wages in sectors that do not offer quality jobs. Analysis and recommendations must highlight how they propose to serve historically marginalized and disinvested groups and how those groups will learn about proposed interventions.
- 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 include limiting the impacts of economic development activities on the natural environment. They must also 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.

### **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:**

Proposed investments must mitigate economic harm to workers, households, small businesses, impacted industries, and the public sector, and especially disinvested communities.

#### **2. Demonstrate Project Feasibility, Commitments, and Community Support:**

- Proposed projects must demonstrate support from the HRTC.
- Projects should show support from various stakeholders (e.g. community-based organizations, governmental, non-governmental entities, tribal entities, businesses, industries). Letters of support, meeting minutes, MOUs, court hearing minutes, or other documentation may demonstrate support.

#### **3. Promote State Climate Goals:**

- Investment projects lead to the development of low-carbon or regenerative industries.
- Investments that support economic diversification are designed to minimize GHG emissions and/or water or energy usage.

#### **4. Support Labor Standards and Job Quality:**

- Projects must include labor standards where applicable such as prevailing wage, project labor agreements, or community workforce agreements.

- Projects need to create high-quality jobs<sup>21</sup> that bring sustainable income to the regions.
- Projects must define a plan with goals, targets, strategies, and activities to 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 that work together to support the creation of quality jobs:

- i. Clear Local Market Signals: Explain how investments align with market trends:
  - Value Chain and Infrastructure: Describe how investments support the growth and clustering of businesses in the value chain. Identify specific infrastructure required to grow the industry.
  - Innovation Ecosystem: Describe how investments connect the private sector to local innovation resources, facilitate the movement of new technologies to market, incubate early-stage businesses, etc.
- ii. Workforce Development: Explain how the industrial strategy plans to match skills to available jobs, address talent and recruitment, and facilitate strategic collaboration among businesses, training and education institutions, labor, etc.
- iii. Economic Diversification: Describe how strategies will address specific barriers to attraction and retention of businesses, as well as barriers to access for disinvested communities.
- iv. Complement Existing Funding: If state or federal funding is available elsewhere for a proposed project (e.g., broadband), Collaboratives must improve equity outcomes, which include but are not limited to job access for those in disinvested communities, income inequality, income growth, business ownership, business revenue, job and wage growth, among others.
- v. Achieve Timely Implementation: Funds must be encumbered by October 2026.

Examples of projects include, but are not limited to, the following:

- Technical assistance, counseling, or other services to assist with small business planning needs.
- Programs that support economic diversification and the development of sustainable industries.
- Entrepreneurship and commercialization programs.

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<sup>21</sup> See *Appendix B: Glossary of Terms* for a definition of high-quality jobs

- Programs to connect small and minority-owned businesses to industrial hubs and research institutions.

### **III. Budgeting and Performance Requirements**

#### **A. 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.

#### **B. Allowable Uses of Funds**

Planning grants are to be used to cover the cost of producing a robust regional economic development plan and creating an inclusive planning table. Planning grants are to be used to strengthen collaboration, include evidence-based strategies, and ensure the participation of diverse stakeholder groups. Please refer to Appendix D for Allowable Costs and Cost Items and Appendix E for Disallowable Costs.

#### **C. 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 for the definition of administrative costs.

#### **D. Travel reimbursements**

Must adhere to the applicant's travel policy or the state rates and conditions established on the CalHR website. 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 during contract negotiations. For additional information on excess lodging requests, please visit the Excess Lodging Rate Request section under CalHR.

#### **E. Subcontractor Procurement**

Subcontractor procurement processes must adhere to state and local requirements

#### **F. 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. Please note, these additional requirements do not impact the Application Package's page limit. Applicants are not required to use the Advance Payment option if the reimbursement model is preferred.

**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. Advance Payment is subject to approval from DOF; the requested percentage at the time of the application is not guarantee. The information provided in the Advance Pay Statement of Need, Project Expenditure Timeline for Advance Pay, Proposed Budget (Exhibit B) and Proposed Budget Narrative (Exhibit B2) will be taken under consideration for final advance pay.

**To receive advance payment, applicants must adhere to the following at the time of the grant agreement:**

1. Provide a one-page statement of need for advance pay.
2. Complete Advance Pay column on Exhibit B – Proposed Budget.
3. Provide details in Exhibit B2 – Proposed Budget Narrative for the categories utilizing Advance Pay.
4. Provide a high-level 6-month spending timeline including anticipated spend down and categories for the projected period of time.

#### **IV. Application Package Requirements and Submission**

All applications must adhere to Application Package requirements, use the required format, and include all the requested information and attachments; otherwise, the application will be deemed nonresponsive. Applications that do not meet the minimum requirements will not be scored or considered for funding. Refer to SFP Instructions in Appendix A 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 over the Concept Proposal, Collective Partnership Agreement Letter, and Outreach and Engagement Plan.

One Application Package will be accepted from each applicant. Please do not submit more than one Application Package. The Fiscal Agent and Regional Convener must enlist partners representing the CERF Region to collectively form the HRTC. 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. The Fiscal Agent will be responsible for submitting the Application Package.

##### **Data and Supporting Evidence**

Successful applications must use a combination of quantitative and qualitative supporting data as applicable from a variety of reliable sources that demonstrate the socio-economic, climate, and community-wide factors that inform the application. The data should reflect the applicant's comprehensive understanding of the issues and capacities specific to the identified CERF Region and suggest the potential for success. Relevant data sources include the EDD Labor Market

Information Division (LMID), Bureau of Labor Statistics (BLS), local surveys, or any other reliable data source such as consultation with industry associations, local jurisdictions, or mandatory and non-mandatory partners.

Applicants should also use local data sources that illustrate the experience of individuals and specific communities, such as analyses of local news articles and reliable social media groups, or data from interviews, focus group sessions, or surveys.

Appendix H suggests several data sources and tools, which applicants and successful grantees may use.

### **A. Phase I Concept Proposal**

The Phase I Concept Proposal will include the following elements:

- Describes the vision and goals for the HRTC and how the Convener will meet the Post-Award Planning Phase Requirements detailed above.
- Identifies the Fiscal Agent and Regional Convener (if different), 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 of the Regional Convener.
- Describes the applicants' experience and ability to convene the HRTC, including their history of engagement in economic development or community-based planning processes and success working with diverse stakeholders towards actionable decisions.
- Explains the relevant dynamics in the CERF Region that the HRTC will be navigating, including the following:
  - Identifying major industries, economic shifts, challenges and opportunities related to shared economic growth and prosperity.
  - Identifying major economic development projects or initiatives that have impacted or continue to impact communities and industries in the region.
- Explains how subregional or interregional efforts will be managed and how these efforts will connect to the regional strategy, if applicable.
- 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 for the HRTC in line with CERF Planning Phase priorities and objectives.
- Provides a strategy for ensuring the sustainability of the HRTC into the implementation phase.
- Describes how the HRTC will address geographic equity and ensure participation from and collaborative decision-making with disinvested communities.

### **B. Proposed Work Plan**

The Proposed Work Plan will include the following:

- Detailed descriptions and justification of proposed activities that reflect CERF Objectives.
- Target timelines.
- Descriptions of potential challenges and proposed solutions to developing the HRTC (e.g., geographical barriers for organizing meetings, language access).

### **C. Outreach and Engagement Plan**

The Outreach and Engagement Plan must describe strategies and methods that will be used to inform, engage, and empower residents and key stakeholders throughout the planning process. It should build on the partnerships demonstrated in the Collective Partnership Agreement Letter. 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. The Fiscal Agent and/or Regional Convener and HRTC members should all 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:

- A budget, explanation<sup>22</sup>, and timeline of proposed community outreach activities<sup>23</sup>.
- How the applicant will effectively conduct outreach across the entire CERF Region, particularly in disinvested communities including immigrant workers, non-native speakers, older adults, youth, people with disabilities, communities of color, California Native American Tribes and/or other communities not traditionally involved in economic development or regional planning efforts.
- 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 Outreach and Engagement Plan.

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<sup>22</sup> To be reflected in Exhibit B: Proposed Budget and Exhibit B2: Proposed Budget Narrative

<sup>23</sup> To be reflected in Exhibit D: Proposed Work 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.

#### **D. Collective Partnership Agreement Letter**

Creating resilient regional economies will require partnership, power-sharing, and a shared burden of responsibility. Traditional systems have discouraged disinvested communities from engaging in economic development and participating in decision-making. CERF aspires to disrupt business-as-usual processes and ensure disinvested communities participate in regional planning and economic development efforts. The Regional Convener will need to invite a diverse group of stakeholders to form the initial HRTC and develop a partnership agreement letter together. 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:

##### **1. Proposed Governance Structure:**

HRTC members in partnership with the Regional Convener will need to develop a democratic governance structure that shares decision-making and balances the interests of all represented groups.

##### **2. Signatures of Initial HRTC Members (exempt from the 20-page limit and should be included as Appendix 7):**

By signing the Collective Partnership Agreement Letter, each HRTC member agrees 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. HRTC members in the Collective Partnership Agreement Letter commit to working in partnership to achieve the goals set out in the program and collectively share the weight of responsibility in creating a more inclusive, equitable, and competitive regional economy.

At a minimum, each proposed HRTC member must include the following:

- Description of the type of entity and its role in the community or region.
- Description of the entity's knowledge, experience, and reason to be in the planning table.

- A contact person, their role, and email address or phone number.
- A signature from an authorized signatory representative of the entity.
- Date.

## **E. Application Package Exhibits<sup>24</sup>**

### **1. Exhibit B: Proposed Budget**

The 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.

### **2. Exhibit B2: Proposed Budget Narrative**

The Proposed Budget Narrative will accompany the Proposed Budget and must ensure that all HRTC members have had an opportunity to direct the project budget. The Proposed Budget and Proposed Budget Narrative must provide written explanation of budget allocations, describing details and rationale for proposed expenditures. For instance, details may include specifics of personnel costs (e.g., positions, salaries, benefits), contracts, etc. The Proposed Budget should be easy to read and 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.

### **3. 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

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<sup>24</sup> Exempt from 20-page limit

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.

#### **4. *Exhibit D: Proposed Work Plan***

The Proposed Work Plan exhibit is a high level overview of activities and timelines. It should correspond with more detailed descriptions of the Work Plan in Section IV.B.

#### **5. *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.

### **F. Application Package Appendices**

#### **1. *Fiscal Agent Resume***

- Identify the applicant's past or present accomplishments in regional economic development, planning, or recovery projects, if applicable.
- Demonstrate the applicant's experience managing grant awards and financial capability to administer and manage funds.
- Demonstrate the applicant's capacity and experience in collecting and reporting financial data.
- Address all requirements listed in section I.D and Appendix C.
- Not exceed two pages (single-space, 12-point font).

#### **2. *Regional Convener Resume***

- Identify the applicant's past or present accomplishments in regional economic development or community-based planning processes and success working with diverse stakeholders towards actionable decisions.
- Identify convener's experience working on regional economic development, planning, or recovery projects with communities in their CERF Region.
- Identify the full- or part-time staff that will be dedicated to CERF.
- Address all requirements listed in section I.D and Appendix C.
- Not exceed two pages (single-space, 12-point font).

#### **3. *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.

#### **4. *Documentation of Meaningful Engagement***

Fiscal Agents and/or Regional Conveners and HRTC members will need to 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. Fiscal Agents and/or Regional Conveners

and HRTC members must show meaningful engagement with, but not limited to, the following organizations:

- Labor organizations.
- Employers, businesses, and business associations.
- Grassroots and community-based organizations, community organizers, and community members.
- Government agencies.
- Economic development agencies.
- Philanthropic organizations.
- Education and training providers.
- Workforce entities<sup>25</sup>.
- Environmental justice organizations.
- Worker centers.
- Disinvested communities.
- California Native American Tribes.
- Other regional stakeholders capable of contributing to the success of the project.

If the HRTC does not include representation from any of the entities listed above, the Proposed Governance Structure must include a thorough explanation of the decision or circumstances.

**5. *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. The statement must include the type of organization, amount requested, and information on the organizational structure that supports the request.

Advance Pay is subject to approval and amount or percentage requested is not guarantee. The information provided in the Advance Pay Statement of Need, Project Expenditure Timeline for Advance Pay, Proposed Budget (Exhibit B) and Proposed Budget Narrative (Exhibit B2) will be taken under consideration for final advance pay recommendations.

**6. *Project Expenditure Timeline for Advance Pay (if applicable)***

Applicants requesting Advance Pay must submit a projected 6-month timeline for spending the amount advanced. The applicants are strongly encouraged to develop a detailed planned that demonstrates their ability to spend the requested amount. The Project Expenditure Timeline

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<sup>25</sup> Entities listed up until this point are as specified in SB-162 Community Economic Resilience Fund Program Section 14531. (c) (4).

must align with all project objectives and demonstrate sound rationale for supporting the HRTC from Advance Pay to reimbursable.

**7. Signatures of Initial HRTC Members – See Section IV-D2 on page 23 for additional details on appendix requirements.**

**G. Dates and Deadlines**

**CERF Application Package Timeline**

<b>Event</b>	<b>Date</b>
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

**Delivery**

Applicants must submit a complete Application Package with all required elements to [WSBCERF@edd.ca.gov](mailto: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. Refer to SFP Instructions for further guidelines on electronic submission. Send only the hard copy cover pages (mailed or courier must be postmarked by Monday, July 25, 2022) via one of the following methods:

**By Mail** EDD WSB CERF PY22-24, MIC 88  
Workforce Services Branch, MIC 88  
Employment Development Department  
PO Box 826880  
Sacramento, CA 94280-0001

**By Courier  
(UPS, FedEx,  
DHL, etc.)** EDD WSB CERF PY22-24, MIC 88  
Workforce Services Branch, MIC 88  
Employment Development Department  
722 Capitol Mall, Room 2099  
Sacramento, CA 95814

**In-Person** EDD WSB CERF PY22-24, MIC 88  
Workforce Services Branch, MIC 88  
Employment Development Department  
722 Capitol Mall, Building Agent’s Office  
Lobby Room 1100  
Sacramento, CA 95814

## **V. Award and Contracting Process**

After the deadline, the representatives from the CERF team will review the Application Packages that meet the minimum qualifications. 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.

### **A. Application Review, Scoring, and Evaluation**

Teams of independent reviewers will score and rank applications based on the criteria outlined in this SFP. For those organizations that have participated in past grant programs administered by EDD’s Workforce Services Branch, past and present performance will be considered in making funding decisions.

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 on-site reviews prior to making final funding recommendations. 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

negotiation process. EDD’s Workforce Services Branch will provide guidance should revisions be necessary. EDD reserves the right to rescind any offer of funding if a sub-recipient does not comply with the revision process.

The scoring value of each section of the SFP is as follows:

**CERF Planning Phase Scoring Rubric: 200 Points Total**

<b>Objectives and Vision</b>	<b>Points</b>
<b><i>Concept Proposal and Collective Partnership Agreement Letter</i></b> prioritize the CERF Objectives defined below:	
1. <b>Equity:</b> Proposal demonstrates shared benefits of the regional plan across all affected communities, both urban and rural, with targeted efforts to reach historically excluded populations and members of disinvested communities.	9
2. <b>Sustainability:</b> Proposal emphasizes three pillars of equity, environment, and economy. It focuses on equitable economic development that is self-sustaining and aims at a carbon-neutral economy addressing the needs of diverse communities including disinvested communities. Sustainable approaches must decrease reliance on fossil fuels and increase water and/or energy efficiency.	9
3. <b>Job Quality:</b> Proposal details commitment to creating jobs that provide family-sustaining wage, healthcare benefits, a pension, worker advancement opportunities, a safety net, and collective worker input. These jobs are stable, with predictable schedules, and safe.	9
4. <b>Economic Competitiveness:</b> Proposal emphasizes goals for region to be able to compete effectively in the global economy and deliver prosperity to the region. This includes leveraging a region’s comparative advantage, diversifying its economy, and training its workforce to prepare for jobs in emerging industries.	9
5. <b>Economic Resilience:</b> Proposal builds region’s ability to recover, withstand, and avoid economic shocks. This includes foreseeing, adapting to, and leveraging changing conditions to a region’s economic advantage.	9
<b>Objectives and Vision Total</b>	<b>45</b>

<b>Project Planning</b>	
<b><i>Concept Proposal</i></b>	
1. Concept Proposal identifies the Fiscal Agent and Regional Convener (if different entities), provides justification for why the Regional Convener is the	5

<b>Project Planning</b>		
best organization to represent the CERF Region, and provides details on the Regional Convener organization’s composition and current or proposed leadership and/or decision-making body.		
2. Concept Proposal includes detailed description of Regional Convener’s experience in economic development and/or community-based planning processes, and leading and/or working in collaborative settings with a diverse set of partners and stakeholders that resulted in successful planning and/or project implementation outcomes.		5
3. Concept Proposal describes major economic development projects or initiatives and how they have impacted or continue to impact communities and industries in the region. 4. Concept Proposal considers how major industries, economic shifts, and challenges and opportunities in the region can impact reaching CERF Objectives.		5
5. Concept Proposal demonstrates the applicant’s understanding of ongoing regional, subregional, and interregional processes, and how they will connect to the deliverables and goals of the Planning Phase.		5
6. Concept Proposal includes a list of preliminary metrics to help track the HRTC’s success in reaching the CERF Objectives		5
7. Concept Proposal includes plans for long-term operation and maintenance of the HRTC, including coordination with appropriate responsible parties during the Implementation Phase.		5
8. Applicant demonstrates effective strategies to address equitable geographic representation in the HRTC and equitable distribution of resources across the CERF Region. These strategies must also be reflected in elements of the Collective Partnership Agreement Letter, including the Proposed Governance Structure, Proposed Budget, Proposed Budget Narrative, and Outreach and Engagement Plan.		5
<b><i>Proposed Work Plan – Section IV.B and Exhibit D</i></b>		
1. Proposed Work Plan clearly communicates the Planning Phase process and approach, demonstrates a feasible timeline with proposed activities, and describes potential challenges and proposed solutions in developing the HRTC. 2. Proposed Work Plan provides clear justification for the proposed planning activities and the resulting impact of planning activities on the CERF Region’s ability to achieve CERF Objectives.		15

<b>Project Planning</b>	
<b><i>Proposed Budget and Proposed Budget Narrative – Exhibits B and B2</i></b>	
<ol style="list-style-type: none"> <li>1. Proposed Budget and Proposed Budget Narrative provide detail adequate to understand proposed planning activities, including allocation of resources across entities within the Collaborative to lead or support specific activities that reflect their strengths and experience</li> <li>2. Budget and Narrative present reasonable tasks and deliverables and feasible financial projections and timeline within the grant term that reflect the CERF Objectives and HRTC vision.</li> </ol>	10
<b>Project Planning Total</b>	<b>60</b>

<b>Community Engagement and Governance Structure</b>	
<b><i>Outreach and Engagement Plan</i></b>	
<ol style="list-style-type: none"> <li>1. Outreach and Engagement Plan includes detailed descriptions and timelines of diverse and appropriate community engagement activities that will be employed throughout the duration of the grant. The plan includes strategies to remove barriers to participation.</li> </ol>	10
<ol style="list-style-type: none"> <li>2. Outreach and Engagement Plan presents an inclusive process to solicit, receive, and incorporate community feedback and describes ways for the public to remain inform and engaged.</li> </ol>	10
<b><i>Collective Partnership Agreement Letter</i></b>	
<ol style="list-style-type: none"> <li>1. HRTC is comprised of key stakeholders characterizing a diverse representation of the region. The Collective Partnership Agreement Letter demonstrates each partner’s unique strengths and proven track records of serving communities in the region, especially disinvested communities. <ol style="list-style-type: none"> <li>a. Letter provides clear description of relationships between all the partners to demonstrate anticipated success of partnerships.</li> <li>b. Letter proposes processes that will build trustful and resilient partnerships across members of the HRTC, disinvested communities, local government agencies, and other local and/or regional stakeholders.</li> <li>c. HRTC partners demonstrate a strong commitment to the partnership and agree to support the policies and development of deliverables in the proposal as they evolve.</li> </ol> </li> <li>2. Letter illustrates a decision-making process that is democratic, transparent, equitable, and centered around disinvested communities. The proposed process shares and builds decision-making power with grassroots and</li> </ol>	30

<b>Community Engagement and Governance Structure</b>	
community-based organizations, environmental justice organizations, labor unions and central labor councils, worker centers, and disinvested communities.	
<b>Documentation of Meaningful Engagement</b>	
<ol style="list-style-type: none"> <li>1. Documentation of Meaningful Engagement shows that key stakeholders and disinvested communities were meaningfully involved and centered in the development of the Concept Proposal, Collective Partnership Agreement Letter, Outreach and Engagement Plan, and Proposed Budget and Proposed Budget Narrative.</li> <li>2. Documentation shows how the proposed planning activities were shaped and informed through a community process.</li> </ol>	10
<b>Community Engagement and Governance Structure Total</b>	
	<b>60</b>

<b>Administrative Capacity</b>	
<b>Fiscal Agent Resume</b>	
<ol style="list-style-type: none"> <li>1. Fiscal Agent Resume details a history of experience necessary to implement the proposal, including a track record of coordinating with state agencies and implementing grants.</li> </ol>	5
<ol style="list-style-type: none"> <li>2. Resume describes expertise in coordinating and managing program funds with internal processes for financial tracking and accountability across a diverse coalition of partners.</li> </ol>	5
<ol style="list-style-type: none"> <li>3. Resume proves Fiscal Agent’s ability to provide payments to High Road Transition Collaborative (HRTC) members, including supporting Advance Pay if the Application Package indicates it as the payment model</li> </ol>	5
<ol style="list-style-type: none"> <li>4. Resume demonstrates Fiscal Agent’s expertise in gathering and reporting information on implementing the proposal.</li> </ol>	5
<b>Regional Convener Resume</b>	
<ol style="list-style-type: none"> <li>1. Regional Convener Resume describes the Regional Convener’s organizational capacity to implement the proposal. This includes administrative experience in managing similar programs and/or grant implementations and expertise in gathering, managing, and reporting information.</li> </ol>	10
<b>Administrative Capacity Total</b>	
	<b>30</b>

<b>Signature on “Statement of Willingness” Exhibit</b>	
1. Statement of Willingness	5
<b>Statement of Willingness Total</b>	<b>5</b>

<b>SCORING RUBRIC TOTAL</b>	<b>200</b>
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**B. Award Notification**

Awards will be announced on the EDD website, and applicants will be notified of the funding decisions. Award decision notices are anticipated to be mailed by August 2022. An award offer does not constitute approval of the Application Package as submitted. The Fiscal Agent is required to enter into negotiations with EDD to finalize program components, staffing levels, and administrative systems in place to support grant implementation. If the negotiations do not result in a mutually acceptable submission, EDD reserves the right to terminate negotiations and decline to fund the application.

**C. Agreement and Contracting**

EDD will contact the subrecipients to finalize contract details. EDD may request that the contracts incorporate changes to the original Application Packages. After any necessary negotiations, EDD will mail the finalized contract to the subrecipients for signature. The state expects contract negotiations to begin in August 2022 with a projected start date of October 01, 2022. A Notice of Award does not automatically entitle the subrecipient to funding. EDD reserves the right to terminate any offer of funding if a subrecipient does not negotiate in good faith. 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.

**D. Appeals Process**

An Application Package may be disqualified for not meeting the Application Package requirements. Read the SFP carefully and consult the SFP Instructions in Appendix A for detailed instructions on how to properly complete and submit all Application Package elements and to ensure all requirements have been met. 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 and Appendix A. SFP Instructions for more information on submission requirements.

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](mailto: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 following information:

- Appealing organization's full name, address, and telephone number.
- A brief statement of the reasons for the appeal, including citations to the SFP and pertinent documents.
- A statement of the relief sought.
- Any and all corrective documentation (for example, if a Collective Partnership Agreement Letter did not contain an organization's contact information, the applicant must include a new Collective Partnership Agreement Letter that meets the requirements indicated in the SFP Instructions).
- A scanned copy of the statement with an original wet signature of the applicant's signatory authority.
- Appeals must be submitted in PDF form to [WSBCERF@edd.ca.gov](mailto:WSBCERF@edd.ca.gov).

EDD will respond to appeals via email. The review will be limited to determining whether the corrective actions taken by the applicant were successful and the proposal meets the minimum Application Package requirements of the SFP to be evaluated.

#### **E. 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. Complete and accurate reporting is essential during the monitoring process. See Appendix J for post-award reporting requirements.

#### **F. Record Retention**

Grantees and subrecipients will be required to maintain project and fiscal records sufficient to allow state and local reviewers to evaluate the project's effectiveness and proper use of funds. The record-keeping system must include both original and summary (computer-generated) data sources. 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.

## **G. 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. During this period, the grantee or subrecipient submits a closeout package to the state, and the state confirms that all applicable administrative actions and required work of the grant code or subgrant agreement have been completed by the subrecipient. The closeout period is a critical piece in the cycle of a grant code or subgrant agreement. It is used by the grantee or subrecipient to liquidate remaining obligations and to prepare and transmit final fiscal and program documents. 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.

## **H. Compliance**

All funds are subject to their related state statutory and regulatory requirements. The Fiscal Agent is responsible for evaluating each subrecipient's risk of noncompliance based on a set of common factors. These risk assessments may include factors such as prior experience in managing state general funds and regulatory requirements, previous audits, personnel, and policies or procedures for award execution and oversight. Ongoing monitoring of any given subrecipient should reflect its assessed risk and include monitoring, identification of deficiencies, and follow-up to ensure appropriate remediation.

## **VI. Program Evaluation**

The state will pursue a statewide evaluation of the activities awarded through this SFP. 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. At designated points throughout the fiscal year, the Interagency Leadership Team may set annual priorities, evaluate progress against goals and objectives, discuss new strategies to improve program outcomes and align available funding to maximize results for the state.

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## Appendices

### Appendix A. Application Instructions

**Applicants must follow the specific instructions indicated below and complete all requested exhibits included in the SFP announcement.** The Cover/Signature Page, Executive Summary, Proposal Narrative, and all Exhibits must be completed in Arial 12 point font. The Cover/Signature Page, Executive Summary, required SFP exhibits, and mandatory appendices are not included in the 20 page limit, which applies only to the Proposal Narrative – Exhibit A. If you have any questions regarding the Application Package after having carefully reviewed the SFP and Appendices, please email EDD staff at: [WSBCERF@edd.ca.gov](mailto:WSBCERF@edd.ca.gov)

### Format and Document Order

The following chart lists the order of documents that must be included in the Application Package. This may also be used as a checklist to help ensure submission of a complete grant package.

<b>1. Cover/Signature Page and Executive Summary</b>	
<b>3. Proposal Narrative – Exhibit A (must include the following sections)</b>	
Section I. Project Planning	
Section II. Community Engagement and Governance Structure	
<b>4. Required Exhibits</b>	
Exhibit B – Proposed Budget	
Exhibit B2 – Proposed Budget Narrative	
Exhibit C – Proposed Supplemental Budget (if applicable)	
Exhibit D – Proposed Work Plan	
Exhibit E – Statement of Willingness	
<b>5. Required Application Package Appendices</b>	
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)	
7. Signatures of Initial HRTC Members	

## **Cover/Signature Page and Executive Summary**

The Cover/Signature page must be completed in its entirety and submitted both as a printed hard copy with wet signatures and electronically as a Microsoft (MS) Word and PDF document with the authorized signatory's electronic signature. Please ensure that contact information for both the authorized contact person and the authorized signatory is correct. Save this document according to the following naming convention: [Applicant Name] [Grant Initialism] PY 22-24 CoverPageExecSum. For example, "CommunityOrg ESP PY 22-24 CoverPageExecSum."

Send only the hard copy cover pages (mailed or courier must be postmarked by Monday, July 25, 2022) via one of the methods noted on Page 37. The electronic version must be submitted with the complete proposal package by Monday, July 25, 2022 by 3:00 p.m. PT.

### **Executive Summary**

The Executive Summary is limited to two pages. All sections must be completed. The Executive Summary will be publicly posted online and must be written in complete sentences (unless otherwise indicated) with proper grammar. Acronyms must be spelled out the first time they are used. Summaries that do not meet these requirements will be returned to the applicant to be rewritten.

**Note** – The Executive Summary does not count towards the maximum page limit and will not be scored.

### **Proposal Narrative - Exhibit A**

Complete the required sections of Exhibit A. The SFP contains additional details and information that the applicant must take into consideration when drafting their responses. Save this document according to the following naming convention: [Applicant Name] [Grant Initialism] PY XX-XX [Exhibit]. For example, CommunityOrgXYZ ESP PY 22-24 ExE for Exhibit E. Names can be no longer than 40 characters.

**Note** – Each section will be reviewed and scored individually.

### **Required Exhibits**

Complete only the required information in the exhibits. Do not change or alter the exhibits. Submit as a MS Word document with the following title: [Applicant Name] [Grant Initialism] PY XX-XX [Exhibit]. For example, CommunityOrgXYZ ESP PY 22-24 ExE for Exhibit E. Names can be no longer than 40 characters. Disclaimer: The exhibits have been updated for accessibility in compliance with the Americans with Disabilities Act. Exhibits must be completed accurately.

**Note** – Exhibits do not count towards the maximum page limit. Exhibits will be scored individually.

### **Required Application Package Appendices**

In addition to completing the required exhibits, the applicant will need to include appendices as part of their application. Applicants will have the ability to develop their own format for these documents. Applicant must review this SFP for additional details pertaining to the requirements of each document. Submit as a MS Word document with the following title: [Applicant Name] [Grant Initialism] PY XX-XX [Appendices 1]. For example, CommunityOrgXYZ ESP PY 22-24 Appendices 1 for Fiscal Agent Resume. Names can be no longer than 40 characters.

**Note** – Appendices do not count towards the maximum page limit. Appendices will be scored individually.

## Appendix B. Glossary of Terms

These definitions serve as a brief introduction to the terms used throughout this SFP. Please carefully consult the SFP for more detailed descriptions.

**Capacity Building:** The process of strengthening local coordination, leadership, knowledge, skills, expertise, and access to resources in communities with the goal of helping to develop or increase the ability of that community to organize or access inclusive economic planning efforts, access funds, or implement projects in the future. Capacity building activities include, but are not limited to, identifying and planning for economic transitions in a given region and the tools and resources to plan inclusively for a region’s economic future.

**California Native American Tribe:** A Native American Tribe that is on the contact list maintained by the Native American Heritage Commission (NAHC) for the purposes of Chapter 905 of the Statutes of 2004 (Pub. Resources Code, § 21073).

**Carbon Neutrality:** The point at which the removal of carbon pollution from the atmosphere meets or exceeds emissions<sup>26</sup>.

**Coordinator:** Person hired or contracted by the Regional Convener to facilitate the High Road Transition Collaborative.

**Disinvested Communities:** CERF defines ‘disinvested communities’ as:

- Census tracts identified as ‘disadvantaged’ by the California Environmental Protection Agency<sup>27</sup>; or
- 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 adopted pursuant to Section 50093 of the California Health and Safety Code; or

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<sup>26</sup> Governor Gavin Newsom. “Executive Order B-55-18 To Achieve Carbon Neutrality.” <https://www.ca.gov/archive/gov39/wp-content/uploads/2018/09/9.10.18-Executive-Order.pdf>

<sup>27</sup> California Office of Environmental Health Hazard Assessment (OEHHA). “CalEnviroScreen.” <https://oehha.ca.gov/calenviroscreen>.

- ‘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<sup>28</sup>; or
- California Native American tribes as defined by the list maintained by the Native American Heritage Commission<sup>29</sup>.

**Economic Competitiveness:** The ability to compete effectively in the global economy and deliver prosperity to the region. This includes leveraging a region’s comparative advantage, diversifying its economy, and training its workforce to prepare for jobs in emerging industries.

**Economic Resilience:** The ability to avoid, withstand, and recover from economic shocks. This includes foreseeing, adapting to, and leveraging changing conditions to a region’s economic advantage.

**Equity:** Prioritizing equity requires identifying how the benefits and burdens of economic development, regional planning, and other relevant processes are distributed in and across communities. Equity includes “leveling the playing field” by identifying and remediating systemic barriers facing specific groups. It requires identifying present-day disparities and confronting the planning, development, and decision-making processes that keep existing barriers in place and perpetuate historical injustices<sup>30</sup>. For CERF, equity means that CERF Regions share the benefits and burdens of the CERF Phase 1 process across all affected communities, both urban and rural, with targeted efforts to reach historically excluded populations and members of disinvested communities. Identifying constituent aspects of equity can help focus efforts to achieve better outcomes.

- **Economic Equity:** All people of the state regardless of race, gender, or nativity, can contribute to and access the opportunities of a strong, resilient economy.
- **Environmental Equity:** All people of the state have equal protection from the impacts of environmental degradation and climate change and equal access to natural resources and recreation opportunities in a clean, healthy environment.

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<sup>28</sup> GO-Biz. “California Competes Tax Credit List of High Poverty and High Unemployment Areas.” <https://static.business.ca.gov/wp-content/uploads/2021/11/High-PU-Fiscal-Year-2021-2022-P3-List.pdf>.

<sup>29</sup> Native American Heritage Commission (NAHC). “Native American Heritage Commission Tribal Consultation Policy.” <http://nahc.ca.gov/wp-content/uploads/2020/09/Signed-NAHC-Tribal-Consultation-Policy.pdf>.

<sup>30</sup> Department of Toxic Substances Control (DTSC) Office of Environmental Equity. <https://dtsc.ca.gov/office-of-environmental-equity/>.

- **Health Equity:** All people of the state have full and equal access to opportunities that enable them to lead healthy lives<sup>31</sup>. Focusing efforts on achieving health equity can lead to significant progress in addressing the impacts of climate change, economic disruptions, and other aspects of economic recovery and transition.

**Fiscal Agent:** The organization responsible for disbursement of funds from the state. The Fiscal Agent and submits the CERF Solicitation for Proposal

**High Quality Jobs:** Job quality varies across industry, occupation, and region. Indicators of high-quality jobs include family-sustaining wages, clearly defined routes to advancement into higher-wage jobs, benefits (like paid sick and vacation), adequate hours and predictable schedules, access to training, occupational health and safety, worker representation or right to organize, and no employer or subcontractor record of wage theft or other violations of labor law. High quality jobs bring sustainable income to the region.

**High Road:** “A set of economic and workforce development strategies to achieve economic growth, economic equity, shared prosperity and a clean environment. The strategies include, but are not limited to, interventions that: (1) improve job quality and job access, including for women and people from underserved and underrepresented populations; (2) meet the skill and profitability needs of employers; (3) meet the economic, social, and environmental needs of the community<sup>32</sup>.”

**High Road Transition Collaboratives (HRTCs or “Collaboratives”):** Inclusive regional planning groups that consist of balanced and meaningful representation from regional stakeholders. Like a “team of teams,” the Collaboratives incorporate existing local planning efforts and organizations from across the region.

**Implementation Phase:** Phase 2 of the CERF program; applicants will advance projects throughout the region that advance globally competitive and sustainable industries with accessible and high-quality jobs.

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<sup>31</sup> California Department of Public Health (CDPH) Office of Health Equity (OHE).  
<https://www.cdph.ca.gov/programs/ohe/Pages/OfficeHealthEquity.aspx>.

<sup>32</sup> Pursuant to Division 7, Chapter 2, Section 14005 (r) of the Unemployment Insurance Code (UIC).  
[https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?sectionNum=14005.&lawCode=UIC](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=14005.&lawCode=UIC).

**Inclusive Economy:** An economy in which there is expanded opportunity for more broadly shared prosperity, especially for those facing the greatest barriers to improving well-being. Inclusive economies are equitable, participatory, growing, sustainable, and stable. Inclusive practices expand opportunities for historically underrepresented or disinvested groups to participate in, consult on, and make decisions about the CERF planning process and to share in the outcomes of CERF<sup>33</sup>.

**Industry Cluster:** “A geographic concentration or emerging concentration of interdependent industries with direct service, supplier, and research relationships, or independent industries that share common resources in a given regional economy or labor market.”<sup>34</sup>

**Industry Cluster Analysis:** An overview of current industry trends and projections, as well as an in-depth analysis of potential growth clusters based on the region’s comparative advantages, market trends, workforce, infrastructure assets, policy trends, aligned state/federal investments, supply chain, and innovation ecosystem.

**Interagency Leadership Team:** Comprised of the Labor and Workforce Development Agency, the Governor’s Office of Planning and Research, and the Governor’s Office of Business and Economic Development. The team is responsible for planning, oversight, decision-making, and establishing evaluation criteria and metrics.

**Job quality:** A commitment to jobs that provide a family-sustaining wage, health benefits, a pension, worker advancement opportunities, a safety net, and collective worker input; these jobs are stable, with predictable schedules, and safe<sup>35</sup>.

**Labor market analysis:** A snapshot of labor dynamics in the region, including an overview of the labor market and projected labor trends in existing key industries.

**Memorandum of Understanding (MOU):** An agreement between two or more parties that is legally binding and outlines the responsibilities of each of the parties to the agreement.

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<sup>33</sup> Chris Benner and Manuel Pastor. “Inclusive Economy Indicators Framework and Indicator Recommendations.” <https://www.rockefellerfoundation.org/wp-content/uploads/Inclusive-Economies-Indicators-Full-Report-DEC6.pdf>

<sup>34</sup> Pursuant to Division 7, Chapter 2, Section 14005 (k) of the Unemployment Insurance Code (UIC). [https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?sectionNum=14005.&lawCode=UIC](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=14005.&lawCode=UIC).

<sup>35</sup> Ana Luz Gonzalez-Vasquez and Magaly N. Lopez. “The High Road to Economic Prosperity.” [https://www.labor.ucla.edu/wp-content/uploads/2021/05/Eval-Report\\_The-High-Road\\_UCLA-Labor-Center\\_FINAL.pdf](https://www.labor.ucla.edu/wp-content/uploads/2021/05/Eval-Report_The-High-Road_UCLA-Labor-Center_FINAL.pdf).

**Planning Phase:** Phase 1 of the CERF program; applicants establish inclusive, diverse, transparent, and accountable High Road Transition Collaboratives to develop integrated resiliency and transition plans.

**Regional Convener:** The lead organization tasked with organizing an inclusive group of regional stakeholders to form the HRTC and, with the Fiscal Agent, implement the planning grant in its region.

**Sustainability:** A concept that emphasizes three pillars of equity, environment, and economy. It focuses on equitable economic development that is self-sustaining and aims at a carbon-neutral economy addressing the needs of diverse communities including disinvested communities. Sustainable approaches should decrease reliance on fossil fuels and increase water and/ or energy efficiency.

**Technical Assistance (TA):** Aid and support provided to Applicants to facilitate development, selection, and the implementation of CERF Phase 1.

## Appendix C. Fiscal Agent and Regional Convener Responsibilities

CERF grants are intended to support a coalition of members working together in the interests of their respective region. Applications for planning grants should include both a Fiscal Agent and a Regional Convener role, which hold equal importance and value. A single organization may serve as both Fiscal Agent and Convener if it meets all desired qualifications. A memorandum of understanding (MOU) between the Fiscal Agent and Convener will be required as part of the Application Package to demonstrate commitment to working together and understanding of roles and responsibilities, which are outlined as followed:

### Responsibilities of the Fiscal Agent

Responsibilities of the Fiscal Agent: The scope of services provided by the fiscal agent include, but are not limited to:

- **Registration with the SAM:** Fiscal Agents must register with the SAM in order to apply for and receive funding for this initiative. **Note** – registration with the SAM must be reviewed and updated every 12 months to remain current, accurate, and complete in the SAM database. A recipient must always maintain an active registration with current information during which it has an application under consideration or an active state general funds. Applicants must ensure that this information is updated well in advance of submitting an Application Package for funding. The process of registration and/or renewal can take several weeks to complete and requires privileged information, including financial and banking information, which may take time to obtain. It is the applicant's responsibility to have all information up to date and accessible through the SAM prior to submitting the Application Package. Visit the [SAM website](#) for more information about registration requirements.
- **Control of the Fund:** Establish, manage, and maintain an appropriate system of internal controls, accounting records, and documentation of the receipt and disbursement of the funds for review or reproduction upon written request by the EDD according to Generally Accepted Accounting Procedures, other state regulatory requirements, and the direction of the EDD.
- **Program Ledgers and Monthly Reporting:** Contemporaneously maintain a separate ledger for each program that shows the total amount of funds available for each program, and monthly program deductions (i.e., payments to subcontractors) using an approved web-based accounting platform. At a minimum, each ledger entry must include the subcontractor agreement number, invoice date, payment date, and a description of the payment. Individual divisions may require additional ledger

information. Applicants must indicate the accounting platform they propose to use. The Fiscal Agent will prepare and disseminate financial reports on a monthly basis, or as requested, in formats prescribed by the EDD.

- **Sub-Contract Administration and Disbursement of Funds:** Enter into sub-agreements with vendors and other third parties to support the identified programs on behalf of the Collaborative and EDD. Any sub-agreements done at the direction of EDD, as directed by the CERF Leadership Team, are subject to EDD approval. Disburse funds in satisfaction of payment obligations under each sub-agreement. The Fiscal Agent shall disburse funds based upon invoices reviewed and approved by the personnel designated by the lead applicant when in support of Phase 1 of the grant. Disbursement of funds in support of additional phases of the implementation of CERF in the defined region must be approved by personnel identified by EDD. Collaboratives must assist EDD with the timely closing out of grants and programs with respect to sub-agreements. Collaboratives must also ensure funding is encumbered and expended by timelines set by EDD.
- **Equipment and Personnel:** Purchase and/or maintain equipment and employ personnel necessary to complete the Fiscal Agent's responsibilities as outlined in the Fiscal Agent Services Agreement, including the above noted web-based accounting platform. All personnel shall be sufficiently skilled, experienced, and knowledgeable to perform the duties necessary under the Agreement.
- **Audits:** Cooperate with EDD and any other state agency exercising lawful authority, or their respective agents, by providing all documentation related to the fiscal agency, promptly upon request.
- **Public Records:** Cooperate with EDD in responding to any requests under the Public Records Act for records related to the fiscal agency.
- **MOUs:** Develop and maintain MOUs with internal and external partners, as needed.
- **Reporting:** Prepare and disseminate financial reports on a quarterly basis pursuant to state reporting requirements
- **Accounts:** Maintain SAM account and have Unique Entity ID number

- **Other Services:** Provide financial or contract management services on an as-needed basis (e.g., conducting competitive bidding) to ensure the smooth administration of the funds as required by funding requirements and direction by EDD.

### **Responsibilities of Regional Convener**

Regional Conveners are entities that are uniquely positioned to engage and unify stakeholders to promote High Road Transition models that help address the challenges that inequity, global economic shifts, and climate change have created. The responsibilities of HRTC members that will serve as the Convener will include, but are not limited to:

- **Identifying resources:** Identify resources and connect with partners that provide experience in the development and sustainability of economic recovery models,
- **Convening:** Convene public, private, academic, industry, workforce, labor, and community leaders around a singular vision for an equitable economic transition based on High Road principles,
- **Hiring and contracting:** Hire or contract and oversee qualified coordinator(s) to support with outreach, with support from the state on coordinator job descriptions,
- **Coordinating:** Serve as the central coordinator of economic development plans and future implementation projects. Establish a coordinated line of communication among HRTC members to foster stakeholder connectivity and between the HRTC and the Fiscal Agent to accelerate collaboration and support.

The Convener for the planning project must also ensure that the HRTC includes balanced representation from:

- Labor organizations
- Employers, businesses, and business associations
- Grassroots and community-based organizations, community organizers, and community members
- Government agencies
- Economic development agencies
- Philanthropic organizations
- Education and training providers
- Workforce entities<sup>36</sup>
- Environmental justice organizations
- Worker centers
- Disinvested communities

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<sup>36</sup> Entities listed up until this point are as specified in SB-162 Community Economic Resilience Fund Program Section 14531. (c) (4).

- California Native American Tribes
- Other regional stakeholders capable of contributing to the success of the project.

## Appendix D. Allowable Costs and Cost Items

In general, to be an allowable charge, a cost must meet the following criteria:

- Be necessary and reasonable for the performance of the award;
- Be allocable to the award;
- Conform to any limitations or exclusions set forth in the award;
- Be consistent with policies and procedures that apply uniformly to allowable uses of general funds;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles;
- Be adequately documented;

**Direct Costs:** Direct costs incurred during the grant term and specified in the Grant Agreement will be eligible for reimbursement. Direct costs are defined as costs directly tied to the planning process including, but not limited to:

- **Research:** To conduct or gain access to research, market and feasibility studies, compiling and analyzing community needs-related information studies, access to proprietary data
- **Data, Planning, and Communication Tools:** Video conferencing, project management, mapping and any other related software subscription that can facilitate or improve participation of stakeholders during the planning process.
- **Community Engagement:** Marketing, facilitation fees, mediation/conflict management, interpretation services, translation of documents, transportation and transportation stipends, rental costs of equipment and facilities, childcare, food and refreshments when a meal is consumed as part of the event and replaces a meal otherwise missed by attending the event.
- **Participant Compensation:** Participant compensation that is an exchange of payment for services rendered in the development of community work products and appropriately documented with deliverables such as sign in sheets or written surveys. Compensation up to \$100 per day is allowed to attend CERF-related meetings, which does not include travel.
- **Consultant Fees:** Costs of consultants that provide training, research, project planning or capacity building services

## **Appendix E. Disallowable Costs**

The following costs are ineligible uses of planning grant funds:

- Exceeding the 10 percent cost cap for Administrative cost.
- Lobbying or advocacy work, such as direct lobbying for the passage of specific bills or local propositions.
- Expenses not related to CERF planning efforts.
- Commission fees.
- Ongoing operational costs beyond the grant term.
- Using funds for mitigation activities that are already mandated by local or state governing bodies or agencies.
- Expenses for publicity not directly related to CERF planning efforts.
- Bonus payments of any kind.
- The purchase of alcohol.
- Paying down debt or debt servicing fees.
- Damage judgments arising from the acquisition, construction, or equipping of a facility, whether determined by judicial process, arbitration, negotiation, or otherwise.
- Services, materials, or equipment obtained under any other state program;
- Real estate brokerage fees and/or expenses.
- Stewardship of legal defense funds.

## **Appendix F. Administrative Costs**

Under CERF, there is an administrative cost limit of 10 percent. The following functions and activities constitute the costs of administration subject to the administrative cost limitation:

1. The costs of administration are expenditures incurred by direct grant recipients, as well as local grant recipients, local grant subrecipients, local Fiscal Agents, and which are not related to the direct provision of services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.
2. The costs of administration are the costs associated with performing the following functions:
  - a. Performing the following overall general administrative functions and coordination of those functions:
    - i. Accounting, budgeting, financial and cash management functions;
    - ii. Procurement and purchasing functions;
    - iii. Property management functions;
    - iv. Personnel management functions;
    - v. Payroll functions;
    - vi. Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports;
    - vii. Audit functions;
    - viii. General legal services functions;
    - ix. Developing systems and procedures, including information systems, required for these administrative functions;
    - x. Fiscal Agent responsibilities.
  - b. Performing oversight and monitoring responsibilities related to administrative functions.
  - c. Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.
  - d. Travel costs incurred for official business in carrying out administrative activities or the overall management of the CERF grant.
  - e. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.
3. Awards to subrecipients or contractors that are solely for the performance of administrative functions are classified as administrative costs:
  - a. Personnel and related non-personnel costs of staff that perform both administrative functions specified in item 2 of this section and programmatic services or activities must be allocated as administrative or program costs to the

benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.

- b. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
  - c. Except as provided item 2a of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs.
  - d. Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.
4. Costs of the following information systems including the purchase, systems development, and operational costs (for example, data entry) are charged to the program category:
- a. Employment statistics information
5. Where possible, entities identified in item must make efforts to streamline services in item of relevant section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

## Appendix G. Internet Resources

The following websites provide additional information that may help develop project plans, build partnerships, obtain data, and respond to questions in the SFP:

- **California Association for Local Economic Development (CALED)**
  - Economic development organization dedicated to advancing its members' ability to achieve excellence in delivering economic development services to their communities and business clients within California.
  
- **California Community Colleges Economic and Workforce Development (CCCEWD)**
  - The primary system for delivering career technical education and workforce training to Californians.
  
- **California Department of Education (DOE)**
  
- **California Department of Finance-Demographic Research (DOF)**
  - State finance census data includes population by gender, age, and race by county.
  
- **California Department of Health Care Services (DHCS)**
  
- **California Department of Industrial Relations-Division of Apprenticeship Standards (DIR-DAS)**
  
- **California Department of Rehabilitation (DOR)**
  
- **California Department of Social Services (DSS)**
  
- **California Employment Development Department (EDD)**
  - EDD is the administrative entity for the CERF SFP. This site contains links to a wide range of employment and training resources, including labor market information, information notices and directives.
  
- **California Labor and Workforce Development Agency (LWDA)**
  - The Labor Agency oversees seven major departments, boards, and panels that serve California businesses and workers including the EDD.
  
- **California Workforce Association (CWA)**

- CWA is a non-profit membership organization that develops public policy strategies and builds local capacity to address critical workforce issues while collaborating with workforce development partners in California.
- **California Workforce Development Board (CWDB)**
  - The CWDB establishes policy for, and provides guidance to, Local Workforce Development Boards.
- **California's 2020-2023 Unified Strategic Workforce Development Plan (State Plan)**
  - The State Plan serves as the framework for the development of public policy, fiscal investment, and operation of the state workforce and education system.
- **Comprehensive Economic Development Strategy (CEDS)**
  - A CEDS is a strategy-driven plan for regional economic development.
- **EDD Labor Market Information Division (LMID)**
  - Find labor market information to research and write the proposal.
- **Governor's Office of Business and Economic Development (GO-Biz)**
  - GO-Biz serves as the state's leader for job growth, economic development, and business assistance efforts.
- **Governor's Office of Planning and Research (OPR)**
  - OPR is the state's Comprehensive Planning Agency.
- **Just Transition Initiative (Just Transition)**
  - A Just Transition is a sustainable and equitable economic transition to carbon-neutrality that builds a robust clean economy in which all Californians prosper.
- **Local Workforce Development Areas (Local Area)**
- **Preparing for Shovel-Worthy Funding (Shovel Worthy Projects)**
  - A shovel-worthy project is one with positive change for people, with a focus on the outcome rather than the delivery of a completed project.
- **Regional Climate Collaboratives (RCC)**
  - RCCs are networks that coordinate adaptation (and sometimes mitigation) work across jurisdictional boundaries in municipal regions of the U.S. and often include local and state government representatives as well as nonprofit, academic, and private partners.

- **United States Census Bureau (Census Bureau)**
  - Serves as the leading source of quality data about people, business, and the economy.
  
- **University of California (UC)**
  - The University of California is a public land-grant research university system in the U.S. state of California.

## **Appendix H. Data Resources and Tools**

This section introduces several tools and resources the applicants may use to prepare their Application Packages. The state expects the applicants to use their judgment on applying appropriate tools, data sources, and methodologies.

[Cal-Adapt](#): this resource allows exploring peer-reviewed data that show how climate change might affect California at the state and local levels.

[CalEnviroScreen](#): CalEnviroScreen is a screening methodology that helps identify California communities that are disproportionately burdened by multiple sources of pollution.

[CCHVIs](#): This tool is an interactive data visualization platform for the Climate Change & Health Vulnerability Indicators for California (CCHVIs).

[Climate and Economic Justice Screening Tool](#): This tool helps Federal agencies identify disadvantaged communities that are marginalized, disinvested, and overburdened by pollution.

[Regional Planning Units](#): This dashboard assists workforce partners, businesses, and educational institutions by providing data to build and strengthen partnerships in alignment with the Workforce Innovation and Opportunity Act.

[The California Healthy Places Index \(HPI\)](#): HPI assists with exploring local factors that predict life expectancy and comparing community conditions across the state.

[US Cluster Mapping](#): The website provides data records on industry clusters and regional business environments in the U.S. to promote economic growth and national competitiveness.

**Appendix I. CERF Regions: Map and Jurisdictions**

The following image shows the map of the 13 CERF Regions. The table below lists counties represented in each CERF Region



<b>CERF Regions</b>	<b>Counties</b>
<b>Southern Border</b>	<ul style="list-style-type: none"> <li>• Imperial</li> <li>• San Diego</li> </ul>
<b>Inland Empire</b>	<ul style="list-style-type: none"> <li>• Riverside</li> <li>• San Bernardino</li> </ul>
<b>Los Angeles County</b>	
<b>Orange County</b>	
<b>Central Coast</b>	<ul style="list-style-type: none"> <li>• Monterey</li> <li>• San Benito</li> <li>• Santa Barbara</li> <li>• Santa Cruz</li> <li>• San Luis Obispo</li> <li>• Ventura</li> </ul>
<b>Northern San Joaquin Valley</b>	<ul style="list-style-type: none"> <li>• Merced</li> <li>• San Joaquin</li> <li>• Stanislaus</li> </ul>
<b>Central San Joaquin Valley</b>	<ul style="list-style-type: none"> <li>• Fresno</li> <li>• Kings</li> <li>• Madera</li> <li>• Tulare</li> </ul>
<b>Kern County</b>	
<b>Eastern Sierra</b>	<ul style="list-style-type: none"> <li>• Alpine</li> <li>• Amador</li> <li>• Calaveras</li> <li>• Inyo</li> <li>• Mariposa</li> <li>• Mono</li> <li>• Tuolumne</li> </ul>
<b>Bay Area</b>	<ul style="list-style-type: none"> <li>• Alameda</li> <li>• Contra Costa</li> <li>• Marin</li> <li>• Napa</li> <li>• San Francisco</li> <li>• San Mateo</li> <li>• Santa Clara</li> <li>• Solano</li> <li>• Sonoma</li> </ul>

<b>Sacramento</b>	<ul style="list-style-type: none"><li>• Colusa</li><li>• El Dorado</li><li>• Nevada</li><li>• Placer</li><li>• Sacramento</li><li>• Sutter</li><li>• Yolo</li><li>• Yuba</li></ul>
<b>Redwood Coast</b>	<ul style="list-style-type: none"><li>• Del Norte</li><li>• Humboldt</li><li>• Lake</li><li>• Mendocino</li></ul>
<b>North State</b>	<ul style="list-style-type: none"><li>• Butte</li><li>• Glenn</li><li>• Lassen</li><li>• Modoc</li><li>• Plumas</li><li>• Shasta</li><li>• Sierra</li><li>• Siskiyou</li><li>• Tehama</li><li>• Trinity</li></ul>

## Appendix J. Post-Award Reporting Requirements

Successful applicants must comply with all administrative and reporting requirements to remain eligible for awarded funds. Applicants that do not comply may be de-obligated. The post-award reporting is subject to change.

All CERF planning and implementation awardees must comply with the outcome and reporting requirements as established by the Interagency Leadership Team and fiscal oversight by EDD. The reporting requirements will be discussed in further detail during the contracting process. At a minimum the awardees must provide the following reports:

### 1. Monthly Reports:

- a. Progress Status Reports (PSR): Summarize what the HRTC has done, what the next steps are, what lessons the Collaborative learned, if the Collaborative has faced any challenges, or if the Collaborative needs course correction. PSR is submitted at the end of each month and should be one to five pages.
- b. Monthly Budget Report: Prepare and disseminate financial reports on a quarterly basis pursuant to state reporting requirements.

### 2. Planning Phase Plan: Awardees must submit a report laying out:

- a. The structure of the HRTCs, including the governance structure, and
- b. The plans with estimated expenses for the following:
  - i. Convening the Collaboratives and an inclusive regional planning process
  - ii. Developing a comprehensive plan for the region's High Road transition. This includes a plan and timeline for conducting the analyses and developing the roadmap defined in this solicitation.

The state acknowledges that the details of this plan may change over time. The Planning Phase Plan should be 10-20 pages.

Awardees must submit the Planning Phase Plan within the first two months of the Planning Phase.

### 3. Regional Summary Report: Submit the Regional Summary analysis (See the section called "A2. Regional Plans" in this SFP). Awardees must submit this report by March 31, 2023.

### 4. Lessons Learned Report: To establish a baseline of best practices for inclusive economic planning, all CERF grantees must provide:

- a. A detailed analysis of grantee challenges and achievements relating to:
  - i. Convening an inclusive regional planning process;
  - ii. Developing a comprehensive high road recovery plan; and
  - iii. Implementing strategies to create high road jobs (applies only to the implementation phase).
- b. A written narrative explaining how the Collaborative could improve its process towards a more successful outcome.

- c. A written narrative discussing how the state could improve the structure of the CERF program.

Grantees must provide this report at the end of the Planning Phase. Collaboratives must submit this report for the Planning Phase to be deemed complete.

5. **Evaluation Report:** CERF grantees and subrecipients must also provide reports, data, and information to guide the detailed evaluation of the planning phase. Please see the Evaluation Section for details.

Grantees must provide this report at the end of the Planning Phase. The report is required for the Planning Phase to be deemed complete.

**END OF DOCUMENT**