

## Questions and Answers

**1. What is the link for us to apply for it and how can I get the Tutorial on how to file it step by step?**

All applications must be submitted via email to [WSBCERF@edd.ca.gov](mailto:WSBCERF@edd.ca.gov). Additional details on specific applications requirements, to download forms, and instructions please visit the [CERF Program Evaluation SFP](#).

**2. Is there a requirement that applicants have any practical/applied experience in economic development?**

Yes, see pages 14 -16, Evaluator Qualifications and Key Personnel for additional details for the Evaluator Qualifications and Key Personnel. One or more team members must have demonstrated the following:

- Knowledge of economic and workforce development issues and strategies with focus on California.
- Knowledge of best practices in economic and labor market outcome indicator definition and measurement.
- Knowledge of and experience with creating theories of change for sustainable economic development and workforce development programs.
- Knowledge of inclusive collaborative and participatory processes, along with experience in working with diverse stakeholders for instruction and evaluation outcomes of economic development planning, specially disinvested communities.

**3. What kinds of costs are defined as "administrative costs?"**

See pages 37 – 38, Appendix D – Administrative Costs for a list of functions associated to administrative costs.

**4. Will we receive the link to this presentation?**

A document with the information covered in the presentation and the questions and answers reviewed will be sent to those registered for the webinar.

**5. We are willing to partner with other organizations here. How can this be facilitated?**

The state will not be facilitating partnerships among the attendants of the webinar. Applicants are encouraged to build relationships with a wide variety of organizations and outreaching to the organizations eligible for the CERF Program Evaluation.

**6. Is this a grant-funded program? In other words, are fees allowed?**

A maximum of ten percent of the total requested grant amount can be allocated to cover indirect and/or administrative costs. Please refer to Appendix D and F for a detailed definition of administrative costs and allowable costs.

**7. Will there be an opportunity to gather before document submissions? For instance a half day interactive session to gain clarity of need?**

No, the state will not be providing technical assistance during the application and submission process.

**8. We intend to partner with multiple community organizations. Are they required before the submission of proposal?**

Yes, see page 22, Partnership Letters for additional details on partnership requirements (if applicable). The applicant must demonstrate in the Project Narrative that they have the capability to deliver the evaluation and should identify any partners if necessary. SFP proposals proposing partnerships must submit Partnership Agreement Letters and describe the roles and expected contributions of the partners.

At a minimum, each proposed partner must include the following:

- Description of the type of entity and its role in the developmental evaluation.
- Description of the entity's knowledge, experience, and reason to be in the evaluation.
- Evaluation partner organization, contact person, their role, and email address or phone number.
- Date.

**9. To be eligible for this fund does our organization have to have a relationship with the high road transition collaborative?**

No, see page 14, the partners who individually or as part of a team have signed Collective Partnership Agreement Letters to join one of the HRTCs are not eligible to apply, unless they can demonstrate the ability to mitigate actual and perceived conflict of interest.

- 10. Can an existing H RTP be leveraged and managed by the fiscal agent? Can existing collaboratives qualify as partners for the applicant to leverage as part of this or should new partnership be formed.**

This question will not be addressed as part of the CERF Program Evaluation Question & Answer as it is outside of this SFP scope. For additional assistance regarding the CERF Phase I - Planning Phase, please contact us at [WSBCERF@edd.ca.gov](mailto:WSBCERF@edd.ca.gov).

- 11. Are for-profit research firms who would likely partner with other for-profit evaluation firms in pursuing this opportunity, eligible to apply?**

Yes, for-profit research firms do qualify for participation in the CERF Program Evaluation as a business-related for-profit organization.

- 12. Will the agreement between the evaluator and the EDD/WSB be a subgrant agreement or State of California Standard Agreement contract between the EDD/WSB and the evaluator?**

The evaluation award will be conveyed via a contract agreement between the EDD and the Evaluator.