

**General Programmatic Questions:**

1. Have Regional Conveners or Fiscal Agents already been chosen?

**Answer:** No, the state will not choose Regional Conveners or Fiscal Agents until after the application period has closed and the award process is complete. Eligible organizations can apply until Monday, July 25, 2022 at 3 pm PST.

2. At what point in the process does the Community Economic Resilience Fund (CERF) Leadership Team provide one-on-one technical assistance to Regional Conveners?

**Answer:** In Fall 2022, the High Road Transition Collaboratives (HRTC) will be connected to a regional CERF team for one-on-one assistance. The regional CERF team will include at least one member of the Employment Development Department (EDD), the Governor's Office of Planning and Research (OPR) and the Governor's Office of Business and Economic Development (GO-Biz). Additionally, the CERF program will include an independent program evaluator and technical assistance provider.

3. What happens if multiple applications from one region are submitted?

**Answer:** Per page 28 of the Solicitation for Proposal (SFP): "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 the 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. The 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. The EDD's Workforce Services Branch will provide guidance should revisions be necessary. The EDD reserves the right to rescind any offer of funding if a subrecipient does not comply with the revision process."

4. Can the same entity apply to be a Regional Convener in multiple regions?

**Answer:** Yes, the SFP does not prohibit a Regional Convener from applying in multiple regions. See pages 7-8 of the SFP for information on the role and responsibilities of the Regional Convener.

5. Please clarify the Statement of Willingness - What should it state and who should sign this?

**Answer:** The Fiscal Agent, on behalf of all the HRTC members, must complete and sign Exhibit E – Statement of Willingness. See SFP to download the exhibit.

6. Can a single entity doing business in multiple regions be listed as a partner on multiple applications?

**Answer:** Yes, the SFP does not prohibit a partner from participating in multiple regions.

7. Can a single entity be listed as a partner on competing applications?

**Answer:** Yes, the SFP does not prohibit partners from supporting multiple applications. Applications will be competitively scored on the criteria outlined in the program guidelines.

8. Can the CERF team share the contact information for groups in my region?

**Answer:** No, although a complete list of interested applicants is not available, a list of organizations that attended the regional workshops can be found at the following link: [CERF Regional Workshop Registrants \(ca.gov\) \(PDF\)](#).

9. Is the use of funds intended to be neighborhood/community focused or sector focused? Is it more of a vertical approach or community approach, or is it matrixed?"

**Answer:** The intended use of funds is to establish planning efforts representative of each region, including entities traditionally involved in economic development as well as entities and communities that have historically been excluded. The Regional Convener must ensure that the HRTC includes balanced representation from:

- Labor organizations
- Employers, businesses, and business associations
- Grassroots and community-based organizations (CBOs), community organizers, and community members
- Government agencies
- Economic development agencies
- Philanthropic organizations
- Education and training providers
- Workforce entities
- Environmental justice organizations
- Worker centers
- Disinvested communities
- California Native American Tribes

- Other regional stakeholders capable of contributing to the success of the project

10. How much flexibility is there to change the Work Plan post-award?

**Answer:** Regions will be able to make changes to their Work Plan as necessary. Work Plan modifications are subject to EDD approval.

11. Are there any suggested strategies for identifying potential partners for a proposed collaborative?

**Answer:** A core objective of the CERF is to support more inclusive economic planning systems. Applicants are encouraged to build relationships with a wide variety of organizations, leaders, and community members from across the region. Outreaching to the organizations eligible for the planning phase of CERF including non-profits, CBOs, and institutions of high education, California Native American Tribes, and District organizations of an EDA-designated Economic Development District, within your region would be a good place to start. Applicants can also review this list of organizations that attended the state hosted regional workshops: [Regional Workshop Registrants \(PDF\)](#).

12. Regarding the Governance Model, is it possible to structure it like a JPA? For example, could the Governance Model be designed and structured like a regional transportation agency JPA?

**Answer:** The Interagency Leadership Team has not defined a specific governance structure for the HRTCs to adopt. Each region will each have their own approach. See pages 10-11 of the SFP for additional information on the development and required components of the Collaborative Governance Structure. Applicants should ensure these stated criteria are met.

13. How is “family-sustaining wage” defined, and is it consistent throughout all 13 regions?

**Answer:** Given the variation in cost of living throughout California, a family-sustaining wage will vary by region. The definition of family-sustaining wage is not found in the SFP. The interagency team will provide more specifics on this and other metrics upon the start of the HRTCs.

14. Regarding the Interagency Team: Will applicants be allocated a point person from each of the 3 agencies of the interagency team?

**Answer:** The grant recipient will be assigned a regional CERF team which will include at least one member of the EDD, the OPR and the GO-Biz.

15. Regarding the requirement that the CERF collaborative connect with an RCC or Regional Climate Collaborative, is this in relation to the Strategic Growth Council or a general any climate regional initiative?

**Answer:** Yes, Regional Climate Collaboratives are in reference to the Strategic Growth Council. Per Senate Bill 162 (2021), the “collaboratives shall work directly with the community capacity-building programs initially established by Chapter 377 of the Statutes of 2018, pursuant to Part

3.6 (commencing with Section 71130) of Division 34 of the Public Resources Code, to support active and equitable community engagement.” Part 3.6 (commencing with Section 71130) of Division 34 of the Public Resources Code 71130 outlines the Strategic Growth Council’s Regional Climate Collaborative program, per footnote 13 on page 4 of the SFP.

16. In addition to those outlined in the CERF SFP, are there any groups or interests that should be foregrounded in collaborative efforts during the planning phase in order to better serve the target populations being addressed in this grant?

**Answer:** HRTCs are regional groups that consist of balanced and meaningful representation from regional stakeholders. It will be up to each HRTC to determine if any additional groups should be included in the collaborative. Pages 47-48 of the SFP note the organization types that the Convener is responsible for including within the HRTC.

17. On page 10 of the SFP, there is language that some in our HRTC have found potentially mutually contradictory: For instance, it specifically requires balanced representation from each of the identified stakeholder groups and clarifies that no one member of the group may have more decision-making power than others. But it goes on to also say that disinvested communities and impacted workers should have decision making power shifted to them. Please clarify how we can establish a collaborative governance structure that still centers and honors the voice of disinvested communities and impacted workers, while allowing decision making power, especially in the planning process, to be shared by all the stakeholders necessary to engage and keep at the table for success.

**Answer:** The CERF is primarily focused on developing regions-up approaches to economic development and the creation of an inclusive planning table. This objective is meant to prioritize the voices of both the people that experience the inequities in our economy and those that operate in support of removing those inequities. As the HRTCs approach these issues in the planning phase, it will be critical that they prioritize hearing the voices not often represented. The Collaborative Governance Structure must reflect that no individual member of the HRTC governance committee has more decision-making power than the other. In addition, as applicants consider the development of a regional governance structure, they should review the list of required participants on page 10 of the SFP. The SFP also states, “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.”

18. What will the time commitment for community organizations look like during Phase I for the road-mapping process?

**Answer:** The CERF team cannot define the time commitment for organizations participating in Phase I as it will be up to each HRTC and its regional convener to determine the needs of the

regional planning table. The HRTCs will have a period of performance between 18 -24 months in which they will develop the HRTC and the Regional Plan.

19. Can we use this funding for construction cost or purchases of property to build a training facility that gets individuals into good paying career jobs?

**Answer:** No, CERF Planning Phase I will support the HRTC engagement in strategic planning for economic resilience and equitable pathways to high road opportunities. 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. See pages 1-4 of the SFP for information on the program structure and objectives.

20. HRTC--constitution of the HRTC (page 4) "...and include balanced representation from labor, business, community, government, and other stakeholders, including, but not limited to, economic development, philanthropy, education, and workforce partners" A more extensive list is on paged 10-11. Is the intent of this excerpt (from page 4,10 & 11 of the SFP) to say that HRTC's must have even numbers of those categories or is there more flexibility to the development of the HRTC according to the needs and makeup of the regions? With some explanation of how entities not explicitly represented are taken into consideration in the governance structure. Of particular question is Native American tribes who can opt out of this initial planning process.

**Answer:** 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. As it pertains to California Native American tribes due to the fact they have the opportunity to opt out, it will not count against the HRTC; however, as it pertains to all other stakeholders the HRTC needs to be representative of the diversity of each region. Although we do not have anything designed for the CERF program, other agencies such as the Strategic Growth Council have outlined resources for tribal engagement, per page 5:

[https://sgc.ca.gov/programs/cace/docs/20220526-Collective\\_Impact\\_Resources.pdf](https://sgc.ca.gov/programs/cace/docs/20220526-Collective_Impact_Resources.pdf).

21. Does the CERF funding opportunity apply to programs preparing low-income and BIPOC students for careers in media and entertainment?

**Answer:** No, the Community Economic Resilience Fund Planning Phase I is not designed to directly support careers in media and entertainment; however, this doesn't mean that it will not be included in the Phase II – Implementation funds if the HRTC determines this is a need of the region.

22. What will be the capacity of involvement for Phase I for smaller community organizations?

**Answer:** The intent of the CERF Phase I – Planning Phase is to build an equitable and sustainable economy across California's diverse regions. 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. However, the CERF team cannot define the capacity of involvement for organizations participating in Phase I as it will be up to each HRTC and its regional convener to determine the needs of the regional planning table. The HRTCs will have a period of performance between 18 -24 months in which they will develop the HRTC and the Regional Plan.

23. When evaluating applicants, will we be performing a “Look Back” after two years to measure hard costs against results? If yes, what standards will awardees be measured against?

**Answer:** Yes, the CERF program will be evaluated by an independent team. Additional information will be communicated to projects after the evaluator is contracted. See page 9 of the SFP for information on the evaluation.

24. Will the CERF consider sustainable capabilities, e.g., digital capabilities including digital literacy and protection of data?

**Answer:** Collaboratives must consider “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.” See page 12 of the SFP for additional information.

25. We were curious to know if through your stakeholder engagement there are any groups or interests you think should also be at the table to make sure that voices are heard?

**Answer:** The stakeholders that must be represented at the HRTCs include:

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

Many of these stakeholders are required to participate per the CERF Program legislation (Senate Bill 162 Chapter 259, Statutes of 2021), and others were added through the public comment process for the guidelines. CERF Regions have the flexibility to define “other regional

stakeholders” as each region will have a different set of diverse stakeholders’ representative of the Region. See page 11 of the SFP for more details on required stakeholders.

26. We're a small climate science and justice based non-profit located in a city antagonistic to effective climate action - what are our prospects for working on a project with verifiable emissions reduction through CERF?

**Answer:** 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. Interested stakeholders are encouraged to contact their regional HRTC once awards are announced. The Award List and Project Summaries for Phase I grant recipients will be available online once the award and contract process is completed.

27. Can you include the definition of roles for each of the interagency leadership team in the Q&A please?

**Answer:** The success of the CERF program will require the interagency team, comprised of the California Labor and Workforce Development Agency (LWDA), the OPR, and the GO-Biz to collaborate on a wide range of activities related to the management, design, oversight, and administration of the program.

Below are brief descriptions of the responsibilities of each agency:

- **Employment Development Department (EDD):** The 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):** The 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):** The GO-Biz will support with outreach, technical assistance, and capacity building.

See pages 8 – 9 of the SFP for information on the Collaboration with the Interagency Leadership Team.

28. Can you provide more detail regarding this "democratic governance structure" with shared decision-making that balances the interests of represented groups?

**Answer:** The proposed Governance Structure needs to detail a process for collaborative decision-making among represented groups in accordance with CERF’s Phase 1 goals. As stated on page 10 of the SFP, “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.”

29. What is the state's definition of a community based organization?

**Answer:** The term “community-based organization” means a private nonprofit organization (which may include a faith-based organization), that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in processes or plans relevant to CERF.

30. Must all "2. Employers, businesses and business associations be physically located in or near disinvested communities' census tracts?"

**Answer:** There is no requirement that employers, businesses, and business associations be physically located in or near disinvested communities.

31. Regarding the regions, will you release official definitions of each region's boundaries/encompassed counties?

**Answer:** CERF final regions can be found in the Community Economic Resilience Fund Program – Final Regions Information Notice ([WSIN21-25](#)) and in Appendix I – CERF Regions: Map and Jurisdictions pages 57 – 59 of the SFP.

32. Please clarify what you mean by documentation of meaningful engagement, what content would satisfy this requirement, and give some examples?

**Answer:** 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. See pages 25 – 26 in the SFP for additional information on the Documentation of Meaningful Engagement.

33. Can you please provide a definition and examples of "worker centers", as one of the 12 required partners? What is the official definition of a worker center?

**Answer:** Worker centers are community-led and CBOs that provide support to low-wage workers.

34. Is there a max number of the regions HRTC members? Or a recommendation?



**Answer:** There is no established maximum number of HRTC members in a given region. The HRTCs need to reflect the diversity of each region sufficiently and comprise stakeholders outlined in the SFP.

35. The proposal discussed a SWOT analysis however this methodology is outdated and better models of business analysis are more appropriate...can we make this case in the proposal and propose a better framework? I just want to ensure we would not be marked down.

**Answer:** Grantees can choose additional methods of analyses to pair with the SWOT analysis, which will be required for the Planning Phase. A rationale for additional analyses will be required. Note the Application Package Requirements and Submission section (pp. 20-27 in the SFP) does not require a SWOT analysis for applicants.

36. Our full HRTC will not be formed by the time we submit our application but our governance structure will speak to the breadth of who will belong to the HRTC. Is that acceptable?

**Answer:** Yes, the HRTC's are expected to grow throughout the planning process. Governance structures may already be built before the formation of the complete HRTC, but can be transformed or modified throughout the process to ensure a fair and an inclusive governance structure.

37. Once the CERF fiscal agents and or regional awardees are announced--is it too late for small businesses and CBOs etc. NOT named in the proposal/application/budget to be a part of the actual CERF planning work as a subcontractor under the award? And will all the partners be named in the announcement or only the Fiscal Agent and or Regional Convener?

**Answer:** No, it will be up to each HRTC and its Regional Convener to determine the needs of the regional planning table. 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. Key partners will be included in the Award List and Project Summaries. Per page 20 of the SFP, the state expects the HRTC to evolve throughout the Planning Phase.

#### Eligibility:

38. What are the stipulations for which an organization can be both fiscal sponsor and applicant regional lead?

**Answer:** A single organization may serve as both Fiscal Agent and Regional Convener in the case that it meets all desired qualifications. See pages 7-8 in the SFP and Appendix C: Fiscal Agent and Regional Convener Responsibilities.

39. Will non-profit organizations be eligible for CERF funding?

**Answer:** Yes, eligible organizations include:

- Non-profit organizations and foundations
- CBOs

- 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

See page 8 for information on entities eligible to serve in the Fiscal Agent and/or Regional Convener role.

40. Will any funds be available to individual organizations in any way during Phase I?

**Answer:** All funds will be distributed through the Fiscal Agent.

41. How much are the individual grants?

**Answer:** Each award will be in the amount of \$5,000,000 for the Planning Phase. See page 6 of the SFP for information on the availability of funds.

42. I would like to know if starting a franchise business falls under this program (like a grocery store).

**Answer:** No, the Community Economic Resilience Fund grant is not designed to directly support for-profit businesses.

43. How do I apply for this relief grant?

**Answer:** Eligible entities interested in this grant opportunity will need to submit a complete application by July 25, 2022 by 3:00 P.M PST. For application requirements, please see Appendix A – Application Instructions.

44. Could you please clarify for me whether more than one application per institution is allowed for the Community Economic Resilience Fund Program Solicitation? I see where the solicitation makes clear that: just one Application Package will be accepted from each applicant, the Fiscal Agent will be responsible for submitting the Application Package. However, the solicitation alternately seems to refer to the Fiscal Agent as either an individual or an organization. If we have multiple individuals at our institution interested in submitting an application, is that allowable?

**Answer:** No, only one application will be accepted by institution or organization per region regardless of the individual leading the application.

45. The solicitation states, "CERF program will provide \$5 million dollar planning grants to each region to support one High Road Transition Collaborative (HRTC) per region". Might regions receive more or less depending on their proposals and scores?

**Answer:** The maximum amount per region is \$5 million dollars. Proposals and scores will not determine funding amount.

46. Are there applications being submitted for every region? If there is only one application for a region is it guaranteed to receive an award?

**Answer:** We expect to receive applications from every region. 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. See SFP page 28 of the SFP for additional information on the Award and Contracting Process.

47. "One Application Package will be accepted from each applicant." You just said that orgs could serve as Regional Conveners for multiple regions. Can you explain this discrepancy?

**Answer:** One application package will be accepted from each applicant per region. If an applicant is interested in serving as a Fiscal Agent and/or Regional Convener for multiple regions, the applicant must submit a separate application for each region. An errata has been completed updating this information in the SFP.

48. Page 47 of the SFP references multiple Regional Conveners, can there be multiple Regional Conveners for one application and region? If not, what would be an appropriate role to ensure that stakeholders with expertise and knowledge are included in the HRTC or process?

**Answer:** The SFP does not explicitly prohibit organizations from joining together to apply as co-convenors, though throughout the document, convener is used singularly. The EDD will accept applications that include a group of co-convenors so long as the memorandum of understanding (MOU) drafted between the co-convenors and the Fiscal Agent is clear on roles and responsibilities between all the parties involved. The Collective Partnership Agreement Letter should articulate how the co-convenors will ensure they do not hold more direct decision-making power than other HRTC members, as well as why and how group of co-convenors is necessary to ensure success of the CERF Planning Phase as opposed to a single organization serving as the Regional Convener.

49. During the slides you mentioned some parameters required specifically for local government. Something about 80% of the area being part of the region?

**Answer:** Yes, 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.

50. Can you please repeat the parameters for a local government (county or city) to be considered a Fiscal Agent or Regional Convener, or both?

**Answer:** Details on eligibility can be found on pages 7-8 and Appendix C: "Fiscal Agent and Regional Convener Responsibilities" of the SFP.

**Notice of Intent:**

51. Is there a template for the Notice of Intent to Apply (NOI)?

**Answer:** There is no template for the NOI to apply. NOI must be emailed to [WSBCERF@edd.ca.gov](mailto:WSBCERF@edd.ca.gov) with the subject line "Notice of Intent" and must include the name of the applicant organization and the region they intend to represent. NOI is due June 22, 2022.

52. Is the Notice of Intent required?

**Answer:** No, however, the EDD highly encourages interested applicants to submit an NOI.

53. Does submitting an NOI obligate an organization to apply?

**Answer:** Submitting an NOI does not obligate an organization to apply.

54. Will the full list of applicants who submit a Notice of Intent to Apply by June 22 be shared publicly?

**Answer:** Yes, NOIs will be available under the [Employment Development Department, Solicitation for Proposal Website](#).

55. For the NOI due 6/22/22, is the notice supposed to indicate an intent to apply for this grant? Or, is it supposed to indicate an intent to participate (i.e., as a member of a potential Phase I Collaborative)?

**Answer:** The NOI should be submitted by the entities (Fiscal Agents) planning to apply for this grant. Partners do not need to submit an NOI.

56. Please identify if the fiscal agent or the regional convener needs to submit the 'notice of intent to apply'?

**Answer:** The NOI must be submitted by the Fiscal Agent.

57. What is the state's role, if any, if it receives multiple notices of intent for a region? Will it attempt to help combine efforts?

**Answer:** The state will not have any role if it receives multiple Notices of Intent (NOI) for a region. The NOI will be used by the state to prepare for the application review, scoring, and evaluation. Additionally, the state will not attempt to help combine efforts during the open solicitation period.

58. Would it be appropriate for small CBOs non-profits, or small businesses/ subcontractors other partners that are NOT fiscal agents or subcontractors, but interested and with applicable expertise to contribute to the CERF HRTC planning submit a Notice of intent to apply by identifying their regions?--or how else can we be introduced by the EDD to the teams and or eventually, the proposing winning CERF awardee in our region? Please advised how historically excluded, but required partners, can partner on these CERF applications?

**Answer:** No, the Notice of Intent should only be completed by organizations interested in applying as Fiscal Agents. Applicants are encouraged to build relationships with a wide variety of organizations, leaders, and community members from across the region. Outreaching to the organizations eligible for the planning phase of CERF including non-profits, CBOs, and institutions of high education, California Native American Tribes, and District organizations of an EDA-designated Economic Development District, within your region would be a good place to start. Applicants can also review this list of organizations that attended the state hosted regional workshops: [Regional Workshop Registrants \(PDF\)](#). Additionally, the EDD will make public the Award List and Project Summaries after the completion of contract negotiations.

**Advanced Pay:**

59. If grantees may apply to receive up to 25 percent of their total grant award through an advance payment option: Who makes the determination of eligibility?

**Answer:** The EDD may provide, with legislative authority and Department of Finance (DOF) approval, an Advance Payment option to community-based non-profit organizations or a California Native American tribe. See pages 19-20 for information on Advance Payment.

60. Can you please elaborate on the process for the Advance Pay? Will it be treated as a retainer so that as it runs down, an additional advance be requested? If not, what is the commitment from the state on the length of time for reimbursement for cash flow purposes?

**Answer:** The EDD may provide, with legislative authority and DOF approval an Advance Payment option to community-based non-profit organizations or a California Native American tribe. Applicants requesting Advance Pay will only be eligible for a one time advance payment. Fiscal Agents will have 6-months to expend the advance funds and upon expenditure, Fiscal Agents will be transitioned to a monthly reimbursable model. The intent of Advanced Pay is to allow the HRTC to begin with startup activities for the Planning Phase and to cover the start-up costs associated. All of the Fiscal Agents' contracts or sub-awards will need to be reimbursable as the Fiscal Agent will only receive a one-time advanced payment. The Fiscal Agent will need to invoice the EDD so that they can then reimburse their contracts or sub-awards recipients.

61. For the Advanced Pay, is it a retainer? If not, what is the reimbursement schedule?

**Answer:** Advanced Pay is not a retainer. Reimbursements will take place on a monthly basis, additional information regarding reimbursements will be discussed during contract negotiations. See page 19 of the SFP for information on Advance Payment.

62. If grantees must acknowledge that they will not receive any additional funds/reimbursements until the advance amount has been fully expended: Will the state allow for this provision to allow smaller nonprofits to participate?

**Answer:** Applicants requesting Advance Pay will only be eligible for a one time advance payment.

**Fiscal/Budget:**

63. How detailed is the budget expected to be yet also provide flexibility in adding new HRTC members and their compensation needs?

**Answer:** The Proposed Budget should provide a clear understanding of how HRTCs plan to allocate funding resources. Grant recipients will have the opportunity to submit budget modifications during the period of performance to more accurately reflect the needs of the HRTC. All modification requests will require approval from the EDD. See page 24 of the SFP for information on the budget and narrative.

64. Does the 10% cap on administrative fees apply to payments made to either the fiscal agent or the regional convener?

**Answer:** The 10% percent administrative cost is applicable to the administrative cost incurred by the Fiscal Agent as the administrators of the funding. The regional convener and other subcontracts are considered program costs.

65. When administering the budget, the fiscal agent is responsible for maintaining all required documentation including personnel records and functional timesheets to support reimbursement requests. Will all direct grant recipients (other than contractual) be subject to the same requirements, and should plan to submit these to the fiscal agent?

**Answer:** Yes, the Fiscal Agent will be responsible for collecting and maintaining all required and supportive documentation. Supporting documentation will be required when submitting reimbursement requests to the EDD.

66. If the funds must be deposited into a single, interest-bearing account: Is the entire \$5 million allocation disbursed to the Fiscal Agent at the start of the program?

**Answer:** No, this is a reimbursable grant. Fiscal Agents will be responsible for submitting a monthly invoice and supporting documentation to receive a reimbursement for the month expenses. An errata has been completed to update the SFP as no funds should be deposited into an interest-bearing account.

67. If the funds must be deposited into a single, interest-bearing account: Should the funds be received in advance?

**Answer:** No, the EDD may provide, with legislative authority and Department of Finance (DOF) approval an Advance Payment option of up to 25% percent of the funds to community-based non-profit organizations or a Native American tribe. If funding is advanced, it must be placed in a non-interest-bearing account. An errata has been completed to update the SFP as no funds should be deposited into an interest-bearing account.

68. The SFP states that the applicants must comply with OMB UAR, Cost Principles. However, given that the allocated funds are now from the state General Funds and no longer from ARPA

funding: Are there any requirements that remain for federal compliance and audits under CERF now that the federal source of funds has been replaced by state general funds?

**Answer:** No, CERF funds are subject to their related state statutory and regulatory requirements. See page 35 for information on compliance.

69. If procurement processes must adhere to local requirements: Are the local requirements that of the local jurisdiction or those of the Fiscal Agent?

**Answer:** Local Requirements will be based on the Fiscal Agent's local policy. The fiscal agent as the subrecipient and administrator of the funds must follow all state and their local procurement requirements.

70. If the proposed budget must have adequate details and demonstrates financial feasibility, feasible timelines, tasks, and deliverables: Should budgets be deliverable-based or expense-based budgets?

**Answer:** The budgets are expense-based, however the Fiscal Agent will have to provide a justification for how the expense is related to the program and its' deliverables. For example, CERF Staffing Cost for the month of July is associated to the development of the Planning Phase Plan deliverable.

71. If the proposed budget must have adequate details and demonstrates financial feasibility, feasible timelines, tasks, and deliverables: Will funds be withheld if a subawardee is incurring costs but not meeting expected deliverables?

**Answer:** The EDD has the option to terminate the agreement under the 30-day termination clause or to amend the agreement to reflect any reduction of funds. The project manager will work with the Fiscal Agent to provide technical assistance as necessary to ensure projects meet the deliverables as established.

72. For most regions this seems like it is going to be an iterative process in that we can identify buckets of costs (convening, data, capacity building) but getting more specific than buckets will be challenging at this early stage. The narrative can describe the types of expenses we expect in each bucket but likely not to whom. How specific do budgets need to be? Are we required to submit budget detail in natural categories, such as salary, benefits, supplies, and contract services?

**Answer:** At this time the budgets do not have to include specific information on the entities that will be receiving funding or contracted. At a minimum, budgets must include general information on the expected allocations for each of the categories and specific information on the Fiscal Agent and Regional Convener costs. Applicants are required complete Exhibit B - Proposed Budget. See Exhibit B in the SFP for information on the required budget categories.

73. If the funds must be deposited into a single, interest-bearing account: Because these are governmental funds, are the funds required to be in bank collateralized accounts? Does the

creation of an interest-bearing account referenced on page 13 of the SFP imply that funds will be distributed in advance of the cost incurred? The \$5M be disbursed to the Fiscal agent; however, are all subawards on a reimbursement basis?

**Answer:** An errata has been completed to update the SFP as no funds should be deposited into an interest-bearing account. This grant will be on a reimbursable model and the Fiscal Agent will be required to submit monthly invoices for expenditures incurred. The EDD encourages all Fiscal Agents to adopt a reimbursable model for their contracts and subawards.

74. Communicate any changes to the spending plan require prior approval and must be submitted to the EDD. Submit expenditure justifications as outlined in the agreement: Is this just a report of changes in spending plan or is there a requirement for approval?

**Answer:** If the Fiscal Agent determines the need to modify the approved budget, they must submit an updated budget narrative and budget exhibit for review and approval. Fiscal Agent must wait for approval from the EDD prior to carrying out any of the requested changes.

75. If grantees may apply to receive up to 25 percent of their total grant award through an advance payment option: Does this apply to the fiscal agent or the sub-awardees?

**Answer:** The advance payment option referenced in this SFP is only applicable to the Fiscal Agent. The Fiscal Agent is responsible for establishing their own reimbursement process for their subawards in accordance to state and local policy.

76. Communicate any changes to the spending plan require prior approval and must be submitted to EDD. Submit expenditure justifications as outlined in the agreement: Is there a threshold that triggers this provision?

**Answer:** Yes, Fiscal Agents will have the ability to make adjustments of up to 10% between budget categories. It is the responsibility of the Fiscal Agent to monitor all agreements and ensure that the grant line item expenditures do not exceed a 10% percent variance. Any changes exceeding the 10% percent must submit a modification for approval.

77. Communication any changes to the spending plan require prior approval and must be submitted to the EDD. Submit expenditure justifications as outlined in the agreement: Is there a threshold that triggers this provision?

**Answer:** Yes, Fiscal Agents will have the ability to make adjustments of up to 10% between budget categories. It is the responsibility of the Fiscal Agent to monitor all agreements and ensure that the grant line item expenditures do not exceed a 10% percent variance. Any changes exceeding the 10% percent must submit a modification for approval.

78. Will Fiscal Administrators be required to establish a separate bank account at an approved Department of Finance bank (similar to MECRG)?



**Answer:** No, as this program will be under a reimbursable model. Additionally, the Fiscal Agent must be able track funds separately and maintain a separate ledger.

79. Can the state please provide more specificity on the 10% cap on administrative costs? Is that limited to the Regional Convener and Fiscal Agent or also inclusive of subcontractors?

**Answer:** The 10% cap on administrative costs is applicable to the Fiscal Agent as the funding administrator. Administrative costs are expenditures not related to the direct provision of services. The Regional Convener and other subcontractors are considered program costs. The cost associated to the Fiscal Agent and Convener should not be combined unless those services fall under administrative functions. Note that Fiscal Agents may also incur program costs. See pages 51 – 52, Appendix F – Administrative Costs for a list of functions associated to administrative costs.

80. Our accounting system has the ability to maintain separate ledgers showing funds available and payments made by program, and can generate monthly reports, however, it is not a web-based accounting system. May we use our existing accounting system?

**Answer:** Yes, the Fiscal Agent must be able to meet fiscal reporting requirements and submit supporting documentation related to reimbursable program costs.

81. If grantees must acknowledge that they will not receive any additional funds/reimbursements until the advance amount has been fully expended: Federal funds usually allow for a request of payroll and payroll-related cost up to 30 days in advance.

**Answer:** This program is in a cost reimbursable model and Fiscal Agents will not be receiving payroll advances. See pages 19-20 of the SFP for information on Advance Payment.

82. If all unused funds are reverted to the state if they are not liquidated within the timeline specified in the grant agreement or in the case of non-compliance/misuse of funds: As it is written, this only applies to unused funds. Who should be responsible for the collection of questioned costs?

**Answer:** The Fiscal Agent is responsible for the collection of all questioned costs related to any of their contracts or sub-awards. The EDD will work with the Fiscal Agent to complete the return of funds as applicable.

83. If all unused funds are reverted to the state if they are not liquidated within the timeline specified in the grant agreement or in the case of non-compliance/misuse of funds: Does it revert back to the fiscal agent for reallocation if the period of availability of the grant is not over? Can the funds be diverted to another subawardee?

**Answer:** Yes, the Fiscal Agent as the administrator of the funds is responsible for the oversight of their contracts and sub-awards. The Fiscal Agent will determine funding allocations and establish contracts or sub-awards as necessary. If reallocating funds from a contract or subaward as a result of non-compliance or misuse, the Fiscal Agent must notify the EDD to

ensure proper documentation is collected for monitoring purposes. Notification to the EDD must take place prior to the reallocation of funds to other contracts or sub-awards.

84. If the Fiscal Administrator uses QuickBooks - desktop and establishes a separate GL account, is this compliant?

**Answer:** Yes, as long as the Fiscal Agent is able to track funds separately and maintain a separate ledger.

85. The NOFO indicates a requirement for a "web-based accounting program." Will a desktop version with dedicated server backup suffice?

**Answer:** Yes, the Fiscal Agent must have the ability to maintain separate ledgers showing funds available and payments made by program. The Fiscal Agent will be required to provide monthly financial reports as part of the program requirements and reimbursable supporting documentation.

86. 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: Could the applicants provide hyperlinks to the regional ongoing planning processes in the application document?

**Answer:** Yes, however, the proposal narrative must include at a minimum a paragraph describing each of the on-going efforts and how they connect to the deliverables and goals of the Planning Phase. Hyperlinks should not be used in lieu of the description.

87. Is the Fiscal Agent in Phase I required to be the Fiscal Agent or fiscally sponsor projects in Phase II?

**Answer:** The Phase 1 Fiscal Agent may differ from the Fiscal Agents in Phase II. Additional information regarding the Phase II implementation will be released in Fall 2022.

88. So just to clarify the fiscal agent and convener can change between Phase I and Phase II?

**Answer:** The Phase 1 Fiscal Agent may differ from the Fiscal Agents in Phase II implementation projects. The Regional Convener is expected to remain in this role throughout both phases provided that the entity has met all contractual requirements and fulfilled their role successfully.

89. On the definition of Administrative Costs, can you please clarify if a CBO--as one of the required partners--that may be contracted by the HRTC for engaging and supporting the CBO's participation, must track and report administrative costs, and whether any of that CBO contractor's expense must be included in the 10% admin cap? In our experience it is customary that such services of a CBO would be wholly classified as programmatic, not administrative costs.

**Answer:** In theory, the expenses associated to the contract with the CBO would be considered programmatic. The Fiscal Agent will need to determine the budget categories for any of their subawards and contracts to track and report expenses. Note that awards to subrecipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.

90. Relative to the 10% admin fee: Are subrecipient admin costs to be pulled from the 10% admin fee or from program funds?

**Answer:** Awards to subrecipients or contractors that are solely for the performance of administrative functions are classified as administrative costs and should be part of the 10% percent administrative cost. However, if the subaward or contract is programmatic, then their administrative cost would fall under programmatic costs and should be included as part of their total contract/sub-award funding. Fiscal Agents are responsible for the establishment of contracts or sub-awards and must determine budget categories and caps to be able to track and report expenses.

91. Can a Fiscal Agent and/or Regional Convener use planning funds to provide technical assistance to organizations and communities in the region to support their participation in the planning phase. Would TA offered by a Fiscal Agent be considered program or admin costs?

**Answer:** Yes, funds can be utilized to provide programmatic technical assistance and they would be considered program costs. Note that the CERF Planning Phase I and Phase II will include an Evaluation and Technical Assistance provider.

92. When you say the necessity of City Council or County Supervisor Board approval is based on the fiscal agent or applicant requirements, are you referring to a requirement that is stipulated by an organizations bylaws or something like that?

**Answer:** Yes, 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.

93. Is the Fiscal Agent meant to receive 10% of the total planning award to cover administrative costs or does the organization need to provide an administrative budget for what it proposes to do?

**Answer:** The Fiscal Agent must include their budget breakdown in the Proposed Budget Exhibit B, the administrative costs cannot exceed 10% percent of the total planning award.

94. If the budgets only need to be categorical at this point - what are the requirements for the procurement process for bringing on subawardees or vendors?

**Answer:** Subcontractor procurement processes must adhere to state and local requirements.

### Contract and Subawards:

95. Given that the Fiscal Agent is responsible for subaward administration: Are the transactions with partner agencies considered subawards or vendor contracts?

**Answer:** The Fiscal Agent will need to determine the type of partnerships they will be establishing with their partner agencies. Subcontractor procurement processes must adhere to state and local requirements.

96. How many/types of contracts/sub-agreements are expected and in what timing?

**Answer:** The Fiscal Agent and the Regional Convener will determine the timing and contract and sub-agreement needs of the HRTC.

97. If procurement processes must adhere to local requirements: Are all sub-awardees then required to follow the "local requirements" or required to follow the most restrictive? Will members of the HRTC who receive direct funding including in the budget be subject to procurement requirements?

**Answer:** Sub-awardees are required to follow state and local requirements. Local requirements at a minimum must meet state requirements.

98. If the Fiscal Agent and Regional Convener name additional partners in the proposal - for example, to help with regional outreach and engagement - do these partners need to be procured or are they considered sub-awardees?

**Answer:** They are considered sub-awardees and should be included in the proposed budget and narrative. Additionally, their description in the Signatures of Initial HRTC Members of their role, knowledge, experience, and reason to be in the planning table must align with the budget narrative. All other contracts or subawards for services are subject to procurement requirements.

### Phase II Implementation:

99. Who are the applicants considered in the Implementation Phase? Will the Implementation Phase seek applications from the designated Planning Phase Regional Convener, or from individual projects or initiatives?

**Answer:** At this time, the Implementation Phase guidelines have not been finalized. The CERF team will release information regarding the Implementation Phase in late fall.

100. Will a region with both planning needs and implementation readiness for a particular project be able to submit both a planning proposal and an implementation proposal in the same year?

**Answer:** Yes, if interested in applying for Phase II Implementation funding, applicant must participate during the planning phase or receive a letter of support from the HRTC to be eligible

for funding. See page 5 of the SFP for information on Phase II – Implementation Phase. For more information on estimated program timelines, please visit: [Community Economic Resilience Fund - Office of Planning and Research \(ca.gov\)](#).

101. In Phase II, the EDD will fund implementation projects on a rolling basis identified in the planning phase. How quickly are applicants allowed to submit the funding request for Phase II after Phase I has been awarded?

**Answer:** Implementation applications will not be accepted until the official release of the SFP for Phase II - Implementation. Awards will be competitively awarded based on the guidelines established in the Phase II SFP.

102. 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 institution: As the plans to be developed during the Planning Phase will impact projects funding eligibility, it would be useful to get more guidance on what constitutes actionable research

**Answer:** Actionable research involves a systematic process of examining the evidence. The results of the research are practical, relevant, and can inform theory. In this case, actionable research will triangulate the three to inform proposed investments with practical actions. See pages 13 – 18 of the SFP for examples of research that will inform strategic regional plans and proposed investments.

103. I belong to a non-profit that is interested in applying under Phase II. Under Phase II, requirements states that we must either engage during the planning process or receive a letter of recommendation from the HRTC. If we decide that a letter is necessary, to who should we address.

**Answer:** HRTCs must draft a letter addressed to the state to support any Implementation Phase (Phase II) applicants that did not engage during the Planning Process. The entities must submit this letter as part of the Implementation Phase application. The letter will need to include an endorsement for the project and how the project will fulfill the strategies and goals laid out in the Regional Plans developed during the CERF Planning Phase. More details will be included in the Implementation Phase SFP. For more information on the timeline for the Implementation Phase, please visit <https://opr.ca.gov/economic-development/just-transition/cerf.html>.

104. What is the difference between Phase I & II if \$5 million is allotted for the entire project period of 10/01/22 - 06/30/2024? Why would we have to apply once again for Phase II?

**Answer:** The CERF Planning Phase (Phase I) will support the HRTC engagement in strategic planning for economic resilience and equitable pathways to high road opportunities. Each region will receive \$5 million to support one HRTC. 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. Plans developed during the Planning Phase will inform projects

eligible for funding during the Implementation Phase (Phase II) of the program. In Phase II, the 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. Phase II projects will be competitively awarded based on the criteria outlined in the SFP. Implementation Phase solicitation and detailed criteria will be released in Fall 2022.

105. Will match funds be required in Phase 2 applications?

**Answer:** Additional information regarding the Phase II implementation will be released in Fall 2022.

106. Although the Phase II SFP is not yet available can you provide the Performance Period of Phase II so that we can have a better understanding of the intersection of the performance periods if any?

**Answer:** At this time we are unable to provide additional information on the CERF Phase II Period of Performance.

107. The Planning Phase SFP states in the first paragraph of page 5 “Implementation Phase solicitation and detailed criteria will be released in Fall 2022” – Does this refer to the release of draft guidelines for public comment?

**Answer:** At this time the guidelines have not been finalized, additional information will be provided in Fall 2022.

#### Reporting and Monitoring:

108. If Fiscal Agents must prepare and disseminate financial reports on a quarterly basis pursuant to state reporting requirements: Is this reporting only to the state or can the fiscal agent request reports in smaller intervals such as monthly?

**Answer:** The Fiscal Agent is responsible for submitting fiscal reports to the state on a monthly basis for reimbursements associated with grant expenditures. The Fiscal Agent and Regional Convener must establish a reporting timeline for their HRTC that will allow them to meet all state reporting requirements.

109. If the funds must be dated within the grant competition period (between Month XX, 20XX and Month XX, 20XX): Who determines the reporting period?

**Answer:** 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 the EDD. See pages 60-61 for information on Post-Award Reporting Requirements.

110. If the funds must be dated within the grant competition period (between Month XX, 20XX and Month XX, 20XX): Is it monthly, quarterly, or another interval?

**Answer:** We will have at least two interval for reporting, monthly and deliverable based. Appendix J (SFP pages 60-61) of the SFP includes a high-level list of the various reporting requirements. Additional information on reporting requirements, timelines for submission and reporting templates will be provided during the contracting process.

111. If the funds must be dated within the grant competition period (between Month XX, 20XX and Month XX, 20XX): What's the difference between monthly and quarterly reporting as indicated in the guidelines?

**Answer:** The Fiscal Agent is responsible for submitting fiscal reports to the state on a monthly basis for reimbursements associated with grant expenditures. The quarterly fiscal report will be a comprehensive report summarizing the HRTCs fiscal quarter. Additional information on reporting requirements and reporting templates will be provided during the contracting process.

112. If grantees and subrecipients will be monitored and/or audited by the state: Typically, there are state thresholds for those receiving public funds to be audited. Depending on the amount given to a small nonprofit for their work, this would require them to get an audit and may preclude them because of the cost of participating. Audit costs under this grant are considered indirect costs, not direct costs.

**Answer:** No, there is no threshold. 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.

**Other:**

113. Is the deadline for submission of proposals Monday, July 25, 2022 at 3 p.m.?

**Answer:** Yes, complete proposals must be submitted by Monday, July 25, 2022 at 3:00 P.M. PST.

114. Are appendices required?

**Answer:** Yes, the CERF application requires both exhibits and appendices. Applicants must submit all appendices and exhibits even if an appendix appears not applicable for the applicant. In that case, an applicant should submit the appendix or exhibit and provide a short explanation for not including it in the body of the document. See Appendix A of the SFP for a list of the required application documents and pages 24-26 of the SFP for information on each required document.

115. The MOU (Appendix F.3.) is not required if the Fiscal Agent and Regional Convener are the same, correct? If not, is there a different document to satisfy Appendix F.3. or is omitting this section acceptable?

**Answer:** The MOU in this instance will not be required because it is one entity applying for both roles, however, omitting the document is not acceptable. Applicants must submit Appendix 3 – MOU between Fiscal Agent and Regional Convener and in the body of the document provide a short explanation for not including a full MOU. For example - MOU not applicable since the Fiscal Agent and Regional Convener are the same entity.

116. Would it be possible for the CERF or OPR team to provide Environmental Social Governance, Diversity Equity and Inclusion Experts, and CERF program experts as a resource to the HRTC?

**Answer:** The CERF program will include an Evaluator and Technical Assistance provider that will be working with the awarded entities during the period of performance. During the open solicitation period the CERF team will not be providing additional resources.

117. Will presentation materials be posted or only available to attendees at the webinar?

**Answer:** A document with the information covered in the presentation and the questions and answers reviewed will be sent to those registered for the webinar. Additionally, the final questions and answers will be publicly available on the EDD website a few days after the informational webinar.

118. If participant compensation 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: Are there any caps or guidelines for gift card amounts?

**Answer:** Yes, the amount should be up to \$100 dollars per day, excluding travel. The Fiscal Agent must establish a policy and HRTC guidelines to ensure proper documentation is collected.

119. What is the latest date that we can submit questions or clarifications about the Planning Phase application process to the EDD?

**Answer:** We do not have an end date for submitting questions. Please note that response time is at least three business days. All questions can be submitted to [WSBCERF@EDD.CA.GOV](mailto:WSBCERF@EDD.CA.GOV).

120. Please clarify the expectations regarding the structure of the partnership letter. With a 20 page limit, will each partner's description and signature page be counted toward the 20 page limit? Should each HRTC partner's signature be included in one Collective Partnership Agreement Letter, or should each partner submit their own letter with their signature?

**Answer:** The Required Application Package Appendices has been modified to now include the Signatures of initial HRTC members as an appendix. Each application must include a single, collectively developed letter as outlined in pages 23-24 of the SFP. Each partner will need to submit their own signature page. At a minimum, each proposed HRTC member must include the following in their signature page:

- Brief description of the type of entity and its role in the community or region.



- Brief 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.

The signature pages will not count towards the 20-page limit and should be included in the Appendices. Please note that this does not exclude the applicant from providing written narrative in Section II.2 of the Proposal Narrative. See SFP Appendix A for the order of this requirement.

121. After awarding CERF funds from the state to the lead contractor, will there be a process for organizations, CBOs, nonprofits, and worker centers to engage directly with the lead contractor and work in tandem to carry out goals and deliverables?

**Answer:** Yes, the EDD will release a public announcement with information on all of the awards.

122. For workforce development initiatives funded by CERF, what will the documentation look like to be collected from community members? Will proof of immigration status or Social Security Numbers (SSN) be needed for proof of services received or to be accessed?

**Answer:** During Phase I – Planning grants there is no participant data collection. Participant data will be required during Phase II – Implementation. Proof of status will not be required for participants in CERF initiatives. Collection of SSN will be encouraged as a means to decrease the burden on the collection of base wage data. Grant recipients will be required to collect supplemental data for individuals without an SSN in order to complete wage matching.

123. Applicants were given 60 days from the final SFP release to submit complete applications due in July. The Collective Partnership Agreements require a substantial MOU process before applying. What does this process look like and will it be extended?

**Answer:** The application submission deadline will not be extended. All proposals and required documents must be submitted by July 25, 2022 by 3:00 P.M. PST.

124. Given the requirement exists to maintain public records, what is the extent of the public records act? Does it extend to the fiscal agent or convener or sub-awardee?

**Answer:** The Public Records Act (PRA) applies to all public agencies, including JPAs, cities, counties when they are acting as conveners or fiscal agents. PRA does not extend to all recipients of public dollars. Communications between conveners, fiscal agents, or subawardees and a public agency would be covered and disclosable.

125. Where do you actually go to apply for Community Economic Resilience Fund Program Year 2022-24 I read the guidelines, but the site does not give you a link to apply?

**Answer:** This SFP does not have a link to apply. Interested applicants must complete the core application requirements, required exhibits, and required appendices. 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. See Appendix A – Application Instructions of the SFP for a detailed list of application requirements.

126. How will the regions be broken down?

**Answer:** Regions were created to help break silos and foster collaboration because the partnerships formed at this scale can continue to attract investment from the state and other sources. Solutions developed through partnerships at this scale can also have a bigger impact on meeting the needs of communities across California. Regions were finalized on December 17, 2021 and published via the Community Economic Resilience Fund Program – Final Regions Information Notice ([WSIN21-25](#)). Per page 21 of the SFP, there is flexibility for HRTCs to consider sub-regional or inter-regional dynamics.

127. I am interested in sample governance models and more clarification to help partners understand the appropriate use of funds in the Planning Phase.

**Answer:** The CERF Leadership team will provide more guidance on collaborative governance structures and other elements of building and maintaining the HRTC in the HRTC kick-offs once the state selects the Planning Phase awardees. Although not developed for the CERF program, applicants may reference the Collective Impact Resources developed by the Regional Climate Collaboratives (RCC) Program team at the California Strategic Growth Council (SGC). [https://sgc.ca.gov/programs/cace/docs/20220526-Collective\\_Impact\\_Resources.pdf](https://sgc.ca.gov/programs/cace/docs/20220526-Collective_Impact_Resources.pdf).

128. Based on the RFP local governments and CBOs will be competing against each other, can the team kindly detail the equity related approach/strategy to this sort of competition? Is this designed to encourage CBOs/municipality collaboration?

**Answer:** The CERF Planning Phase SFP is intended to encourage collaboration between CBOs, local governments, and a multitude of other stakeholders. Grassroots and CBOs, community organizers, community members, and government agencies are all listed as required partners that must come together to form the HRTC and continue outreach and engagement with other stakeholders in the region throughout the planning process.

129. Is there any information for participants who are engaging an Opportunity Zone Fund in Los Angeles?

**Answer:** The state is not actively connecting interested applicants with one another to avoid any matchmaking that could lead to potential bias. The CERF team does not have information on ongoing regional discussions.

130. What is the role for Community Colleges in this funding stream?

**Answer:** Community Colleges fall under “Education and training providers” as part of the list of required stakeholders (CERF Planning Phase SFP page 11). Community Colleges are invited to actively participate in HRTCs in each region, and all stakeholders have the flexibility to define their roles for the CERF Planning Phase.

131. How is this funding opportunity intended to align or complement the K16 Regional Collaboratives Grant opportunity?

**Answer:** K16 Regional Collaboratives Grant uses the CERF Region’s boundaries to coordinate the state’s transformative regional efforts. CERF HRTCs are encouraged to coordinate and collaborate with K16 Collaborative grantees to align their efforts, mainly on issues related to promoting upward mobility and education in each region.

132. How will funding be equitably (not equally) distributed so that population is taken into account when conducting this work?

**Answer:** Per page 6 of the SFP, each of the 13 CERF-defined regions will receive one award in the amount of \$5 million for planning purposes. Further details on the Implementation Phase will be forthcoming in fall 2022.

133. Can administrative fees be used to purchase a web-based accounting platform?

**Answer:** Yes, see pages 45 - 52 for additional information on allowable and disallowable costs.

134. How do you suggest local CBO's, small M/WBE businesses ,disinvested communities, small non-profits, tribes and other historically excluded partners be able to identify and outreach to Fiscal Agents/Regional Conveners in time to be accepted into a team before the June 22nd Notice of intent to apply due date. AND more importantly, ASAP prior to the full application in July?

**Answer:** Applicants are encouraged to build relationships with a wide variety of organizations, leaders, and community members from across the region. Outreaching to the organizations eligible for the planning phase of CERF including non-profits, CBOs, and institutions of high education, California Native American Tribes, and District organizations of an EDA-designated Economic Development District, within your region would be a good place to start. Applicants can also review this list of organizations that attended the state hosted regional workshops: [Regional Workshop Registrants \(PDF\)](#). Outreach to stakeholders will continue throughout the duration of the program.

135. Are questions submitted part of the zoom registration going to be answered or do questions exclusively have to be emailed?

**Answer:** Questions received via the registration will also be included in the final Questions and Answers document.

136. For CBO that is already doing Economic Development Programs, how can they still participate if they don't get selected for Regional Convener and or HRTC?

**Answer:** Interested stakeholders are encouraged to contact their regional HRTC once awards are announced. It will be up to each HRTC to determine which additional groups should be included in the Collaborative, if any. 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.

137. Is there another bidder's conference scheduled?

**Answer:** No, we only have one informational webinar (CERF Informational Webinar - June 15, 2022).

138. How does one become part of EDD list serve?

**Answer:** To subscribe to our email list visit the EDD [Get Email Notices](#) website.

139. The fiscal agent and convener are named in the application submitted and if that application is approved, those will be the fiscal agent and convener. Is that correct?

**Answer:** Yes, contracts will be with the Fiscal Agent and Regional Convener as listed in the approved application.

140. Will you make the list of participants for the informational webinar available via email as well?

**Answer:** No, a list of webinar participants will not be made available.

141. Will regional CERF conveners and Fiscal Agents be published with contact info once selected?

**Answer:** Yes, the Award List and Project Summaries will be posted on the EDD [Workforce Development Solicitation for Proposal](#) upon the completion of contract negotiations.

142. Antelope Valley region is separated and isolated from LA Region. We have 70,000 Commuters on the road 4-5 hours a day (highest commuter per capita in state of CA) Can we have our own Region Funding. And apply for \$5M Grant separate from LA. state did not consider are unique area region, we were left out of the loop.

**Answer:** No, regions were finalized on December 17, 2021 and published via the Community Economic Resilience Fund Program – Final Regions Information Notice ([WSIN21-25](#)).

143. Can participation letters be added to an application after July 25th?

**Answer:** No, changes or additions will not be accepted after the submission deadline.

144. Can wet signatures be digitally collected given the large number of partners involved or do we need to have original signed copies for all partners.

**Answer:** Either digital or wet signatures are acceptable for the Partnership Agreement Letter.

145. Do hard cover copies need to be postmarked or received by 7/25?

**Answer:** The two hard copy Cover/Signature Pages must be postmarked by July 25, 2022. An errata has been completed updating this information in the SFP. See page 27 of the SFP for additional information.