**California Community Economic Resilience Fund Program**

**Los Angeles Region Proposal Planning Meeting**

**June 3, 2022 – 9AM**

**AGENDA**

9:00AM - Welcome and Introduction of New Members

9:10AM - Overview of Immediate Action Steps

9:15AM - Survey Response / Sign Up for Work Groups

9:17AM - Work Groups and Roles

9:30AM - Timeline and Key Dates

* + - Public Comments to EDD – June 8th
		- Establish Information Website for LA Region Proposal – June 10th
		- Weekly LA Region HRTC Meetings
		- Key Dates for Proposal Documents

9:45AM – Discussion on Action Steps

10:00AM – Meeting Concludes

**Overview of Immediate Action Steps**

***Phase I: Planning Phase***

* In Phase I, the CERF program will provide $5 million dollar planning grants to each region to support one High Road Transition Collaborative (HRTC) per region.
* Plans developed during the Planning Phase will inform projects eligible for funding during the Implementation Phase of the program.
* 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.

**Application Package Requirements and Submission**

* A maximum of 20 pages 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.

**Work Groups and Roles**

**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.
* 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.

**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.

At a minimum, the Outreach and Engagement Plan must address the following:

* A budget, explanation, and timeline of proposed community outreach activities.
* 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.
* 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.

**Collective Partnership Agreement Letter**

The Regional Convener will need to invite a diverse group of stakeholders to form the initial HRTC and develop a partnership agreement letter together.

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:***

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.

**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.

* 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.

**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).

***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:

1. Labor organizations.
2. Employers, businesses, and business associations.
3. Grassroots and community-based organizations, community organizers, and community members.
4. Government agencies.
5. Economic development agencies.
6. Philanthropic organizations.
7. Education and training providers.
8. Workforce entities25.
9. Environmental justice organizations.
10. Worker centers.
11. Disinvested communities.
12. California Native American Tribes.
13. 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.

**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)
	1. Section I: Project Planning
	2. Section II: Community Engagement and Governance Structure

**Required Exhibits**

1. Exhibit B: Proposed Budget (DOCX)
2. Exhibit B2: Proposed Budget Narrative (DOCX)
3. Exhibit C: Supplemental Budget (DOCX) (if applicable)
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)

**Timeline**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Action Steps** | **Key Dates** | **HRTC Meetings** |
| Week 1 | Sign up for Work Group(s) |  | 6/3/22 |
| Week 2 | Work Group 1st Meetings | 6/8 – Inquiries to EDD due | 6/10/22 |
| Week 3 | Initiate Draft Documents | 6/15 – Information Webinar | 6/17/22 |
| Week 4 |  | 6/22 – Intent to Apply Deadline | 6/24/22 |
| Week 5 |  |  | 7/1/22 |
| Week 6 | Narrative Group Convenes | 7/8 – Drafts of proposal due | 7/8/22 |
| Week 7 |  | 7/15 – Final Draft Due | 7/15/22 |
| Week 8 | Finalize Proposal |  | 7/22/22 |
|  |  | 7/25 – Application Due | 7/25/22 |