

NOTICE OF AVAILABILITY OF FUNDS

By the Employment Development Department
In coordination with the Governor's Office of Planning and Research and the
Governor's Office of Business and Economic Development
On behalf of the California Labor and Workforce Development Agency

***Community Economic Resilience Fund Tribal Funding Opportunity Intermediary
Program Year 2023-24***

Solicitation for Proposals



July 2023

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Proposal Package

The following contains the required exhibits the Community Economic Resilience Fund (CERF) Tribal Funding Opportunity Intermediary for Program Year 2023-24 (PY 23-24). Select each exhibit link individually and download each prior to saving the solicitation for proposals (SFP) to a personal computer (PC). Applicants should carefully read the SFP for the required elements and follow the Proposal Package Instructions to ensure they meet all applicable requirements.

Technical Assistance (TA) is available for this SFP. To submit a request for assistance, please email a request to WSBCERF@edd.ca.gov with the following subject line: Technical Assistance Request – CERF Tribal Funding Opportunity Intermediary. For more information on application TA, please see VI.E. Application Technical Assistance.

Required Exhibits

- [SFP Cover/Signature Page \(DOCX\)](#)
- [SFP Exhibit A – Proposal Narrative \(DOCX\)](#)
- [SFP Exhibit B – Budget Summary \(DOCX\)](#)
- [SFP Exhibit B2 – Budget Narrative \(DOCX\)](#)
- [SFP Exhibit B3 – Advanced Payment Budget \(if applicable\) \(DOCX\)](#)
- [SFP Exhibit C – Project Work Plan \(DOCX\)](#)

Required Appendices

1. Intermediary Resume
2. Reference List of tribes (if applicable)
3. Memorandum of Understanding (if applicable)
4. Advance Pay Statement of Need (if applicable)
5. Project Expenditure Timeline for Advance Pay (if applicable)

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I. CERF PROGRAM

Funding Opportunity Overview

The Employment Development Department (EDD), in collaboration with the Labor and Workforce Development Agency (LWDA), the Governor’s Office of Planning and Research (OPR), and the Governor’s Office of Business and Economic Development (GO-Biz), announces the availability of up to \$25 million for the Community Economic Resilience Fund (CERF) Tribal Funding Opportunity Intermediary. The purpose of the CERF Tribal Intermediary is to assist in the development, implementation, and facilitation of the CERF Tribal Funding Opportunity. The administration funding available for the Intermediary is up to 15 percent of the total award. The goal of the CERF Tribal Funding Opportunity is to support economic development in tribal communities by funding tribal-led planning and implementation projects.

CERF Program Objectives

CERF was established by Senate Bill 162 and amended in Assembly Bill 2342 (2022). CERF aims to build an equitable and sustainable economy across California’s diverse regions and foster long-term economic resilience in transitioning to a carbon-neutral economy. To achieve this objective, CERF includes a focus on investments that target equitable economic outcomes for workers. CERF aims to achieve this objective through regional, worker-centered, inclusive economic planning that aligns with and leverages state (e.g., High Road Training Partnerships, infrastructure investments, community capacity building programs), federal (e.g., Economic Development Administration’s (EDA) Building Back Better Regional Challenge, *Workforce Innovation and Opportunity Act* funds (WIOA), EDA’s Indigenous Communities), philanthropic, and private-sector investments to maximize COVID-19 recovery efforts.

The program has established and provides financial support to 13 High Road Transition Collaboratives (HRTCs) throughout the state. These HRTCs are tasked with designing region and industry-specific economic recovery and transition strategies that help diversify regional economies. HRTCs must also develop or expand environmentally sustainable industries capable of creating high-quality, broadly accessible jobs for California workers. The program’s subsequent investments will support the advancement of a high road economy that meets community or industry needs within a region or across multiple regions. To achieve the program objectives, the CERF program identifies the following cores values:

- **Equity** – Investments must prioritize the needs and interests of historically excluded communities across the region. Prioritizing equity requires identifying how the benefits and burdens of economic development, regional planning, and other relevant processes are distributed in and across communities.
- **Sustainability** – Investments must advance economic development that is self-sustaining and aims at a carbon-neutral, climate-resilient economy that addresses the needs of the region’s communities.
- **Job quality and access** – Investments must prioritize jobs that provide a family-sustaining wage, health benefits, retirement benefits worker advancement

opportunities, a safety net, and collective worker input. These jobs are stable, with predictable schedules and safe working conditions. Quality jobs must be accessible to communities throughout the region, with a specific focus on equitable access for members of disinvested communities and other groups facing labor market barriers.

- **Economic competitiveness** – Investments must strengthen the region to compete effectively in the global economy and deliver prosperity to the region. This includes leveraging a region’s comparative advantage, diversifying its economy, and training its workforce to prepare for jobs in emerging industries.
- **Economic resilience** – Investments must focus on improving the region’s ability to avoid, withstand, and recover from economic shocks. This includes anticipating, adapting to, and leveraging changing conditions to a region’s economic advantage.

II. CERF TRIBAL FUNDING OPPORTUNITY INTERMEDIARY

Intermediary and Project Overview

The CERF Tribal Funding Opportunity sets aside \$25 million of CERF funding to support tribal economic planning and implementation projects that support a resilient, high-road economy, as defined by Division 7, Chapter 2, Section 14005 (r) of the [Unemployment Insurance Code](#) (UIC).

The Intermediary will partner with the Inter-Agency CERF team to develop and manage the CERF Tribal Funding Opportunity. The project of the Intermediary will be to work with the state to develop guidelines for the funding opportunity, conduct outreach to California Native American tribes and tribal communities, provide technical assistance to prospective applicants, and develop a scoring process to recommend projects for funding. The guidelines must ensure maximum flexibility in using the funds to support tribe-led economic development.

Eligible Intermediary Applicants

Proposals will be accepted from all eligible applicants. Proposals must meet the minimum requirements established in this solicitation in order to be scored during the competitive evaluation process. The most competitive proposals will be those that incorporate the goals and objectives outlined in this SFP.

1. Applicants

- Proposals must be from organizations that possess the capacity to administrate an average of 25-35 subawards. The applicant must also demonstrate knowledge and expertise in outreach and engagement activities within California Native American tribes, tribal populations, or tribal communities.

The types of entities that are eligible to apply to serve as the Intermediary include, but are not limited to, the following:

- Non-profit organizations, foundations, philanthropies, and research organizations
- California Native American tribes, or a consortium of California Native American tribes

- Community-based organizations
- Institutions of higher education or consortiums of these institutions
- Education and Training Providers
- Business-related non-profit and for-profit organizations
- Labor organizations and workforce intermediaries

Individuals are not eligible to apply, and applicants must be based in California.

Required Collaboration with the State

The Inter-Agency Leadership Team was formed to collaborate on a wide range of activities related to the management, design, oversight, and administration of the CERF program. Throughout the life of the program, the CERF Inter-Agency Leadership Team will participate in regularly scheduled reporting meetings to discuss stakeholder input, agendas, policy recommendations, and program guidelines.

Each agency is tasked with a different responsibility ranging from grant administration, program design, and technical assistance. Below are brief descriptions of the responsibilities of each agency:

CERF Inter-Agency Leadership Team – The Inter-Agency Leadership Team shall be responsible for planning, oversight, and decision-making for the CERF program.

The Labor and Workforce Development Agency (LWDA) – LWDA will provide oversight to ensure that CERF program and evaluation objectives remain in alignment with labor and workforce development objectives.

The Employment Development Department (EDD) – EDD’s Workforce Services Branch (WSB) will be responsible for the management and execution of all grants and contracts, including the administration of and accountability for CERF’s Planning Phase, Implementation Phase, Tribal Funding Opportunity, Evaluation, and Technical Assistance grants.

The Governor’s Office of Planning and Research (OPR) – OPR will manage the design and operations of the program. In addition, OPR will provide technical assistance and guide processes and deliverables for Phase I, Phase II, Tribal Funding Opportunity, and Evaluation.

The Governor’s Office of Business and Economic Development (GO-Biz) – GO-Biz will provide support with outreach, technical assistance, and capacity building in collaboration with the Evaluation and Technical Assistance providers.

The CERF Tribal Funding Opportunity will require extensive collaboration between the Intermediary and the CERF Inter-Agency Team. The CERF Inter-Agency Team is committed to working in partnership with the Intermediary throughout the development and implementation of this project to ensure funding is accessible to and supportive of tribal economic development

projects. The CERF Inter-Agency Team will support the tribal intermediary (Intermediary) in the following program activities:

- a. Alignment with CERF Objectives – The CERF Inter-Agency Team will work with the Intermediary to ensure CERF Objectives are met in all the program processes, decisions, and activities.
- b. Community Engagement and Outreach – The CERF-Interagency team will partner with the Intermediary to conduct meaningful community engagement and outreach. This includes attending meetings when deemed appropriate by the Intermediary, supporting efforts to collect feedback, and ensuring that the feedback collected is foregrounded in any relevant decision-making for the duration of the program.
- c. Tribal Funding Opportunity SFP Development – The CERF Inter-Agency Team will review guidelines and oversee the drafting process conducted by the Intermediary.
- d. Developing scoring criteria for the Tribal Funding Opportunity (tribal projects) – The CERF Inter-Agency Team will review scoring criteria to ensure they complement CERF Objectives.
- e. Technical Assistance Provision for Tribal Funding Opportunity (tribal projects) – The state will assist the Intermediary to develop and execute a plan for providing technical assistance to prospective applicants.
- f. Tribal Funding Opportunity Awards – The CERF-Interagency team will use scored applications and award recommendations from the Intermediary to make a final decision on awarded projects in line with the Intermediary’s contracting capacity.

CERF Tribal Intermediary Roles and Responsibilities (tribal projects)

The Intermediary will collaborate with the CERF Inter-Agency Team to design and implement the CERF Tribal Funding Opportunity. The Intermediary will be responsible for the following:

- a. Deliver capacity-building opportunities to the CERF Inter-Agency Team on tribal engagement and partnership building.
- b. Conduct community engagement and outreach activities to inform the development of the Tribal Funding Opportunity (tribal projects).
- c. Develop the Solicitation for Proposals for the CERF Tribal Funding Opportunity (tribal projects) during the first quarter of the Period of Performance (POP).
- d. Provide Technical Assistance to interested applicants as a co-administrator of the CERF Tribal Funding Opportunity (tribal projects).
- e. Administer the review and scoring of proposals submitted under the CERF Tribal Funding Opportunity (tribal projects).
- f. Develop funding recommendations for the CERF Inter-Agency Team.
- g. Subaward an estimated 25-35 eligible tribal projects.

See Appendix B for a Glossary of Terms relevant to CERF program.

III. DESIGN REQUIREMENTS FOR CERF TRIBAL FUNDING OPPORTUNITY

The CERF Tribal Funding Opportunity help fund tribal-led economic development initiatives well-positioned to lead efforts in their respective communities. The Tribal Funding Opportunity must be designed with the utmost flexibility to ensure tribes are able to access these funds. The Intermediary will work in collaboration with the CERF Inter-Agency Team to develop and finalize the program guidelines and application requirements for the CERF Tribal Funding Opportunity. Up to \$25 million will be available for tribal planning and implementation projects. The following are the minimum requirements of the program.

Eligibility

All California Native American tribes (“tribes”) are eligible for funding under the CERF Tribal Funding Opportunity. The CERF Tribal Funding Opportunity defines “tribes” as a tribe that has traditional territory in California and is on the contact list that is maintained by the Native American Heritage Commission (NAHC).

Tribe-serving non-profit organizations are also eligible to receive funding with proof of partnerships with an eligible tribe or tribes. This can include a new or existing Memorandum of Understanding (MOU), or a letter of support.

Note - Awards under the CERF Tribal Funding Opportunity will not preclude tribes from receiving additional funds through other CERF funding opportunities (e.g., implementation grants).

Eligible Projects

Eligible applicants will have broad flexibility to define what 'economic development' means for their communities. The U.S. Economic Development Administration's (EDA) [Indigenous Communities Notice of Funding Opportunity](#) (NOFO) states that projects should be designed to “create the conditions for economic growth in indigenous communities and to accelerate economic recovery from the pandemic.” The CERF Tribal Funding Opportunity will follow this approach:

- a. Planning Projects. to conduct a planning process to help tribes complete a [Comprehensive Economic Development Strategy](#) (CEDS) – eligible document, or to complete another necessary planning process to prepare the applicant to apply for future implementation funding during the CERF Implementation Phase or a different state or federal grant.
- b. Implementation Projects. to design, construct, or implement projects or programs that will support Tribal economic development and strengthen community resilience. Implementation Projects must also align to a current Tribal or regional CEDS document or other relevant planning process.

Ineligible Projects or Uses of Funds

The list below provides examples of projects and cost items that will not be eligible under this program. The list is not exhaustive:

- Projects that do not serve tribes and/or tribal communities
- Cash reserves, endowments, donations, contributions, or fundraising activities
- Payment of a debt or mortgage
- Lobbying or lawsuits
- Funds cannot be used to support tribal gaming establishments
- Funds cannot be used to supplement operating budgets or replace lost revenue
- Funds cannot be used to provide direct payments to Tribal members other than for participant services

Period of Performance

The POP for subrecipients under the CERF Tribal Funding Opportunity must conclude by September 30, 2026.

Funding Decisions

The CERF Inter-Agency Leadership team will make final funding decisions on awards for the Tribal Funding Opportunity based on the recommendations of the Intermediary. To achieve equitable distribution of funds, the CERF Inter-Agency Leadership team may consider additional factors, including but not limited to geographic distribution of funds, project feasibility, alignment with CERF priorities, and previous grant performance.

IV. FUNDING

Funding timelines and corresponding decisions are based on the availability of funds. Estimated amounts and dates are not final and are subject to change.

Intermediary Award Amount

A total of \$25 million from State General Funds is being made available through the criteria set forth in this SFP. The EDD anticipates one (1) award will be granted for the Intermediary.

Note – The proposed funding is based on the anticipated availability of relevant funds. Should funding availability change, the EDD reserves the right to make any necessary adjustments.

Period of Performance

The POP for the CERF Tribal Intermediary under this SFP is estimated to be 33 months, with an anticipated start date of January 2024.

The obligation of funds will not be allowed before or beyond the grant’s POP. Any grant funds not expended during the grant agreement period shall be returned to the state.

Budgeting Requirements

Applicants may apply for any amount within the allowable award range, up to \$25 million. Performance measures should consider factors specific to the service area, the target population, and the reasonable cost of the proposed services.

Administrative Cost Limits

A maximum of 15 percent of the total requested grant amount can be allocated to cover administrative costs. Please refer to Appendix F for a detailed definition of administrative costs.

Allowable Use of Funds

The funds awarded in this SFP must be used by the Intermediary to obtain and retain competitive, integrated staffing with the tools and resources to do the following:

- Subaward \$25 million under the CERF Tribal Funding Opportunity
- Hire and appoint project-specific staff
- Train program and partner staff
- Travel for meetings, training, or other events
- Conduct outreach and engagement activities

Funds awarded under this SFP cannot be used to by the Intermediary to purchase real estate property or to construct buildings. For additional information on allowable costs see Appendix D.

Cost Sharing

The CERF Tribal Funding Opportunity will be awarded at a 100% grant rate for a maximum amount of \$25 million. Therefore, no match is required.

Advance Payment

EDD may provide, with legislative authority and Department of Finance (DOF) approval an Advance Payment option to non-profit community-based organizations and tribes. Advance Payment options aim to reduce barriers in participating in the CERF program. Applicants may apply to receive up to 25 percent of their total grant award through an Advance Payment option. For the request to be considered, applicants will need to submit the documents below in addition to the grant Application Package. Please note, these additional requirements do not impact the Application Package's page limit. Applicants are not required to use the Advance Payment option if the reimbursement model is preferred.

The Intermediary is required to follow all requirements of Section 11019.1 of the Government Code and cooperate with any audits by the Department of Finance related to the advanced payments.

Note – Applicants requesting Advance Pay will be required to demonstrate good standing with the IRS. Advance Payment is subject to approval from DOF; the requested percentage at the time of the application is not guaranteed. The information provided in the Advance Pay Statement of Need, Project Expenditure Timeline for Advance Pay, Proposed Budget (Exhibit B) and Advanced Payment Budget (Exhibit B3) will be taken under consideration for final advance pay.

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

- Provide a one-page statement of need for advance pay.
- Complete Advance Pay column on Exhibit B – Proposed Budget.
- Provide details in Exhibit B2 – Proposed Budget Narrative for the categories utilizing Advance Pay.
- Complete Advanced Payment Budget, Exhibit B3.
- Provide a high-level 6-month spending timeline including anticipated spend down and categories for the projected period of time.

Travel Reimbursements

The Intermediary must adhere to either their established travel policy or the state rates and conditions set forth on the CalHR website. If following the applicant's travel policy, a copy will be requested during contract negotiations. Out-of-state travel must be directly related to CERF and authorized in advance by the EDD. For additional information on excess lodging requests, please visit the Excess Lodging Rate Request section under CalHR.

Subcontractor Procurement

Subcontractor procurement processes must adhere to state and local requirements. Any sub-agreements and contracts done at the direction of the EDD, as directed by the CERF Inter-Agency Leadership Team, are subject to the EDD's approval.

Registration with the System for Award Management

Applicants must remain actively registered with the System for Award Management (SAM) throughout the application and award administration processes in order to receive continuous funding from this grant. SAM registration should be reviewed and updated regularly in order to ensure the applicant's profile information remains current, accurate, and complete. Proposals received with an inactive registration will be disqualified and may not be evaluated.

Note: The process of SAM registration and/or renewal can take several weeks to complete and requires privileged information, including financial and banking information, which may take additional time to obtain. It is the applicant's responsibility to have all information up-to-date and accessible through the SAM prior to submitting an application.

V. APPLICATION PACKAGE REQUIREMENTS AND SUBMISSION

All applications must adhere to Application Package requirements, use the required format, and include all the requested information and attachments; otherwise, the application will be deemed nonresponsive. Applications that do not meet the minimum requirements will not be scored or considered for funding.

One application package will be accepted from each applicant. Do not submit more than one proposal.

See Appendix A, Submission Instructions, for a list of application requirements.

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 their knowledge and background in the field. The data should reflect the applicant's comprehensive understanding of the specific goals and objectives of the CERF Tribal Funding Opportunity (Intermediary and tribal projects). Relevant data sources include the EDD Labor Market Information Division (LMID), Bureau of Labor Statistics (BLS), local surveys, or any other reliable data source such as consultation with industry associations, local jurisdictions, or mandatory and non-mandatory partners.

Applicants should also use local data sources that illustrate their experience serving California American Native American Tribes, tribal populations, or tribal communities. Appendix H suggests several data sources and tools, which applicants and successful grantees may use. Appendix I lists several useful Internet Resources available to applicants.

Applicants must follow all proposal requirements and submit all required forms to be read and scored. Proposals that do not meet the minimum requirements will not be scored or considered for funding.

Cover/Signature Page

The Cover/Signature page must be completed in its entirety and submitted as a PDF document with the authorized signatory's electronic signature. Please ensure that contact information for both the authorized contact person and the authorized signatory is correct. Save this document according to the following naming convention: [Applicant Name] [Grant Initialism] PY 23-24 CoverPage. For example, "CommunityOrg CERF PY 23-24 CoverPage."

Required Exhibits

Applicants need to complete only the required information in the exhibits. Applicants cannot change or alter the exhibits. Required Exhibits must be submitted in a MS Word document and saved according to the following naming convention: [Applicant Name] [Grant Initialism] PY XX-XX [Exhibit]. For example, "CommunityOrg CERF PY 23-24 ExA" for Exhibit A. Names can be no longer than 40 characters.

Exhibit A: Project Narrative

A maximum of 8 pages (12-point Calibri font, single-spaced) will be accepted for the Project Narrative (Exhibit A). Applicants have the flexibility to decide how they want to distribute the 8 pages over the narrative requirements. The Project Narrative must include the following elements:

Tribal Funding Opportunity Design

- Provide an overview of how the applicant would design the Tribal Funding Opportunity and collaborate with the State Interagency team by articulating specific project objectives, outputs, and outcomes.

- Include clear indicators and metrics for tracking success of the Tribal Funding Opportunity in achieving anticipated outcomes.
- Describe all risks and potential implementation challenges to the project, as well as possible solutions or mitigation plans.

Applicant Capacity

- Provide a brief background of the organization’s history and experience working with California Native American tribes.
- Describe organizational capacity to manage and implement the Tribal Funding Opportunity, including management of subawards, and identify key personnel and their expected roles.
- Describe successful past implementation of similar projects or programs.
- Provide a statement on organization’s leadership, including identifying tribal members on staff, on the board of directors, or in leadership roles.
- Describe previous experience providing technical assistance to entities applying for state or federal funds.
- Demonstrate applicant’s capacity and experience in collecting and reporting financial data

Community Outreach and Engagement

- Provide descriptions of and timelines for a robust assortment of diverse and appropriate community engagement activities.
- Describe the inclusive process for soliciting, receiving, and incorporating community feedback on the development of the Tribal Funding Opportunity.
- Detail specific strategies for keeping stakeholders informed and engaged.
- Discuss the inclusive process that will be used to solicit, receive, and incorporate community feedback and describe ways that stakeholders will remain informed and engaged.
- Identify barriers stakeholders might face in accessing funding opportunities (e.g., tribal sovereignty issues, capacity, etc.) and describe strategies for removing barriers.

Exhibit B: Budget Summary

The Budget Summary should be easy to read and provide a clear understanding of how projects plan to allocate funding resources. Program Costs and Administrative Costs must add up to the total award amount. Priority will be given to Budget Summaries that include the following:

- Budgets that reflect the overall project objectives and program goals.
- Budgets that focus on equitable and inclusive distribution of funds across staff and program activities.
- Budgets that clearly reflect the Project Work Plan (Exhibit C) activities and the Community Outreach and Engagement Plan (Exhibit A).

Exhibit B2: Budget Narrative

The Budget Narrative will accompany the Budget Summary. The Budget Narrative must provide written explanation of budget allocations, describing details and rationale for proposed expenditures. For instance, details may include specifics of personnel costs (e.g., positions, salaries, and benefits), contracts, etc. The Budget Narrative should be easy to read and provide clear justification on funding allocations proposed in the Budget Summary.

Exhibit B3: Advanced Payment Budget

The Advance Payment Budget must document the total Advance Payment requested as well as the percent. The line-item categories must align with the information provided in the Proposed Budget and Proposed Narrative.

Note - If the applicant is not requesting Advanced Payment, please select “Not Applicable,” below the Project Name.

Exhibit C: Project Work Plan

The Proposed Work Plan exhibit is a high-level overview of activities and timelines. It should correspond with the Project Design section Exhibit A, the Project Narrative. The applicant is responsible for outlining potential activities based on the goals and objectives of this SFP.

Required Appendices

In addition to completing the required exhibits, the applicant will need to include appendices as part of their application. Applicants will have the ability to develop their own format for these documents. Required appendices must be submitted as a MS Word document with the following title: [Applicant Name] [Grant Initialism] PY XX-XX [Appendix]. For example, “CommunityOrg CERF PY 23-24 Appendices Intermediary Resume.” Names can be no longer than 40 characters.

Intermediary Resume

The Intermediary Resume should not exceed two pages and must follow single-space, 12-point Calibri font formatting.

- Identify applicant’s past or present accomplishments in working with tribes, outreach and engagement, grantmaking, etc.
- Demonstrate applicant’s experience managing grant awards and financial capability to administer and manage funds.
- Demonstrate applicant’s capacity and experience in collecting and reporting financial data.

Reference List of Tribes (if applicable)

Applicants who are not themselves a California Native American Tribe must submit a Reference List submit a Reference List of Tribes that includes names of tribes, contact information for key personnel, and a short description of the relationship. Applicants can also include tribal organizations or tribal nonprofits in the Reference List of Tribes. This list will be used by the

state to understand the applicant's working relationship with tribes. California Native American tribes that apply to serve as the Intermediary do not need to submit a Reference List of Tribes. The Reference List of Tribes should not exceed one page and must follow single-space, 12-point Calibri font formatting.

Memorandum of Understanding (if applicable)

Applicant must submit a Memorandum of Understanding (MOU) if applying as a consortium. The MOU must clearly outline the partnership and roles and responsibilities.

Advance Pay Statement of Need (if applicable)

If the applicant is applying for Advance Pay, they must include a 1-page statement (single space, 12-point Calibri font) detailing the need for Advance Pay. The statement must include the type of organization, amount requested, and information on the organizational structure that supports the request.

Advance Pay is subject to approval. The amount or percentage requested is not guaranteed. The information provided in the Advance Pay Statement of Need, Project Expenditure Timeline for Advance Pay, Budget Summary (Exhibit B), Budget Narrative (Exhibit B2), and Advanced Pay Budget (Exhibit B3) will be taken under consideration for final advance pay recommendations.

Project Expenditure Timeline for Advance Pay (if applicable)

Applicants requesting Advance Pay must submit a projected 6-month timeline for spending the amount advanced. Applicants are strongly encouraged to develop a detailed planned that demonstrates their ability to spend the requested amount. The Project Expenditure Timeline must align with all project objectives and demonstrate sound rationale for supporting the project from Advance Pay to reimbursable.

VI. SUBMISSION

One proposal will be accepted from each applicant. Do not submit more than one proposal. The entire proposal must be submitted electronically by the deadline. All applicants must submit a cover page with an electronic signature by Monday, August 14, 2023 at 3:00 p.m. PST.

Application Submission

Applicants must submit a complete Application Package with all required elements to WSBCERF@edd.ca.gov and by 3 p.m. PT on Monday, August 14, 2023. Refer to Proposal Instructions for further guidelines on electronic submission.

Dates and Deadline

CERF Tribal Funding Opportunity (Intermediary) Application Package Timeline

Figure 1: Application Timeline

Event	Date
CERF Tribal Intermediary SFP release	Thursday, July 13, 2023
Webinar preregistration deadline	Tuesday, July 25, 2023 at 9 a.m. PST
Informational Webinar	Tuesday, July 25, 2023 at 10 a.m. PST
Notice of Intent to Apply deadline	Wednesday, August 2, 2023 by 5 p.m. PST
Last date request Technical Assistance	Wednesday, August 2, 2023
Proposals due	Monday, August 14, 2023 by 3 p.m. PST
Proposal review and evaluation	August 28 - September 1, 2023
Appeal Deadline	Tuesday, August 29, 2023 by 5 p.m. PST
Award announcements	September 2023
Estimated project start date	Monday, January 1, 2024

*See section D Questions and Answers.

Note – All dates after the final proposal submission deadline are approximate and may be adjusted as conditions dictate, without addendum to this SFP.

Notice of Intent

Potential applicants are strongly encouraged to notify the EDD of their intent to apply for this funding opportunity by emailing WSBCERF@edd.ca.gov by 5 p.m. on Wednesday, August 2, 2023, to confirm your interest in applying. Applicants that do not provide this email notification may still apply for funding. These non-binding notifications will help inform the EDD to develop a more efficient process for reviewing grant applications in this competition. Please send the email with the following details:

- **Subject Line Title:** Notice of Intent – CERF Tribal Funding Opportunity Intermediary
- **Body of Email:** Organization’s Name, Contact Person, Title, Phone Number, and Email Address

Questions and Answers

Direct any questions regarding this SFP to WSBCERF@edd.ca.gov. An informational webinar is scheduled for Tuesday, July 25, 2023, at 10 a.m. PT to review application requirements and answer questions regarding this SFP. Pre-registration is required for all participants. Refer to the [EDD’s Workforce Development Solicitation for Proposals website](#) for the pre-registration link. To complete the process and access the webinar, applicants must fill out their information as prompted by the pre-registration link. Upon completion, a system-generated email will be sent, including a ZOOM link for the webinar. For meeting information, please send an email request to WSBCERF@edd.ca.gov by 9 a.m. PT on the day of the webinar, July 25, 2023. The EDD will not be providing a recording of the informational conference. Instead, the EDD will email all attendees the questions and answers that were received before and during the webinar, including a summary of the informational webinar. A full list of questions and answers will be compiled and posted on the [EDD website](#) after the informational teleconference.

The EDD will continue answering questions up until the SFP submission deadline of Monday, August 14, 2023. Response times may vary based on the level of research required.

Application Technical Assistance

The GO-Biz Community & Place-Based Solutions (CPBS) team will lead the provision of Technical Assistance to interested applicants for the CERF Tribal Funding Opportunity (Intermediary).

The assistance provided will include the following:

- General outreach and information dissemination to regional, county, and local partners regarding fund availability and program timelines
- Overview of the CERF Tribal Funding Opportunity Intermediary program, including eligible applicants, project qualifications, required documents, and required letters of support
- Collection and identification of necessary data to illustrate project need and viability

GO-Biz CPBS staff will not be available to assist with the drafting of grant submissions.

To request assistance, please email WSBCERF@edd.ca.gov with subject line: Technical Assistance Request – CERF Tribal Funding Opportunity Intermediary.

VII. AWARD AND CONTRACTING PROCESS

After the deadline, representatives from the EDD will review the Application Packages that meet the minimum qualifications. CERF staff representatives will then review the application packages as part of a competitive proposal evaluation process. Funding decisions are based on scoring rubric and performance history. The team will notify all applicants regarding the status of submitted Application Packages. A summary of the project funded under this SFP will be publicly posted on the EDD website.

Application Review, Scoring, and Evaluation

In teams of three, reviewers will score each proposal based on the criteria set forth in this SFP. The three scores attributed to each proposal will then be averaged and ranked accordingly. For those organizations that have participated in past grant programs with EDD's Workforce Services Branch (WSB), past and present performance will be considered in making funding decisions.

Only those applications that score in the top tier, are deemed meritorious, and are in the best interest of the state will be recommended for funding. EDD reserves the right to conduct on-site reviews prior to making final funding recommendations. After completion of the evaluation process, the CERF Inter-Agency Team will make final funding decisions based on the ranked scores and other factors such as the applicant's past performance.

The project selected for funding is contingent on the revision and approval of the contract exhibits. Project exhibits are not automatically approved. The awardee may be required to

revise the project exhibits to comply with general fund mandates during the contract negotiation process. The EDD Project Management Group will provide guidance should revisions be necessary. EDD reserves the right to rescind any offer of funding if the applicant does not comply with the revision process.

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

Figure 2: Tribal Funding Opportunity Scoring Rubric

Category	Criteria	Points
Tribal Funding Opportunity Design	Provide an overview of how the applicant would design the Tribal Funding Opportunity and collaborate with the State Interagency team by articulating specific project objectives, outputs, and outcomes.	10
	Include clear indicators and metrics for tracking success of Tribal Funding Opportunity in achieving anticipated outcomes.	5
	Describe all risks and potential implementation challenges to the Tribal Funding Opportunity, as well as possible solutions or mitigation plans.	5
Section Total		20

Category	Criteria	Points
Applicant Capacity	Describe organizational capacity to manage and implement the Tribal Funding Opportunity, including management of subawards, and identify key personnel and their expected roles.	10
	Provide a brief background of the organization's history and experience working with California Native American tribes.	10
	Describe successful past implementation of similar project(s) or program(s).	10
	Provide a statement on organization's leadership, including identifying tribal members on staff, board of directors, or in leadership roles.	5
	Describe previous experience providing technical assistance to entities applying for state or federal funds.	5
	Demonstrate applicant's capacity and experience in collecting and reporting financial data.	5
	Section Total	45

Category	Criteria	Points
Community Outreach and Engagement	Describe and provide timelines of diverse and appropriate community engagement activities, including process to solicit, receive, and incorporate community feedback on development of Tribal Funding Opportunity and how stakeholders will remain informed and engaged.	10
	Identify barriers stakeholders might face in accessing funding opportunities (e.g., Tribal sovereignty issues, capacity, etc.) and describe strategies for removing barriers.	5
Section Total		15

Category	Criteria	Points
Budget	Proposed Budget provides adequate detail to understand proposed activities, including reasonable tasks and timeline and feasible financial projections	5
	Budget Narrative explains activities in Budget and develops clear financial picture of project.	5
Section Total		10

Category	Criteria	Points
Workplan	Proposed Workplan delineates activities and milestones that clearly communicate project implementation process and demonstrate a feasible timeline.	10
Section Total		10
Scoring Rubric Total		100

Award Notification

Awards will be announced on the EDD website, and applicants will be notified of the funding decisions. Award decision notices are anticipated to be mailed by September 2023. An award offer does not constitute approval of the Application Package as submitted. The applicant is required to enter into negotiations with EDD to finalize program components, staffing levels, and administrative systems in place. If the negotiations do not result in a mutually acceptable submission, EDD reserves the right to terminate negotiations and decline to fund the application.

Agreement and Contracting

The EDD will contact the subrecipient to finalize contract details. The EDD may request that the contract incorporates changes to the original Application Package. After any necessary negotiations, EDD will mail the finalized contract to the subrecipient for signature. The state expects contract negotiations to begin in September 2023 with a projected start date of Monday, January 1, 2024. A Notice of Award does not automatically entitle the subrecipient to funding. EDD reserves the right to terminate any offer of funding if a subrecipient does not negotiate in good faith. Subrecipients are advised to consider whether official action by a Tribal Council, 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.

Appeal Process

An Application Package may be disqualified for not meeting the application requirements (i.e., scope of work). Please read the SFP carefully, consult the Submission Instructions in Appendix A, and submit all application elements to ensure all requirements have been met.

Disqualifications may be appealed, but before completing an appeal please consider the following:

- There is no appeal process for not meeting the application package submission deadline.
- Proposals that do not meet the submission deadline or requirements will be deemed incomplete and, consequently, will not be evaluated for funding.
- Final funding decisions cannot be appealed.
- The application requirements establish the bare minimum standard that must be met before each proposal can be forwarded for evaluation and scoring. See Application Package Requirements and Submission Instructions in Appendix A.

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

- Appealing organization's full name, address, and telephone number.
- A brief statement of the reasons for appeal, including citations to the SFP and pertinent documents.
- A statement of the relief sought.
- A scanned copy of the statement with an original wet signature of the authorized signatory authority of the organization.
- Appeals must be submitted in PDF form to WSBCERF@edd.ca.gov.

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

VIII. ADMINISTRATIVE REQUIREMENTS

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

Monitoring and Audits

During the POP, the grantee and its subrecipients will be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the use of the State General Funds. The grantee and the subrecipients are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.

Record Retention

The grantee and the subrecipients will be required to maintain project and fiscal records sufficient to allow state and local reviewers to evaluate the project's effectiveness and proper use of funds. The record-keeping system must include both original and summary (computer-generated) data sources. The grantee and subrecipients will retain all records pertinent to the grant contract for a period of five years from the date of the final payment of the contract unless a longer period of record retention is stipulated. The grantee and their subrecipients will be required to cooperate with EDD in responding to any requests under the Public Records Act for records related to this program.

Performance Reporting

The grantee must have the capability to report projected activities, participant, and outcome data to the state, in a manner that is timely, thorough, and accurate. When applicable, the subrecipients of the CERF Tribal Funding Opportunity (tribal projects) will be required to use the state's system for reporting participant data collected. If applicable, the subrecipients will be required to have access to the state's CalJOBSSM reporting system. The state will provide training on how to use the CalJOBS reporting system. Additionally, the grantee and the subrecipients will be required to submit monthly progress reports which include narrative on the status of the project.

See Appendix I for the CalJOBS Workstation and Software Requirements.

Fiscal Requirement and Reporting

The grantee is required to submit invoices and supporting documentation to receive reimbursement for expenditures incurred. The grantee must maintain a separate ledger for each program that shows the total amount of funds available for each program, and monthly program deductions (i.e., payments to subcontractors). At a minimum, each ledger entry must include the subaward agreement number, invoice date, payment date, and a description of the

payment. Individual divisions may require additional ledger information. Applicants must indicate the accounting platform they propose to use.

Additionally, the grantee will prepare and submit monthly financial reports and quarterly expenditure reports, or as requested, in formats prescribed by the EDD. The grantee must establish, manage, and maintain an appropriate system of internal controls, accounting records, and documentation of the receipt and disbursement of the funds for review or reproduction upon written request by the EDD according to Generally Accepted Accounting Principles other state regulatory requirements, and the direction of the EDD.

Closeout

Closeout refers to the 60-day period after the completion of either a grant or subgrant agreement, indicated by either the end of the project term or the exhaustion of available funding. During this 60-day period, the grantee and subrecipients will submit a closeout package to the EDD. The EDD will then confirm that all applicable administrative actions and work required by the grant or subgrant agreement has been completed by the subrecipient. The closeout period is a critical piece in the cycle of a grant or subgrant agreement, used by the grantee or subrecipient to liquidate remaining obligations and to prepare and transmit their final fiscal and program documentation. Closeout documents and an end-of-project narrative-based closeout report will be required 60 days after completion of the agreement. Applicants should include costs associated with closeout activities in their budget plan.

Compliance

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

Evaluation

The state will pursue a statewide developmental evaluation to explore the success of the CERF Program and of the activities awarded through this SFP alongside other grant activities. The grantee and subrecipients of the CERF Tribal Funding Opportunity are required to participate in that evaluation by providing the requested data and information. Therefore, throughout the POP, the grantee and subrecipients must document lessons learned and effective practices ascertained through this project. At designated points throughout the fiscal year, the CERF Inter-Agency Team may set annual priorities, evaluate progress against goals and objectives, discuss new strategies to improve program outcomes and align available funding to maximize results for the state.

Appendices

APPENDIX A: SUBMISSION INSTRUCTIONS

Applicants must follow the specific instructions indicated below and complete all requested exhibits and appendices included in the SFP announcement.

The Cover/Signature Page, Required Exhibits, and Required Appendices must be completed in Calibri 12-point font. If you have any questions regarding the proposal package after having carefully reviewed the SFP and Appendices, please email the EDD staff at WSBCERF@edd.ca.gov.

Format and Document Order

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

1. SFP Cover/Signature Page	
2. Required Exhibits	
I. Exhibit A. Project Narrative	
II. Exhibit B. Budget Summary	
III. Exhibit B2. Budget Narrative	
IV. Exhibit C. Project Work Plan	
3. Required Appendices	
I. Intermediary Resume	
II. Reference List of Tribes	
III. Memorandum of Understanding (If applicable)	
IV. Advanced Pay Statement of Need (if applicable)	
V. Project Expenditure Timeline for Advance Pay (if applicable)	

Note: Please review SFP for application content and formatting requirements.

APPENDIX B: GLOSSARY OF TERMS

These definitions serve as a brief introduction to the terms used throughout this SFP.

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

Regional Convener – The Regional Convener is the lead organization tasked with organizing an inclusive group of regional stakeholders to form the Collaborative, implement the planning grant in its region, and submit the CERF SOP.

Coordinator – Person hired or contracted by the Regional Convener to facilitate the High Road Transition Collaborative

Disinvested Communities – CERF defines ‘disinvested communities’ as:

1. Census tracts identified as ‘disadvantaged’ by the California Environmental Protection Agency; OR
2. Census tracts with median household incomes at or below 80 percent of the statewide median income or with the median household incomes at or below the threshold designated as low income by the Department of Housing and Community Development’s list of state income limits adopted pursuant to Section 50093 of the California Health and Safety Code; OR
3. ‘High poverty area’ and ‘High unemployment area’ as designated by the California Governor’s Office of Business and Economic Development (GO-Biz) California Competes Tax Credit Program; OR
4. California Native American Tribes, tribal populations, or tribal communities as defined by the NAHC - (or other framework for social/economic marginalization)

Economic Resilience – Economic resilience refers to the ability to recover, withstand, and avoid economic shocks. This includes foreseeing, adapting, and leveraging changing conditions to a region’s economic advantage.

Equity – Sharing the benefits of the economic development plan equitably across all affected communities, both urban and rural, with targeted efforts to reach historically excluded populations and members of disinvested communities.

Evidence Brief – A summary of the available evidence on what works, what doesn’t, and evidence gaps that can inform program selection, design, and implementation. The selection criteria and definition for ‘evidence’ should be agreed with stakeholder prior to initiating to ensure the appropriate scope of evidence review.

Intermediary – The organization responsible for disbursement of funds from the state.

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

High Road Transition – Combines high road principles and the idea of “just transition” to conceptualize a roadmap for California’s economic recovery that emphasizes economic diversification, industrial planning, regional partnerships, social safety net, and workforce development. The implementation of these five elements must be guided by principles of sustainability; job quality; economic competitiveness; equity and shared prosperity; and inclusivity, transparency, and accountability.²

High Road Transition Collaboratives – (HRTCs or Collaboratives): Inclusive regional planning groups that consist of balanced and meaningful representation from labor, business, community, government, tribal, economic development, philanthropy, education, workforce, and other partners. Like a “team of teams,” the Collaboratives incorporate existing local planning efforts and organizations from across the region.

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

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

Industry Cluster – “A geographic concentration or emerging concentration of interdependent industries with direct service, supplier, and research relationships, or independent industries that share common resources in a given regional economy or labor market. An industry cluster is a group of employers closely linked by common product or services, workforce needs, similar technologies, and supply chains in a given regional economy or labor market.”³

¹ [California Unemployment Insurance Code definition](#)

² Office of Planning and Research. Just Transition Roadmap, Working Draft. (page 3)

³ [California Unemployment Insurance Code definition](#)

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

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

Job quality – A commitment to jobs that provide a family-sustaining wage, health benefits, retirement benefits, worker advancement opportunities, a safety net, and collective worker input; these jobs are stable, with predictable schedules, and safe.⁴

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

Planning Phase – Phase I of the CERF program; applicants establish inclusive, diverse, transparent, and accountable High Road Transition Collaboratives to develop localized integrated resiliency and transition plans. Currently in progress and will end September 30, 2024.

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

Technical Assistance (TA) – Aid and support provided to Applicants to facilitate development, selection, and the implementation of CERF Program.

⁴ [Evaluation of the H RTP Initiative - UCLA](#)

APPENDIX C: ADMINISTRATIVE COSTS

Under the CERF Tribal Funding Opportunity Intermediary, there is an administrative cost limit of 15 percent. The following functions and activities constitute the costs of administration subject to the administrative cost limitation:

1. The costs of administration are expenditures incurred by direct grant recipients, as well as local grant recipients, local grant subrecipients, local fiscal agents. These costs can be both personnel and non-personnel.
2. The costs of administration are the costs associated with performing the following functions:
 - a. Performing the following overall general administrative functions and coordination of those functions:
 - i. Accounting, budgeting, financial and cash management functions.
 - ii. Procurement and purchasing functions.
 - iii. Property management functions.
 - iv. Personnel management functions.
 - v. Payroll functions.
 - vi. Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports.
 - vii. Audit functions.
 - viii. General legal services functions.
 - ix. Developing systems and procedures, including information systems, required for these administrative functions.
 - b. Performing oversight and monitoring responsibilities related to general funds administrative functions.
 - c. Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.
 - d. Travel costs incurred for official business in carrying out administrative and programmatic activities.
 - e. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development and operating costs of such systems.
 - f. Administration of the subawards for the tribal projects.
3. Awards to sub-recipients or contractors that are solely for the performance of administrative functions are classified as administrative costs:
 - a. Personnel and related non-personnel costs of staff that perform both administrative functions specified on items of this section and programmatic services, or activities must be allocated as administrative or program costs to the benefitting cost

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

- b. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
 - c. Except as provided item 2a of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs. Tribal funding Opportunity (tribal projects), expense line item H1 in Exhibit B – Proposed Budget Summary is the only allowable programmatic cost.
 - d. Continuous improvement activities are charged to administration. Documentation of such charges must be maintained.
4. The following cost categories should be charged under Administrative Costs:
- a. Staff salaries, staff benefit cost, and staff travel related to the monitoring and oversight of the Tribal Funding Opportunity (tribal projects).
 - b. Data, Planning, and Communication tools utilized during the period of performance.
 - c. Community engagement activities including but not limited to outreach and engagement events and participant compensation.
5. Where possible, entities identified on items must make efforts to streamline:
- a. services in items of relevant section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

APPENDIX E: ALLOWABLE COSTS AND COST ITEMS

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

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

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

- **Data, Planning, and Communication Tools** – Video conferencing, project management, mapping and any other related software subscription that can facilitate or improve participation of stakeholders during the planning process.
- **Community Engagement** – Marketing, facilitation fees, mediation/conflict management, interpretation services, translation of documents, transportation and transportation stipends, rental costs of equipment and facilities, childcare, food and refreshments when a meal is consumed as part of the event and replaces a meal otherwise missed by attending the event.
- **Consultant Fees** – Costs of consultants that provide training, research, project planning or capacity building services.

APPENDIX F: DISALLOWABLE COSTS

The following costs are ineligible uses of grant funds:

- Exceeding the 15 percent cost cap for Administrative cost.
- Using programmatic funds for administrative related expenses.
- Lobbying or advocacy work, such as direct lobbying for the passage of specific bills or local propositions.
- Expenses not related to CERF Tribal Funding Opportunity efforts.
- Commission fees.
- Ongoing operational costs beyond the grant term.
- Using funds for mitigation activities that are already mandated by local or state governing bodies or agencies.
- Expenses for publicity not directly related to CERF Tribal Funding Opportunity efforts.
- Bonus payments of any kind.
- The purchase of alcohol.
- Paying down debt or debt servicing fees.
- Damage judgements arising from the acquisition, construction, or equipping of a facility, whether determined by judicial process, arbitration, negotiation, or otherwise.
- Services, materials, or equipment obtained under any other state program.
- Real estate brokerage fees and/or expenses.
- Stewardship of legal defense funds.

APPENDIX G: DATA TOOLS

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

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

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

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

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

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

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

APPENDIX H: INTERNET RESOURCES

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

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

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