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Humboldt.

California Center for Rural Policy

Request For Proposal

Redwood Coast Region—
Community Economic Resilience Fund

Sector Table Coordinators

Proposals due by:
Friday, September 15, 2023



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Request For Proposal Overview

Request For Proposal: Sector Table Coordinator

Submission Deadline: Friday, September 15, 2023

Questions, notices of intent to apply, and submission may be submitted via email to:

Contact Name: The California Center for Rural Policy

Attn: Amanda Hickey

1 Harpst St.

Arcata, CA 95521

Email Address: ccrp@humboldt.edu

Phone: 707-826-3406

The California Center for Rural Policy (CCRP) is seeking **up to four (4) organizations** to facilitate industry sector tables as part of the Community Economic Resilience Fund (CERF) Regional Planning process. The entities selected for this role will possess sector experience and will be responsible for convening the necessary partners to advance industry development across the Redwood Region—Del Norte, Humboldt, Lake, and Mendocino counties, and Tribal Lands. The Sector Table Coordinators will lead working sessions to surface strategies and projects that can grow their respective sectors, with emphasis on approaches that are environmentally sustainable and create thriving wage opportunities for workers. The coordinators will be required to complete training in Diversity, Equity, and Inclusion; uphold the core principles outlined in the Partnership Agreement Letter; and deliver on work plan goals in the timeline stipulated by the CERF Planning Phase grant.

The California Center for Rural Policy is a community-driven research center dedicated to improving the lives of rural people in California. We are committed to improving the health and environment of rural people through our research with the goal of making recommendations that inform decisions and policies.

Project Background

Community Economic Resilience Fund

The Community Economic Resilience Fund (CERF) is a \$600 million grant program created by state legislation SB162 to promote a sustainable and equitable recovery from the economic distress of COVID-19. CERF will support the development of new plans and strategies to diversify local economies; create high quality, broadly accessible, thriving-wage jobs; and support the transition to a carbon-neutral economy. At present the fund has four components:

1. Planning Phase—Facilitated by a neutral convener (CCRP), CERF's planning phase awards regions \$5 million to establish regional collaboratives of diverse partners called High Road Transition Collaboratives and engage them in creating a Regional Road Map which charts the region's course towards achieving CERF objectives and priorities for the implementation phase.
2. Implementation Phase—Includes the Catalyst Fund which is a proposed 14 million non competitive funding opportunity for the Region to engage in pre-development activities and invest in key sectors.

3. Tribal Funding Opportunity—A \$25 million competitive funding opportunity for California’s federally recognized tribes. There is also an opportunity for a tribal-serving organization to become the fund’s intermediary.
4. Economic Diversification Pilot Program—This opportunity was awarded in spring 2023. Thirteen projects exemplifying CERF goals were awarded up to \$10 million. In the Redwood Coast Region the Noyo Harbor in Mendocino was the recipient of these funds.

The California Center for Rural Policy (CCRP) is the CERF Convener for the Redwood Coast Region. Our Region’s initiative is called Redwood Region RISE (Resilient Inclusive Sustainable Economy), and includes Del Norte, Humboldt, Lake, Mendocino Counties, and Tribal Lands. The Arcata Economic Development Corporation (AEDC) is the fiscal agent and North Coast Opportunities (NCO) is the Outreach & Community Engagement lead. In the implementation phase, the State will fund projects that are supported by the High Road Transition Collaborative (HRTC). Criteria to evaluate proposed projects includes support from the community, creation of high-quality jobs with pathways for underserved and incumbent workers, demonstration of labor standards, and alignment with climate goals.

Project Information

Sector Tables

Four key sector groupings have been identified by Redwood Region RISE as critically important for a High Road Transition and economic development at large:

1. Allied Health and Caregiving
2. Arts, Culture, and Tourism
3. Renewable and Resilient Energy
4. Working Lands and Blue Economy

CCRP is seeking up to four (4) organizations to facilitate these industry sector tables as part of the Community Economic Resilience Fund (CERF) Regional Planning process.

Role Within Governance Structure

The Sector Table Coordinators will work closely with the members—designated businesses and organizations from each county, as well as regional and state-level resource partners—16-20 members in total per table. Each sector table will receive input and recommendations from the local planning tables, tribal planning table, equity council, and expert advisors on labor, housing, workforce and entrepreneurship development, and digital equity. See Appendix B for more information on Redwood Region RISE’s governance structure.

Eligible entities

1. Labor
2. Government
3. Business/Business Organizations
4. Environmental Justice
5. Philanthropy

6. Workforce Development Partners
7. Education/Training Centers
8. Economic Development Agencies
9. Federally and non federally recognized tribes
10. Community Based Organizations
11. Priority (“disinvested”) Communities

Scope of services

Each of the Sector Table Coordinators will be responsible for:

- Reviewing industry sector, climate, and public health data to better understand our region.
- Identifying and surfacing constraints and what actions may be necessary for the sector to prosper and deliver thriving wage employment opportunities.
- Forging partnerships (within their sector) and leveraging opportunities for existing and future state grants, federal grants, and private funding opportunities.
- Getting input from relevant cross cutting experts on: digital equity, housing and transportation, labor and workforce development issues as applicable to the sector.
- Establishing criteria based on the state’s guidance to evaluate projects.
- Creating an inventory of local and regional projects in the sector(s) that fulfill CERF criteria and documenting their current stage of development, for consideration by the HRTC at large.

Sector Table Deliverables

The Sector Table Coordinators will be responsible for convening monthly meetings, including: creating and communicating agenda, generating list of participants, and submitting it to the regional convener (CCRHP). The Sector Table Coordinators will also be asked to report on work progress at the HRTC at-large meeting held the last Thursday of every month. The coordinators will obtain signed Partnership Agreement letters from all members, and furnish brief monthly reports to CCRHP outlining activities, updates, challenges, and successes.

Draft Work Plan:

September	Orient members, finalize working protocols. Review existing data, identify data needs for work moving forward. Members complete training.
October	Begin assembling inventory of projects and strategies. Local planning tables submit preliminary entries to the inventory from their respective counties.
November	Final inputs to Catalyst Fund application submitted.
December	Review inventory, updates/changes as needed. Presentation on Industry data. Workshop with Workforce, Labor, and Small Business experts to gauge industry needs
January	Review inventory, updates/changes as needed. Workshop with Housing and Digital Equity experts to gauge industry needs.

February	Assess inventory using Equity Council approved scoring rubric.
March	Final recommendations assembled into a slate for the Voting Block to vote on.

Estimated Timeline

Notification of Intent	Friday, September 8, 2023
Proposal Due Date	Friday, September 15, 2023
Award Notification	Monday, October 2, 2023
Initial Meeting	TBD
Contract Ends	June 30, 2024

Support & Resources

The Sector Table Coordinators will attend an initial meeting (date to be determined) to meet the other Sector Table Coordinators, to learn more about the project, expectations, and to meet the support team. The support team consists of members from the Convening Team (CCR), the Outreach & Engagement Team (NCO), and the Fiscal Agent (AEDC). To facilitate regional meetings, videoconferencing equipment and meeting spaces are available at no charge to the Sector Table Coordinator.

Submission

Notice of Intent

If you are planning to submit a proposal, we request that the bidder submit a notice of intent to CCRP (ccrp@humboldt.edu) by **Friday, September 8, 2023 at 11:59 p.m.** Failure to submit a notice of intent will not be grounds for disqualification. However, CCRP reserves the right to provide flexibility on the submission deadline to bidders who do submit the notice.

Proposal Requirements

To be considered for a Sector Table Coordinator role, proposals must include the following:

- Title Page:** Include the applicant's name, primary contact name, phone number and email, and the sector table you are applying for.
- Evaluation Questions:** Please answer the following questions. Answers should be between 3-5 paragraphs.

- a. **Sector Knowledge:** Explain the applicant's role and how their knowledge will effectively convene the sector table. If there are networks already established across our region, please include those here.
 - b. **Equity and Inclusion:** Explain the applicant's philosophies on equity and inclusion and give examples of how these values have been practiced in applicant's work.
 - c. **Regionalism and Collaboration:** Explain the applicant's philosophies on regionalism and collaboration and give examples of how these values have been practiced in applicant's work.
 - d. **Work plan:** Describe how the applicant would work with collaborators to formulate CERF-aligned projects and strategies that can grow their sector and deliver thriving wage opportunities for workers across the region.
3. **Quality of Work Samples and References:** Provide samples of similar projects and the contact for each sample (if applicable).
4. **Budget Form:** Fill out the attached budget form (Appendix A). **CCR has up to \$25,000 for each Sector Table Coordinator. Those applying to lead multiple tables may request up to \$25,000 per table.** The contracts will be based on cost reimbursement for services provided.

Proposal format

Please use font sizes no smaller than 10 pt. Proposals should be submitted as a PDF in one document and no longer than 15 pages. If for any reason a proposal needs multiple documents, these documents should be compiled into a zip folder, labeled appropriately (i.e. "Exhibit [#] [Document Title]"), and referenced as such in the primary document.

CCR will not pay any costs associated with the preparation, submittal, or presentation of any proposal. Proposals submitted after the deadline will not be considered.

Submission Date

Proposals should be submitted to the California Center for Rural Policy by **Friday, September 15, 2023 by 11:59 p.m.** and should be addressed to Amanda Hickey, Director of Research & Policy via email to ccrp@humboldt.edu and include "Proposal for Sector Table Coordinator" in the subject line.

Evaluation & Award

Qualifications

The Sector Table Coordinators should possess the following qualifications:

1. **Expertise:** The applicant should have knowledge of their respective sector.
2. **Experience:** The applicant should have a proven track record reflecting their work.
3. **Resources:** The applicant should have the necessary resources to complete the project on time.
4. **Feasibility:** The proposed process can be carried out in the allotted time.

Selection Process

Proposals will be evaluated based on the following criteria:


1. Qualifications and experience of the applicant (40 possible points).
2. Responses to evaluation questions (30 possible points).
3. Quality of work samples and references (30 possible points).

The CERF convening team will review proposals submitted and select the Sector Table Coordinators based on the evaluation criteria. Final applicants will be called on to present to the High Road Transition Collaborative who will select the candidate.

Proposal Award Expectations

The California Center for Rural Policy shall award the contracts to the proposals that best accommodate the project requirements. CCRP reserves the right to award any contracts prior to the proposal deadline stated within the “Estimated Timeline” or prior to receipt of all proposals; award the contracts to more than one bidder; and refuse any proposals or contracts.

Appendix A–Budget Sheet

<h1 style="margin: 0;">Redwood Coast Region–CERF</h1> <h2 style="margin: 0;">RFP for Sector Table Coordinator</h2> <h3 style="margin: 0;">Budget Template </h3>	
<u>Applicant or Organization Name:</u>	
<u>Sector Table Applying For:</u>	
<u>Brief Description of Deliverable or Task</u>	<u>Cost</u>
Total Project Cost	\$0.00

Appendix B—Governance Structure



Redwood Region RISE

Community Economic Resilience Fund

High Road Transition Collaborative (HRTC)

Governance Structure

Overview

Redwood Region RISE (Resilient Inclusive Sustainable Economy) is committed to facilitate our High Road Transition Collaborative (HRTC) in leading an inclusive, diverse, transparent, and accountable regional planning process. To center the community voices that don't always participate in or benefit from economic development planning processes, we are establishing a regional-level, formal participatory governance structure designed to shift power to, and lift up, marginalized voices within and beyond the Community Economic Resilience Fund (CERF).

Our governance structure promotes and mandates the active participation of citizens and representatives from eleven community partner categories, four counties, and 27 tribal nations (federally and non-federally recognized), on all decision-making bodies. Through inclusive planning tables, we aim to develop a regional strategy and recommended investments to grow sustainable industries, diversify regional economies, and increase access to high-quality jobs in our Region.

CERF Initiative: Bird's Eye View

1. Economic Development Pilot

The Economic Development Pilot is not directly tied to the CERF Planning and Implementation Phases. The Pilot illustrates projects that are ready for implementation, advance the goals of CERF and may be funded during the Implementation Phase of the program.

2. Planning Phase

Each of California's 13 regions receives ~\$5M to create an HRTC to lead an inclusive, diverse, and accountable regional planning process resulting in a regional strategy and recommended investments to grow sustainable industries, diversify regional economies, and increase access to high-quality jobs.

3. Catalyst Program

The Catalyst Program allocates up to \$14 million (totaling \$182M statewide) for each of the 13 Regions to bridge the gap between planning regional economic development strategies and implementing projects designed to achieve outcomes that align with those strategies.

4. Tribal Funding Opportunity

The CERF Tribal Funding Opportunity allocates up to \$25 million to support economic development in tribal communities through tribal-led planning and implementation projects between January 2024–September 2026.

5. Implementation Phase

The State will release rolling competitive grants between winter 2022–autumn 2026 to fund projects put forward by each Region’s HRTC. Criteria such as demonstrated community support, alignment with climate goals, adherence to labor standards, and access to high-quality jobs with clear employment pathways for underserved and incumbent workers are required elements of project applications.

Zooming In: Our Timeline

June–August 2023: Seating The High Road Transition Collaborative

The High Road Transition Collaborative surfaced all organizations doing vital community and economic development work in our four counties and Tribal Lands. This informed our Endorsement Sheets, which allowed the HRTC to nominate our Region's voting members and put forward recommendations for representatives on the Sector Planning Tables.

The Equity Council started meeting and will audit the nominees selected by the HRTC to ensure fair and balanced representation, specifically from our Priority Communities*. After confirming and announcing the nominees, new partners will be on-boarded, trainings delivered, Data Collection and Payment Forms and contracts processed, and Partnership Agreement Letters signed. The Convening Team will submit a first draft of the Regional Summary Part 1.

September 2023–May 2024: Crafting The Regional Roadmap

Contracted facilitators guide the hybridly convened Local and Tribal Planning Tables to surface local-level priorities, proposed projects, initiatives, and strategies.

These will be elevated to the relevant, closed-bodied Sector Tables. With these inputs, as well as data and analysis from the drafted Regional Plan Part 1, Sector Tables craft strategies for the Regional Roadmap and elevate projects of regional benefit. All deliberative bodies put forward criteria for evaluating "High Road" compatible initiatives and create processes and rubrics to evaluate proposals.

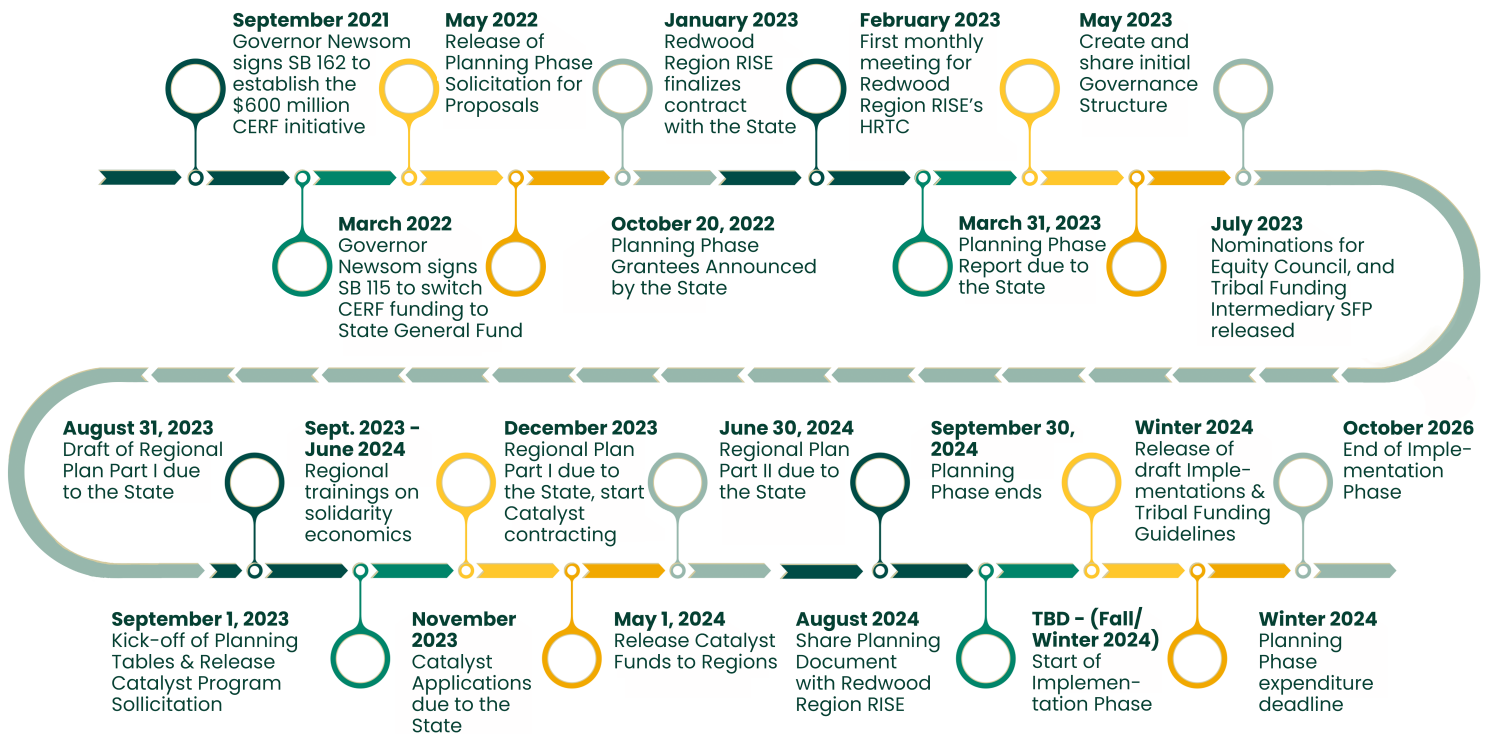
June 2024: Finalizing The Regional Roadmap

With inputs from the Local and Tribal Planning Tables, Sector Tables collectively put forward a slate of proposed projects and strategies to the voting members. Three to five projects are identified for funding. Redwood Region RISE delivers the Regional Roadmap to the State.

June–August 2024: Creating Long-Term Governance And Organizing

All bodies engage in appreciative inquiry of High Road Transition Collaborative process and organization, identify governance issues for redress, formalize charter and voting rules, the process for seating members, our Region's performance on equity and inclusion on decision-making bodies, and fairness of outcomes to date.

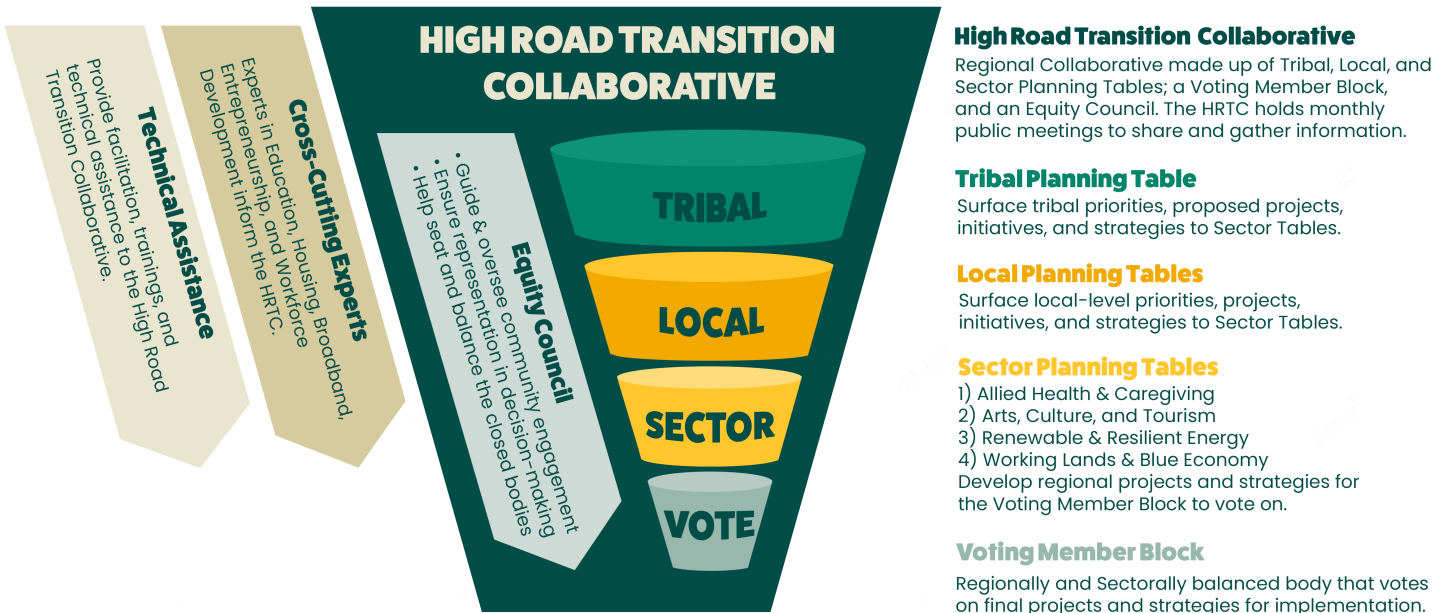
CERF Timeline *Please note: subject to change



Our Governance Structure

Redwood Region RISE's governance structure in the CERF Planning Phase is illustrated in the flow chart below:

Redwood Region RISE High Road Transition Collaborative (HRTC) Planning Phase Flow Chart



Descriptions Of Bodies, Roles, And Responsibilities

1. High Road Transition Collaborative (HRTC)

"High Road Transition Collaboratives" or "Collaboratives" are broad-based regional groups convened by a skilled and impartial intermediary to plan for economic recovery and a sustainable and equitable economic future. The State requires all HRTCs to:

- Have subregional representation on all decision-making bodies;
- Include Priority Communities* on all decision-making bodies;
- Have HRTC members sign Partnership Agreement Letters;
- Have balanced representation from all partner groups, from all subregions where they can be identified.

Redwood Region RISE's HRTC aims to advance a shared prosperity where workers and communities in Del Norte, Humboldt, Lake, Mendocino Counties and Tribal Lands share equally in the benefits of a carbon-neutral future.

The HRTC is the community from which the other bodies—the Tribal, Local and Sector Planning Tables; Voting Member Block; and Equity Council—are assembled. The Collaborative may be asked to advise on key issues and strategies.

Any organization or individual who is aligned with the CERF process and goals is welcome to join our High Road Transition Collaborative. Partnership Agreement Letters are required and should be signed on or before September 1st, 2023. Stipends will be available for attending meetings (\$100/meeting).

2. Tribal Planning Table

The Tribal Planning Table will bring together economic development planners and personnel from our Region's federally and non-federally recognized Tribal Lands to explore issues specific to economic development on Indigenous Territory and identify opportunities for cross collaboration and capacity building. The Tribal Planning Table will surface tribal priorities, proposed projects, initiatives, and strategies to the Sector Tables (more information below). Signed Partnership Agreement Letters will be required, and stipends will be available (\$100/meeting).

• Local Planning Tables

The four Local Planning Tables are:

- Del Norte County and Tribal Lands
- Humboldt County and Tribal Lands
- Lake County and Tribal Lands
- Mendocino County and Tribal Lands

The Local Planning Tables aim to surface local-level priorities, proposed projects, initiatives, and strategies to the Sector Planning Tables. Partnership Agreement Letters will be required stipends will be available (\$100/meeting)

4. Sector Planning Tables

The four Sector Planning Tables are:

- Allied Health & Caregiving
- Arts, Culture, and Tourism
- Renewable & Resilient Energy (Wind, Solar, Microgrids)
- Working Lands & Blue Economy

The four Sector Planning Tables are primarily responsible for surfacing strategies, identifying constraints and problem-solving solutions, and promoting projects for implementation. They also play a role in forging partnerships and identifying leveraging opportunities for their sector. Each group includes members representing the government, workforce development, and labor/trades to help guide those aspects of strategy development.

Sector Planning Tables will put forward projects and strategies to be evaluated and voted on by the Voting Member Block (more information below) to be put forward for implementation. As this will be a more intensive time commitment, signed Partnership Agreement Letters will be required, and stipends will be available.

5. Voting Member Block

Key decisions are made by the approximately 50 voting members that comprise the Voting Member Block. The Voting Member Block is balanced regionally and accounts for all Required Partner Categories* and voices from Priority Communities.

6. Equity Council

This Equity Council includes up to twenty-four community members representing Priority Communities*. The Council will guide and oversee Redwood Region RISE's community engagement process; ensure representation in decision-making; and help seat and balance the HRTC's closed bodies. Signed Partnership Agreement Letters will be required, and stipends will be available (\$100/meeting).

7. Cross-Cutting Experts

The Cross-Cutting Experts will inform the High Road Transition Collaborative on important, intersecting topics such as education, housing, broadband, entrepreneurship, and workforce development in our Region.

8. Technical Assistance

Redwood Region RISE's Contractors will provide facilitation, trainings, and technical assistance to support the High Road Transition Collaborative objective to advance economic development plans and strategies to diversify local economies and develop sustainable industries that create high-quality, broadly accessible jobs for all Californians.

9. Convening Team

The Convening Team is comprised of Arcata Economic Development Corporation (AEDC), the California Center for Rural Policy (CCRP), and North Coast Opportunities (NCO). The Convening Team coordinates and provides administrative support and technical assistance with data, analysis, and facilitation support. The Team will help facilitate the HRTC's decision-making processes leading up to the CERF Implementation Phase.

*Our Priority Communities And Required Partners

Priority Communities

Redwood Region RISE strives to center the voices of and seeks input and participation from community members representing or advocating for the following Priority Communities:

- Advocates for People of Color (e.g. Black Lives Matter, Asian Americans Advancing Justice, New Hmong Rising Association, etc.)
- Communities of Color
- Immigrants with Documentation (e.g. work visas)
- Individuals that live in extremely remote/rural areas of the Redwood Coast Region
- Individuals who were Formerly Incarcerated
- Individuals with Hearing Impairment
- Individuals with Intellectual Developmental Disabilities
- Individuals with Learning Disabilities
- Individuals with Physical Disabilities
- Individuals with Vision Impairment
- Individuals without Broadband Access
- Individuals without Documentation
- Lesbian, Gay, Bisexual, Transgender, Queer, Asexual, Intersex + (LGBTQAI+)
- Members of religions and ethnic minority communities
- Monolingual Hmong-Speakers
- Monolingual Spanish Speakers
- New Citizens
- Non-federally Recognized Tribal Nations
- Seniors
- Tribal Citizens
- Tribal Governments
- Unions
- Workers
- Youth

Required Partner Groups

Our eleven Required Partner Groups were established by the State, and are to have an equal voice in decision-making. These include:

- Business/Business Organizations
- Community-Based Organizations
- Economic Development Agencies
- Education/Training Centers
- Environmental Justice
- Federally and non-Federally recognized Tribes
- Government
- Labor
- Philanthropy
- Priority (“disinvested”) Communities
- Workforce Development partners

