

Request For Proposal – Redwood Region RISE: Tribal Table Lead

Submission Deadline: Friday, October 11, 2024, 11:59 p.m.

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

Contact Name: North Edge; Attn: Susan Seaman; 707 K Street, Eureka, CA 95501;
susan@northedgefinancing.org; (707) 798-6132 ext. 212

North Edge is seeking a Tribal Table Lead with expertise in planning and project development on Tribal Lands, to provide support to Federally and non-Federally recognized Tribes participating in Redwood Region RISE. The Tribal Table Lead will work with participating Tribal members to identify needs and deliver on technical assistance and capacity building for economic development initiatives on Tribal Lands. Additionally, the Lead will work to ensure Tribal priorities are incorporated and supported in the work of the Collaborative at large. The Tribal Table Lead will be required to uphold the core principles outlined in the RRRISE Partnership Agreement Letter (Appendix A).

Roles and responsibilities include:

- 1) Meeting facilitation (including but not limited to scheduling, securing a location, technical assistance, and note-taking);
- 2) Working with the Convening team to identify and deliver technical assistance and programming useful to Tribal Table members in the development of their projects and initiatives. Creating quarterly programming to deliver value to Tribal Table members.
- 3) Agenda building (ensuring discussions advance Tribal priorities and goals for the Collaborative); identifying resources and designing discussions of relevance to member's needs.
- 4) Regular and consistent communication with Tribal Collaborative Members, the Collaborative at large, and the Convening Team;
- 5) Reporting (written and verbal report-outs to Tribal representatives, Collaborative at large, and the Convening Team);
- 6) Onboarding support for new Members;
- 7) Collaboration with Redwood Region RISE's governing bodies and Sector Investment Coordinators to identify opportunities for Tribes to lead or be involved in RISE funded projects or pursue project funds from other State,

Federal, and Private sources.

This work will be managed by the California Center for Rural Policy (CCRP), a community-driven research center dedicated to improving the lives of rural people in California. CCRP is committed to improving the health and environment of rural people through their research and recommendations that inform decisions and policies. CCRP is the regional convener for the Redwood Region as part of California Jobs First “Regional Investment Initiative”.

Project Background

The California Jobs First (formerly Community Economic Resilience Fund [CERF]) initiative is a grant program created by state legislation SB162 to promote a sustainable and equitable recovery from the economic distress of COVID-19. California Jobs First 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), the planning phase awarded regions \$5 million to establish regional collaboratives of diverse partners called High Road Transition Collaboratives and engage them in creating a Regional Roadmap which charts the region’s course towards achieving California Jobs First objectives and priorities for the implementation phase. (Concludes September 30, 2024)
2. **Catalyst Program**—\$14 million noncompetitive funding opportunity for the Region to engage in pre-development activities and invest in key sectors. (Concludes September 30, 2026)
3. **Implementation Funding**—\$150 million (at the time of writing) to be released over three fiscal years starting in FY 2024/2025. Competitive across the state’s 13 regions, Implementation grants provide funding for shovel-ready projects that advance California Jobs First goals and are aligned with regional strategies.
4. **Tribal Funding Opportunity**—A \$15 million (at the time of writing) 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.

The California Center for Rural Policy is the Convener for the Redwood Region, and North Edge is the fiscal agent. Our Region’s initiative includes Tribal Lands and Del Norte, Humboldt, Lake, and Mendocino Counties. During the Implementation Phase, the State will fund projects that are supported by the California Jobs First Collaborative. 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.

Sector Development

As the initiative transitions from the planning phase to its Catalyst Program, Sector Investment Coordinators will be contracted to develop projects in the four industry sectors. The Tribal Table Lead will help initiate this work and promote projects originating on Tribal Lands or Tribal involvement in regional projects and partnerships.

The following four key sectors identified by Redwood Region RISE during the Planning Phase as critically important to driving equitable and sustainable economic development in the region are:

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

Commonly identified priorities include the following Cross-Cutting sectors:

- Broadband
- Entrepreneurship
- Food Access & Security
- Housing
- Transportation
- Workforce Development

Catalyst Fund Development

During the Planning Phase, the state introduced Catalyst funding to ensure the Regional Investment Initiative effects systemic changes in regional economies. Catalyst funds will support each region's Collaborative to invest \$9 million in pre-development activities, enabling regions to take projects from exploratory and last-mile to ready-to-go projects that can access local, state, and federal government funds, as well as private and philanthropic investments. The projects that will ultimately be realized through the Catalyst Program will have similar if not the same criteria as Implementation Funding. The RRRISE Collaborative anticipates awarding pre-development funds in late 2024/early 2025.

Required Skills

1. Knowledge of issues and processes related to economic development initiatives on Tribal Lands in California. Experience with project development, finance and capital stacking, and pre-development activities are beneficial.
2. Facilitation: This includes meeting facilitation, agenda-building, communication, reporting, onboarding, and collaboration with our region's governing bodies, other coordinators, and the Convening Team.
3. Technical assistance: in group discussion and/or via one-on-one office hours, meet with table participants, assess their needs, and provide recommendations and resources.

The Tribal Table Lead will support the following:

- Empower diverse perspectives, cultures, backgrounds, languages, and abilities in economic development efforts;
- Honor the contributions from diverse individuals;
- Manage the dynamics of unequal power and influence in groups;
- Demonstrate experience in managing complex group dynamics;
- Design the flow of meetings and support the groups to achieve desired outcomes;
- Assist in distilling complex ideas/topics/themes;
- Assist with defining decision-making processes;
- Manage/coordinate the exchange of information/ideas among and between groups;

- Meetings, including hybrid and in-person;
- Coordinate with the Convening Team;
- Provide written and verbal progress reports.

Scope of Work and Deliverables

The Tribal Table Lead will provide comprehensive support to the Tribal Table, Collaborative, and Convening Team to ensure effective facilitation, communication, and advocacy. This role involves meeting management, agenda development, regular communication, reporting, onboarding, and collaboration with governing bodies and Sector Investment Coordinators. The Tribal Table Lead will take a lead role working with table members to shape agendas and bring in content, programming, and advising hours to assist Tribes, individuals, and organizations develop their projects and pursue funding from a wide range of sources.

1. Meeting Facilitation and Support, agenda building

- **Service:** Facilitate quarterly meetings and provide ongoing support between meetings. This includes scheduling, securing a location, offering technical assistance, and taking detailed notes to ensure productive and well-documented discussions.
- **Deliverables:**
 - Meeting agendas and schedules.
 - Meeting notes and action items.
 - Technical support documentation.
 - Summary of discussions and how they align with broader objectives.

2. Regular Communication

- **Service:** Maintain consistent and proactive communication with the Tribal Table members, the Collaborative, Sector Investment Coordinators, and the Convening Team to ensure alignment and address any issues promptly.
- **Deliverables:**
 - Regular updates and correspondence.
 - Communication logs and summaries.

3. Quarterly Reporting

- **Service:** Prepare and deliver written and verbal reports to the Tribal Table, Collaborative, and Convening Team, providing updates on progress, challenges, and achievements.

- **Deliverables:**
 - Written reports (e.g., progress reports, issue briefs).
 - Verbal presentations and briefings.

5. Onboarding Support

- **Service:** Assist in the onboarding of new Tribal Table members, including orientation and integration into the group's activities and objectives.
- **Deliverables:**
 - Onboarding materials and orientation plans.
 - Records of onboarding activities and feedback.

6. Collaboration with Governing Bodies and Sector Coordinators

- **Service:** Work collaboratively with Redwood Region RISE's governing bodies and Sector Investment Coordinators to support project goals and ensure alignment with equity objectives.
- **Deliverables:**
 - Collaboration meeting notes and action items.
 - Joint project plans and updates.

7. Technical Assistance

- **Service:** Assist Convening team to identify and deliver trainings, knowledge sharing, and other forms of TA as desirable and requested by table members. Help table members connect to opportunities emerging across the Collaborative and exercise agency in its governance and direction..
- **Deliverables:**
 - Coaching hours schedule and monthly log of hours completed.
 - Written feedback and resource recommendations to project proponents, delivered as needed and appropriate. Connecting emerging opportunities with the work of the Sector Investment Coordinators, and vice versa.
 - Feedback and guidance to the Convening team on desired trainings, etc.

Example Work Plan Elements

- Quarterly Convening agendas
- Monthly Office Hours

- Special TA/expert sessions (topical)
- Meetings with Sector Investment Coordinators, Convening Staff, RRRISE Executive Committee/Voting Members, Equity Council, etc.

Estimated Timeline

Proposal Due Date	Friday, October 11, 2024, 11:59 p.m.
Award Notification	Friday, October 18, 2024, 5:00 p.m.
Initial Meeting	October 21-25, 2024
Contract Ends	September 30, 2026

The Tribal Table Lead will be asked to provide monthly reports and invoices.

Support & Resources

CCRP will provide the Tribal Table Lead with contact information for the governing bodies and other partners.

Submission

Proposal Requirements

To be considered for the Tribal Table Lead, proposals must include the following:

1. **Contact Sheet:** Include the applicant's name, primary contact name, phone number and email.
2. **Evaluation Questions:** Please answer the following questions. Answers should be limited to a paragraph each.
 - a. **Advancing economic initiatives on Tribal Lands:** Please describe applicant's experience and knowledge of economic and community development on Tribal Lands/working with Tribal-serving/led organizations.
 - b. **Regionalism and Collaboration:** Explain the applicant's philosophies on regionalism and collaboration and give an example of how these values have been practiced in applicant's work.
 - c. **Work Plan:** Briefly describe how the applicant would support the

Tribal Table participants in reaching their desired objectives over the duration of the grant.

- 3. Quality of Work Samples and References:** Provide a sample of similar projects and the contact for the sample (if applicable).
- 4. Budget Form:** Fill out the attached budget form (Appendix B). **North Edge has up to \$170,000 available for the Tribal Table Lead’s services.** The contracts will be based on cost reimbursement for services provided. The contracts will be based on cost reimbursement for services provided. Please note that services to the Tribal Table **must** extend through September 2026.

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 5-7 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.

North Edge 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 North Edge by **October 11th, 11:59 p.m.** and should be addressed to Susan Seaman via email to susan@northedgefinancing.org and include “Tribal Table Lead” in the subject line.

Evaluation & Award

Qualifications

The Tribal Table Lead should possess the following qualifications:

- 1. Expertise:** The applicant should have experience with issues affecting

Indigenous Peoples and communities on the North Coast, and experience with economic and community development initiatives on Tribal Lands.

2. **Experience:** The applicant should have a proven track record reflecting their work and commitment to California Jobs First principles and objectives. Experience with group facilitation and technical assistance provision are valued in this role.
3. **Regional Knowledge:** The applicant should have knowledge of the region and be familiar with our region's economy, key industries, labor force characteristics, climate resilience, and public health issues that impact communities' well-being.
4. **Resources:** The applicant should have the necessary resources to complete the work on time.
5. **Feasibility:** The proposed services 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 California Jobs First Convening Team and the RRRISE Tribal Table members will review proposals submitted and select the Tribal Table Lead based on the evaluation criteria.

Proposal Award Expectations

North Edge shall award the contract to the proposal that best accommodates the contractual requirements. North Edge 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.

The awardee will be hired by North Edge as an independent contractor. Upon accepting the award, the following must be provided to complete the contract:

- The Scope of Work;

- A business license OR a copy of your Articles of Incorporation or Organization (for LLCs or Inc.s);
- A link to your website OR your current CV for the CEO/AO that lists current work with your business; and
- A budget by general cost category to accompany the bid.

Appendix A – Partnership Agreement Letter

Redwood Region RISE California Jobs First (Formerly CERF) Partnership Agreement Letter

California Jobs First (formerly The Community Economic Resilience Fund [CERF]) brings us together to build an equitable and sustainable economy across the rural Redwood Coast Region—the Redwood Region RISE (Resilient Inclusive Sustainable Economy). We seek to create opportunities for all communities across our Region to thrive by addressing historical inequities in our economy as we work towards a carbon-neutral future.

I have reviewed the Governance Structure for the Collaborative for the Redwood Region RISE. I understand that the governance and participation model may change as the process evolves and am committed to moving the process forward, and supporting the collective leadership model of the Collaborative.

This Letter outlines the various sub-committees, their commitments, and compensation included for participation. I agree to:

- Participate in and help expand collaborative partnerships across the region;
- Articulate regional concerns, priorities and solutions (current and new);
- Model and promote inclusive and equitable approaches to regional work;
- Refine project criteria based on regional priorities for the Implementation Phase; and,
- Move projects forward for funding consideration.

This Partnership Agreement Letter is an agreement between all parties who sign it to uphold the core principles as we work together.

Core Principles Guiding Process	Core Principles Guiding Regional Results
Equitable Inclusion of Priority Partners	Equitable, Inclusive Economic Development
Respect for Diverse Perspectives	Collaborative Worker–Employer Industry Leadership
Cooperation and Collaboration	Broadly Accessible High–Quality Jobs
Transparency and Accountability	Economic Competitiveness and Resilience
Adherence to HRTC Decision Model	Carbon Neutrality and Climate Resilience

This Partnership Agreement Letter is an agreement between all parties who sign it to uphold the core principles as we work together.

Signed/Dated

Full Name of Individual, Affiliation (if applicable)


Email Address

Appendix B – Budget Sheet

Redwood Coast Region–California Jobs

First RFP for Tribal Table Lead

Budget Template



Applicant or Organization Name:

Brief Description of Deliverable or Task	Cost
Total Project Cost	\$0.00