

Catalyst Sector Investment Coordinators

Request For Proposals

Summary:

The Redwood Region Resilient Inclusive Sustainable Economy (RRRISE) is soliciting applications in response to a Request For Proposals (RFP) for the positions of **Catalyst Sector Investment Coordinators**. The California Center for Rural Policy-Cal Poly Humboldt (CCRP) is the assigned Regional Convener for RRRISE and will be your primary point of contact. The Contracting entity will be Cal Poly Humboldt, Sponsored Programs Foundation (SPF).

Background:

California Jobs First (formerly CERF) is a program developed by the State of California to build a community-led, climate-forward economy by aligning investments and maximizing benefits across state agencies and departments who are responsible for economic, business, and workforce development. Five (\$5) million-dollar planning grants were distributed to 13 different regions covering all of California to support the development of diverse, community-led Collaboratives.

These Collaboratives will encourage engagement, create inclusive and equitable economic plans, build capacity, and break down silos. Plans developed during the Planning Phase (ends September 30, 2024) will inform projects eligible for funding during the Implementation Phase. The Regional Investment Initiative will fund regionally approved projects to accelerate economic and workforce projects throughout the state. These projects should have the primary focus of uplifting “disinvested” (priority) communities and protecting our environment.

During the Planning Phase, the state introduced the Catalyst Program to ensure the Regional Investment Initiative affects 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 support of Catalyst funds will have similar if not the same criteria as the Regional Roadmap (Regional Plan Part 2: regional strategies)

Objective:

This contract's purpose is to obtain services of up to 4 Consultants, known as Sector Investment Coordinators, to support the RRRISE Collaborative in execution of RRRISE's Catalyst Program awarded to the region. The contract term is through September 2026 with a maximum amount of \$250,000 awarded per contract.

Sector Coordinators are responsible for:

- a. Working with the RRRISE Collaborative on industries prioritized in the Planning Phase.
- b. Supporting the Collaborative in cataloging projects that will support the proliferation of the prioritized industries and enhance high-quality job creation; label these projects as "exploratory" (agreed-upon ideas that are at the very initial phases) and "last-mile" (agreed-upon projects that need the final piece of the puzzle to begin development) or identify projects as non-viable.
- c. Working with GO-Biz staff and regional partners to find and apply for state, federal, and private grants.
- d. Aligning the Collaborative-identified projects with federal funding.
- e. Liaising with workforce and economic development partners, High Road Training Partnerships, community-based organizations, and others capable of contributing to the success of the project to build an ecosystem around identified industries or sectors.
- f. Providing or procuring Technical Assistance for Implementation grant applications and administration.

The Collaborative also seeks to engage Sector Investment Coordinators to advise it on how to fund \$9 million in pre-development activities. Pre-development activities could include the following:

- a. Feasibility studies; market analysis; environmental assessments, surveys, and remediation; site acquisition; site and development plans; project designs; permitting; establishing a regional tax increment financing district; drafting and negotiating Community Benefits and Community Workforce Agreements; financial planning (e.g., preliminary budget and construction financing).
- b. Basic environmental infrastructure pre-development, construction, and development of long-term operations and maintenance plans

for infrastructure such as: clean water supply systems; wastewater systems; waste disposal systems; pollution control services.

- c. Support costs for building and sustaining the capacity of project leads and partners, such as: investments in partner and local staff development; funding new and/or critical positions; acquiring or utilizing tools and resources to increase partner capacity for project planning and implementation; organizational capacity activities such as access to financial services or legal review; developing new pilot or demonstration projects and programs; participation and/or partnership with existing workforce programs; providing or securing technical assistance for partners. (see Attachment C for more information)

Although not a requirement, experience in the Redwood Region RISE (Tribal Lands, Del Norte, Humboldt, Lake, and Mendocino Counties), and especially in historically disinvested communities, is preferred.

The proposal must describe the qualifications and proposed approach specific to the defined sector/industry.

The Collaborative will select up to 4 Sector Investment Coordinators for a contract term through September 2026 with a maximum amount of \$250,000 for each contract to be awarded and may request on- call services for any of the elements listed in the description of services.

RRRISE Sector/Industry Focus:

- Arts, Culture, and Tourism
- Health and Caregiving
- Renewable and Resilient Energy
- Working Lands and Blue Economy

Cross-Cutting Sector Focus:

- Broadband
- Entrepreneurship
- Food Security & Access
- Housing
- Social Determinants of Health

- Transportation
- Workforce Development

RFP Contents, Timeline and Submission Information:

- Section 1 – Proposal Information and Content-Related Attachments
- Section 2 – Description of Services and Applicant Questions
- Attachment A – Conflict of Interest Form (if applicable)
- Attachment B – Evaluation Guidance
- Attachment C – Catalyst Program Pre-Development Activities
- Attachment D – Preliminary Regional Investment Initiative Project Criteria
- Attachment E – RRRISE Priority Sectors and Industries
- Attachment F – RRRISE Voting Member Block Roster
- Attachment G – State Agencies represented on California Jobs First Council
- Attachment H – Insights from Listening Session related to Disinvested Communities (digital link to presentations and reports)
- Attachment I – Regional Plan Part 2 Framework and Strategies Overview
- Attachment J – Budget Template (required)
- Attachment K – SPF Proposal Award Expectations for Contractees

RFP Released:	July 30, 2024
Information Session:	August 8, 2024, 2:00-3:00 via Zoom (Register Here)
Submission Deadline:	August 31, 2024
Evaluation of Proposals:	September 2-6, 2024
Interviews with Voting Member Block:	September 17, 2024
Final Selection:	September 18, 2024

Please send completed proposals to: Devin Flynn, CCRP Research Analyst
djfl1@humboldt.edu

Or

California Center for Rural Policy
% Cal Poly Humboldt
1 Harpst Street
Arcata, CA 95521

Redwood Region RISE (RRRISE)**California Jobs First****Section 1 – Proposal Information**

All proposals shall contain the following information and/or attachments, at a minimum:

A. Completion of Title Page/Profile of Organization:

Please provide a brief history/background of your organization, including a statement indicating if the organization/consultant is local or national and a summary of the representative's background and preferably recent or current clients/projects. (Max 250 words)

Identify the individuals who will perform the work, including officers, project manager, and key staff. Include bios or resumes for key individuals. Remove social security numbers, non-business (personal) phone numbers, or address in a resume as this information may become public under the California Public Records Act.

B. Completion of Applicant Questions**C. Cost Proposal (Budget Template, Attachment J):**

Propose fully burdened hourly rate for each individual in the proposal and estimate of average monthly total hours along with other expenses. Submit your budget with your full proposal.

D. Examples of Work:

Provide two examples of past work that is reflective of your expertise and experience to perform the work required in this RFP.

E. Other Required Forms:

The Conflict of Interest Statement (Attachment A - if applicable) must be fully completed by any current voting member of the RRRISE Voting Block or if the organization has vested interest in the success of a voting member of the RRRISE Voting Member Block (prime and all subconsultants).

F. Projected Timeline and Responsible Party:

Anticipated tasks will occur from the execution of a contract until September 2026. CCRP will serve as the primary point of contact and in an evaluative role throughout the process.

Section 2 – Description of Services & Applicant Questions

This RFP will select up to 4 *Sector Investment Coordinators* to satisfy the description of services. **It is not expected that one entity/person will be able to adequately complete every element. Each applicant will have the chance to respond to all elements they believe are a good candidate for but do not need to respond to every element.** All Investment Coordinators will track the progress of project sponsors and facilitate the resolution of impediments to their successful completion, including delivery of community benefits associated with Collaborative-identified projects. This may include facilitating training opportunities, procurement of technical assistance, and business matchmaking to ensure local workers and businesses understand and can access employment and procurement related to approved projects.

Element 1 – Outreach and Engagement

Support the RRRISE Collaborative in outreach about the Catalyst Program funding opportunities and the application process. The Sector Investment Coordinators will also need to aid prospective applicants to better understand what pre-development activities that are relevant to their project(s), and the overall process to get a project's implementation funding eligible and/or support fellow Sector Investment Coordinators in doing the same. A strong candidate would have experience with outreach and engagement to diverse interest holders and providing technical assistance to grant applicants for community development projects serving historically disinvested communities.

Element 2 – Project Assessment and Viability

Once applications are submitted catalog projects as “exploratory” (agreed-upon ideas that are at the very initial phases), “last-mile” (agreed-upon projects that need the final piece of the puzzle to begin development), “shovel ready”, or identify projects as non-viable. Identify projects that align with priority industry sectors, career pathways that have or lead to quality jobs, and transition the region to a net zero-powered economy. Meet with project sponsors to learn more about the projects and to prepare additional background, including an analysis of project viability within the constraints of California Jobs First funding. Provide the Voting Member Block with recommendations on which activities should receive funding. A strong candidate would have experience with the pre-development activities listed in Attachment C and understand the project entitlement process. An understanding of any industries listed in Attachment E and items listed in Attachment C is preferred.

Element 3 – Leveraging Funding and Grant Assistance

Coordinate with state staff and regional partners to find and apply for state, federal, regional, local, and private grants, and other models of financing. Based on the priority industries and strategies determined in the planning phase, and the applications for funding being received, the Sector Investment Coordinators will help provide grant writing consultation and direct support that could fund further pre-development activities and/or funding for ready-to-go projects. Where possible, assist project sponsors in aligning Collaborative identified projects with Federal and State funding. A strong candidate would have extensive experience in working on applications awarded federal and state grants, with extra consideration for experience in regional, local, and private grants, and other models of financing, philanthropy, especially in historically disinvested communities. An understanding of strategies listed in Attachment I is preferred.

Element 4 – Support for Applications Directed to Project Implementation

Based on the Regional Plan Part 1 and Regional Plan Part 2 (to be completed by August 30, 2024), assist in reviewing and submitting comments on the draft applications to ensure RRRISE supported projects are competitive. Based on the priority industries and strategies determined in the planning phase, and the applications for funding being received, the Sector Investment Coordinators will help identify and provide grant writing consultation services that could fund "ready to go" projects, with a priority for their time being projects that serve historically disinvested communities. A strong candidate will have experience working on applications awarded federal grants, especially in historically disinvested communities. An understanding of any industries listed in Attachment E and items listed in Attachment C is preferred.

Element 5 – Provide Connective Opportunities

Liaise with workforce and economic development partners, High Road Training Partnerships, community-based organizations, and others capable of contributing to the success of strategies and priorities in the regional plan and RRRISE identified projects. The goal of this element is to build an ecosystem around the four identified industries/sectors (Arts, Culture, and Tourism–Health and Caregiving–Renewable and Resilient Energy–Working Lands and Blue Economy). This role will support the RRRISE Collaborative in promoting Catalyst funding throughout the community, but especially to historically disinvested ones. This role will also look to connect prospective or funded pre-development activities to other similar initiatives to

support better collaboration and partnerships. An understanding of any industries listed in Attachment E and items listed in Attachment C is preferred, as well as networks amongst the **11 Key Partner Categories** engaged in RRRISE:

- 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

Element 6- Developing Industries

Work with the RRRISE Collaborative and the Regional Convener (CCRP) on growing industries prioritized in the Planning Phase. Based on the priority industries and strategies determined in the planning phase this role will provide technical advice on how their fellow Sector Investment Coordinators and the Collaborative can grow those industries. This would entail recommendations on talent pipeline, state and federal technical assistance and funding, financing mechanisms, small business participation, supply chain resilience, landscape analysis of missing assets and components to grow priority industries. A strong candidate would understand successful regional economic development models locally, nationally, and/or internationally.

Applicant Questions:

1. Based on the elements listed above, please list which one(s) you would like to do under this role. (Sector/Industry expertise)
2. Based on the elements listed in Question 1. Please provide your qualifications to better understand why you would be a strong candidate for this role. Please list the element, and then provide your answer. Activities and approach. Please keep your answers to a max of 700 words per element.
3. See Attachment D in the RFP. Please provide examples of projects or

activities that you have experience with that would meet any or all the outcomes or criteria listed in the attachment. If possible, focus as much of your response around examples and outcomes in disinvested communities. Please keep your answers to 500 words max.

4. See Attachment I in the RFP. Please provide examples of projects or activities that you have experience with that are aligned with sector strategies. If possible, focus as much of your response around examples and outcomes in disinvested communities. Please keep your answers to 500 words max.

Attachment A - Conflict of Interest Form**SECTION I: INSTRUCTIONS**

All voting members of the RRRISE Voting Member Block seeking this contract must submit a Conflict of Interest Statement along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-compliant. **If you are not a voting member of the Redwood Region RISE California Jobs First Collaborative, you may disregard this section.**

SECTION II: CONFLICT OF INTEREST STATEMENT

As a voting member of the RRRISE Voting Member Block, I acknowledge that I must recuse myself from voting on allocating Catalyst funding to predevelopment activities that directly benefit my current employer, and/or current client, and/or serve on a board or executive committee of. I will also not deliberately modify my approach or assessment of the activities that directly benefit my current employer, and/or current client(s), and/or serve on a board or executive committee of or any that would reasonably be considered as competition to those activities.

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) _____ ,
hereby declare that I am the (position or title) _____ of
(firm name) _____ ,
and that I am duly authorized to execute this Validation Statement on
behalf of this entity. I hereby state that this Conflict of Interest
Statement dated _____ is
correct and current as submitted. I acknowledge that any false,
deceptive, or fraudulent statements on this Validation Statement will
result in rejection of my contract proposal.



**Redwood Region RISE (RRRISE)
California Jobs First**



Signature of Person Certifying for Proposer (original signature required)

Date _____

NOTICE

A materially false statement, omission, or fraudulent inducement made in connection with this Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

Attachment B - Evaluation Guidance

Criteria	Maximum Points
Approach clearly described, meets or exceeds project intent	20
Experience with projects of the similar size and scope	20
Experience with projects serving disinvested communities	20
Qualifications of key individuals	20
Cost is realistic for the services to be performed	20
Examples of Previous Work	20

Final decisions will be made to ensure that the applicant(s) that are selected can execute all aspects of the Request for Qualifications and at or under the budget cap of \$1.5 million.

Attachment C – Catalyst Program Pre-Development Activities

Catalyst Program grants can fund all or a specific portion of a multi-phased project. Projects include new and expanded programs, services, technology upgrades, and physical buildings and infrastructure. Pre-development activities include, but are not limited to:

1. Strategic Planning and Pre-Development

Feasibility studies; market analysis; environmental assessments, surveys, and remediation; site acquisition; site and development plans; project designs; permitting; establishing a regional tax increment financing district (TIF); drafting and negotiating Community Benefits Agreements and Community Workforce Agreements; establishing public-private partnerships, Community Development Corporations and Community Development Financial Institutions; revolving loan funds; joint powers authorities; financial planning (e.g., preliminary budget and construction financing); with the goal of establishing long-term funding opportunities for implementation of Planning Phase regional strategies.

2. Environmental Infrastructure Development

Basic environmental infrastructure pre-development, construction, and development of long-term operations and maintenance plans for infrastructure such as: clean water supply systems; wastewater systems; waste disposal systems; pollution control services.

3. Capacity Building and Project Support

Support costs for building and sustaining the capacity of project leads and partners, such as: investments in partner and local staff development; funding new and/or critical positions; acquiring or utilizing tools and resources to increase partner capacity for project planning and implementation; organizational capacity activities such as access to financial services or legal review; developing new pilot or demonstration projects and programs; participation and/or partnership with existing workforce programs; providing or securing technical assistance for partners.

Within these three project categories, Catalyst Funds can be used for:

Exploratory Projects – Exploratory projects are in the early stages of development. They may be an idea or a back-of-the-envelope plan and may need dedicated funding to study and develop into potential projects and conduct feasibility assessments. There are no additional requirements of exploratory projects other than the basic requirements for all projects described above.

Last-Mile Projects – Last-mile projects have completed feasibility assessments and are considered feasible and viable projects to achieve their stated objectives. These projects have undergone initial steps towards development and must clear a few additional hurdles (e.g., site selection, permitting, and environmental review) before being considered ready to go.

Attachment D – Preliminary Regional Investment Initiative

Project Criteria

PURPOSE

Target outcomes and baseline criteria for California Jobs First: Regional Investment Initiative Catalyst and Implementation Projects.

TARGET OUTCOMES

Catalyst and Implementation Projects should aim to improve economic competitiveness and economic resilience across the region.

Economic Competitiveness

- Projects should aim to 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.
- Project activities may include, but are not limited to:
 - Expand access to capital
 - Expand capacity for innovation and entrepreneurship
 - Retain existing businesses or promote new business development or expansion
 - Build the region's skilled workforce

Economic Resilience

- Projects should improve the region's ability to avoid, withstand, and recover from economic shocks. This includes foreseeing, adapting to, and leveraging changing conditions to a region's economic advantage.
- Project activities may include, but are not limited to:
 - Build capacity of organizations serving disinvested communities to compete for and administer federal and state grants
 - Build wealth in disinvested communities
 - Diversify regional economy

PROJECT CRITERIA

Catalyst and Implementation projects will be subject to the following criteria to be eligible for California Jobs First Regional Investment Initiative funding. Included below are baseline requirements that all projects must meet,

qualities that will lead to additional points on an Implementation application, and prohibitions on Catalyst and Implementation funds.

Baseline requirements that all Regional Investment Initiative projects must meet:

Equity

- At least 40% of funds provide direct, meaningful, and assured benefits to disinvested communities; applicants will need to identify and explain benefits in their applications.
- Include an applicant or co-applicant located in or serving a disinvested community.
- Align with EO N-16-22, Racial Equity Executive Order.
- Include equity impact assessment
- Include displacement analysis (and avoidance strategy if necessary)
- Include community engagement strategy with feedback mechanisms.

Climate

- Align with major state climate goals and policies (e.g., SGMA, EO N-82-20, CARB Scoping Plan).

Job Quality and Access

- Promote the creation of family-sustaining jobs with healthcare and retirement benefits, upward mobility, access to training, consistent scheduling, safe working conditions, and opportunities for collective worker input to ensure equitable access to quality jobs for communities throughout the region.

Other requirements approved by the Collaborative which may be yet to be determined.

Approval by the RRRISE Voting Block

Implementation projects that include any of the following will receive additional points on their applications:

- Greater than 40% of funds provide direct, meaningful, and assured benefits to disinvested communities, with points increasing with higher percentages.
- Create assets or programs owned or controlled by members of disinvested

communities.

- Include local or targeted hire provisions.
- Include a Project Labor Agreement (PLA) or Community Workforce Agreement (CWA), or a Community Benefits Agreement (CBA).
- Target training and support services to workers with employment barriers as defined in Chapter 2 of the California Unemployment Insurance Code.
- Fund alternative models of ownership for land, businesses, or other assets, such as worker-owned cooperatives, community land trusts, community investment, funds, or others.
- Directly leverage regional assets, investments, and processes which have additional funding attached.
- Other requirements approved by the Collaborative, yet to be determined.

Activities *prohibited* from using Regional Investment Initiative funds:

- New fossil fuel extraction infrastructure or activity, or enhancements to expand fossil fuel production.

Attachment E – RRRISE Priority Sectors and Industries

Priority Sectors	
Arts, Culture, and Tourism	Performing Arts; Museum, Historical Sites, etc.; Scenic and Sightseeing Transportation; Food Services and Drinking Places; Accommodation; Transit and Transportation; Motion Picture and Sound Recording; Amusement, Gambling, and Recreation.
Health and Caregiving	Hospitals; Social Assistance; Ambulatory Health Care Services; Nursery and Residential Care Facilities; Health and Personal Care Stores.
Renewable and Resilient Energy	Construction; Repair and Maintenance; Utilities.
Working Lands and Blue Economy	Leather and Allied Products Manufacturing; Beverage Manufacturing; Fishing, Hunting, Trapping; Animal Production and Aquaculture; Food Manufacturing; Textile Mills; Crop Production; Wood Products Manufacturing; Support Activities for Agriculture; Furniture and Related Products Manufacturing; Forestry and Logging; Building Materials; and Garden Equipment.
Cross-Cutting Issues and Sector Enablers	
Broadband Education and Training Entrepreneurship Food Security & Access	

Housing
Social Determinants of Health
Transportation
Workforce Development

Attachment F – RRRISE Voting Member Block Roster (as of 07/09/2024)

	Del Norte	Humboldt	Lake	Mendocino
Business Organization	Del Norte Chamber of Commerce & Visitor Bureau	North Coast Small Business Development Center	TBD	West Business Center
Community-based Organization	True North Community Organizing	Northern California Indian Development Council	TBD	Project Sanctuary
Economic Development	Del Norte Economic Development Corporation	Redwood Region Econ. Dev. Commission	Lake County Economic Development Corporation	County of Mendocino Econ Development Lead
Education/Training	College of the Redwoods	Cal Poly Humboldt	Lake County Office of Education	Mendocino Community College
Government	City of Crescent City	Humboldt County Association of Governments	TBD	Mendocino County Council of Governments
Environmental Justice	Redwood Parks Conservancy	Northcoast Environmental Center	Tribal EcoRestoration Alliance	GrassRoots Institute
Philanthropy	Wild Rivers Community Foundation	Humboldt Area Foundation	TBD	Community Foundation of Mendocino
Priority	Resilient DNATL	Centro del Pueblo	Latinos United of Lake County	Ukiah Vecinos en Acción

<p align="center">Workforce Development</p>	<p align="center">NoRTEC/SMART Workforce Center</p>	<p align="center">Humboldt County Workforce Development Board</p>	<p align="center">Workforce Alliance of the North Bay</p>	<p align="center">Economic Development & Financing Corporation</p>
<p align="center">Labor</p>	<p align="center">LiUNA Operators 3</p>			
<p align="center">Tribal Partners</p>	<p align="center"> Bear River Band of the Rohnerville Rancheria Blue Lake Rancheria Elk Valley Rancheria Hoopa Valley Tribe Middletown Rancheria of the Pomo Indians Round Valley Tribes Tolowa Nation Yurok Tribe </p>			

**Attachment G – State Agencies represented on California Jobs First
Council**

Co-chaired by Dee Dee Myers, Senior Advisor to Governor Newsom and Director of the Governor’s Office of Business & Economic Development, and Stewart Knox, Secretary of Labor & Workforce Development, the California Jobs First Council will bring together various state entities, including:

- Director of the Governor’s Office of Planning & Research: promoting alignment with General Plan guidelines and land use policies
- Secretary of the California Natural Resources Agency: representing nature-based solutions and clean energy industries
- Secretary of the California Department of Food and Agriculture: representing the agriculture industry
- Secretary of the California Environmental Protection Agency: representing the circular economy
- Secretary of the California Health & Human Services Agency: representing the healthcare industry and promoting jobs for disabled and disadvantaged workers
- Secretary of the California Department of Veterans Affairs: representing the more than 1.6 million former service members that reside in the state
- President of the Public Utilities Commission: representing opportunities to advance California’s clean energy workforce of the future and economic opportunities for communities

Attachment H – Insights from Listening Sessions related to Disinvested Communities

[RRRISE Data Walk Listening Sessions](#)

**[Insights
Report 1](#)**

**[Insights
Report 2](#)**

Attachment I – Regional Plan Part 2 Framework and Overview of Strategies

Currently being finalized, Regional Plan Part 2 establishes:

- Vision and goals for the regional economy.
- Strategies for:
 - Growth of targeted industries,
 - Increasing economic diversification,
 - Responding to economic shocks,
 - Increasing economic equity,
 - Increasing health and environmental equity,
 - Aligning with state strategies.¹

Sector Strategies Overview:

1. Arts, Culture, and Tourism
 - Regional Network Building (incl. branding/marketing), Expanding Training, Creative Placemaking/Placekeeping

¹ Examples of State Strategies include, but are not limited to: California Climate Adaptation Strategy, California Climate Scoping Plan, Sustainable Groundwater Management Act (SGMA), California's 30x30 Initiative.

2. Health and Caregiving
 - Increasing Workforce Pipeline, Support sector as essential infrastructure for development, Improve Health Equity and Social Determinants of Health.
3. Renewable and Resilient Energy
 - Regional Workforce Initiative- "Clean Energy Corps", Community Energy Resilience and Reliability Initiative, Foster Circular Energy Economy.
4. Working Lands
 - Value Chain Development, Marketing Campaigns, Building Support Systems.
5. Blue Economy
 - Champion Advocacy, Expand Markets, Advance Research, Drive Innovation.

In addition, Regional Plan Part 2 will elevate cross-cutting strategies including:

- Broadband
- Entrepreneurship
- Food Security & Access
- Housing
- Social Determinants of Health
- Transportation
- Workforce Development

Attachment J – Budget Template

(Contract term through September 2026 with a maximum amount of \$250,000)

Name of Applicant:
Project Name:

Please provide a narrative detail for all Catalyst grant-funded budget line items listed on Exhibit B - Budget Summary. See each section below for additional detail requirements.

A. (A-B) Staff Salaries: Total Salaries Paid + Benefits

Applicants must complete the table below and include a narrative that clearly describes the role and responsibility of each proposed staff.

- **Administrative Cost:** \$ _____ (support staff)
- **Program Cost:** \$ _____ (Direct project or program staff)

Describe details and explain purpose and planned use.

Personnel - indicate administrative or program related	Position	FTE x Monthly Salary x Time	Benefits	Total (FTE X Salary X Time) + Benefits
TOTALS				

Insert Narrative / Description Here

B.

Staff Travel \$ _____

Applicants must provide a narrative with details of the proposed travel including rates under each category.

- **Administrative Cost:** \$ _____
- **Program Cost:** \$ _____

Describe details and explain purpose and planned use.

Insert Narrative / Description Here

C. Operating Expenses \$ _____

Expense	Cost	Administrative/Program Cost
Rent		
Insurance		
Accounting (payroll services) and Audits, Legal		
Consumable office supplies		
Printing		
Communications (phones, web services, etc.) & Information Tech		
Mailing and Delivery		
Dues and Memberships		
Outreach		

D. Research \$ _____

Applicants must describe and explain funding set aside for research as applicable to each category below.

- **Administrative Cost:** \$ _____
- **Program Cost:** \$ _____

Describe details and explain purpose and planned use.

Insert Narrative / Description Here

E. Data, Planning and Communication Tools (software costs) \$ _____

Describe details and explain purpose and planned use.

Insert Narrative / Description Here

Describe details and explain purpose and planned use.

Insert Narrative justification / Description Here

F. Furniture and Equipment* \$ _____

Describe the calculation.

Pooled items less than \$5,000 per unit, lease, or purchase, include a cost allocation - List name of item, cost, and quantity.

1. Small Amount of Equipment and Furniture Total \$
--

Small Amount of Equipment and Furniture	Cost	Administrative/Program Cost
	\$	
	\$	

Greater than \$5,000: List name of item, cost, and quantity to be purchased - prior approval required.

2. Large Amount of Equipment and Furniture Total \$
--

Large Amount of Equipment and Furniture	Cost	Administrative/Program Cost
	\$	
	\$	

3. Equipment Lease \$

Equipment Lease	Cost	Administrative/Program Cost
	\$	Choose an item.
	\$	Choose an item.

G. Sub-Contracts \$ _____

Describe proposed sub-contracts. Description should include specific details regarding subcontractors scope of work with identified/selected partners. Planned sub-contracts only require a summary of the intended number of sub-contracts, brief description and proposed procurement process.

Describe details and explain purpose and planned use.

Insert Narrative / Description Here

Total cost for subcontracting to add capacity for disinvested community engagement – \$ _____/year x ___ organizations x ___ years = \$ _____

Describe details and explain purpose and planned use.

Insert Narrative / Description Here

Attachment K – Proposal Award Expectations

Sponsored Programs Foundation (SPF) shall award the contract to the proposal that best accommodates the project requirements. SPF 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 SPF as an independent contractor. Upon accepting the award, the following must be provided to complete the contract:

- 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
- A budget by general cost category to accompany the bid