



valley vision

Community Inspired Solutions

# Request For Proposal

Capital Region Community Economic Resilience Fund  
Community Ambassador Grantee - Tribal  
Valley Vision

Interview Interest Forms due by: November 15, 2023

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## RFP Overview

**REQUEST FOR PROPOSAL: Community Ambassador Grantee - Tribal**

**INTERVIEW INTEREST FORM DEADLINE:** Wednesday, November 15 at 11:59 pm

**Questions and notices of intent to submit an interest form may be submitted via email to:**

**Contact Name:** Valley Vision  
Attn: Alana Ramsay  
3400 3rd Ave,  
Sacramento, CA 95817  
**Email Address:** [alana.ramsay@valleyvision.org](mailto:alana.ramsay@valleyvision.org)  
**Phone:** (O): (916) 325-1630  
(C): (916) 350-0617

Valley Vision is seeking a Community Ambassador Grantee to act as an intermediary for tribal groups as part of the Community Economic Resilience Fund (CERF) program. The Community Ambassador would be responsible for helping us connect with other tribes and ensuring their voices are represented in our regional economic development efforts; determining technical assistance and capacity building needs of tribes; working with Valley Vision to develop ways to address those needs; and developing strategies and recommendations for pursuing funding available to tribes.

## Company Background

[Valley Vision](#) is a civic leadership organization dedicated to improving the livability of the Sacramento region. Through research and action, we collaborate on bold, long-term solutions that improve people's lives. Our work is guided by a triple-bottom line approach of equity, sustainability, and economic prosperity. Valley Vision is known for driving actionable research, building and managing diverse coalitions, advancing policy and education that supports triple bottom line values, and leading projects responsive to critical issues in the region, such as economic and workforce development, broadband access, food security/ food system resiliency, clean air and climate adaptation, land use planning, and more.

## Project Background

### **COMMUNITY ECONOMIC RESILIENCE FUND (“CERF”)**

The [Community Economic Resilience Fund \(CERF\)](#) is a grant program administered by the State of California, dispersing \$600M in general funds to 13 regions across California for inclusive and regional economic development. The program seeks to:

- Support the development of inclusive regional planning processes in order to produce regional strategies for economic development efforts that prioritize the creation of accessible, high-quality jobs in sustainable industries.
- Invest in projects proposed by regional planning tables that align with regional strategies and meet criteria for equity, job quality, and sustainability, among others.
- Align and leverage state investments (e.g., High Road Training Partnerships, community capacity building programs), federal investments (e.g., Infrastructure Investment and Jobs Act), and philanthropic and private-sector investments in regions to maximize economic development efforts.

#### Program Core Values and Goals

**Equity** - including those most in need in the decision-making and making sure outcomes are to their benefit

**Job Quality & Access** - creating high quality jobs and ensuring people have the skills and resources necessary to obtain them

**Sustainability** - preventing and mitigating increasing climate impacts

**Economic Competitiveness & Diversification** - making sure California continues to be a strong economic force both nationally and globally and thinking innovatively in order to do so

**Economic Resilience & Recovery** - continuing recovery efforts from recent economic shocks (i.e. recession, pandemic) while also planning for the future

These values and goals will be executed through multiple funding streams (phases).

Phase	Description	Timeline
Planning Phase	Each CERF region receives \$5 million to (1) establish regional Collaboratives, (2) lead research and development activities to inform economic development strategy and (3) define the Regional Economic Plans	March 2023 - September 2024
Implementation Phase	Invest \$268 million into ready-to-launch projects that align with Regional Economic Development Strategy plans in a competitive process across the state	July 2024 - September 2026

Catalyst Program	Each CERF region will have up to \$14 million to (1) strengthen sustainability of regional inclusive economic planning entities and (2) build a pipeline of viable projects that align with CERF objectives	May 2024 - September 2026
Tribal Funding Opportunity	Invest in economic planning and implementation projects in partnership with California Native American Tribes	May 2024 - September 2026

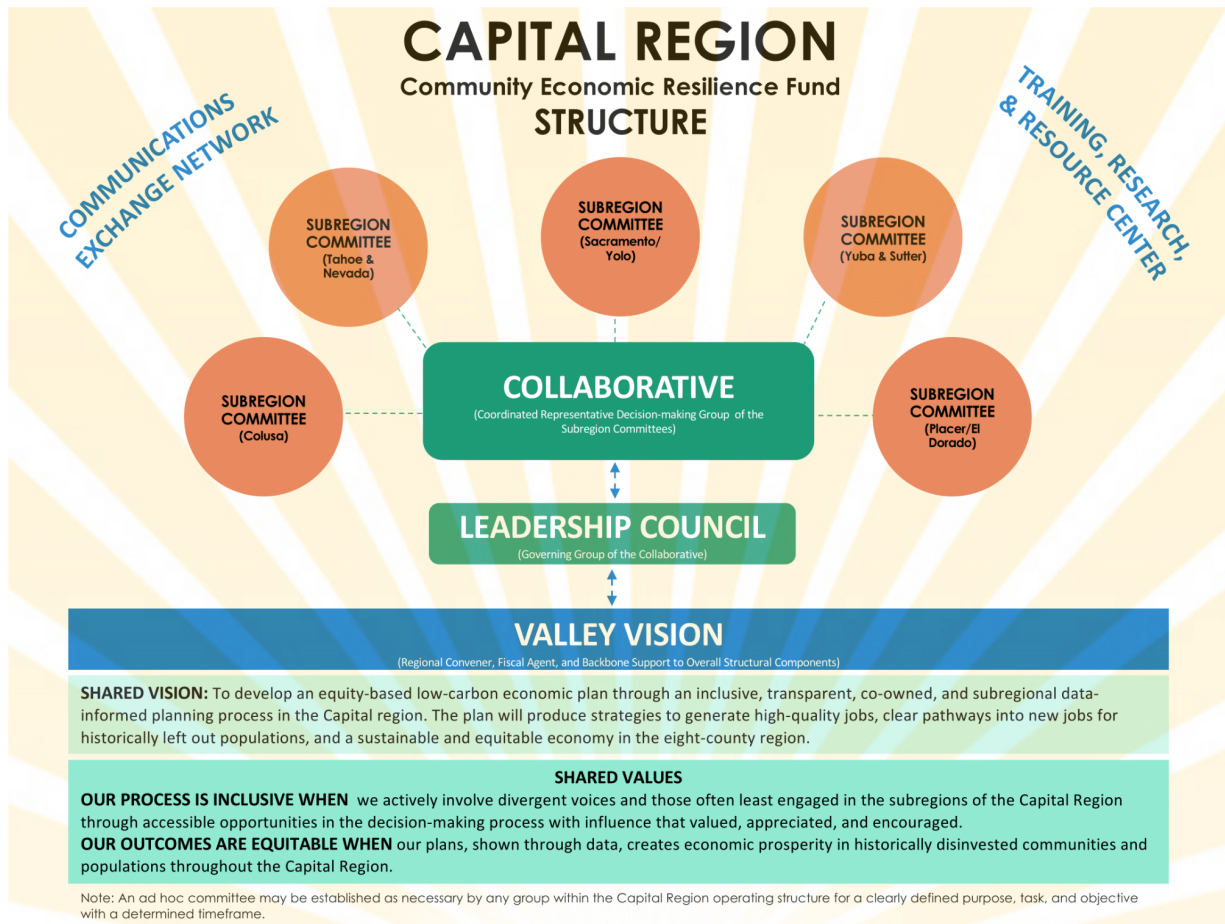
**Valley Vision is the Regional Convenor and the Fiscal Agent for the [Capital region](#) which consists of the lands of the Konkow, Maidu, Bay Miwok, Plains Miwok, Sierra Miwok, Nisenan, Patwin, Washo, and Yuki peoples (counties of Colusa, El Dorado, Nevada, Placer, Sacramento, Sutter, Yolo, and Yuba).** This RFP is specific to the Capital region. This CERF region features diverse physical, geographic, cultural, and economic attributes. Landscapes range from the mountains of the Sierra Nevada to productive agricultural lands. Communities include small towns, suburbs, and an urban core that is home to the state Capital of California. The region is also a place of great cultural and racial diversity.

## Project Information

### COMMUNITY AMBASSADOR APPROACH

Valley Vision has conducted outreach to many communities in order to build the membership of our regional Collaborative. During this process, we have also identified needs for additional outreach and engagement to priority communities in order to fill gaps in representation. The Community Ambassador Grantee role has been established to help fill these gaps. Specifically, the Tribal Community Ambassador will be vital for bridging the gap between tribal communities and the resources, support, and representation they need. Their work will be essential in fostering community empowerment and ensuring that tribal voices are heard in decision-making processes.

## ROLE WITHIN GOVERNANCE STRUCTURE



Community Ambassadors are responsible for encouraging tribal communities to become active participants in the existing Capital Region governance structure. Ambassadors will also act as advisors to the Collaborative and Leadership Council. This is not a confirmed seat on the Leadership Council; however Community Ambassador Grantees are eligible to submit a nomination of themselves or others to sit on the Leadership Council.

## ELIGIBLE APPLICANTS

Eligible applicants must:

1. Be the following type of organization(s) or individual(s):
  - Native American tribes, or a consortium of Native American tribes
  - Individuals of Native American descent with connection to Native American tribes
  - Businesses or organizations owned by Native American tribes
  - Organizations serving Native American Tribes of which the project team would consist of individuals of Native American descent with connection to Native American tribes

2. Be located or work within lands of the Konkow, Maidu, Bay Miwok, Plains Miwok, Sierra Miwok, Nisenan, Patwin, Washo, and Yuki peoples (counties of Colusa, El Dorado, Nevada, Placer, Sacramento, Sutter, Yolo, and Yuba)

Joint applications/partnerships are encouraged as long as the primary applicant (contractor) meets the above criteria.

## SCOPE OF SERVICES

The Community Ambassador Grantee - Tribal would be responsible for fulfilling the following duties:

1. Developing and executing a tribal engagement plan to ensure tribes are represented and actively engaged in our region's CERF efforts through participation in the governance structure or a tribal affinity group.
2. Determine capacity-building and technical assistance needs of tribal groups to participate in the Capital Region CERF process and pursue available funding opportunities. This also includes determining the necessity of a tribal affinity group and if so, leading monthly meetings of the group with support from the Regional Convener. These determinations will be compiled into a memo to the Regional Convener. Once reviewed and discussed, the Ambassador will work with the Regional Convener to identify ways to meet these needs and deliver the solutions to the tribal groups. The Regional Convener will cover the cost of providing the determined capacity-building and technical assistance.
3. Developing strategies, in partnership with the Regional Convener, for tribes to collaborate in pursuit of Tribal, Implementation, and Catalyst funding.
4. Representing tribal voice at Subregional, Collaborative and Leadership Council meetings and communicating ongoing work, findings, challenges, etc.
5. Working with other funded partners to align priorities and efforts by attending monthly coordination meetings facilitated by the Regional Convener
6. Submitting monthly written reports and invoices to the Regional Convener

## COMMUNITY AMBASSADOR GRANTEE DELIVERABLES & TIMELINE

Deliverable	Date	Description
Workplan	Within 15 days of contract execution	<p>Create a workplan that addresses the following:</p> <ul style="list-style-type: none"> <li>- Key Objectives</li> <li>- Scope of Actions</li> <li>- Outreach and Engagement Plan</li> <li>- Roles of Staff/Subcontractors</li> <li>- High-Level Budget</li> </ul>

## Community Ambassador Grantee -Tribal 2023

Execution of Workplan	December through May 2023	Executing the aforementioned workplan and collecting qualitative data.
Participate in Subregional Committee Meeting	At least once per month beginning December 2023	The Community Ambassador will participate in at least one of the monthly Subregional Committee meetings. The Community Ambassador may choose which subregion to participate in.
Participate in CERF Funded Partners Monthly Meeting	<ul style="list-style-type: none"> <li>• November 14th</li> <li>• December 12</li> <li>• Jan &amp; February TBD</li> </ul>	Collaborating with other contracted partners to align priorities and efforts by attending monthly coordination meetings facilitated by the Regional Convener.
Participate in Collaborative and/or Leadership Council Meetings	<ul style="list-style-type: none"> <li>• TBD</li> </ul>	Representing tribal voice at Collaborative and Leadership Council meetings (up to 2 meetings per month, 1 per body) as necessary and communicating ongoing work, findings, challenges, etc.
Capacity-Building and Technical Assistance Memo	March 1, 2024	Provide recommendations for capacity-building and technical assistance for tribal groups to participate in the Capital Region CERF process.
Capacity-Building and Technical Assistance Solutions Development	March 2024 through May 2024	Based on the memo, working with Valley Vision to determine ways to deliver capacity-building and technical assistance to tribal groups
Monthly Reports	On the 7 <sup>th</sup> of each month, beginning December 7th	<p>Required reporting documents. Templates provided including:</p> <ol style="list-style-type: none"> <li>1. Monthly Summary Report               <ol style="list-style-type: none"> <li>a. Budget Updates</li> <li>b. General Progress Updates</li> <li>c. Lessons Learned</li> <li>d. Challenges</li> </ol> </li> <li>2. Outreach and Engagement Roster</li> <li>3. Invoice (template not provided)</li> </ol>



Final Report	May 15, 2024	<p>Final report that includes:</p> <ul style="list-style-type: none"> <li>- A summary of tribal engagement</li> <li>- Strategy recommendations for securing CERF funding for our region's tribes</li> </ul>
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## SUPPORT & RESOURCES

The Community Ambassador Grantee will attend an orientation meeting with Valley Vision to learn more about the project and expectations. Other coordination and development meetings will be scheduled as necessary. Throughout the project, support and resources will be provided in the form of staffing, information, document creation or provision, equipment, incentives for tribal participation, additional funding, etc. as determined to be necessary.

## PROPOSED BUDGET

The minimum award for this grant is \$50,000 with potential for an increased amount if the applicant is able to cover the full eight county geography. Multiple awards may be made in order to cover the full Capital region.

## SUBCONTRACTING

The Community Ambassador Grantee may subcontract with other entities as necessary to fulfill the scope of services.

## CHANGE CONTROL PROCEDURE

Once under contract, changes to the Scope of Work may only be made with written approval from both the client (Valley Vision) and the service provider. Any changes that would increase the budget should also include a discussion with Valley Vision's CFO, Creating Answers and Valley Vision's COO, Alan Lange. The following representatives from each organization have power to approve SOW changes:

### Valley Vision

- Evan Schmidt, CEO
- Maritessa Bravo Ares, Project Leader

### Community Ambassador Grantee

- TBD

## Interview Process & Sample Questions

### INTERVIEW PROCESS

Valley Vision recognizes that many of the types of eligible applicants we are seeking may lack capacity to submit a written proposal. To address this, Valley Vision will use an interview process to determine the applicant that best fits the needs of the program.

To take part in the interview process, applicants will need to submit the interest form by November 15, 2023 at 11:59 pm to the project team at [cerf@valleyvision.org](mailto:cerf@valleyvision.org). Valley Vision reserves the right to modify this deadline as needed.

Once the interest form is received, it will be evaluated by the project team to ensure the applicant meets the eligibility criteria. If it is determined that the eligibility criteria has been met, the applicant will receive notification to schedule a one hour virtual interview with the project team.

### SAMPLE INTERVIEW QUESTIONS

Below are sample questions applicants may expect to be answered. This is not an exhaustive list of all potential questions and Valley Vision reserves the right to make amendments to these questions prior to the interview process. Once finalized, applicants will be scored in accordance with the questions via a scoring rubric.

Q #	Topic	Question
1	Introductions	Please introduce yourself, a brief summary of your background and experience, and if applicable, your title and role on the team.
2	CERF Knowledge	Are you familiar with the Community Economic Resilience Fund (CERF program)? What knowledge do you have of our region's efforts?
3	Tribal Connections	What connections do you have to Native American tribes and organizations serving Native American tribes?
4	Outreach Experience	What specific experience do you have in conducting outreach and engagement efforts within tribal communities? Can you share an example of a successful outreach initiative you've led in the past?
5	Collaboration	In this role, you will need to work collaboratively with other organizations and stakeholders. Can you share examples of successful collaborations or partnerships you've been involved in? What was your role, and what did you achieve together?
6	Conflict Resolution	Can you provide an example of a challenging situation or conflict you've encountered in your previous work related to community engagement or representation? How did you handle it, and what was the outcome?

## Community Ambassador Grantee -Tribal 2023

<b>7</b>	<b>Capacity-Building and Technical Assistance</b>	This grantee role involves identifying the capacity-building and technical assistance needs of tribal groups. How would you plan to assess these needs?
<b>8</b>	<b>Capacity-Building and Technical Assistance</b>	Do you have any experience providing capacity building or technical assistance for grant writing? Or, do you have any knowledge of how this may be provided to tribal communities?
<b>9</b>	<b>Economic Development</b>	Economic development plays a vital role in supporting the sustainability and growth of tribal communities. Can you share any examples of projects or initiatives where you've been directly involved in promoting economic development within tribal or underserved communities? What were the outcomes, and how did you measure success in these endeavors?
<b>10</b>	<b>Resources</b>	What existing resources do you have that will help you fulfill the scope of work?
<b>10</b>	<b>Resources</b>	What support or resources do you envision you may need from us to help you fulfill the scope of work?
<b>11</b>	<b>Questions</b>	Do you have any questions for us?

### ESTIMATED TIMELINE

<b>Interest Form Opens</b>	October 10, 2023
<b>Interest Form Due</b>	November 15, 2023
<b>Interviews</b>	On a rolling basis beginning October 16, 2023
<b>Contract Award</b>	No later than November 30, 2023
<b>Contract Ends</b>	May 31, 2024

### PROPOSAL AWARD EXPECTATIONS

Valley Vision shall award the contract to the applicant that best accommodates and demonstrates experience with the various project requirements. Valley Vision reserves the right to award any contract prior to the interest form deadline stated within the "Estimated Timeline" or prior to the receipt of all interest forms, award the contract to more than one bidder, and refuse any applicant.

## Community Ambassador Grantee - Tribal Interest Form

Please complete the following interest form and submit to [cerf@valleyvision.org](mailto:cerf@valleyvision.org) no later than November 15, 2023 at 11:59 pm.

Primary Contact Information	
First Name:	Last Name:
Title (if applicable):	
Preferred Email Address:	Preferred Phone Number:
Primary Organization Information (if applicable)	
Organization Name:	
Mailing Address:	
Preferred Email Address:	Preferred Phone Number:
<p>Please list the names and titles of the staff that would be working on this project. If planning to use subcontractors, please also include the name of the organization:</p>          	
Eligibility Criteria	
<p><b>Please check all of the eligibility criteria that the primary applicant meets:</b></p> <p><input type="checkbox"/> Native American tribes, or a consortium of Native American tribes</p> <p><input type="checkbox"/> Individuals of Native American descent with connection to Native American tribes</p> <p><input type="checkbox"/> Businesses or organizations owned by Native American tribes</p> <p><input type="checkbox"/> Organizations serving Native American Tribes of which the project team would consist of individuals of Native American descent with connection to Native American tribes</p>	
<p><b>Please check all of counties the applicant currently serves:</b></p> <p><input type="checkbox"/> Colusa</p> <p><input type="checkbox"/> El Dorado</p> <p><input type="checkbox"/> Nevada</p> <p><input type="checkbox"/> Placer</p> <p><input type="checkbox"/> Sacramento</p> <p><input type="checkbox"/> Sutter</p> <p><input type="checkbox"/> Yolo</p> <p><input type="checkbox"/> Yuba</p>	

## Eligibility Criteria (Continued)

**If awarded the contract, would you be willing to serve the entire eight county Capital Region or do you prefer to only engage your existing service area?**

- ☐ Yes, willing to engage entire Capital Region
- ☐ No, prefer to engage only existing service area

## Other Relevant Information

**Please briefly describe the applicant's interest in this opportunity and relevant experience. We will go into further depth during the interview, but this will help us prepare for that process.**

**Any questions for us?**

## Glossary of Terms

**Collaborative** – Large, overall group with all economic influencers and subregional representatives involved in the Planning Phase. Members sit on the Subregional and Ad Hoc committees and make recommendations to the Leadership Council.

**Community Ambassador Grantees** - Organizations or individuals tasked with increasing active participation of priority communities. This RFP is specifically designed for Native American tribe outreach and engagement

**Leadership Council** – Decision-making body selected from the Collaborative.

**Lead Communications Partner** – The group or organization tasked with branding, website, and strategy development, selected through RFP.

**Lead Research Partner** – The group tasked with the research components of the regional strategy, selected through RFP.

**Regional Convener** – The lead organization tasked with organizing an inclusive group of regional stakeholders to form the Collaborative and implement the planning grant in its region. Valley Vision is the regional convener for the Capital Region.

**Subregional Hub Partner(s)** – The organization(s) tasked with organizing the subregional committees and executing community engagement in their subregion.