

COMMUNITY ECONOMIC MOBILIZATION INITIATIVE (CEMI)

REQUEST FOR PROPOSALS
DECEMBER 2022



THE CENTER
at Sierra Health Foundation

This funding opportunity is provided by The Center at Sierra Health Foundation.

For information about The Center, visit www.shfcenter.org.

READ ALL INSTRUCTIONS AND CRITERIA CAREFULLY

BACKGROUND

The Community Economic Mobilization Initiative (CEMI) is funded by a collaborative of philanthropic partners including Sierra Health Foundation, The James Irvine Foundation, Blue Shield of California Foundation, the Chan Zuckerberg Foundation, The California Endowment and The California Wellness Foundation, and it is managed by The Center for Health Program Management at Sierra Health Foundation (The Center). The Center was founded by Sierra Health Foundation in 2012 as an independent 501(c)(3) nonprofit organization. With offices in Sacramento and Fresno, The Center pursues the promise of health and racial equity and justice in communities across California. Leveraging leadership, operational and funding support from Sierra Health Foundation, The Center establishes investment partnerships with public and private funders; community members; community organizations; national, state, and local government agencies; nonprofits and businesses to advance health equity.

This Request for Proposals (RFP) contains background information and details on CEMI, desired qualifications and submission guidelines. We welcome proposals that demonstrate creative and innovative approaches to address the full scope of needs.

ABOUT THE OPPORTUNITY

California is on the cusp of receiving an unprecedented level of financial investments to strengthen its climate resiliency, transportation infrastructure and housing, among other areas. The size of these investments and timelines for their deployment have placed intense political and social pressure on community-based organizations to quickly ramp up planning activities. At the same time, these organizations must pivot to meet new federal and state community engagement requirements. History has shown that quick economic development often results in limited and inequitable participation. Neighborhoods that have been traditionally under-resourced and home to vulnerable and historically marginalized populations usually do not influence the process or benefit from investments.

The Center launched CEMI to assist nonprofits in building their knowledge and capacity so that they are poised to participate in these funding opportunities. CEMI is rooted in principles of **inclusive economic development**. This funding opportunity focuses on the following core components:

- **Technical Assistance and Training** will consist of robust learning and tools that expand selected partners' existing organizational capacity to effectively engage in community economic development and power-building efforts around public investments.
- **Mobilizing Community and Building Power** through a statewide advocacy network to amplify a grassroots constituency that develops and cultivates relationships with policy champions and creates accountability to economic development that is inclusive at all levels of activity.

The goals of CEMI include:

- Provide grant funding for community-based organizations to leverage public funding opportunities
- Strengthen the capacity of nonprofits to address disproportionate and historic economic and employment disparities in under-resourced and Black, Indigenous, Latino/Hispanic and Asian communities
- Establish new policy frameworks and practice models that increase and sustain nonprofit engagement in recovery planning and implementation efforts, and ensure underserved communities benefit from recovery investments
- Organize across funder and interest area portfolios to link and leverage the impact of individual and collective investments made by public and private partners
- Assess changes as a result of enhanced community engagement and influence within and across selected economic and climate-resilient regions

Learn more about the CEMI initiative on [The Center website](#).

SCOPE OF WORK AND DELIVERABLES

As a partner in CEMI, funded organizations will:

- Participate in technical assistance resource center trainings
- Utilize grant funds to engage in local and statewide economic development discussions and planning sessions, and respond to public funding opportunities
- Engage in statewide mobilization conversations and activities to build sustainable practices across California and in assigned regions
- Attend and participate in learning and evaluation activities throughout the grant period
- Complete grantee surveys as requested, including a final survey
- Advise The Center about technical assistance needs and other opportunities for organizational capacity building
- Submit final narrative and financial reports 30 days following the conclusion of the grant

TERM AND CONTRACT AMOUNT

Selected organizations will be awarded \$150,000 to \$250,000 from February 1, 2023, through January 31, 2025.

SELECTION AND EVALUATION CRITERIA

With the goals of creating and/or advancing inclusive economies, partners will be selected based on the applicants' demonstrated need to increase organizational capacity, including internal systems and infrastructure that will poise the organization to participate in applying for state and federal funds.

This funding opportunity is open to all organizations that meet the eligibility criteria and the following requirements:

- Organizations must be located in California.
- Organizations must be licensed/registered to do business in California.
- Organizations must be a public entity or a 501(c)(3) entity. If an organization is a nonprofit but does not have 501(c)(3) status, they may use a qualifying fiscal sponsor.

The Center will select applicants who present the most complete and responsive applications demonstrating a mix of experience, capacity and potential. Applications will be reviewed on how well proposed activities match the intent of the funding opportunity, anticipated success, and strength of the project team and proposal.

The most competitive applications will:

- Have a demonstrated history or track record of working in and with communities that have been historically underinvested in
- Provide a detailed description of how the work will be performed, including a timeline and populations that will be reached
- Show history of working with communities with multiple ethnicities, languages and geographic locations
- Explain its history or desired future in inclusive economic and/or climate-resilient recovery planning and development work

SUBMISSION REQUIREMENTS

Organizations are required to submit an online application, including completion of the following materials:

- **Project Narrative:** Complete the application and detailed proposed scope of work.
- **Budget and Budget Narrative:** Complete the provided budget template linked within the application and include details regarding direct and indirect costs. The budget should include operational staffing costs and allowable expenditures. All implementation costs must be directly tied to the performance of eligible work. Complete the budget worksheet templates provided by The Center. Do not change the budget worksheet template and submit in Excel format. PDFs will not be accepted for the budget worksheet.

- **A copy of your current IRS determination letter (or your fiscal agent's) indicating tax-exempt 501(c)(3) status**
- **Most recent statement of financial activity that shows revenue and expenses for a full year (not IRS form 990)**

SUBMISSION

The online application is available on [The Center's portal](#). Completed applications are DUE January 20, 2023, by 5 p.m. PST.

Only completed applications with the required attachments uploaded will be reviewed. No approval will be final until provided by The Center in writing.

TIPS FOR USING THE ONLINE APPLICATION PORTAL

- We encourage you to submit your application before the deadline date in case you need help with any of the components.
- Submit the application via the online portal: <https://sierrahealth.tfaforms.net/51>
- New users of the portal will need to create an account as the first step in the application process. You will only use this link one time to initiate your application. After you have started working on your application, use the link that you received via e-mail to continue working on your saved application.
- On the portal, you may click "Save & Finish Later." You will receive an e-mail with a link to return to your in-progress application.
- Click "Save & Finish Later" any time you will not be working in your application for a few minutes.
- In the portal, for optimal functionality, use Internet Explorer as the browser when working on a PC and Safari as the browser when working on a Mac.
- Respond to all required fields (marked with an *).
- You may submit your application only once. Be sure your application is complete and accurate, including required documents, before submitting. Revised applications will not be accepted.

PROPOSERS' WEBINAR

A pre-recorded proposer's webinar/video will be available on the [CEMI web page](#) beginning Tuesday, December 20, 2022. Potential grantees will be able to submit questions after viewing the webinar.

A live proposers' webinar will be held on Wednesday, January 4, 2023, from 2 p.m. to 3 p.m. to review the funding opportunity and application process and to answer questions. Attendance is not mandatory, but it is encouraged. [Register for the webinar on Zoom](#).

APPLICATION TIMELINE AND GUIDELINES

At The Center's discretion, the timeline below is subject to change to best meet programmatic needs and funder requirements.

- **APPLICATION RELEASE:** Thursday, December 15, 2022
- **FUNDING OPPORTUNITY WEBINAR:** Wednesday, January 4, 2023, from 2 p.m. to 3 p.m.
[Register for the webinar on Zoom.](#)
- **APPLICATION DEADLINE:** Friday, January 20, 2023, by 5 p.m.
- **APPROXIMATE DATE GRANTS ANNOUNCED:** Early February 2023
- **APPROXIMATE DATE GRANTS ISSUED:** Mid-March 2023

QUESTIONS RELATED TO THIS FUNDING OPPORTUNITY

E-mail questions related to this funding opportunity to CEMI@shfcenter.org with the subject line: CEMI RFP QUESTION. Questions submitted 48 hours prior to the January 20 deadline may not receive a response.

APPLICATION FOR REFERENCE ONLY

SUBMIT YOUR APPLICATION USING THE ONLINE PORTAL

If you are unable to submit your application online or need help, please contact us at CEMI@shfcenter.org with the subject line: CEMI Application Online Help.

APPLICANT ORGANIZATION INFO

- Org name
- Is this organization a fiscal sponsor?
- Name of fiscally sponsored organization, if applicable
- Address
- County
- Phone
- URL (optional)
- Social Media Links
- Application Contact
- Application Contact E-mail Address
- Application Contact Phone
- Applicant Organization Tax ID #
- Director/CEO Contact Name
- Director/CEO Contact Title
- Director E-mail Address
- Director Phone
- Finance Contact Name
- Finance Contact Name
- Finance Contact Title
- Finance E-mail Address
- Finance Phone
- Organization Status –Organization has 501(c)(3) nonprofit status with the IRS. Yes, No, Unsure
- What is the applicant organization’s annual budget amount?
- Does the applicant organization have an annual financial audit?
- Amount requested
- Name of authorized 501 c 3 officer or authorized fiscal agent _____

Project Name (12 words or less)

Brief Summary and Purpose of the Community Economic Mobilization Grant (200 words or less):

Project Start Date: Project End Date:

PROJECT GEOGRAPHY

For the county or counties that the organization benefits, indicate your best estimate of the percentage of the project work that would take place there. (Total must add up to 100.)

- Alameda: _____%
- Alpine: _____%
- Amador: _____%
- Butte: _____%
- Calaveras: _____%
- Colusa: _____%
- Contra Costa: _____%
- Del Norte: _____%
- El Dorado: _____%
- Fresno: _____%
- Glenn: _____%
- Humboldt: _____%
- Imperial: _____%
- Inyo: _____%
- Kern: _____%
- Kings: _____%
- Lake: _____%
- Lassen: _____%
- Los Angeles: _____%
- Mariposa: _____%
- Marin: _____%
- Mendocino: _____%
- Merced: _____%
- Madera: _____%
- Modoc: _____%
- Mono: _____%
- Monterey: _____%
- Napa: _____%
- Nevada: _____%
- Orange: _____%
- Placer: _____%
- Plumas: _____%
- Riverside: _____%
- Sacramento: _____%
- San Benito: _____%
- San Bernadino: _____%
- San Diego: _____%
- San Francisco: _____%
- San Joaquin: _____%
- San Luis Obispo: _____%
- San Mateo: _____%
- Santa Barbara: _____%

- Santa Clara: _____%
- Santa Cruz: _____%
- Shasta: _____%
- Sierra: _____%
- Siskiyou: _____%
- Solano: _____%
- Sonoma: _____%
- Stanislaus: _____%
- Sutter : _____%
- Tehama: _____%
- Tuolumne : _____%
- Trinity : _____%
- Tulare: _____%
- Ventura: _____%
- Yolo: _____%
- Yuba: _____%

Indicate if the proposed project serves an urban or rural area, or both.

Serves an urban area ____ Serves a rural area ____ Serves both urban and rural areas ____

PROJECT DEMOGRAPHICS

For the populations that will be affected, provide your best estimate of the percentage of the total people from each population. Please add ethnic populations that are not listed but will be affected. (Total must add up to 100.)

Race and Ethnicity

What is your best estimate of the race and ethnicity of the people you will engage in your grant activities? (Total must add up to 100.)

- African-American/Black: _____%
- Asian-American/API: _____%
- Latino/Hispanic: _____%
- Native American: _____%
- White: _____%
- Mixed race: _____%
- Other _____%

Additional Population

Check any of the following populations that are a primary focus of the project.

- | | |
|--|--|
| • People with disabilities ____ | • LGBTQIA ____ |
| • Immigrants (including refugees, undocumented) ____ | • Boys and Men of Color ____ |
| • Farm Workers / Agricultural Laborers ____ | • Girls and Women of Color ____ |
| • People who are Homeless ____ | • Other Vulnerable Population (Specify: _____) |

APPLICATION NARRATIVE QUESTIONS

1. **Organization Description:** Provide a brief overview of your organization (the entity that is carrying out the project), including a) when it was established, b) mission, c) whom it serves, d) types of programs in operation, and e) geographic area currently served. (200 word maximum)
2. **Project Activities:** What activities will your organization or partners undertake through CERF or other publicly funded efforts? What resources will it require? (300 word maximum)
3. **Inclusive Economic Development:** How will your organization utilize CEMI to engage in future inclusive economic and climate-resilient development projects? What type(s) of projects are you currently considering? (300 words maximum)
4. **Technical Assistance:** What kind of technical assistance might you need to support the success of your region? (300 words maximum)
5. **Partnerships:** What role do you envision for your organization and/or your partners regarding upcoming public funding opportunities? (200 word maximum)
6. **Track Record with Proposed Focus Population:** Describe how your organization has provided services to communities that have been historically underrepresented and/or your track record in participating in inclusive economic development efforts. Briefly describe 1-3 examples of your work with this community (or communities). (200 word maximum).
7. **Staff:** Describe your staff who will be involved in CEMI and their role within your organization. (200 word maximum)
8. **Equity Implementation:** Describe what strategies you plan to use to ensure equity to those disproportionately impacted in future economic development projects. How will you ensure that those populations who are often missed will be able to actively participate? (300 word maximum)