



Community Economic Resilience Fund Program (CERF) PY 22-24
Proposed Work Plan

Applicant Name: Kern Community College District (KCCD)
Project Name: Kern High Road Transition Collaborative (KHRTC)

Use: To facilitate the contracting process, applicants must describe activities and dates at a high level below. Activities and dates should correspond to the more detailed descriptions in the Section B of Proposal Narrative: Proposed Workplan. Examples of activities include outreach and engagement, research, and consultant fees.

Objectives/Activities	Estimated Completion Dates
Quarter 1	
Program Management: Compile and process MOUs, partner sub-contracts, and staff hiring documentation to ensure timely start to grant activities	10/31/22
Contract with consultants in the area: Subregional Data Tools, community outreach and engagement, facilitation of community charrettes, graphic design and branding of initiative, printing and distribution, and the evaluation plan.	11/15/22
Ensure branding and multilingual outreach materials for Kern County CERF initiative are developed and distributed.	11/15/22
Draft Community Visioning and Planning Meeting (CVPM) schedule for each of the 5 subregions and identify locations.	11/30/22
Finalize outreach and engagement plan with KHRTC	11/15/22
Perform initial subregion outreach to begin the process of electing representatives from each of the 5 subregions to the Governance Council	11/15/22
Prepare and submit monthly Progress Status Reports and Monthly Budget Report	10/31/22, 11/30/22, 12/31/22
Quarter 2	
Finalize elections to the Governing Council from each subregion	1/25/23
Develop digital and written submission process for public input for those unable to attend CVPMs in-person	1/31/23
Conduct stakeholder mapping	1/31/23
Conduct asset mapping for education and training resources in target industry clusters	1/31/23
Hold convenings with stakeholders in all subregions, ensuring that disinvested communities are represented	1/31/23, 2/28/23, 3/31/23
Design and implementation of the Kern County Sustainable Communities Dashboard	1/31/23, 2/28/23, 3/30/23, Ongoing
Provide technical assistance to ensure disinvested communities are participating and advancing	1/31/23, 2/28/23, 3/31/23

Objectives/Activities	Estimated Completion Dates
Produce Data Decks (a compilation of sociodemographic and economic indicators including equity gap analysis) for each subregion to be used during CVPMs	1/31/23
Conduct inventory of existing economic and workforce development projects across co-conveners and partner organizations that align with CERF objectives of equity, sustainability, job quality & access, and economic competitiveness & resilience	1/31/23
Distribute branded material to attract community attendance and input during the CVPM process 1 & 2. Work with local CBOs and Chambers to ensure comprehensive access to CVPMs	Begin distribution by 1/31/23
CVPMs 1 (for each subregion): review of Data Decks including sociodemographic, labor market and economic data. Review equity gap analysis for the labor market. Begin gathering input on barriers to education and training and conduct SWOT, exercise in the context of workforce development.	2/20/23-3/3/23
Community Satisfaction Survey 1 on community input process (short surveys following every CVPM using Likert scale)	2/20/23-3/3/23
Perform environmental impact analysis of production in each subregion to present at CVPM 2.	3/17/23
CVPM 2 (for each subregion): review of climate and environmental impact analysis for Kern County. Begin gathering data on contextualized sustainability issues in each subregion and conduct SWOT in the context of environmental sustainability and resiliency.	3/20/23-3/31/23
Community Satisfaction Survey 2 on community input process (short surveys following every CVPM using Likert scale)	3/20/23-3/31/23
Synthesize input from CVPMs 1 and 2, produce report and distribute to KHRTC co-conveners and the broader CERF partner network.	3/31/23
Distribute branded material to attract community attendance and input during the CVPM process 3 & 4. Work with local CBOs and Chambers to ensure comprehensive access to CVPMs.	Begin distribution by 2/28/23
Prepare and submit monthly Progress Status Reports and Monthly Budget Report	1/31/23, 2/28/23, 3/31/23
Quarter 3	
Perform analysis of health impacts, social justice, and environmental justice issues per subregion to be used during CVPM 3.	4/14/23
CVPM 3 (for each subregion): review of public health analysis contextualized to each subregion. Begin gathering input on environmental justice issues in each subregion and conduct SWOT in the context of health and environmental justice.	4/17/23-4/28/23
Community Satisfaction Survey 3 on community input process (short surveys following every CVPM using Likert scale)	4/17/23-4/28/23

Objectives/Activities	Estimated Completion Dates
Conduct asset mapping for entrepreneurial resources in each of the CERF subregions: financial services, small business counseling, population specific advising, incubators & accelerators, government contracting density, mapping of HUB and Opportunity Zones in each subregion.	4/28/23
CVPM 4 (for each subregion): review of asset map for entrepreneurial resources available in Kern County for small business start-up, retention, expansion, and R&D support. Conduct SWOT in the context of small business development.	5/15/23-5/26/23
Community Satisfaction Survey 4 on community input process (short surveys following every CVPM using Likert scale)	5/15/23-5/26/23
Synthesize input gathered from CVPMs 3 and 4, produce report and distribute to KHRTC co-conveners and the broader CERF partner network.	5/31/23
Prepare and submit monthly Progress Status Reports and Monthly Budget Report	4/30/23, 5/31/23, 6/30/23
Quarter 4	
Begin development of KHRTC Plan - Step 1	7/31/23
Hold convenings with stakeholders in all subregions, ensuring that disinvested communities are represented	7/31/23; 8/31/23, 9/31/23
Provide technical assistance to ensure disinvested communities are participating and advancing	7/31/23; 8/31/23, 9/31/23
Step 2 of KHRTC Plan	8/4/23
Review Part 2 of Plan with the Governance Council and edit accordingly.	8/18/23-8/31/23
Step 3 of Plan	9/15/23
Review Part 3 of Plan with the Governance Council and edit accordingly.	9/15/23-9/29/23
Develop rubric for assessment of potential CERF investments and projects to ensure alignment with CERF priorities of equity, sustainability, job quality and access, and economic competitiveness and resilience.	9/22/23
Review and finalize rubric with the Governance Council	9/29/23
Prepare and submit monthly Progress Status Reports and Monthly Budget Report	7/31/23, 8/31/23, 9/30/23
Quarter 5	
Step 4 of Plan	10/20/23
Review Section 4 of Plan w/Governance Council and edit accordingly.	10/20/23-10/31/23
Further refine draft list of strategic investment priorities using assessment rubric.	10/20/23-10/31/23
Distribute branded material to attract community attendance and input during the CVPM process 5. Work with local CBOs and Chambers to ensure comprehensive access to CVPMs. Begin 10/31/23	1/31/24, 2/28/24, 3/30/24 Ongoing

Objectives/Activities	Estimated Completion Dates
CVPM 5 (for each subregion): Review draft list of potential CERF investments and projects with corresponding rubric rating. Gather feedback on draft items.	11/13/23-11/21/23
Adjust draft list of CERF investments and projects to reflect CVPM input.	11/22/23
Review updated list of investments and projects with the Governance Council.	11/29/23
Finalize list of CERF investments and projects.	11/30/23
Prepare and submit monthly Progress Status Reports	10/31/23, 11/30/23, 12/31/23
Quarter 6	
Draft Kern County Regional Economic Recovery & Transition Plan	12/8/23
Disseminate Draft Plan to each subregion for feedback	12/11/23-12/22/23
Hold convenings with stakeholders in all subregions, ensuring that disinvested communities are represented	1/31/24, 2/28/24, 3/30/24
Provide technical assistance to ensure disinvested communities are participating and advancing	1/31/24, 2/28/24, 3/30/24
Incorporate community feedback into final draft	12/22/23
Community Satisfaction Survey for Project Investment Identification	12/11/23-12/22/23
Produce final Kern County Regional Economic Recovery & Transition Plan with formal approval by Governance Council	12/28/23
Prepare and submit monthly Progress Status Reports and Monthly Budget Report	1/31/24, 2/28/24, 3/30/24
Quarter 7	
Prepare and submit monthly Progress Status Reports and Monthly Budget Report	4/30/24, 5/31/24, 6/30/24

STATE USE ONLY	EXHIBIT D
Subgrant Number	
Grant Code	
Initial Plan	
Modification Date	
Subrecipient Code	