## application for reference only

**Submit your application via the online form:** <https://wkf.ms/4dVm3kU>

Please read the guidelines and instructions in the Request for Applications (RFA) carefully before beginning your application. Required fields and attachment uploads are marked with a red asterisk (\*).

Applicants may save their application anytime by clicking the "Save as draft" button at the bottom of the page. A link to your saved draft will appear. Be sure to save the link to access your draft application later. This link can be shared with others in your organization. Please note that files and signatures will not be saved when saved as a draft. You may only submit your application once.

We strongly recommend that applicants work on an external document using the RFA application as a reference. This will ensure that all requirements are met, and responses are accurate. Once you have completed your responses, you can easily copy them into the application.

APPLICATION DUE DATE: Sunday, September 22, 2024, at 11:59 PM PST

If you experience any issues submitting your application, email us at [contact@civicthread.org](mailto:contact@civicthread.org) with the subject line: Mobility Zones Community Lead RFA – SUBMISSION ISSUE – [ORGANIZATION NAME].

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For your convenience, below are some key timeline dates and information:

Application Timeline:

* Question Submission Deadline: **September 3, 2024**
* Information Session: **Monday, September 9, 2024 from 12:00 – 1:00 pm PST**
  + Register here: <https://us02web.zoom.us/webinar/register/WN_XFlDAr5xSTidAH4HYngqEQ>
* Application Submission Deadline: **Sunday, September 22, 2024 at 11:59 pm PST**

Submit questions related to the RFA to [contact@civicthread.org](mailto:contact@civicthread.org) with the subject line: Mobility Zones Community Lead **RFA Question** – [Organization Name] between Thursday, August 22, 2024 to Tuesday, September 3, 2024.

**Applicant Information**

1. Organization Name \*
2. Organization Address \*
3. Name of Authorized Signatory \*
4. Email Address of Authorized Signatory \*
5. Name of Primary Contact for Application \*
6. Email Address of Primary Contact \*
7. Phone Number for Primary Contact \*
8. Select the county/counties you are applying for. \*

El Dorado (Diamond Springs, Placerville, North Cameron Park, etc.)

Placer (Colfax, Dutch Flat, King’s Beach, etc.)

Sacramento (North Highlands, Meadowview, West Arden-Arcade, etc.)

Sutter (Live Oak, Northeast Yuba City, Sutter, etc.)

Yolo (Broderick/Bryte, Esparto, Royal Oak, etc.)

Yuba (Olivehurst, Linda, Marysville, etc.)

1. Provide a brief overview of your organization and why you are suited to lead this work in the county/counties you have identified. (500 words or less) \*

**Cost Proposal**

1. Proposed Cost Proposal \*

*Funding allocations for each county are anticipated at $70,000 to $80,000.*

**Project Understanding**

1. What is your understanding of the project? (250 words or less) \*
2. What do you understand are the anticipated outcomes of your role in the community engagement process? (250 words or less) \*

**Approach**

1. What is your general approach to reaching priority communities in your county? Consider your networks in the county you will be working in, where do you anticipate being able to hold events, and which communities can you successfully reach? (500 words or less) \*
2. Engagement should be county-wide, based on your selection in question 8, please identify the jurisdictions, neighborhoods, or unincorporated areas within the county that you have connections in and are able to reach via engagement activities. (500 words or less/list is fine) \*
3. Please identify areas within the county that you may need support engaging. (500 words or less) \*
4. What kind of engagement events would you implement and why are those the best for the communities you work in? Be specific about communities and how you would reach them. (500 words or less) \*

**Capacity**

*This is a two-year contract concluding in the fall of 2026 and has a heavy community engagement and event planning component.*

1. What kind of staff resources are you able to dedicate to this work? Consider staff time, number of staff, future and existing workload demands, staff experience, etc. (500 words or less) \*  
   *Note: This question can be supplemented by your budget as documentation and explanation of your capacity.*
2. Please review the timeline provided within the RFA in the Project Funding section under the Contract Period subsection of the RFA and assert that your organization can conduct events accordingly to the timeline established. \*

Yes

No

1. Awarded community leads should conduct at least 6-10 events in each phase of the engagement (12-20 events total). If the number of events you can conduct is less or significantly more, please explain. (500 words or less). \*

**Experience**

1. Demonstrate your understanding of your county’s specific needs around mobility, connectivity, and/or transportation, and the impacts of people’s daily lives such as access to education, employment, and services. Be specific about any work your organization has conducted related to these topics. (300 words or less). \*
2. Project Reference 1: Provide a project reference that speaks to your organization's ability to manage and lead this work and the experience of the proposed personnel. Include the project name, total budget, client contact information, and a short description of the work conducted. (250 words) \*
3. Project Reference 2: Provide a project reference that speaks to the technical ability and experience of the proposed personnel. Include the project name, total budget, client contact information, and a short description of the work conducted. (250 words) \*

**Required Attachments**

Please upload all attachments as required in the RFA and any supplemental attachments (e.g. resumes for key personnel, budget). File type for each attachment have been identified below. Be sure to upload only in the requested file or it will not be accepted. You may download and utilize available attachment templates on the Civic Thread website.

1. Proposed Project Budget \*

*Your proposed project budget should include the overall project cost, budget by task, including direct costs (mileage, printing, translations, etc.) and billable rates for each project staff. Ensure that your proposed budget is complete and accurate and is aligned with your proposed cost. Upload your final proposed project budget in excel format only.*

1. 10-H1 \*

*Complete the 10-H1 form and upload it in excel format only.*

1. Resumes for Key Personnel \*

*Provide resumes for each key personnel on this project (one-page limit per staff) and upload as one PDF document.*

1. W-9

*Complete and submit a W-9 for your organization.*

1. Required Attachments

*I assert that I have uploaded all attachments as required in the RFA and any supplemental attachments (e.g. resumes for key personnel, budget) and have uploaded the requested file type for each attachment that has been identified above. I understand that if I did not upload the required attachments and their requested file type, my attachments may not be accepted.*

**Assertion of Federal Exhibits Review**

1. I assert for each exhibit listed below that I have reviewed and understand the requirements of each document.   
   Note: You can do this by opening the drop down and selecting each document that you have reviewed and understood. Links to each exhibit can be found in the RFA. Awarded Community Leads will be required to complete each exhibit and submit to Civic Thread and SACOG. Applicants do not need to complete the exhibits at the time of application submission with the exception of the 10-H1 form. The 10-H1 form should be completed and uploaded in the attachments section above.

Exhibit B – Debarment Certification Form \*

Exhibit D – Levine Act Form + Gov Code 1090 (8-1-23) \*

Exhibit J – Lobbying Certification \*

Exhibit 10-H1 Cost Proposal \*

Exhibit 10-K Indirect Costs and Financial System Certification \*