



November 30, 2023

California Community Foundation
Attention: Miguel Santana
717 West Temple Street
Los Angeles, CA 90012

Dear Miguel Santana,

This letter is in reference to contract agreement M85373-7100 for the California Jobs First (CERF) Planning Phase. This letter serves as a notification to the Los Angeles County Region of the formal request to submit a finalized Collaborative Governance Committee by January 31, 2024.

Per the terms of the Solicitation for Proposal for this grant, which is a binding agreement, your region is required to establish a Collaborative Governance Structure, which must illustrate a transparent decision-making process and reflect that no individual member of the governance committee has more decision-making power than the other. The governance committee must include balanced representation, including but not limited to:

- Labor organizations
- Employers, businesses, and business associations
- Grassroots and community-based organizations, community organizers, and community members
- Government agencies
- Economic development agencies
- Philanthropic organizations
- Education and training providers
- Workforce entities
- Environmental justice organizations
- Worker centers
- Disinvested communities
- California Native American Tribes
- Other regional stakeholders capable of contributing to the success of the project.

The Fiscal Agent on behalf of the HRTC is required to submit the following:

1. Governance committee roster.
 - Roster must include the First Name, Last Name, Email, Name of Organization, and stakeholder group for each member of the governance committee.



2. The governance committee must be operational by January 31, 2024.
 - Region must submit the governance committee meeting agenda and meeting minutes to satisfy the requirement.
3. Summary of the governance committee selection process.
 - In no more than 350 words, provide a summary describing the selection process for your region's governance committee.

The required documents must be submitted to CERFAdmin@edd.ca.gov by January 31, 2024. Failure to submit the requested information will result in an invoice hold until the request is fulfilled.

If you have further questions, please contact us at CERFAdmin@edd.ca.gov. Thank you for your continued cooperation and partnership.

Sincerely,

Kimberlee Meyer

KIMBERLEE MEYER, Division Chief