



September 2023

REQUEST FOR PROPOSALS
COMMUNITY NAVIGATORS PROGRAM
Virtual

Project Administrator:
Coalitions and Collaboratives, Inc
<https://co-co.org>

Project Manager:
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ABOUT COALITIONS & COLLABORATIVES (COCO)

COCO stands as a national nonprofit trailblazer in collaborative conservation, driven by a profound mission “to advance healthy and resilient communities through collaborative conservation and restoration.” Since 2014, COCO has passionately pursued a vision of a future where ecosystems are resilient and communities thrive together. COCO maintains a steadfast partnership with the USDA Forest Service and various government agencies, spanning national, regional, state, and local tiers. Our dedication is centered on empowering individuals in the places that matter most—where they call home.

PROJECT OVERVIEW

We are seeking qualified bidder(s) based on a time/cost proposal, who will be available to receive task order contracts for work across the United States and support the development and delivery of the Community Navigators Program (CNP).

CONTRACTOR EXPECTATIONS

The chosen contractor is expected to:

- Timely and competently perform the services described in the CNP job description provided as an attachment to this RFP,
- Represent COCO at the highest level of professionalism,
- Adhere to COCO code of conduct, and
- Carry insurance as required in the Bid Submittal Requirements as described below:

- The contractor shall obtain, and maintain at all times during the term of this contract, insurance in the following kinds and amounts:
 - Only if checked_____ Workers' Compensation Insurance as required by state statute, and Employer's Liability Insurance covering all of contractor's employees acting within the course and scope of their employment.

CONTRACTOR SELECTION PROCESS

COCO welcomes inquiries for the position on a rolling basis, recognizing the high level of experience required. To submit a proposal, please provide the following information:

1. *Letter of Interest* A comprehensive letter describing your experience, relevant
2. *Knowledge, Skills, and Abilities (KSAs)*. This should showcase your qualifications for the position.
3. *Pay Rate* Your proposed hourly pay rate for this consultant position.
4. *Resume or CV*. A detailed resume or curriculum vitae outlining your professional background, including relevant experience, education, and qualifications.
5. *References*. Contact information for references who can speak to your qualifications and experience.
6. *Example Project/Program*. Provide details of one specific project or program for which you had significant responsibility. This example should effectively highlight your skills and capabilities.

SUBMISSION OF REQUIRED DOCUMENTS

Please send all required documents to: Jonathan.Bruno@co-co.org

Subject Line: CNP Consultant

APPENDIX 1 COMMUNITY NAVIGATOR CONTRACT POSITION WITH COCO

OVERVIEW

Community Navigators will support the delivery of a new program, The Community Navigators, Coalitions & Collaboratives is leading in partnership with local, regional, and national partners.

The Community Navigators Program (CNP) focuses on working across the country with communities in fire-prone ecosystems (especially those communities that have traditionally been underserved, such as rural communities, tribes, and communities of color) to advance wildfire mitigation efforts, strengthen community resilience, adapt to extreme climate change, and improve the relationships and resource delivery by and between communities, the USDA Forest Service, and other Federal agencies (<https://communitynavigators.net>).

TIMELINE

- Phase 1 (July - December 2023): Design and Strategy Development *includes CWDG Round 2 support.
- Phase 2 (December 2023 - July 2025): Program Delivery

RESPONSIBILITIES

Community Navigators will work directly with COCO staff, the CNP Advisory Committee, CNP partner organizations, and the USDA Forest Service to deliver resources for underserved communities to access, apply for, and implement federal grants.

A Community Navigator identifies opportunities for communities to engage with a wide variety of new and existing programs. They direct communities to opportunities based on eligibility and needs. They are responsible for guiding local communities through the process of completing high-quality grant, contract, and partnership applications. They ensure the community has the capacity and resources to apply for, implement, and manage the federal grant effectively. Community Navigators provide mentorship based on community needs throughout the entire process.

Community Navigators also provide post-award financial and reporting compliance mentorship. They will set up check-in meetings to ensure the recipient has what they need to complete reports based on federal requirements.

A couple examples of grant opportunities that CNP will be supporting include the Community Wildfire Defense Grant (CWDG) and IRA Forest Landowner Support grants. Community Navigators will be responsible for collecting and sharing resources necessary to access these funding opportunities.

A Navigator may also be involved in developing and delivering:

- Place-based Community Navigator Cohort: Year-long training and development partnership with members of underserved and historically marginalized communities. Monthly coaching, training modules, custom strategy and partnership development support and workshops with 30 community navigators annually.
- Post-fire Navigator Focus Area: Providing communities with the education, support, and services they need to effectively recover from the impacts of wildfires. With a focus on comprehensive training and skills needed the PFN will strengthen post-fire response to reduce both short-and long-term impacts to communities and ecosystems.
- Multi-Scalar Program Alignment Focus Area: Not only navigating USDA Forest

Service programs and partnerships, but “boundary spanning” to link and leverage local, state, and other federal agency programs to increase the impact of local actions.

IMPORTANT STIPULATION

Contractors who engage as Navigators cannot themselves apply for or benefit from IRA/BIL federal grant opportunities as it poses a conflict of interest. If a navigator has interest or is pursuing any of these grants, they will only be able to participate in certain CNP activities that exclude direct application assistance. Permissible activities include developing and delivering general training, tools, and resources. If at any time a Community Navigator's interests change, they shall notify CNP leadership immediately. Contractors will need to sign Conflict of Interest Statement Prior to beginning work on the CNP.