

Hi Christina:

I am writing to request your Advisory Body's assistance in the assemblage of a panel of individuals ("Review Panel") whose purpose will be to review, evaluate and rank proposals submitted for the County's Measure X-funded Innovation Fund grant program. A more detailed report on Measure X and the Innovation Fund can be found at this [link](#). Briefly, the Board of Supervisors, in 2022, set the policies and parameters of the Innovation Fund, originally a one-time allocation of \$2M to seed innovative public service programs. The Innovation Fund was among the many recommendations of the Measure X Community Adv Board on how to spend Measure X sales tax proceeds.

In recognition of the positive progress made by the first round grantees, the Board has decided to make a second \$2M allocation for a new round of grants. The County Administrator initiated Phase I of the Innovation Fund process with the September 13, 2024 issuance of a request for Statements of Qualifications (SoQs) and Concept Papers. Proposals can fall into the following broad categories:

- **Safe & Engaged Communities:** Improving health, wellness, and public safety outcomes through community outreach/awareness, education and engagement
- **Agriculture and Food Systems:** Improving environmental health, economic profitability, and social and economic equity.
- **Economic Vitality:** Providing education, job training, decent jobs and viable businesses to reduce the number of people at a poverty level.
- **Clean & Sustainable (Clean and Green) Environment:** Safe food and water, proper waste disposal, clean air, pest control; preventing waste.
- **Reliable & Accessible Infrastructure:** Modernization, technology, or equity in digital access, cybersecurity and resilience.

The role of the Review Panel will be to review the eligible proposals and make recommendations to the County Administrator for Phase 1 planning grants of \$5,000, the purpose of which are to fund the preparation of comprehensive grant applications for up to \$1.95M in Innovation Funds that will be considered in Phase 2. The Review Panel will also evaluate the comprehensive Phase 2 grant applications and make recommendations to the County Administrator on award of Innovation Funds. It is anticipated that serving on the Review Panel will require approximately 12-24 hours to review Phase 1 and Phase 2 applications and approximately 12 hours of interview time during Phase 2, so **approximately a 24-36 hour time commitment** over the two phases. Phase 1 work would likely occur throughout **October 2024** and Phase 2 evaluations would likely occur throughout **January 2025**.

The Review Panel will be composed of 7 individuals, **up to 3** of whom will be selected from nominations made by selected Board advisory bodies. The County Administrator's Office will make final selections of panelists from the pool of nominees according to the representation needs of the panel.

We ask that your body meet and vote to nominate **one or two individuals** for consideration by the County Administrator. To be eligible for selection, panelists will need to meet the criteria below:

- Be knowledgeable in one or more of the service areas described above, preferably with "lived experience".
- Be able to commit the necessary time and energy, as described above, to the evaluation process
- Have neither affiliation nor conflict of interest regarding any of the proposers (this will be determined during the final selection)
- Be willing to maintain strict confidentiality throughout the entire process until recommendations are made public by the County Administrator (panelists will be required to sign a nondisclosure agreement)

To be considered, nominations should be submitted to the attention of Julie Enea, Senior Deputy County Administrator, Julie.enea@cao.cccounty.us, along with a copy of meeting minutes documenting the nominations, **no later than October 4, 2024**. Please provide a brief explanation of how your nominee(s) meet the criteria for the panel.

Julie DiMaggio Enea

**Senior Deputy County Administrator
Contra Costa County Administrator's Office**

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