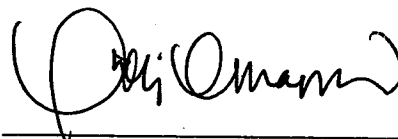


2025-2030 CAP NOFA2

**2025-2030 Climate Action Plan:
Community Engagement Partnerships**

Notice of Funding Availability

Approved by:

A handwritten signature in black ink, appearing to read "Kelsi Imamura", written over a horizontal line.

Kelsi Imamura

Acting Purchasing Administrator

KL

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I. SCHEDULE OF EVENTS

Date	Activity
October 15, 2024	<p>Deadline for Requests for Clarification</p> <p>The CITY is not be obligated to respond to requests for clarification received after the deadline.</p> <p>Questions must be made in writing and transmitted to bfspurchasing@honolulu.gov.</p>
October 22, 2024	<p>Deadline to Issue Addenda</p> <p>All modifications to the NOFA and any responses to clarification requests shall be provided in writing and provided on the following website:</p> <p>www8.honolulu.gov/pur/, click on the HANDS link.</p> <p>Oral interpretations, clarifications, and changes will be without legal effect. Only interpretations, clarifications, and changes provided by the CITY as formal written addenda to the NOFA shall be binding.</p>
November 1, 2024 10:00am HST	<p>Deadline for Application Submission</p> <p>Applications shall be received <u>ONLY</u> at:</p> <p>Office of the Division of Purchasing Department of Budget and Fiscal Services 530 South King Street, Room 115, City Hall Honolulu, HI 96813</p> <p>Applications <u>must be date stamped</u> by the Purchasing Division timestamp by 10:00am HST.</p> <p>Applications received after the deadline date and time, or received at a location other than the above address will not be accepted.</p>
Estimated November, 2024	Project Selection

II. NOFA COMMUNITY ENGAGEMENT PARTNERSHIP GRANT OVERVIEW

2025-2030 Climate Action Plan: Community Engagement Partnership

Purpose

This Notice of Funding Availability is seeking proposals (hereinafter “applications”) from Community Based Organizations (“CBOs”) working within underrepresented and vulnerable communities around O’ahu, who are interested in the 2025-2030 Climate Action Plan: Community Engagement Partnership (the “Project”) to shape the City and County of Honolulu’s next Climate Action Plan. These CBOs will plan and implement engagement in their communities to identify and prioritize climate actions that closely align with some of their community needs. Through this project, the City and County of Honolulu’s Office of Climate Change, Sustainability and Resiliency intends to collaborate with CBOs for the development of the 2025-2030 Climate Action Plan.

Background

It is the climate action policy of the City and County of Honolulu (“City”) to transition to 100 percent renewable energy and achieve net-negative carbon emissions no later than 2045. Through collaboration across communities and sectors for broad actions and expanded support networks we will move closer towards achieving these goals. To do this, the City must focus on actions that reduce pollution while also increasing affordability, health, and safety for O’ahu’s residents.

The City and County of Honolulu Office of Climate Change, Sustainability and Resiliency (“CCSR”) is tasked with coordinating the development and implementation of the City’s Climate Action Plan and its update every five years. On July 25, 2023 the City was awarded \$1,000,000.00 from the U.S. Environmental Protection Agency (“EPA”) under the *Inflation Reduction Act for the Climate Pollution Reduction Grants Program: Formula for Planning* (FAIN 98T74101). The overall objective of this grant is to fund a comprehensive update to the City’s existing Climate Action Plan that will prioritize climate action strategies the City can pursue to drive down carbon pollution and maximize community benefits from 2025-2030 in alignment with the ultimate 2045 zero emissions target. CCSR is tasked with coordinating the development and implementation of the City’s Climate Action Plan and its update every five years. CCSR’s work plan included a component for Subrecipient awards to CBOs for the purpose of community engagement to be incorporated in the development of the City’s Comprehensive Climate Action Plan (“CCAP”). The City expects to allocate a total of \$200,000 of these funds for this purpose to be awarded to various CBOs.

Each awarded applicant (“Subrecipient”) will work with Frontline Communities, as defined in the attached City and County of Honolulu City Council Resolution 20-206 (Attachment H), who are interested in partnering with the City to directly guide the development of the 2025-2030 Climate Action Plan (“CAP”) update and indirectly shape the City’s CCAP. The CCAP differs from the CAP in that the CCAP is a deliverable to the EPA by the City and the CAP is a deliverable to the City by CCSR. The Subrecipient will plan and implement engagement in their communities to identify and prioritize climate actions that align with immediate community needs. The City envisions working closely with the Subrecipient in a collaborative process and is committed to providing both funding

and additional support to the Subrecipient where appropriate. The direct results of the Subrecipient engagement will be used to inform the development of the CAP, while the CAP will inform the CCAP.

III. SCOPE OF SERVICES

The 2025-2030 Climate Action Plan, Community Engagement Partnership brings together four community based organizations to each complete a community engagement plan through a two staged process for their respective community. This project seeks to form a cohort that fosters shared learning and best practices within the community. By leveraging the expertise of these organizations, the initiative advances climate action at the community level. Simultaneously, the City will gain valuable insights into effective partnership and support for community-led priorities. The dates shown below are tentative and final project dates and timeline will be established according to the signed Subrecipient Agreement between selected community based organizations and CCSR.

Stage 1: Creating Climate Action Engagement Plans

In Stage 1, Subrecipients will be tasked with developing a Climate Action Engagement Plan for their identified community. This stage will consist of monthly meetings with CCSR virtually or in-person and participating in two half-day workshops with cohort members and CCSR. Subrecipients will complete a community needs assessment activity and a pilot engagement activity to support their development of a Climate Action Engagement Plan.

Activities will include:

- Participate in two (2) half-day workshops with CCSR and other project Subrecipients
- Participate in monthly meetings with CCSR (Virtual or in-person)
- Complete a community needs assessment activity (e.g. survey, group meeting, individual and small group interviews, etc.)
- Complete a Pilot Engagement Activity
- Create a Climate Action Engagement Plan

To ensure timely payment for activities, Subrecipients will need to submit a total of three (3) monthly program progress reports, a Pilot Engagement Activity Insights and Reflection Report, a Climate Action Engagement Plan, and five (5) invoices.

Deliverables:

- Monthly Program Progress Reports
- Pilot Engagement Activity Insights and Reflection Report
- A Climate Action Engagement Plan

Monthly Program Progress Reports: Subrecipients will provide Monthly Program Progress reports by electronic submission to the CCSR Officer-in-Charge no later than the 10th of the following month,

unless the 10th falls on a weekend in which case it is due the next business day, in order to demonstrate the status of ongoing and completed work during the previous month. As part of the cohort setting, the Subrecipients will also receive the CCSR Monthly Program Progress Report from the CCSR Officer-in-Charge to ensure careful use and implementation by City agencies of the gained insight and community knowledge. CCSR will provide the template for reporting.

Pilot Engagement Activity Insights and Reflection Report: Subrecipients will electronically submit a Pilot Engagement Activity Insights and Reflection Report at least thirty (30) calendar days prior to the end of Stage 1 to the CCSR Officer-in-Charge based on the experience and outcome of a completed pilot activity. This activity is intended to test an approach that bridges the needs of their community and the City's Climate Action Plan to support their development of their Climate Action Engagement Plan. CCSR will provide prompts to assist in the assessment of the Pilot Engagement Activity.

A Climate Action Engagement Plan: Subrecipients will complete a Climate Action Engagement Plan and electronically submit it to the CCSR Officer-in-Charge by the last day of Stage 1. The purpose of this plan is to ensure the plan (1) addresses community concerns, interests, and priorities; (2) aligns community needs and project goals; and (3) provides best practices for future city engagement.

<i>Stage 1 Tentative Schedule</i>	<i>Stage 1 Objectives</i>
November 2024 <i>Getting Started</i>	Selected community based organizations will be provided with materials for review including the City's 2020-2025 Climate Action Plan and information about the City's intentions for the 2025-2030 Climate Action Plan update process and program goals. Through a series of meetings between Subrecipients and CCSR and Subrecipients assessing the needs of their community in relation to developing a climate action plan update, CCSR will ensure that the first of two workshops is a site for sharing and learning.
December 2024 – January 2025 <i>Plan, Practice and Reflect</i>	In alignment with project goals, Subrecipients and CCSR will work to gain a better understanding of how to best approach meeting community concerns, interests and priorities on climate through the development, implementation and evaluation of a pilot engagement activity. While developing their Climate Action Engagement Plans, Subrecipients will complete a Pilot Engagement Activity Insights and Reflection Report based on experiences and conversations from their pilot engagement. CCSR will provide prompts to assist in the assessment of the Pilot Engagement Activity.
February 2025 <i>Looking Ahead</i>	Subrecipients will complete a Climate Action Engagement Plan for their identified community that (1) addresses community concerns, interests, and priorities; (2) aligns community needs and project goals; and (3) provides best practices for future city engagement.

Optional Withdrawal after Completion of Stage 1:

The City will allow for the Subrecipient to withdraw from the Project once Stage 1 is complete.

No later than sixty (60) days prior to the end of Stage 1, the Subrecipient is required to email CCSR with their intention to continue to Stage 2 of the Project as outlined above, or to withdraw from the Project after completion of all Stage 1 activities and deliverables.

If the Subrecipient chooses to withdraw from the Project they shall state their choice in the email sent to CCSR no later than sixty (60) days prior to the end of Stage 1. The Subrecipient will also be required to attend an appointment for a final evaluation meeting with CCSR prior to the end of Stage 1. The Subrecipient's award will constitute the \$10,000 dedicated to Stage 1, as long as all activities and deliverables are met.

Amendment to Progress to Stage 2

If the Subrecipient chooses to continue to Stage 2 and implement their Climate Action Engagement Plan, the City and the Subrecipient will need to sign an amendment to the Subrecipient Agreement for the Subrecipient to be awarded the additional \$40,000 for Stage 2.

Stage 2: Implementing Climate Action Engagement Plans

In Stage 2, Subrecipients will lead the implementation of their Climate Action Engagement Plans, with the incorporation of insight from the activities of Stage 1. Subrecipients will also provide recommendations from their review of the City's Draft 2025-2030 Climate Action Plan. This stage will also consist of monthly meetings with CCSR virtually or in-person and participation in two meetings with cohort members and CCSR. CCSR aims to strengthen the relationship with Subrecipients to facilitate open dialogue to understand community needs and foster ways the City can support community-led efforts.

Activities will include:

- Implement the community engagement as outlined in the Subrecipient's Climate Action Engagement Plan.
- Participate in monthly meetings with CCSR (virtual or in-person)
- Participate in 2 meetings with the CCSR CAP team and other Project Subrecipients.
- Review the draft CAP and provide feedback and recommendations to the City. Review of the draft CAP is for two primary purposes:
 - To ensure careful implementation by the City of gained community knowledge; and
 - To provide City additional feedback on the overall plan.

To ensure timely release of payments, Subrecipients will need to submit a total of nine (9) monthly program progress reports, a Climate Action Engagement Plan Insights and Reflection Report, recommendations from the review of the City's Draft 2025-2030 Climate Action Plan, and eleven (11) invoices.

Deliverables:

- Monthly Program Progress Reports

- Climate Action Engagement Plan Insights and Reflection Report
- Recommendations from review of the City's draft Climate Action Plan

Monthly Program Progress Reports: Subrecipients will provide Monthly Program Progress Reports by electronic submission to the CCSR Officer-in-Charge no later than the 10th of the following month in order to demonstrate the status of ongoing and completed work during the previous month. As part of the cohort setting, Subrecipients will also receive the CCSR Monthly Program Progress Report from the CCSR Officer-in-Charge to ensure careful use and implementation by City agencies of the gained insight and community knowledge. CCSR will provide the template for reporting.

Climate Action Engagement Plan Insights and Reflection Report: Subrecipients will provide a written report of their Climate Action Engagement Plan Activities by electronic submission to the CCSR Officer-in-Charge no later than one hundred eighty-two (182) calendar days or six (6) months after the start of Stage 2. The primary purpose of this report is to guide the City's ongoing plan development and implementation. Reports or portions of reports may be included as appendices in the final Climate Action Plan published by the City.

Recommendations of the review of the Draft 2025-2030 Climate Action Plan: Subrecipients will review and provide recommendations regarding the draft of the 2025-2030 Climate Action Plan to the CCSR Officer-in-Charge no later than two hundred forty-three (243) calendar days or eight (8) months after the start of Stage 2.

Tentative Stage 2 Schedule	Goals
February 2025 - July 2025 <i>Implement Climate Action Engagement Plan</i>	In Stage 2, Subrecipients will lead the implementation of their Climate Action Engagement Plans, with the incorporation of insights from the activities of Stage 1. With ongoing monthly meetings with CCSR and at least one meeting with cohort members, Subrecipients will complete an engagement activity using their Climate Action Engagement Plan during this time.
August 2025 - December 2025 <i>Reflection and Recommendations</i>	Subrecipients will complete a reflection of their Climate Action Engagement Plan activities. The primary purpose of this report is to guide the City's ongoing plan development and implementation. Subrecipients will also provide recommendations from their review of the City's Draft 2025-2030 Climate Action Plan in addition to ongoing monthly meetings with CCSR for the duration of the project to ensure careful implementation by the City of gained community knowledge.

All Subrecipients will be required to satisfy EPA requirements in addition to the specific project information listed above. Please reference the attached Sample Subrecipient Agreement (Attachment G) for information on additional terms and conditions and requirements.

IV. FUNDING AVAILABILITY:

The City will provide up to FIFTY THOUSAND AND NO/100 DOLLARS (\$50,000.00) each to four (4) Subrecipients for the purposes of working with the City on the 2025-2030 CAP: Community Engagement Partnership for the development of the City's 2025-2030 Climate Action Plan.

A total of TEN THOUSAND AND NO/100 DOLLARS (\$10,000.00) will be available for participation in Stage 1 and FORTY THOUSAND AND NO/100 DOLLARS (\$40,000.00) for participation in Stage 2.

Schedule of Funding

Stage	Documentation requirements	Funding
Stage 1: Estimated November 2024- February 2025	<ul style="list-style-type: none">• Monthly Program Progress Reports due by the 10th of the following month, if the 10th falls on a weekend then it will be due by the next business day.• Pilot Engagement Activity Insights and Reflection Report due no later than sixty (60) calendar days prior to the end of Stage 1.• Climate Action Engagement Plan due no later than the last day of Stage 1.	\$10,000.00
Stage 2 Estimated February 2025- December 2025	<ul style="list-style-type: none">• Monthly Program Progress due by the 10th of the following month, if the 10th falls on a weekend then it will be due by the next business day.• Climate Action Engagement Plan Insights and Reflection Report due no later than six (6) months after the start of Stage 2.• Recommendations of the review of the DRAFT CAP due no later than eight (8) months after the start of Stage 2.	\$40,000.00

Please keep in mind the following:

- The above listed stage dates are tentative, final project dates will be determined by the signing of the Subrecipient Agreement (a sample is found in Attachment G). The payment schedule will be finalized upon execution of the agreement.

V. PREPARATION AND SUBMISSION

Please review all eligibility criteria, requirements, and required documentation in this section prior to submitting your application.

ELIGIBILITY

At a minimum, non-profit organizations must meet the following criteria to be eligible to apply for an award under this NOFA:

- 1) Applicants must provide evidence that they are organized as a non-profit organization that is certified under Section 501(c)(3) of the Internal Revenue Code of 1988, as amended; incorporated as a nonprofit organization in the State of Hawaii; and current on all registration

requirements for charitable organizations with the State of Hawaii Attorney General.

- 2) Applicants must provide a Certificate of Vendor Compliance (Hawaii Compliance Express) dated after the release date of this NOFA. <https://vendors.ehawaii.gov/hce/splash/welcome.html>
- 3) Be a registered and active vendor in the Honolulu Vendor Self Service (VSS) system. <https://vss.honolulu.gov/>
- 4) Applicants may not be in arrears on the payment of taxes, rents, or other obligations to the City, nor may Applicants be a party to any pending litigation against the City.
- 5) Applicants must comply with the City and County of Honolulu's Sexual Harassment Policy (Appendix H).

REQUIREMENTS

Subrecipients will also be required to comply with and provide the following:

- 1) Subrecipient shall comply with all City, State and Federal laws, rules and regulations, including without limitation, those mandated by the EPA regarding the EJG2G Program. For more detailed information, the Subrecipient may review Information on Requirements that Pass-Through Entities must "Flow Down" to Subrecipients as described in Section 14. Statutory and Regulatory Compliance provided in the Sample Subrecipient Agreement (Attachment G).
- 2) Understand and employ current federal regulations related to the U.S. Environmental Protection Agency Grant Agreement for Federal Award Identification number 98TZ4101 (Attachment C) with particular attention to pages 4 through 9 that includes the Administrative Conditions and Programmatic Conditions of the grant. If there are any amendments or changes to these regulations, the latest version shall govern and agencies shall be expected to comply with the updated regulations.
- 3) Maintain current data on project status and accomplishments and provide monthly progress reports to CCSR. Deliverables will be submitted to CCSR. Subrecipients will be informed of all information requirements and be required to prepare and submit all necessary reports to CCSR in a timely manner.
- 4) Comply with all applicable federal equal opportunity and nondiscrimination standards. Subrecipients should familiarize themselves with these requirements.
- 5) Comply with federal requirements for financial management including 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Attachment A). Agencies must submit to CCSR all audits within 30-days after completion of the Subrecipient Agreement.
- 6) All Subrecipients must make every effort to attend and participate in all program activities as established in the Subrecipient Agreement.

APPLYING

Community Based Organization Statement of Interest:

For participation in this project, applicants are required to submit a Statement of Interest. The information in this statement is intended to allow the City to understand the applicant's work and how the applicant views their work in relation to the City's Climate Action Plan Update, and the

applicant's overall interest in participating in this project. Applicants shall provide 3-5 pages of information about their organization including the following:

- 1) Describe your organization's mission and role in the community.
- 2) Describe the demographic make-up of the community you work with.
- 3) Showcase your track record of effective and sustained engagement with your community. Demonstrate your organization's capacity to conduct outreach and capture meaningful community perspectives including examples from similar projects.
- 4) What issues have you been working on within your defined community?
- 5) Which engagement strategies have you found effective in your past/current work with your community?
- 6) Which of these strategies do you envision utilizing for this grant work and why?
- 7) Share with us why you are interested in collaborating with the CITY for this project and how this project aligns with your organization's mission overall.
- 8) What ideas do you have about helping the City better connect with the O'ahu communities on climate action planning?
- 9) What do you think about the implications of climate change in your community?
- 10) Why do you think the need for climate action to reduce carbon pollution is crucial at a global scale and what does that mean locally?

Subrecipient Risk Analysis

For the City to conduct its risk analysis applicants shall attach an additional document that answers the following questions. If questions do not to the applicant's organization, the applicant may respond with "Not Applicable". The City may follow up on any of these questions and ask additional questions regarding Risk Analysis if awarded:

- 1) Do you have experience with the same or similar subawards?
- 2) What have been the results of previous audits including whether or not the subrecipient received a Single Audit and the extent to which the same or similar subaward has been audited as a major program?
- 3) Describe if your organization has had new personnel recently or new or substantially changed systems?
- 4) Extent and results of Federal awarding agency monitoring (*e.g.*, if the subrecipient also receives Federal awards directly from a Federal awarding agency).

REQUIRED DOCUMENTS

Each application must include the following project and agency documents in order to be considered eligible for an award under this Notice of Funding Availability. A complete application is comprised of the following documents. Please compile the application in the order listed below.

Applications must include the following completed / prepared project documents:

- 1) **Signed Project Application Coversheet (Attachment F).**
- 2) **Community Based Organization Statement of Interest (Five page limit, see above for more information on what to include).**
- 3) Resumes of lead individuals from your organization that will collaborate with the City team throughout the project (minimum 2 individuals).
- 4) References from 2 to 4 individuals within other organizations who work in partnership with your community group that the City may contact to better understand your work, reputation and mission.
- 5) Answers to Risk Analysis questions.

Applications must also include the following agency documents:

- 1) Certification of non-profit status under Section 501(c)(3) of the U.S. Internal Revenue Code of 1988, as amended.
- 2) By-laws.
- 3) List of Authorized Signers.
- 4) Articles of Incorporation.
- 5) Most Recent Financial Statement (audited financial statements preferred).
- 6) Current Board of Directors Listing.
- 7) Current Employee Handbook.
- 8) Certificate of Vendor Compliance (Hawaii Compliance Express) dated after the release date of this NOFA. <https://vendors.ehawaii.gov/hce/splash/welcome.html>
- 9) Be a registered and active vendor in the Honolulu Vendor Self Service (VSS) system. <https://vss.honolulu.gov/>

Prior to award, selected applicants shall obtain a "Unique Entity Identifier" ("UEI") and be registered in the System for Award Management ("SAM"). The UEI is required by 2 CFR Part 25 and 2 CFR 200.332(a)(1). Information regarding obtaining a UEI number and registering in SAM can be found at the SAM Internet site: <https://www.sam.gov/SAM/>. Although not a requirement in order to apply for this NOFA, the City advises applicants complete this as soon as possible to allow time to register and obtain a UEI if applicants have not already done so.

Prior to contract execution, selected applicants shall also be required to submit a Certificate of Insurance showing coverage as required.

- 1) The minimum required coverage and limits are as follows:
 - A. Workers Compensation and Employers Liability Insurance. The Subrecipient shall maintain workers compensation and employers' liability insurance. Workers' compensation coverage shall be in accordance with State statutes. Employers' liability coverage shall provide limits of not less than \$100,000.00 each accident for bodily injury by accident or \$100,000.00 each employee, \$500,000.00 aggregate, for bodily injury by disease. The policy shall include a waiver of subrogation in favor of the City.
 - B. Commercial General and Umbrella Liability Insurance. The Subrecipient shall maintain commercial general liability (CGL), and if necessary commercial umbrella insurance, with a limit of not less than \$1,000,000.00 each occurrence, and general aggregate. CGL insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). The City shall be included as an additional insured under the CGL for the full limits carried by the Subrecipient even if such limits exceed the requirements. The policy(ies) shall contain a waiver of subrogation in favor of the City.
 - C. Business Automobile and Umbrella Liability Insurance. If the Subrecipient intends to use a motor vehicle in the performance of the work under the contract, the Subrecipient shall maintain business auto liability insurance with limits of not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos) used by Subrecipient in the performance of this contract. The City shall be included as an additional insured, and if necessary, the policy shall be endorsed to provide contractual liability coverage.
- 2) The insurance specified above shall:
 - A. Provide that such insurance is primary coverage with respect to all insured for claims arising from Subrecipient's negligent acts and/or omissions or misconduct; and that any insurance (or self-insurance) carried by the City shall be excess and non-contributing;
 - B. Contain a standard Cross Liability endorsement providing that the insurance applies separately to each insured, applicable to policies specified in (2) and (3) above;
 - C. Not be terminated, canceled, nor renewed or substantially changed without THIRTY (30) DAYS prior written notice to the City, except for non-payment of premium;
 - D. Be written on an "Occurrence" form of policy, unless otherwise specifically approved by the City; and
 - E. Be provided by insurers authorized to do business in the State of Hawaii, and with a current A.M. Best's rating of not less than A-, or otherwise as approved by the City.
- 3) Subrecipient will provide and maintain current certificates of insurance, prepared by a duly authorized agent, or if requested, copies of the policies, evidencing the insurance in effect at all times during the term of the Agreement as required herein, to the City.
- 4) The City reserves the right to require additional kinds or amounts of insurance.

VI. DEADLINE TO SUBMIT APPLICATIONS

Complete application must be submitted to the City and County of Honolulu, Office of the Division of Purchasing, Department of Budget and Fiscal Services by the Deadline for Application Submission specified in the Schedule of Events. The applicant shall submit one (1) original hard copy application and one (1) electronic copy of the entire application on a Universal Serial Bus ("USB") flash drive as follows:

- 1) Application must be signed by an executive officer, with the printed name and title of the signatory affixed below the signature. Original signature on the Project Application Coversheet / Application Checklist (Attachment F) is required.
 - a. If there is no signature on the original application, the application will be considered INCOMPLETE and will not be reviewed.
- 2) Electronic Version of Application (attached to the application)
 - a. Please include ALL pages of the completed application and combine onto one PDF file, and save the file on a flash/thumb drive under the filename:
“(Organization Name) – CAP Update CEP”
- 3) Applicants are responsible for ensuring that applications are time-stamped by the PURCHASING TIMESTAMP. Applications that are late or delivered to the wrong address will not be accepted.
- 4) The City reserves the right to reject any and all applications, in whole or in part, or require amendments to the applications without liability whatsoever. The City also reserves the right to amend or supplement requirements and materials, in writing, at any time prior to the submission date.

VII. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be evaluated and ranked based on the organization’s mission, engagement experience in their identified community, and vision for connecting their community with the Climate Action Plan.

Four (4) non-profit agencies will be awarded funds based on:

- 1) Alignment of organization’s mission with the proposed project. **(25 points)**
- 2) Demonstrated capacity to conduct outreach and capture meaningful community perspectives including examples from similar projects. **(25 points)**
- 3) Organization’s reputation in your community, including the quality of feedback from references that you provided to the City. **(15 points)**
- 4) Stated level of interest in collaborating with the CITY throughout all stages of the proposed project. **(15 points)**
- 5) Demonstrated understanding of the implications of climate change for your community. **(10 points)**

- 6) Demonstrated understanding of the need for climate action to reduce carbon pollution at a global scale, and what that might mean locally. **(10 points)**

During the evaluation period, applicants might be asked to submit written clarifications or provide additional information.

VIII. ATTACHMENTS

ATTACHMENT A: 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)

ATTACHMENT B: 2 CFR Part 1500 Environmental Protection Agency, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

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