

**RFP for Community Based Organization (CBO)
Outreach and Engagement Funding
Climate Pollution Reduction Grant
Central Pines Regional Council, Durham, NC**

Central Pines Regional Council (CPRC) is requesting proposals to subaward grants to community-based organizations (CBO's) that serve communities in *Orange, Durham, Wake, Chatham, Person, Franklin, Granville, and Johnston* Counties under an Environmental Protection Agency (EPA)-funded Climate Pollution Reduction Grant (CPRG) for Metropolitan Area Planning. We are looking for CBOs that not only have strong relationships with the people in the geographic area(s) they serve, but also have staff representative of the community they serve, including being led by people of color and who use multilingual communication.

CPRC is looking for CBO's who will be partners with us and to serve as a connection to our local community. We want the CBO's to "get curious" with us and our/your local communities about what greenhouse gas reduction measures would best serve our/your communities. We encourage you to think creatively about how you can get messages and feedback to and from your community. The approach doesn't need to be single-need driven. It could be tabling at an existing event, being given the microphone at an existing event and encouraging people to stop by and give feedback, etc. The objective should be to meet people where they are and to have honest and authentic conversations about what a good outcome looks like when we are looking to save energy in homes, transportation, and businesses and when we are looking to shifting to cleaner fuels like solar and wind.

CPRC views this grant as an opportunity to work with CBO's to engage our local community in a level-setting exercise—to develop a common understanding of climate change and its causes, and to take a global problem and make the solutions relevant to our region. Climate change is a huge global issue that can be intimidating to think about, let alone be tasked with thinking about how to solve it. How can we work with stakeholders in our region to envision solutions that are tailored to us, our unique needs, and that will inspire people? Talking about change can be scary, but it can also be exciting. What is a positive and exciting outcome for our area that moving to clean energy can create? How can we get there? What do you want your grandchildren's lives and your great grandchildren's lives to look like?

The application process for these subawards has been highly simplified keeping in mind the limited resource capacity of most CBOs.

- Completed applications must be submitted via email to Emily Barrett and Shuchi Gupta ebarrett@centralpinesnc.gov and sgupta@centralpinesnc.gov by 5:00 p.m. EST on Oct 13th, 2023.
- A virtual information session will be held on Sept 22nd, from 3-4 PM. Send an email to Shuchi Gupta at sgupta@centralpinesnc.gov to get a registration link for it.

- No-cost, one-on-one assistance is available to complete this application. Applicants are highly encouraged to reach out to Shuchi Gupta at sgupta@centralpinesnc.gov for questions and all types of assistance.

RFP Schedule

Phase	Deadline
RFP Issued	Sept 18 th , 2023
RFP Information Webinar (Virtual). Send an email to Shuchi Gupta sgupta@centralpinesnc.gov for an invitation/login instruction.	Sept 22 nd , 2023, 3PM to 4PM
Deadline to submit proposals	5 pm EST, Oct 13th, 2023,
Award Notice	Mid Nov, 2023

Background

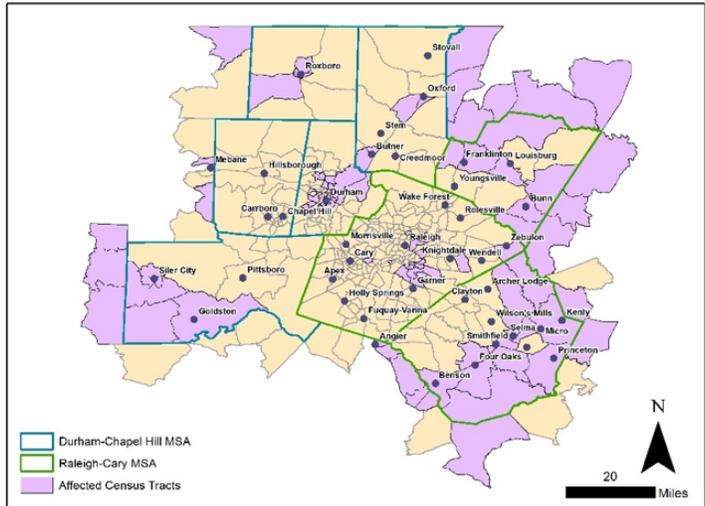
Central Pines Regional Council (CPRC), a regional council of governments, was awarded a four-year Federal Planning Grant- Climate Pollution Reduction Grant (CPRG) by the United States Environmental Protection Agency (US EPA) in August 2023. The overall goal of the 4-year grant work is to develop a metropolitan (metro)-area Priority Climate Action Plan (PCAP), a subsequent metro-area Comprehensive Climate Action Plan (CCAP), and a Status Report for the Metropolitan statistical areas (MSA) of Raleigh-Cary and Durham-Chapel Hill.

These plans will outline the strategies and tactics that are of most interest to stakeholders in our 8-county metropolitan area. In keeping with the State of North Carolina efforts, the emissions sectors to be included in these plans/reports are: *Electricity Generation, Transportation, Residential Energy Consumption, Commercial/Institutional Buildings Energy Consumption, Industrial Energy Consumption, Waste Management Operations, Agricultural Activities and Carbon Sequestration.*

Scope of Services

1. The CBO will conduct multiple stakeholder sessions in the areas and communities they serve, with a special emphasis on providing the venue and support that encourage and allow low income and disadvantaged communities to participate. The service area for this project consists of eight counties, including: *Orange, Durham, Wake, Chatham, Person, Franklin, Granville, and Johnston.*
2. **The goal of the stakeholder sessions is to collect input from the residents of these communities on what they would like our region to do in order to reduce planet-warming air pollution.**
3. The sessions **must** be conducted within low income and disadvantaged neighborhoods/communities and cover as many diverse groups of people listed below (but not limited to):
 - a. Black, Indigenous, People of Color (BIPOC)
 - b. Youth
 - c. Seniors
 - d. Those with accessibility issues
 - e. Rural
4. The awarded CBOs are expected to utilize a toolkit developed by a consultant being separately hired by CPRC to conduct the stakeholder sessions. That said, the CBO is not restricted to using only this toolkit and may also utilize engagement strategies that it has found effective in its work.
5. The CBO is expected to submit a reports to CPRC summarizing outreach and engagement activities by Jan 01, 2024, to CPRC in a prescribed template which will be provided to it when the contract is executed. The report will have quantitative metrics as well as a narrative to be reported on, and a request for photos when possible.

Potentially Underserved Communities in the Raleigh-Cary and Durham-Chapel Hill Metro Area



Data source: White House Climate & Economic Justice Screening Tool - <https://screeningtool.geoplatform.gov/>
Created by TJCOS - Mar 2023

Eligible Expenses and Reimbursement

1. Eligible expenses include (but are not limited to):
 - a. Staff time (salary + fringe)
 - b. Mileage
 - c. Office supplies
 - d. Costs incurred to hire translation services if needed.
2. Eligible expenses for attendees of stakeholder sessions include (but are not limited to):

- a. Space rental
 - b. Audio-visual needs
 - c. Parking
 - d. Food
 - e. Childcare
 - f. Travel
 - g. Stipend payment (as compensation for participation, time, and inputs).
3. Any kind of capital expense, infrastructure, operational expenses etc. are ineligible.
 4. Reimbursement: Our preference is to reimburse for approved expenses after all receipts and the required performance report has been submitted by the sub awardee to the CPRC. We recognize that this may pose some challenge as it requires the sub awardee to bear all expenses upfront. Inability to pay for reimbursable grant expenses should not be a barrier to applying, and we may be able to work with a subawardee to identify alternatives within reason.

Key Subaward Terms and Conditions

1. The applicant CBO must be NC-based and have strong existing relationships within the county/communities it is proposing to work in. We are looking for CBOs which representative of the community they serve, including being led by people of color and using multilingual communication.
2. Preference will be given to organizations who intend to enhance and maintain these relationships beyond the term of the subaward and have a commitment to justice, equity, diversity, and inclusion across the organization and all programming (e.g., in staffing, instruction, culturally responsive foods and linguistically relevant education and programming, community-led models, etc.)
3. Total funding available: \$284,000 for CBOs across the eight counties.
4. NO match is required from the CBO. The subawards will reimburse a hundred percent of the expenses approved under the subaward.
5. Period of Performance is Nov 2023 to July 2025.
6. To distribute the funds equitably amongst the eight counties, proposal for any single county may not exceed \$35,500. All costs associated with the activities of this proposal must be included in this not-to-exceed total of \$35,500 per county. In the event that a CBO represents more than one county, CPRC reserves the right to negotiate with the CBO's an adjusted amount to accommodate the best mix of CBO's to yield the best stakeholder outreach and engagement across the 8-county region.
7. The CBO may pay fair compensation to the attendees of the stakeholder sessions held, particularly for hard-to-reach groups. Caution is encouraged in this case because we are operating under fixed budgets and since one cannot always predict attendance rates then an approach that does not open this up to any attendee without prior arrangement is required in order for the CBO to stay in-budget.
8. A CBO may submit multiple applications for more than one county if a) its current work extends into these counties b) It has strong partnership in place for the additional county.

However, it may not get awarded for all depending upon applications received. The RFP intends to spread the subawards across multiple CBO's to be intentional about being equitable.

9. Approved expenses, made during the Period of Performance, will have to be made upfront by the CBO. The CBO will subsequently submit a reimbursement request. Guidance for reimbursement request submission will be provided while executing the contract.
10. If sub awarded the CBO agrees to:
 - Submit the invoice and final report in a timely manner; templates and detailed instructions shall be provided by the grant staff.
 - Attend all grant-related meetings as invited to by the grant staff.
11. EPA grant requirements will apply to the subawards.

CBO Subawards: Proposal Template
Climate Pollution Reduction Grant (CPRG)
Central Pines Regional Council, Durham, NC

1. Primary Applicant

- a. Full Name
- b. Title
- c. Email
- d. Best Phone number to reach

2. Primary Applicant's Organizational Information

- a. Name
- b. Address
- c. Web address
- d. Name of the President/Executive Director
- e. Staff size
- f. Mission statement
- g. Organization's total annual operating budget for each of the past 3 years
- h. Does your organization's top leader/President/Executive Director identify as a person with lived experience of being in a low-income disadvantaged community?
- i. Any staff/leadership/board/volunteer related cultural/linguistic (or any other) diversity related information you may wish to highlight which helps you do your work more effectively within your communities of work.
- j. How many individuals/families are served directly by your organization each year?
- k. From the number of individuals/families directly served, what percentage are BIPOC/low income/marginalized/minority.
- l. A brief description of your organization's work in promoting equity and inclusion over past 2-5 years (Suggested word limit: 300).

3. Co-Applicant *(if any) (Submit information similar to that of Primary Applicant)*

4. Co-Applicant's Organizational Information *(if any) (Submit information similar to that of Primary Applicant)*

5. How long have you been working in the areas/communities listed in response to Q5 and what impact has your work made? *(Suggested word limit: 100)*

6. What issues have you been working on in the areas/communities listed in response to Q5? *(Suggested word limit: 100)*

7. Approximately how many neighborhoods/communities will be covered by you to conduct the stakeholder sessions *(Suggested word limit: 200)*

8. **A broad demographic make-up of communities listed in response to Q5 clearly outlining diversity aspects of the residents** *(Suggested word limit: 200)*
9. **How many stakeholder sessions do you plan to organize to accomplish grant work?** *(Suggested word limit: 100)*
10. **Which engagement strategies have you found effective in your past/current work with the communities listed by you in response to Q5? Which of these do you envision to utilize for this grant work and why?** *(Suggested word limit: 500)*
11. **Explain how you will incorporate accessibility issues for participants (e.g., meeting locations close to public transit/meeting people where they are) and ensure the sessions are tailored and responsive to the participants being served by reflecting their cultures and languages.** *(Suggested word limit: 200)*
12. **How will the grant funding (per the budget submitted by you) allow your organization to advance equity and inclusion in communities listed in response to Q5?** *(Suggested word limit: 200)*
13. **Grant Budget: You may submit whatever format that works best for your organization, however we encourage you to look at the sample budget sheet (Appendix 1) as an example of a best practice.**

[Insert: Signature]

[Insert: Name and Title]

Completed application along with the Budget must be submitted via email to Emily Barrett and Shuchi Gupta at ebarrett@centralpinesnc.gov and sgupta@centralpinesnc.gov by **5:00 p.m. EST on Oct 13th 2023.**

Appendix 1:

Sample Budget Sheet for Stakeholder Sessions

1. Estimated # Stakeholder Sessions
2. Approx # of attendees/session (range)

Line Item (items below are suggestions only)	Anticipated cost (\$)
Venue Costs	
Tables / Chairs	
AV Equipment	
Supplies (paper/charts/ pen etc.)	
Language translation and interpretation costs	
Meeting Costs--Food	
Meeting Costs--Beverages	
Childcare	
Transportation to and from venue	
Stipend for each participant (can be in the form of a gift card)	
Any other anticipated costs?	
TOTAL	