Community Climate Action Grant Program

Application and Instructions FY 2020-21

Thank you for your interest in Orange County's Community Climate Action Grant Program!

Climate Action Fund Background:
As part of the FY20 budget, the Board of Orange County Commissioners created the Orange County Climate Action Fund dedicated to accelerating climate change mitigation actions in Orange County. This decision was motivated in part to help the County meet the climate change mitigation goals set by the Commissioners in recent years.

The first round of Climate Action Fund projects were proposed by the Commission for the Environment last year and approved by the Commissioners. These include funding for solar projects for each of the school districts, a LED lighting campaign for lower-income residents, and additional funding to weatherize and preserve affordable housing.

The process for soliciting and selecting projects to receive funding this year is being conducted through a formal grant program. For the 2020-21 funding cycle, an estimated $478,657 funding will be provided to support an expansion of climate change mitigation and resilience projects that build on Orange County's long history of sustainable actions.

> **Orange County Climate Change Mitigation Goals:**
>
> - On June 6th 2017, the Board of Orange County Commissioners passed a resolution to proportionally uphold the Paris Climate Agreement to **reduce greenhouse gas emissions between 26 and 28 percent by 2025** from 2005 levels.
> - On September 5th 2017, the Board of Orange County Commissioners adopted a resolution to transition to **a 100% renewable energy based economy by 2050**.

Following the direction of the Board of Orange County Commissioners, the Orange County Commission for the Environment is seeking applications for the FY20-21 funding cycle.

Grant Program Process Key Dates FY20-21:

DATE	ACTIVITY
September 18, 2020	Grant Application Opens
September 2020 – October 2020	Applications are Prepared*
Monday, October 19th, 5pm	Deadline for questions and technical assistance requests
Monday, November 9th, noon	Application Deadline
November – December 2020	Application Review by Orange County Commission for the Environment and Human Relations Commission
December 2020	Commission for the Environment scoring complete and sent to Board of Orange County Commissioners
January 2021	Agency Funding Review and Approval by Board
Spring 2021	Contracts Executed & Projects Begin

*Please be sure to check the Grant Project website regularly for updates and for notice about participating in Application Q&A Sessions (to be recorded).

Eligibility:
All public and non-profit entities are eligible to apply as well as small businesses whose gross revenues do not exceed $3 million annually. All proposed projects must demonstrate a positive impact on Orange County's residents and environment as described in the scoring criteria. All funds awarded through this grant program should be spent in Orange County. Before funds can be distributed, successful applicants must have the legal standing to enter into a contractual funding agreement with Orange County. Such legal standing is not required at the time of application.

The Board of Orange County Commissioners (BOCC) intends to use the Climate Action Fund to support projects that would not be completed without funding assistance. Existing projects and programs may be eligible if the applicant can demonstrate that Climate Action Funding would significantly accelerate the pace or amplify the scope of the project or program. Projects that contain repairs and replacement of necessary technology or infrastructure must show both energy efficiency improvements and demonstrate that the project is unlikely to be funded through another funding mechanism within the next 5 years.

Scoring Process and Technical Assistance:
For the FY 20-21 funding round, there will be a single open application period during the Fall of 2020 with project awards announced by the end of the January 2021.

In addition to the guidance and [online impact estimation tools provided](), the Orange County Commission for the Environment (CFE) and supporting staff will respond to applicants' requests for clarification or technical assistance if submitted before the posted deadline for questions. Applicants are encouraged to ask for clarification and technical assistance as early as possible. Questions and requests for Technical Assistance should be directed to the Orange County Sustainability Coordinator, Brennan Bouma ([bbouma@orangecountync.gov]()).

Once the FY 2021 application period closes, the CFE will review and score all eligible projects using a formula that prioritizes social justice and racial equity. The CFE will consult with other experts or advisory boards on any or all submitted applications for the purposes of ensuring diversity and inclusion and to reinforce their scoring decisions. Upon request, comments from the reviewers on an application will be made available to the Board of Orange County Commissioners and/or to the party who submitted the application.

The CFE will deliver a rank-ordered list of their recommended projects and scores to the Board of Orange County Commissioners who will make the final funding decisions. In this process, the CFE may recommend full or partial funding for their recommended projects.

Scoring Criteria:
Projects will be assessed by the CFE based primarily on the following criteria. Example metrics that can be used to assign scores under the criteria are listed below each one. Not all example metrics will apply to each project.

Application reviewers will pay close attention to any objective and authoritative evidence supporting a proposed project. As you complete your application, please describe how your proposed programs align with evidence-based approaches to addressing climate change.

1. Social Justice and Racial Equity (0 to 5pts):

Low-income households have fewer resources to help them avoid or adapt to the impacts of climate change, and communities of color are often most-heavily impacted by the disruptions of climate change. Both socioeconomic status and racial identity are key factors that will be used to target and track the positive impacts of these programs. It should be noted that socio-economic status and race should be tracked separately since it should not be assumed that County residents below the poverty line are people of color.

Example metrics:
- Low-income or marginalized communities/households were engaged in the creation of this project.
- Low-income or marginalized communities/households benefit most directly.
- Racial minorities will be hired and/or are essential to the completion of the project.
- Any negative side effects of the project do not impact any low-income or marginalized communities/households.

2. Emissions reduced (0 to 4 pts):

This criterion rewards projects which reduce the most emissions as well as those that reduce emissions within Orange County (e.g.- transportation, carbon farming), instead of at a power plant as all of these are outside of the County except for UNC's co-gen plant which regularly only powers a portion of the UNC campus.

Example metrics:
- A significant amount of Greenhouse gas emissions will be reduced within Orange County as a result of this project.
- Greenhouse gas emissions reductions are directly attributable to the project.

3. Efficient use of Funds (0 to 4 pts):

This criterion measures the relative impact per dollar of investment from the Climate Action Fund, as well as how. Some example metrics include:

Example metrics:
- Impact per grant dollar.
- Generated cost savings over a reasonable payback period.
- Acceleration or expansion of existing programs that already show positive impact.
- Leveraging other funding sources.
- The proposed project positions the applicant for future funding from other sources.

4. Capacity of Applicant (0 to 3 pts):

Example metrics:
- Applicant has the expertise to complete the project, and shows understanding of what is needed to accomplish the project goals.
- Applicant has done similar projects or has collaborators with direct experience in the project field.

5. Local Economic Development (0 to 3 pts):

Reducing climate change impacts can also increase and diversify local economic development. Transitioning to renewable energy and clean technologies is a huge market opportunity and the County Commissioners want to reward projects that emphasize local investment. Some example metrics include:

Example metrics:
- Number of Orange County residents employed by the applicant organization.
- % of project materials that are sourced within Orange County/The Triangle/North Carolina.

6. Amount and Duration of Engagement (0 to 3 pts):

This criterion measures the extent to which projects effectively educate on climate change impacts, mitigation, and/or resilience, and increase community awareness and engagement with climate change efforts. Some example metrics include:

Example metrics:
- Number of people reached.
- Retention of new knowledge or attitude after project completion.
- Likelihood of impacted audience continuing engagement with climate change efforts.

7. Time to complete (0 to 3 pts):

Example metric:
- Project can be completed or show clear positive impacts within two years or less.

Reporting and Monitoring

Applicants that receive funding are required to submit written progress reports. Funded projects will be monitored for progress and performance, financial and administrative management, and compliance with the terms of Performance or Funding Agreement(s). Monitoring may involve site and/or office visit(s).

During the first year of implementation of the grant program, staff may make changes to the appropriate frequency of measurement and reporting.

SUBMISSION CHECKLIST

Primary Applicant Organization   _____

Project Name(s)   _____

Section	Subsection
Cover Page	☐ **Applicant and Collaborator/Partner Contact Information** ☐ **Funding Requests** ☐ **Signed Application Cover Page** ☐ **Signed Disclosure of Conflicts of Interest and Clause**
Applicant Information	☐ **Applicant organization's Date of Incorporation (if applicable)** ☐ **Applicant organization's Purpose/Mission (if applicable)** ☐ **Living Wage** ☐ **Schedule of Positions (if applicable)**
Project Information	☐ **Project Name** ☐ **Project Description** ☐ **Strategic Objective** ☐ **Target Population** ☐ **Performance Indicators** ☐ **Project Budget Summary**
Attachments **(A description of these items is available on page 15: "Description of Required Attachments." Please contact us if it will not be possible to provide any of these required attachments at the time of application:** bbouma@orangecountync.gov**)**	☐ **Applicant Organization's Annual Budget and Proposed Project Budget (***Use template provided***)** ☐ **Applicable Financial Records to prove eligibility: IRS Federal Form 990 or Applicant Organization's Tax Returns from 2019** ☐ **Applicable Financial Records to prove eligibility of collaborator/partner (if they are receiving project funds): IRS Federal Form 990 or Tax Returns from 2019** ☐ **List of members of organization's Governing Board (if Board exists)** ☐ **Solid Waste Program Fee (SWPF) Verification (for commercial property owners and renters)** ☐ **Certificate of Insurance**

COVER PAGE

Applicant Contact Information

Applicant Organization's Legal Name: _____

Applicant Organization's Physical Address: _____

Applicant Organization's Mailing Address: _____

Applicant Organization's Web Address: _____

Executive Director (if applicable): _____

Telephone Number:_____   E-Mail: _____

Tax ID Number: _____

Funding Request Summary

Please list all Fiscal Year 2021 Community Climate Action Grant funding requested for all projects you are proposing and the proposed use of funds *(please list program name only)*. Applicants will be asked to provide more details on their proposed program budget in the Budget Worksheets attachment.

Project	Equipment	Operations	Personnel	Total
Ex. Youth Climate Leadership Project	$10,000	$15,000	$5,000	$30,000
Totals				

Briefly explain your proposed use of funds (*2-4 sentences*):

To the best of my knowledge and belief all information and data in this application is true and current.

Signature: _____   _____

          Applicant's Authorized Signatory   Date

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST AND NON-DISCRIMINATION CLAUSE

Are any of the Board Members or employees of the organization which will be carrying out this project or their named project collaborators/partners or members of their immediate families, or their business associates…

<u>YES</u>   <u>NO</u>

☐   ☐   a) Employees of or closely related to employees of Orange County?

☐   ☐   b) Members of or closely related to members of the governing bodies of Orange County?

☐   ☐   c) Current beneficiaries of the program for which funds are being requested?

☐   ☐   d) Paid providers of goods or services to the program or having other financial interest in the program?

If you have answered YES to any question or know of any other potential conflict of interest regarding your application, **please provide a full explanation here:**

NON-DISCRIMINATION

Provider agrees as part of consideration of the granting of funds by funding agencies to the parties hereto for themselves, their agents, officials, employees and servants agree not to discriminate in any manner of these basis of race, color, gender, national origin, age, handicap, religion, sexual orientation, gender identity/expression, familial status or veterans status with reference to any activities carried out by the grantee, no matter how remote. The parties hereto further agree in all respects to conform to the provision and intent of Orange County Civil Rights Ordinance, as amended and the Orange County Anti-discrimination Policy. This provision is enforced by action for specific performance, injunctive relief, or other remedy as by law provided; this provision shall be binding on the grantees, the successors and assigns of the parties hereto with reference to the above subject manner.

To the best of my knowledge and belief all of the above information is true and current. I acknowledge and understand that the existence of a potential conflict of interest does not necessarily make the program ineligible for funding, but the <u>existence of an undisclosed conflict may result in the termination of any grant awarded</u>.

Signature: _____   _____
                   Applicant's Authorized Signatory   Date

Applicant Organization & Collaborator Information

Please provide the following information about the primary applicant organization:

1. Date of Incorporation *(Month/Year)*: _____

2. Applicant organization's Purpose/Mission *(no more than 2-4 sentences):*

3. Please provide a brief description of your organization's past achievements in carrying out similar projects and evidence of successful record of meeting proposed budgets and timetables (*no more than 2-4 sentences*).

4. Living Wage: Does this organization pay permanent employees a minimum living wage? *(Yes / No)*
   _____

   If yes, is this organization an Orange County Living Wage Certified Employer? _____

   If no, please briefly explain.

5. Schedule of Positions:
   a. Number of Full-Time Paid Positons: ___

   b. Number of Part-Time Paid Positions: ___

   c. Number of volunteers ___ and average hours worked per volunteer per month____

Please provide the following information about all significant collaborators and partners <u>whether or not they will be receiving grant funding for this project</u>. Feel free to copy and paste Questions "a" through "e" as needed if you have more than one significant collaborator/partner:

a) Date of Incorporation *(Month/Year)*: _____

b) Applicant organization's Purpose/Mission *(no more than a few sentences):*

c) Please provide a brief description of your organization's past achievements in carrying out similar projects and evidence of successful record of meeting proposed budgets and timetables (*no more than 100 words).*

d) Living Wage: Does this organization pay permanent employees a minimum [living wage](#)?
(Yes / No) _____

  i. If yes, is this organization an [Orange County Living Wage Certified Employer](#)? _____

  ii. If no, please briefly explain.

d. Schedule of Positions:
  i. Number of Full-Time Paid Positons: ____

  ii. Number of Part-Time Paid Positions: ____

  iii. Number of volunteers ____ and average hours worked per volunteer per month_____

Project Information
*Please submit for each project if applying for funding for more than one project.

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6. Project Name:

Project Primary Contact and Title: _____

Telephone Number: _____   E-Mail: _____

7. Please briefly describe the proposed program and the target population to benefit from the program. *(100 words or less)*

8. Please choose the best description for the type of project:
☐ Infrastructure/Clean Tech: New
☐ Infrastructure/Clean Tech: Repair
☐ Infrastructure/Clean Tech: Replacement
☐ Communication/Education
☐ Natural Systems Management/Restoration
☐ Circular Economy/Waste reduction
☐ Analysis/Plan
☐ Other (Please describe): _____

9. Please choose the primary climate change mitigation focus for this project (select all that apply):
☐ Energy Efficiency
☐ Renewable Energy
☐ Beneficial Electrification
☐ Carbon Sequestration

☐ Other (Please describe): _____

10. Has your organization or have your collaborators/partners completed projects of this type in the past? If so, what funds were used?
    ☐ Yes
        ☐ Funding used (Please describe): _____
    ☐ No

11. If this project is not selected for funding in this round, what other funding might be used to support it within the next 5 years?
    ☐ Other capital or operational funds
    ☐ None. This is a unique opportunity.
    ☐ Unknown (please describe below):
    _____

12. Please select the jurisdiction(s) where your project is focused and briefly state how your project aligns with the relevant Climate Action Plans (*no more than 2-4 sentences*).
    ☐ Carrboro: https://townofcarrboro.org/928/Community-Climate-Action-Plan
    ☐ Chapel Hill: In progress, please refer to the website to show alignment.
    ☐ Orange County: In progress, please instead show alignment with the Orange County BOCC Goals and Priorities.
    ☐ North Carolina: Clean Energy Plan
        o Zero Emission Vehicle Plan
        o Motor Fleet Zero Emission Vehicle Plan
        o Clean Energy and Clean Transportation Workforce Assessment
    _____

Collaborators and Partners

In some projects, collaborators and partners provide essential capacity and connections. If collaborators or partners are an essential part of your project whether or not they are receiving grant funds, please use this section to provide more details. If you are not working with collaborators or partners, please feel free to write N/A in this section and move to the Social Justice and Racial Equity section.

13. Please describe one to three key partnerships/collaborations that add the most value to the success of the proposed project.

Social Justice and Racial Equity

14. How many people will directly or indirectly benefit from your project?

Please be as specific as possible on the estimated number and characteristics of those who will benefit including, gender, race, age, socio-economic status and geographic location. Please also state for each group whether the benefits will be direct or indirect. Please fill out the tables below as applicable.

Project Target Population Demographics		
Group Characteristic	**Projected 2020-21**	**Will the benefits of your project be direct or indirect for this group?**
Gender		
Men		
Women		
Nonbinary/Genderqueer		
Self-Describe		
Total	0	
Race and Ethnicity		
Black or African-American		
American Indian or Alaska Native		
Asian		
White		
Native Hawaiian or other Pacific Islander		
Two or more races		
Some other race		
Total	0	
Of the above, how many Hispanic/Latino		
Of the above, how many non-Hispanic/Latino		
Total	0	
Age		
0-5 years		
6-18 years		
19-50 years		
51+ years		
Total	0	
Geographic Location		
Town of Chapel Hill		
Town of Carrboro		
Orange County (Outside of Chapel Hill/Carrboro)		
Outside of Orange County		
Total	0	

Income		
Low-income (80% of the Area Median Income and Below) Please see income table in the appendix		
Total	0	

15. Please describe any ways in which low-income or marginalized communities/households were engaged in the creation of this project proposal.

16. Please describe any potential negative side effects of the project and describe the steps you are taking/will take to eliminate or minimize these impacts to any low-income or marginalized communities/households.

17. Are the impacted residents already aware of the potential positive and negative impacts of your project and the steps you are taking? If not, please describe your plan to engage with them and how you will act based on their input.

18. Please describe any other aspect of your project that is relevant to Social Justice and Racial Equity.

Emissions Reduced

19. How many tons of greenhouse gas emissions will your project reduce/avoid each year?

20. For how many years will this emissions reduction take place as a result of your project? *Please consider the expected lifetime of the technology/program/impact etc.*

21. Please describe the location of the emissions reduction. *Where would fossil fuels have been burned if not for your project? For projects creating electricity usage reductions, it can be difficult to determine the location of the power produced. Please feel free to state "Grid-tied electricity reduction"*

22. Please describe any other aspect of your project that is relevant to the amount of emissions that it will reduce or avoid.

Efficient use of Funds

23. Please estimate the impact of your project per grant dollar requested.

This cost per unit of impact must reflect the total program budget divided by the total impact of the project described in this application. If the proposed project is new, please write N/A in the first column of the table below, and just fill out the second column.

	Actual 2019-20 Project Costs (If your proposed project expands or accelerates an ongoing effort)	Projected Project Costs
Total Cost of Project		
Unit of Impact: Total # of tons of greenhouse gases reduced		
Cost Per Ton of GHG's Reduced		
Unit of Impact: Total # of individuals served/benefitted		
Cost Per Individual Served/Benefitted		
Other Unit of Impact: *Please describe here*		
Cost Per Unit of Impact		
Other Unit of Impact: *Please describe here*		
Cost Per Unit of Impact		

(Please feel free to add rows if necessary to show any additional units of impact.)

24. Please describe any avoided financial costs or savings related to the project and over what period of time those costs will be avoided/reduced.

25. Does your project accelerate or expand on existing programs that already show positive impact?

26. Does your project also take advantage of other funding sources?

27. Would your proposed project help you to take advantage of funding from other sources besides this grant in the future?

28. Please describe any other aspect of your project that is relevant to the efficient use of grant funds.

Capacity of Applicant

29. Please describe any projects that you have completed successfully in the past which are similar to the project you are proposing.

30. If you are proposing to collaborate with other organizations on this project, please briefly describe their relevant experience to the project and/or the target population.

31. Please describe any other relevant expertise or capacity to carry out the project in your application.

Local Economic Development

32. How many Orange County residents are employed by your organization?

33. What percent of project materials will be purchased from sources within Orange County or North Carolina?

34. Please describe any other aspect of your project that is relevant to local economic development.

Amount and Duration of Engagement

35. Please describe how you will engage with and/or educate project participants.

36. How will you measure the success of that engagement or educational effort?

37. Please describe any other aspect of your project that is relevant to the amount, or quality, or length of engagement and education that your project will produce.

Time to Complete

38. How much time will your project require to demonstrate the positive impacts you describe?

Submission Guidance

Applications are to be submitted as email attachments to Orange County Sustainability Coordinator, Brennan Bouma at bbouma@orangecountync.gov. Please also CC the lead staff member supporting the Commission of the Environment, Wesley Poole at wpoole@orangecountync.gov.

The Application Submittal Deadline for the Fiscal Year 2021 round of the Community Climate Action Grant is **Monday, November 9th 2020 at 12pm (noon).**

Please note that late, handwritten, or incomplete applications will not be accepted.

Accommodations for applicants with disabilities are available upon request. Please contact the Orange County Sustainability Coordinator, Brennan Bouma (919-245-2626, bbouma@orangecountync,gov) to discuss what is needed.

Submit all documents including attachments in both PDF form and in their original editable format (Word and Excel documents). This will ensure the original content and formatting is preserved and will facilitate project scoring and comment.

ATTACHMENTS

Description of Required Attachments

a)   **Applicant Organization's Budget and Project Budget**
Please complete the provided budget template for your organization and your proposed project or submit your own budget file (as long as it contains the same information, and in a similar format, as requested in the provided template. Please explain **other** in your budget). Budget Template is listed on the Town's and County website here. Please submit the budget in PDF form as well as in the original editable Excel format.

b)   **IRS Federal Form 990 or 2019 Tax Returns**
A copy of the applicant organization's 2018 Form 990 or 2019 Tax Returns is required to determine eligibility. The specific form depends upon the applicant organization's financial activity. Review the IRS' table guide, for more details. For Form 990-N (e-postcard) filers, include a copy of the postcard, with the organization's application materials.

c)   **List of Board of Directors (if applicable)**

Provide the following information about each board of director's member: name, telephone number, address, occupation or affiliation of each member and the list must identify the principal officers of the governing body, and length of term.

d) **Solid Waste Program Fee** **(SWPF) Verification**
This fee finances Orange County's recycling and waste reduction program. Submit either a.) proof of payment of the applicant organization's **FY 2018-19** Solid Waste Program Fee, OR b.) a statement on the applicant organization's letterhead indicating exemption and specify the person(s), business, etc. that is responsible for paying this fee.

e) **Certificate of Liability Insurance**
A copy of the applicant organization's current certificate, from the organization's insurance carrier. Table 1 below outlines insurance types and minimums required, for each jurisdiction. If exempt from Worker's Compensation compliance, include a statement explaining why, with the applicant organization's application materials.

NOTE: Proof of insurance is not required at the time of application submission. If your agency is approved for funding, documentation of insurance must be provided to the jurisdiction awarding the funding when the contract is awarded. The insurance certificate should reflect the funding jurisdiction as an additional insured party and certificate holder and provide coverage for the duration of the funding period (as early as February 1, 2021 through January 30, 2023). If proof of insurance can only be written for one year, an update will be required for all ongoing projects. Renewal certificates must be sent to the jurisdiction 30 days prior to any expiration date, cancellation or modification of any stipulated insurance coverage.

NOTE: Upon request, insurance requirements may be reviewed on a case by case basis by the County. Please contact the staff identified on the Submission Requirements on Page 15 if you have questions or would like to request a review of your insurance requirements.

APPENDIX

Table 1. Forms of Liability Insurance and Minimum Policy Amounts Required

INSURANCE	ORANGE COUNTY[3]
Worker's Compensation[1]	Limits for Coverage A - Statutory State NC, for each employee Limits for Coverage B - Employers Liability of: $500,000 each accident, $500,000 BID for each employee $500,000 for BID limit
Commercial General Liability	$1 million Each Occurrence $2 million Aggregate
Automobile Liability	$1 million Each Occurrence
Professional Liability	$1 million Each Occurrence $2 million Aggregate
Sexual Abuse & Molestation	$1 million Each Occurrence $2 million Aggregate
Cyber Liability	$1 million Each Occurrence $2 million Aggregate

- Visit the NC Industrial Commission's website for more information regarding Coverage A. Also, note that if an agency uses subcontractors, it must require subcontractors to have workmen's compensation insurance.
- Bodily Injury by Disease (BID).
- Please visit Orange County's Risk Management page for more information about the County's Minimum Insurance Requirements.
- For additional information regarding the Town of Chapel Hill's Minimum Insurance Requirements, please contact the Office of Risk Management or Business Management. Town of Chapel Hill At-your-Service.

Table 2. 2020 Income Limits - US Department of Housing and Urban Development (HUD)
Durham-Chapel Hill Metropolitan Statistical Area
(Durham, Orange, and Chatham Counties)
Source: https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn

Income Level	1 person	2 people	3 people	4 people	5 people	6 people	7 people	8 people
30% area median income	$19,100	$21,800	$24,550	$27,250	$30,680	$35,160	$39,640	$44,120
50% area median income	$31,850	$36,400	$40,950	$45,450	$49,100	$52,750	$56,400	$60,000
80% area median income	$50,900	$58,200	$65,450	$72,700	$78,550	$84,350	$90,150	$96,000