

# EQUITY CAPACITY BUILDING FUND APPLICATION

## PURPOSE

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We are excited to announce the second iteration of the Equity Capacity Building Fund. The purpose of the Climate Challenge Equity Capacity Building Fund is to help city staff and community groups meaningfully and intentionally collaborate on equitable initiatives by securing the capacity building support needed to move work forward. The Fund will assist cities who want to advance equitable initiatives by providing timely, short-term contract support otherwise not available. The Fund also hopes to build capacity amongst city staff to meaningfully integrate equity into their work and build relationships with local equity partners.

The Capacity Building Fund is intended to provide support directly to cities for the following equity services:

- Facilitation
- Coaching
- Training
- Mediation
- Strategy Support Services
- Community Engagement

## FUNDS

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The funds are administered by Kapwa Consulting, and are made available as professional service subcontracts to qualified contractors identified through the fund process. Funds will be available on a rolling basis for any Climate Challenge City until the pool of funds is depleted. Contract amounts are estimated to be between \$10,000-\$25,000.

## APPLICATION REQUIREMENTS

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- A clear project scope that advances racial equity and can be completed before June 30, 2022
- Project supports equitable implementation of the City's climate policy and programming work. (Transportation, Energy, Climate Policy, Buildings, etc.)
- A qualified contractor\* with expertise in racial equity has been identified to perform the support services and has agreed to work on the project.
- An identified project manager from the City or Community who will be responsible for coordinating project implementation and contractor relationship management.

*\*A qualified contractor can be an independent consultant, non-profit organization, academic institution. A contractor must be able to complete a 1099-NEC for reporting revenue.*

## REVIEW ROUNDS

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Applications will be reviewed on a rolling basis in a series of rounds. A city may submit multiple projects, but these must be submitted in different rounds. Updated eligibility requirements will be posted on the website for each round.

Round 1: Now-10/12

Round 2: 10/13-11/5

Round 3: 11/6-12/3

Round 4: TBD pending availability

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## REVIEW PROCESS

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Applications will be reviewed by Kapwa Consulting and NRDC staff

- Team will use a rubric (see below) to assess the request and follow up with the applicant team. The rubric will score applications on their equity impact, feasibility, city-community network, alignment with fund priorities, and overall impression.
- Acceptance:
  - Submissions that do not meet goals and requirements will be rejected. Applicants are eligible to revise and resubmit until project funds have been exhausted.
  - Submissions that meet requirements will move forward for contracting.
- Qualified teams will need to schedule a meeting to confirm understanding and agreement with the scope of work, expectations, and contracting requirements with the fund.

*Estimated timeline between successful application submission and contract execution: ~2 weeks.*

## CONTACT

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**KAPWA CONSULTING**  
EQUITY SUSTAINABILITY COMMUNITY

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 [kapwaconsulting.com/equityfund](https://kapwaconsulting.com/equityfund)

 [Submission Form](#)

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## SUBMISSION DOCUMENTS

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The Contracting Team should complete the application together and attach the following documents:

- Review and sign the **Capacity Building Fund Mission and Partner Expectations Document** (project manager and contractor should each sign their own)
- Submit an **LOI** from the city project manager that addresses the following info (Length <2 pages):
  - Project Description - What is the purpose of the project\* and how will this advance equity? What is the issue or problem that you are seeking to address? Why is this project important now? Is this a part of a larger initiative or project? If so where in the timeline are you and how will this project impact that larger initiative?
  - Budget - Is there existing funding for this project? Please describe how these funds will be used with the existing funding. If there isn't existing funding, will there be a way to move this project forward without the Equity Capacity Building fund?
  - Equity Focus - How does this project advance equity? How are the interests and needs of frontline community members addressed by pursuing this project?
  - Outcomes - What are the anticipated outcomes of the project (include process outcomes, if applicable)? Can the relationships or outcomes of this project be carried forward beyond the project?
  - Partners and Roles - Who are the partners for this project and what are their roles? (include city staff, contractor, and other critical partners)
- Submit a separate **project scope and budget** from the contractor (Length <2 pages; note this content will be used to develop the contract):
  - Roles/Responsibilities - What are the different roles for the contractor(s)? How will you be working with the City? If you will be using participant stipends, who will manage these funds?
  - Deliverables - What are the specific services/products that will be provided? If providing community engagement services, will this be in person or online?
  - Budget - What is the hourly rate and total hours for all services included in the scope of work? Include participant compensation and materials as separate line items from contractor services if this is included in the project budget.
  - Timeline - What is the overall project timeline? Will you be able to complete the deliverables by June 30, 2022?
- **Contractor background information** (Bio, CV, or summary of qualifications for individuals providing service)

*\*Project refers to the intended use of the Capacity Building Funds.*

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## RUBRIC

	GO	CAUTION	STOP
Equity Impact	If successfully implemented, the project will meaningfully address the identified equity issue(s) and represents an initial investment in longer term or transformational change beyond the scope of the project.	It is not clear if the project will have a meaningful impact on the identified equity issue(s).	The project does not connect to equity issues or does not specify issues it wants to address.
Feasibility	Contractor has the right skillset & capacity to support this work; Contractor reflects the local interests of BIPOC and frontline communities; proposed budget is sufficient to meet goals; timeline is feasible and well-designed	It is not clear if Contractor has the needed skills to carry out project outcomes; It is not clear if Contractor reflects the local interests of BIPOC and frontline communities; it is not clear if proposed budget is sufficient to meet goals; timeline is somewhat realistic	Contractor does not have the right skillset & capacity to support this work; Contractor does not reflect the local interests of BIPOC and frontline communities; proposed budget is not sufficient to meet goals; timeline is not feasible
City-Community Network	Project supports the capacity of government and community to continue to collaborate beyond the project scope; project development and implementation involves collaboration of staff from multiple departments or teams; project addresses government and/or community readiness to address and move forward racial equity priorities	It is not clear if the project supports government and community capacity to address and move forward racial equity priorities; it is not clear if the project supports relationships and potential to continue work beyond the project scope; it is not clear if the project is cross-departmental.	Project exists in a silo with minimal staff or community involvement. Project does not build capacity for moving forward equity work.
Alignment With Fund Priorities	Proposed project is completely aligned and directly addresses the <u>mission and principles of the Equity Capacity Building Fund.</u>	Proposed project somewhat aligns with the <u>mission and principles of the Equity Capacity Building Fund.</u>	Proposed project does align with or prioritize the <u>mission and principles of the Equity Capacity Building Fund</u>
Overall Impression	Proposed project is clearly and specifically described; equity purpose and outcomes are clearly defined; need for project is compelling; funding is directly supporting the capacity to address issue(s) identified.	Proposed project is somewhat specifically described and equity purpose and outcomes are partially identified but the need for the project is weak or indirect.	Proposal is not clear, connection to equity is absent or very loose, documentation is not complete, outcomes and purpose are not identified.

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## EXAMPLE SOW

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### Overview

XYZ Consulting will work with the Umojatown Department of Sustainability, the Department of Transportation, and community groups engaged in transit justice issues to develop an implementation plan for Just Active Transportation rooted in community experience and data. We will work with EJforAll, an established organization that has built relationships across various stakeholder groups to advance climate justice initiatives, the Umojatown Area Transportation System who will provide access to transit riders and transit users and with Jomo Kenyatta University Urban Planning Department for research, data analysis and technical support. The project will focus on elevating the voices of historically underrepresented and underserved populations in transportation planning through an intentional design process. XYZ will serve as the fund manager as well as provide project facilitation; EJforAll and Umojatown Sustainability coordinator will oversee direction of the project and manage progress toward outcomes based on community process. EJforAll has received a separate grant to cover a majority of their staffing costs for this project.

We hope to achieve the following through this project:

- Additional insights when applying a climate equity lens to design and planning
- Greater collaboration between City and community leaders
- Support leadership from underserved and underrepresented community members
- Build trust with those who are more impacted by transportation inequity

### Outcomes

- The purpose of our project is to provide an opportunity for city staff and community to learn together through a co-created design process that will generate ideas for active transportation projects in underserved neighborhoods. Through a series of four facilitated design workshops we will be able to lift up the needs, concerns, and ideas for projects.
- Jomo Kenyatta University will provide additional data analysis and research support to help identify key opportunities and barriers for advancing projects.
- EJforAll and City staff will conduct a feasibility assessment for projects including an analysis of funding required and prioritization of projects.
- A written summary of the learnings and recommendations will be provided to EJforAll, to City Leadership and Kapwa.
- Stipends will be provided for participants.

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## EXAMPLE SOW

### Scope of Work

Month	Objectives/Benchmark	Est. Hours
May	Partner Alignment: Project partners will meet to align on scope, roles, guardrails, decision-making and process.	10
May - June	Workshop Coordination: Schedule a series of four community workshops to be held in July. Develop outreach strategy and begin to recruit participants (up to 50)	20
June	Develop workshop agenda and flow: Design interactive workshops and materials. Coordinate with EJforAll and JK University for data and	10
July	Conduct Design Sessions: facilitate design sessions and capture feedback from participants. (4 sessions at 4 hours each)	16
August	Data Analysis: Facilitate planning session with EJforAll and City staff based on work session outputs. Develop a written summary of feedback and recommendations and deliver to EJforAll and City leadership and Kapwa.	10
<b>Estimated Total Hours</b>		<b>66</b>

### Estimated Budget

*Professional fees:* This project budget is based on a \$x/hour rate.

Facilitation Fee	\$12,000
Equity Data Analysis and Research - EJforAll	\$5,000
50 Participant Stipends	\$5,000
Kapwa Contractors Convening and Progress Evaluation	\$500
Kapwa Optional Strategic Support Meetings	\$200
<b>Total Budget</b>	<b>\$22,700</b>

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## SUBMISSION CHECKLIST

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- LETTER OF INTENT FROM CITY PROGRAM MANAGER
- PROJECT SCOPE AND BUDGET FROM CONTRACTOR
- CONTRACTOR BACKGROUND INFORMATION
- CAPACITY BUILDING FUND PARTNER EXPECTATIONS DOCUMENT - PROJECT MANAGER
- CAPACITY BUILDING FUND PARTNER EXPECTATIONS DOCUMENT - PROJECT CONTRACTOR