

Instructions: Read the complete *Request for Proposal (RFP)* and other associated documents before submitting this application.

Check the Minnesota Pollution Control Agency (MPCA) EA Grant Program webpage at <https://www.pca.state.mn.us/about-mpca/environmental-assistance-grants> for the most recent updates on questions and answers to this solicitation.

Applications are due no later than 2:00 p.m. Central Time on Tuesday, June 26, 2018.

Submit application (as Microsoft Word and Excel documents) to:
grants-loans.pca@state.mn.us with the subject line, EA application.

I Applicant information

Applicant: City of Northfield
 Address: 801 Washington Street
 City: Northfield State: MN Zip code: 55057 County: Rice
 Mailing address (if different): _____
 City: _____ State: _____ Zip code: _____ County: _____
 Project contact: David Bennett Title: Public Works Director City Engineer
 Email: David.Bennett@ci.northfield.mn.us Applicant's website: www.ci.northfield.mn.us
 Phone: 507 645 3006 Fax: _____ MN House Dist: 20
 Grant requested: \$ 30,000 + Matching funds/value of In-kind: \$ 7,500 = Total project cost: \$ 37,500

	Yes	No
1. Is applicant the sole source of matching funds for this project?	☒	☐
If no , is supporting documentation of secured matching funds attached?	☐	☐
2. Is applicant governed by a Board?	☒	☐
If yes , does this submittal include necessary board resolution(s)?	☒	☐
3. Has applicant ever received MPCA EA grant funding before?	☒	☐
4. Is applicant in compliance with Minnesota's tax and environmental regulatory requirements?	☒	☐
If no, explain:		

Project title: City of Northfield Climate Action Planning

Brief project description (250 word description of problem and anticipated environmental outcomes):

The City of Northfield's Climate Action Planning Advisory Board (CAPAB) seeks grant funding to hire a consultant whose duties will include coordinating a climate action planning public engagement process and providing technical assistance in writing the final Climate Action Plan. This timeline for this process is 18 months with a draft climate action plan due to the Northfield City Council in December 2019. The City of Northfield embarked on a climate action planning process with the creation of the CAPAB in spring 2018. The consultant will be assisted by CAPAB members and other community volunteers in broadly engaging the entire community in the planning process, with use of traditional media, social media, public events, surveys, and the City's website. Community engagement efforts will include concerted efforts to get input and support from the entire community, including but not limited to the business community, major community public and private sector energy users, the local agricultural community, students, and those disproportionately impacted by climate change (e.g. low-income households, the elderly, disabled, and immigrant families -- Latino and other). The community engagement efforts will inform the technical aspects of writing the final CAP. The CAP will address both mitigation and adaptation strategies, and will include an aggressive greenhouse gas emissions reduction target and timetable. Successful planning will position the community to immediately begin plan implementation, and will make partnering with and information transfer to other Minnesota communities possible.

2 Project details (Provide clear and complete responses.)

The application is representative of the following preferred projects (only submit one preferred project **per application**):

Focus area 1. Communities adapting to climate change and extreme weather: ☒ 1.1 ☐ 1.2 ☐ 1.3 ☐ 1.4

☐ Other (Specify): _____

Focus area 2. Environmental education: ☐ 2.1 ☐ 2.2

☐ Other (Specify): _____

Focus area 3. Expansion of capacity to collect and/or transport source-separated organics: ☐ 3.1 ☐ 3.2 ☐ 3.3

☐ Other (Specify): _____

Focus area 4. Market development – Increase use of compost: ☐ 4.1 ☐ 4.2 ☐ 4.3

☐ Other (Specify): _____

Focus area 5. Prevention of wasted food: ☐ 5.1 ☐ 5.2 ☐ 5.3

☐ Other (Specify): _____

Focus area 6. S Reduce/reuse/repair: ☐ 6.1 ☐ 6.2 ☐ 6.3

☐ Other (Specify): _____

Focus area 7. Toxicity reduction: ☐ 7.1 ☐ 7.2

☐ Other (Specify): _____

2a. What is the environmental need/purpose:

Climate change is a threat in Minnesota, and Northfield is no exception. The City needs to invest in both mitigation strategies to reduce our impact to the environment and adaptation strategies to become a resilient community to the existing and forthcoming threats of climate change. Northfield has experienced 3 100-year floods in the past 10 years and has seen upticks in heat waves, invasive species from warmer climates, and large winter storm events. Climate change is here in Northfield and the purpose of writing this grant would be to supplement our volunteer, mayor-appointed board with a consultant who is an expert in climate action planning for a community.

2b. What assets and resources are available to implement this project, including project readiness:

The City of Northfield has many groups that are focused on environmental issues and many others that are ready to provide assistance with the Climate Action Plan. Those groups include: Climate Action Plan Advisory Board, Greater Northfield Sustainability Collaborative, Environmental Quality Commission, Rotary Club, City Council Resolution, City Support.

2c. What are the anticipated environmental outcomes:

Community support for a meaningful and aggressive Climate Action Plan

2d. What are the potential barriers or challenges and how will they be addressed:

Due to the vocal 80/20 rule, The City of Northfield has recognized that we have Climate Deniers. We will need to educate the public on issues the city faces related to climate change as needed..

2e. How will progress and success of this project be measured:

- Completion and adoption of the Climate Action Plan by city council and the implementation of the CAP
- Benchmarking software in place to measure progress in carbon reduction
- Percent of people that are contacted; facebook likes, attendance at events, number of events, survey respondents, city council comments in support.

2f. How will you share the results of your project:

- Share with city council
- Share with funding source as report
- League of MN Cities
- GNSC website

2g. How will this project utilize new or innovative strategies/technologies/methods/techniques:

A component of the Climate Action Plan will review innovative strategies other agencies have identified that could be implemented in Northfield.

2h. Is this project located in an MPCA identified environmental justice area of concern? ☒ Yes ☐ No

If yes, describe:

The City of Northfield has been identified by the MPCA as a City where you find that at least 40% of people reported income less than 185% of the federal poverty level

Will this project serve communities with higher concentrations of low-income residents and/or people of color, including tribal communities? ☐ Yes ☐ No

If yes, describe:

The MPCA's criteria and interactive mapping tool are on the MPCA website at <http://mpca.maps.arcgis.com/apps/MapSeries/index.html?appid=f5bf57c8dac24404b7f8ef1717f57d00>. Applicants of relevant projects are asked to evaluate and describe how the proposed project activities benefit these areas.

3 Experience and qualifications

3a. Describe applicant's experience and qualifications related to implementing and completing proposed project:

The City and members from the Climate Action planning board are very knowledgeable in climate change and identifying ways to reduce the city's carbon footprint.

3b. Will anyone outside your organization be responsible for work performed? ☒ Yes ☐ No

If yes, provide experience and qualifications related to proposed project:

We are seeking this grant to hire an expert consultant to develop this climate action plan.

4 Project workplan and budget (Complete project workplan and budget templates separately)

4a. Is project workplan attached? ☒ Yes ☐ No If no, explain:
(Template can be found on the MPCA website at <https://www.pca.state.mn.us/about-mpca/environmental-assistance-grants>, and should be submitted in Microsoft Word.)

4b. Is anticipated measurable environmental outcomes table completed in the project workplan? ☐ Yes ☒ No
(Sample template can be found and completed in project workplan.)

As part of the development of the Climate Action Plan, these goals and environmental outcomes will be established.

If no, explain:

4c. Is budget and expenditures table attached? ☒ Yes ☐ No If no, explain: _____
(Template spreadsheet can be found on the MPCA website at <https://www.pca.state.mn.us/about-mpca/environmental-assistance-grants>, and should be submitted in Microsoft Excel.)

5 Supporting and signature documentation

		Attached	Mailed	Faxed	Not applicable
5a.	Letter(s) of support:	☐	☐	☐	☐
	Comments:				
5b.	Letter(s)/resolution(s) of matching funds:	☐	☐	☐	☐
	Comments:				
5c.	Authorizing board resolution(s):	☒	☐	☐	☐
	Comments:				

If any of the above are answered "Not applicable," provide statement of why it does not apply:

Please use the following format and specific language for your Authorizing Resolution:

Minnesota Pollution Control Agency
Fiscal Year 2018 -2019 Grant Program
Authorization Resolution

WHEREAS, _____ (name of your organization) has applied for a grant from the Minnesota Pollution Control Agency (MPCA), under its FY18-19 Environmental Assistance Grant Program; and

WHEREAS, if MPCA funding is received, _____
(name of your organization) is committed to implementing the proposed project as described in the grant application; and

WHEREAS, MPCA requires that _____ (name of your organization)
enter into a grant agreement with the MPCA that identifies the terms and conditions of the funding award;

BE IT RESOLVED THAT the _____ (name of governing body)
hereby agrees to enter into and sign a grant agreement with the MPCA to carry out the project specified therein and to comply with all of the terms, conditions, and matching provisions of the grant agreement and authorizes and directs
_____ (name of a position) to sign the grant agreement on its behalf.

(Print name of signing officer)

(Title)

(Signature of an officer with your governing body)

(Date your governing body agreed to this resolution)

Project title:

<insert text here, using Arial 9pt font>

- *Organization type:**
- | | |
|---|---|
| ☐ Federal government | ☒ Local/Regional government |
| ☐ For-profit | ☐ Private college/university |
| ☐ Individual | ☐ Public college/university |
| ☐ Non-profit | ☐ State government |
| | ☐ Tribal government |

1. Statement of project details

The City of Northfield's Climate Action Planning Advisory Board (CAPAB) seeks grant funding to hire a consultant whose duties will include coordinating a climate action planning public engagement process and providing technical assistance in writing the final Climate Action Plan. This timeline for this process is 18 months with a draft climate action plan due to the Northfield City Council in December 2019. The City of Northfield embarked on a climate action planning process with the creation of the CAPAB in spring 2018. The consultant will be assisted by CAPAB members and other community volunteers in broadly engaging the entire community in the planning process, with use of traditional media, social media, public events, surveys, and the City's website. Community engagement efforts will include concerted efforts to get input and support from the entire community, including but not limited to the business community, major community public and private sector energy users, the local agricultural community, students, and those disproportionately impacted by climate change (e.g. low-income households, the elderly, disabled, and immigrant families -- Latino and other). The community engagement efforts will inform the technical aspects of writing the final CAP. The CAP will address both mitigation and adaptation strategies, and will include an aggressive greenhouse gas emissions reduction target and timetable. Successful planning will position the community to immediately begin plan implementation, and will make partnering with and information transfer to other Minnesota communities possible.

2. Goal statement, project evaluation plan, tasks, and subtasks

Goal statement: Climate change is a threat in Minnesota, and Northfield is no exception. The City needs to invest in both mitigation strategies to reduce our impact to the environment and adaptation strategies to become a resilient community to the existing and forthcoming threats of climate change. Northfield has experienced 3 100-year floods in the past 10 years and has seen upticks in heat waves, invasive species from warmer climates, and large winter storm events and reduce the City's carbon footprint. Climate change is here in Northfield and the purpose of writing this grant would be to supplement our volunteer, mayor and council-appointed board with a consultant who is an expert in climate action planning for a community.

Project evaluation plan: A completed plan that has been adopted by City Council.

Task 1 of 1: Hire a consultant to prepare the Climate Action Plan

Subtask 1a: Prepare Request for Proposals and Solicit Consultants

Timeframe: 60 days

Title of person(s) responsible: David Bennett

Estimated Funds: **Grant:** \$ _30,000_ **Match:** \$7,500_ **Total:** \$ _37,500_

Task 1 Total: **Grant:** \$ _30,000_ **Match:** \$ 7,500_ **Total:** \$ _37,500_

3. Anticipated measurable environmental outcomes

The development of the plan will establish measurable outcomes for the City over time and the City will be able to track and share how well we are doing with achieving the desired outcomes.

EA budget and expenditures report

Environmental Assistance (EA) Grant Program

Doc Type: Grant Application
p-f2-27h-fy18 (Revised 1/17/18)

Budget

			I.	II.	III.	IV.	V.	VI.	VII.	VIII.	IX.	X.
Cost category	Cost (\$/unit)	Quantity (Qty/Unit)	Grant funds	Match cash	Match in-kind	Total budget	Grant funds expended previous periods	Match expended previous periods	Grant funds expended this period	Match expended this period	Cumulative expended (V + VI + VII + VIII)	Budget balance (IV-IX)
Task 1 of 1:												
Subtask 1a: Prepare Climate Action Plan for Northfield												
			\$30,000.00	\$7,500.00		\$37,500.00					\$0.00	\$37,500.00
											\$0.00	\$0.00
											\$0.00	\$0.00
Total 1a											\$0.00	\$0.00
Subtask 1b:												
											\$0.00	\$0.00
											\$0.00	\$0.00
											\$0.00	\$0.00
											\$0.00	\$0.00
Total 1b											\$0.00	\$0.00
Subtask 1c:												
											\$0.00	\$0.00
											\$0.00	\$0.00
											\$0.00	\$0.00
											\$0.00	\$0.00
Total 1c											\$0.00	\$0.00
Task 1 - Total			\$30,000.00	\$7,500.00	\$0.00	\$37,500.00						