



Request for Proposal (RFP) for
Regional Climate Action Plan for Hartford-East Hartford-
Middletown MSA through EPA Climate Pollution
Reduction Grant (CPRG) program

Issue Date: September 7th, 2023

Deadline for Questions: September 28th, 2023, 4pm

Response Date/Time: October 5th, 4pm

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Introduction & Intent

The Capitol Region Council of Governments (CRCOG) seeks proposals from qualified and experienced Environmental Consultants to provide expertise to develop a comprehensive regional climate action plan, with a focus on developing a pipeline of municipal implementation projects and to identify and expand local climate policy and operational initiatives.

The Climate Pollution Reduction Grants (CPRG) program is an Environmental Protection Agency (EPA) initiative providing funding to the top 67 Metropolitan Statistical Areas (MSAs) to develop and implement plans for reducing greenhouse gas emissions and other harmful air pollution. CRCOG is the lead organization for the Hartford-East Hartford-Middletown MSA, and partnering with the Lower Connecticut River Valley Council of Governments (RiverCOG) to cover the entire MSA geography comprised of 57 cities and towns in addition to the towns of Colchester, Lyme and Old Lyme. See Study Area Overview for more information.

Per the CPRG, CRCOG must submit a Priority Climate Action Plan (PCAP) by **March 1, 2024** and subsequently a Comprehensive Climate Action Plan (CCAP), with a particular focus on developing a pipeline of municipal implementation projects and framework for local climate policy and operational initiatives. Identifying these projects as part of the PCAP process is critical to be able to take advantage of future implementation funding. Specific planning activities and potential and/or analyses may include, but would not be limited to:

- Identifying lead entities for targeted local and regional decarbonization and pollutant reduction efforts and developing appropriate coordination frameworks.
- Developing a strategic plan for decarbonizing municipally owned properties and assets
- Further developing a municipal electric vehicle fleet conversion and charging station deployment strategy
- Creating a strategic plan for negative emissions centered around land use, including managing and conserving agricultural, natural, and working lands.
- Developing a roadmap for municipalities to leverage climate-related funding opportunities and incentives in the Inflation Reduction Act (IRA) and Infrastructure and Infrastructure Investment and Jobs Act (IIJA).
- Develop building code based thermal decarbonization targets for municipalities.
- Conducting a regional workforce impact and needs assessments for clean energy sectors.
- Evaluating regional and local options to incentivize investment in clean microgrids.

It is CRCOG's intent to award a contract or contracts for a term beginning September 2023 through June 2027.

About CRCOG

The Capitol Region Council of Governments (CRCOG) is a voluntary Council of Governments formed to initiate and implement regional programs of benefit to our towns and the region. Our organization is guided by the chief elected officials of our 38 Metro Hartford municipalities. The mayors, first selectmen, and town council chairmen who make up our governing Policy Board recognize that the future of our individual members is tied to the future of our region. Our members have collaborated for more than 50 years on a wide range of projects to benefit our towns individually and the region as a whole. CRCOG serves the Capitol Region and all our municipalities by:

- Helping members improve governmental efficiency and save tax dollars through shared services and other direct service initiatives;
- Promoting efficient transportation systems, responsible land use and preservation of land and natural resources and effective economic development;
- Strengthening the Capitol City of Hartford as the core of a strong region, and as our economic, social and cultural center;
- Advocating for the region and its towns with State and Federal governments;
- Strengthening our regional community by helping coordinate regional agencies and programs; and
- Assisting local governments and citizens in articulating, advocating and implementing the vision, needs and values of their community.

Climate Pollution Reduction Grant (CPRG) Overview

The Climate Pollution Reduction Grant (CPRG) was created through the Inflation Reduction Act of 2022 (IRA). The CPRG provides grants to states, territories, tribes, air pollution control agencies, and local governments to develop and implement plans for reducing greenhouse gas emissions and other harmful air pollution. Through the CPRG program, EPA is supporting the development and expansion of climate action plans for the most populated metropolitan areas nationally. The EPA's three broad objectives are:

- Tackle damaging climate pollution while supporting the creation of good jobs and lowering energy costs for families.
- Accelerate work to address environmental injustice and empower community-driven solutions in overburdened neighborhoods.

- Deliver cleaner air by reducing harmful air pollution in places where people live, work, play and go to school.

For detailed information on the CPRG, please consult the [program page](#) from EPA.

Additional CPRG Information & Resources

Respondents should refer to the official program guidance, along with technical guidance documents for specified deliverables. The USEPA has also provided several resources, including technical guidance and tools on their website:

<https://www.epa.gov/inflation-reduction-act/climate-pollution-reduction-grants>

The resources below from EPA include tools and technical guidance organized by CPRG workplan elements:

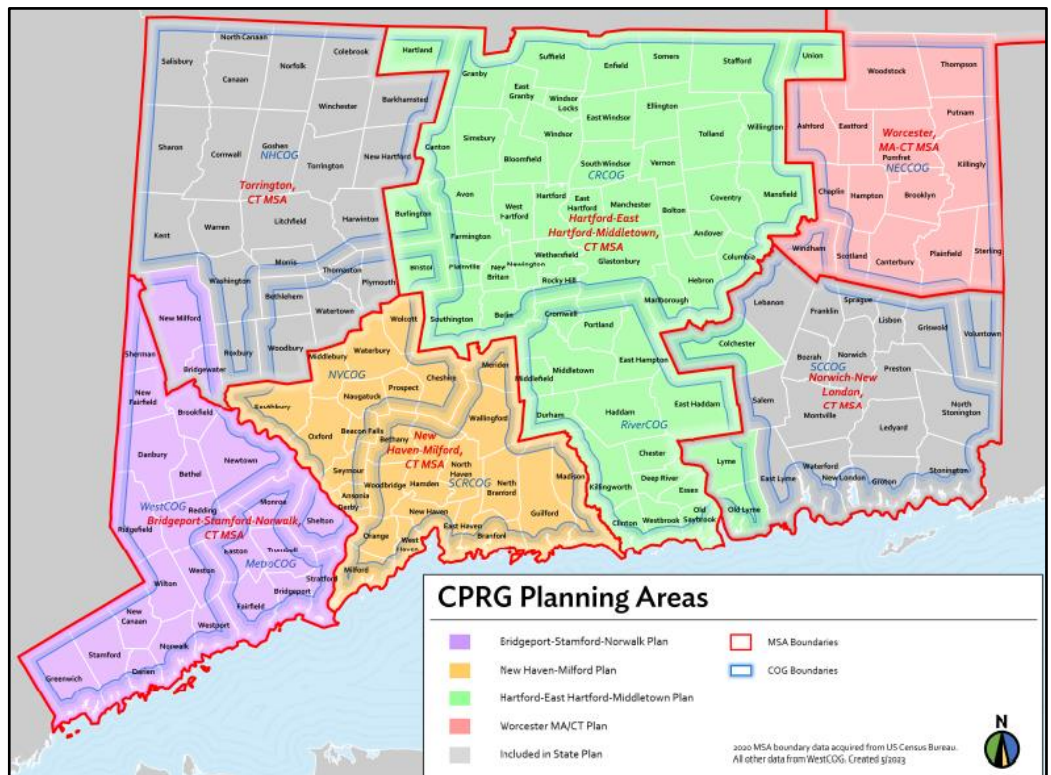
- [GHG Inventory](#)
- [GHG Emission Projections and GHG Reduction Targets](#)
- [GHG Reduction Measures - Resources and Tools](#)
- [Benefits Analysis](#)
- [Low Income and Disadvantaged Community Benefits Analysis](#)
- [Workforce Planning Analysis](#)

Study Area Overview

As the lead agency for the EPA Climate Pollution Reduction Grant, CRCOG will work with the consultant, the municipalities in our Metropolitan Statistical Area region and other partners to complete the tasks required by the Grantor. The MSA is comprised of 57 communities and home to over 1.2 million residents. The urban centers within this MSA are the City of Hartford, East Hartford, West Hartford, Manchester, New Britain and Middletown. This is a diverse region, both demographically and socioeconomically, and contains dense urban development, built and developing suburbs, rural communities, and river valley and shoreline communities that are bisected by major highways and contain some of the worst “bottlenecks” in the nation. These varied physical and demographic factors present an opportunity to address climate change in a variety of community contexts.

CRCOG and RiverCOG are coordinating with an inter-governmental working group consisting of other CPRG COGS – South Central Regional and Naugatuck Valley COGs (New Haven MSA) and Connecticut Metropolitan and Western Connecticut COGs (Bridgeport MSA). We are also working with staff at the Department of Energy and Environmental Protection (CT DEEP) and the Office of Policy and Management (OPM). In addition, a key partner will be Sustainable CT, and coordination with other climate, equity and energy non-profits will be pursued where appropriate. In addition, CRCOG will convene a Climate Technical Advisory Committee (CTAC) that will be, at a minimum, comprised of representatives from communities within the MSA, including our major urban areas of Hartford, East Hartford, New Britain, Manchester, Middletown, and West Hartford, as well as other relevant sector experts.

Figure 1: Municipalities in green are to be included in the Hartford-East Hartford-Middletown CPRG planning efforts.



Scope of Services

The CPRG program has three primary deliverables – 1) a Priority Climate Action Plan (PCAP); 2) a Comprehensive Climate Action Plan (CCAP); and 3) a Status Report. For a full description of the required programs elements, please consult the official program [guidance](#). It is our preference that respondents reply with proposals for all three deliverables: the PCAP, CCAP and Status Report, with relevant associated costs. To ensure successful and timely completion of the PCAP, an additional Notice to Proceed (NTP) will be required prior to beginning the CCAP.

***NOTE:** The selected consultant will **not** be required to complete the GHG Inventory as part of the PCAP. CRCOG and the two other Connecticut lead agencies (SCRCOG and MetroCOG) have subaward agreements with the University of Massachusetts Amherst Departments of Civil and Environmental Engineering and Landscape Architecture and Regional Planning (UMass Amherst) to create GHG Inventories for our respective MSAs. The selected consultant will coordinate with UMass about the Inventory. UMass will provide the Inventory, Methodology, and other relevant documentation needed for the PCAP.*

Budget

Depending on scope and proposed consultant services, CRCOG anticipates an approximate budget range from \$275,000 to \$350,000. Respondent proposals should contain sufficient detail regarding proposed budgets for the PCAP, CCAP and Status Reports, respectively.

Anticipated Project Schedule

- **January 11, 2024:** Final draft PCAP to CRCOG for comments.
- **January 25, 2024:** CRCOG publishes Draft PCAP for 30-day public comment period.
- **March 1, 2024:** Final PCAP due to EPA.

A summary of the three phases with associated deliverables is included in Figure 2.

Summary of CPRG Phases & Deliverables

	Priority Climate Action Plan (PCAP)	Comprehensive Climate Action Plan (CCAP)	Status Report
<i>Deliverables</i>	<ul style="list-style-type: none"> • Due March 1, 2024 • Near-term, implementation ready, priority greenhouse gas (GHG) reduction measures • Prerequisite for implementation grant 	<ul style="list-style-type: none"> • Due in 2025 • All sectors / significant GHG sources and sinks • Near- and long-term GHG emission reduction goals and strategies 	<ul style="list-style-type: none"> • Due in 2027 • Updated analyses and plans • Progress and next steps for key metrics
GHG Inventory *	Required	Required	Update Encouraged
GHG Emissions Projections	Not Required	Required	Update Encouraged
GHG Reduction Targets	Not Required	Required	Not Required
Quantified GHG Reduction Measures	Required (priority measures only)	Required	Status & Updates Required
Benefits Analysis	Encouraged	Required	Required
Low-Income/Disadvantaged Communities Benefits Analysis	Required	Required	Required
Review of Authority to Implement	Required	Required	Update Required
Intersection with Other Funding Availability	Encouraged	Required	Required
Workforce Planning Analysis	Encouraged	Required	Required
Next Steps/Future Budget and Staffing Needs	Not Required	Not Required	Required

Figure 2: Summary of CPRG Phases and Deliverables. For more details, consult Appendices A and B and [CPRG program guidance](#).

Inquiries

Respondents to this RFP should represent a firm, company, organization, team, or individual with ample experience performing similar services and the professional standards thereof, to undertake and successfully complete the Scope of Services outlined in Appendices A-B.

General Questions

Please direct questions to Kyle Shiel via e-mail to kshiel@crcog.org no later than **4:00 PM EDT** on September 28th, 2023. Inquires and responses will be posted at www.crcog.org. CRCOG will respond to technical questions only. No interpretive guidance, written or oral, regarding this RFP will be given and no phone calls will be accepted. Written approval by CRCOG is required prior to public disclosure of submissions intended for CROG. Prospective consultants are expected to monitor <https://crcog.org/rfp-rfq/> for amendments and responses to inquiries.

Submission Requirements

Prospective consultant(s) are asked to submit responses in three parts:

- 1. Letter of Interest, and**
- 2. Technical Response**
- 3. Budget/Fee Proposal**

(1) Letter of Interest

The Letter of Interest shall specify the following:

1. Name and address of the lead firm
2. Names and addresses of any proposed subconsultants.
3. Name, title, e-mail, and telephone number of the individual(s) from the lead firm authorized to commit the firm to a contract.
4. Name, title, e-mail, and telephone number of the individual CRCOG should contact regarding proposal questions and clarifications.
5. If applicable, please note any other contracts for US EPA CPRG Program services the consultant has been awarded and/or is actively pursuing.
6. A statement that the consultant's proposal will remain in effect for ninety (90) days after the consultant's proposal is received by CRCOG.

(2) Technical Response – PCAP, CCAP & Status Report

The Technical Response shall describe the consultant's understanding of the project and proposed approach to the following:

1. Project understanding and Scope of Services (Appendix A & B), including any recommendations to improve/support the project and any special service(s) and/or accommodation(s) requested.
2. Approach the consultant will take to tailor services to the Hartford-East Hartford-Middletown MSA
3. A description of the proposed services to be performed by the lead firm as well as description of any services to be performed by subcontractors listed in the Letter of Intent.
4. Project Schedule
5. Resumes of the proposed key personnel who will work on the project, including descriptions of relevant recent experience performing similar services.
6. Descriptions of three (3) comparable project experiences, including project budget, services completed, and current project status.
7. Three (3) references from comparable projects completed in the past five (5) years. Please include project title, date completed, location, services provided, and primary client contact information (e-mail address and telephone number). Previous experience and/or familiarity with local government operations in Connecticut is desirable.

(3) Project Budget/Fee Proposal

- a. Breakdown of costs by task
- b. Key Personnel and hourly rates
- c. Total Budget/Fee Proposal

Submissions

Submissions should be prepared as a single PDF and may be transmitted to Kyle Shiel at kshiel@crcog.org. No physical submissions (USB drives, paper hardcopies, etc.) will be accepted. Please note, we are unable to accept .zip files via e-mail. Submissions should be marked in the email subject line with “*CRCOG Regional Climate Action Plan*”.

To be considered, your proposal must be received no later than **4:00 PM Eastern Time** on October 5th, 2023. CRCOG will not consider proposals received after this date/time and/or incomplete submissions.

SELECTION PROCESS

All RFPs received by CRCOG will be reviewed and evaluated by an RFP Selection Committee determined by CRCOG. Proposals will be evaluated based on the following criteria:

- Experience and capacity
- Project understanding of the work to be performed.
- Project organization and staff commitment
- Professional expertise of team
- Prior related project experience
- Completeness, feasibility, and quality of response to Scope of Services and Project Schedule
- Capacity to complete services on schedule
- Project Budget/Fee Proposal

Upon review of proposals the RFP Selection Committee may elect to interview a select number of firms for the purpose of presentation and clarification of proposal materials. Upon completion of interviews, the RFP Selection Committee will recommend the preferred consultant (or consultant team) and will authorize CRCOG to notify the consultant of their selection and begin contract negotiations.

The preferred consultant will be notified within fourteen (14) days of the decision by the RFP Selection Committee and contract negotiations will commence immediately upon notification. CRCOG and the preferred consultant will work to finalize the Scope of Services, Project Budget, and legal Professional Services Agreement. At the end of the negotiations, the contract shall be awarded. If a negotiated agreement and fee cannot be mutually agreed to by both parties, CRCOG will terminate negotiations and begin negotiations with the second rated firm.

The firm awarded the contract as a result of being pre-qualified under this RFP, must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This will include compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

The selected consultant will be required to prepare project documents in a timely manner and submit monthly status reports indicating work completed to date and any problems that have affected the project schedule. To this end, the consultant will be

expected to assign sufficient staff to complete the Scope of Services within the established and agreed upon schedule.

RFP GENERAL TERMS AND CONDITIONS

A. Acceptance or Rejection by the Capitol Region Council of Governments

The CRCOG reserves the right to accept and or reject any or all proposals submitted for consideration or to negotiate separately in any manner necessary to serve the best interests of the CRCOG and its members. Respondents whose proposals are not accepted shall be notified in writing.

B. Ownership of Proposals

All proposals submitted in response to this RFP are to be the sole property of CRCOG and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

C. Changes to Proposals

No additions or changes to the original proposal will be allowed after submittal.

D. Contract Requirements

A formal contractual arrangement will be entered into with the consultant, selected as per the CRCOG standard form of agreement. The contents of the proposal submitted by the successful respondent and the RFP will become part of any Contract award.

E. Amending or Canceling Request

CRCOG reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in its best interest to do so.

F. Waiver of Informalities

The Capitol Region Council of Governments reserves the right to accept or reject any and all responses to this Request for Proposals, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in its best interest.

G. Collusion

By responding, the firm implicitly states: that his/her proposal has not been made in connection with any other competing firm submitting a separate response to this RFP; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the firm did not participate in the RFP development process, had no knowledge of the specific contents of the RFP before its issuance, and that no employee of CRCOG either directly or indirectly assisted in the vendor's proposal preparation.

H. Assigning/ Transferring of Agreement

Any successful firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from CRCOG.

I. Termination

CRCOG may terminate any contract(s) or any part of any contracts resulting from this process at any time for: cause, default or negligence on the part of the vendor; or if the vendor fails, in the opinion of the Agency, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of the Agency.

J. Severability

If any terms or provisions of this Request for Proposal shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

K. Affirmative Action

The Towns participating in this RFP are equal opportunity employers and require an affirmative action policy from all contractors and vendors as a condition of doing business with the towns, as per Federal Order 11246. By signing the proposal sheet for this bid, all vendors and contractor agree to this condition of doing business with the towns and should the towns choose to audit their compliance, the vendor agrees to cooperate fully.

L. Insurance Requirements

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire transition and contract period the following insurance coverages covering the Respondent and all its agents, employees and sub-contractors and other providers of services, and shall name the Capitol Region Council of Governments and its employees and agents as an Additional Insured on a primary and non-contributory basis to the

Respondent's Commercial General Liability and Automobile Liability policies. These requirements shall be clearly stated in the remarks section on the Respondent's Certificate of Insurance. In addition:

1. All policy forms shall be on the occurrence form.
2. Acceptable evidence of coverage will be on the ACORD form or a form with the same format.
3. All renewal certificates shall be furnished at least 10 days prior to policy expiration.
4. Each certificate shall contain a 30-day notice of cancellation.
5. Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut which has at least an "A-" policy holders rating according to Best Publications latest edition Key Rating Guide.

Required insurance coverage:

1. Professional Liability Insurance with limits up to \$2,000,000 aggregate limit issued on claims made basis for the term of the contract and continuing for two years following the completion of the contract at the Vendor's cost.
2. Comprehensive General Liability Insurance: Vendor shall, at its own cost and expense, obtain and keep in force during the Term of the Agreement general liability insurance with minimum limits of 1 million per occurrence/ 2 million aggregate and shall name the CRCOG and their respective officers, officials, employees, agents, boards, and commissions as Additional Insureds on a primary and non-contributory basis. There shall be no special limitations on the scope of protection afforded to the CRCOG. Vendor shall assume any and all deductibles in the described insurance policies and Vendor's insurer shall have no right of recovery or subrogation against CRCOG. These requirements shall be clearly stated in the remarks section on Vendor's Certificate of Insurance. Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-and all deductibles, if any, are the sole responsibility of Vendor.
3. Automobile Liability Insurance including non-owned and hired vehicles in the same limits as indicated above.
4. Workers' Compensation Insurance at the Connecticut statutory limit including Employers' Liability with limits of \$100,000 each accident, \$500,000 for each disease/policy limit, and \$100,000 for disease for each employee.
5. Excess Liability Umbrella Form over sections B, C, and D-Employers' Liability with limits up to \$4,000,000.

M. Hold Harmless and Indemnification

In addition to its obligation to provide insurance as specified above, the Vendor, its subcontractors, agents and assigns shall indemnify and hold harmless the Capitol Region Council of Governments and its member municipalities, including but not limited to, its elected officials, and its officers, from any and all claims made against the CRCOG, including but not limited to, damages, awards, costs and reasonable attorney's fees, to the extent any such claim directly and proximately results from the negligent acts, errors, or omissions in performance of services by the Vendor during the Vendor's performance of this Agreement or any other Agreements of the Vendor entered into by reason thereof. CRCOG agrees to give the Vendor prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

Appendix A: Priority Climate Action Plan (PCAP)

The following are brief summaries of the required elements of CRCOG's approved workplan with EPA.

Encouraged Workplan Elements – *At their discretion, respondents for the PCAP may also choose to incorporate the encouraged PCAP elements in their proposals, such as the Benefits Analysis, Intersection with Other Funding Availability and Workforce Planning Analysis. Respondents bidding for both the PCAP and CCAP phases are highly encouraged to address how they would further refine PCAP elements to the greater degree of detail required by the CCAP.*

Element 1.1 to be completed by UMass-Amherst. All other tasks to be completed by the selected consultant.

Element 1.1- PCAP Green House Gas (GHG) Inventory (UMass Amherst)

The PCAP GHG Inventory will be prepared by our sub-awardee UMass-Amherst. Outputs of this task include:

- **GHG Inventory**, including a summary of baseline conditions that include overall and sector-specific emissions targets for the MSA.

The GHG Inventory (Microsoft Excel, or similar) and methodology completed by UMass-Amherst will be provided to the consultant by CRCOG and UMass-Amherst.

Element 1.4: Quantified GHG Reduction Measures (Required)

Using the GHG Inventory provided by UMass, the consultant will be tasked to develop a range of quantified GHG reduction measures through engagement and collaboration with the MSA. While the PCAP does not necessarily need to identify specific GHG reduction projects by name and/or location, it should adequately describe the GHG reduction measures that will be implemented in the future. Measures must be described with enough detail such that implementation grant applicants can provide an estimation of future GHG reductions associated with the measure. Outputs of this task include:

- **Quantified GHG Reduction Measures:** Using the PCAP GHG Inventory (provided by UMass Amherst), the selected consultant will quantify projected emissions reductions from identified measures included in the PCAP.
- **Narrative Report:** Research on proposed measures, rationale for selection, considerations (e.g., economic and MSA-specific factors), and other relevant information.

Element 1.6: Low Income/Disadvantaged Communities (LIDAC) Benefit Analysis (Required)

The Hartford MSA consists of a socioeconomically diverse range of communities – urban, suburban and rural. Low Income/Disadvantaged (LIDAC) communities for our MSA have been identified at the census tract level using EPA’s Climate & Economic Justice Screening Tool (CEJST). The LIDAC Benefit Analysis for our MSA should explore both direct and indirect benefits associated with mitigating climate impacts and public health benefits due to associated reductions in criteria and hazardous air pollution. For example, urban communities in our region are vulnerable to extreme heat and urban heat island effects, while many less dense communities are vulnerable to flooding and weather events such extreme rainfall. The range of community types in our MSA may necessitate developing a typology-based benefit analysis.

The primary output for this deliverable should be a qualitative discussion of the expected benefits to LIDACs associated with the GHG reduction measures (including direct and indirect benefits). A summary overview of proposed engagement strategies, activities, and events with LIDAC communities should be included. Outcomes from this task include:

- **Narrative Report:** This is the primary output for this deliverable and should be a qualitative discussion of the expected benefits to LIDACs associated with the GHG reduction measures (including direct and indirect benefits). Consistent with the Justice40 Initiative, a summary overview of engagement activities and events with LIDAC communities should be included. The report will also provide a description of co-benefits, mitigation measures for potential disbenefits, and speak on the analysis of measures compared with the cost of inaction.
- **LIDAC Benefits Analysis:** a benefits analysis satisfying EPA requirements, including base year estimates of co-pollutants and anticipated co-pollutant reductions as reduction measures are implemented.

Full technical guidance for this deliverable can be found [here](#).

Element 1.7: Review of Authority to Implement (Required)

As a state with no county government, Connecticut municipalities would be the primary non-State implementers of any significant projects. It is therefore critical to focus efforts for this task on sectors and projects within the specific purview and authority of municipal governments in our state.

The output for this task should be a primarily qualitative narrative summary of the specific authorities possessed by municipal, regional, and state governments to address climate change, with some associated quantitative data included for illustrative purposes where appropriate. Where no existing authority exists, the PCAP should identify the necessary steps to obtain authority. A schedule of milestones for actions

needed by key agencies/governments for obtaining any authority needed to implement each listed program or measure should be included. Every sector plausibly within the purview of local municipalities should have an associated analysis on the specific authorities granted to local policymakers, although the level of detail may vary depending on sector and strategy.

Outputs of this task include:

- **GHG Reduction Measures Implementation Matrix:** Identifying for each measure whether the MSA has the regulatory and statutory authority to implement the measure, or whether such authority must still be obtained.
- **Schedule of Milestones:** Identifying actions by key entities for obtaining authority needed to implement each measure.
- **Narrative Report:** Providing existing state and local statutory/regulatory reference for local implementation of priority GHG Reduction Measures, including a summary of regulatory and statutory changes necessary to inform the CCAP.

Element 1.10: Stakeholder Engagement Activities (Required)

The selected consultant will work closely with CRCOG, RiverCOG, the CTAC, and Sustainable CT to develop the specific engagement framework and activities within the Hartford MSA. Respondents should outline their approach to ensure appropriate stakeholders are being engaged and all potential avenues are explored to reach populations typically underrepresented. Information about the PCAP (and CCAP development process) should be made publicly available in a transparent manner, translated as necessary, whether through in-person and virtual meetings, tabling at community events, public websites, listservs, and social media.

*Components of **Stakeholder Engagement** Include:*

- **PCAP Kickoff Public Meeting:** The consultant will convene and facilitate a hybrid (in person and virtual) meeting based in a LIDAC community during non-business hours. The consultant will develop and utilize materials to present on the planning process and deliverables of the CPRG and PCAP. It will also serve to acquire initial public input.
- **PCAP Public Comment Meeting:** The consultant will convene, facilitate, and develop materials for a hybrid (in person and virtual) meeting based in a LIDAC region during non-business hours. This meeting will go over the components of the draft report during the public comment process. It will also collect input from the public.

- **Sector Based Stakeholder Meetings:** The consultant will convene, facilitate, and develop materials for meetings with sector stakeholders. Recommended approach is to host 1 meeting per sector. There is an effort to coordinate this process with neighboring MSAs and the State to avoid duplication of effort. Sectors have not been formally identified and the chosen consultant will be expected to help determine this approach for sectors.
- **CPRG Website (Hartford-East Hartford-Middletown MSA):** Create/update the project website with background information, schedule of Plan milestones and community engagement events, FAQs, and project documents. At a minimum, the selected consultant will provide resources (e.g. writing, graphics, project documents, etc.) to be posted on the project website.
- **Public Outreach Campaign:** Develop a campaign for gathering community input scaled to the need and scope of the analyses being undertaken. Prospective consultants should propose a recommended suite of activities, tailored to your organization’s capabilities, expertise, and capacity. Innovative methods are encouraged (e.g. Dashboards, Story maps, Survey Tools, Social media, partnerships with organizations, press releases).
- **PCAP Outreach Summary:** The PCAP report will include a description of the public engagement activities undertaken, including sample outreach materials, links to applicable web-based tools created (e.g. survey, project website), a summary of key takeaways heard from the public, and a log of responses to all public comments received during the public review period.

*Components of **Intergovernmental Coordination** Include:*

- **Intergovernmental Coordination:** The consultant will coordinate as much as possible with state agencies, air pollution control agencies, and municipalities for the development of the PCAP and over the duration of the cooperative agreement.

Appendix B: Comprehensive Climate Action Plan (CCAP) summary

The Comprehensive Climate Action Plan (CCAP) is to identify long-range planning and project development for regional and local efforts to reduce GHG emissions. This involves refining and expanding the elements of the required PCAP elements with additional required elements incorporated. Below is a summary of CRCOG's approved CCAP workplan with EPA. As referenced above, CRCOG prefers respondents to bid on both the PCAP and CCAP – however, an additional Notice to Proceed (NTP) will be required prior to beginning the CCAP to ensure timely and successful delivery of the PCAP.

CCAP Elements:

GHG Inventory (Element 2.1):

The inventory for the CCAP should include all GHG emissions and sinks by emission source and sink category using broadly accepted methods for the following sectors – Agriculture, Buildings (commercial and residential), Electricity generation and/or use, Industry, Natural and Working Lands, Transportation, and Waste and Materials Management.

GHG Emissions Projections (Element 2.2):

Sector-based emissions should be utilized where viable. Projections of both near term (e.g., 2030-2035) and long-term (e.g., 2050) GHG emissions (and sinks, if feasible) for both a “business-as-usual” projection and a scenario under full plan implementation should be considered.

GHG Reduction Targets (Element 2.3):

The selected consultant and CRCOG will work with CT DEEP and the CTAC to develop economy-wide near-term (e.g., 2030-2035) and long-term (e.g., 2050) GHG emission reduction targets, consistent with broader State goals. The inclusion of sector-based emission reduction targets should be used where viable, particularly for the highest priority sectors within the purview of municipal governments.

Quantified GHG Reduction Measures (Element 2.4):

The CCAP should include a full suite of implementation measures identified to meet GHG reduction targets specified in the PCAP. The measures should address the main GHG emissions sectors, including - Agriculture, Buildings (commercial and residential), Electricity generation and/or use, Industry, Natural and Working Lands, Transportation, and Waste and Materials Management. For each measure, the CCAP should identify the quantifiable GHG emissions reductions (or enhancement of carbon sinks), key implementing agency or agencies, implementation schedule and milestones, expected geographic location (where applicable), milestones for obtaining implementation authority (as appropriate),

identification of funding sources if relevant, and metrics for tracking progress. Cost information for each measure should be included.

Benefits Analysis (Element 2.5):

The CCAP should include quantified estimates of co-pollutant reductions associated with GHG reduction measures for the suite of included measures. To the extent possible, potential disbenefits stemming from GHG reduction measures should be tracked, minimized and mitigated.

Low-Income/Disadvantaged Communities Benefits Analysis (Element 2.6):

The CCAP should evaluate the extent to which any GHG reduction measures in the CCAP will deliver co-pollutant emissions reductions and other benefits to low-income and disadvantaged communities.

Review of Authority to Implement (Element 2.7):

The CCAP should indicate whether existing or statutory or regulatory authority is in effect to implement identified measures or whether such authority must be obtained. A schedule of milestones for actions needed by key entities to implement identified measures should be included.

Intersection with Other Funding Availability (Element 2.8):

The CCAP should identify other funding programs that are available to the recipient(s) or have been secured by the recipient(s) from federal, state, local and private sources that could be leveraged to pursue the objectives of the CCAP.

Workforce Planning Analysis (Element 2.9):

The selected consultant should work with the state's regional Workforce Development Boards to produce an analysis of anticipated workforce shortages that could prevent achievement of CCAP goals. Potential solutions and partners at the state, regional, and/or local level should be identified.

Stakeholder Engagement (Element 2.10):

Stakeholder engagement activities from the PCAP phase should be continued as appropriate for the CCAP, as determined in consultation with CRCOG, RiverCOG and the CTAC.

STATUS REPORT

Elements required for the status report:

1. Implementation status of GHG reduction measures included in the CCAP
2. Any relevant analyses or projections that support CCAP implementation
3. Next Steps/Future Budget/Staffing Needs

Detail on updates for specific elements is provided below:

GHG Inventory (Element 3.1):

If warranted by new data or information, an update on the GHG Inventory should be included.

GHG Emissions Projections (Element 3.2):

If warranted by new data or information, GHG emission projections should be updated in the Status Report.

GHG Reduction Targets (Element 3.3):

N/A

Quantified GHG Reduction Measures (Element 3.4):

An update on the current status of plan implementation, including individual measures identified in the CCAP, should be included in the Status Report. It should identify whether the relevant measure is still under development or has been fully implemented.

Benefits Analysis (Element 3.5):

Updated estimates of co-pollutant reductions or other benefits associated with GHG reduction measures implemented or expected to be implemented should be included in the Status Report. To the extent possible, disbenefits resulting from implementation of GHG reduction measures included in the CCAP should be tracked, minimized, and mitigated.

Low-Income/Disadvantaged Communities Benefits Analysis (Element 3.6): Updated analyses of the co-pollutant emissions reductions and other program benefits to LIDAC communities associated with GHG reduction measures listed in the CCAP that have been implemented or are expected to be implemented should be included in the Status Report.

Review of Authority to Implement (Element 3.7):

Information for this element in the should be updated in the Status Report.

Leverage/Intersection with other Funding (Element 3.8):

An update to this element from the CCAP should be included in the Status Report.

Workforce Planning Analysis (Element 3.9):

The Status Report should include workforce development progress made since submitting the CCAP, and on any ongoing workforce development challenges inhibiting progress toward meeting their climate goals.

Next Steps/Future Budget and Staffing Needs (Element 3.10):

The Status Report should identify expected next steps to continue implementation of the CCAP following closeout of the CPRG planning grant, including potentially building internal capacity at CRCOG and/or at various municipal levels. Future regional collaboration and intermunicipal initiatives are a likely area of focus.

Stakeholder Engagement Activities (Element 3.11):

Regional stakeholders should be updated and informed on new information included in the Status Report through existing and established formats, venues and networks detailed in the PCAP and CCAP phases.

The Consultant will work with CRCOG, RiverCOG, the State, municipal staff, and the CTAC to complete the Status Report. There will be significant interagency and intergovernmental coordination to prepare the Status Report.

The Consultant will assist with quarterly performance progress reports and a final report. Quarterly reports will include status of anticipated outputs and deliverables, work progress, difficulties or challenges, financial expenditures, preliminary data results, anticipated future activities, changes in key personnel.

Additional Information & Resources:

The above is a summary of required program deliverables. Respondents should refer to the official program guidance, along with technical guidance documents for specified deliverables.

- [Climate Pollution Reduction Grant – Program Guidance for States & Municipalities](#)

Technical Guidance:

- [GHG Inventory](#)
- [GHG Emission Projections and GHG Reduction Targets](#)
- [GHG Reduction Measures - Resources and Tools](#)
- [Benefits Analysis](#)
- [Low Income and Disadvantaged Community Benefits Analysis](#)
- [Workforce Planning Analysis](#)

Appendix C – Low-Income & Disadvantaged Communities (LIDAC)

