REQUEST FOR PROPOSALS

RFP APPLICATION
Promoting Bridgeport’s Public Health, Environmental Benefit and Community Well-being

OVERVIEW

The Environmental Task Force (ETF) committee, working with the Bridgeport Economic Development Corporation (BEDCO), is managing a $2 Million Community Environmental Benefits Fund. That funding process was established by the Community Environmental Benefit Agreement (CEBA) between PSEG Power Connecticut, the City of Bridgeport, and representative community organizations on February 26, 2016.

The ETF, along with BEDCO, are requesting Proposals from individuals and organizations serving the Bridgeport community, including departments of the City’s government that are referenced in the CEBA. Selected proposals will be evaluated and considered for funding. For funding consideration, the proposals must advance “the intents and purposes underlying the adoption of the US Environmental Justice Act including, but not limited to, achieving maximum public health and environmental benefit for the air quality in the neighborhoods surrounding Bridgeport Harbor Station.” Proposals should detail programs, projects, and/or other initiatives that will contribute to the long-term public benefit and wellbeing of the community by addressing health and environmental needs relating to infrastructure, health services, outreach, education, and energy efficiency.

The CEBA emphasizes the attraction of non-local funding sources to supplement the Community Environmental Benefits Fund: “The funding agreement shall include provisions to encourage the Designated Organization (BEDCO), the City and the ETF to seek and apply for additional funding as available from governmental, quasi-governmental, and charitable entities and institutions and other programs to increase or supplement the funds available for the purposes stated therein and described above.” The ETF and BEDCO plan to do that as separate entities, and also require selected proposers to do that as well; proposals that provide evidence of the attraction of other funds or leveraged funding from non-local sources will receive more favorable consideration than proposals that do not.
REQUIRED INFORMATION

NOTE: Each applicant’s response must use the following lettered items (A to K) followed by the required information. If you feel the item is not applicable or you do not have the information, please list “N/A”. No line shall be left incomplete.

A. **Project Name**

B. **Applicant’s Name(s)**
   Give individual’s name. If an organization, list all board members.

C. **Proposer’s Fiscally Responsible Organization and Lead Individual**
   Include when organization was initially founded; formal or legal relationships that may exist; has organization received other grants; if so, how much and when. Please include a definitive statement of good standing with the US IRS, and CT Department of Revenue Services.

D. **Proposer’s Partner Organization(s) and overall Fiduciary Organization**
   List current Officers, Director, and Board members, if applicable.

E. **Detailed Project Description**
   List or define outcome and measurable action of work; If project has an intended educational outcome, include the curriculum outline, two (min.) sample lesson plans and measured outcomes of the typical education component; Evidence of the Proposer, and/or partners, successfully implementing similar projects or initiatives of comparable magnitude and adequate financial management.

F. **Statement of Need, Opportunity, and Benefit**
   Describe what you feel is needed in the Bridgeport community; how your organization can help; and the short and/or long term benefit of your Project.

G. **Evidence of broad support and neighborhood/community contribution**
   Include letters of collaborative agreement; statements of intended financial support from outside organizations; and, indications of community participation and support.

H. **Disclosure of litigation proceedings** If applicable to the Proposer, Partnered Organizations and/or Fiduciary Organization, provide a description statement of any litigation proceedings in the last five (5) years. If there are no ongoing, nor pending litigation proceedings since 2015, please state “None.”

I. **Evidence of funding support and leverage**
   Include a copy of the written agreement from other funding sources, or please state “None.”

J. **Project Schedule** (Shown in months)
   Include planned starting date; date of initial funding; interim product completion dates; and, expected payment date(s) if applicable.

K. **Budget**
   Including non-ETF requested funding commitments; a schedule of anticipated expenditures by month; reimbursements paid for any related work; staff or project salaries; and, organizational payments for administrative costs.

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PURSUANT TO THE
COMMUNITY ENVIRONMENTAL BENEFIT AGREEMENT
EVALUATION CRITERIA

The following categories will be used by ETF Committee members for evaluations and scoring. The items listed below have a corresponding weighted value shown in the parenthesis. These categories will be totaled for a competitive score with the maximum score of 100 points.

1. **Anticipated Community Impact (15 pts.):** Evidence and/or recognized expert opinions provided supporting/endorsing the positive outcomes of community health predicted to occur from the project or initiative, particularly in achieving the intents and purposes underlying the adoption of the US Environmental Justice Act.

2. **Feasibility (15 pts.):** Evidence provided by the Proposer that the project or initiative will be completed with the requested support, including evidence that responsible parties have a proven history of relevant accomplishments.

3. **Leverage of Additional Funding Sources and Resources (30 pts.):** Evidence and extent that non-local funding commitments have been attracted and leveraged by the requested support. Evidence that other forms of support, such as technical assistance, have been attracted.

4. **Consistency with Bridgeport’s Master Plan of Conservation and Development (20 pts.):** Citations (from the City’s Master Plan) that indicate the extent to which the proposed project or initiative supports policy objectives found in the Master Plan.

5. **Partnerships and Demonstrated Community Support (15 pts.):** Evidence that collaborations between locally active community organizations and other relevant entities have been agreed to; and evidence that local residents have had opportunities to comment and add input into the proposed project or initiative.

6. Evidence and/or recognized expert opinions that the project or initiative supports the spirit of the 2015 Citizens Advisory Committee report. (5 pts.)

PROPOSER CONFERENCE

The ETF, BEDCO, and the City of Bridgeport will actively promote the attraction of non-local funding partners to support local projects and initiatives. A Proposer Conference will be held approximately 45-60 days after RFP issuance/publication at which local organizations will have the opportunity to share their project concepts with potential community partners and invited funder and technical assistance organizations.

SUBMISSIONS

The proposal submittal shall include 2 original copies printed and signed along with a thumb/flash drive having a COMPLETE digital pdf format of the RFP submittal. Thumb drives shall be returned to applicant upon request. The submittal format shall be 8½” x 11” in a binder format with an index that includes page numbering. It is the applicant’s responsibility to follow the Application - Required Information, Items A-K and include all requested material by 5
PM on Friday January 21, 2022 at the BEDCO offices, 10 Middle Street, 14th Floor Bridgeport, CT 06604.

**FINANCIAL GRANT AWARDS**

All Awards will be made in amounts and timing determined by the ETF at its sole discretion.

- Selected Proposers may receive all or just a portion of the amount requested.
- The ETF, in consultation with BEDCO, will establish Terms and Conditions of Awards in its consideration of the size and nature of the proposal.
- Awards may be disbursed to the Proposers, or Proposers’ agents in one-time disbursements, or in multiple installments, based on submitted schedules, expected project milestones and products.
- Awards may not be assigned to, or assumed by, third parties, unless specifically approved in writing by the ETF and BEDCO.
- The ETF reserves the right to reject any or all Proposals, for any reason or no reason at all, in its own discretion.

**ANTICIPATED SCHEDULE  (Subject to change at ETF discretion)**

**ISSUANCE OF THIS REQUEST FOR PROPOSALS**

Tuesday September 14, 2021

**PROPOSIERS CONFERENCE:** An opportunity to ask questions, meet potential partners, and solicit feedback. Place and time to be provided at “Updates & Announcements” on environmental task force.org.

Wednesday November 17, 2021

**DEADLINE FOR QUESTIONS:** The final date to ask the ETF questions through the ETF’s website, or via info@environmentaltaskforce.org; to ensure that all potential Proposers are provided with equal access to information, all questions and the ETF’s subsequent answers will be placed on website for general viewing within 10 days of the Deadline for Questions.

Friday January 21, 2022, 5:00 PM EST:

**SUBMITTALS DUE**

Monday January 24, 2022 through Friday, March 11, 2022

**PROPOSAL EVALUATIONS BY ETF:** These evaluations are anticipated to require approximately 45 days, but may require less or more time based on the number and complexity of Proposals received.

Friday, March 18, 2022
ANNOUNCEMENT OF AWARDS: This announcement of Financial Grant Awards may be the first of multiple award rounds.

Questions may be submitted through the “Contact” link at environmentaltaskforce.org, or via direct email: info@environmentaltaskforce.org