

## **Retrofit and Construction: Request For Proposal Template**

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**About:** This template provides a customizable framework for issuing Requests for Proposals (RFPs) under environmental justice, climate, and public health grant programs. It was inspired by the Environmental Justice Thriving Communities Grantmaking Program (EPA Region 1). Use it to structure your funding opportunity and guide applicants through eligibility, scope, and proposal submission.

**Usage Description:** This template can be followed to create a Request For Proposal document to guide the retrofit and construct stage of a CCRH (Clean Energy Community Resilience Hub) project.



# Request for Proposal Template

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## Objective:

This template provides a customizable framework for issuing Requests for Proposals (RFPs) under environmental justice, climate, and public health grant programs. It was inspired by the Environmental Justice Thriving Communities Grantmaking Program (EPA Region 1). Use it to structure your funding opportunity and guide applicants through eligibility, scope, and proposal submission.

## Purpose Statement:

This RFP document is intended to support grantmakers in clearly outlining project priorities and criteria for applicants. It can be used to:

- Guide applicants in preparing and submitting proposals.
- Help organizations align their budgets and timelines with available funding.
- Promote effective, community-oriented projects aligned with environmental justice goals.
- Clarify compliance, evaluation, and reporting expectations.

## RFP Template Sections

### 1. Background & Purpose

Briefly describe the funding program's goals, source of funding, and targeted communities or issues.

### 2. Eligibility

Define who is eligible to apply (ex: nonprofits, local governments, tribal orgs) and geographic restrictions.

### 3. Funding Categories and Tiers

Provide descriptions for different funding levels (ex: Assessment, Planning, Implementation), including example activities and max award amounts.

### 4. Application Instructions

List all required elements, such as the applicant's contact info, project description, timeline, and community engagement plans.

### 5. Required Documents

Include: Budget, Workplan, and one of the following formats:

- Written Narrative (8–10 pages)
- Presentation Slides (25 max)
- Video (15 min max, hosted on public site)

### 6. Review Criteria

- Community Need



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- Equity and Climate Relevance
- Feasibility
- Community Engagement
- Sustainability of Impact
- Partner Involvement (if applicable)

## **7. Reporting & Grant Expectations**

Outline expectations for progress reporting, convenings, evaluation, and compliance with federal or programmatic requirements.

## **8. Timeline & Submission Deadlines**

List all important dates (ex: information sessions, application deadlines, review periods).

## **9. Contact**

Provide a contact email for applicant questions or technical support.