

Washington State Department of Health
Request for Applications (RFA)

Application Timeline:

Application Title: Climate and Health Adaptation Initiative Community Capacity Building Grants

Estimated Funding Range per Award: \$80,000 – \$120,000

Total Amount of Funding: \$750,000

Expected Number of Awards: Eight (8)

Expected Period of Performance: Date of Execution – May 01, 2025

This schedule is subject to change at the discretion of the Washington State Department of Health (DOH). DOH must receive all required documents by the due dates and times specified. Personnel

Application release date	December 11th, 2023
Informational Webinar	January 4th, 2024
Application due date	January 26th, 2024 at 11:59pm PST.
Estimated internal review of applications	January 29th-February 9th, 2024
Estimated notification of contract award	February 15th, 2024
Estimated contract execution/start date	April 1st, 2024

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

Background and Purpose:

The purpose of this grant is to advance climate justice through investments in community capacity building efforts that advance grassroots climate adaptation efforts. In addition to the funding, grantees will have access to technical support from the Climate and Health Adaptation Initiative (CHAI) members, who include representatives from state, federal, and academic organizations with expertise in climate adaptation.

CHAI is intentionally designed to have a grassroots approach: community and regional partners share their climate and health priorities, and the CHAI planning team works with communities to find resources, funding, staffing capacity, and tangible environmental and community benefits to achieve

those priorities. CHAI is specifically focused on protecting and promoting the health of communities who are experiencing the harmful consequences of climate change first and worst.

To advance that approach, applicants may propose a wide range of climate adaptation efforts. Priority will be given to proposals that implement or support the implementation of health focused components of existing plans. In regions that lack sufficient climate adaptation plans or where the plans were created without sufficient community engagement, planning and visioning proposals may be submitted. An incomplete list of climate adaptation or action plans is available at the [Municipal Research and Services Center of Washington \(MRSC\) website](#). Here are some examples of the types of projects that would be eligible in no particular order:

- First foods projects.
- Support for planning and coordination to support a larger climate resilience grant proposal or funding opportunity (e.g., Federal Climate or Environmental Justice grants, state Climate Commitment funding opportunities).
- Community resilience visioning and planning.
- Community mental health.
- Organizing highly impacted communities to advance climate adaptation efforts in local comprehensive planning or other long-range planning efforts.
- Local capacity building for climate hazard resilience.
- Resilience zone or resilience hub projects.
- Health care resilience and decarbonization.

Projects are not limited to those listed above. The intent of the grant is to support communities advancing their own plans and projects to advance climate justice, resilience, and health.

Washington State Department of Health (DOH) was allocated funds in the 2023-2025 Washington State Operating Budget to advance healthy climate adaptation through community investments. Operating budget funding must be spent by May 1, 2025.

Eligibility and Qualifications:

The grantee must be a community-based organization (CBO) with communities or populations disproportionately impacted by climate injustice **OR** a tribal government or organization **OR** an academic or local government agency applying in partnership with a CBO or tribe.

In addition, the ideal grantee will meet the following qualifications:

- Administrative and fiscal capacity to set up and manage the award.
- Previous experience in climate change adaptation planning or implementation.
- Demonstrated ability to work equitably with local communities, in particular, those most impacted by climate and environmental injustice.
- Demonstrated ability to collaborate and partner with external organizations with accountability and transparency.

Funding

Allowable costs include:

- Costs associated with capacity building including salaries, benefits, goods, and services.
 - Allowable indirect cost rate: up to 29%.

Non-allowable costs include:

- Funds for research.
- Clinical care, except as allowed by law.
- Reimbursement of pre-award costs, unless DOH provides written approval to the recipient.
- Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- Other than for normal and recognized executive–legislative relationships, no funds may be used for:
 - publicity or propaganda purposes to prepare, distribute, or use any material designed to support or defeat the enactment of legislation before any legislative body.
 - the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive order proposed or pending before any legislative body.

Electronic Funds Transfer:

The State of Washington prefers to utilize electronic payment in its transactions. The successful contractor will be expected to register as a statewide vender (if not currently registered). This allows contractors to receive payments from all participating state agencies by direct deposit, the State’s preferred method of payment.

Informational Webinar:

DOH will hold an [informational webinar](#) on Thursday, January 4th at 10:00 AM PST. This is an opportunity for interested applicants to ask any clarifying questions about the RFA and application process. This will be recorded and be available on the [DOH Climate and Health Adaptation Initiative webpage](#).

Applicants can also email any questions or concerns to Lissette Palestro at lissette.palestro@doh.wa.gov.

Submission of Applications:

Please send the completed application with all attachments to Lissette Palestro at lissette.palestro@doh.wa.gov **no later than 11:59 p.m. PST on Friday, January 26, 2024**. Please use the application checklist to ensure all materials are included with submission.

Application Checklist:

Send all forms to Lissette Palestro at lissette.palestro@doh.wa.gov. Please use the included Exhibit forms to complete the Applicant Information Form (Exhibit 1), Project Work Plan (Exhibit 3), and Budget Narrative (Exhibit 4). The Project Narrative does not have a set template but should use 12-point

font and should not exceed six (6) pages in length. If there are any technical issues using the included Exhibit forms, applicants can use another format, but it must include all elements included in the Exhibit forms.

- Complete an Applicant Information Form (Exhibit 1).
- Complete a Project Narrative describing the project (no more than 6 pages using the outline provided in Exhibit 2).
 - Include at least two, but no more than five, letters of support from partner organizations (**these do not count toward the page limit**).
- Complete the Project Work Plan (Exhibit 3) describing the specific goals, activities, and timeline for the project.
- Complete the Budget Narrative (Exhibit 4) for the project.

Application Evaluation:

An evaluation committee, made up of CHAI steering committee members and community representatives, will be established to review eligible applications. Applicants will be evaluated based on the following criteria:

Evaluation Criteria	Total Points Possible = 100 points
Project Narrative	70 points
<i>Organizational Profile</i> – does the organization meet all the key qualifications (see p. 2)? Describe how leadership composition of the organization(s) reflects the community being served?	15 points
<i>Partnerships</i> – does the organization demonstrate strong partnerships (evidenced by letters of support, described partnerships, etc.)? Does the organization describe strategies to develop new partnerships?	15 points
<i>Approach and Methodology</i> – does the organization describe an approach and methodology that will advance climate justice through healthy and resilient adaptation centering communities or community members most vulnerable to climate change? Is the organization’s approach and methodology clear and comprehensive in addressing the questions from the project narrative? Does the organization describe clear outcomes and deliverables from the project?	30 points
<i>Evaluation</i> – does the organization describe an evaluation plan that is clear, comprehensive, and connected to goals in the work plan? Both quantitative and qualitative measures are encouraged. Does the organization describe how they will work in iterative consultation with the sub-grantees throughout evaluation?	10 points
Work Plan – does the work plan describe meaningful and equitable steps toward achieving the purposes of this grant? Are the activities described in the work plan specific, measurable, attainable, realistic, and timely (SMART)? (Technical assistance is available if you need help with SMART measures.)	25 points
Budget Narrative – does the budget narrative support the activities described in the project narrative and work plan?	5 points

RFA Questions and Communications:

Please direct all questions and other communications about this RFA to Lissette Palestro at lissette.palestro@doh.wa.gov.

Definitions:

Community-based organization:

For the purposes of this grant, a “community-based organization” is defined as a public, private, or tribal nonprofit that is managed by members of a community, actively serves all members of the community, and advocates for positive change in the community.

Environmental justice:

The HEAL Act defines “environmental justice as “the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, rules, and policies. Environmental justice includes addressing disproportionate environmental and health impacts in all laws, rules, and policies with environmental impacts by prioritizing vulnerable populations and overburdened communities, the equitable distribution of resources and benefits, and eliminating harm.” In addition, we affirm the rights of nature, and that environmental justice involves balancing the needs of both people and nature together.

Climate Justice:

Climate change threatens the health, livelihoods, and wellbeing of everyone, but it negatively affects specific groups more than others and often makes existing social and health inequities worse. Climate justice is focused on addressing the unequal impacts of climate change by prioritizing the health and safety of those who face the greatest risk as we prepare for and recover from climate events, such as extreme heat and cold, wildfires and wildfire smoke, and flooding.

The goals of climate justice are to make sure no one is left behind in the climate crisis and to transition to a healthier and more fair future for all living beings. This also means as we move away from fossil fuels, we also move toward a “just transition” that promotes a stable and sustainable economy, advances job and health equity, and is rooted in a thriving and healthy environment.

Overburdened communities:

The HEAL Act defines “overburdened communities” as geographic areas where “vulnerable populations face combined, multiple environmental harms and health impacts.” The term “overburdened communities” also encompasses communities in census tracts that are fully or partially on “Indian country” as defined in [18 U.S.C. Sec. 1151](#).

Within this definition, we acknowledge that this disproportionate environmental impact has been created and continued by the effects of environmental racism, colonization, and discriminatory policy and practice, including redlining, failure to honor treaty rights, and the placement of polluting industry and hazardous waste sites in low-income communities of color and Indigenous communities. State government has too often excluded these communities from environmental decision-making, despite their rich perspectives, deep knowledge of environmental issues, and active resistance to unjust

treatment. In recognition of these strengths, for the purposes of this grant, we affirm the need to center their leadership, lived experience, and perspectives in addressing environmental injustice and health disparities.

A tool that can aid identifying “overburdened communities” is the [Washington Tracking Network Environmental Health Disparities Map](#), which ranks census tracts according to environmental health disparity and can be used with other sources of publicly available and community-generated data to identify communities most impacted by environmental harm.

Climate Resilience

The U.S. Climate Resilience Toolkit defines climate resilience as “The capacity of a community, business, or natural environment to prevent, withstand, respond to, and recover from a disruption.”

Vulnerable populations:

Under the HEAL Act, “vulnerable populations” means “population groups that are more likely to be at higher risk for poor health outcomes in response to environmental harms, due to:

Adverse socioeconomic factors, such as unemployment, high housing and transportation costs relative to income, limited access to nutritious food and adequate health care, linguistic isolation, and other factors that negatively affect health outcomes and increase vulnerability to the effects of environmental harms; and sensitivity factors, such as low birth weight and higher rates of hospitalization.”

“Vulnerable populations” includes, but is not limited to:

- Racial or ethnic minorities;
- Low-income populations;
- Populations disproportionately impacted by environmental harms; and
- Populations of workers experiencing environmental harms.

Similar to the definition of “overburdened communities,” within this definition we recognize the concentration of these “adverse socioeconomic factors” in low-income communities of color and indigenous communities is rooted in ongoing systemic marginalization, erasure, exclusion, and structural racism. Without explicit recognition of the conditions causing these disparities, we risk putting the blame on impacted populations and communities, rather than larger systems of social inequity.

Exhibit 1

Applicant Information

1. Name of organization:
2. Primary mailing address:
3. Telephone number:
4. Tax Identification Number (TIN):
5. UBI Number:
6. Primary Contact Person Name and Title:
Email Address:
Phone Number:
7. Secondary Contact Person Name and Title:
Email Address:
Phone Number:

Project Narrative

Maximum of six (6) pages; 12-point font

Applicants must write a narrative addressing the topics below. When writing your narrative, please use the headings below in bold, in the same order they are listed below.

1. **Organizational Profile** – Include a summary of your organization’s mission and description of how your organization meets the following qualifications. Where applicable, please include specific examples. If this is a joint application, please include profiles of all organizations.
 - a. *Environmental and Climate Justice* – How does your organization’s work further environmental and climate justice in Washington state?
 - b. *Climate Resilience* – In what ways is your organization working on climate resilience?
 - c. *Community-based* – Describe how your organization actively serves, gives power to, and advocates for communities highly impacted by environmental and climate harms in Washington state. Describe how leadership composition of the organization(s) reflects the community being served.
 - d. *Fiscal and Administrative Capacity* – What staff and resources do you currently have (please include names and titles of relevant staff) and what resources will you need to fulfill the purpose of this grant?

2. **Project Approach and Methodology** – Please describe your proposed approach for advancing climate resilience in the communities you serve. Please address the following in your description:
 - a. *Project Description* – Describe your climate resilience project, program, or strategy. Describe how the project, program, or strategy addresses climate resilience needs expressed by overburdened communities and/or vulnerable populations. This may include work that brings in communities not represented in the current climate resilience or climate action plans.
 - b. *Existing Climate Adaptation Plan Implementation* – Describe the current climate adaptation planning in your community or region and how your project intersects with it. If applicable, also reference your local community health improvement plan.
 - c. *Health impact* – Please describe how this project will improve health outcomes and reduce health disparities.
 - d. *Capacity Building* – Please describe how this project will contribute to larger scale climate resilience activities in your community. Specifically larger scale programmatic or infrastructure-based resilience. For example, if you are proposing a visioning and planning project for a climate resilience center you would describe how you would pursue resources for the implementation of that vision. You do not need to have already identified future resources, but a description of what future resources would be needed is required.

3. **Partnerships** – Please describe any key partnerships relevant to achieving this grant’s goals. Include the length of time and scope of your work together and how working with these partners aligns with your organization’s goals and mission. Please also describe how you will use this grant to seek and develop new partnerships.
 - a. Include at least two, but no more than five, letters of support **(these do not count toward the page limits for the Project Narrative)**.

4. **Evaluation** – How will you evaluate your organization’s progress for this grant? Please connect your evaluation plan to the activities and goals outlined in your work plan. Evaluation plans may include qualitative and quantitative measures.

Exhibit 3

Project Work Plan
Maximum of three (3) pages

Please use this template to describe the specific goals, activities, and timeline for the project. Be as specific as possible with goals and activities. Please include at least three (3) goals.

Goal #1:		
Activities	Person/Organization Responsible	Start/End Dates
1.		
2.		
3.		
4.		
5.		

Goal #2:		
Activities	Person/Organization Responsible	Start/End Dates
1.		
2.		
3.		
4.		
5.		

Goal #3:		
Activities	Person/Organization Responsible	Start/End Dates
1.		

2.		
3.		
4.		
5.		
6.		

Exhibit 4

Budget Narrative

Please review the RFA for allowable expenditures. DOH will request a more detailed budget and justification after funds have been awarded.

Budget Category	Total Amount Requested	Brief Justification (2-4 sentences)
Personnel, salaries, and wages		
Sub-grants		
Supplies		
In-state travel (if applicable)		
Indirect costs		The Indirect cost rate must not exceed 29% of awarded funds.
Other Expenses		
Total Amount Requested		