COMMUNITY RESOURCE HUBS RFQ
INFORMATIONAL MEETING AND MEET & GREET

Welcome! We will get started shortly; please:

❏ Introduce yourself in the chat (Name, Organization/Affiliation, Location)

❏ Respond to Zoom Poll

Ground Rules

- Please keep your mic muted unless you are called on to speak.

- Feel free to put clarifying questions in the Q&A. We will attempt to respond either in the Q&A or at the end of the presentation.

- The chat, unlike the Q&A, is recorded. If you feel more comfortable submitting your comment there, please do so. Please make sure the message is sent to "everyone" as direct messages to individuals may not be saved.

- If the meeting is disrupted, we will first attempt to remove the disruptive participant. If we have to stop the meeting, please rejoin using your original Zoom link.

Q&A Logistics

- Please use the "Raise Hand" feature to ask a question. We will alternate between people in the room and people online.

- Please note that we may not be able to answer your question today, but we will post all responses to questions on our website.

- All RFQ questions must be submitted by 5:00 PM on Feb. 19, 2025 to Katrina.Vallett@ct.gov. Responses will be posted on Feb. 26, 2025.

Welcome & Engagement Guidelines
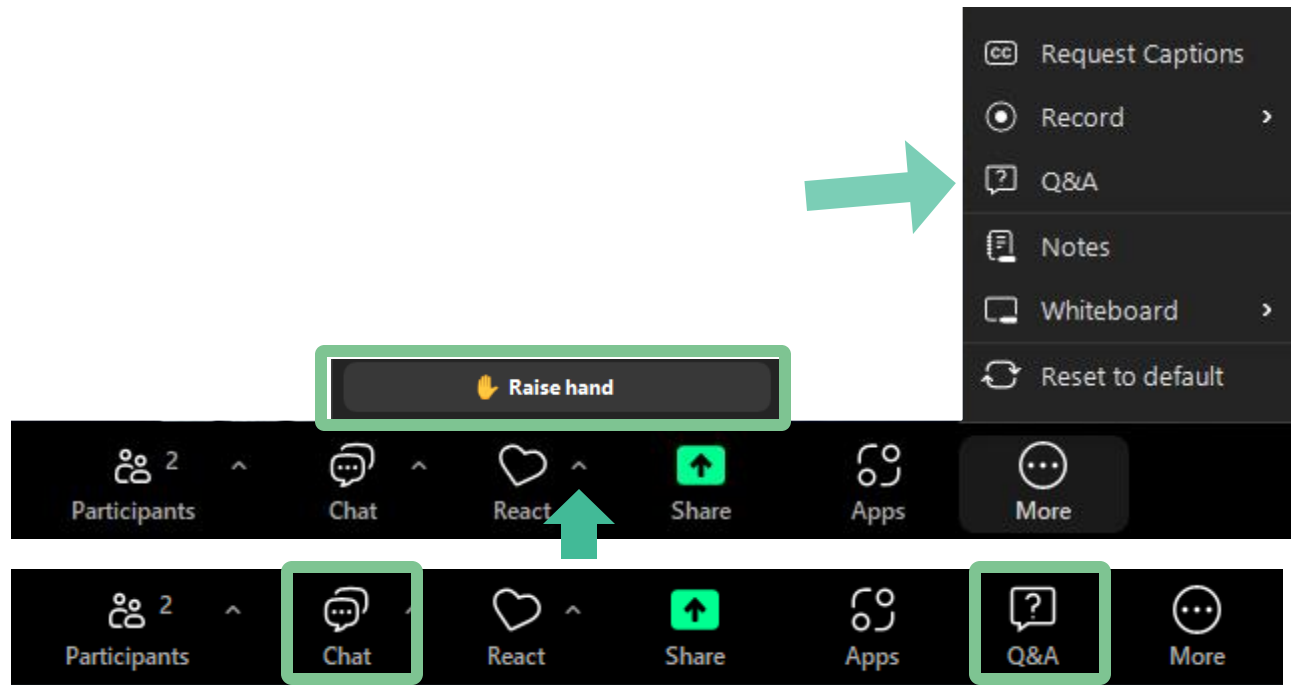
Q&A Period
- Raise your hand and wait to be acknowledged

- Please mute your microphone
- Use the chat throughout the meeting and use Q&A for questions
- Meeting is being recorded and will be available afterwards

Meeting Agenda

- Overview of Community Resource Hub

- Overview of Request for Qualifications

  - Eligibility and Partnerships

  - Scope of Service

  - Funding and Contracts

  - Submission and Evaluation

- Questions & Answers

- Meet & Greet – Breakout Rooms

Overview of Community Resource Hub

Community Resource Hubs

What is a Community Resource Hub?

- CT-based organization or team of organizations who will connect CT residents with DEEP services and programs

Why did DEEP develop this initiative?

- DEEP's programs can improve the quality of life for residents, across energy affordability, reducing heat zones in neighborhoods, to boosting mental and physical health through outdoor recreation.

- DEEP wants to lower barriers to accessing and enrolling in these programs and incorporate community input into program design.

Overview of Request for Qualifications (RFQ)

Contract Awards

- Total Funding Available $1.5 Million

- Number of Awards: 2-3 Awards

- Funding Term: 3 years with potential extension

Organizational Eligibility and Partnerships

Who is eligible to apply?

- Connecticut-based organization

- Physically located in CT; within or near designated EJ communities they serve

- Can apply as:

    - Sole Entity (Lead Applicant)

    - With partner organizations

    - With subcontractors

Organizational Eligibility and Partnerships

Organization Type	Lead	Partner	Subcontractor
Non-Profit Organization (501(c)(3))	✓	✓	✓
Community Action Agency	✓	✓	✓
State or Federally recognized Tribe	✓	✓	✓
Grassroots Organization (does not have 501(c)(3) status)		✓	✓
Neighborhood Revitalization Zones (NRZ) or other municipal-representing entity		✓	✓
Council of Government (COG) or other CT-regional entity		✓	✓
For-profit companies such as consulting firm			✓

Organizational Eligibility and Partnerships

What are other organizational expectations? *(pgs. 10-11, RFQ)*

- Hub offices should be easily accessible to community members

- Open to public Monday – Friday, 9:00-5:00 PM, and occasional weekends or evenings

- Hubs must be able to easily convene groups of people (either in own building or through other arrangements)

- Maintain own computer hardware, software, internet

- Provide quarterly project updates and implement ongoing program evaluation

- Ability to maintain financial stability, liability insurance, financial control procedures

What Will Hubs provide?
Scope of Services *(pgs. 8-10, RFQ)*

1. Facilitate community input on DEEP Policy and Program Design

   - Work with community leaders and DEEP staff to identify programs that are a priority to the community and DEEP

   - Example – input on draft cumulative impacts regulations in DEEP's EJ permitting statute

2. Increase community access to state and federal grants and financial assistance programs

   - Assist in identifying where greater grant funded-programs or purchase incentives are needed.

   - Example – hold funding application workshops

What Will Hubs provide?
Scope of Services, continued

3. Facilitate education programs and informational awareness

    - Example - Assist residents with information about low-income discount utility rates to help lower energy costs

    - Example – Host clean energy workshops

4. Facilitate community access to and participation in DEEP events and opportunities

    - Example – Arrange a ParkConneCT pick-up location to bring families to state parks

What Will Hubs provide?
Scope of Services, continued

5. Facilitate community participation in workforce development and business creation opportunities

- Example – Facilitate local work teams as seasonal DEEP employees in state parks

How Will Hubs Be Compensated?
Funding and Contract Structure *(pgs. 11-12, RFQ)*

Hubs may receive 2 types of funding under a contract:

1 **Base Funding**
- Covers operational costs
- Examples: staffing, equipment, occupancy, indirect costs to maintain general operations and support base level of services
- Amount: dependent on scope of services and organizational capacity

2 **Service-Based Funding**
- Covers costs for specific services
- Examples: technical support, conducting community outreach, providing assistance with federal grant applications
- Amount: dependent on specific service

Pre-award costs are not likely to be available.
Funds shall be paid for the reimbursement of expenditures.

How Do I Apply?
Submission & Evaluation Criteria *(pgs. 12-18, RFQ)*

Submission of:

- Cover Sheet

- RFQ Application Questions

    - Letters of Support *(required for partnerships)*

    - Sample Budget

- Conflict of Interest – Disclosure Statement

- Statement of Assurances

- Respondent Certification

Proposals will be submitted via Email

How Do I Apply?

Letter of Support (template pg. 29, RFQ)

- Mission Statement

- What services will you provide?

- What is your previous experience working with Lead organization?

- What support will you provide?
  - Office Space, Staff, Training

Attachment 5: Letter of Support Template (Required)
This is a template for all applicants per Section VII.B Question 9. **All respondents, including partner organizations are required to supply Letters of Support.** Potential subcontractors are not required to provide a Letter of Support, however, may choose to do so. A separate letter is required for each entity or organization.

[Date]

Dear Community Resource Hub Evaluation Team:

On behalf of **[Name of Your Organization or Entity]**, I am writing to express support as a **[Partner Entity** or **Subcontractor, or Community Supporter]** for the Community Resource Hub proposal submitted by **[Name of Lead Organization]** and others.

1. Mission Statement or Describe what your organization does
2. What services will your organization provide for Community Resource Hubs, including
   - Facilitate Community Input on DEEP Policy and Program Design
   - Increase effective community access to state and federal grants and financial assistance programs overseen by DEEP
   - Facilitate education programs and informational awareness to initiatives aligned with DEEP's mission
   - Facilitate community access to and participation in DEEP events and opportunities
   - Facilitate community participation in workforce development and business creation opportunities associated with DEEP programs
3. What support will your organization provide, including:
   - Physical office
   - Meeting space location for at least 25 people
   - Qualified employees to complete necessary tasks in a timely manner
   - Employee training and development
   - Well-maintained computer hardware and necessary software to complete the service outcomes
   - Adequate data protection procedures to secure sensitive information
   - Internet capacity and email addresses to communicate with the public
4. What is your previous experience working with [Lead Organization]?

We are pleased to be a **[Partner Entity** or **Subcontractor, or Community Supporter]** with **[Name of Lead Organization]** and others.

Signature
Name and Title of Official

How Do I Apply?

Sample Budget (template pg. 30, RFQ)

1. Base Funding

    • Ex. Salary and Benefits, Equipment, Rent, Insurance

2. Service-based Funding

    • Costs per public meeting/event (including staff, venue, materials)

    • Outreach and community costs (including marketing materials)

    • Costs for technical assistance (including equipment, support for grant applications)

    • Hourly rates for project personnel by title (including facilitators, project managers)

    Indicate any assumptions made in developing the budget and utilize real costs where possible

Attachment 6: Sample Budget

This is a sample for the proposed budget required in Section VII.B Question 12. The budget proposal should be as detailed and accurate as possible, using real costs where possible. Respondents should also indicate any assumptions made in developing the budget and note any areas where costs may vary depending on the level of service provided. DEEP will use this budget to understand the real costs for services and operations.

1. **Base Costs:** Include estimated expenses related to staffing, equipment, office space costs such as rent or mortgage, utilities, and telecom/internet as well as other core operational needs necessary to maintain the Hub.

Category	Description	Estimated Cost ($/year)	Notes
Staff	Office Manager Salary and Benefits		Include breakdown of costs (of FTEs, salary/hourly rates, etc.)
Equipment	Laptop Computers or Tablets Wi-Fi Internet Phone Service		
Rent			
Insurance			

2. **Service Delivery Costs:** Break down costs associated with the specific services proposed, such as hosting public meetings, conducting outreach, providing technical assistance, and supporting community members in applying for DEEP and federal grant programs. Service-based funding proposals should be structured to reflect the following categories:
   - Costs per public meeting/event (including staff, venue, and material)
   - Outreach and communication costs (e.g., marketing materials)
   - Costs for technical assistance (e.g., equipment, support for grant applications)
   - Hourly rates for project personnel by title (e.g., project managers, facilitators)

Category	Description	Unit Cost	Notes
Public Meeting	Hosting community meetings	$XX per meeting	Include breakdown of costs (staff, materials, venue, food and drink, childcare, transportation)
Materials	Print Flyers		
	Digital Advertisements		
Technical Assistance for Grant Applications	Staff x 3 @ $25.00/hr.		
	Grant writing Contractors		

How Will Applicants Be Evaluated?

- **Service Expectations (50 Points Total)**

- **Organizational Operations (25* Points Total)**

- **Financial Responsibility and Budget Proposal (25 Points Total)**

DEEP's Program Areas:
- *climate resilience*
- *energy assistance*
- *environmental conservation*
- *environmental quality*
- *land conservation*
- *outdoor recreation*

* NOTE
For applicants with partner organizations, you will be scored out of a total of 105 points
For applicants without partner organizations, you will be scored with a total of 100 points and will not be penalized if you do not submit letters of support.

How Will Applicants Be Evaluated?

- **Service Expectations (50 Points Total)**

  - Experience facilitating feedback on program design

    - *Looking at the quality of examples*

  - Experience increasing community access to grants or programs

    - *Looking for your ability to engage stakeholders and what was the end result*

  - Experience within DEEP's programmatic areas

    - *Looking at the quality of examples specific to program areas*

  - Experience conducting outreach and engagement

    - *Are you able to show success with your outreach and engagement methods*

  - Experience with workforce development

    - *Looking at quality of examples; if no experience looking for general capacity-building*

How Will Applicants Be Evaluated?

- **Organizational Operations (25-30 Points Total)**
  - Looking for strong relationships between the organization and the community that you serve
    - *Some examples how this can be demonstrated include: well-established community programs or projects, needs-based assessments and community evaluations, and letters of support*
  - Looking to see how well the organization's workforce reflects the community – understands demographics of community and workforce
  - Organization identifies an office space and meeting space accessible to people with disabilities, riders on public transportation, and other needs
  - Provides qualitative description of how they will provide each of the five services
  - Provides Letters of Support from all partner organizations

How Will Applicants Be Evaluated? Cont'd

- **Financial Responsibility and Budget Proposal (25 Points Total)**

  - Clear details about your experience applying for state/federal grants, negotiating contracts, subgranting/subcontracting, implementing grant-funded programs, handling compliance for grants/loans

  - Describe processes and procedures in place to maintain financial strength.

    - *If an applicant has noted previous financial issues, please explain clearly how it was remedied.*

    - *Recommend that you provide a copy of your most recent audited financial statement or annual report.*

  - Budget is clear and reflects cost-effectiveness and clear justification

Timeline for RFQ Submissions

RFQ Released	January 15, 2025
Letter of Interest/Clearinghouse Deadline	February 5, 2025
Informational Session and Meet & Greet	February 13, 2025 2:00-4:00 PM
RFQ Written Questions Due	February 19, 2025 5:00 PM
RFQ Response to Questions Posted	February 26,2025 5:00 PM
RFQ Application Deadline	March 12, 2025 5:00 PM

Submit your Questions and Applications to:
Katrina.Vallett@ct.gov

Questions & Answers

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Meet & Greet
Breakout Rooms