



Tacoma Climate Leadership Cohort

Frequently Asked Questions

What are key dates for the application and selection process? What does the process and timeline look like?

- **First Virtual Zoom Office Hours (optional):** Wednesday, January 18, 11 am – 1 pm ([register](#))
- **Second Virtual Zoom Office Hours (optional):** Wednesday, January 25, 4 pm – 6 pm ([register](#))
- **Application Deadline:** Sunday, January 29, 2023, 11:59 pm
- **Potential Applicant Interviews:** January 30 – February 13, 2023
- **Notification of Funding Decision:** by Friday, February 17, 2023
- **Contracting with Program Coordinator:** February 17 – March 17, 2023
- **Project Period:** March 2023 – December 31, 2024

What community priorities and engagement/planning processes guide this program?

The 2020-2021 update to Tacoma’s climate action plan embodies input from over 1,000 community members, the collective knowledge of City and local organization staff, and community priorities embedded in established plans and policies, some of which are listed below. [Contributors](#) to the 2030 Tacoma Climate Action Plan include individuals, community groups, nonprofit organizations, other local governments, and businesses.

- [2030 Tacoma Climate Action Plan \(adopted 2021\)](#)
- [Anti-Racist System Transformation Policy \(adopted 2020\)](#)
- [2019 Climate Emergency Declaration](#)
- [2019-2020 Tacoma Community Survey](#)
- [2018 Affordable Housing Action Strategy](#)
- [2015 Transportation Master Plan \(amended 2018\)](#)
- [One Tacoma Comprehensive Plan \(amended annually\)](#)
- [Tacoma 2025 Strategic Plan \(adopted 2015\)](#)

What is meant by “frontline” communities and community members?

Frontline community members include those that have been historically underrepresented, underserved, or made vulnerable, including to the first and worst climate impacts. Frontline community members may have one or more of the following backgrounds:

- Black, Indigenous, and People of Color (BIPOC)
- Speak English as a second language
- Living with a low household income
- Ages 16-26
- LGBTQIA+
- Living with three or more generations in one home
- Living with more than one family in one home
- Living with a disability
- Immigrant
- Experiencing homelessness
- Completed formal education up to a high school/GED level
- Other

Who is eligible to apply to be the coordinating organization for this program?

You are eligible to apply if you check the box to one of these:

- A private non-profit with any 501(c) designation (i.e. 501(c)(3) or 501(c)(4))
- An organized group of community members
- An individual community member
- A for-profit business wishing to produce a not-for-profit function
- An educational institution wishing to produce a not-for-profit function
- A Tribe or Native non-profit
- A local government

What should individuals who wish to apply understand about costs and reimbursement?

While anyone may apply regardless of organizational affiliation, individuals must be aware that the money received through this grant must be claimed on your yearly taxes. Since grant funding is only reimbursable upon completion of activities or deliverables within the project, individuals are also responsible for any up-front costs associated with the project prior to reimbursement.

What are the City’s funding priorities?

In line with [Resolution 40622](#), we are committed to supporting equitable opportunities and promoting anti-racist systems transformation. Granting and contracting decisions must consider historic and structural disadvantages and inequity.

All applications will be reviewed and funding decisions made using application and interview evaluative questions. As part of the decision-making process, the panel will prioritize funding for applicants whose primary mission, services, projects, and practices are by, for, and about frontline communities, and who demonstrate a track record, commitment, and readiness for serving frontline communities.

Who else is involved in this program? What are their roles and responsibilities?

Grantee: the applicant to this program grant is responsible to develop and then coordinate all major activities with the City of Tacoma Office of Environmental Policy and Sustainability; coordinate training and demonstration project implementation with support from partners or speakers; and educate, train, and support cohort members as outlined throughout this document

Cohort members: are community members who are selected through a competitive application process to participate in program trainings, networking, and demonstration projects; they are responsible to complete homework, attend trainings, participate in graduation, participate in possible hands-on learning or service projects, and plan, implement, and report on their demonstration projects

Training partners or speakers: are organizational staff or community members who are responsible to join pre-training preparation meeting (networking), coordinate by phone and email, prepare presentation and participation, deliver presentation and participate in training, and follow-up with participants and the grantee; they may support cohort member demonstration project planning and implementation

City of Tacoma Office of Environmental Policy and Sustainability: City staff are responsible to coordinate program planning and implementation with the grantee, including all major activities, such as activity and timeline planning; participant (partner, speaker, and cohort member) recruitment; curriculum, agenda, and material development; communication, collaboration, and networking; training; budget management; program tracking, evaluation, and reporting; and other administrative activities.

What can grant money be used for?

Grant money can be applied toward costs identified in the approved program budget, which will be outlined in the contract established after an applicant is selected as program coordinator. These costs may include materials, transportation, equipment rental, and other approved expenses. Up to 10% may be spent on overhead or general administrative costs. A small percentage of funds may be spent on costs for food to support activities. The grant may not be used to fund computers, digital cameras, video cameras, or other portable electronics. The grant may not be used to fund alcohol or drug purchases.

How do I submit invoices for reimbursement?

Effective in 2021, all grant recipients will need to create an account and become a “vendor” in SAP Ariba – an online software that the City of Tacoma now uses for all contracting and funding transactions. This process will take place during the initial contracting phase of your grant award. If you or your fiscal sponsor have conducted business with the City of Tacoma in the past, you may already be signed up as a vendor in Ariba. All invoices must be directly uploaded to Ariba by the grant recipient or fiscal sponsor. No invoices sent via email will be accepted. City staff will be available to answer questions and assist with the process of getting set-up in Ariba after grants have been awarded.

Once you have submitted an invoice through Ariba, funds will be distributed 30 days from the invoice date. Funds will be distributed directly to the individual or organization listed on the contract.

What insurance may be required if I am/we are selected to serve as program coordinator?

Applicants are not required to carry insurance at the time of application. However, the City of Tacoma's Risk Manager will review all projects selected for funding and will determine if insurance will be required and what type(s) of insurance each organization needs. Please contact Kristin Lynett at klynett@cityoftacoma.org or (253) 591-5571 with specific questions about insurance requirements.

Organizations may be required to obtain Commercial General Liability insurance or other forms of insurance, depending on the potential risk of the proposed project.

If the applicant is **fiscally sponsored**, the insurance may be held by either the sponsored organization or the fiscal sponsor. If the fiscal sponsor holds the Certificate of Insurance, it will need to name both the City of Tacoma and the sponsored organization as additional insured. If the sponsored organization holds the Certificate of Insurance, it will need to name the City of Tacoma as additional insured.

What is a fiscal sponsor, and do I need one to apply?

A fiscal sponsor can be any individual or registered non-profit that provides financial support for the up-front costs associated with the project. If an individual applicant chooses to partner with a fiscal sponsor, that sponsor will be the main point of contact for contracting and receiving reimbursement of grant funds. Upon completion of the project, reimbursed funds will be distributed to the fiscal sponsor and not the individual applicant. Applicants are not required to partner with a fiscal sponsor, but are encouraged to do so.

What COVID-19 pandemic health safety guidelines and requirements must be followed?

This program will follow state and local health regulations and be mindful of other safety guidelines. Updated resources for information include:

- [Tacoma-Pierce County Health Department](#)
- [Washington State Department of Health](#)
- [Centers for Disease Control and Prevention](#)

Who should I contact for questions about the application, eligibility, or other information?

Please contact Kristin Lynett at klynett@cityoftacoma.org or (253) 591-5571.