

**CIRCA's Environmental Justice Grant Program 2022:  
Funding to Serve on the Environmental Justice Mapping Tool  
Advisory Committee**

**PURPOSE:** In collaboration with CT Department of Energy and Environmental Protection (DEEP), UConn Connecticut Institute for Resilience and Climate Adaptation (CIRCA) seeks participants for the Environmental Justice Mapping Tool Advisory Committee (MTAC). The MTAC will be an advisory group to the EJ Mapping Project. (Learn more here: <https://connecticut-environmental-justice.circa.uconn.edu/>) Additional advisory methods include the State Data Advisory Committee (SDAC) and public forums across the state in early 2023.

Importantly, this funding expands the capacity of groups often disenfranchised from participation in tools or policies that directly impact them. A separate funding program will be issued in the Fall of 2022 for community organizations to complete self-directed climate objectives.

**ELIGIBLE APPLICANTS:** Individuals with lived experience or community-based organizations (CBO).

**Lived Experience** – By individuals with lived experience, we mean individuals who have lived or are living with the issues the community is focusing on and who may have insight to offer about the system as it is experienced by consumers. These individuals will have:

- Expertise that doesn't come from training or formal education.
- Knowledge from an experience with an issue or challenge.
- Direct experience with a system, process, or issue, or trying to engage with a resource; and awareness of what works, what doesn't work, and what resources (formal or informal) are available in the community.

**Community-Based Organization** – By Community-Based Organization (CBO), we mean a private, non-profit (incorporated or unincorporated) or for-profit organization that is aimed at making desired improvements to a community's social health, well-being, and overall functioning, that is representative of a community or significant segments of a community, and that provides services to individuals in the community based on input from community members. CBOs could be 501(c)3 organizations, religious organizations, neighborhood revitalization groups, and other non-governmental organizations. Organizations will need to nominate a representative to participate.

**APPLICATION DEADLINE:** An original and complete application must be received no later than 5pm on **October 12th, 2022**. A Zoom meeting to learn more about this grant funding will be held on **September 19th, 2022** from 12:00 – 1:00 pm, with a recording available afterward.

**EXPECTED PARTICIPATION:** The expected scope of work is described in more detail in Attachment A and is likely to require approximately 20 - 25 hours of participants' time between January – August 2023. The primary commitment involves preparing for and participating in 5 virtual meetings between January – June 2023 as well as one in-person public workshop in early 2023 (participants will be able to choose from multiple scheduled dates and locations for the public workshop, with mileage reimbursed). Other activities include watching a webinar with background information, attending a public launch meeting in August 2023, and completing a short evaluation of the project. Awards will be stipends, delivered monthly, and will total **\$5,000** per participant. We expect to fund 7 organizations or individuals. If the organization can no longer participate, payments will end at the start of the next month. CIRCA welcomes input from individuals and groups who are non or limited English speakers; however, the representative of a group/organization must be sufficiently proficient in English to participate in meetings with the other advisory committee members and CIRCA staff. Participants must submit a W-9 form to receive payment.

**APPLICATION:** The application form for organizations can be downloaded [here](#) and the application form for individuals can be downloaded [here](#). Applications should be filled out and submitted electronically by e-mail to [circa@uconn.edu](mailto:circa@uconn.edu) by 5 pm on October 12th, 2022.

### Application Preview

Individual/Organization name:

Contact address (include suite # if applicable):

Contact city, state, and ZIP code:

Contact phone number:

Contact email address:

Questions for organizations:

Head of organization name:

Head of organization title:

Head of organization email:

Head of organization phone:

Organization website:

EIN (if applicable):

Proposed representative from organization for MTAC:

Do you acknowledge that payment will be offered as a monthly stipend? (Yes/No)

Do you acknowledge that failure to attend two meetings will require a meeting with the grantee organization to discuss future participation and may result in discontinuation of funding? (Yes/No)

For organizations:

In addition to this application form, please attach a short letter of support from your organization’s leadership that clearly states who would represent the organization and that they would be available for the scope of work described in Attachment A.

1. Description or screenshot of your organization’s mission or activities that demonstrate your commitment to environmental justice (1 paragraph)
2. Description of why the proposed person is the best representative for your organization (1 paragraph)
3. Description of how your organization can inform the EJ Map (1-3 paragraphs)
4. Description of how your organization’s participation could benefit your organization, either during the project period or after the project is completed (1-3 paragraphs)

For individuals:

1. Short statement of commitment that you would be available for the scope of work described in Attachment A.
2. Description of your lived experience and/or expertise in environmental justice or related advocacy efforts (housing, transportation, health, etc.) (1-2 paragraph)
3. Description of how your experience and/or expertise can inform the EJ Map (1-3 paragraphs)
4. Description of how your participation could benefit your efforts towards environmental justice, either during the project period or after the project is completed (1-3 paragraphs)

**Evaluation Criteria (this is how we will evaluate all who apply):**

Evaluation Criteria	Points Available
<p><b>Eligibility</b></p> <ul style="list-style-type: none"> <li>● Applicant has a commitment to environmental justice in their mission and/or activities</li> <li>● Applicant organization (if applicable) has uploaded a letter demonstrating support from the organization’s leadership</li> </ul>	<p><b>Pass/Fail</b></p>

<ul style="list-style-type: none"> <li>Individual applicant (if applicable) has demonstrated lived experience</li> </ul>	
<p><b>Demonstrated Potential for Success</b></p> <ul style="list-style-type: none"> <li>Application includes a clear explanation of how the applicant's expertise and/or experience will effectively inform the creation and use of an EJ map for Connecticut <b>(20 points)</b></li> <li>Applicant has a proven track record of projects related to EJ planning and/or action <b>(10 points)</b></li> <li>Applicant demonstrates readiness and capacity to participate in the effort described in Attachment A: Scope of Work <b>(10 points)</b></li> </ul>	<b>40 points</b>
<p><b>Qualifications of Applicant</b></p> <ul style="list-style-type: none"> <li>Applicant can commit to the effort described in Attachment A: Scope of Work <b>(20 points)</b></li> <li>Applicant has a demonstrated commitment to environmental justice work <b>(10 points)</b></li> <li>Applicant has a record of involvement in environmental justice or related advocacy of at least 6 months <b>(10 points)</b></li> </ul>	<b>40 points</b>
<p><b>Benefit to Applicant</b></p> <ul style="list-style-type: none"> <li>Application includes a clear explanation of how the applicant might benefit from participation in this project, either during the project period or after the project is completed <b>(20 points)</b></li> </ul>	<b>20 points</b>
<b>Total Points</b>	<b>100 points</b>

**NOTIFICATION OF AWARD:** Applicants will be notified via email if they have been selected for funding. We anticipate that the review process will take about two weeks.

**CONTACT INFORMATION:** All questions should be directed to Mary Buchanan at circa@uconn.edu. If questions are in a language other than English the response may come from another staff member at CIRCA or DEEP.

**REPORTING:** Participants will be asked to complete a short evaluation of the project and their participation mid-way of the project (April 2023) and at the end of the project (August 2023), not to last more than 15 minutes each. Attendance will be taken at each meeting.

**REQUIRED INFORMATION AND PROCEDURES:** University of Connecticut award procedures must be followed by all entities selected to receive funds. Funds will be

dispersed as a monthly stipend. Participants must submit a W-9 form to receive payment. General payment terms are subject to modification at the time of award.

## **FOIA STATEMENT**

The information and materials submitted to CIRCA for consideration under this funding program are subject to the terms of the Connecticut Freedom of Information Act ("FOIA") and all applicable rules, regulations and administrative decisions regarding their disclosure to third parties. The University is subject to the CT Freedom of Information Act, found in Chapter 14 of the CT General Statutes. Two exceptions may apply are as follows: (1) Conn. Gen. Stat. sec. 1-210(b)(24) permits the University to withhold records related to the procurement process while bidding and contract negotiations are underway (this moratorium is temporary and lasts only until the contract has been executed or negotiations are abandoned);

and Conn. Gen. Stat. sec. 1-20(b)(5) permits the University to withhold records in its possession in the event they contain trade secrets (or really any intellectual property). In the event that the University determines that Conn. Gen. Stat. sec. 1-210(b)(5) may apply to a given request for the records in questions, the responsibility to substantiate claims that said would reveal trade secrets and meet the exemption requirements would need to be borne by the owner of said trade secrets, not the University.

**(In plain language this means: After we select participants, all the information you submit becomes public information and can be seen by anyone who asks to see it. We are required to include the second part of this statement; however, it is not applicable for this project.)**

## **ATTACHMENT A: SCOPE OF WORK**

The awarded organization or individual (otherwise known as “grantee”) will be offered a stipend for an employee, board member, or associated volunteer to participate in the Mapping Tool Advisory Committee (MTAC) for the Environmental Justice Mapping project. The participant should be a consistent representative i.e. only one person from each organization. More information on the mapping project is available here: <https://connecticut-environmental-justice.circa.uconn.edu/>

The grantee is expected, after notification of award, to:

- Watch introductory webinar on the EJ mapping tool project (about 1 hour).
- Attend five virtual meetings of about two hours in length. Meetings will be scheduled between January – June 2023 (about 10 hours total).
- Review meeting materials (draft forum agendas, latest EJ Map Viewer version), to be distributed about a week in advance of each meeting (about 5 hours total).
- Attend one of the regional forums in early 2023 (participants will be able to choose from multiple scheduled dates and locations, with mileage reimbursed) (about 4 hours).
- Attend the public meeting/launch and offer comments if interested in August 2023 (about 1 hour).
- Short evaluation of the project and their participation mid-way of the project (April 2023) and at the end of the project (August 2023), not to last more than 15 minutes each.

As the meetings will be virtual, the candidate should have access to an internet-enabled computer with microphone and/or a reliable phone connection to participate fully in the meetings. Meeting times will be designed for the majority of the group and may be evening or weekend times.

Should participation no longer be possible, we ask the grantee to advise us as soon as possible. Failure to attend two meetings will require a meeting with the grantee organization to discuss future participation. Should any concerns arise about the process, we hope to hear and learn from you so we may correct the issue. The name of the organization and/or the individual will be listed on our website, unless otherwise requested.

The CIRCA team expects to write an academic journal article about the EJ Map process to assist in creation of EJ maps in other places. All comments included in reports or articles will be anonymized and the organization will be referred to with a generic description. The main risk of participating is that other members of the group could share your comments outside of the group. Since membership will be public, it may be possible for other people to figure out the source of the quote.

We will encourage all members to be respectful of others and to not share items from the group as outlined in the Resilient Connecticut Collaborative Compact. However, other people in the group will be able to see your name in the chat and during meetings so we cannot guarantee that it will not be shared. Although every reasonable effort has been taken, confidentiality during actual internet communication cannot be guaranteed.