

## NWCAA Mitigation Roundtable Results – Rex's notes 12/22/11

- Roundtable Background
  - The roundtable was conducted to bring the community together before a request and proposal (RFP) is released in 1<sup>st</sup>/2<sup>nd</sup> quarter of 2012
  - The focus areas of the roundtable were both GHG measurement and communication issues
  - Over a dozen organizations were represented along with Agency staff
  - It was agreed that in addition to preparation for the upcoming GHG reduction RFP the roundtable provided two additional benefits
    - Team building of the community
    - Preparation of enhanced project ideas
      - Ideas will be used for upcoming GHG RFP
      - Ideas will be used for other funder competitions
  
- Roundtable Items of Consensus
  - General Issues
    - Agency should provide clear source selection evaluation criteria
      - Agency should provide weighted evaluation criteria
    - Agency should provide a pre-proposal conference
      - Would occur after RFP is released, but before proposals are due
    - Agency should create, maintain and provide a FAQ link at its website
    - Agency may or may not ask for matching resources
      - Agency should consider providing more evaluation points based on amount of matching resources provided by applicant
      - They Agency may ask applicants to discuss and document their leverage of resources being brought to the program
    - Agency will require all funding to comply with applicable state and federal requirements
    - Agency will evaluate applicant outputs (how it spends funds) and outcomes (reduction in GHG)
    - Agency will value partnerships in source selection
    - Agency will not provide a specific geographic mandate of where funds must go
    - Agency will need to determine payment method (advance or reimbursement)
  - GHG Measurement Issues
    - Agency should make it clear how it values GHG reductions in 'blue sky' context v. the 'now aka short-term'
    - Agency should be clear in how it values direct v. indirect GHG benefits
    - Agency should consider the WA Energy Program GHG measurement approach
  - Communication Issues
    - Communication factors should be an evaluated factor for source selection
    - Communication issues may be documented by applicant via Dissemination Plans

- These plans may include education and outreach factors
  - Agency may use dual communication track requirements
    - A practitioner track for use with fellow GHG reduction practitioners
    - A public engagement track for use with the general public
      - Public groups may include underserved populations
  - Group recommended that recipient successes feed Agency communication plan
- Roundtable Action Items
  - Agency will create an FAQ link at its website
  - Agency will add a pre-proposal bidder's conference to its source selection schedule
  - Agency will determine how to flow-down all applicable laws and regulations to selected applicant(s)
  - Agency will finalize a source selection evaluation criteria plan
  - Agency will finalize what form applicant communication approach will take in proposal documents and evaluation scoring approach
  - Agency will finalize approach to GHG measurement evaluation scoring approach