



Application Instructions for the 2018 Innovate Fort Collins Challenge

Information and Eligibility

Fort Collins has adopted ambitious goals to curb the effects of climate change and to ensure a safe, healthy, and quality environment for our citizens and businesses to enjoy. Community and local business engagement and participation have been—and will continue to be—essential. To that end, the City is pleased to launch a second round of the **Innovate Fort Collins Challenge (IFCC)**. The City will award funding to entities such as, community and neighborhood groups, public-entities, businesses and nonprofit agencies, who want to scale-up or develop new or existing projects, technologies or initiatives that can demonstrate greenhouse gas emission reductions and savings to help achieve the [Climate Action Plan](#) objectives.

Applications should focus on one or more of the following key areas:

- Accelerated uptake by city residents or businesses in conservation, efficiency, and renewable energy (e.g. reduced energy use or increased alternative energy production).
- Increased utilization by city residents or businesses of alternative transportation options and behavior change vs. traditional automobile usage (e.g. reducing vehicle trips / reduced single-occupant travel in the city, etc.).
- Greater reduction, reuse, and recycling of waste materials by city residents or businesses.
- Efforts to encourage behavior change that include mobilization efforts aimed at shifting behaviors for businesses and residents.

Applicants are advised to read the application instructions fully before submission. It is the sole responsibility of the applicant to ensure that their application is complete and properly submitted. The City of Fort Collins may request supplemental materials from the applicant and such materials must be submitted within five business days of the request or the application may be rejected without further review.

APPLICATION INSTRUCTIONS AND PROCESS

The purpose of the Letter of Intent (LOI) is for the City staff to learn more about your project, concept, product, or technology and to understand how your initiative will reduce greenhouse gas (GHG) emissions.

Process for applications will consist of:

- Applicants must complete the attached LOI questionnaire and submit to the City for evaluation.
- Proposals can request between \$3,000 to \$75,000.
- City staff will then determine if the project is relevant, feasible, innovative and distinct. Direct and scalable GHG reductions are awarded 60% percent of the evaluation weight

and 40% is based on other impacts including triple bottom line benefits and preferred project attributes.

- A selected number of LOI applicants will then be invited to submit a full application for review and funding decision. Due to staffing limitations, individual feedback will not be provided to those who do not advance to the full application round.
- Finalists will be required to present their projects at a public pitch night **August 30**. The winners will then be awarded funding upon completing a contract with the City of Fort Collins.

COMMUNICATIONS AND TIMELINE

Completed LOI materials should be submitted **no later than 5 p.m. MDT on Friday, May 18, 2018**. Due to the anticipated level of interest, LOI deadline extensions will not be considered. City staff will notify applicants if they are invited to submit a full application in early May.



ELIGIBILITY REQUIREMENTS

Eligible applicants will be located within the United States and may include, but not be limited to, businesses, organizations, foundations, nonprofits, HOAs, and academic institutions, at the City's sole discretion. Individuals and City of Fort Collins employees will not be eligible to be awarded funds. Eligible projects will not exceed twelve months and applicants will demonstrate:

- Clear alignment with targeted areas (see below)
- Clear potential to reduce or avoid greenhouse gas emissions in Fort Collins

- Clear articulation of project plan and schedule, budget, goals, metrics, and data collection process
- Primary impact localized to Fort Collins (i.e. project benefits are within City limits)
- Sufficient, credible and current insurance, licensing and other documentation, as appropriate
- Pilot projects should not exceed 12 months and final reporting will be required by Dec. 14, 2019.

TARGETED AREAS AND PROJECT TYPES

Proposals should focus on one or more of the following key areas below. While applications that target solutions to the following Challenge Statements will be prioritized, all proposals with innovative solutions in the target areas will still be reviewed and considered. These Challenge Statements were developed in conjunction with the Fort Collins community at the IFCC Innovation Summit in February 2018.

Targeted Areas

Qualified projects will be able to make progress and demonstrably achieve GHG reductions within the City of Fort Collins in one or more of four key areas. These key areas include energy, transportation, waste materials management and behavior change. Applicants are strongly encouraged to develop proposals that address one or more of the following Challenge Statements in their proposals.

1. Energy

- *How might your proposal encourage the community to reduce fossil fuel use and increase the use of renewables? Proposals may focus on the following areas:*
 - *Integration of electric vehicles (EV), solar, and energy storage as distributed resources*
 - *Increased participation by landlords and tenants*
 - *Increased number of net zero buildings*

For additional information about the Community's energy goals, reference the [Energy Policy](#).

2. Transportation

- *In what ways can we quickly increase EV transportation use in the City or Growth Management Area?*
- *How might we connect public transportation to departure place and end destination (first and last mile)?*
- *How might we utilize and encourage the sharing economy to reduce single use trips?*

City Plan and the Transportation Master Plan are currently being updated and will be completed in 2019. Proposals that address the key issues above will be in alignment with the GHG emission reduction strategies identified by the City.

3. Waste and Materials Management

- *How might we create market demand and secondary markets for unwanted/discarded materials (circular economy)?*
- *How might we facilitate reduce/reuse/repair of materials?*
- *How might we inclusively educate residents about waste reduction and consumerism (provide education inclusively)?*

For additional information about the community's waste reduction and recycling goals, reference the [Road to Zero Waste Plan](#).

4. Behavior Change

- *How do we encourage action and behavior change that reduces GHGs through energy, transportation and waste?*
- *How might we facilitate more and different channels for communicating with diverse audiences?*
- *How do we create a system that rewards behavior and benefits our Climate Action Plan goals?*

The City does not currently have specific plans for behavior change, but acknowledges efforts that shift residential and business behaviors are crucial in achieving the community's long-term goals.

Pilot Project types

- **Concept feasibility or demonstration-** limited test or trial of a technology, strategy or application to determine the impact and viability of a new idea
- **New product or service provision-** continued development or scaling of a new product or service that has already demonstrated viability

PREFERRED PROJECT ATTRIBUTES

Projects that demonstrate two or more of the qualities below will be prioritized during the selection and judging phase.

Scalability: This is the most important preferred project attribute for IFCC projects. Projects that have the best potential for long-term impact and/or replication and scalability will receive the highest prioritization. Applicants are strongly encouraged to clearly explain long-term viability and potential impact.

Matching Funds: There are no matching funds or cost-share requirements, but projects securing additional funding will be prioritized during the application phase. Projects with a 2:1 leverage (or more) will receive additional consideration in the review process.

- For the purposes of this application, matching funds are defined as cash contributions to the total project cost. Waived indirect rates would not be considered matching funds. Matching funds do not flow through City of Fort Collins administration in any way. Matching funds are managed or administered by the awardee or project partners who provided the funds, as part of the total project budget and project administration, and will be verified by written certification from a licensed accountant, CPA, or executive leadership of the partnering organization.
- Prior investments that the partnering organization may use to indirectly support a proposed innovation project (e.g., tools, computers, or vehicles) will not be considered matching funds for purposes of this application.

Social Equity: Projects that demonstrate an authentic equity component including impact of, integration with, or outreach to underrepresented populations are prioritized. This may include

but not limited to women, people of color, people experiencing disabilities, youth and seniors (ages 55+).

Inclusive Project Management: Project leadership from underrepresented populations (see examples above) are prioritized.

Focused Collaboration: Projects demonstrating a regional collaboration with able partners, located in or around the Front Range, will be prioritized if the estimated GHG reductions are focused primarily in Fort Collins.

FUNDING AND DISTRIBUTION

Award amounts may range from \$3,000 to \$75,000 USD depending on project scope, project need, estimated impact to key areas mentioned above and approved budget. Up to one-half of the total project award may be distributed upon review and approval of the project work plan, schedule, budget, final evaluation of metrics and data collection plan and contracting. The remaining funds will be paid in installments, based on the successful completion of milestones to be established in the approved project workplan.

PROPRIETARY AND LEGAL INFORMATION

Please note, project applications are subject to disclosure by the City of Fort Collins under statutory open records laws; they are not confidential. Please do not include proprietary information or other materials that cannot be publicly disclosed within the application. Any proposed changes to the transportation right-of-way would require City review and approval. Applicants are advised to consider all City, County and Federal laws, ordinances, zoning regulations and codes and other legal constraints, prior to submission.

REQUIRED PROJECT DOCUMENTATION

Supporting Documentation* for the applicants that move to the full application round will include:

- Project work plan with identified quarterly milestones—required
- Project budget, see template—required
- Proof of insurance—*if applicable*
- Up to three letters of support from key stakeholders—*optional but recommended*
- One-page summary of past performance—*optional but recommended*

*Supporting documentation should not exceed ten pages.