



# AFFILIATED TRIBES OF NORTHWEST INDIANS

Dedicated to Promoting Tribal Self Determination & Sovereignty

## Request for Proposals

### Development of a Tribal Coalition Comprehensive Climate Action Plan (CCAP) and Cost Benefit Analysis Tool

**Responses due by Friday, January 16, 2026.**

#### I. Overview

The Affiliated Tribes of Northwest Indians (ATNI) is accepting proposals from qualified consultants to support the development of a Comprehensive Climate Action Plan (CCAP) under the [U.S. Environmental Protection Agency's Climate Pollution Reduction Grant](#) (CPRG) program, and the development of a comprehensive cost benefit analysis tool.

This RFP reflects the unique structure and needs of a membership-based Tribal coalition, recognizing that participation in this effort will vary among member Tribes. Accordingly, the successful consultant must be flexible, responsive, and capable of scaling work based on the number and level of engagement of participants. The exact number of Tribes opting in to be discussed, with an estimated 4 – 10 Tribes participating.

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#### II. About ATNI

ATNI was founded in 1953 and is dedicated to the protection and advancement of tribal sovereignty and self-determination by providing a forum for collaboration, advocacy, education, and traditional teachings. For more than 70 years, the member tribes of ATNI have provided regional leadership for Northwest tribal interests.

ATNI serves 57 Northwest Tribal Governments located in Oregon, Idaho, Washington, Alaska, California, and Montana. ATNI is a non-profit organization based in Portland, Oregon and chartered under the State of Oregon.

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#### III. Project Objectives

**The CCAP aims to support Tribal communities in addressing climate change through:**

- Assessing current greenhouse gas (GHG) emissions and projecting future emissions.
- Identifying and evaluating strategies to reduce emissions across sectors.
- Enhancing resilience through climate adaptation and integration of Indigenous knowledge.
- Developing an actionable implementation roadmap with defined roles, responsibilities, and timelines.
- Conducting meaningful engagement with Tribal members, leadership, and stakeholders.

**The Analysis Tool and accompanying workbook will enable continued GHG mitigation strategy development for ATNI Tribes beyond the timeline of this grant by:**

- Including walk-through equations and cost-benefit analyses for decision makers that does not require technical expertise.
- Being flexible enough to accommodate outside data.
- Providing workforce analyses to more accurately calculate the potential project cost for each proposed mitigation strategy.

The consultant will be instrumental in facilitating this process in partnership with ATNI and participating member Tribes. Project completion no later than June 2027.

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## **IV. Scope of Work**

### **1. Project Management & Coordination**

The consultant will manage the CCAP development process in close coordination with the ATNI Project Manager (APM). Responsibilities include:

- Conducting a project kick-off meeting with the APM.
- Developing and maintaining a flexible project schedule that accommodates rolling participation from member Tribes.
- Hosting regular virtual check-ins with the APM and in-person meetings as appropriate.
- Providing clear, accessible progress updates and deliverables on time, while maintaining clear tracking of engagement in coordination with ATNI internal tracking systems.
- Submitting timely invoices and progress reports aligned with grant reporting requirements.

Note: The final project schedule will be approved by ATNI and may evolve based on Tribal participation.

### **2. Tribal & Community Engagement**

The consultant will identify optimal types of engagement for each participating Tribe to ensure the voices, perspectives, and concerns of each Tribal community are integrated into the CCAP and the Workbook. Engagement activities may include:

- Coordination with Tribal representatives and other key partners.
- Collaboration with ATNI throughout the CCAP engagement process to co-create engagement tools, such as online and/or printed surveys, existing or new community/Tribal meetings, workshops, newsletters, or other established communication platforms, websites, and/or interviews.
- Reporting engagement results back to ATNI to be included in decision-making, final CCAP, and Workbook.
- Being available to respond to follow-up questions from ATNI or member Tribes through email, phone, and/or open Q&A virtual meeting sessions.
- Summarize engagement activities and methods to be included in the final CCAP.

### **3. GHG Emissions Inventory & Projections**

The consultant will develop Reservation-level GHG inventories and projections for participating Tribes including:

- Key sectors: agriculture, stationary energy, transportation, industry, waste, wastewater, and natural/working lands.
- Inclusion of all major greenhouse gases (CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, HFCs, etc.).
- Coordination with existing state, local, or regional inventories where applicable.

Emission Projections:

- Near-term (2030) and long-term (2050) "business as usual" and reduction scenarios for each participating Tribe.
- Projections must be scalable to the number of Tribes engaged.

#### **4. Comprehensive Climate Action Plan (CCAP) Development**

The CCAP must meet EPA's CPRG requirements, while honoring each Tribe's unique context. Required components include:

- GHG Inventory and Emissions Projections
- GHG Reduction Targets
- Quantified GHG Reduction Measures
- Benefits Analysis
- Workforce Planning Analysis
- Review of Authority to Implement
- Intersection with Other Funding Availability
- Implementation Roadmap (optional): roles, timelines, authorities, costs, and funding opportunities

The plan must be:

- Comprehensive yet modular, with the ability to include individual Tribal summaries or sections.
- Inclusive of climate adaptation and resilience planning.
- Grounded in Indigenous values and local knowledge, where provided by Tribes.

The consultant will prepare:

- A draft CCAP for review and public comment 3 months in advance of the final deadline to enable time for thorough community vetting.
- A final CCAP in Word and PDF formats.
- A 2–5-page executive summary suitable for broad distribution.

See section VI below for compliance requirements of the EPA CPRG.

#### **5. Cost-Benefit Analyses Workbook**

The consultant will lead the following analyses, scalable based on participation:

- a) Cost-Benefit Analysis Review
  - Develop equations to calculate GHG emission reductions based on each identified strategy that are flexible enough to accompany outside data provided by any ATNI member Tribe.
  - Accompany equations with an example scenario based on completed Tribal CCAP.
- b) Workforce Analysis
  - Forecast labor demand by sector.
  - Assess workforce capacity and barriers for Tribal and disadvantaged populations.
  - Recommend workforce development strategies.
- c) Community Benefits Analysis
  - Identify and evaluate climate-related impacts and benefits in Tribal communities using a tool like the former EPA CEJST tool.
  - Assess distribution of benefits across income levels.

The workbook will include:

- A unified single draft and final workbook.
- A technical appendix describing methods and data sources.
- A series of short videos describing step-by-step how to use the workbook.

### **Deliverables**

- Project Schedule (initial and updates)
- GHG Emissions Inventory (per participating Tribe)
- GHG Emissions Projections
- Draft and Final CCAP
- Executive Summary of CCAP
- Co-Pollutant Benefits Analysis (with technical appendix)
- Cost-Benefit Analyses Workbook (with technical appendix)
- Workbook Explanatory Videos
- Regular Progress Reports and Invoices

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## **V. Proposal Submission Requirements**

### **Proposals must include:**

1. Approach and Methodology: Clear, adaptable approach to working with a flexible number of participating Tribes.
2. Experience: Relevant experience working with Tribal Nations and multi-jurisdictional projects.
3. Project Team: Max of one page resume for each key personnel and their role.
4. Project Schedule: High-level schedule accommodating phased Tribal participation.
5. Budget: Scalable budget structure based on number of Tribes served and level of services provided.
6. References: At least two references from Tribal or similar clients.

### **Timeline**

RFP Release: December 4, 2025

**Proposals Due: January 16, 2026**

Draft CCAP & Workbook Published for Public Comment: No later than April 30, 2027

Project Completion: No later than June 30, 2027

### **Additional Considerations**

- Consultants with prior experience working with Tribal Nations or in Indigenous contexts are strongly encouraged to apply.
- Cultural competency, respect for Tribal sovereignty, and a commitment to co-creation are essential.

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## **VI. EPA CPRG Compliance Requirements**

This project is funded through the U.S. Environmental Protection Agency's **Climate Pollution Reduction Grant (CPRG)** program. As such, all work performed under this contract must meet the

standards and guidelines established by the EPA for the development of Comprehensive Climate Action Plans.

The selected consultant must demonstrate an understanding of and the ability to comply with the following EPA CPRG requirements:

### **1. Comprehensive Plan Standards**

The CCAP must address all required components as outlined in the deliverables section above.

Reference materials:

- [EPA CPRG Planning Grant Guidance](#)
- [GHG Inventory and Emissions Projections Tools](#)
- [Workforce Planning Analysis Guidance](#)

### **2. Quality Assurance Project Plan (QAPP)**

All GHG inventory and emissions projection work must be conducted in accordance with ATNI's EPA-approved QAPP. The consultant will be required to:

- Review and adhere to the QAPP framework.
- Follow prescribed data quality, documentation, and verification procedures.
- Coordinate with ATNI staff to ensure full compliance with EPA data protocols.

### **3. Scalable & Modular Planning**

Due to the coalition-based nature of the project, the consultant must be prepared to deliver modular outputs and maintain consistent documentation and formatting standards that allow for:

- Aggregation across participating Tribes
- Individualized Tribal reports, as applicable
- Integration into a unified regional CCAP document

### **4. Documentation and Reporting**

The consultant must provide all deliverables in formats acceptable to the EPA (typically Word and PDF), including technical appendices that describe methodology, data sources, and assumptions.

Compliance with all CPRG documentation requirements is essential to ATNI's grant reporting and ultimate success of the plan.

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## **VII. Submission Instructions**

Please submit proposals in a single PDF file, not to exceed 10 pages, to:

Kylie Avery  
Special Project Manager  
Affiliated Tribes of Northwest Indians (ATNI)  
cprg@atntribes.org  
407 NE 12th Ave, Portland, OR 97232

**Proposals Due: January 16, 2026**