



Southeast Energy Efficiency Fund: Request for Proposals

Issue Date: 07/30/18

Submission Period: 07/30/18 – 09/17/18 (5:00 p.m. ET)

Review Period: 09/18/18 – 10/12/18

Informational Webinar: 08/13/18 (2:00 p.m. ET)

Period of Performance: Up to 24 months

Proposal Length: Proposals should be no more than 5 pages, not including supporting documentation.

For more information, please contact: rfp@seealliance.org; or visit

<http://seealliance.org/initiatives/innovative-finance/seef-rfp/>

Funding Opportunity Description

- I. **Description:** The Southeast Energy Efficiency Alliance (SEEA) is a 501(c)3 nonprofit with a mission to ensure people in the Southeast have the knowledge, resources, and opportunities to optimize energy use. To support this goal SEEA is offering a unique grant opportunity for projects that will support our vision for energy efficiency as a primary driver of a prosperous, healthy and sustainable Southeast. The Southeast Energy Efficiency Fund is a pool of legacy funds from SEEA's allocation under the Department of Energy's Energy Efficiency and Conservation Block Grant (EECBG) program. To date, SEEA has used these funds to support the expansion and accessibility of energy efficiency financing programs throughout the Southeast. SEEA is now looking for new opportunities to advance innovative energy efficiency strategies.
- II. **Funding Amount:** The total available funding is \$870,000. SEEA anticipates funding up to 4 - 5 proposals ranging from \$100,000 - \$250,000 through this RFP. Larger grant requests (up to \$500,000) will be considered if they provide opportunity for substantial impact. Proposals requesting more than \$250,000 will be required to fill out a DOE federal budget template prior to receiving the final award.
- III. **Funding Priorities:** SEEA is seeking proposals that will advance our priority areas and emerging areas of interest. Competitive proposals will include opportunities to:
 - A. Advance local government collaborative planning and public/private partnership efforts for energy efficiency.
 - *Project Example:* The South Florida Climate Compact is an initiative started in 2010 by Broward, Miami-Dade, Monroe, and Palm Beach Counties to coordinate climate mitigation and adaptation activities across county lines.
 - *Grant Request Example:* A county or local government participating in the compact is seeking to fund staff time or a contract a technical consultant to develop a local energy efficiency and conservation ordinance that will serve as a replicable model for the compact.
 - *Eligible Grantees:* Local Government (Cities, Counties, and Indian Tribes)
 - B. Enhance the performance of the built environment through industry trainings that will increase energy code compliance and support incorporation of emerging clean energy technologies into local codes and ordinances.



- *Project Example:* A state or sub-regional energy code circuit rider program. Circuit riders are in-field energy code experts who travel around the state meeting with jurisdictions to address their specific implementation needs and questions regarding the state’s building energy code. Circuit rider programs are audience-focused and tailor technical assistance to the unique concerns and issues faced by each municipality they meet with.
 - *Grant Request Example:* Funding to contract a with an energy code professional to deliver a circuit rider program model.
 - *Eligible Applicants:* State and local government, nonprofits, and for-profits. (Must be able to provide CEU’s if necessary)
- C. Advance local governments programs and strategies that increase the accessibility of energy efficiency investment resources (i.e. on-bill financing, PACE)
- *Project Example:* A local government, or group of governments, wants to stand up a local commercial PACE program in Virginia.
 - *Grant Request Example:* Funding to contract technical support to design the program and provide training to government staff.
 - *Eligible Applicants:* State and local government, nonprofits, and for-profits.
- D. Advance energy efficient transportation planning initiatives in the Southeast.
- *Project Example:* A state is working with stakeholders to develop an EV infrastructure plan and supporting policy mechanisms to advance energy efficient transportation.
 - *Grant Request Example:* Match funding to provide full time staffing or contracted technical support to facilitate the development of the state plan.
 - *Eligible Applicants:* State and local government, nonprofits, and for-profits.
- E. Demonstrate replicable program models that utilize energy efficiency investments as preventative healthcare investments.
- *Project Example:* A local government has established a collaborative partnership plan with the local utility and health care provider to provide targeted retrofits to area residents with frequent emergency room visits due to asthma or other chronic health problems triggered by environmental conditions. The project seeks to assess the correlating impacts of EE investments on occupant health and impacts to the local health care system.
 - *Grant Request Example:* The applicant seeks funding to support the energy efficiency components of the project including audits, QAQC, occupant education on EE best practices and long-term monitoring of energy performance.
 - *Eligible Applicants:* State and local government, nonprofits, and for-profits.

IV. Funding Requests and Project Elements That Will Not Be Supported Through This RFP:

- The purchase or installation of any technology, equipment, building materials or other hardware or software.
- The purchase of real estate.
- Construction of new, or refurbishment of existing, buildings.
- Capital to finance energy efficiency loan products or related risk reduction mechanisms (loan loss reserves, interest rate buy-downs).

V. Proposal Evaluation Criteria

1. **Clarity of proposal:** The proposal clearly explains the project concept and addresses all of the proposal criteria detailed in this RFP.
2. **Project Design:** The proposal clearly articulates the problem to be addressed, the applicant's theory of change, how the project will be managed and by whom, project partners and roles, and a timeline for completion with clear and attainable benchmarks.
3. **Project Sustainability:** The proposal identifies how the project will be sustained beyond the term of the grant funding or how its outcomes will be built upon to support long-term market impact after the project end date.
4. **Partnerships:** Proposals must have at least one project partner in addition to the lead applicant. All partners must demonstrate their commitment to the partnership by detailing the role they will play and how the partnership will improve outcomes of the proposed project. Competitive proposals will identify well qualified partners that represent the necessary technical skills, community connectivity and project management expertise necessary for success. Applications may also include letters of support from key stakeholders who are not direct project partners.
5. **Regional Replicability:** The proposed project can reasonably be expanded in scale or replicated elsewhere to support broader regional impact beyond the life of the grant.
6. **Equity and Inclusiveness:** Applicants must identify the project's priority stakeholders, how they will be impacted by the project, and how they will be involved in shaping project design and implementation. Competitive proposals will detail how the proposed project will benefit and engage under-represented or at-risk communities, such as rural communities, people of color, people with low incomes, and/or people of immigrant and refugee communities.
7. **Match:** While a dollar match is not required, preference will be given to projects that can provide at least 20% matching contributions of total project costs through in-kind and/or cash support. In-kind support can include personnel time donated to the project, as well as donated services, equipment, and materials. For example, if a utility offers cash rebates for installed measures, the value of the cash rebates is considered a cash match. If an organization will host a series of trainings, the value of the personnel time to organize and lead the trainings is an in-kind match. Applicants must document the value of their matching in-kind and/or cash resources. Competitive proposals will demonstrate how it will leverage matching funds to expand the projects impact.
8. **Impact:** The proposed project has the potential to significantly impact the targeted community.

VI. Project Requirements: At a minimum, proposed projects must meet the following criteria:

- Projects must be located within SEEA's territory. This includes Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia and West Virginia.
- Project terms may not exceed twenty-four (24) months.
- Projects must adhere to the Department of Energy's Energy Efficiency and Conservation Block Grant (EECBG) Program detailed in document 10-021 Guidance for Eligibility of Activities accessible at https://www.energy.gov/sites/prod/files/2014/01/f7/eecbg_10-021_eigibility_guidance_010411.pdf

VII. Reporting: Selected applicants will be required to submit regular reports to SEEA.

- a. *Reporting Elements:* At a minimum, reports will provide detail on the following:
 - Project activities for the reporting period covered,



- Milestones achieved, and
 - Detailed financial expenditures.
- b. *Reporting Frequency:* At a minimum, reporting will be due quarterly. SEEA reserves the right to amend reporting requirements and frequency as deemed necessary throughout the term of the project.
- c. *Presenting at SEEA Annual Conference:* In addition to regular reports, funded project participants will be expected to attend and participate in SEEA's annual conference held in Atlanta, GA each year during the term of their project. Project partners will provide presentations on their projects, accomplishments to date and future plans.
- d. *Final Reports:* Grantees will be required to produce a final report. These reports will be shared publicly through SEEA's website and other published materials. Reports should detail the project experience, impact achieved, and lessons learned. Final reporting requirements must also include a detailed financial report. Final reports are due on two (2) months after the project end date detailed in the contract agreement or two (2) months after all funds have been expended; whichever is earlier.

VIII. Copyrights and Data Rights: SEEA and Contractor shall hold equal the rights to all new data arising out of this Agreement.

IX. Insurance: Grantees will be required to provide proof of adequate levels of liability insurance.

X. General Information: The submission requirements for this RFP are set forth below. Please note the following:

- Projects selected for support through this RFP process are not guaranteed funding. Selected projects are subject to approval by the Department of Energy. Final contract agreements will not be signed until DOE has reviewed and authorized all projects in January 2019.
- Contact with members of the SEEA staff or board in connection with this RFP may not be made other than as specified in this RFP. Unauthorized direct or indirect contact may be cause for rejection of a proposal.
- SEEA is an equal opportunity employer and is committed to a policy of nondiscrimination with regard to race, sex, color, age, religion, creed, class, sexual orientation, national origin, and disability.
- This work is being supported by federal funding. As such all federal flow-down requirements shall be applicable to the Contractor. Applicable flow-down requirements include, but are not limited to:
 - Public Law 95-224: Federal Grant and Cooperative Agreement Act (FGCAA)
 - Public Law 106-107: Federal Financial Assistance Management Improvement Act
 - Energy Policy Act of 2005 and Energy policy Act of 1992 (EPAAct)
 - Code of Financial Regulations (CFR)
 - Record Retention Regulations
 - Intellectual Property Regulations
 - DOE Assistance Regulations, 10 CFR Part 600
 - If the Award is for research and the Award is to a university or non-profit, the Research Terms & Conditions and the DOE Agency Specific Requirements
 - National Policy Assurances in effect on date of award



Grant Selection and Scoring Criteria

Scoring Criterion	Points
1. Clarity of proposal: The proposal clearly explains the project concept and addresses all of the proposal criteria detailed in this RFP.	10
2. Project Design: The proposal clearly articulates the problem to be addressed, the applicant's theory of change, how the project will be managed and by whom, project partners and roles, and a timeline for completion with clear and attainable benchmarks.	20
3. Project Sustainability: The proposal identifies how the project will be sustained beyond the term of the grant funding or how its outcomes will be built upon to support long-term market impact after the project end date.	20
4. Partnerships: The proposal identifies well qualified partners that represent the necessary technical skills, community connectivity and project management expertise necessary for success.	10
5. Regional Replicability: The proposed project can reasonably be expanded in scale or replicated elsewhere to support broader regional impact beyond the life of the grant.	10
6. Equity and Inclusiveness: The proposal details how the proposed project will benefit and engage under-represented or at-risk communities, such as rural communities, people of color, people with low incomes, and/or people of immigrant and refugee communities.	10
7. Match: The proposal demonstrates how it will leverage matching funds to expand the projects impact.	10
8. Impact: The proposed project has the potential to significantly impact the targeted community.	10
Total	100