

Request for Proposal

Fairbanks Nonprofit Retrofit Pilot

-Strengthening Alaskan nonprofits by reducing energy costs-



Partners:



Administered by:



COLD CLIMATE HOUSING RESEARCH CENTER

CCHRC

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FAIRBANKS NONPROFIT RETROFIT PILOT

I. SUMMARY AND DESCRIPTION

A. Announcement Summary

The Cold Climate Housing Research Center, on behalf of the Fairbanks Nonprofit Retrofit Pilot project partners, is announcing the availability of an energy efficiency retrofit package for nonprofit building owners in the Fairbanks North Star Borough. The package includes technical assistance, funding for energy audits, and low-interest financing. This package is available to successful applicants as outlined in this announcement.

B. Identified Need

The nonprofit sector in Fairbanks is subject to high energy costs resulting from high energy prices and high levels of energy use driven by extreme cold temperatures. Improving the energy efficiency of facilities used by the nonprofit sector can reduce operating cost, a strategic advantage as the nonprofit sector is facing increased demand for mission outcomes while simultaneously experiencing a more challenging funding landscape.

While several programs exist to provide incentives to reduce energy costs in the residential, commercial, and public sectors, none specifically target the nonprofit sector relative to eligibility and address the hurdles that confront the nonprofit sector.

Key hurdles include the capacity (time and expertise) to simultaneously orchestrate energy auditing, financing, and selection of construction contractors to achieve energy cost reduction.

C. Goals and Desired Outcomes

Goals:

1. Strengthen Fairbanks nonprofits by reducing energy costs
2. Increase mission delivery among nonprofits who participate
3. Repayment of the low-interest loan (primarily) from energy savings
4. Determine if the pilot project warrants becoming a self-sustaining program

Desired Outcomes:

1. Ten nonprofits retrofitted in Fairbanks
2. Energy costs reduced 33%
3. Quantifiable increase in mission delivery

D. The Energy Efficiency Retrofit Package

Technical Assistance Available

Technical assistance will be provided to all successful applicants. Technical assistance includes but is not limited to help arranging energy audits, help evaluating energy efficiency improvement options, help applying for the low-interest loan available through this program, help hiring a contractor to perform energy efficiency upgrades, and other forms of guidance through the

process. The amount of technical assistance will depend on the applicant's existing level of capacity and ability.

Energy Audit Funding and Retrofit Financing Available

Funding is available for energy audits up to an average of \$7,000 per audit and financing is available for energy retrofits up to an average of \$250,000 per project. These figures are averages and meant to provide a sense of scale. Up to 10 applicants will be selected for participation.

E. Limitations on Funds

Funding is available for audits and retrofit financing only. The cost of audits will be paid on behalf of the nonprofit organization. Financing will be available for energy efficiency retrofits subject to terms between the nonprofit and lender at the time of agreement. Technical assistance will be provided free of charge. Nonprofit staff and other expenses relating to participating in this pilot project must be paid by the applicant.

II. APPLICATION DETAILS

A. Eligibility (Who May Apply)

Applicants will be considered eligible if they meet the following criteria:

- Applicant is a 501(c)(3), (c)(4), in good standing with the State of Alaska or holds Federal recognition of tribal status by the Bureau of Indian Affairs.
- Applicant owns the facility that it operates in or which is essential to the core operations of the applicant.
- Principle operations and mission delivery in the Fairbanks North Star Borough.
- Tribal organizations and/or consortia of tribal organizations operating in the Fairbanks North Star Borough with primary purpose of assisting tribes or Native Alaskans in the Doyon ANCSA region.

B. Notice of Intent to Apply

Organizations who intend to apply for this grant must complete and return the enclosed "Notice of Intent to Apply" form, Appendix A of this RFP, by 4:00 pm March 21st, 2014.

C. Minimum Responsiveness

The Fairbanks Nonprofit Retrofit Pilot staff will review all responses to this Request for Proposals (RFP) to determine if the level of minimum responsiveness has been met. At a minimum, applicants must demonstrate the following:

1. Submitted a Notice of Intent to Apply for by 4:00 p.m. March 21st, 2014.
2. Proposals must be received on or before 4:00 p.m. on April 15th 2014.
3. Applicant has met the Eligibility Requirements contained in Section II.A.
4. Applicant submits all required items in Section IV.A. "Application Requirements".

If a proposal meets the above minimum criteria, it will be considered responsive and subsequently evaluated. If a proposal fails to meet any one of the criteria, it will be deemed as non-responsive and will not be evaluated.

D. Deadline for Submittal

To be considered for funding, proposals must be received on or before 4:00 pm April 15th, 2014. Proposals must be submitted by email to the following address: danny@cchrc.org with the subject line FNRP RFP Response (name of organization).

Applications or portions of applications received after the proposal deadline will be declared non-responsive. A declaration of non-responsiveness will result in the application being denied.

E. Inquiries

Applicants should immediately review this Request for Proposal (RFP) for nebulous or confusing content. Questions about the RFP can be directed to Daniel Powers at phone number: 907-450-1726. Questions which cannot be answered by directing an applicant to a specific section of the RFP must be submitted **in writing** at the email address: danny@cchrc.org **on or before March 28th, 2014**. This will allow issuance of answers and any necessary amendments to all prospective applicants.

Any protests based on any omission or error in the content of the RFP will be disallowed if these faults have not been brought to the attention of the contact person, **in writing, by the close of business 4:00 pm April 7th, 2014**.

F. Summary of Processes and Deadlines

<u>Request for Proposal Issuance Date</u>	<u>Date</u>
Request for Proposals (RFP) Issuance Date	4:00 p.m. February 28th, 2014
Deadline for Notice of Intent to Apply Form	4:00 p.m. March 21st, 2014
Deadline for Proposals	4:00 p.m. April 15th, 2014
Advisory Committee Decision Deadline	4:00 p.m. April, 17th-18th
Notification of Award	4:00 p.m. April 20th, 2014
Deadline for Appeal	4:00 p.m. April 28th, 2014
Deadline for Pilot Participation Decision	4:00 p.m. May 5th, 2014

G. Proposal Costs

Applicants bear their own cost of considering, developing, submitting, and otherwise engaging in this application process.

H. Acceptance of Terms

Successful applicants will be required to agree to terms and conditions at the time of award in order to obtain technical assistance, an energy audit, and energy efficiency retrofit financing.

Terms will include a reporting requirement, information sharing to help project partners evaluate the merit of the pilot project, and agreement that the energy audit can only be used for the energy efficiency retrofit financing available through this pilot project.

If a successful applicant decides to procure financing through this program, the lender will provide additional terms and conditions specific to the loan agreement between the lender and the applicant.

F. Duration of Pilot Project & Loan Terms

The pilot project is intended to terminate December 31, 2014. The terms of the energy efficiency retrofit loan are subject to the agreement between the nonprofit applicant and the lender. Under no circumstances will the award or the potential award guarantee applicants financing or other funding for capital improvements, guaranteed costs reductions, or funding or maintenance of the capital improvement for subsequent years.

III. AWARD DECISIONS

Awards will be given based on applicant financial standing, potential energy efficiency improvement of building, mission impact, and available funding.

A. Final Decision

Following the deadline for receipt of proposals, program staff will verify all submission requirements have been met. **No amendments or corrections will be accepted after the deadline, unless they are in response to the staff or Advisory Committee request.** Proposals will be reviewed and evaluated by the Advisory Committee according to the criteria specified in this RFP. Proposals will be reviewed as follows:

1. FNRP staff will evaluate each applicant for minimum responsiveness and remove non-responsive proposals from consideration. The Advisory Committee will then conduct a written evaluation of each responsive proposal.
2. The Advisory Committee will include consideration of staff recommendations and discussion of each proposal's merits. Recommendations will include approval or disapproval for award, modifications to the project, special compliance conditions, and ranking proposals in priority order.

B. Notification of Technical Assistance Award and Loan Agreement

Within fifteen (15) days of the Advisory Committee's final decision regarding program acceptance, successful applicants will be notified and FNRP staff will arrange a time to review the agreement to participate. Applicants who are not selected will be notified. Formal agreements of participation will contain specific performance and reporting requirements, terms and conditions, and other information important to govern the agreement between project partners and the applicant.

C. Appeals

Applicants who wish to appeal FNRP decision(s) must submit an appeal in writing within seven (7) calendar days after receipt of the notification of the decision. The appeal should explain the reason for the appeal.

The Advisory Committee will review the request for appeal and, within fifteen (15) calendar days after receipt of the request, advise the appellant of acceptance or rejection of the appeal. If the appeal is rejected, the applicant will be informed of the reason for the rejection.

If the appeal has merit, the Advisory Committee will work with FNRP staff and the appellant to find a remedy. The Advisory Committee's decision on the appeal is the final decision of the Fairbanks Nonprofit Retrofit Pilot.

D. Cancellation of the RFP/Termination of Award

The Advisory Committee may withdraw the RFP at any time and the committee reserves the right to refrain from making an award when such action is deemed to be in the best interest of the

project partners and/or the spirit and intent of the Fairbanks Nonprofit Retrofit Pilot. Agreements between project partners, the FNRP, and the applicant may be withheld or terminated by written notice from CCHRC on behalf of project partners at any time for the applicant's violation of any terms or conditions of the award, or when such action is deemed by the project partners to be in the best interest of the FNRP.

IV. How to Apply

A. Application Requirements

Step 1. Complete the *Intent to Apply* form and send to the FNRP using the contact information listed in Section IV.A. Step 3 by March 21st, 2014.

Step 2. Complete the Application Checklist below. Please submit items in the application checklist in the order they appear below. Once the checklist is complete, submit the information to the FNRP using the contact information listed in Section IV.A. Step 3.

Step 3. Submit by mail, in person, or email.

Mailing Address & Registration

MAILING ADDRESS:

Daniel Powers
Fairbanks Nonprofit Retrofit Pilot
PO Box 82489
Fairbanks, AK 99708-2489
PHONE: (907) 450-1726
EMAIL: danny@cchrc.org

PHYSICAL ADDRESS:

Daniel Powers
Fairbanks Nonprofit Retrofit
1000 Fairbanks Street
Fairbanks, AK 99708
FAX: (907) 457-3456

APPLICATION CHECKLIST

Check each box or line to indicate that the guidelines have been followed.

Submit original application and one photocopy, unbound, and fastened only by a binder clip. Do not use staples, folders or binders.

Submit only materials specifically requested.

Provide requested materials in the order described below, with the Fairbanks Nonprofit Retrofit Pilot cover sheet on top. If you include an optional cover letter, please place it beneath the cover sheet, and include it in both the original and photocopy set.

APPLICATION PREPARATION

<input type="checkbox"/>	Cover sheet with original signature of top ranking official in your organization
<input type="checkbox"/>	Project narrative (no more than two pages) including the following: <ul style="list-style-type: none"> • Brief history of organization • Services provided • Number of beneficiaries and impact • Need for the project • Overview of any work on project to date
<input type="checkbox"/>	FNRP Facility Benchmark Form
<input type="checkbox"/>	Governing/Advisory Board of Directors
<input type="checkbox"/>	Annual Operating Budget
<input type="checkbox"/>	Most recent Statement of Financial Position, Statement of Activities, and Statement of Cash Flows.
<input type="checkbox"/>	Most recent 2 years of energy bills
<input type="checkbox"/>	Most recent certified audit
<input type="checkbox"/>	IRS 501(c) 3 or 4 designation or Federal recognition of tribal status
<input type="checkbox"/>	Alaska Business License
<input type="checkbox"/>	Notice of Intent to Apply

COVER SHEET

Legal name of organization:		
Address of organization:		
City:	State:	Zip Code:
Phone #:	Fax #:	
Website Address:		
Date of Incorporation:	Federal Tax ID#:	<input type="checkbox"/> Alaska Mental Health Trust Beneficiary
Organizational Status:	IRS 501 (c)(3) <input type="checkbox"/> or (4) <input type="checkbox"/>	<input type="checkbox"/> Tribal Organization
Mission Statement:		

Name of Executive Director (ED):	Title:
ED telephone number:	ED email address:
Contact for this application:	Contact title:
Contact telephone number:	Contact email address:

Signature of authorized official (Board Chair or Executive Director) **Date**

Printed name **Title**

APPENDIX A

NOTICE OF INTENT TO APPLY

The following organization gives notice of its intent to submit a proposal in response to the Request for Proposal – Fairbanks Nonprofit Retrofit Pilot.

If your organization intends to submit a proposal, please complete and return this form by email, mail or fax by **March 7, 2014, at 4:00 p.m.** Applicants should also call the contact person below to verify the receipt of this form.

Name of Organization

Name & Title of Contact Person

Address

City

Zip

Phone Number

Email address

Send to:

Daniel Powers
danny@cchrc.org
FNRP-Cold Climate Housing Research Center
PO Box 82489
Fairbanks, AK 99709

Phone: (907)378-3623
Fax: (907)457-3456

APPENDIX B

ACKNOWLEDGEMENT OF RECEIPT

Fairbanks Nonprofit Retrofit Pilot

Applicant Organization: _____

Address: _____

Signature of Applicant's Representative: _____

(To be completed by FNRP staff only)

Proposal documentation was received
by:

Date Stamp Here

Fairbanks Nonprofit Retrofit Pilot
1000 Fairbanks Street
PO box 82489
Fairbanks, Alaska 99709-2489
www.cchrc.org

Date and Time Proposal was Received: _____

Following the required evaluation period, you will receive notification of the granting
agency's determination of eligibility.

Thank you for submitting a proposal in response to the Fairbanks Nonprofit Retrofit Pilot Request
for Proposals.

Signature of person receiving proposal

Printed name of person receiving proposal

APPENDIX C

FNRP Facility Benchmark Form

Facility Owner		Facility Owned By		Date (mm/dd/yyyy) - Post 1996		
Building Name / Identifier		Building Usage		Building Sq Footage		
Building Type		Community Population		Year Built		
Facility Address		Facility City		Facility Zip		
Contact Person						
First Name		Last Name	Middle Initial	Email		Phone
Mailing Address			City		State	Zip
Primary Operating Hours		Monday-Friday	Saturday	Sunday	Holidays	
Average # of Occupants During Operating Hours						
Facility Notes						

Renovations

Date (mm/dd/yyyy)	Details

Renovation Notes

PART II – ENERGY SOURCES

1. Please check every energy source you use in the table below. If known, please enter the base rate you pay for the energy source.
2. Provide utilities bills for the most recent two-year period for each energy source you use.

Heating Oil	Electricity	Natural Gas	Propane	Wood	Coal
\$ /gallon	\$ / kWh	\$ / CCF	\$ / gal	\$ / cord	\$ / ton
Other energy sources? Describe					

PART III- APPLICANT INFORMATION

FNRP Applicant Information		Site Information	
Number of staff:		Land Size (Acres):	
(if applicable) DUNS #:		Current Zoning:	
Oversight Agency:		Any Proposed Zoning Changes:	
Current Lien Position:		Adjoining Uses:	
# of Units:			

Indicate how much of the organization's annual operating budget in terms of dollars and % goes to pay for building operation?