

REQUEST FOR PROPOSALS (RFP)

LISC Green Formation

Release Date: 10/25/24

Proposal Due Date: 11/13/24

LISC

Local Initiatives Support Corporation (LISC), formed in 1979, is a 501(c)(3) tax-exempt organization and is certified as a Community Development Financial Institution by the U.S. Department of the Treasury. LISC's mission is "Together with residents and partners, LISC forges resilient and inclusion communities of opportunity across America – great places to live, work, visit, do business and raise families."

In furtherance of its mission, LISC created LISC Green LLC (LISC Green), a Delaware limited liability company, to serve as a subrecipient of a Greenhouse Gas Reduction Fund (GGRF) National Clean Investment Fund (NCIF) award from the U.S. Environmental Protection Agency (EPA) to Power Forward Communities, as described below. LISC Green will use its subaward to provide financing to support affordable residential decarbonization throughout the country, with a focus on low-income and disadvantaged communities, in furtherance of the GGRF objectives described below.

Power Forward Communities Coalition

Power Forward Communities -- a coalition of LISC, Enterprise Community Partners, Rewiring America, Habitat for Humanity International, and United Way Worldwide -- is purpose-built to transform the housing sector, save homeowners and renters money, invest in stronger communities, and help meet national climate goals. A \$2 billion, seven-year NCIF grant from EPA will provide capital for affordable residential decarbonization throughout the country, with a focus on low-income and disadvantaged communities.

Through a unique combination of financing, market building, and community engagement strategies from big cities to small towns, Power Forward Communities' work is expected to save families money on their utility bills, reduce emissions, and create healthier, safer, more affordable homes, while creating new American jobs in the trades. It will also increase the supply of and demand for clean technologies, transforming the zero-emissions housing marketplace and bringing down costs. Our goal to decarbonize homes nationwide is supported by 321 organizations, including 156 communities across 46 states in every EPA region.

With the NCIF award, Power Forward Communities will provide financing to homeowners and apartment building owners across the country to weatherize homes, upgrade appliances, and incorporate other clean technologies to make homes and apartment buildings more efficient and less expensive to operate. The coalition will leverage public and private investments for local and state governments to help partners achieve their affordable housing and clean energy ambitions and create new opportunities for investors to deploy sustainable capital for measurable and lasting impact on families, homes, communities, and the climate.

PROJECT BACKGROUND

The largest non-tax credit program in the Inflation Reduction Act (\$27 billion), known as the Greenhouse Gas Reduction Fund (GGRF), includes three program objectives:

- Reduce emissions of greenhouse gases and other air pollutants,
- Deliver benefits to low-income and disadvantaged communities; and
- Mobilize financing and private capital.

LISC Green, in partnership with PFC and supported by LISC and its affiliates, will work to accomplish these objectives. LISC Green will be responsible for the deployment of its subaward across four eligible categories:

Financial Assistance (FA)

- Section 134(b)(1) of the Clean Air Act directs that the Recipient use funds for “Financial Assistance.” Consistent with the definition of Federal financial assistance in 2 CFR 200.1, Financial Assistance means financial products, including debt (such as loans, partially forgivable loans, forgivable loans, zero-interest and below-market interest loans, loans paired with interest rate buydowns, secured and unsecured loans, lines of credit, subordinated debt, warehouse lending, loan purchasing programs, and other debt instruments), equity investments (such as equity project finance investments, private equity investments, and other equity instruments), hybrids (such as mezzanine debt, preferred equity, and other hybrid instruments), and credit enhancements (such as loan guarantees, loan guarantee funds (whether full or partial), loan loss reserves, and other credit enhancement instruments). Expenditures for Financial Assistance are in the form of Subawards (other than subgrants), Participant Support Costs, or Acquisitions of Intangible Property, as defined in this Award Agreement. Subgrants are not eligible as Financial Assistance. The characterization of a Financial Assistance transaction as a Subaward, Participant Support Costs, or Acquisition of Intangible Property is limited to the transaction. For example, the same entity may be a Subrecipient for one transaction and a Program Beneficiary or a Contractor for another transaction.

Predevelopment Activities

Predevelopment Activities means activities that meet all three of the following criteria: (1) improve the likelihood of the Recipient financing Qualified Projects, (2) are tied directly to Qualified Projects the Recipient intends to finance, and (3) are necessary and reasonable for the Recipient to deploy Financial Assistance to Qualified Projects.

Market-Building Activities

- Market-Building Activities means activities that meet all three of the following criteria: (1) build the market for financeable Qualified Projects, (2) are not tied directly to Qualified

Projects the Recipient intends to finance, and (3) are necessary and reasonable for the deployment of Financial Assistance to Qualified Projects.

Program Administration Activities

- Program Administration Activities means activities that support administration of the grant program, to the extent such activities meet the requirements for allowability under 2 CFR Part 200, Subpart E as well as applicable provisions of 2 CFR Part 1500. Program Administration Activities include but are not limited to establishing and convening advisory councils, as described in Item 2 of [EPA's Guidance on Selected Items of Cost for Recipients](#), and fund raising, as described in Item 4 of [EPA's Guidance on Selected Items of Cost for Recipients](#).

SCOPE OF WORK & DELIVERABLES

This Request for Proposals (RFP) is designed to seek a qualified consultant to work with LISC Green in creating the initial framework and operational plan for LISC Green. LISC Green will work in tandem with LISC and its other subsidiaries and affiliates in addition to a broader external coalition to successfully deploy and manage resources from the GGRF to meet the EPA's climate-related objectives.

LISC Green is requesting a fee proposal in an amount not to exceed \$195,000. The scope of services and anticipated deliverables include:

1. Strategic Planning

- Create a step-by-step plan to operationalize a new subsidiary at LISC, LISC GREEN, that will deploy and manage resources allocated through a seven-year NCIF grant from the EPA.
- Develop a strategy framework to align LISC Green's activities with the GGRF and PFC objectives. Outline an initial implementation plan with broad actions, suggested performance metrics, and timelines to support the achievement of program goals.
- Develop a detailed project timeline for establishing and launching LISC Green, outlining key milestones, deliverables, and dependencies from inception to full operationalization.
- Coordinate and align messaging across multiple business units, ensuring consistent and strategic communication regarding LISC Green's objectives, initiatives, and progress.

2. Operational and Compliance Framework

- Evaluate existing policies and identify necessary new policies or modifications across business units to ensure compliance with EPA guidelines, including adherence to 2 CFR Part 200, 2 CFR Part 1500, and other relevant federal regulations. Support the development and implementation of necessary policies and procedures by drafting, reviewing, and finalizing documentation across the organization and within relevant business units.

- Develop and formalize roles and responsibilities within a comprehensive staffing matrix, ensuring clear delineation of functions and accountabilities across LISC Green, LISC, and other subsidiaries and affiliates. This includes mapping out staffing needs, creating role descriptions, establishing reporting structures, and identifying cross-functional collaboration opportunities to optimize program implementation and operational efficiency.
- Design, document, and optimize workflow processes for each phase of implementation, ensuring clarity in roles, responsibilities, and decision-making pathways across all levels of LISC Green.
- Design thresholds and KPIs (including tools for dissemination) to measure, track, and report success, including but not limited to greenhouse gas emissions reductions, financial performance, and community impact.

Specifically, LISC Green is seeking those with proven experience in the following areas:

- ✓ Complex program design
- ✓ Strategic framework and planning
- ✓ Workflow efficiency
- ✓ Communications
- ✓ Cross functional coordination

LISC Green’s RFP will select one sole provider and the successful respondent's period of performance will not exceed one year from the date of contract execution.

PROPOSAL GUIDELINES AND REQUIREMENTS - NOT TO EXCEED SIX PAGES:

Please provide a fee proposal to accomplish the scope and deliverables outlined above. Consultants will be engaged to complete specified tasks or receipt by LISC of satisfactory deliverables. Fees for each task or deliverable include preparation, research, participation in phone calls and meetings with LISC Green and other interested parties (other stakeholders identified by LISC Green), edits of drafts if requested by LISC Green, and other ancillary tasks/work necessary for the completion of the task or deliverable described in the Scope of Work, above.

1) Basic Information:

This section of the proposal should include the consultant’s name, legal name of the consultant’s business, mailing and e-mail address, phone and website. It should list the number of pages enclosed with the proposal and it should also include how the consultant heard about the RFP.

2) Statement of Qualifications/Technical Proposal:

This section of the proposal should describe the general capacity of the respondent to provide the services listed in the scope of work. This section should contain the following:

Proposal Elements
a. An overview of the respondent’s background, experience with the elements of the scope of work, and a comprehensive understanding of organizational development and skills necessary to successfully achieve the tasks outlined in the scope of work.
b. Description of the overall approach and method to address the scope of work described above; provide a detailed plan for completing the work, including methods, tools, etc.
c. Identification of key individual(s) who will be providing the support, including a description of their proposed assignments and the skills they bring that are appropriate to the assignments. Indicate if WO, MBE, Disability-Owned, Disadvantaged Business Enterprise and/or Veteran-Owned.
d. Availability -- demonstrated ability to complete the scope of work within a specified time frame.
e. The name, addresses, and phone numbers of three references for the respondent, who can comment on the respondent’s qualifications for the technical assistance based on previous experience as clients for the respondent on similar tasks.

3) Fee Proposal

Provide a fee proposal aligned with the deliverables listed above that clearly defines how costs are to be incurred. Indicate your rate structure, any cost not incurred in that structure, and whether or not expenses are included. A narrative should be included to describe your methods for calculation and justification for costs.

Additional Evaluation Criteria

- Proposal Presentation – The information is presented in a clear, logical manner and is well-organized.
- Responsiveness of Proposal to the Specifications set forth in this RFP.

RESPONSES

- **Any questions** regarding this RFP must be made in writing to Michelle Harati, Director of Operations, LISC Green, at mharati@lisc.org and Madeline Fraser Cook, Senior Vice President of Community Building and Resilient Solutions, at mfrasercook@lisc.org submitted by **Wednesday, November 6, 2024 at 6 PM ET**. Responses will be provided by Friday, November 8.
- **Responses to this RFP** are due Wednesday, **November 13, 2024** by 6 PM ET and must be emailed to mharati@lisc.org and mfrasercook@lisc.org by 6 PM ET.
- LISC Green anticipates that selection decisions will be announced during the week of November 18, 2024. All costs that responses to this RFQ may incur are non-reimbursable. Late responses and responses submitted by other means (e.g., US Mail) will not be considered.

Disadvantaged Business Enterprise Opportunity,

LISC Green is committed to working with Disadvantaged Business Enterprises (DBEs), including Minority-Owned Business Enterprises (MBEs), and Women-Owned Business Enterprises (WBEs). LISC encourages submissions from DBEs, MBEs, and WBEs.

Intellectual Property. Any reports or other deliverables produced pursuant to a scope of work or contract will be the sole property of LISC Green (except to the extent rights are reserved by the applicable federal agency).

Compliance with Laws: Consultant shall comply with all applicable laws, rules, regulations, and Ordinances relating to the performance of the Services, including but not limited to any licensure and registration requirements.

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