



**ENERGY
OUTREACH
COLORADO**

**Request for Proposals (RFP)
Energy Outreach Colorado**

**Energy Assistance Community Outreach
Updated November 21, 2022**

DUE DATE EXTENDED - Proposals Due December 12, 2022

Purpose:

The purpose of this project is to increase awareness of and support enrollment in energy assistance, and weatherization programs. These programs include the State of Colorado's Low-income Energy Assistance Program (LEAP), the Colorado Energy Office's Weatherization Assistance Program (WAP). Energy Outreach Colorado's utility bill payment assistance program, the Colorado Affordable Residential Energy program (CARE), the Crisis Intervention Program (CIP), and the Community Solar Program. Funding for this project is the Energy Assistance System Benefit Charge (EASBC), funds collected from customers of investor-owned utilities in Colorado, as approved by the Colorado Legislature in House Bill 1105, passed in 2021.

Project Background:

Energy Outreach Colorado (EOC) was created in 1989 by the Colorado Commission on Low-Income Energy Assistance. EOC's mission is to support, stabilize and sustain Coloradans to afford their energy needs. With the help of partner assistance organizations and subcontractors across the state, EOC provides bill payment assistance, emergency home furnace repair and replacement, energy efficiency upgrades, access to community solar, education, and grants to improve the energy efficiency of nonprofit and affordable housing facilities. Energy-burdened and low-income households can access EOC programs along with state assistance programs, including LEAP, the Low-income Energy Assistance Program, and the Colorado Energy Office's Weatherization Assistance Program (WAP).

There are approximately 500,000 Coloradans who qualify for energy assistance but only about 15% of these individuals have been identified and served. To increase the funding available to energy burdened households, the 2021 Colorado legislature passed House Bill 1105: Low-income Utility Payment Assistance Contributions, concerning utility customers' financial contributions for low-income

utility assistance. This bill requires investor-owned electric and gas utilities to collect a monthly charge from customers that is used to fund energy bill assistance and weatherization programs for low-income households across the state.

The bill also specifies the following: “To improve and increase enrollment in the utility assistance programs, the budget must include an allocation of at least two percent of the money collected from the charge to be used to engage the assistance of community-based organizations that are active in outreach to, engagement of, and education for income-qualified communities, communities of color, and immigrant communities to help provide outreach and education about the utility assistance programs.”

While both Energy Outreach Colorado and the State of Colorado provide outreach efforts towards increasing awareness and enrollment in energy assistance programs, the funding from House Bill 1105 is to be used to further increase this outreach around the state of Colorado, and particularly aimed towards communities of color, immigrant communities, and other traditionally underserved communities around the state.

Project Overview and Qualifications:

This request for proposals will fund Nonprofits and Exempt Organizations with a 501(c)3 status to increase awareness of and enrollment in state and Energy Outreach Colorado energy assistance programs for low and moderate-income Coloradans. Project proposals must discuss how an organization’s outreach plan will reach immigrant, refugee, and newcomer communities, and/or people who have been systemically disadvantaged due to their gender, race or ethnicity, or additional identity(ies).

Applicants must be Colorado-based, or if a regional or national organization, must have a Colorado presence via one or more Colorado-based staff. Further, applicants must serve customers from at least one of four investor-owned utilities in the state: Xcel Energy (electric or gas), Black Hills Energy (electric or gas), Atmos Energy (gas), and Colorado Natural Gas (gas).

Applicants who are best suited to implement this work are those that:

- have existing relationships serving low- and moderate-income community members in Colorado
- have experience collaborating with community-based organizations and nonprofits within their Colorado communities
- have capacity to conduct community-level outreach and referrals to increase enrollment in energy assistance programs.

Applicants from organizations outside of the Front Range and those covering rural populations with low uptake in assistance services are especially encouraged to apply.

NOTE: Applicants need not already possess background on energy assistance programs offered. Energy Outreach Colorado staff will work with approved applicants to ensure full education on all energy assistance programs available to Coloradans including information on eligibility for each program, application process, etc. Agencies currently partnered with Energy Outreach Colorado to deliver weatherization or bill assistance will be considered, but an existing relationship is not a requirement.

Project Budget and Funding:

The total funding available is approximately \$370,575. This funding will be awarded and distributed amongst the awarded proposals. Each proposal must request a minimum of \$10,000 and up to \$100,000. Funding is available beginning October 1, 2022 through September 30, 2023. A similar amount of funding is expected in 2023-2024, with the possibility of an increase in funds depending on multiple factors. Individual award amounts will depend on the number of applications selected for funding, the requested award amounts of each awardee, and the total availability of funds. Please note that some projects may be awarded less funding than their original requested amount, depending on availability of funds.

The intent of this RFP is to award multiple projects of varying size, scope, and reach, and appropriate corresponding funding amounts. Therefore, projects of all sizes and scopes are welcome to apply.

Funding awarded from this project can cover:

- Staff/personnel time spent on project activities including planning, coordinating, implementing, and assessing project activities and providing deliverables in alignment with the goals set forth in this RFP and the proposed project plan
- Program supplies, operating costs, and technology (e.g. routers and/or tablets) for outreach events
- Travel/mileage to and from outreach events (within Colorado only) for staff directly implementing activities associated with the proposed project plan
- Social media and/or other marketing costs to promote events or services
- Community member stipends
- Translation and/or interpretation expenses

Project Requirements

The following are required of all award recipients:

- A statement of work to be completed
- Participation in training with EOC staff on assistance programs available
- Participation in peer-learning sessions with other award recipients to discuss best practices, share experiences, and discuss successes and challenges
- Tracked progress of activities and if possible, the number of people referred to each program
- Quarterly progress reports detailing progress made towards achieving project goals and objectives
- An annual project report detailing work done over the course of the award year, including successes and challenges, lessons learned and outcome of activities.

Proposal Format:

The selected applicant(s) will be asked to enter into a contract with Energy Outreach Colorado (EOC) to work in connection with EOC staff to provide outreach and engagement services.

All submissions should be 12pt, Calibri font with 1 inch margins.

Section 1:

- **Organization's mission and vision statements** (max 1000 characters with spaces)

- **Organization Background:** Briefly discuss the founding and development of the organization. Explain the original challenge and/or opportunity the organization was founded to address and how that may have changed over time. (max 1500 characters)
- **Key Staff:** (max 3000 characters) Provide short bios of key staff, including length of service with the organization. Applicants are not required to include full job descriptions or resumes.
- **Detailed outreach plan for state and EOC energy assistance programs that includes:** (max 9,000 characters)
 - Detailed description of outreach efforts that applicant will engage in to raise awareness of and enrollment in low- and moderate-income energy assistance programs.
 - Description of audience that will be reached by outreach
 - Marketing plan how applicant is best suited to reach audience
 - Applicant language and translation capabilities if serving non-English speaking communities
 - How applicant will measure success of outreach efforts
 - Success stories of past outreach efforts, if applicable
- **Proposed Budget and Project Timeline (use budget and project timeline template examples provided)**

Funding may cover:

 - Staff/personnel time spent on project activities including planning, coordinating, implementing, and assessing project activities and providing deliverables in alignment with the goals set forth in this RFP and the proposed project plan
 - Program supplies, operating costs, and technology (e.g. routers and/or tablets) for outreach events and tax preparation
 - Travel/mileage to and from outreach events and tax preparation sites (within Colorado only) for staff directly implementing activities associated with the proposed project plan
 - Social media and/or other marketing costs to promote events or services
 - Community member stipends
 - Translation and/or interpretation expenses

Section 2:

Financial Attachments

- **Organization Budget Vs Actuals or Profit Vs. Loss Statement.**
- **Most recently ended fiscal year audited financial statements.** If your agency's most recently completed fiscal year audit has not been completed, send the previous year's audit as well as the organization's most recent IRS Form 990. If your agency is not required to undergo an annual audit, send the Statement of Financial Position, (a.k.a. Balance Sheet) and Statement of Activities, (a.k.a. Income Statement or Profit & Loss) along with IRS Form 990 (if applicable)
- **Certification of Financial Soundness Form.** Signed by Executive Director, Chief Financial Officer or Chair, Vice Chair, Secretary or Treasurer of the Board. (See attachment.)
- **Explanation of Financial Position** (if applicable). See Certification of Financial Soundness form for more details.

Award Selection Process and Timeline

Awardees will be selected by a committee comprised of representatives from the state LEAP office, the Colorado Energy Office, investor-owned utilities, and Energy Outreach Colorado.

Process Step	Tentative Timeframe (subject to change)
RFP Released	October 26 2022
Proposals Due	December 12, 2022
Award Decisions	December 20, 2022
Training with EOC staff	January 9-13, 2022
First award distribution	January 15, 2023
Peer learning session	April 15, 2023

How to Submit Proposals:

Please send complete proposals with all attachments via email to Amy Brown, PhD, Education Program Manager, Energy Outreach Colorado.

Email: abrown@energyoutreach.org

Questions can also be directed to the email address above.

Proposals are due by close of business on December 12, 2022.

Certification of Financial Soundness

Energy Outreach Colorado strives to be the best steward possible of the funds it raises to ensure that low-income Coloradans can meet their home energy needs. In order to do so, we must be confident that our agency partners are financially sound. If there are any issues either within a formal audit or the agency's financial statements that might create the appearance of financial weakness, please disclose them and provide an explanation as to why this should not prevent Energy Outreach from awarding the Agency Energy Assistance Outreach funding. This information should be provided in a separate document entitled "Explanation of Financial Position". If the agency has received a management representation letter outlining material deficiencies, include a copy with the aforementioned document.

Agency Name: _____

For Audited Agencies (select one)

- I certify that the Agency does not have a management representation letter issued by its external audit firm following its most recent year-end audit, which identifies significant deficiencies and/or material weaknesses.
- The agency has received a management representation letter, which identifies significant deficiencies and/or material weaknesses, a copy of which is enclosed. Also enclosed is the "Explanation of Financial Position" referenced above.

For Non-Audited Agencies (select one)

- I certify that the Agency's financial statements do not indicate or create the appearance of significant deficiencies and/or material weaknesses.
- The Agency's financial statements indicate or create the appearance of significant deficiencies and/or material weaknesses. Enclosed is the "Explanation of Financial Position" referenced above.

Authorized Representative Signature*	Title
Printed Name	Date

**Authorized representatives include Executive Director, Chief Financial Officer or Chair, Vice Chair, Secretary or Treasurer of the Board.*

Project budget

Complete the summary table below and itemize expenses according to the budget categories provided. Add lines as necessary. Documentation of all expenditures is required as part of the completion report.

Category	Description	1105 awarded funds	Matching funds (if applicable)	Total cost
Personnel – salaries, wages (including rates and # of hrs.)	Description	Amount	Amount	Amount
	Description	Amount	Amount	Amount
	Description	Amount	Amount	Amount
	Description	Amount	Amount	Amount
Materials and supplies	Description	Amount	Amount	Amount
	Description	Amount	Amount	Amount
	Description	Amount	Amount	Amount
Equipment	Description	Amount	Amount	Amount
	Description	Amount	Amount	Amount
	Description	Amount	Amount	Amount
Contractors / subcontractors	Description	Amount	Amount	Amount
	Description	Amount	Amount	Amount
	Description	Amount	Amount	Amount
Other Direct Costs	Description	Amount	Amount	Amount
	Description	Amount	Amount	Amount
	Description	Amount	Amount	Amount
Totals:		Amount	Amount	Amount

Project work plan

Please specify project activities or deliverables below, as well as completion dates associated with project milestones. Add rows as needed.

Activities / Deliverables	Staff responsible	Due date
Proposed implementation start date	Title, organization	Within 30 days of the effective date of the Consent Order
Insert project task or milestones	Title, organization	Insert due date.
Insert project task or milestones	Title, organization	Insert due date.
Insert project task or milestones	Title, organization	Insert due date.
Click or tap here to enter text.	Title, organization	Insert due date.
status report due	Title, organization	Insert due date.
Project completion date	Title, organization	Insert due date.
Completion report due	Title, organization	Insert due date. Due no more than 30 days after project completion