



## **Renew America's Nonprofits Energy Conservation Program Criteria for Selection of Nonprofits for Greater KC Area**

### **Selection Criteria Ranking**

The selection criteria will be used by Community Advisory Board (CAB) members to review and assign a rating to applications. CAB members represent neighborhoods, local governments, building and design professions and funders. Each CAB member will be asked to review a limited number of applications yet ensuring that each application is reviewed by at least 2 CAB members and 2 MARC staff/project partner members. CAB and project partners will identify any applicants where there may be a conflict of interest and - refrain from reviewing those applications.

The criteria considers what is required by the federal agency and its grant program and what would enable the Community Advisory Board to identify those organizations that have the greatest need for energy savings and support for energy conservation improvements and to serve disadvantaged people and communities in the greater Kansas City area.

### **DOE Requirements**

#### **(Applicant must Meet All DOE Requirements to be Eligible)**

Non-profit organizations applying for this energy conservation program must meet the following US Department of Energy (DOE) requirements:

1. Organization is a **501c3** nonprofit organization approved by the IRS.
2. **SAM.gov Registration.** Organization must have a SAM.gov and UEI registration number (if not at time of application, then before final selection of the organization).
3. The organization seeking funding **must own the building** (proof of ownership will be required if the building is selected for the program).
4. **Consistency in name on documentation.** The name on the 501c3 nonprofit letter from IRS and property ownership documentation must match each other and the SAM.gov registration.
5. The organization **serves disadvantaged people and communities** (the grant program is a White House Justice 40 initiative) with programs and services in the building that is proposed to be supported with DOE resources.

6. The proposed energy conservation improvements will be able to **achieve at least a 15% annual energy savings** (electricity and/or natural gas). MARC and program partners will help with analyzing energy use and assess potential for energy savings.
7. The organization must be able to **document the need for grant funding** for improvements to reduce energy use and achieve savings for its building. The need could be based on limited resources and the percentage of the organization's operating budget required for energy costs.
8. Funding support from this program for any individual building **cannot exceed \$200,000**.
9. The applying nonprofit organization **must not be debarred** from accepting and using federal funds.
10. **Improvements proposed for buildings must meet National Environmental Protection Act) NEPA requirements** (In general, no ground disturbance will be eligible). HVAC replacement, lighting, energy control system and window replacement are generally acceptable.
11. **If a building was built in 1945 or earlier, buildings selected for improvements must meet National Historic Preservation Program (NHPP) requirements** (if at least 45 years old, designated as a National Historic Site or in a designated National Historic District) and able to comply with NHPP requirements for improvements following review by State Historic Preservation Office. MARC and partners will work with applicants to ensure that any historic preservation requirements for older buildings are able to be met.

### **Criteria for Ranking of Eligible Applications**

The purpose of this grant program is to assist organizations serving disadvantaged persons and communities to be able to reduce their energy use and costs and apply the savings to further supporting the organization's programs and services.

**Eligibility/Organizations Not Eligible:** There are many deserving non-profit organizations in the 9-county Kansas City metropolitan area. Funding for the program is limited and demand for assistance is expected to be substantial. At this time, the Community Advisory Board will accept applications from social service, healthcare, emergency housing and other 501c3 agencies providing emergency assistance, food, health care, early childhood education/childcare, and other support to disadvantaged residents and families.

Arts organizations, libraries, health facilities and workforce/education organizations must be located in a disadvantaged neighborhood/area **and** offer essential supports to serve disadvantaged persons. Homeless shelters and domestic violence shelters are eligible. Faith-based facilities may be eligible if the building owner meets the DOE requirements and at least 51 percent of the interior building space is used for social services and not for spiritual purposes.

### Not Eligible

- K-12 and colleges and universities
- Single-family and multi-unit housing
- Animal shelters

## **CRITERIA RANKING**

Each application will be evaluated based on the following criteria, with advisory board members using a review form for up to a maximum of 100 points. There will be suggestions for ratings within each category of location, need, organizational capacity and potential for energy savings.

### **LOCATION - 30 Points**

1. The building and those served by the nonprofit organization that owns the building are located/reside within the **9-county Kansas City metropolitan area**.
2. The Community Advisory Board will give priority to organizations and buildings that serve disadvantaged communities and residents. The federal government has a screening tool available to identify disadvantaged geographic areas ([Explore the map - Climate & Economic Justice Screening Tool \(geoplatform.gov\)](#)) Disadvantaged communities are defined as those census tracts with at least 65 percent of households have incomes of 200% or less of the federal poverty level and at least one environmental condition affecting population health.
3. The Community Advisory Board expects to select a group of nonprofit organizations that are **in various geographic areas** of the region where disadvantaged people live and are served.

### **NEED for PROGRAM SUPPORT - 35 Points**

1. Organization has a majority (at least 51 percent) of the building's interior space devoted to program services to disadvantaged persons/households. The intention is that **a major share of the building's interior space is used to provide services** or benefit disadvantaged populations. If the service space used in the building does not meet the 51 percent requirement, the Community Advisory Board may consider waiving this requirement based on other community impact considerations benefitting disadvantaged neighborhoods.
2. The **mission of the organization** and the **annual estimate of persons/clients** served are significant in addressing critical community needs.
3. The organization has **a limited budget, and utility costs represent a sizable share of operating costs**. Current energy costs limit the organization's ability to provide services to disadvantaged persons and communities. The program may serve small non-profit organizations where the ability to serve their clients is limited due to the

significant percentage of their modest annual operating costs required to meet utility costs.

4. The organization has **owned the building for at least 12 months** and provided community services to disadvantaged people from within the building during that time. The intention of the grant is not to help organizations upgrade a building that is not occupied in order to serve disadvantaged persons in the future. Utility information for the past 12 months is needed to establish a baseline and measure potential and actual energy savings.
5. **If the non-profit building owner rents out space in the building to other non-profit organizations that provide services to disadvantaged residents**, the building owner will need to document the need for the grant rather than covering the building energy costs through renter fees. The renters must all be non-profit organizations providing social services. The Community Advisory Board may consider buildings that accommodate for-profit tenants where housing these small businesses is central to the non-profit's mission (e.g., MBE/WBE small business incubator).

#### **ORGANIZATIONAL CAPACITY -20 Points**

6. The organization has the **operational and financial capacity** to manage the energy improvement, including management of the bidding, contracting and construction activity and **ability to track energy performance for at least 12 months** following the close-out of the construction.
7. The organization **has the capacity to manage federal funds and comply with regulations as dictated by DOE and other federal policies** required in SAM.gov registration. Depending upon the fiscal capacity for a small organization without experience managing federal funds, MARC or Community Capital Fund could serve as fiscal agent for the grant to ensure all federal rules are successfully met. All organizations must meet required federal requirements to be considered.
8. The organization **agrees to maintain ownership of the building** delivering community services for at least 12 months following close-out of the construction in order to provide utility information to MARC to inform program evaluation.

#### **SUBSTANTIAL ENERGY SAVINGS AND ABILITY TO SERVE AS DEMONSTRATION FOR REPLICATION - 15 Points**

1. The estimate for **energy savings** for the building is **at least 15 percent** of annual electricity and natural gas use, and where possible, could exceed this minimum.
2. The organization is **willing to serve as a showcase project** following completion of the construction to help other nonprofits learn about energy conservation improvements and to demonstrate the value of this type of project to public and private funders.

**Selected nonprofits will be required to provide:**

- Proof of 501c3 status (copy of IRS letter).
- SAM.gov registration number - must use name of organization for registered 501c3.
- Proof of building ownership in the same name as the organization on IRS 501c3 paperwork.
- Description of use of building that serves disadvantaged people/communities and major proportion of building/number of square feet dedicated to the services.
- Description of need for improvements (need for energy conservation improvements; financial need to reduce operating costs).
- Information on whether the building has been placed on the National Register of Historic Places or if known if the building is eligible for such designation and pictures of building.
- Certification that the building is not located in a 100-year floodplain or other hazard zone.
- Federal debarment certification
- Federal Lobbying Statement