



REQUEST FOR PROPOSAL (RFP) for Rapid Start Team Compliance Officer

Release Date: January 31, 2025
Proposal Due Date: Rolling
Selection Date: Rolling
Contract Period: As needed

I. Overview of Request for Proposals

[Appalachian Community Capital](#) (ACC), a Community Development Financial Institution (CDFI) serving members across the 13-state footprint of Appalachia, seeks support for its new wholly-owned subsidiary, the Green Bank for Rural America (Green Bank). To jump-start Green Bank for Rural America, an expert team will work through 9/30/2025 (or longer if needed), under the guidance of the ACC President and CEO, Green Bank Steering Committee, and Green Bank President & CEO. A team of experienced professionals specializing in institutional development, the new energy economy, grants management and subaward systems development, and community development will be considered for this role.

Scope of Work Considerations

ACC seeks a strategic professional to serve as the Rapid Start Team’s Compliance Officer (CO) reporting to the Chief Risk and Compliance Officer (CRCO). The CO will lead the execution of the comprehensive compliance program for the Green Bank.

Within the scope of work, potential compliance activities include:

Enterprise Risk Management Leadership

- Serve as a lead contributor for training and auditing grant recipients in enterprise risk management framework aligned with program objectives and desired outcomes.
- Audit internal contracts and external funds deployment to verify appropriate reporting and compliance, in close coordination with the Green Bank Investments team.
- Assume staff responsibility for the implementation and tracking of Quality Management Plan and supporting activities as defined by the EPA.

Compliance Management

- Lead the training and audit of a comprehensive compliance program for the federal grant initiative, including a program compliance framework to address programmatic and statutory requirements, procurement, cost-accounting, reporting, and oversight of subrecipients.
- Audit the compliance of the mandated Uniform Grant Guidance, Tracking and Reporting of the Clean Communities Investment Accelerator competition as outlined in the agreement with the Environmental Protection Agency.

- Stay abreast of changes in federal regulations and grant requirements and participate in EPA compliance and implementation training as needed.

Internal Organization Leadership

- Cultivate an internal culture of risk assessment, analytics, and management, along with the CRCO and other team members, to ensure all business units have access to the tools to effectively manage their team's core risks.
- Support a culture of compliance and ethics within the organization, promoting awareness and understanding of compliance obligations among staff members.
- Coordinate and communicate effectively with the CRCO, QAM and CIO, providing regular updates on internal policies, procedures, and progress.

Requirements for Contractors

Experienced professionals who will be considered for this role will bring a range of skills and experiences including:

- 5+ years of experience in program compliance or federal grant reporting, including experience in a nonprofit or government setting.
- Experience in operations and infrastructure implementation to ensure auditable compliance, controls and reporting are in place.
- Proven record of contributing to large-scale public private partnerships growth while maintaining compliance.
- Experience in community development finance audit and/or climate finance roles.
- Thorough understanding of relevant federal regulations, including 2 CFR Part 200 and OMB circulars, and governing grant-funded programs.
- Demonstrated experience audit and compliance programs in complex organizational environments.
- Knowledge or exposure to Davis-Bacon and Related Acts, Build America Buy America, and Quality Management related to environmental data is preferred.

Proposals to provide these services will be evaluated on contractors' qualifications, expertise, track record, proposed Scope of Work, budget/timeline, references and understanding of the priority communities.

II. About Appalachian Community Capital and the Green Bank for Rural America

Founded in 2013, Appalachian Community Capital (ACC) is a Community Development Financial Institution (CDFI) serving member CDFIs across the 13-state footprint of Appalachia with a mission to increase small business lending across this underserved and primarily rural region. By providing capital, capacity building, and innovative programming to its members, ACC catalyzes entrepreneurship, opportunity, and inclusive growth in diverse and distressed communities. ACC has 37 members which manage over \$2 billion in total assets. Investors and supporters of ACC include: the Appalachian Regional Commission, US Treasury CDFI Fund, the Ford Foundation, Goldman Sachs, Bank of America, Truist, US Bank, Wells Fargo, Benedum Foundation, Dogwood Foundation, Mastercard Foundation, and many others.

ACC launched the Green Bank for Rural America, a wholly owned non-profit subsidiary, to help rural areas gain the most benefit from the new energy economy. Rural communities have long been the heart of energy production in America, powering the growth of our nation. The Green Bank renews this legacy, working alongside communities to build resilient local economies and to create new opportunities for a prosperous future.

Backed by a landmark \$500 million award from the United States EPA, the Green Bank makes targeted investments to connect rural communities with new financing sources. The initial award will help attract even more private capital, for an estimated \$1.6 billion into 2,000 projects. This means 13,000 good jobs and a way to preserve the quality of life in rural communities, where local businesses and community leaders work together to help their communities thrive.

The Green Bank drives investment to community lenders as well as technical assistance to local leaders and workforce development partners. The Green Bank aspires to become a self-sustaining entity, ensuring rural communities can leverage the new energy economy to:

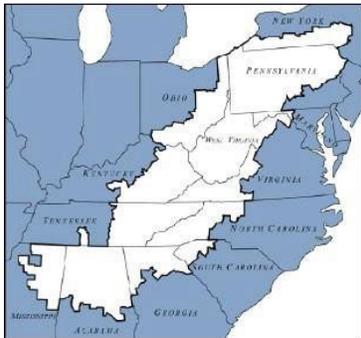
1. Create good jobs that stay in rural communities, helping local communities thrive;
2. Help families and businesses save, build wealth, and increase profitability, creating a more prosperous future; and
3. Create healthier communities while preserving the quality of life in rural areas.

Visit [Appalachian Community Capital](#) and [Green Bank](#) for more information.

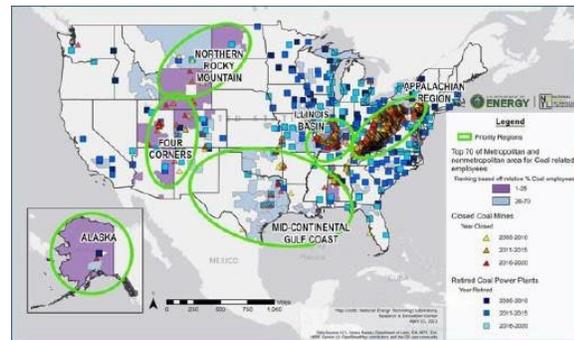
III. About the Appalachian Region and Priority Rural Communities

The Green Bank for Rural America has structured a robust national program that prioritizes 582 counties in Appalachia, energy and underserved rural, and Native communities – 30% of all US persistent poverty counties – with financing and technical assistance activities being available in all eligible rural communities nationally.

The Green Bank for Rural America will prioritize the 13-state region of Appalachia, Coal and Power Plant Communities nationally, and other underserved rural areas such as Persistent Poverty Counties, NMTC Low Income Communities, federal Opportunity Zones and other areas.



Appalachia –
Appalachian Regional Commission



Coal Communities and Power Plant Closures –
Interagency Working Group

IV. Project Timeline

Proposals will be reviewed as they are received, with contractor agreements being generated on a rolling basis, beginning as early as February 3, 2025. ACC anticipates that the work of the Rapid Start Team will be completed by September 30, 2025; however, the timeline will be extended if needed in mutual agreement with the contractors.

Project activities may be extended beyond the contract end date to include additional support for jump-starting the stand-up of the Green Bank for Rural America, as noted above.

V. Instructions to Submit a Proposal

Contractors seeking to provide the requested services should submit the items listed below.

- Scope of Work describing proposed activities and tasks to be undertaken.
- Identified staffing for each work element.
- Budget that defines deliverables and proposed payment schedule, including indirect costs. A 'Not to Exceed' cost for the full engagement must be provided.
- Timeline for the Scope of Work.
- Biography/resume for staff noted in proposal.
- Client References including name, title, organization, contact information, and a brief description of the relevant work performed.

Please submit responses via email in one pdf attachment to Samantha Sadiv, CBIZ Nonprofit & Social Sector Group at Samantha.sadiv@cbiz.com. In the Subject line please indicate: Green Bank Rapid Start Team Proposal – Compliance Officer.

VI. Proposal Evaluation

ACC will select contractors through a competitive process based on the following criteria:

- Qualifications, expertise, track record, and staff bios – including experience in / working with rural communities.
- Scope of Work and Timeline
- Budget
- References