



REQUEST FOR PROPOSAL (RFP) for Rapid Start Team Technical Assistance Team Member

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

The Technical Assistance (TA) Team members will provide support as a member of the Green Bank Rapid Start Team for the implementation of Technical Assistance Hubs and Services, with a focus in the areas of Financial Services, Distributed Energy, Built Environment and EV Transportation. It is anticipated this engagement will be ~20 - 30 hours per week. This role reports to the Chief of Staff. Services are anticipated to be needed through the Summer of 2025, and possibly longer.

Within the scope of work, potential activities for the TA Team members include:

- I. TA Provider Outreach, Selection, and Acceptance
 - TA Provider Outreach. Outreach to TA providers in each of the priority service areas, to include email, LinkedIn and other strategies. Outreach to be supported by the Green Bank Communications group.
 - TA Provider Support. Address questions TA providers may have about their engagement with the Green Bank.
 - TA Provider - RFP response review and selection. Review and evaluate RFP submissions, passing back submissions with questions, moving accepted submissions forward.
 - Posting of TA provider materials on Green Bank website. Working the Communications group, support posting of accepted TA provider summary information on the Green Bank TA Hub website.

- II. Resource Library Development
 - Assist in the identification of resources for Community Lenders, Local Leaders, Project Developers, and Businesses. Resources to come from vetted sources to support projects / development in the focus in the areas of Financial Services, Distributed Energy, Built Environment and EV Transportation.
 - Engage with the Green Bank Communications group to post resources on TA Hub website

- III. TA Support for Community Lenders, Local Leaders, Project Developers, and Businesses
 - Respond to questions by above users of Green Bank TA Hub services
 - Match above users with TA Providers, as needed
 - Partner with Green Bank Investment Team to address these requests

- IV. Engage with other Green Bank TA Hub areas, as needed, including
 - Workforce Development TA Hub
 - Community Engagement TA Hub

- V. Participate in relevant Green Bank staff meetings
 - Weekly, TA Team meetings
 - Monthly, all staff meetings

Requirements for Contractors

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

- Expertise in Technical Assistance provision, including project and business development.
- Experience in economic and/or community development.
- Experience working with rural communities; experience with low-income rural communities a plus.
- Bachelor’s degree or equivalent work experience in technical assistance provision, economic/community development in rural communities, development finance, or green energy finance.
- Experience in renewable energy or energy efficient project development / business development preferred.
- Experience in development finance a plus.

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.

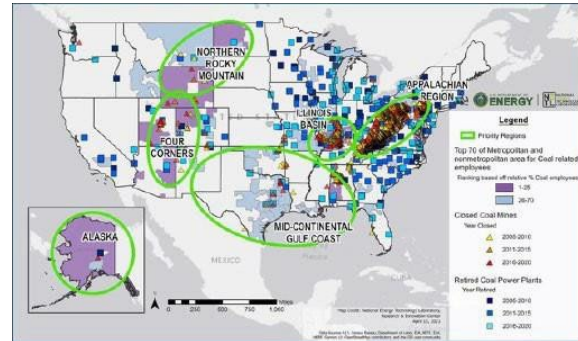
III. About the Appalachian Region and Priority Rural Communities

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 – TA Team Member.

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