



Formerly NDC | Partners in Community Development

Grow America  
633 3<sup>rd</sup> Avenue, Suite 19J  
New York, NY 10017  
[www.growamerica.org](http://www.growamerica.org)

**Request for Proposals  
Seattle Area Municipal Investment Fund (“MIF”)  
(Federal Award: 84094201)**

**CFDA: 66.957 Greenhouse Gas Reduction Fund: National Clean Investment Fund**

**Intent**

The National Council for Community Development (dba “Grow America”) is requesting proposals from qualified organizations to support a Seattle-area collaboration with ICLEI – Local Governments for Sustainability U.S.A., Inc. for the establishment of a local program for the purposes of providing financial assistance to qualified projects and conducting market-building, predevelopment, and program administration activities.

**Key Dates:**

<b>Solicitation Issuance Date:</b>	<b>Friday, August 29, 2025</b>
<b>Written Questions Deadline Date:</b>	<b>Friday, September 12, 2025</b>
<b>Proposal Submission Deadline:</b>	<b>Friday, September 26, 2025, no later than 2 pm</b>
<b>(PT)</b>	

<b>Questions should be sent to:</b>	<b>Chuck Depew</b>
	<b><a href="mailto:cdepew@growamerica.org">cdepew@growamerica.org</a></b>

**Background**

The National Council for Community Development, formerly the National Development Council, is now doing business as Grow America. Grow America is the nation’s oldest and most innovative non-profit community development organization, a CDFI, and training/technical assistance provider in the areas of affordable housing and economic development to nonprofit and public sector entities. Grow America’s mission is to direct capital to support the development and preservation of affordable housing, create jobs through small business lending, advance livable communities with social infrastructure investment, and build capacity with hands-on technical assistance to local governments. Grow America works with public agencies around the United States to manage multiple community development financing programs that support business lending and capital investments.

In June 2025, Grow America was awarded funding from the Coalition for Green Capital (CGC) to establish a collaborative effort with the City of Seattle to evaluate the establishment of a Municipal Investment Fund (MIF) that provides an opportunity to access funding from their NCIF Award. The grant, administered by ICLEI, supports market-building

activities and predevelopment activities, to stimulate the development and financing of qualified energy efficient projects.

Over the next five months, Grow America and Seattle partners will manage a robust schedule of community-wide and technical work products to confirm the scope and feasibility of a public-private Municipal Investment Fund. After five months, the public-private partnership would apply for capital funding to support specific project investments.

### *Program Overview*

Grow America is seeking proposals from qualified contractors to support the development of a comprehensive energy financing program tailored to Seattle's needs. Proposals are being sought to support the following areas:

- **Stakeholder engagement and community outreach strategies.** This effort will focus on commercial projects as opposed to residential ones; and
- **Development of program frameworks, policies and procedures;** and
- **Assessment of existing energy infrastructure and financing options;** and
- **Identification of funding sources, including state and federal grants, tax credits and other incentives;** and
- **Support establishing investment metrics for program and project evaluations and then creating required program templates for collecting metric information.**

The consultant team will support the Seattle Leadership team, as directed, to draft a final public-private Municipal Investment Fund Program. Seattle will then have the ability to apply to CGC for Phase II capital funding to leverage other funding to begin implementation of a financing program in Seattle by mid-year 2026.



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## Scope of Services

Grow America is seeking proposals from qualified organizations to provide services as generally outlined below. Your proposal can focus on one or more of the following areas.

### **Work Area 1:**

- Develop and deliver a stakeholder engagement process to identify key program goals, investment approaches, and specific investments.
  - The Seattle program will focus on commercial investments and establish a contractor-driven program that can support multiple energy investments.
  - Selected consultant will work with Grow America and City of Seattle leadership to develop a plan that can focus on building a market in the Seattle area for a pipeline of commercial net zero building investments, distributed energy generation and storage projects.
  - Selected consultant should have expertise in alternative energy work. However, specific expertise in facilities and financing will be separately contracted.

Estimated budget available: \$60,000

### **Work Area 2:**

- Provide technical expertise to identify best energy investments given local Seattle energy needs as well as produce case studies for use in market building and predevelopment activity.
  - The Seattle area has unique local energy sources that may narrow feasible investments. The selected consultant will have expertise in a wide range of energy generation types, battery storage technology to advise on investment direction.
  - The selected consultant will be responsible to providing public materials regarding investment types and creating case studies highlighting capital costs and operating savings over time for public review.

Estimated budget available: \$39,000



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### **Work Area 3:**

- Provide financial expertise to create financial models of selected case studies that highlight capital costs, operating revenues and expenses and potential financing approaches.
- Modeling work will be used to evaluate the most cost-effective approaches for a variety of energy distribution and storage investments. Key highlight points would center on energy savings, possible monthly reductions in energy expenditures and the payback period for investments.

Estimated budget available: \$40,000

### **Work Area 4:**

- Advise on potential investment metrics for individual projects that collectively provide a program assessment. Additionally, the consultant will create reporting templates for projects to streamline data collection.
- Metrics can include typical energy efficiency investments, such as energy savings, carbon reductions, jobs created, investment multiples and tax generation.

Estimated budget available: \$10,000

**Consultants may provide a response to one or more of the specific work areas.**

### **[Proposal Submission and Evaluation Process](#)**

Grow America is utilizing a *Simplified Procurement* process per 2 C.F.R. 200.317 through 200.326. Proposals will be reviewed and evaluated by Grow America, in addition to City of Seattle participants.

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<b>Questions should be sent to:</b>	<b>Chuck Depew</b> <b><a href="mailto:cdepew@growamerica.org">cdepew@growamerica.org</a></b>
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All questions should be provided in writing with responses provided to all parties interested. Qualified proposers may be asked to interview and/or provide additional information.



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**Selection of consultants will be based on:**

- **Experience and Expertise; and**
- **Ability to meet a tight work schedule; and**
- **Ability to work within suggested budget.**

*Proposal Requirements*

Proposals should be no longer than ten double-spaced pages written in 12-point font, excluding bios, resumes and disclosures.

Proposals should include the following:

1. **COVER PAGE** with firm information to include:
  - a. Legal Name and DBA (if applicable)
  - b. Physical Address
  - c. Mailing Address
  - d. Phone Number
  - e. Website
  - f. Year Established
  - g. Employer Identification Number
  - h. Unique Entity Identifier
  - i. Mission Statement
  - j. Contract information for authorized contract signer
  - k. Proposal Contact Information
2. **EXECUTIVE SUMMARY** with a concise statement of the Respondent's understanding of the RFP and how the organization is best suited to support this work.

**3. QUALIFICATIONS AND EXPERIENCE** should include the following:

- a. Experience in energy finance and program development
- b. Knowledge of federal funding mechanisms and compliance
- c. Previous successful projects in municipal or regional energy initiatives
- d. Experience with other similar program efforts
- e. Experience with federal regulations related to contractors
- f. Experience working within a tight schedule and budget
- g. List and describe at least one successfully completed similar project.
- h. Provide Project Team chart with names and the qualifications and experience of staff who will be assigned to this project. Please attach bios and resumes of project team members as Exhibit A.
- i. Provide three professional references who can attest to and have knowledge of your organization's work. For each reference, the Respondent should provide the entity name, contact person, title, telephone number, email address, and a brief description of your engagement with the reference.
- j. If you anticipate engaging another vendor/organization to assist with any portion of the project, please explain their role in detail.

**Conflict of Interest**

Respondent shall disclose as Exhibit B any conflict of interest under this solicitation. A conflict of interest occurs when an individual's personal interests (family, friendships, financial, or social factors) compromise the impartiality of a procurement process and create an unfair competitive advantage.

Respondent represents that it:

1. Is not related to, by blood or marriage, any Grow America Board Member, Grow America employee or Seattle Office of Economic Development employee.
2. Has not provided a gift or payoff to a Grow America Board Member, Grow America employee or their relative or business entity, or a Seattle Office of Economic Development employee.
3. Has not retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, or brokerage or contingent fee.
4. Has not knowingly influenced a Grow America Board Member, Grow America employee or Seattle Office of Economic Development employee.

If there is a failure to disclose a conflict of interest, Grow America shall have the right to terminate this solicitation and any future contract negotiations.



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### Submission Requirements

Respondent shall submit a complete proposal electronically (via email) in one Adobe PDF file. Proposals should be no longer than ten double-spaced pages written in 12-point font, excluding bios, resumes and disclosures. Proposals should include concise responses to the specifications outlined in “Proposal Requirements” and should be organized/bookmarked as outlined below:

1. Cover Page
2. Executive Summary
3. Qualifications and Experience
4. Exhibit A – Bios and Resumes
5. Exhibit B – Conflict of Interest Disclosure (if applicable)
6. Exhibit C – Suggested Budget

Proposals must be emailed to [cdepew@growamerica.org](mailto:cdepew@growamerica.org) by the proposal submission deadline at 2pm (PST) on **Friday, September 26, 2025**.

### Proposal Contact

Chuck Depew, Managing Senior Director  
E-mail: [cdepew@growamerica.org](mailto:cdepew@growamerica.org)