



NOTICE OF FUNDING AVAILABILITY

CITY OF EL PASO

ENERGY EFFICIENCY CONSERVATION BLOCK GRANT (EECBG) PROGRAM

MANAGEMENT SERVICES

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Overview

The City of El Paso (“City”) is inviting nonprofits to apply for funding through the Energy Efficiency and Conservation Block Grant Program (EECBG), as part of the El Paso sustainability initiatives. The City has received \$595,490.00 in total funding from the U.S. Department of Energy (DOE) to support solar photovoltaic projects at nonprofits and small businesses.

This Notice of Funding Availability (NOFA) is focused on selecting a nonprofit to administer, manage and ensure that the program meets the expected outcomes. The City anticipates allocating service funds up to \$50,000.00 for up to two-year period, from November 1, 2025, to August 31, 2026, with a tentative extension to August 31, 2027.

The selected management entity (“Manager”) will assist the City in managing up to \$520,965.63 allocated to serve qualifying entities without preferences. Those funds will provide solar photovoltaic energy to local nonprofits and/or small businesses. Under this program, recipients will have the opportunity to install solar energy systems and will be able to compare their energy savings before and after solar installation.

This program will impact small businesses and/or non-profits that will implement on-site renewable energy systems. The program aims at i) reducing energy costs; and ii) building the case for future adoption of these technologies by the small commercial and non-profit sectors in El Paso.

The selected Manager will be responsible for supporting the City in the following tasks:

- i) Drafting of Request for Proposal (RFP) to select a solar photovoltaic installer.
- ii) Pre-screen applicant entities by reviewing each roof via publicly available satellite imagery. Assessments performed should not be overly restrictive. The goal is to find the balance between wasting an entity’s or installer’s time and unnecessarily excluding applicants.
- iii) Enroll selected eligible participants.
- iv) Support selected entities and the selected installer throughout the entire process.

EECBG Important Deadlines (Tentative)	
Timeline Item	Date
NOFA / Application Release	Thursday October 9, 2025
Application Submission Deadline	Wednesday, October 22, 2025
Application Review Period	Wednesday, October 22, 2025 – Monday, October 27, 2025
Oral Presentations	Thursday, October 29, 2025
Contract Negotiation Window	TBD
Program Start Date	Monday, November 3, 2025
Program Completion Date (Year 1)	Monday, August 31, 2026

The application can be found here:

[Office of Climate & Sustainability](#)

Available Funding

The City of El Paso expects to award **\$50,000** in EECBG funds for project management eligible activities taking place from **October 1, 2025, through August 31, 2026, with an optional extra year**. Funding is available for:

Activity	Amount
Program Management	\$50,000
TOTAL	\$50,000

Funding will support program management activities aimed at the installation of solar photovoltaic systems at selected nonprofits and/or small businesses. Applicants may request funding for all expected activities and requirements. The City of El Paso reserves the right to award all, part, or none of the available funds, and final allocations may be adjusted at the City's discretion.

EECBG Program management activities and requirements

The City of El Paso's is issuing this NOFA to request proposals for the provision of **Program Management Services**. These services must take place **within the city limits of El Paso, Texas**.

Qualifying Entities

The qualifying criteria are as follows:

- ❖ **Nonprofit organizations.**
 - **Experience managing** and/or deploying solar programs for residential, commercial and/or industrial sectors.
 - **Preferably, local presence in the El Paso region.**

Partnerships are encouraged and allowed under this NOFA.

Performance and Administrative Expectations

- Activities must begin within **15 days** of agreement execution.
- Funds must be fully spent and services completed within **12 months**, unless extended in writing by the City of El Paso.
- Applicants should have a **sustainability plan** for services beyond the one-year funding period (i.e. if the project is extended for 12 months).

*Please refer to the Special Terms and Conditions Document for information on eligible administrative expenses and activities.

Eligibility Requirements

EECBG

The City's EECBG program aims to capitalize on the opportunity to install rooftop solar photovoltaic (PV) systems in facilities owned and operated by non-profits or small private businesses. The City will use EECBG funds released under this NOFA to enter into an agreement with a non-profit organization that will be responsible for managing the program. These activities must comply with the applicable requirements in DOE Assistance Regulations, 2 CFR part 200 as amended by 2 CFR part 910¹. Applicants are required to be familiar with all applicable federal requirements.

Other Project Compliance & Implementation Requirements

- ❖ **Financial capacity.** EECBG funds will be distributed on a reimbursement basis. All applicants must demonstrate the financial capacity to fully operate their proposed project for at least three months before reimbursement. Applicants will be required to verify three months of capital for the sustainability of their service program.
- ❖ **Funding request.** Funding request by the applicant must be \$50,000.
- ❖ **Eligibility verification.** Subrecipient must document, through the use of City's issued/approved documentation, the non-profit/small business status of solar PV applicants.
- ❖ **Partnerships.** Applicants must state in their application if they plan to partner with another agency. The identification of the partnership and plan of action for the partnership must be outlined in the EECBG application when it is submitted to the City. All partners would need to comply with the eligibility, compliance, and implementation requirements outlined in this NOFA.
- ❖ **Performance measures.** For purposes of the City's required reporting to DOE, subrecipients must have the capability to track their project's outputs and outcomes (e.g., hours of staff, number of non-profits and small businesses engaged, number of projects served, etc.). Failure to meet the agreed-upon number of *units of service* as stated in the subrecipient's agreement with the City may result in a temporary or permanent hold of reimbursement. Subrecipients should notify the City immediately should there be any concern that their contractual obligations are not being met. Technical assistance on this topic from City staff will be provided to subrecipients upon request.
- ❖ **Program scope & eligibility.** An applicant may only submit one proposal.
- ❖ **Staff hours.** Only staff hours that are spent on the EECBG program are eligible for reimbursement.

Eligible Activities

The City of El Paso may provide up to **100% of eligible costs** for the following activities:

¹ <http://www.eCFR.gov>

- **Program management administrative costs**

EECBG may assist qualifying applicants with:

- Staff time costs including, but not limited to, administrative tasks, project selection, solar RFP development, facilities' technical vetting (i.e. orientation, shading, roof condition, etc.)

*For detailed definitions and guidance, please refer to DOE Assistance Regulations, 2 CFR part 200 as amended by 2 CFR part 910.

Ineligible Activities

EECBG funds under this NOFA **may not** be used for:

- Any other use not stated in this NOFA under the Eligible Activities section.

Prioritization, Coordination, and Responsibilities

To ensure effective coordination and service delivery, the City is prioritizing applicants that can demonstrate:

- **Solar photovoltaic programs** management and deployment experience.
- Knowledge of **solar-related regulations** in the El Paso city limits.
- **Navigation** experience with solar photovoltaic programs to help eligible program recipients in the application and installation process.

One entity will be awarded the funding to maintain a centralized service and manage the program. This entity will serve as the primary point of contact for tracking enrollment, coordinating with solar-selected installer/s and ensuring overall deployment of the program.

Compliance and Reporting Requirements

Applicants must follow all EECBG rules outlined in the **Special Terms and Conditions document** and in **DOE Assistance Regulations, 2 CFR part 200 as amended by 2 CFR part 910**, including but not limited to:

- Environmental Review (NEPA)
- Flow down requirements
- Equipment
- Supplies
- Davis-Bacon
- American-made equipment
- Non-Discrimination and Equal Opportunity

Applicants must also:

- **Confirm eligibility** with all applicable federal, state, and local requirements

- **Demonstrate alignment** with the City's Strategic Plan goals
- **Understand and adhere** to any other applicable City policy and procedure

Organizations with unresolved monitoring issues may be deemed ineligible.

Application Submission Instructions

Applications for this Notice of Funding Availability (NOFA) must be submitted through the City of El Paso's official website. All required supporting documents must be emailed to OCS@elpasotexas.gov. Please use your agency's official email account when emailing your application attachments.

Applicants may request a waiver from the electronic submission requirement if they can demonstrate good cause, such as limited or no internet access in the geographic area where the applicant's business office is located. Waiver requests may be submitted in writing or via email to OCS@elpasotexas.gov. If a waiver is granted, the applicant is solely responsible for ensuring that a complete paper application is received by the City by the NOFA deadline.

Application Process

1. Review the **EECBG NOFA AND Application instructions**.
2. Review the **Special Terms and Conditions** document.
3. Submit an online application via the link provided on the DCHD website.
4. Submit only **one application per entity**.
5. Email all required supporting documentation to OCS@elpasotexas.gov.

Supporting Documents

All supporting documentation must be submitted by the application deadline to be considered for funding. Documents should be emailed to OCS@elpasotexas.gov and must be complete at the time of submission. Incomplete or missing documentation may result in disqualification.

The following forms are required unless otherwise noted:

☐ **Program Budget** – *Utilize template found on website.*

- Use the Microsoft Office Excel template to submit your budget.
- Use **whole numbers** in figuring your budgets.
- Submit a budget for up to \$50,000.

☐ **Authorized Signatory Form** – *Approved documentation certifying whom from the applicant's organization is the authorized signatory who can sign contracts and legal documents on behalf of the agency.*

☐ **Certified Audit** – *Current single financial audit/statement that covers a period that ended after January 31, 2024.*

☐ **Job Descriptions** – *If funding is being requested from EECBG for a specific position funded by EECBG, please attach applicable job description.*

☐ **List of Current Board of Directors** – *This list must include the End of Service Term Date for each board member. This list must also be Certified by Board President or Secretary.*

☐ **Partner Supplement Form** – *If your program includes a partnership under this grant and the partner is projected to receive \$5,000 or more in EECBG funding, please complete and attach the required form.*

☐ **Zoning Verification Letter from City of El Paso Planning and Inspections Department** – *If selected for funding, a zoning verification letter must be obtained from the City of El Paso Planning and Inspections Department – <https://www.elpasotexas.gov/planning-and-inspections/> / (915) 212-0105. Only letters obtained within five (5) years from the start of the upcoming program year will be accepted.*

☐ **Articles of Incorporation** – *Non-profit organizations only – Must include any amendments.*

☐ **Certificate of Status from Texas Secretary of State** – *Non-profit organizations only*

☐ **Organizational By-laws** – *Non-profit organizations only*

☐ **Agency Policies & Procedures** – *If selected for funding, your agency must submit these documents before the start of the program year. They must include the program's internal intake procedures, admissions requirements, and the intake forms used, for compliance purposes.*

☐ **Accessibility/Letter of Assurance** – *If selected for funding, agencies awarded funding opportunities must adhere to the City of El Paso's Title VI and ADA Accessibility policies and procedures, including independently developing their own assurances and facilitating an ADA Self-Evaluation.*

*Templates for fillable forms can be found at: [Office of Climate & Sustainability](#)

To complete your submission, email all required documents—including a screenshot of the final confirmation page showing you submitted the Microsoft Forms application—to OCS@elpasotexas.gov by the deadline. Incomplete submissions will not be considered.

Submission of an application under this NOFA does not guarantee funding. An application received after the application deadline, regardless of cause, will not be considered for funding.

Program Review & Scoring Process

Applicants are required to submit a full application, including all required supplementary documentation.

A Review Panel will be established for application evaluations. The Review Panel will determine the eligibility of each application and perform a detailed review of each eligible proposal. This review will include but is not limited to:

- ❖ Efficacy of the proposed project related to the overall scope of the EECBG program.
- ❖ Administrative capacity and prior experience in running a program similar to the one that is being proposed.
- ❖ Proper completion of the application and submission of supporting documents.
- ❖ Program eligibility according to applicable federal, state and local regulations.

The application's final score is the average of the scores awarded by each member of the Review Panel and will be used as a starting point for the budget discussion. Agency oral presentation and Credit Score will also be taken into consideration for scoring. **Please note that the final score *informs the* award decision but is not the sole deciding factor.** The Department reserves the right to consider additional factors decision, including performance on other City-managed grants by any member of an applicant's board or leadership who works with the applicant. This holistic approach is designed to ensure funds are only awarded to the most qualified applicants.

Additional Resources for Applicants

- ❖ **Application Materials** - [Office of Climate & Sustainability](#)
- ❖ **City of El Paso Strategic Plan** - <https://www.elpasotexas.gov/government/strategic-planning/>