



## Energy Efficiency and Conservation Block Grants (EECBG) Competitive Local Government Sub-Grants

### REQUEST FOR PROPOSALS

#### INTRODUCTION

The purpose of this Request for Proposals (RFP) is to obtain proposals from eligible units of local government for projects that implement energy efficiency measures in buildings and transportation, install energy efficient traffic signals and street lighting; provide energy efficiency financial incentive programs, or install renewable energy generation systems. Eligible “units of local government” include cities, towns, town school districts, incorporated schools, and incorporated villages. Units of local government that were eligible for direct Energy Efficiency and Conservation Block Grant (EECBG) funding from the U.S. Department of Energy (Town of Bennington, Town of Brattleboro, Burlington, Town of Colchester, Town of Essex, Village of Essex Junction, Town of Hartford, Town of Milton, Rutland, South Burlington, Addison County, Caledonia County, Chittenden County, Franklin County, Orange County, Orleans County, Rutland County, Washington County, Windham County, and Windsor County) **are not** eligible. Regional Planning Commissions are also not eligible as they are already receiving direct EECBG funds. Towns, Villages, and schools within these towns/cities/counties **are** eligible.

Applicants may submit proposals for projects in the following categories: *Energy Efficiency Retrofits*, *Financial Incentive Programs for Energy Efficiency*, *Implementation of Transportation Projects*, *Renewable Energy Technologies on Government Buildings*, and *Traffic Signals and Street Lighting*. An applicant may submit more than one proposal, but must submit a separate proposal for each category. Regardless of the number of projects submitted, the maximum amount of funds to any eligible entity is \$100,000. All projects must be based in Vermont. All electric-generation projects must be grid-connected. Funds can not be used for projects that have already begun construction and/or equipment purchases have been made.

There is a **maximum** award of \$50,000 for *Energy Efficiency Retrofits*, \$250,000 for *Financial Incentive Programs for Energy Efficiency*, \$25,000 for *Implementation of Transportation Projects*, \$75,000 for *Renewable Energy Technologies on Government Buildings*, and \$50,000 for *Traffic Signals and Street Lighting*. The **minimum** amount that an applicant can apply for is \$10,000 (for each project category).

A total of \$4.8 million in funding will be awarded. All projects must include a minimum of a 10% match from applicants (which can be cash or in-kind). Match greater than the required amounts is encouraged, and preference may be given to projects requesting lower funding amounts than comparable projects.

All grant awards made from this RFP will be funded using American Recovery and Reinvestment Act (ARRA) monies and therefore applicants will be subjected to unprecedented

levels of transparency and reporting requirements including, but not limited to: reporting, tracking and segregation of incurred costs; job creating and preservation reporting; access to records; and ensuring wage rates. Applicants are encouraged to thoroughly review this RFP as well as guidance provided by the Department of Energy (DOE) to the states at [http://apps1.eere.energy.gov/wip/pdfs/sep\\_arra\\_foa.pdf](http://apps1.eere.energy.gov/wip/pdfs/sep_arra_foa.pdf) (in particular, pages 4, and 47-50) and by the Office of Management and Budget (OMB) at [www.recovery.gov](http://www.recovery.gov).

The Department of Public Service and the Clean Energy Development Fund Board reserve the right to make necessary changes or adjustments to the program design or to any statements made in this RFP upon receiving further guidance from DOE, OMB, or the Vermont Office of Stimulus and Recovery (ESR).

There will be two steps to the application process. First, an **Initial Application** will be due by **4:00 P.M. on Tuesday, December 8, 2009**. Information on what should be included in the Initial Application is included in each project category description on pages 4-9, as well as the form included in Appendix A. The Initial Applications will be reviewed and scored and a select number of applicants will be invited to submit **Comprehensive Applications**, which will be due by **4:00 P.M. on Tuesday, February 23, 2010**. Applicants will be notified if they have been selected to submit a Comprehensive Application before the end of December. Information on what should be included in the Comprehensive Application is included in each project category description as well as on pages 9-15. Being invited to submit a Comprehensive Application **does not** insure that an applicants project will be funded. The intent will be to select slightly more applications than can be funded (probably \$5-\$5.5 million in proposals and \$4.8 can be funded).

Applicants mailing proposals should allow adequate time to ensure receipt of their proposal(s) by the deadline. Proposals received after the deadline will not be considered. One original signed hard copy, five additional copies, and an electronic copy (which can be emailed or submitted on a CD) of the applications must be delivered to Kelly Launder at the Vermont Department of Public Service. **Both** electronic and hard copies must arrive before the deadline. Proposals and questions should be addressed to:

Kelly Launder  
Vermont Department of Public Service  
112 State Street  
Montpelier, VT 05620-2601  
Phone: (802) 828-4039  
Email: [kelly.launder@state.vt.us](mailto:kelly.launder@state.vt.us)

## **BACKGROUND**

The American Recovery and Reinvestment Act of 2009, Public Law 111-5, appropriates funding for the Department of Energy (DOE) to issue/award formula-based grants to states, U.S. territories, units of local government, and Indian tribes under the Energy Efficiency and Conservation Block Grant (EECBG) Program. DOE's authorization for this program is set forth in Title V, Subtitle E of the Energy Independence and Security Act (EISA) of 2007.

Be advised that special terms and conditions may apply to projects funded by the Act relating to:

- Reporting, tracking and segregation of incurred costs;

- Reporting on job creation and preservation;
- Publication of information on the Internet;
- Access to records by Inspectors General and the Government Accountability Office;
- Prohibition on use of funds for gambling establishments, aquariums, zoos, golf courses or swimming pools;
- Ensuring that iron, steel and manufactured goods are produced in the United States;
- Ensuring wage rates are comparable to those prevailing on projects of a similar character;
- Protecting whistleblowers and requiring prompt referral of evidence of a false claim to an appropriate inspector general; and
- Certification and Registration.

These special terms and conditions will be based on provisions included in Titles XV and XVI of the Act. These Special Provisions are located at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm).

The purpose of the EECBG Program is to assist eligible entities in creating and implementing strategies to:

- reduce fossil fuel emissions in a manner that is environmentally sustainable and, to the maximum extent practicable, maximizes benefits for local and regional communities;
- reduce the total energy use of the eligible entities; and
- improve energy efficiency in the building sector, the transportation sector, and other appropriate sectors.

DOE has developed the following core principles to guide entities during the project planning process:

- Prioritize energy efficiency and conservation first as the cheapest, cleanest, and fastest ways to meet energy demand.
- To maximize benefits over the longest possible terms, entities should look for ways to link their energy efficiency efforts to long-term priorities (especially community economic development, community stabilization and poverty reduction efforts).
- Invest funds in programs and projects that create and/or retain jobs and stimulate the economy while meeting long term energy goals.
- Target programs and projects that will provide substantial, sustainable and measurable energy savings, job creation and economic stimulus effects.
- Give priority to programs and projects that leverage federal funds with other public and private resources, including coordinated efforts involving other Federal programs targeting community development funded through the Recovery Act such as the Community Development Block Grant program, HOME, and job training programs.
- To the extent possible, develop programs and strategies that will continue beyond the funding period.
- Ensure oversight, transparency, and accountability for all program activities.
- Enact policies that transform markets, increase investments, and support program goals.
- Develop comprehensive plans that benchmark current performance and set aggressive goals.

## PROJECT CATEGORIES

The purpose of this Request for Proposals (RFP) is to obtain proposals from eligible units of local government for projects that implement energy efficiency measures in buildings and transportation, install energy efficient traffic signals and street lighting; provide energy efficiency financial incentive programs, or install renewable energy generation systems. Funding will be awarded to projects in the following five categories: *Energy Efficiency Retrofits, Financial Incentive Programs for Energy Efficiency, Implementation of Transportation Projects, Renewable Energy Technologies on Government Buildings, and Traffic Signals and Street Lighting*. Applicants cannot be reimbursed for educational, outreach, and similar types of activities, but should note whether these types of activities will be completed to promote the project. All electric-generation projects must be grid-connected. Off-grid projects are not eligible. Funds can not be used for projects that have already begun construction and/or equipment purchases have been made.

All project categories have been limited to meet DOE guidelines for the National Environmental Policy Act (NEPA). These project categories have been preapproved so that all projects that fall in these categories and meet the requirements included in the NEPA Compliance Form in Appendix C will not require further NEPA applications or review.

### **Section 106 of the National Historic Preservation Act:**

While energy improvements to historic buildings are greatly encouraged, they must be carefully planned to avoid unintended damage. EECBG funded work must not harm or destroy historic buildings or archeological sites that are eligible for or listed on the National Register of Historic Places. Community buildings like town halls and schools that are over 50 years old are likely to meet National Register criteria. The Vermont Division for Historic Preservation can provide information on National Register status, appropriate treatments for improving energy performance in historic buildings, and a list of preservation consultants who can assist applicants in planning their projects. Generally, projects that focus on window repair, installation of storm windows, installation of basement and attic insulation, furnace upgrades, and air sealing will meet preservation guidelines. Street lighting projects in historic districts should be compatible with the historic character of the district. Applicants should consult the Division's website at [www.historicvermont.org](http://www.historicvermont.org) and Appendix E for more information. To meet federal EECBG requirements, projects selected in the Initial Application phase will need review by the Division for Historic Preservation during the Comprehensive Application phase. Please see Appendix E for information regarding the review process. The Division for Historic Preservation will not need to review Initial Applications.

### **Energy Efficiency Retrofits:**

Under this category applicants may apply for funds to retrofit existing facilities to improve energy efficiency. Projects are limited to: installation of insulation; installation of efficient lighting; heating, venting, and air conditioning (HVAC) and high-efficiency shower/faucet upgrades; weather sealing; the purchase and installation of ENERGY STAR appliances (including boilers and furnaces); installation of solar powered or conventional garbage compactors with improved efficiency; and replacement of windows and doors. All projects must be on, in, or servicing municipal buildings only (including schools). The maximum funding amount for this category is

\$50,000 and the minimum funding amount is \$10,000. A 10% match is required. Projects must be completed within 1 year of award.

Applicants will need to provide the following information for the Initial Application (due December 8<sup>th</sup>) and if invited to submit a Comprehensive Application (due February 23<sup>rd</sup>).

Initial Application:

- Applicants must complete the Initial Application form included in Appendix A. If applicants have not already completed an energy audit with estimated costs they may apply for the maximum amount allowable under this category (\$50,000) and modify that amount after performing a cost analysis (if invited to submit a Comprehensive Application).

Comprehensive Application:

In addition to the general application requirements listed on pages 9-15, applicants with projects under this category need to provide the following additional information.

- Applicants for this category should submit a completed energy audit, which includes a cost estimate. See Appendix D for guidelines on energy audits. Although an audit is not required, it is highly recommended and applicants may receive preferential consideration if an energy audit has been completed. If an audit was not completed, applicants must submit justification for proposed measures and cost and energy savings estimates.
- Applicants must include a plan for addressing the disposal of waste generated as a result of this project. This must include a plan to dispose of any sanitary or hazardous waste e.g. construction and demolition debris, lead ballasts, asbestos, etc generated as a result of this project. The applicant must also ensure that it will comply with all federal, state and local regulations for waste disposal.
- **Section 106 of the National Historic Preservation Act:** See Appendix E for review requirements for projects involving buildings over 50 years old that include installation of insulation, heating, venting, and air conditioning (HVAC) upgrades, and/or replacement of windows and doors.

Applicants are encouraged to contact Efficiency Vermont for assistance in determining what projects to propose under this category. The primary focus of Efficiency Vermont services and incentives are to reduce electric consumption and demand for Vermont ratepayers through the installation of cost-effective electric efficiency measures. Efficiency Vermont generally does not perform energy audits, but is available to provide support to towns and schools seeking guidance about both electric and thermal energy efficiency projects funded through the EECBG. The Efficiency Vermont customer service call center is staffed Monday-Friday from 8am to 5pm and can be reached toll-free at 1-888-921-5990 (Press "0" and tell the operator you are calling about the "municipal block grant"). Information on incentives and auditor resources is also available at: [www.encyvermont.com](http://www.encyvermont.com).

Examples of the types of assistance Efficiency Vermont can provide are:

For all projects- provide telephone technical assistance which includes:

- answering electric and thermal efficiency questions
- guidance on project prioritization
- referral services to guide customers to appropriate expertise
- links to online energy calculators and other technical resources
- assistance with the completion and evaluation of the Building Energy Profile

- access to Efficiency Vermont incentives for energy efficient:
  - lighting
  - motors
  - compressed air
  - refrigeration
  - vending machines
  - heating, ventilation and air conditioning
- technical assistance in completing prescriptive rebate form
- On major electrical efficiency projects (with savings greater than 200 MWH annually) Efficiency Vermont can provide customized technical support, including building walk-throughs and financial assistance based on the project specifics.

### **Financial Incentive Programs for Energy Efficiency:**

Entities may establish financial incentive programs and mechanisms for energy efficiency improvements such as energy saving performance contracting and on-bill financing. Revolving loan funds are not eligible. The maximum grant amount for this category is \$250,000 and the minimum funding amount is \$10,000. A 10% match is required. Projects must be completed within 1 year of award.

Applicants will need to provide the following information for the Initial Application (due December 8<sup>th</sup>) and if invited to submit a Comprehensive Application (due February 23<sup>rd</sup>).

#### Initial Application:

- Applicants must complete the Initial Application form included in Appendix A.

#### Comprehensive Application:

In addition to the general application requirements listed on pages 9-15, applicants with projects under this category need to provide the following additional information:

- Monetary value of financial incentives to be provided
- Total monetary value of investments to be incentivized (For example: What are the estimated total investments made by building owners for energy efficiency improvements.)
- Estimated impact of incentives on total investment made (For example: \$X incentive for every \$X invested)
- **Section 106 of the National Historic Preservation Act:** See Appendix E for review requirements for energy saving performance contracting projects involving buildings over 50 years old.

### **Implementation of Transportation Programs:**

Entities may develop and implement the following projects to conserve energy used in transportation: use of flex time by employers; use of satellite work centers; development and promotion of zoning guidelines or requirements that promote energy efficient development; and synchronization of traffic signals. The maximum funding amount for this category is \$25,000 and the minimum funding amount is \$10,000. A 10% match is required. Projects must be completed within 1 year of award.

Applicants will need to provide the following information for the Initial Application (due December 8<sup>th</sup>) and if invited to submit a Comprehensive Application (due February 23<sup>rd</sup>).

Initial Application:

- Applicants must complete the Initial Application form included in Appendix A.

Comprehensive Application:

In addition to the general application requirements listed on pages 9-15, applicants with projects under this category need to provide the following additional information:

- Number of new carpools and vanpools formed (if applicable)
- Number of street lane-miles for which synchronized traffic signals will be installed (if applicable)
- Number of satellite work centers to be developed (if applicable)
- Number of zoning guidelines/requirements that promote energy efficiency to be developed (if applicable)

**Renewable Energy Technologies on Government Buildings:**

Entities may use grant funds to implement and install on or in any government building (including schools) of the eligible entity the following renewable energy technologies: Geothermal Heat Pumps (5.5-ton capacity or smaller horizontal closed loop); Biomass Boilers (3 MMBTUs or smaller with appropriate Best Available Control Technologies (BACT) installed and operated); and Combined Heat and Power Systems (boilers sized appropriately for the existing building in which they are located).

BACT is an emissions limitation which is based on the maximum degree of control that can be achieved. BACT can be add-on control equipment or modification of the production processes or methods. This includes fuel cleaning or treatment and innovative fuel combustion techniques. BACT may be a design, equipment, work practice, or operational standard if imposition of an emissions standard is infeasible.

Presumptive BACT for Institutional biomass boilers with a rated heat output of no greater than 3 MMBtu/hr is:

- The use of a low ash (<1% ash content) pelletized fuel. The pelletized fuel must be made exclusively from biological material derived from living, or recently living vegetation, including wood;
- A boiler design that includes, an automatic fuel metering system and automated control of the combustion air that modulates over the full range of the boiler's operating load and includes primary (under-fire) air as well as secondary (over-fire) air control;
- Thermal efficiency greater than 80% based on the higher heating value of the fuel.
- The operation and maintenance of the boiler in accordance with the manufacturer's recommendations.

For additional information or questions regarding BACT applicants may contact Steven Snook, Vermont Agency of Natural Resources, Air Pollution Control Division at 802-241-3856 or by email at [steven.snook@state.vt.us](mailto:steven.snook@state.vt.us)

Funding under this category is for new systems only and may not be used to purchase used generating equipment, nor may funding be used to repair existing energy systems. For feasibility studies or technical assistance entities can apply to the CEDF Municipal Technical Assistance Program or CEDF Grant Program (additional information on these programs is available at: [http://publicservice.vermont.gov/energy/ee\\_cleanenergyfund.html](http://publicservice.vermont.gov/energy/ee_cleanenergyfund.html))

The maximum grant award for this category is \$75,000 and the minimum funding amount is \$10,000. A 10% match is required. Projects must be completed within 1 year of award.

For electric-generation projects, a Grantee must receive their Certificate of Public Good (CPG) from the Public Service Board before any invoices or costs incurred for the project will be reimbursed.

Solar electric, solar hot water, small-scale wind, and hydro systems are **not** eligible for funding under this category as incentives are currently available for these types of systems under the Vermont Small Scale Renewable Energy Incentive Program. Larger renewable electric generation and thermal energy systems are eligible for funding under the Clean Energy Development Fund Grant and/or Loan Program. Additional information on these funding opportunities is available at: [http://publicservice.vermont.gov/energy/ee\\_cleanenergyfund.html](http://publicservice.vermont.gov/energy/ee_cleanenergyfund.html)

Applicants will need to provide the following information for the Initial Application (due December 8<sup>th</sup>) and if invited to submit a Comprehensive Application (due February 23<sup>rd</sup>).

Initial Application:

- Applicants must complete the Initial Application form included in Appendix A.

Comprehensive Application:

In addition to the general application requirements listed on pages 9-15, applicants with projects under this category need to provide the following additional information.

- Applicants must include a plan for addressing the disposal of waste generated as a result of this project. This must include a plan to dispose of any sanitary or hazardous waste e.g. construction and demolition debris, lead ballasts, asbestos, etc generated as a result of this project. The applicant must also ensure that it will comply with all federal, state and local regulations for waste disposal.
- **Section 106 of the National Historic Preservation Act:** See Appendix E for review requirements for Renewable Energy Technologies on Government Buildings projects.

**Traffic Signals and Street Lighting:**

Entities may use grant funds to replace traffic signals and street lighting with energy efficient lighting technologies, including light emitting diodes; and any other technology of equal or greater energy efficiency. The maximum funding amount for this category is \$50,000 and the minimum funding amount is \$10,000. A 10% match is required. Projects must be completed within 1 year of award.

Applicants will need to provide the following information for the Initial Application (due December 8<sup>th</sup>) and if invited to submit a Comprehensive Application (due February 23<sup>rd</sup>).

Initial Application:

- Applicants must complete the Initial Application form included in Appendix A.

Comprehensive Application:

In addition to the general application requirements listed on pages 9-15, applicants with projects under this category need to provide the following additional information:

- Number of energy-efficient traffic signals to be installed (if applicable)
- Number of energy efficient street lights to be installed (if applicable)
- Applicants must include a plan for addressing the disposal of waste generated as a result of this project. This must include a plan to dispose of any sanitary or hazardous waste e.g. construction and demolition debris, lead ballasts, asbestos, etc generated as a result of this project. The applicant must also ensure that it will comply with all federal, state and local regulations for waste disposal.
- **Section 106 of the National Historic Preservation Act:** See Appendix E for review requirements for projects proposed within or adjacent to historic districts that include installation of new street lights or replacement of existing street lights.

## INFORMATION REQUIRED FROM APPLICANTS

Initial Application:

Applicants must complete the form included in Appendix A. Initial Applications are due December 8<sup>th</sup>. The grantee must match 10% of the project's cost (in kind or cash match is acceptable). All grant funds (including match) must be used for activities or assets directly related to the project during the grant period (cash or time previously spent on the project, including energy audits and feasibility studies, cannot be used as match). Projects for which grant funds are awarded must be completed within 1 year.

Applicants must submit one original signed hard copy, five additional copies, and an electronic copy (which can be emailed or submitted on a CD) of the application must be delivered to Kelly Launder at the Vermont Department of Public Service. **Both** electronic and hard copies must arrive before the deadline.

The Initial Applications will be reviewed and scored and a select number of applicants will be invited to submit Comprehensive Applications. See "Selection Criteria" on pages 15-16 for scoring criteria.

Comprehensive Applications:

**NOTE: This information will only be required to be submitted if an applicant, after submitting an Initial Application, is invited to submit a Comprehensive Application. Applicants may not submit a Comprehensive Application prior to or in lieu of submitting an Initial Application.**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFP. Fancy bindings, colored displays, promotional materials, and so forth are not desired. Emphasis should be on completeness and clarity of content. Information in the applicant's proposal that should be held

confidential must be clearly marked as confidential and comply with an exemption from public inspection as per 1 V.S.A. § 317(c) (available online at: <http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=01&Chapter=005&Section=00317>). It is not acceptable to mark the entire proposal as confidential.

Grant proposals should be no longer than 15 pages, with no less than an 11-point font and one-inch margins. Resumes, letters of support, the Cover Page, the Budget Worksheet, NEPA Compliance Certification Form (Appendix C), as well as completed feasibility studies and energy audits, **do not** count toward the 15-page limit. Other information, such as site maps, pictures, etc., count towards the 15-page limit.

Proposals must include at minimum the following information:

### **Cover Page**

**Applicants must complete the Cover Page included as Appendix B of this RFP and attach it to the front of the submitted proposal. Below are explanations of the information required on the Cover Page. This Cover Page is available as a separate document with form fields at [http://publicservice.vermont.gov/energy/ee\\_cleanenergyfund.html](http://publicservice.vermont.gov/energy/ee_cleanenergyfund.html) or can be obtained from the Kelly Launder at [kelly.launder@state.vt.us](mailto:kelly.launder@state.vt.us). Below are explanations of the information required on the Cover Page.**

#### **1. Project Category**

State which project category (*Energy Efficiency Retrofits, Financial Incentive Programs for Energy Efficiency, Implementation of Transportation Projects, Renewable Energy Technologies on Government Buildings, or Traffic Signals and Street Lighting*) you are applying under.

#### **2. Identification of Applicant Organization**

State the full name and address of the organization. Also list the main contact and his or her contact information.

#### **3. Identification of Subcontractors**

If applicable, list any subcontractors that will perform, or assist in performing, the work, including their name, address, and contact information.

#### **4. Authorized Negotiator(s)**

Include the name, phone number, and email address for individuals authorized to negotiate any and all aspects of the proposed grant. One original hard copy of the proposal must be signed by a duly authorized representative of the party (or parties) submitting the proposal.

#### **5a. Electrical Output (For Electric Generation Projects Only):**

Maximum installed generator capacity (kW):

Projected Annual kWh:

Capacity factor:

Fuel Type: (for example "wood")

#### **5b. Thermal Output (For CHP and thermal-only projects):**

Fuel type:

Maximum heat delivery rate (Btu/hour):

Expected heat delivery rate (Btu/hour):

Expected annual Btus delivered:

Capacity factor:

5c. Geothermal Capacity (For Geothermal projects only):

Describe your system (i.e., open loop/closed loop; water source/ground source; if water source, ground water/surface water):

Describe the length and depth of circulating loops:

Maximum heating/cooling capacity of heat pump (tons):

Ratio of equipment cost to installation cost:

Is the system Energy Star rated?

Has soil conductivity been assessed, and if so, what are the values?

Expected annual Btu of heating/cooling delivered:

Expected annual kWh consumed:

Expected Coefficient of Performance (COP):

5d. Energy Efficiency Savings (For Energy Efficiency Retrofits only, also attach Energy Audit):

Efficiency measures to be taken:

Expected annual energy savings (kWh or Btu):

5e. Financial Incentives for Energy Efficiency (only for this category):

Monetary value of financial incentives to be provided

Total value of investments to be incentivized (For example: What are the estimated total investments made by building owners for energy efficiency improvements.)

Estimated impact of incentives on total investment made (For example: \$X incentive for every \$X invested)

5f. Transportation Programs (only for this category):

Number of new carpools and vanpools formed (if applicable)

Number of street lane-miles for which synchronized traffic signals will be installed (if applicable)

Number of satellite work centers to be developed (if applicable)

Number of zoning guidelines/requirements that promote energy efficiency to be developed (if applicable)

5g. Traffic Signals and Street Lighting (only for this category):

Number of energy-efficient traffic signals to be installed (if applicable)

Number of energy efficient street lights to be installed (if applicable)

6. Expected Interconnection Date (For Renewable Electric Generation Projects only)

Applicants must provide an estimate of when they expect to apply for and receive their Certificate of Public Good from the Public Service Board.

7. Total Project Costs

Applicants must include the **total** project costs (this should also be included in the budget).

8. Funds Requested

Applicants must specify the amount of funds they are requesting for their project.

9. Estimated Payback Time (Required for Energy Efficiency Retrofits and Renewable Energy Technologies Projects)

Applicants must provide an estimate of the project's payback period, in years, both with and without EECBG funding. Please show your calculations.

10. Federal Funds Questionnaire:

All funds provided through this RFP are from the American Reinvestment and Recovery Act (ARRA).

All applicants awarded federal funding must be registered in Central Contractor Registration (CCR)

and have a DUNS number in order to receive a grant agreement. This process can take a long time,

so applicants should be preparing now. To obtain a number call 1-866-705-5711 or visit <http://www.dnb.com/us/>. Projects awarded federal funds must adhere to federal requirements, including auditing and reporting requirements. A list of potential reporting requirements and funding limitations may be found at [http://apps1.eere.energy.gov/wip/pdfs/sep\\_arra\\_foa.pdf](http://apps1.eere.energy.gov/wip/pdfs/sep_arra_foa.pdf) in section 10.3A, as well as at <http://edocket.access.gpo.gov/2009/pdf/E9-9073.pdf> (see especially for Buy American and Davis-Bacon wage requirements), and in the ARRA terms and conditions appended to the end of this solicitation. Please answer the following:

Are you registered with CCR, and do you have a DUNS number?

If yes, what is the number?

If no, will you be able to apply for a number before a grant agreement is issued?

Is there any reason you cannot accept federal funds (for example, project already uses a federal funding source)?

Jobs you expect this project will retain (number, type, duration):

Jobs you expect this project will create (number, type, duration):

#### 11. Signature:

Please sign to indicate you have read and acknowledge all of the conditions of this request for proposals, and that, to the best of your knowledge, the information you have supplied is accurate.

#### Personnel

Applicants shall have demonstrable knowledge, skills, and experience as it relates to the required work. Proposals should include a description of the applicant's prior experience in all areas relevant to the project. The proposal must identify all persons that will be employed in the proposed work by skill and qualifications. Identify key personnel by name and title and provide a resume for each (resumes **do not** count toward the 15-page limit). Subcontractors must be listed and include a complete description of the work to be subcontracted. Include descriptive information concerning subcontractor's organization and abilities.

#### Work Plan/Project Description

Include any additional information on the work to be completed that was not included in your Initial Application, as well the specific information requested below.

Include a description of any pre-development activities that have been completed, including feasibility studies or energy audits. **It is recommended that Energy Efficiency Retrofit projects complete an energy audit, which should be included in the Comprehensive Application. See Appendix D for energy audit descriptions.** Although an audit is not required, it is highly recommended and applicants may receive preferential consideration if an energy audit has been completed. If an audit was not completed, applicants must submit justification for proposed measures and cost and energy savings estimates.

Applicants must ensure that it will comply with all federal, state, and local permitting regulations.

Applicants should include the date of construction for each existing building and/or structure that will be physically affected by the proposed project. For any projects involving a building of more than 50 years old and meeting the requirements for complying with Section 106 of the National Historic Preservation Act as detailed in Appendix E, the applicant must attach documentation that it has received approval from the State Historical Preservation Office to proceed with the project.

Energy Efficiency Retrofit projects, Renewable Energy Technology projects, and Traffic Signals and Street Lighting projects must include a plan for addressing the disposal of any waste generated as a result from the project. Please describe the plan to dispose of any sanitary or

hazardous waste e.g. construction and demolition debris, lead ballasts, asbestos, etc generated as a result of this project. The applicant must also ensure that it will comply with all federal, state and local regulations for waste disposal.

### **Potential Energy Generation**

Applicants should use this section to provide a brief description of any assumptions used in fields 5 and 9 on the cover page.

### **Environmental, Economic, & Societal Impact**

Applicants should describe the specific environmental, economic, and societal benefits created through support of the project such as: the reduction in greenhouse gas emissions; reduction of fossil fuel use; number of existing jobs retained; and the number of new jobs created (both temporary and permanent). Applicants should be prepared to provide the calculations used for these estimates upon request.

A method to estimate reductions in greenhouse gas emissions:

1. Estimate fuel and electricity savings (e.g., gallons of fuel oil or propane) the project will achieve
2. Calculate the resulting reductions in greenhouse gas (i.e., CO<sub>2</sub>) emissions using the assumptions for the amount of emissions per unit of fuel set forth below.
3. If the project results in any increase in electricity consumption, such as the electricity required to operate a geothermal (aka ground-source) heat-pump, add the resulting CO<sub>2</sub> emissions from the increase in electricity consumption.
4. Summarize the net change in fuel consumption, electricity consumption, and associated CO<sub>2</sub> emissions.

Estimates of the reduction in greenhouse gas emissions may be calculated using the following assumptions:

1 gallon of fuel oil saved = 22.384 lbs CO<sub>2</sub> emissions reduced  
1 thousand cubic feet natural gas saved = 120.593 lbs CO<sub>2</sub> emissions reduced  
1 gallon propane saved = 12.669 lbs CO<sub>2</sub> emissions reduced  
1 gallon motor gasoline saved = 19.564 lbs CO<sub>2</sub> emissions reduced

Source: <http://www.eia.doe.gov/oiaf/1605/coefficients.html> This US Energy Information Administration table provides similar conversion coefficients for other fuels as well.

1 kWh of electricity = 1.004 lbs. CO<sub>2</sub> emissions  
1 MWh of electricity = 1,004 lbs CO<sub>2</sub> emissions

Source: [www.iso-ne.com/genrtion\\_restrcs/reports/emission/2007\\_mea\\_report.pdf](http://www.iso-ne.com/genrtion_restrcs/reports/emission/2007_mea_report.pdf)

Additional information and alternative calculation methods are available from the following sources:

1. The Outcome Estimator for the State Energy Program and EECBG. This allows the applicant to estimate savings for a number of efficiency program activities that may be included in block grant applications. This is available at: [http://apps1.eere.energy.gov/state\\_energy\\_program/docs/sep\\_metrics\\_calculator.xls](http://apps1.eere.energy.gov/state_energy_program/docs/sep_metrics_calculator.xls).
2. The U.S. EPA's Greenhouse Gas Equivalency Calculator may be used to provide an estimate of greenhouse gas emission reductions for renewable electricity production and

electric energy saving projects for the purposes of this section (available at: [www.epa.gov/cleanenergy/energy-resources/calculator.html](http://www.epa.gov/cleanenergy/energy-resources/calculator.html)).

3. Combined heat and power projects may use the calculator available at: [www.epa.gov/chp/documents/chp\\_emissions\\_calc.xls](http://www.epa.gov/chp/documents/chp_emissions_calc.xls).

Applicants may use the following calculation to estimate jobs created/retained. According to the US DOE, jobs created/retained can be estimated by taking the amount of funds requested and divide them by \$92,000.

Ex: \$150,000 EECBG funds received / \$92,000 = 1.63 or 1-2 jobs created

If funds are less than \$92,000 than a fraction of a job (for example “.5”) can be listed if the applicant deems this appropriate.

It is also acceptable to provide estimated jobs created based on local income, if data is available. (ie: If the normal annual income is \$45,000, double the amount of jobs could be created than if \$92,000 was used for the estimate)

Created jobs are jobs that did not exist previously. Jobs retained are jobs that are “in-house” or taking jobs from other departments of the municipality and moving them to this project. Grantees will be required to report the **actual** number of jobs created/retained during the grant period.

For renewable energy installations and energy efficiency retrofits applicants must certify that the building has met required state energy codes. Applicants should also describe any high-performance or beyond code energy efficiency improvements that have been made or will be made in the buildings.

### **National Environmental Policy Act (NEPA) Compliance Certification**

All applicants must review and sign the NEPA Compliance Certification Form in Appendix C and submit this with the Comprehensive Application.

### **Budget Considerations**

Applicants must submit a proposed budget for the project and include narrative explanations. The Budget narrative should sufficiently describe and justify each line item (explaining the necessity of each item) as well as describing in general the need for financial assistance. A budget worksheet that may be used by applicants is available at:

[http://publicservice.vermont.gov/energy/ee\\_cleanenergyfund.html](http://publicservice.vermont.gov/energy/ee_cleanenergyfund.html) or can be obtained from the Kelly Launder at [kelly.launder@state.vt.us](mailto:kelly.launder@state.vt.us). The following cost elements should be included in the budget:

Personnel (position, rate, hours)

Travel (mileage can not exceed the prevailing state rate at the time of travel)

Supplies & Materials

Equipment

Other (specify)

Total Direct Costs

Indirect Costs (may not exceed 23.64% of direct costs)

BUDGET TOTAL

Applicants may not use more than 10% for administrative costs. There is a maximum award of \$50,000 for *Energy Efficiency Retrofits*, \$250,000 for *Financial Incentive Programs for Energy Efficiency*, \$25,000 for *Implementation of Transportation Projects*, \$75,000 for *Renewable Energy Technologies on Government Buildings*, and \$50,000 for *Traffic Signals and Street Lighting*. The **minimum** amount that an applicant can apply for is \$10,000 (for each project category).

The budget must also include the applicant's match for the project. There is a 10% match required for all projects (can be in kind or cash). For each cost element, the applicant must show what portion will be paid with EECBG funds and what portion will be paid with matching funds and identify the source of the funds. Match greater than the required amounts is encouraged, and preference may be given to projects requesting lower funding amounts than comparable projects.

All match must be necessary for the accomplishment of project objectives and must be applicable to the grant period (cash or time previously spent on the project, including energy audits and feasibility studies, cannot be used as match). All match must be documented and verifiable. Match greater than the required amounts is encouraged.

The CEDF will expect to share in any cost savings realized by the selected applicant. Therefore, the CEDF's final share of each line item expenditure will be paid out at the proportionate rate of participation as established by that line item in the grant budget and/or any approved amendment to the budget.

#### **Additional Information**

Include any other information that is believed to be pertinent, but not specifically requested elsewhere in this RFP.

## **SELECTION CRITERIA**

All proposals received will be evaluated based upon qualifications of the individuals proposed to perform the work, relevance of previous experience, completeness and quality of the applications, reasonableness of cost, and any other criteria it deems relevant. Acceptance or rejection of any or all proposals will be determined by the exercise of the CEDF Board's sole discretion.

All proposals are subject to an evaluation by the DPS, the CEDF Fund Director, the CEDF Board, and any other reviewers deemed necessary. The Board reserves the right (but in no way is obligated) to interview the top prospective candidates to aid in the selection process.

Projects will be selected based upon the information provided in the grant applications and how the project matches up against the evaluation criteria listed below.

### **1. Experience & Qualifications**

- Knowledge and/or experience in the relevant project area, including experience with similar projects.
- Adequate capacity/staffing for the described work.
- Previous experience with state or federal grants/contracts.

### **2. Work Plan/Project Description**

- Clarity and reasonableness of work plan, including definition and timeliness of tasks to be performed.
  - Plan and capacity for project control and financial management are clear and reasonable (including a strategy to implement, operate, monitor, and evaluate the project).
3. Project Characteristics
- Suitability of the site for the proposed projects.
  - Ability to start project immediately and complete quickly.
  - Degree to which predevelopment activities such as energy audits, feasibility studies, permitting or other required approvals are completed.
  - Degree to which the project meets the comprehensive energy needs of the building or group of buildings in question. For example, a project that addresses all identified areas of a building that needs energy efficiency improvements such as increased insulation, boiler/furnace upgrades, and lighting upgrades would be preferred to a project that addresses one particular measure such as only replacing the lighting.
  - Potential for public visibility and/or plan for promoting the site/project.
  - Potential annual energy generation or energy/fuel savings.
  - Number of jobs retained or created.
4. Environmental, Economic, and Social Impact (Information required in Comprehensive Application only)
- Degree of environmental, economic, and societal benefits (including contribution to reductions in greenhouse gas emissions and to the state's renewable energy objectives).
  - Project includes high-performance design and/or energy efficiency improvements.
  - Applicant has maximized efficiency at the project site prior to implementation of renewables, if applicable
  - Project makes the highest and best use of its fuel resource
5. Budget (Information required in Comprehensive Application only)
- Budget line items and amounts are sufficiently described and justified to explain the necessity of each item.
  - Costs are reasonable and competitive and payback justifies grant funding.
  - Degree of financial leverage (through funding obtained from the federal government, private investors, or other funding sources).
  - The need for financial assistance is well established/justified.

## **GENERAL TERMS AND CONDITIONS**

1. The CEDF Board reserves the right to reject any and all proposals received as a result of this RFP for any reason, to waive minor irregularities in any proposals received, and to negotiate with any party in any manner deemed necessary to best serve the interests of the State.
2. The CEDF Board shall not be responsible for any costs incurred by any party in preparation of any proposal submitted in response to this RFP.

3. The CEDF Board reserves the right to amend or cancel this RFP at any time if the best interest of the State requires such action.
4. News releases pertaining to this RFP, grant award, or the project shall not be made without prior written approval from the CEDF Board.
5. All parties submitting proposals shall be Equal Opportunity Employers. During the duration of the performance of this contract, the contractor will be expected to comply with all federal, state and local laws respecting non-discrimination in employment.
6. The CEDF Board will pay for actual work performed and expenses incurred under this project up to the specified grant amount. Specific payment provisions will be arrived at upon mutual agreement of the parties. All payments will require the submission of an itemized billing of work performed to date in sufficient detail to justify payment.
7. In most instances, the grant payments made under this program will be treated as taxable income by the IRS and the State of Vermont. It is the responsibility of the recipient of this grant payment to consult with their tax advisor to determine the correct treatment of this payment for Federal and State tax purposes.
8. The selected applicants shall agree to grant to the State a nonexclusive, irrevocable license to reproduce, translate, publish, use, and dispose of all material developed as a result of this project. The selected applicants further shall agree that they will not copyright any material developed as a result of the project.
9. Before commencing work on this project, a Grantee must have a Grant Agreement in place with the State. Before a Grant Agreement will be issued, the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the state through the term of the Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: With respect to all operations performed under the contract, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations  
Products and Completed Operations  
Personal Injury Liability  
Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence

\$1,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$ 50,000 Fire/ Legal/Liability

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

**Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.**

10. The CEDF Board and the State assume no liability in any fashion with respect to this RFP or any matters related thereto. All prospective contractors and their subcontractors or successors, by their participation in the RFP process, shall indemnify, save and hold the State and its employees and agents free and harmless from all lawsuits, causes of action, debts, rights, judgments, claims, demands, damages, losses and expenses or whatsoever kind in law or equity, known and unknown, foreseen and unforeseen, arising from or out of this RFP and/or any subsequent acts related thereto, including but not limited to the recommendation of a contractor and any action brought by an unsuccessful applicant.
11. All grant funds dispersed from the American Recovery and Reinvestment Act (ARRA) are subject to all requirements of the ARRA including reporting requirements, purchasing requirements, auditing requirements, requirements for administration of funds received, and requirements for transparency and accountability. Please review the bulletins and forms available at <http://finance.vermont.gov/forms> for the latest guidance.
12. All grant awards are subject to the availability of funding.
13. Any equipment purchased by or furnished to the Grantee is provided on a loan basis only and remains the property of the State.
14. Grantees must comply with the provisions of the Davis-Bacon Act (40 U.S.C. 276a 7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction contractors.

#### **ARRA Reporting Requirements:**

All grantees will be required to meet DOE ARRA reporting requirements, which includes the following:

DOE intends to append the periodic ARRA – Performance Progress Report to include reporting on the following, at a minimum:

The results of the funding provided for the EECBG Program through the American Recovery and Reinvestment Act (ARRA) will be assessed according to the following performance metrics:

- Jobs created and/or retained

- Energy (kwh/therms/gallons/BTUs/etc.) saved
- Renewable energy generated
- GHG emissions reduced
- Cost savings

The metrics described below are designed to track the accomplishments of projects funded by EECBG. Grantees will be presented with reporting requirements at the time they receive funding and will be expected to report their achievements in terms of the specified metrics presented below.

Grantees will be required to report quarterly on project expenditures and also on specific activities and achievements, such as square feet of buildings retrofitted. These items tend to be outputs (actions taken by grant recipients) but also include some short-term outcomes (results achieved relatively soon after project outputs occur that lead toward attainment of ultimate project objectives).

**Expenditures:** Accurate records should be kept on project expenditures for all EECBG ARRA funded efforts. The specific information to be gathered and tracked is listed below. It will be the same for all project types:

- Expenditures for project activities
- Expenditures for administration
- Expenditures for evaluation
- Leveraged funds

**Metrics Activity:** The key metrics to be reported will vary by project type. The minimum information to be reported, by project activity type, is reported below.

#### Building Retrofits

- Number of buildings retrofitted, by sector
- Square footage of buildings retrofitted, by sector

#### Building Energy Audits

- Number of audits performed, by sector
- Floor space audited, by sector
- Auditor's projection of energy savings, by sector

#### Government, School, Institutional Procurement

- Number of units purchased, by type (e.g., office equipment, HVAC equipment, streetlights, exit signs)

#### Loans, Grants, and Incentives

- Number and monetary value of loans given
- Number and monetary value of grants given
- Number and monetary value of incentives provided

#### Renewable Energy Market Development

- Number and size of renewable energy systems installed

#### Financial Incentives for Energy Efficiency

- Monetary value of financial incentive provided, by sector
- Total value of investments incentivized, by sector
- Estimated impact of incentives on total investment made

#### Technical Assistance

- Number of information transactions contacts (for example, webinar, site visit, media, fact sheet) in which energy efficiency or renewable energy measure were recommended, by sector

#### Transportation

- Number of new carpools and vanpools formed
- Number of street lane-miles for which synchronized traffic signals were installed
- Number of energy-efficient traffic signals installed

## AMERICAN RECOVERY AND REINVESTMENT ACT TERMS AND CONDITIONS

In addition to the General Terms and Conditions above, the following applies to any grants awarded ARRA funding:

The funds used to support this agreement, in full or in part, are provided through the federal American Recovery & Reinvestment Act (ARRA or the Act); this agreement therefore is subject to payment criteria and specific reporting requirements mandated by the Act. A periodic report, certified by an authorized agent of the Party, utilizing the form provided by the State of Vermont and attached hereto, shall be submitted as required. Failure to submit timely, accurate and fully executed reports will result in a mandate to return to the State funds already disbursed under this agreement, or the withholding of current and future payments under this agreement until such time as the reporting irregularities are resolved to the State's satisfaction.

For subrecipients who report awards of federal funds to the State, said subrecipient agrees to include information of ARRA funding separately from other federal awards reported on their Statement of Expenditures of Federal Awards (SEFA).

The parties to this agreement are further bound by the Act that they shall promptly refer to an appropriate federal inspector general any credible evidence that a principal, employee, agent, contractor, subrecipient, contractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving the ARRA funds used to support this agreement.

In addition to a regular quarterly report as required by the Fund, ARRA-funded projects must supply information in the format below (Form ESR-4) no later than 5 days after the end of every quarter:

Form ESR-4

<b>ARRA Quarterly Tier 1 Report</b>	
This report form is to be used to provide the information requested and thereby fulfill your legal obligation under the federal American Recovery & Reinvestment Act of 2009 (ARRA) to which your contract, subgrant, or loan agreement is subject. This periodic report, certified by an authorized agent of the Tier 1 Recipient named in <b>Item 7</b> below, shall be submitted for the quarter ended as shown in <b>Item 17</b> below. Failure to submit timely, accurate and fully executed reports will result in a mandate to return to the State funds already disbursed under this agreement, or the withholding of current and future payments under this agreement until such time as the reporting irregularities are resolved to the State's satisfaction.	
<b>SECTION A – [STATE OF VERMONT USE ONLY]</b>	
<b>State of Vermont ARRA Activity Information:</b>	
<b>1. Agency</b> (ARRA-F):	<b>2. Department</b> (ARRA-F):
<b>3. ARRA Activity</b> (ARRA 1-01):	
<b>4. Name of ARRA Activity Manager:</b>	
<b>VISION Chartfield #:</b>	
<b>Federal ARRA Award Information:</b>	
<b>5. Federal Agency Award #</b> (ARRA-B):	<b>6. CFDA #</b> (ARRA-E):
<b>Tier 1 Recipient Information (Contractor, subrecipient, or borrower):</b>	
<b>7. Recipient Name:</b> (ARRA-3-03):	<b>8. DUNS #</b> (ARRA-E):
<b>9. Address as registered with CCR</b> (ARRA-3-04):	

10. ARRA Entity Type (ARRA-3-05):		11. Is this letter A – H? <input type="checkbox"/> YES <input type="checkbox"/> NO	
12. Is this ARRA Activity for infrastructure or does it included infrastructure spending? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Tier 1 Agreement (contract, subgrant, or loan):			
13. SOV Contract, Subgrant, or Loan # (ARRA-3-02):			
14. Total Agreement Amount (ARRA-3-07): \$		14a. Agreement Date (ARRA-3-08):	
15. Grant Period (ARRA-H) From:		To:	
16. Cumulative Amount Paid to Date (ARRA-3-06): \$			

**SECTION B – [TIER 1 RECIPIENT USE ONLY]**

<b>Reporting Information - This Report:</b>			
17. For the calendar Quarters Ended:			
18. Completion Status (ARRA-2-03):		<input type="checkbox"/> Not Started <input type="checkbox"/> Less than 50% complete <input type="checkbox"/> 50% or more complete <input type="checkbox"/> Fully Completed	
19. If BOTH Items 11 and 12 are “YES”, the cumulative disbursements made on infrastructure must be provided below:			
ARRA \$	Federal non-ARRA \$	Non-federal \$	Total Infrastructure \$
20. Cumulative Infrastructure Impact Narrative in accordance with OMB code ARRA-2-06 – available at: <a href="http://finance.vermont.gov/sites/finance/files/pdf/forms/OMB_ARRA_Codes.pdf">http://finance.vermont.gov/sites/finance/files/pdf/forms/OMB_ARRA_Codes.pdf</a>			
21. Cumulative Employment Impact Narrative (ARRA 2-04):			

**NOTE: If your organization has a method for tracking and reporting positions and Full-Time Equivalents (FTE), you may use your own methodology; if not, you must use the default calculations in the columns below:**

22. Employment Impact Statistics:	← Positions Retained →			← New Positions Created →		
	A	B	C	D	E	F
<b>Position, Category, Type, or Title(s):</b> (Describe broadly - e.g. Laborer, Manager, or Therapist)	<b>Cumulative Amount Paid to Date</b>	<b>Avg. Hourly Rate</b>	<b># FTEs</b> (A/B/2080 = C)	<b>Cumulative Amount Paid to Date</b>	<b>Avg. Hourly Rate</b>	<b># FTEs</b> (D/E/2080 = F)
<b>Total Positions</b>						

<b>23. AUTHORIZATION AND CERTIFICATION (all fields are required):</b>	Signature Prepared by:		Date:
	Name:	Title:	
	Phone:	Email:	
	Authorized Signature:		Date:
I certify as an agent for the entity submitting this form and named in Item 7 above, that I am legally authorized to sign and submit this report; I certify that under penalty of perjury the information contained Section B herein is complete and accurate as of the date certified:	Name:	Title:	

---

**SECTION C – [STATE OF VERMONT USE ONLY]**

**24. REVIEW, APPROVAL AND CERTIFICATION:**

I certify that under penalty of perjury the information contained in Section A herein is complete and accurate as of the date certified:

State of Vermont  
ARRA Activity  
Manager:

Date:

Name:

Title:

## **APPENDIX A:**

### ***INITIAL APPLICATION***

# INITIAL APPLICATION

Please fill out each section below, print and sign. Send one signed original and five copies to the contact and address provided on the first page of the RFP. An electronic copy may be emailed or submitted on a CD.

**Project Category** (Energy Efficiency Retrofits, Financial Incentive Programs, Implementation of Transportation Projects, or Renewable Energy Technologies on Government Buildings):

**Applicant Name:**

**Applicant Address:**

**Primary Project Contact Name, Telephone, and email address:**

**Estimated Total Project Cost:**

**Funds Requested:**

**NOTE: All projects must include a minimum 10% match from applicants (which can be cash or in-kind) so you can not request more than 90% of the total project costs.**

**Source of match funds** (Describe source of funds, including pending and projected funds. Describe whether there is an outstanding request or a request yet to be made for any of the funds and the likelihood of receiving the funds, including when you expect to hear on pending sources of requested funds):

**Project Participants** (Name and title of primary project personnel and their role in the project and their qualifications/ experience relevant to the project. Also list subcontractors including firm name and address, contact person, work to be subcontracted, and nature of subcontractor's abilities.) :

**Workplan/Project Description** (Include list of tasks to complete project; project timeline, which includes a start date and estimated completion date; quality assurance measures, including project oversight and plan to track and report required metrics; and description of the financial management plan. Staff member(s) that will be responsible for completion of the items above should be identified. Include date of construction for each existing building and/or structure that will be physically affected by the proposed project. Also describe the potential for public visibility and/or plan for promoting the site/project. Describe why this project is important to your community):

**Required Approvals for Project** (Include description of any town or school approvals received to date and any approvals yet required):

**Permitting** (Include a list of all permitting requirements for the project and whether any of the permits have been obtained):

**Preliminary Planning/Project Development** (Describe any planning or project development that has already been completed for the project, such as an energy audit or feasibility study):

**Name, title, phone, and email of Authorized Representative(s):**

**Signature of an Authorized Representative:**

**Date:**

**APPENDIX B:**

***COMPREHENSIVE APPLICATION  
COVER PAGE***

# Vermont Clean Energy Development Fund (CEDF)

## EECBG Request for Proposals Cover Page

Note: Instructions for each field are in the EECBG Request for Proposals



1. Project Category (select from drop-down list):



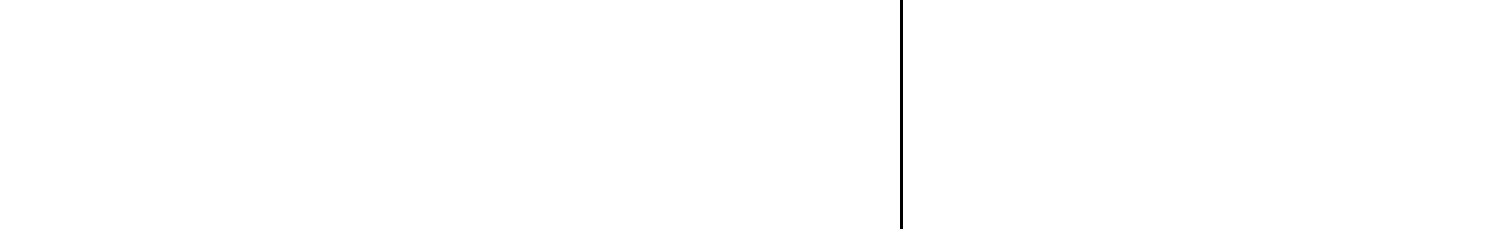
2. Applicant Name, Address, and Contact Information:



3. Subcontractors (Name, Address, and Contact Information):



4. Authorized Negotiator(s) (Name, Address, and Contact Information):



### 5a. Electrical Output (Electric Generation Projects only)

Maximum installed generator capacity (kW):

Projected annual kWh:

Capacity Factor:

Fuel Type:


### 5b. Thermal Output (CHP and thermal-only projects):

Fuel Type:

Maximum heat delivery rate (Btu/hr):

Expected heat delivery rate (Btu/hr):

Expected annual Btus delivered:


Capacity Factor:

**5c. Geothermal capacity:**

System description:

Length and depth of circulating loops:

Maximum heating/cooling capacity of heat pump (tons):

Soil conductivity values:

Ratio of equipment cost to installation cost:

Is the system Energy Star rated (Y/N)?:

Expected annual Btu of heating/cooling delivered:

Expected annual kWh consumed:

Expected Coefficient of Performance:

**5d. Energy Efficiency Savings (Energy Efficiency Retrofits only):**

Efficiency measures to be taken:

Expected annual energy savings (kWh or Btu):

**5e. Financial Incentives for Energy Efficiency (only for this category):**

Monetary value of incentives to be provided:

Total value of investments to be incentivized:

Estimated impact of incentives on total investment made:

**5f. Transportation Programs (only for this category):**

Number of new carpools/vanpools to be formed:

Number of street lane-miles for synchronized traffic signals:

Number of satellite work centers to be developed:

Zoning guidelines/requirements to be developed

**5f. Traffic Signals and Street Lighting (only for this category):**

Number of energy-efficient traffic signals to be installed:

Number of energy efficient street lights to be installed :

**6. Expected Interconnection Application Date and Date of Anticipated Receipt of CPG:**

**7. Total Project Costs:**

**8. EECBG Funds Requested:**

**9. Estimated Payback Time (with and without EECBG funding):**

**10. Federal Funds Questionnaire:**

Are you registered with CCR and do you have a DUNS number?

--

If so, what is the DUNS number?

--

If not, will you be applying for a number?

--

Are you able to accept federal funds?

--

Jobs retained (number, type, duration):

--

Jobs created (number, type, duration):

--

Have you reviewed all the terms and conditions listed in this RFP?

--

**11. Signature:**

--

**APPENDIX C:**

***NEPA COMPLIANCE FORM***

# NEPA COMPLIANCE FORM

I \_\_\_\_\_ (Enter Name and Title of duly authorized representative to sign this statement) ensure that the project described in this application will not:

- (1) Threaten a violation of applicable statutory, regulatory, or permit requirements for environment, safety, and health, including requirements of DOE and/or Executive Orders;
- (2) Require siting and construction or major expansion of waste storage, disposal, recovery, or treatment facilities (including incinerators);
- (3) Disturb hazardous substances, pollutants, contaminants, or CERCLA-excluded petroleum and natural gas products that preexist in the environment such that there would be uncontrolled or unpermitted releases; or
- (4) Adversely affect environmentally sensitive resources. Environmentally sensitive resources include, but are not limited to:
  - (i) Property (e.g., sites, buildings, structures, objects) of historic, archeological, or architectural significance designated by Federal, state, or local governments or property eligible for listing on the National Register of Historic Places;
  - (ii) Federally-listed threatened or endangered species or their habitat (including critical habitat), Federally- proposed or candidate species or their habitat, or state-listed endangered or threatened species or their habitat;
  - (iii) Wetlands regulated under the Clean Water Act (33 U.S.C. 1344) and floodplains;
  - (iv) Areas having a special designation such as Federally- and state-designated wilderness areas, national parks, national natural landmarks, wild and scenic rivers, state and Federal wildlife refuges, and marine sanctuaries;
  - (v) Prime agricultural lands;
  - (vi) Special sources of water (such as sole-source aquifers, wellhead protection areas, and other water sources that are vital in a region); and
  - (vii) Tundra, coral reefs, or rain forests.

## Waste Stream Conditions

I additionally certify that we (the applicant) will submit (if required) and follow a waste management plan addressing waste generated by our proposed Project. This waste management plan describes our plan to dispose of any sanitary or hazardous waste (e.g., construction and demolition debris, old light bulbs, lead ballasts, piping, roofing material, discarded equipment, debris, and asbestos) generated as a result of the proposed Project. We (the applicant) will also comply with all Federal, state and local regulations for waste disposal.

**National Historic Preservation Act (NHPA) Conditions**

We (the applicant) agree to comply with Section 106 of the National Historic Preservation Act (NHPA), and meet the requirements for complying with Section 106 as detailed in Appendix E of the EECBG Competitive Local Government Sub-Grants Request for Proposals. Documentation of this approval will be provided to the Vermont Department of Public Service.

**AUTHORIZATION**

I \_\_\_\_\_ hereby confirm that I am duly authorized to submit this certification on behalf of the city / town of (or school district) \_\_\_\_\_ and that all requirements contained in this form will be adhered to.

\_\_\_\_\_  
Name: Date:  
Title:

## **APPENDIX D:**

### ***ENERGY AUDIT DESCRIPTIONS***

# ENERGY AUDIT DESCRIPTIONS<sup>1</sup>

## Energy audit<sup>2</sup>

An **energy audit** is an inspection, survey and analysis of energy flows in a building, process or system with the objective of understanding the energy dynamics of the system under study. Typically an energy audit is conducted to seek opportunities to reduce the amount of energy input into the system without negatively affecting the output(s). When the object of study is an occupied building, reducing energy consumption while maintaining or improving human comfort, health and safety are of primary concern. Beyond simply identifying the sources of energy use, an energy audit seeks to prioritize improvement according to the greatest to least cost effective opportunities for energy savings.

## Types of energy audit

The term energy audit is commonly used to describe a broad spectrum of energy studies ranging from a quick walk-through of a building/facility to identify major problem areas to a comprehensive analysis of the implications of alternative energy efficiency measures sufficient to satisfy the financial criteria of sophisticated investors. Common residential and commercial audit types are described in more detail below, although the actual tasks performed and level of effort may vary with the consultant providing services under these broad headings. The only way to ensure that a proposed audit will meet your specific needs is to spell out those requirements in a detailed scope of work. Taking the time to prepare a formal solicitation will also assure the building/facility owner of receiving competitive and comparable proposals.

## Efficiency Vermont and Energy Audits

Efficiency Vermont, the state's energy efficiency utility, does not typically perform energy audits. Efficiency Vermont does sometimes assist in reviewing the electrical energy ramifications of audit reports resulting from audits performed by accredited contractors. Also Efficiency Vermont, on a case-by-case basis will assist with walk-throughs *when electrical energy savings potential appears to be significant and the end user customer is committed to applying budgetary dollars to improvements.*

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<sup>1</sup> Prepared by Efficiency Vermont, 6/2/09.

<sup>2</sup> Significant sections of the language in this document taken from [http://en.wikipedia.org/wiki/Energy\\_audit](http://en.wikipedia.org/wiki/Energy_audit)

With regard to residential and small commercial auditing, Efficiency Vermont has taken a more defined role in supporting energy audits through the administration of Home Performance with ENERGY STAR<sup>®</sup>. This program works to train and credential contractors to perform audits in accordance with a strong, accurate and disciplined framework which has been developed and accepted throughout the country. A listing of Home Performance certified contractors can be found at: <http://www.efficiencyvermont.com/pages/Residential/Marketplace/>

## **COMMERCIAL, MUNICIPAL AND GOVERNMENT ENERGY AUDITS**

### **Walk-through audit**

The walk-through audit (alternatively called a simple audit, screening audit or preliminary audit) is the simplest and quickest type of audit. It involves minimal interviews with site-operating personnel, a brief review of facility utility bills and other operating data, and a walk-through of the facility to become familiar with the building operation and to identify any glaring areas of energy waste or inefficiency.

Typically, only major problem areas will be uncovered during this type of audit. Corrective measures are briefly described, and quick estimates of implementation cost, potential operating cost savings, and simple payback periods are provided. This level of detail, while not sufficient for reaching a final decision on implementing proposed measures, is adequate to prioritize energy-efficiency projects and to determine the need for a more detailed audit.

### **General audit**

The general audit (alternatively called a mini-audit, site energy audit, detailed energy audit or complete site energy audit) expands on the preliminary walk-through audit described above by collecting more detailed information about building and facility operations and by performing a more detailed evaluation of energy conservation measures. Energy bills are collected for a 12 to 36 month period to allow the auditor to evaluate the facility's heating fuel use and electric energy and demand rate structures and energy usage profiles. If interval meter data are available, the detailed energy profiles that such data make possible will typically be analyzed for signs of energy waste. Additional metering of specific energy-consuming systems is often performed to supplement utility data. In-depth interviews with facility operating personnel are conducted to provide a better understanding of major energy consuming systems and to gain insight into short- and long-term energy consumption patterns.

This type of audit will be able to identify all energy-conservation measures appropriate for the facility, given its operating parameters. A detailed financial analysis is performed for each measure based on detailed implementation cost estimates, site-specific operating cost savings, and the customer's investment criteria. Sufficient detail is provided to justify project implementation.

### **Investment-grade audit**

In most corporate settings, upgrades to a facility's energy infrastructure must compete for capital funding with non-energy-related investments. Both energy and non-energy investments are rated on a single set of financial criteria that generally stress the expected return on investment (ROI).

The projected operating savings from the implementation of energy projects must be developed such that they provide a high level of confidence for ROI. In fact, investors often demand guaranteed savings.

The investment-grade audit (alternatively called a comprehensive audit, detailed audit, maxi audit, or technical analysis audit) expands on the general audit described above by providing a dynamic model of energy-use characteristics of both the existing facility and all energy conservation measures identified. The building model is calibrated against actual heating fuel use and electric usage data to provide a realistic baseline against which to compute operating savings for proposed measures. Extensive attention is given to understanding not only the operating characteristics of all energy consuming systems, but also situations that cause load profile variations on short- and long-term bases (e.g. daily, weekly, monthly, annually). Existing heating fuel and electric utility data are supplemented with sub-metering of major energy consuming systems and monitoring of system operating characteristics.

**APPENDIX E:**

***GUIDELINES FOR PROJECTS REQUIRING REVIEW  
PER SECTION 106 OF  
THE NATIONAL HISTORIC PRESERVATION ACT***

## **Guidelines for Projects Requiring Review Per Section 106 of the National Historic Preservation Act**

Federally-funded projects in Vermont have the potential to affect historic buildings, historic districts and archeologically sensitive areas and, per Section 106 of the National Historic Preservation Act, require review by the State Historic Preservation Office (SHPO). Because the EECBG funds are from the federal Department of Energy, the Vermont Division for Historic Preservation, our state's SHPO, is required to review specific types of projects applying for EECBG funds in the Comprehensive Application. Projects that may require review fall under the categories of *Energy Efficiency Retrofits*, *Financial Incentive Programs for Energy Efficiency*, *Renewable Energy Technologies on Government Buildings* and *Traffic Signals and Street Lighting*. Projects in the *Implementation of Transportation Projects* will not require review by the Division for Historic Preservation. Details of what types of projects will require review and the review process itself are discussed below.

The Division for Historic Preservation will review EECBG projects using information provided by a consulting Architectural Historian and/or Archeologist, as applicable, as required by Section 106 of the National Historic Preservation Act. The consultant(s) will provide the Division for Historic Preservation with a determination whether a proposed project will affect a historic building, historic district(s) and/or archeologically sensitive area(s) and a determination whether that affect is considered appropriate per Section 106 of the National Historic Preservation Act. The consultant(s) will document their findings and will provide sufficient documentation to allow the Division for Historic Preservation to review the project and offer comment. Please consult the Division's website at [www.historicvermont.org](http://www.historicvermont.org) to find lists of Architectural Historians and Archeologists.

Applicants to the Initial Application are welcome to consult with an Architectural Historian and/or Archeologist, too, if desired, to help plan their project and ensure historic and archeologically resources are treated appropriately. The Division for Historic Preservation will not need to review projects submitted under the Initial Application phase.

\*\*\*PLEASE NOTE: The Vermont Division for Historic Preservation expects to have many projects to review under the EECBG program. Project submittals must be received by February 2, 2010 to ensure a thorough review and the opportunity to resolve any potential project problems prior to the final Comprehensive Application submittal date to the Department of Public Service Department on February 23, 2010.

**\*\*\* IMPORTANT! \*\*\***

***Project review materials MUST be submitted to the Vermont Division for Historic Preservation in hard copy and will not be accepted digitally.***

### **Energy Efficiency Retrofits**

Some *Energy Efficiency Retrofit* projects have the potential to affect historic buildings and therefore must be reviewed by the Division for Historic Preservation using information provided by an Architectural Historian. The following types of proposed *Energy Efficiency Retrofit* projects will require consultation with a Architectural Historian during the Comprehensive Application phase if the alterations are proposed for a building over 50 years old: installation of

insulation; heating, venting, and air conditioning (HVAC) upgrades; and replacement of windows and doors.

### **Financial Incentive Programs for Energy Efficiency**

Some *Financial Incentive Programs for Energy Efficiency* have the potential to affect historic buildings and therefore must be reviewed by the Vermont Division for Historic Preservation using information provided by an Architectural Historian. The following types of proposed *Financial Incentive Programs for Energy Efficiency* projects will require consultation with an Architectural Historian during the Comprehensive Application phase if the alterations are proposed for a building(s) over 50 years old: energy saving performance contracting; and revolving loan fund(s) for implementing energy efficiency upgrades.

### **Renewable Energy Technologies on Government Buildings**

Some *Renewable Energy Technologies on Government Buildings* projects have the potential to affect historic buildings and/or archeologically sensitive areas and therefore must be reviewed by the Division for Historic Preservation using information provided by an Architectural Historian and/or Archeologist. The following types of proposed *Renewable Energy Technologies on Government Buildings* projects will require consultation with a Architectural Historian and/or Archeologist during the Comprehensive Application phase if the alterations are proposed for a building(s) over 50 years old and will physically alter existing building fabric and/or involve ground disturbing activities: Geothermal Heat Pumps (5.5-ton capacity or smaller horizontal closed loop); Biomass Boilers (3 MMBTUs or smaller with appropriate Best Available Control Technologies (BACT) installed and operated); and Combined Heat and Power Systems (boilers sized appropriately for the existing building in which they are located).

PLEASE NOTE: if any of the above types of proposed projects replace existing energy systems only and do not alter existing building fabric or include new construction then the Vermont Division for Historic Preservation will NOT need to review the project.

### **Traffic Signals and Street Lighting**

Some *Traffic Signals and Street Lighting* projects have the potential to affect historic districts and therefore must be reviewed by the Division for Historic Preservation using information provided by an Architectural Historian. The following type of proposed *Traffic Signals and Street Lighting* projects will require consultation with an Architectural Historian during the Comprehensive Application phase if the alterations are proposed within or adjacent to historic districts: installation of new street lights; and replacement of existing street lights. Street lighting projects in historic districts should be compatible with the historic character of the historic district.

### **Historic Preservation Web Links**

Vermont Division for Historic Preservation—General Information  
<http://www.historicvermont.org/>

Vermont Division for Historic Preservation—List of Consulting Archeologists  
<http://www.historicvermont.org/programs/regulatory.html> (Click on “Archeology Consultants” on the right side of the page)

Vermont Division for Historic Preservation—List of Consulting Architectural Historians  
<http://www.historicvermont.org/programs/regulatory.html> (Click on “Historic Preservation Consultants” on the right side of the page)

Joint Letter from Efficiency Vermont, the Preservation Trust of Vermont and the Vermont Division for Historic Preservation Concerning Energy Retrofits on Residential Buildings  
<http://www.historicvermont.org/> (Click on link at top of page)

National Trust for Historic Preservation (Information on Energy Efficiency and Windows, Insulation, Mechanical Systems, More)  
<http://www.preservationnation.org/issues/weatherization/>