

Energy Efficiency and Conservation Block Grant (EECBG) Program

E-Grant Application Instructions

**ALL APPLICATIONS ARE DUE BY
12:00 NOON, CST, FRIDAY, NOVEMBER 13, 2009**



**Division of Housing and Community Development
Bureau of Community Finance**

Energy Efficiency and Conservation Block Grant (EECBG)

The Office of Energy Independence (OEI), in partnership with the Department of Commerce (Commerce), will disburse federal Energy Efficiency and Conservation Block Grant (EECBG) funds in a manner consistent with the goals of job creation and preservation, and economic recovery, set forth in the American Reinvestment and Recovery Act (ARRA) of 2009.

GOALS AND PROGRAM OBJECTIVES

The purpose of the EECBG is to:

- reduce fossil fuel emissions in an environmentally sustainable manner that maximizes benefits for local and regional communities,
- reduce the total energy use of communities,
- improve energy efficiency, and
- provide support to communities to implement energy efficiency and savings measures.

ELIGIBILITY

Eligible applicants, referred to as 'community' in this application, include any non-entitlement¹ unit of government (county, city, village or township) that has not been allocated EECBG funds from the Federal Department of Energy (DOE), and is in good standing with any existing award from the Departments of Commerce, Natural Resources or the Public Service Commission. The community can be a partnership between more than one non-entitlement community or a community in an entitlement county.

Eligible projects must be completed within 12 months of an award and fit into one or both of the following priority areas:

- Municipal Building Retrofits - Eligible projects include the installation of insulation, energy efficient windows, retrofit of an existing heating/ventilation/air conditioning (HVAC) system to increase energy efficiency, and/or solar hot water. Communities can apply to do any or all of the activities including proposing combination projects. Feasibility studies and energy efficiency plans will not be funded under this award. All equipment purchased under this grant must meet efficiency criteria established by Wisconsin's Focus on Energy Program.
- Energy Efficient or LED Light Replacement - Eligible projects include the purchase of LED or other energy efficient lighting technology to replace existing exterior or interior lights. Lighting that can be updated with simple CFL purchases do not qualify (as can be accomplished through Energy Star rebates). All lighting must meet efficiency criteria established by Wisconsin's Focus on Energy Program.

Entitlement counties are: Brown, Dane, Marathon, Milwaukee, Outagamie, Racine, Walworth, Washington, Waukesha, and Winnebago.

Entitlement cities are: Appleton, Beloit, Brookfield, Eau Claire, Fond du Lac, Franklin, Green Bay, Greenfield, Janesville, Kenosha, La Crosse, Madison, Milwaukee, New Berlin, Oshkosh, Racine, Sheboygan, Waukesha, Wausau, Wauwatosa, and West Allis.

GRANT AWARDS

Communities may apply for up to \$225,000 for one or both priority area(s), but the **maximum award** for any **one community** will not exceed **\$225,000**. Project activity expenses exceeding \$225,000 and expenses incurred

prior to an award will be the responsibility of the community. All funding is subject to the availability of federal funds.

APPLICATION COMPONENTS

The community must provide project-specific information in the following sections:

1.) Main Summary Information

Communities must indicate the Senate, Assembly and Congressional districts in which they are located.

2.) Budget Detail

It is anticipated that the majority of award funding will go toward equipment purchases, staff or contractor time to complete the project, and related expenses. Communities should identify the dollar amount and source of funds for each of the following eligible activities that are part of the project:

- HVAC Improvements
- Insulation Improvements
- Window Replacements
- Solar Hot Water
- Interior Lighting (including occupancy sensors or motion detectors)
- Exterior Lighting (including occupancy sensors or motion detectors)
- Grant Administration (Up to 3 percent of the grant request may be used to administer the grant to a maximum amount of \$6,750.)

When completing the E-Grant application, the entire budget amount should be entered in “year 1” as program activities are limited to that which can be accomplished over one year. In addition, a budget line item must be created for each of the above activities that the community intends to complete.

Example: If the project involves the replacement of 45 windows, the following steps must be completed:

- 1) Select the “other” category.
- 2) Activity metrics would be entered as “45 windows @ \$1,300 per window.”
- 3) The total cost would be entered in the budget table as \$58,500.
- 4) Indicate if the activity will be funded through the EECBG grant and/or other local or leveraged sources (“other match”).
- 5) Repeat the process for each additional activity; do not combine activities.

Note: All equipment purchased under this grant must meet energy efficiency standards.

3.) Application Sections/Questions

A. Project Narrative

Communities should describe the community plan for reducing consumption of energy, fossil fuels and emissions. Include a timeline with energy efficiency and conservation goals, and activities and projects intended to help the community reach those goals. Describe the proposed project, how the project complements this plan and how the planned activities will result in a limited environmental impact. Communities must describe planned efforts to recycle and dispose of all waste building material generated by efforts funded under this award. If the community has an existing municipal Sanitary or Hazardous

Waste Disposal Plan for recycling and disposal of waste, it can be attached to the E-Grant application but **does not** substitute for a narrative description.

Although projects assisted in part or whole with EECBG funds must be completed in-12 months, the contract period is 36 months and reporting for jobs and energy savings is required throughout the grant period. Reports are submitted quarterly and include a final, close-out report.

B. Agency Coordination

Applicants must also answer the following questions:

- 1) Is this a joint application between one or more communities?
- 2) Is the community an Energy Independent Pilot Community (25x'25 Plan grantee)?
- 3) Is the community registered with the OEI as an Energy Independent Community?
- 4) Is the community not registered with OEI as an Energy Independent Community but has published an energy independence plan?
- 5) Is the community interested in participating in a bulk purchasing program for windows, lighting or occupancy sensors? (If "yes", successful grant recipients will be contacted.)

C. Eligibility

Eligible communities must be (1) a non-entitlement community, or if in an entitlement county, is not receiving an allocation from the county, (2) able to complete the project within 12 months and (3) in good standing with existing awards administered by the Departments of Commerce, Natural Resources and Public Service Commission. Applicants must provide explanations if any of these standards are not or cannot be met.

D. Performance Measures

Applicants must include 3-year estimates on job creation and retention, energy savings (kWhs and/or Therms) and reduction of greenhouse gases (lbs).

Jobs should be *estimated* using the following: 1 job = \$92,000. Job estimates should use the total of the requested EECBG grant amount and any other funds contributing to the project divided by 92,000 to arrive at a job estimate. To count *actual* jobs created/retained, grantees will use a formula developed by the Office of Management and Budget¹. All applicants will be required to post jobs on <https://jobcenterofwisconsin.com/>.

Worksheets to calculate savings for insulation, windows, HVAC/Solar Hot Water, and to calculate greenhouse gas emissions using kWh and/or Therm savings can be found online at: <http://commerce.wi.gov/CD/cd-bcf-energy.html>

After calculating your energy savings, using the links above, choose "Save As" from the File menu and save the worksheet in a location on your computer. Follow the same process for saving your greenhouse gas worksheet. When attaching the worksheets to this application, you will need to use the "browse" function of e-grant system to find the worksheet to attach.

E. Other Funding

¹ number of hours worked/cumulative hours in full-time schedule for one calendar quarter

Describe what other non-EECBG funds, if any, will be used to provide leverage dollars for the project (e.g., grants, CDBG funding, private funding, energy performance contracting, incentive programs, tax levy). EECBG funds may not replace or supplant existing funds previously committed to this project.

Note: In the budget documents in the E-Grant application, leverage dollars are identified as “match”

F. Required Attachments

Communities should provide electronic attachments of the following:

- Statement of Assurances
- Lobbying Certification
- Support Letters (if any)
- Documentation of the applicant's Energy Independent Community status (e.g. passed resolution, published and/or draft energy independent plans).
- Documentation of leveraged funds/cash match (if any)
- The municipal recycling plan (if any)

The Statement of Assurances and Lobbying Certification can be found at Commerce’s EECBG website at <http://commerce.wi.gov/CD/cd-bcf-energy.html> .

APPLICATION SCORING

All applications will be scored by an interagency team of reviewers knowledgeable in measuring savings and construction techniques related to energy. Responses will be scored based on answers submitted through E-Grants. An application may earn up to 100 points based on the following scoring criteria:

- 1) Project Narrative (14 points)
- 2) Agency Coordination (11 points)
- 3) Performance Measures (70 points)
- 4) Other Funding/Leverage (5 points)

Efforts will be made to make an equitable geographic distribution of awards across the state.

FEDERAL REQUIREMENTS FOR GRANT RECIPIENTS

Buy American

All purchases made with funding through this program must adhere to the Buy American Provision in the American Recovery and Reinvestment Act. LED lights are the only exception. See Section 1605 at <http://www.recovery.wisconsin.gov/docview.asp?docid=16195&locid=164> for the text of the Buy American Provision.

Davis-Bacon Wage Rates

Grantees must adhere to the rules regarding prevailing wages in the federal Davis-Bacon Act. The Department of Commerce will provide training to grantees on this requirement. Per Governor Doyle's Executive Order 278, all companies that will hire to accomplish activities funded through this grant are required to post jobs on the Job Center of Wisconsin at <https://jobcenterofwisconsin.com/>.

NEPA Survey

Communities seeking funding for municipal building retrofits *may be* required to fill out a DOE Environmental Questionnaire as part of the National Environmental Policy Act (NEPA) to determine the environmental impact of a proposed project. The NEPA determination is at the discretion of DOE. Communities required to fill out an environmental survey will be notified by OEI of this requirement when appropriate, and *may* see a delay in the issuance of their award.

Historic Preservation

Grant recipients performing work on historic properties that are listed in or eligible for listing in the National Register of Historic Places, must comply with the requirements of Section 106 of the National Historic Preservation Act (NHPA). In order to fulfill the requirements, a recipient must contact the State Historic Preservation Officer (SHPO), and, if applicable, the Tribal Historic Preservation Officer (THPO), to coordinate the Section 106 review outline in 36 CFR Part 800 prior to expending EECBG funds.

SHPO contact information: <http://www.ncshpo.org/find/index.htm>

THPO contact information: <http://www.nathpo.org/map.html>

Sanitary or Hazardous Waste Disposal Plans

Grant recipients are required to provide documentation to US DOE demonstrating that it has prepared a disposal plan for sanitary or hazardous waste generated by the proposed project activities. The plan should provide enough detail to address the rest of the lifecycle of the waste material once it leaves the site. Grant funds can not be expended until DOE has provided a written approval to the recipient of its proposed plan.

Sanitary or hazardous waste includes, but is not limited to, old light bulbs, lead ballasts, piping, roofing material, discarded equipment, debris, asbestos, etc.

REPORTING REQUIREMENTS FOR GRANT RECIPIENTS

All funds provided through this competitive opportunity are subject to stringent reporting requirements, and will use the metrics provided in the application as a base against which goals are measured. These reports mirror the requirements set by US DOE for states reporting.

Special Status Reports

Notify Commerce's EECBG program manager by email or telephone as soon as possible in the event of the following conditions:

1. fatalities that occur as a result of project activities,
2. significant environmental permit violation, or
3. any other events with a potential for high visibility.

OEI is responsible for reporting events such as this to the US DOE. Notification of the program manager does not relieve a municipality of the responsibility to notify OSHA or other appropriate authority.

Quarterly Reports

All reports should be submitted through the Department of Commerce E-grants system. Quarterly reports are due within **5** calendar days after the end of the calendar quarter: April 5, July 5, October 5, and January 5. If the reporting due date falls on a weekend or holiday, the report is due on the previous business day. Annual or final reports are due **30 days** after the end of the contract period. Grantees reporting late will be reviewed for compliance with grant requirements and funding may be withheld for grantees reporting late more than once.

Grantees should expect to provide the following information:

1. Priority(ies) and activities/tasks accomplished to-date.
2. Actual jobs retained/created.
3. Energy saved (kWhs and/or therms), dollars saved, and GHG emissions reduced (lbs).
4. Square footage of the building(s) undergoing retrofit.
5. Total amount of funding received through this competitive opportunity, amount of funding spent to-date, and how funding was spent.
6. Detailed list of planned spending for the next quarter.
7. Vendor information including name, amount spent with the vendor, and any local procurement rules applied to the purchase. For purchases exceeding \$25,000, grantees will need to gather the vendor DUNS number. More information will be provided to grantees after an award is made.

Final Reports

In addition to the above information, a final report should provide the following additional information:

1. Narrative summary of quarterly reports over the award period,
2. Identify community collaboration or increased energy efficiency and/or conservation activities that resulted from activities funded as part of this program,
3. Identify any problems or difficulties faced while implementing this program, and
4. Documentation of formal actions taken to become an Energy Independent Community (if any).