

ENERGY EFFICIENCY and CONSERVATION BLOCK GRANT (EECBG) PROGRAM

Financial Incentives: Energy Efficiency and Conservation

Amendment 000002

The following changes are incorporated under Amendment 000002: The RFP is revised on 11/16/2009 to include "Financial Incentive Programs" as one of the Eligible Activities. All changes in this amendment are shown in **turquoise highlighted text.**

Request for Proposals

**Due Date: 12/18/09
5:00 pm MST**

**State of Idaho
Office of Energy Resources**

11/2/2009

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PART I – FUNDING OPPORTUNITY DESCRIPTION

SUMMARY

The American Recovery and Reinvestment Act of 2009 (ARRA), Public Law 111-5, appropriates funding for the Department of Energy (DOE) to issue 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.

Projects under this announcement will be funded, in whole or in part, with funds appropriated by the ARRA. The purposes of the ARRA are to stimulate the economy and to create and retain jobs.

Under the ARRA, the Idaho Office of Energy Resources (OER) will administer competitive subgrants from the EECBG program **to cities and counties ineligible for direct grants** by implementing an Energy Efficiency and Conservation Strategy (EECS) that is aligned with the goals and objectives set forth by the DOE. The measurable goals and objectives of the OER EECS will mirror those of the larger EECBG effort for subgrant funding by encouraging statewide, sustainable economic development opportunities; encouraging collaboration of diverse efforts and resources to increase stakeholder buy-in and involvement as well as larger economies of scale; focusing on creation and retention of Idaho jobs; supporting energy efficiency and conservation projects that can have an immediate, cost effective, impact on the reduction of fossil fuel use.

PURPOSE

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 total energy use of the eligible entities; and
- Improve energy efficiency in the building sector, the transportation sector, and other appropriate sectors.

These stated purposes describe the overall intent of the EECBG Program. Entities may develop various initiatives and projects that address one or more of the purposes and each activity an entity undertakes is not required to meet all of the stated purposes. DOE encourages entities to develop many different new and innovative approaches within the framework of the legislation and the guidance to serve these purposes. However, each entity is required to use the funds in a cost-effective manner that is of maximum benefit to the population of that entity and in a manner that will yield continuous benefits over time in terms of energy and emission reductions.

PROGRAM PRINCIPLES

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

- Prioritize energy efficiency and conservation first as the cheapest, cleanest, and fastest way 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 subgrant funds with other public and private resources.
- Develop programs and strategies that will continue beyond the funding period.
- Ensure oversight, transparency, and accountability for all program activities.
- Develop comprehensive plans that benchmark current performance and set aggressive goals.

PROGRAM OUTCOMES

There are many possible outcomes that could result from successfully implementing programs, projects, and activities at the local level. Desired outcomes of the EECBG Competitive Subgrant Program include:

- Increased energy efficiency, reduced energy consumption and reduced energy costs through efficiency improvements in the building, transportation and other appropriate sectors;
- New jobs and increased productivity to spur economic growth and community development;
- Improved air quality and related environmental and health indicators associated with the reduction of fossil fuel emissions;
- Leveraging of resources across local jurisdictions, as well as those of utilities, private sector, and non-profit organizations to maximize the resulting energy , economic, and environmental benefits; and
- Widespread use of innovative financial mechanisms that transform markets

ELIGIBLE ACTIVITIES

Below is a list of eligible program activities. OER and DOE encourage each entity to develop a strategy, including its component activities, that is likely to result in maximum energy efficiency improvements, fossil-fuel emission reductions, economic benefits and total energy use reduction.

1. Development of an Energy Efficiency and Conservation Strategy: Entities may use a grant received under this part to develop and/or implement a strategy for energy efficiency and conservation and to carry out activities to achieve the purposes of the program.

2. Technical Consultant Services: Entities may retain technical consultant services to assist the eligible entity in the development of such a strategy, including formulation of energy efficiency, energy conservation, and energy usage goals; identification of strategies to achieve those goals through efforts to increase energy efficiency, reduce fossil fuel emissions or reduce energy consumption through investments or by encouraging behavioral changes. Entities may develop methods to measure progress in achieving the goals. Entities may develop and publish annual reports to the population served by the eligible entity describing the strategies and goals and the progress made in achieving them during the preceding calendar year.

3. Residential and Commercial Building Energy Audits: Entities may support the conduct of residential and commercial building energy audits.

4. Energy Efficiency Retrofits: Grants may be made to governmental agencies for the purpose of retrofitting existing facilities to improve energy efficiency.

5. Energy Efficiency and Conservation Programs for Buildings and Facilities: Entities may develop and implement energy efficiency and conservation programs for buildings and facilities within the jurisdiction of the entity. The range of activities includes the design and operation of the programs; the identification of the most effective methods for achieving maximum participation and efficiency rates; public education; measurement and verification protocols; and identification of energy efficient technologies.

6. Development and Implementation of Transportation Programs: Entities may develop and implement programs to conserve energy used in transportation, including but not limited to:

- Employee flex-time programs;
- Promoting use of satellite work centers;
- Development and promotion of zoning guidelines or requirements that promote energy efficient development;
- Synchronization of traffic signals;
- State/locals/regional integrated planning activities (i.e. transportation, housing, environmental, energy, and land use) with the goal of reducing greenhouse gas emissions and vehicle miles traveled;
- Incentive programs to reduce commutes by single occupancy vehicles;
- Idle-reduction technologies and/or facilities to conserve energy, reduce harmful air pollutants, and greenhouse gas emissions from freight movement; and
- Installation of solar panels on interstate rights-of-way to conserve energy in highway operations and maintenance activities.

7. Building Codes and Inspections: Entities may adopt and implement the 2009 International Energy Conservation Code (IECC) building codes with inspection services to promote building energy efficiency.

8. Energy Distribution: Entities may implement distributed energy resource technologies that significantly increase energy efficiency, including:

- District heating and cooling systems
- Combined heat and power systems
- Cogeneration systems
- Energy Storage systems
- Absorption chillers
- Desiccant humidifiers
- Micro turbines
- Ground source heat pumps

9. Material Conservation Programs: Entities may implement activities to increase participation and efficiency rates for material conservation programs, including source reduction, recycling, and recycled content procurement programs that lead to increases in energy efficiency.

10. 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.

11. Financial Incentive Programs: Entities may establish financial incentive programs and mechanisms for energy efficiency improvements such as energy saving performance contracting, on-bill financing, and revolving loans.

FUNDING REQUIREMENTS

To be eligible for funding under the EECBG Competitive Subgrant Program, the highest authorized official or the highest elected official of each entity must provide written assurances that the entity will comply with requirements including but not limited to the following:

- Report activities and incurred costs in a timely and accurate manner, as required by OER and DOE;
- Report on job creation/preservation, energy saved or displaced, and project progress to OER in a timely and accurate manner, as required by OER and DOE;
- Provide information about activities and incurred costs to the public;
- Provide access to records by Inspectors General and the Government Accountability Office;
- Prohibit the use of ARRA 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, that payment is made and reported as required by the Davis-Bacon Act; and that Davis-Bacon required contract clauses are included in all subcontracts;
- Ensure compliance with federal laws concerning discrimination, persons with disabilities, environmental protection and other issues.
- Protect whistleblowers and require prompt referral of evidence of a false claim to an appropriate inspector general; and
- Certify and register finished projects with OER.

TRANSPARENCY

Transparency and accountability are paramount to the OER. All applicants will have the following information posted on

www.energy.idaho.gov/stimulus/energy_efficiency_conservation_block_grant.shtml:

1. Entity name
2. Proposal rank
3. Proposal description

For more information about transparency and accountability under the EECBG program, please visit www.accountability.idaho.gov

IMPORTANT DATES

Solicitation Period Opening Date: November 2, 2009

Solicitation Period Closing Date: December 18, 2009

Award Announcements: February 18, 2010

Project Commencements: Within 60 days of award notification

Project Completion Date: September 27, 2012

PART II – AWARD INFORMATION

ESTIMATED FUNDING

OER has received \$9,593,500 from the DOE for energy efficiency and conservation programs. \$5,756,100 must be passed through to cities and counties ineligible for direct DOE grants as competitive subgrants.

PERIOD OF PERFORMANCE

The period of performance for these subgrants will be from date of sub-award through September 27, 2012. In keeping with the agenda of the Recovery Act, and supporting the goal of immediate investment in the economy, OER is required to obligate all competitive subgrant funds to cities and counties within eighteen (18) months from the effective date of acceptance of the OER EECS.

METHOD OF PAYMENT

Advance payments will not be made; EECBG subgrants will be paid by **reimbursement only**. Once an invoice is received and approved by OER, the request for reimbursement will be submitted to DOE. It is anticipated that reimbursement will be made to the city or county within 21 business days.

PART III – ELIGIBILITY INFORMATION

ELIGIBLE APPLICANTS

Only Idaho cities and counties **ineligible for Direct Grants** from the DOE are eligible for EECBG Program competitive subgrants. The Idaho cities ineligible for these competitive subgrants are Boise City, Caldwell, Coeur d’Alene, Idaho Falls, Lewiston, Meridian, Nampa, Pocatello, Rexburg, and Twin Falls. The Idaho Counties ineligible for these competitive subgrants are Ada, Bannock, Bingham, Bonner, Bonneville, Canyon, Elmore, Kootenai, Latah, and Twin Falls County.

COST SHARING

Cost sharing is not required. However, leveraging of funds by grantees is encouraged in order to maximize the total additional energy-related benefits resulting from the program.

Furthermore, applicants are encouraged to contact their local electric utility, municipal, or cooperative to take part in available rebate or other programs as a way to leverage additional resources in support of the proposal.

FUNDING INFORMATION AND RESTRICTIONS

Each eligible individual city or county is eligible for up to \$100,000 award. Cities and counties are encouraged to work together to increase economies of scale; therefore “stacking” of award amounts is acceptable.

For example, two cities and a county collaborating on one project proposal are eligible for up to \$300,000. However, the selection committee reserves the right to distribute awards by city or county in a manner that maximizes benefit within the partnered proposal.

Pre-award costs incurred by cities or counties will not be reimbursed.

PART IV – APPLICATION AND SUBMISSION INFORMATION & INSTRUCTIONS

MULTIPLE ENTITY PARTNERSHIPS

Cities and counties are encouraged to work together to increase economies of scale. However, only one contract will be signed for each proposal. Therefore, cities and/or counties that partner on a proposal must choose one entity to act as the Principle Entity for the duration of the project timeline. The other partner cities and/or counties will act as Secondary Entities. This Principle Entity will be responsible for ensuring compliance with EECBG requirements, including, but not limited to:

- Signing all required contracts with OER;
- Administration of award;
- Collecting required reports from each of the Secondary Entities and then providing this information to OER in a timely manner;

SUBMISSION INSTRUCTIONS AND REQUIREMENTS

Each city or county acting on its own may submit one proposal. Although cities and counties are encouraged to form partnerships, only one proposal will be accepted per partnership. Counties will submit their project proposals to the Idaho Association of Counties (IAC) and cities will submit project proposals to the Association of Idaho Counties (AIC). The Associations will submit proposals to the committee facilitator on behalf of the cities and counties in an effort to streamline the selection process.

Application packets can be found in the Appendix of this document or at:

www.energy.idaho.gov/stimulus/

www.idcounties.org

www.idahocities.org

All application packets must be received by December 18, 2009 at 5:00 p.m. Mountain Standard Time. Late application packets will not be accepted.

Directions:

- All applicants are required to use the forms provided in the appendix.
- Please use 11-point font and single spacing.
- Forms that require a signature should be printed, signed, and then scanned into a PDF document format.
- Proposals must be saved in Adobe Portable Document Format (PDF), unless otherwise specified in this announcement.
- Each proposal packet must be saved with the city or county name (i.e. driggs_EECBG_packet.pdf). See Figure 1 below.

Cities: lduce@idahocities.org

Counties: tpoinelli@idcounties.org

Applicants will receive an email confirmation once their project proposal has been received. Additionally, cities and counties are encouraged to retain email correspondence related to proposal submissions.

FIGURE 1: DOCUMENT SUBMISSION CHECKLIST

Name of Document	Signature Required?
Budget Spreadsheet	No
Budget Narrative	No
Financial Management Assessment	Yes
Activity Worksheet(s)-Complete one for each eligible activity	No
Proposal Narrative	No
Environmental Questionnaire	Yes

PART V- APPLICATION FORMS DESCRIPTION

BUDGET SPREADSHEET

Complete this spreadsheet first to populate data in other forms. This document will provide the independent selection committee with the anticipated budget for the project proposal.

BUDGET NARRATIVE

This document is to be used to describe and justify budgeted amounts entered in the Budget Spreadsheet.

FINANCIAL MANAGEMENT ASSESSMENT

This document should be completed, signed, and certified by the Applicant Entity's Financial Officer.

ACTIVITY WORKSHEET

One activity worksheet must be submitted for **each** eligible activity within the proposal.

PROPOSAL NARRATIVE

This document should provide a clear, concise statement of the specific aims and objectives of the proposed project(s), and how the proposed project(s) fulfill the program principles of the EECBG Competitive Subgrant Program.

The following evaluation criteria will be used to score proposals:

- **Energy Savings (30%)** *How this proposed project has been designed to maximize the reductions of energy use.*
- **Cost Effectiveness (25%)** *How this proposed project has been designed to ensure maximum benefits for every ARRA dollar spent.*
- **Job Creation (25%)** *How this proposed project has been designed to create or retain the maximum number of jobs.*
- **Sustainability (20%)** *How this proposed project has been designed to ensure that it sustains benefits beyond the EECBG funding period.*

ENVIRONMENTAL QUESTIONNAIRE

Each proposal must have a completed Environmental Questionnaire **for each project location**. Please print this form and fill it out manually. Form should then be scanned to be included in the proposal packet labeled as follows:

City/county_env_question.PDF

Because we have been advised by DOE that certain eligible activity categories of the original federal announcement will require lengthy environmental impact reviews (see http://www.eecbg.energy.gov/downloads/DE_FOA_0000013_Amendment_000003.pdf) OER has limited the allowable eligible activities to the **eleven** measures listed on pages 4-6.

Please note that eligible activity 4, Energy Efficiency Retrofits, has been partially excluded from extensive NEPA review. The following retrofits are allowable under this RFP: insulation, lighting, HVAC, shower/faucet upgrades, weather sealing, ENERGY STAR appliances, solar powered appliances, replacement of windows and doors.

For proposed activities that involve buildings (structures, or facilities) listed on the National Register of Historic Places, or buildings that may be eligible for listing, please provide on a separate sheet, in addition to the information requested in **Question 5**, the age of the building, as well as copies of any existing documentation relative to consultation/communication you may have already conducted with the State Historic Preservation Officer. For more information, see <http://www.achp.gov/regs-rev04.pdf>.

For proposed projects or activities that would generate a waste stream, please provide, on a separate sheet, in addition to the information requested in **Question 8**, a description of the waste and your methodology for waste handling and disposal. For example would window glass be recycled or disposed in a local sanitary waste facility? How would mercury or sodium vapor lamps be disposed? How will potentially hazardous materials (e.g. asbestos containing materials, PCBs, etc.) be handled and disposed?

PART VI – SELECTION COMMITTEE REVIEW AND SELECTION PROCESS

Initial Review

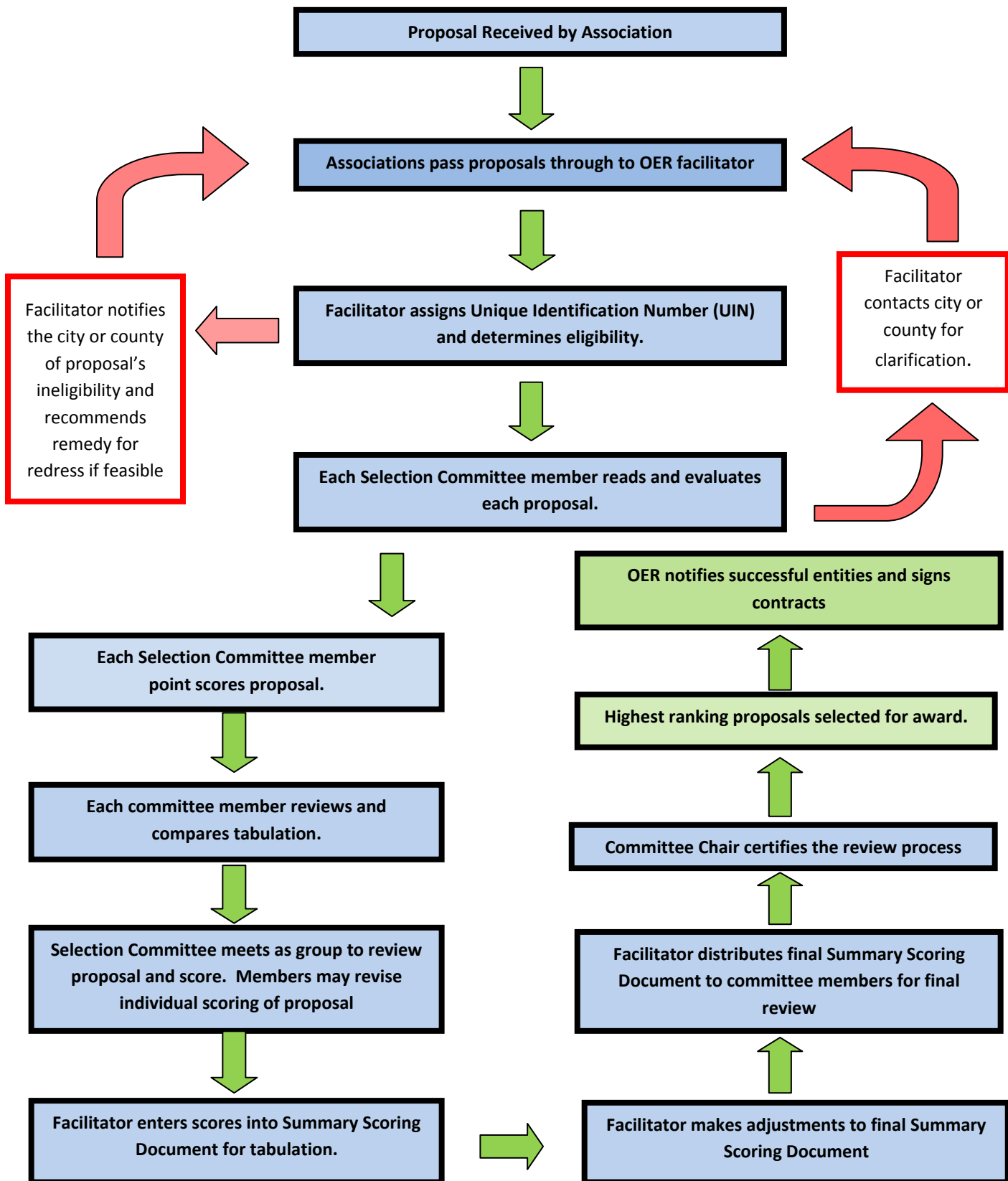
The seven-person independent selection committee will determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements have been satisfied; and (4) the proposed project is responsive to the objectives of the funding opportunity announcement and the ARRA.

Merit Review

All applicants that pass the initial review process will receive a detailed and consistent technical evaluation utilizing the evaluation criteria discussed above.

Figure 2 shows a diagram of the selection and award process.

Figure 2



Program Policy Factors

In addition to the evaluation criteria discussed on page 10, the independent selection committee will consider the following program policy factors in the selection process.

These factors, while not indicators of the applicant's merit, (e.g. technical excellence, cost, applicant's ability, etc.) may be essential to the process of selecting the applications that, individually or collectively, will best achieve the program objectives. Such factors are often beyond the control of the applicant. Applicants should recognize that some very good applications may not receive an award because they do not fit within the mix of projects that maximizes the probability of achieving the overall objectives of the ARRA EECBG Competitive Subgrant Program. Therefore, the following program policy factors may be used by the independent selection committee to assist in determining which of the ranked applications shall receive ARRA funding support.

1. It may be desirable to select projects for award of less technical merit than other projects, if such a selection will optimize the use of available funds by allowing more projects to be supported while not being detrimental to the overall objectives of the program.
2. It may be desirable to select projects for award based on the applicant's past award performance with respect to its potential effect on accomplishment of program goals.

The above factors will be considered by the independent selection committee in determining the optimum mix of applications that will be selected for award. These program policy factors will provide the independent selection committee with the capability of developing, from the competitive funding opportunity, a broad spectrum of ideas which enhance the overall effort of the ARRA and the EECBG Competitive Subgrant Program.

Selection

The selection committee will consider the outcome of the merit review and program policy factors to select proposals for award. Each proposal will receive a point score based upon criteria and weighting. Proposals will be forced ranked and funded based upon available funds.

Discussion and Award

At the direction of the Selection Committee, OER may need to enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to:

1. The budget is not appropriate or reasonable for the proposal requirements;
2. Only a portion of the application is selected for award;
3. OER needs additional information to determine that the applicant is capable of complying with the requirements of the EECBG Competitive Subgrant Program; and/or
4. Special terms and conditions are required.

Failure to resolve satisfactorily the issues identified by OER will preclude award to the applicant.

OER reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award. Funding for these projects is subject to the availability of funds and the evaluation of proposals based on the criteria of this announcement. A notice of award confirms availability of funds.

PART VII – AWARD ADMINISTRATION INFORMATION

AWARD NOTICES

OER anticipates notifying applicants selected for award in writing by February 18, 2010.

REPORTING REQUIREMENTS

Successful applicants must submit monthly, quarterly, annual, and other reports as required by OER and the DOE, including, but not limited to, the following:

- Special Status Report – Annual and as required;
- Financial Reports
- ARRA Performance Progress Report
- Property Certification

Accurate and timely reporting is critical to the accountability and transparency components of the ARRA. Therefore, non-compliance with accurate and timely reporting requirements may result in withholding of EECBG Competitive Subgrant monies or cancellation of award contract. Project performance will be monitored and corrective action taken, as necessary, to ensure acceptable performance for all awards.

DAVIS-BACON ACT REQUIREMENTS

Proposals shall provide written assurance that all laborers and mechanics on projects funded are paid appropriate wages under the Davis-Bacon Act. This Act requires that each contract over \$2,000 for the construction, alteration, or repair of public buildings or public works shall contain required clauses setting forth the requirements of the Davis-Bacon Act. See the following links for requirements:

<http://www.gpo.gov/davisbacon/id.html>

<http://www.dol.gov/esa/whd/programs/dbra/index.htm>

<http://www.wdol.gov/docs/WRB2002.pdf>

Under the provisions of the Act, contractors or their subcontractors are to pay workers employed directly upon the site of the work no less than the locally prevailing wages and fringe benefits paid on projects of a similar character. The Davis-Bacon Act directs the Secretary of Labor to determine such local prevailing wage rates.

NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) PROVISIONS

All projects funded with ARRA dollars are subject to NEPA regulations. While the eligible project activities listed above have received initial Categorical Exclusion status under NEPA, this does not preclude further NEPA oversight if required by federal law. For more information about NEPA, see www.gc.energy.gov/NEPA/.

STATE HISTORIC PRESERVATION (SHPO) PROVISIONS

All project sites are subject to review under SHPO regulations. For more information see www.idahohistory.net/shpo.html

BUY AMERICAN

All iron, steel, and manufactured goods must be produced or manufactured in the United States. Recipients may request a waiver of this requirement according the following factors:

1. The cost differential between domestically-produced iron, steel, or manufactured goods is burdensome. Generally, more than 25% difference in price.
2. The item is not available domestically in the quality or quantity required by project.
3. To waive this requirement would be in the public interest.

APPENDIX: Application Packet

Name of City or County:						
EECBG Financial Incentives: Energy Efficiency and Conservation Budget Spreadsheet						
Section A - Budget by Eligible Activity		Include both grant funds and leveraged funds				
	Eligible Activity Identification Number	Eligible Activity Description	(1) Year One (\$)	(2) Year Two (\$)	(3) Year Three (\$)	Total Budget by Eligible Activity (\$)
	(a)	(b)	(c)	(d)	(e)	(f)
1.	Eligible Activity					
2.	Eligible Activity					
3.	Eligible Activity					
4.	Eligible Activity					
5.	Totals					
Section B - Budget by Categories						
6.	Budget Categories		(1) Year One (\$)	(2) Year Two (\$)	(3) Year Three (\$)	Total Budget by Category (\$)
7.	Personnel					
8.	Fringe Benefits					
9.	Administration					
10.	Equipment					
11.	Supplies					
12.	Construction					
13.	Other					
14.	Totals					
15.	Program Income					

EECBG
Financial Incentives: Energy Efficiency and Conservation
Budget Narrative

Name of City or County:

Amount Requested:

Is your city or county sharing costs with or otherwise receiving outside funds for proposed projects?

If so, amount of leveraged funds:

SALARIES

1. Personnel

Please list each position to be supported under the proposed award.

Name	Title	Duties Under EECBG Award

Please complete the following table to show the amounts of time to be expended by each position, their base rate of pay, and total direct compensation under this three (3) year award.

Name	Time (Hours)	Direct Rate	Salary from EECBG Funds (%)	Salary from Other Leveraged Resources (%)	Total Base Salary (\$)*

*Please round to nearest dollar

2. Fringe Benefits

Please complete the following table to show the amount of fringe benefits for each person to be compensated under this three (3) year award.

Name	Base Salary (\$)*	Fringe Rate	Total Salary Including Fringe (\$)*

*Please round to nearest dollar

OPERATIONAL EXPENSES NARRATIVE

Please describe the purposes for each of the following operational expenses found in the Budget Spreadsheet, rows 9-13

1. Administration

2. Equipment

3. Supplies

4. Construction

5. Other

FINANCIAL MANGEMENT ASSESSMENT

This assessment should be completed, signed and certified by the Applicant's Financial Officer.

Please check one of the boxes for each question. If "NO" is selected for any of the statements below, please provide further explanation on page 2.

	Yes	No
Have you previously done business with the Idaho Office of Energy Resources (OER)?		
Can the Applicant's Financial Officer or Independent Auditor certify that the Applicant has a financial management system sufficient to meet the financial reporting requirements of the EECBG Competitive Subgrant Program?		
Does your accounting system have the ability to track costs on a reimbursable basis?		
Does your system allow for accurate, current and complete financial reporting, and record keeping as well as the maintaining of adequate source documentation?		
Does your system allow for effective internal controls and accountability?		
Does your system allow for effective and efficient cash management procedures?		
Does your system prohibit subaward at any tier to any party which is debarred, suspended or otherwise excluded from or ineligible for participation in State or Federal assistance programs?		

 PRINTED NAME, TITLE, AND PHONE NUMBER OF INDIVIDUAL COMPLETING FORM DATE

By signing this form, the above individual certifies that the responses provided to this survey are accurate as of the date.

EECBG
Financial Incentives: Energy Efficiency and Conservation
Activity Worksheet

Name of City or County:

Project Summary (Please limit summary to space available):

Proposed number of jobs created and/or retained:

Method used to determine number of jobs created and/or retained:

Proposed energy saved (Annual kWh and/or therms):

Method used to determine proposed energy saved:

Cost effectiveness of project:

Method used to determine cost effectiveness:

Project start date	
Projected project completion date	
Total Amount of Proposed EECBG Budget	
Proposed Funds Leveraged, if any	
Source(s) of leveraged funds	

PLEASE COMPLETE ONE OF THE FOLLOWING TABLES FOR EACH PROJECT SITE.

Name of project site	
Address of project site	
Description of project site	

Name of project site	
Address of project site	
Description of project site	

Name of project site	
Address of project site	
Description of project site	

Name of project site	
Address of project site	
Description of project site	

Financial Incentives: Energy Conservation and Efficiency Proposal Narrative

Name of City or County:

- 1a. Summarize your local government’s proposed EECBG project proposal.
- 1b. Please address the following factors in your project description:
 - Proposal **strengths**
 - Proposal **weaknesses**
 - **Opportunities** external to your organization that might support your project plans
 - **Threats** external to your organization that might hinder your project plans

For questions 2-6, use the following criteria to describe your local government's project proposal.

2. Criterion 1: Energy Savings and Emission Reduction (30%): Describe how this proposed project has been designed to maximize the reductions of energy use and greenhouse gas emissions.

- Describe how the proposed project(s) will **save or displace energy**.
- Describe how the proposed project(s) will **reduce emissions of greenhouse gases**.

3. Criterion 2: Payback on Investment (25%): Describe how this proposed project has been designed to ensure community-wide maximum benefits for every ARRA dollar spent.

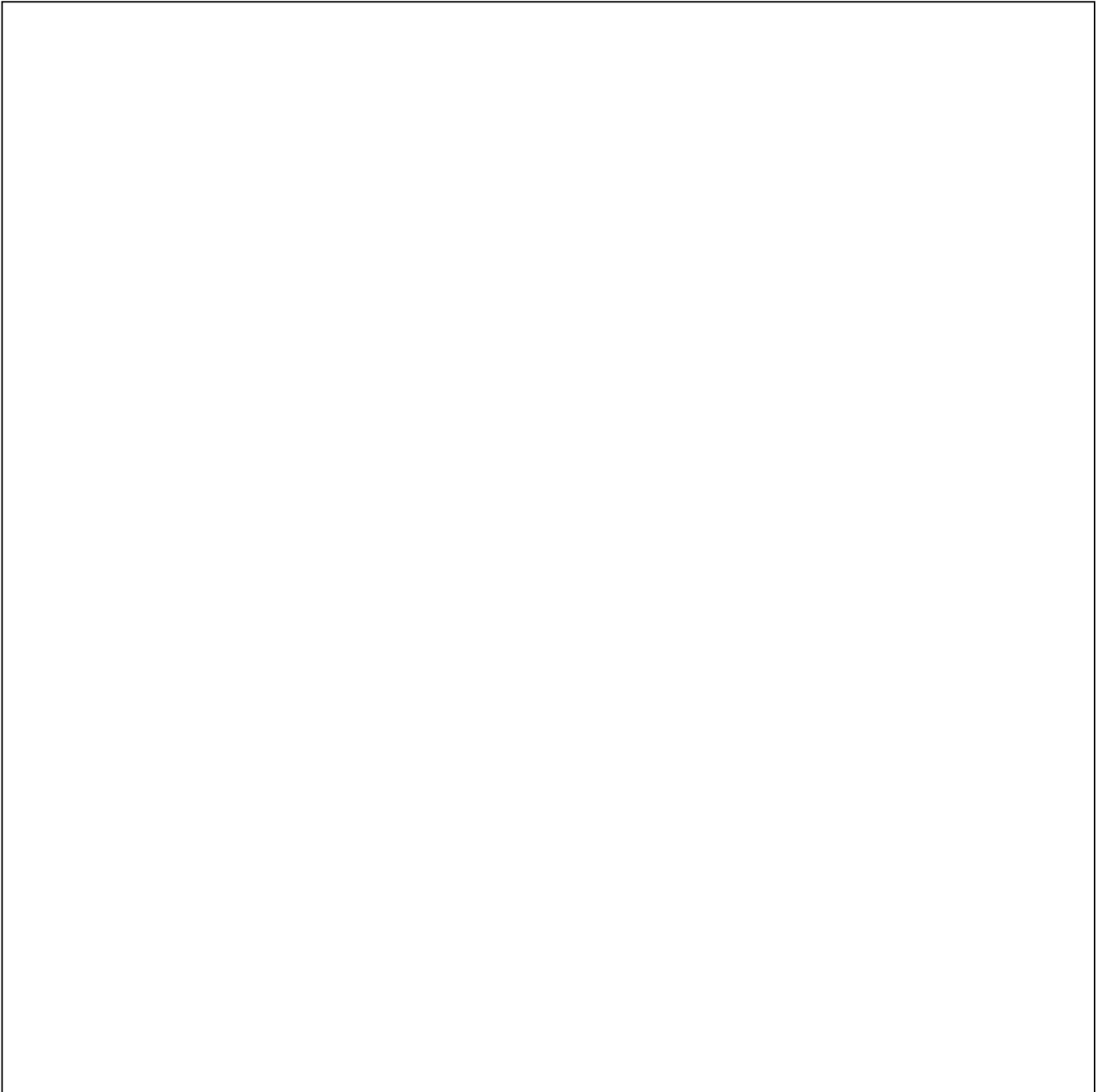
- Quantify the cost effectiveness in terms of dollars spent and energy saved or displaced.
- Discuss how each ARRA dollar spent in proposal will be utilized to **maximize benefits** community-wide.

4. Criterion 3: Job Creation (25%): Describe how this proposed project has been designed to create or retain the maximum number of jobs.

- Describe how the proposed project(s) will **create and/or retain jobs**.
- Discuss how the proposed project(s) will provide **rapid impact** to the community.
- Provide a schedule or timetable for major project **milestones**.

5. Criterion 4: Sustainability (20%): How this plan has been designed to ensure that it sustains benefits beyond the EECBG funding period.

- Describe all **partnerships or collaborative efforts** involved in the proposed project(s).
- Discuss all outside funding or other **outside funds leveraged** for the proposed project(s).
- Describe how the proposed project will lead to **long-term reduction of energy use and the creation or retention of jobs**.



6. Describe your local government’s proposed plan for the required program reporting of EECBG program funds. Your description should include a discussion of the strengths, weaknesses, and threats to robust, timely, and transparent reporting.

[Empty response box]

7. The President has made it clear that every taxpayer dollar spent on our economic recovery must be subject to unprecedented levels of transparency and accountability. Describe the auditing or monitoring procedures currently in place or that will be in place (by what date), to ensure funds are used for authorized purposes and every step is taken to prevent instances of fraud, waste, error, and abuse.

8. Describe how your local government will comply with the requirements of the Davis-Bacon Act, National Environmental Policy Act (NEPA), Historic Preservation requirements, and the Buy American Clause. For more information on these requirements, please see the Request for Proposal, Part VII.

ENVIRONMENTAL QUESTIONNAIRE

I. BACKGROUND

The Department of Energy (DOE) National Environmental Policy Act (NEPA) Implementing Procedures (10 CFR 1021) require careful consideration of the potential environmental consequences of all proposed actions during the early planning stages of a project or activity. DOE must determine at the earliest possible time whether such actions will require either an Environmental Assessment or an Environmental Impact Statement, or whether they qualify for a Categorical Exclusion. To comply with these requirements, an Environmental Questionnaire must be completed for each proposed action to provide DOE with the information necessary to determine the appropriate level of NEPA review.

II. INSTRUCTIONS

Separate copies of the Environmental Questionnaire should be completed by the principal proposer and appropriate proposer's subcontractor. In addition, if the proposed project includes activities at different locations, an independent questionnaire should be prepared for each location. Supporting information can be provided as attachments.

In completing this Questionnaire, the proposer is requested to provide specific information and quantities, when applicable, regarding air emissions, wastewater discharges, solid wastes, etc., to facilitate the necessary review. The proposer should identify the location of the project and specifically describe the activities that would occur at that location. In addition, the proposer will be required to submit an official copy of the project's statement of work (SOW) or statement of project objective (SOPO) that will be used in the contract/agreement between the proposer and DOE.

III. QUESTIONNAIRE

A. PROJECT SUMMARY

1. Solicitation/Project Number: _____
2. Proposer: _____
3. Principal Investigator: _____
Telephone Number: _____
4. Project Title: _____
5. Duration: _____
6. Location(s) of Performance (City/Township, County, State): _____

7. Identify and select checkbox with the predominant project work activities under Group A-7b or A-7c.

Group A-7b

- Work or project activities does NOT involve new building/facilities construction and site preparation activities. This work typically involves routine operation, modification, and retrofit of existing utility and transportation infrastructure, laboratories, commercial buildings/properties, offices and homes, test facilities, factories/power plants, vehicles test stands and components, refueling facilities, greenspace infrastructure, or other existing facilities.

Group A-7c

- Work or project activities typically involves major building or facility construction, site preparation; the installation, replacement, or major modifications of energy system prototypes and infrastructure, access right-of-ways and roads; utility, greenspace, and transportation infrastructure, vehicle test facilities; commercial buildings/properties, fuel refinery/mixing facilities, factories/power plants; and other types of energy efficiency/conservation related systems, structures, and facilities. This work can require new or modified regulatory permits, environmental sampling and monitoring requirements, master planning, public involvement, and environmental impact review.
 - Other types of work or project activities not listed. (please describe):
8. Summarize the objectives of the proposed work. List activities planned at the location as covered by this Environmental Questionnaire.
 9. List all other locations where proposed work or project would be performed by project's proposer and subcontractors.
 10. Identify major project operation related materials and waste that would be used, consumed, and produced by this project or activity.
 11. Provide a brief description of the project location (physical location, surrounding area, adjacent structures).
 12. Attach a site plan or topographic map of the project work area.

B. ENVIRONMENTAL IMPACTS

This section is designed to obtain information for objectively assessing the environmental impacts of a proposed project. NEPA procedures require evaluations of possible effects (including land use, energy resource use, natural, historic and cultural resources, and pollutants) from proposed projects on the environment.

1. Land Use

- a. Characterize present land use where the proposed project would be located.
 - Urban Industrial Commercial Agricultural
 - Suburban Rural Residential Research Facilities
 - Forest University Campus Other
- b. Describe how land use would be affected by planned construction and project activities.
 No construction would be anticipated for this project.
- c. Describe any plans to reclaim/replant areas that would be affected by the proposed project.
 No land areas would be affected.
- d. Would the proposed project affect any unique or unusual landforms (e.g., cliffs, waterfalls, etc.)?
 No Yes (describe)
- e. Would the proposed project be located in or near a national park or wilderness area?
 No Yes (describe)

If project work activities falls under item A-7b; then proceed directly to question B.6 (Atmospheric Conditions/Air Quality) and continue to fill out questionnaire.

If project work falls under item A-7c; then proceed directly below to question B.2 (Construction Activities and/or Operations) and continue to fill out questionnaire.

2. Construction Activities and/or Operations

- a. Identify any roads, trails, or utility right of ways that traverse the proposed site or will be constructed and clearly mark them on project site maps.
 None
- b. Would the proposed project require the construction of settling ponds?
 No Yes (describe and identify location, and estimate surface area disturbed)
- c. Would the proposed project affect any existing body of water?
 No Yes (describe)
- d. Would the proposed project be located in or impact a floodplain or wetland?
 No Yes (describe)
- e. Would the proposed project be likely to cause runoff/sedimentation/erosion?
 No Yes (describe)

3. Vegetation and Wildlife Resources

- a. Identify any State- or Federal-listed endangered or threatened plant or animal species affected by the proposed project.
 None
- b. Would any foreign substances/materials be introduced into ground or surface waters, or other earth/geologic resource because of project activities? Would these foreign substances/materials affect the water, soil, and geologic resources?
 No Yes (describe)
- c. Would any migratory animal corridors be impacted or disrupted by the proposed project?
 No Yes (describe)

4. Socioeconomic and Infrastructure Conditions.

- a. Would local socio-economic changes result from the proposed project?
 No Yes (describe)
- b. Would the proposed project generate increased traffic use of roads through local neighborhoods, urban or rural areas?
 No Yes (describe)
- c. Would the proposed project require new transportation access (roads, rail, etc.)? Describe location, impacts, costs.
 No Yes (describe)
- d. Would any new transmission lines and/or power line right-of-ways be required?
 No Yes (describe location, voltage, and length of line)

5. Historical/Cultural Resources

- a. Describe any historical, archeological, or cultural sites in the vicinity of the proposed project; note any sites included on the National Register of Historic Places.
 None

- b. Would construction or operational activities planned under the proposed project disturb any historical, archeological, or cultural sites?
 No planned construction No historic sites Yes (describe)
- c. Would the proposed project interfere with visual resources (e.g., eliminate scenic views) or alter the present landscape?
 No Yes (describe)

For all proposed project work activities identified under item A-7b, respond to item B6 directly below and continue filling out environmental questionnaire.

6. Atmospheric Conditions/Air Quality

- a. Identify air quality conditions in the immediate vicinity of the proposed project with regard to attainment of National Ambient Air Quality Standards (NAAQS). This information is available under the NAAQS tables from the U.S. EPA Air and Radiation Division.

	<u>Attainment</u>	<u>Non-Attainment</u>
O ₃	<input type="checkbox"/>	<input type="checkbox"/>
SO _x	<input type="checkbox"/>	<input type="checkbox"/>
PM ₁₀	<input type="checkbox"/>	<input type="checkbox"/>
CO	<input type="checkbox"/>	<input type="checkbox"/>
NO ₂	<input type="checkbox"/>	<input type="checkbox"/>
Lead	<input type="checkbox"/>	<input type="checkbox"/>

- b. Would proposed project require issuance of new or modified major source air quality permits?
 No Yes (describe)
- c. Would the proposed project be in compliance with the National Emissions Standards for Hazardous Air Pollutants?
 No (explain) Yes
- d. Would the proposed project be classified as either a New Source or a major modification to an existing source?
 No Yes (describe)
- e. Would the proposed project be in compliance with the New Source Performance Standards?
 Not Applicable No (explain) Yes
- f. Would the proposed project be subject to prevention of significant deterioration air quality review?
 Not applicable No (explain) Yes (describe)
- g. What types of air emissions, including fugitive emissions, would be anticipated from the proposed project?
- h. Would any types of emission control or particulate collection devices be used?
 No Yes (describe, including collection efficiencies)
- i. If no control devices are used, how would emissions be vented?

7. Hydrologic Conditions/Water Quality

- a. What is the closest body of water to the proposed project area and what is its distance from the project site?
- b. What sources would supply potable and process water for the proposed project?

- c. Quantify the daily or annual amount of wastewater that would be generated by the proposed project.
 - d. Identify the local treatment facility that would receive wastewater from the proposed project.
 - No discharges to local treatment facility
 - e. Describe how wastewater would be collected and treated.
 - f. Would any run-off or leachates be produced from storage piles or waste disposal sites?
 - No Yes (describe source)
 - g. Would project require issuance of new or modified water permits to perform project work or site development?
 - No Yes (describe)
 - h. Where would wastewater effluents from the proposed project be discharged?
 - No wastewater produced
 - i. Would the proposed project be permitted to discharge effluents into an existing body of water?
 - No Yes (describe water use and effluent impact)
 - j. Would a new or modified National Pollutant Discharge Elimination System (NPDES) permit be required?
 - No Yes (describe)
 - k. Would the proposed project adversely affect the quality or movement of groundwater?
 - No Yes (describe)
- 8. Solid and Hazardous Wastes**
- a. Describe and estimate major nonhazardous solid wastes that would be generated from the project. Solid wastes are defined as any solid, liquid, semi-solid, or contained gaseous material that is discarded or has served its intended purpose, or is a manufacturing or mining by-product (40 CFR 260, Appendix I).
 - b. Would project require issuance of new or modified solid waste and/or hazardous waste related permits to perform project work activities?
 - No Yes (explain)
 - c. How and where would solid waste disposal be accomplished?
 - On-site (identify and describe location)
 - Off-site (identify location and describe facility and treatment)
 - d. How would wastes for disposal be transported?
 - e. Describe and estimate the quantity of hazardous wastes (40 CFR 261.31) that would be generated, used, or stored under this project.
 - None
 - f. How would hazardous or toxic waste be collected and stored?
 - None used or produced
 - g. If hazardous wastes would require off-site disposal, have arrangements been made with a certified TSD (Treatment, Storage, and Disposal) facility?

