

Bob Riley
GOVERNOR



State of Alabama

Bill Johnson
DIRECTOR

July 10, 2009

Dear Local Government Official:

RE: Energy Efficiency and Conservation Block Grant Program
Solicitation I

The Energy Division of the Alabama Department of Economic and Community Affairs (ADECA) is soliciting applications from non-entitlement local governments for energy efficiency and renewable energy projects that meet the requirements of the new Energy Efficiency and Conservation Block Grant (EECBG) Program. The attached Request for Applications (RFA) outlines eligible activities and project requirements. Only local government entities not receiving direct EECBG funding from the U. S. Department of Energy are eligible for this solicitation.

Applications should be clearly marked "EECBG Solicitation I" and must be received no later than **5:00 p.m., August 7, 2009** at:

By Mail:

ADECA-Energy Division
P.O. Box 5690
Montgomery, AL 36103-5690

By Courier:

ADECA-Energy Division
Mailroom 404
401 Adams Avenue
Montgomery, AL 36104

Questions concerning the EECBG application may be submitted in writing through July 31, 2009 to the contacts listed on page three of the RFA.

This RFA does not indicate acceptance or approval of any proposal in response to this request. No subgrant payment can be made until a grant agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement has been received. All subgrant awards are contingent upon state receipt of federal funds awarded.

Sincerely,

A handwritten signature in cursive script, appearing to read "Doni M. Ingram".

Doni M. Ingram
Director

REQUEST FOR APPLICATIONS



Alabama Department of Economic and Community Affairs

Energy Division

Energy Efficiency and Conservation Block Grant Program

American Recovery and Reinvestment Act of 2009

Solicitation I

Non-Entitlement Municipal/County Governments

Issue Date: July 10, 2009

Application Due Date: August 7, 2009

**Energy Efficiency and Conservation Block Grant Program (EECBG)
Solicitation I**

PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY PRIOR TO COMPLETING FORMS AND SUBMITTING YOUR APPLICATIONS. INCOMPLETE APPLICATIONS WILL BE REJECTED WITHOUT REVIEW.

Eligible Applicants

Eligible applicants are incorporated units of local government (municipalities and counties) in Alabama with the exception of those receiving direct entitlements as listed below.

The following local government entities have been allocated direct EECBG funding from the U.S. Department of Energy (DOE) and are not eligible for this solicitation:

<u>Cities</u>	<u>Counties</u>
Auburn	Baldwin
Birmingham	Calhoun
Decatur	Cullman
Dothan	Jefferson
Florence	Madison
Gadsden	Marshall
Hoover	Mobile
Huntsville	Shelby
Madison	Talladega
Mobile	Tuscaloosa
Montgomery	
Tuscaloosa	

Submission Information

Each application submitted must contain one (1) original and two (2) copies.

All applications must be received no later than 5:00 p.m. CDT, **August 7, 2009**, at:

By Mail:

ADECA - Energy Division
P.O. Box 5690
Montgomery, AL 36103-5690

By Courier:

ADECA - Energy Division
Mailroom 404
401 Adams Avenue
Montgomery, AL 36104

Late Applications

Applications submitted after the due date will not be considered. The ADECA Energy Division reserves the right to reject any incomplete applications without review.

Questions

Questions pertaining to this Request for Applications (RFA) may be submitted through **July 31, 2009** by fax to the ADECA Energy Division at (334) 242-0552 or by email to the any of the program managers listed below:

Karen Clifton karen.clifton@adeca.alabama.gov
Liz Cochran liz.cochran@adeca.alabama.gov
Kathy Hornsby kathy.hornsby@adeca.alabama.gov

Frequently Asked Questions will be posted to the ADECA Energy Division EECBG website, <http://www.adeca.alabama.gov/C5/EECBG>.

Please keep a complete copy of your application (including a copy of all completed and signed attachments) for your records.

This 'Request for Application' does not indicate acceptance or approval of any application in response to this request. No grant or contract payment can be made until a grant agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement has been received. All grant awards are contingent upon state receipt of federal funds awarded.

TABLE OF CONTENTS

PART I – FUNDING OPPORTUNITY DESCRIPTION	5
A. SUMMARY	5
B. PROGRAM PURPOSE	5
C. PROGRAM PRINCIPLES	5
D. PROGRAM OUTCOMES.....	6
E. SPECIAL ARRA REPORTING REQUIREMENTS.....	7
PART II – AWARD INFORMATION	8
A. ESTIMATED FUNDING	8
B. PERIOD OF PERFORMANCE	8
C. METHOD OF PAYMENT	8
D. TERMS AND CONDITIONS	8
E. COST SHARE.....	9
F. LIMITATION ON USE OF FUNDS.....	9
PART III – PROGRAM CATEGORIES	10
PART IV – APPLICATION CONTENTS	13
A. LETTER OF TRANSMITTAL	13
B. EECBG APPLICATION WORKSHEET.....	13
C. ATTACHMENTS.....	14
D. ADDITIONAL REQUIREMENTS.....	15
PART V – APPLICATION EVALUATION.....	17
PART VI – REPORTING REQUIREMENTS	18
A. SPECIAL STATUS REPORTS.....	18
B. QUARTERLY PERFORMANCE PROGRESS REPORTS	18
C. ANNUAL REPORTS	19
PART VII – OTHER INFORMATION.....	21
A. RIGHT TO REJECT	21
B. PROPRIETARY INFORMATION	21

PART I – FUNDING OPPORTUNITY DESCRIPTION

A. Summary

The American Recovery and Reinvestment Act of 2009 (ARRA), Public Law 111-5 appropriated funding for the U.S. Department of Energy (DOE) to issue/award formula-based grants 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. The Alabama Department of Economic and Community Affairs (ADECA) Energy Division manages the EECBG Program for Alabama by authority of DOE.

Projects selected through this Request for Applications (RFA) will be funded, in whole or in part, with funds appropriated by the ARRA for the EECBG Program and administered by the ADECA Energy Division. The purposes of the ARRA are to stimulate the economy and to create and retain jobs. The ARRA gives preference to activities that can be started and completed expeditiously. Accordingly, special consideration will be given to projects that promote and enhance the objectives of the ARRA, especially job creation, preservation and economic recovery, in an expeditious manner.

B. Program 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, maximize 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.

C. Program Principles

DOE has developed the following core principles to guide applicants during the program and 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, applicants 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 Investment Partnerships Program, 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. Market transformation is defined as strategic interventions that cause lasting changes in the structure or function of a market or the behavior of market participants, resulting in an increase in adoption of energy efficiency and renewable energy products, services, and practices.
- Develop comprehensive plans that benchmark current performance and set aggressive goals for energy efficiency and conservation.

D. Program Outcomes

There are many possible outcomes that could result from successfully implementing programs, projects and activities at the local level. These desired outcomes help clarify the broad purposes stated in the legislation and can assist implementation, including overall development and administration of local programs. They can be used to help evaluate potential programs and projects, as well as understand the factors that affect the success of different activities, programs and projects.

Desired outcomes of the EECBG 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;
- Accelerated deployment of market-ready distributed renewable energy technologies, including solar, geothermal, hydropower, biomass and hydrogen technologies;
- Improved air quality and related environmental and health indicators associated with the reduction of fossil fuel emissions;
- Improved coordination of energy-related policies and programs across jurisdictional levels of governance and with other local and community level programs in order to maximize the impact of this program on long-term local priorities;
- Increased security, resilience, and reliability of energy generation and transmission infrastructure;

- Leveraging of the resources of federal, state and local governments, utilities and utility regulators, 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.

E. Special ARRA Reporting Requirements

In addition to reporting requirements listed under Part VI of this solicitation, all applications funded under this solicitation must report on the following ARRA requirements during the grant period:

- Jobs created and/or retained
- Energy (kwh/therms/gallons/BTUs/etc.) saved
- Renewable energy installed capacity and generated
- GHG emissions reduced - carbon dioxide (CO₂) equivalents
- Energy cost savings
- Funds leveraged (funds from sources other than the EECBG grant that will be used for the project)

PART II – AWARD INFORMATION

A. Estimated Funding

Funds Available: \$6,210,120

Maximum Award per Local Government Entity: \$250,000

Multi-entity projects are encouraged. If two or more units of local government partner on an application, the total eligible award would be the sum of the limits for each governmental entity. For example, one county and two cities may partner together on an application for \$750,000. For multi-entity proposals, one local government must serve as the lead applicant.

B. Period of Performance

The ADECA Energy Division intends to issue grants that begin within 180 days of receipt of the federal funds awarded from DOE and terminate no later than 36 months after the state's initial award, for an amount not to exceed that which is negotiated between the selected Applicant and the ADECA Energy Division.

C. Method of Payment

In most cases, payments will be made on a cost-reimbursement basis over the course of the grant.

D. Terms and Conditions

Potential subgrantees should be aware that special terms and conditions may apply to projects funded by the ARRA 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 utilized in these products are produced in the United States;
- Ensuring wage rates are comparable to those prevailing on projects of a similar character; and
- Protecting whistleblowers and requiring prompt referral of evidence of a false claim to an appropriate inspector general.

These special terms and conditions will be based on provisions included in Titles XV and XVI of the ARRA. These Special Provisions may be viewed at the following website:
http://management.energy.gov/business_doe/business_forms.htm.

- On April 3, 2009, the Office of Management and Budget (OMB) issued Updated Implementing Guidance for the ARRA. This information can be viewed at the following website:

<http://www.recovery.gov/sites/default/files/m09-15.pdf>. This is the second installment of detailed government-wide guidance for carrying out programs and activities enacted in the Recovery Act. This updated guidance supplements, amends and clarifies the initial guidance issued by OMB on February 18, 2009 (Initial Implementing Guidance for the American Recovery and Reinvestment Act of 2009, M-09-10). Applicants should also review OMB Memorandum M-09-21, Implementing Guidance for the Reports on Use of Funds Pursuant to the American Recovery and Reinvestment Act of 2009 (June 22, 2009) along with supplements 1 and 2.

Consult the OMB website www.whitehouse.gov/omb/memoranda_default/, the DOE website, www.energy.gov, and the Recovery website, www.recovery.gov regularly to keep abreast of guidance and information as it evolves.

Recipients of funding appropriated by the ARRA shall comply with requirements of applicable Federal, State, Tribal and local laws, regulations, DOE policy and guidance, and instructions in this RFA, unless relief has been granted by DOE.

Potential subgrantees should be aware that ARRA funds can be used in conjunction with other funding as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of the ARRA and related OMB Guidance. Applicants for projects funded by sources other than the ARRA should plan to keep separate records for ARRA funds and to ensure those records comply with the requirements of the ARRA. Funding provided through the ARRA that is supplemental to an existing grant is one-time funding.

Project performance will be monitored and corrective action taken, as necessary, to ensure acceptable performance for all awards.

E. Cost Share

Matching funds are not required for grants made with ARRA funds. However, the ARRA and the ADECA Energy Division strongly encourage proposals that achieve a high degree of leveraging, and/or projects that extend the impact of the funds. Additional consideration will be given to projects that meet these criteria. In addition, preference will be given to projects that are self-sustaining and to applications that address sustainability.

F. Limitation on Use of Funds

Administrative costs should be necessary and reasonable and cannot exceed 10 percent of grant funds requested.

PART III – PROGRAM CATEGORIES

1. Financial Incentive Programs

The Energy Division is accepting applications from non-entitlement local governments to establish an Energy Revolving Loan Fund (RLF). The RLF will provide low-cost loans for energy efficiency improvement projects to local governments, industries and businesses located within the jurisdictions of the participating local governments. Cooperative groups of local governments are encouraged to apply, with one unit of local government serving as the lead applicant. NEPA forms will be required for each location as they are determined.

Applications must include a detailed description of the proposed management structure for the RLF and the proposed methods for ensuring proper oversight and accountability for the funds. Multi-jurisdictional applications must demonstrate clear commitment from all participating local governments.

<i>Available Funds:</i>	\$1,000,000
<i>Anticipated Number of Awards:</i>	1
<i>NEPA Required?*</i>	Yes, as project locations are determined
<i>Program Manager:</i>	Kathy Hornsby
<i>Email:</i>	Kathy.hornsby@adeca.alabama.gov
<i>Fax:</i>	(334) 242-5284

2. Energy Retrofit Grant Program

The Energy Division is accepting applications for projects to retrofit existing local government facilities to improve energy efficiency. Retrofits may include, but are not limited to, items such as replacement of lighting, windows, and heating and air conditioning units with energy-efficient materials or equipment. Detailed information on proposed retrofits and equipment purchases must be included in the application.

The applicant should have an accurate estimation of retrofit costs, associated annual energy savings and simple payback period. The budget justification should include a cost breakdown by type of retrofit.

NOTE: Proposals for this category must also include Addendum "A" as part of their submittal.

<i>Available Funds:</i>	\$3,100,000
<i>Anticipated Number of Awards:</i>	15-20
<i>NEPA Required?*</i>	Yes
<i>Program Manager:</i>	Karen Clifton
<i>Email:</i>	karen.clifton@adeca.alabama.gov
<i>Fax:</i>	(334) 242-0552

3. Local Government Methane Recovery and Use Projects

The Energy Division is accepting applications for projects that capture and use methane produced by landfills or similar waste-related sources such as wastewater treatment plants and operations producing food or animal waste. Projects must demonstrate the ability to capture and use methane as a renewable energy on site, for nearby end-users, and/or for sale back to the electricity supply grid. Projects must address annual CO₂ reduction, job creation/retention, energy savings, energy demand reduction, and renewable energy generated.

<i>Available Funds:</i>	\$610,120
<i>Anticipated Number of Awards:</i>	1-3
<i>NEPA Required?*</i>	Yes
<i>Program Manager:</i>	Kathy Hornsby
<i>Email:</i>	kathy.hornsby@adeca.alabama.gov
<i>Fax:</i>	(334) 242-0552

4. Energy-Efficient Retrofits to Traffic Signals and Street Lighting

The Energy Division is accepting applications to replace traffic signals and street lighting with energy-efficient lighting technologies; including light emitting diodes (LED) and any other technology of equal or greater energy efficiency.

In addition to providing estimates of annual benefits, successful applicants must also be able to demonstrate total life cycle savings, including energy savings, and CO₂ emissions avoided for each traffic signal and street lighting installation.

<i>Available Funds:</i>	\$1,000,000
<i>Anticipated Number of Awards:</i>	5-8
<i>NEPA Required?*</i>	No
<i>Program Manager:</i>	Liz Cochran
<i>Email:</i>	liz.cochran@adeca.alabama.gov
<i>Fax:</i>	(334) 242-0552

5. Renewable Energy Grant Program for Local Governments

The ADECA Energy Division is seeking applications for grants to implement and install renewable technology applications such as solar, biomass or fuel cells to benefit local governments in Alabama. Technologies must be commercially available and installed on property owned by the local government entity.

In addition to providing estimates of annual benefits, successful applicants must be able to demonstrate total life cycle cost savings, fossil energy savings, renewable energy generated and CO₂ emissions avoided.

<i>Available Funds:</i>	\$500,000
<i>Anticipated Number of Awards:</i>	3-5
<i>NEPA Required?*</i>	Yes
<i>Program Manager:</i>	Kathy Hornsby
<i>Email:</i>	kathy.hornsby@adeca.alabama.gov
<i>Fax:</i>	(334) 242-0552

* *NEPA Requirements explained on page 13, Attachment L - NETL F 451.1-1/3-EECBG*

** *Applicants proposing RLFs will submit the NEPA form as project locations are determined*

PART IV – APPLICATION CONTENTS

Each application must contain one (1) original and two (2) copies of the following documents:

A. Letter of Transmittal

The letter of transmittal should include the following:

1. A brief statement of the work to be performed.
2. Total cost of the project.
3. A statement assuring that the person signing the letter is authorized to bind the offer presented in the letter and accompanying proposal.

B. EECBG Application Worksheet

All items must be completed and all questions answered. Incomplete applications will be rejected without review. Do not alter the application worksheet form. The form must be completed electronically in order to maintain the integrity of the data fields. Do not print and type.

1. Project Summary

The Project Summary must contain a brief description of each activity the Applicant will undertake with the grant funds requested. Applicant(s) should identify the market sectors (commercial, transportation, etc.) being served, the anticipated annual number of jobs to be created, the anticipated annual number of jobs retained, the anticipated annual amount of energy savings and/or renewable energy generated, the anticipated annual reduction in emissions, and anticipated funds to be leveraged. Leveraged funds are funds from sources other than the EECBG grant that will be used for the project. Applicant(s) should also identify the overall cost of the proposed project. The Project Summary should be as concise and direct as possible by addressing key issues and information.

2. Project Detail

a. Strategy

Outline specific goals and objectives and provide a **detailed description** of the proposed project, including how the techniques, technologies and services will improve energy efficiency, reduce energy consumption, create/retain jobs and reduce emissions in the state. Address anticipated outcomes and describe proposed method(s) for measuring program effectiveness. Include information on how the project will be sustained past the grant performance period.

b. Tasks Statement / Timeline

List all major tasks and services to be provided; along with a timeline indicating the estimated implementation and completion date for each task.

c. Equipment

If equipment (property) with an acquisition cost of \$5,000 or more and a useable life of at least a year is purchased as a part of this grant, then the following information must be furnished:

1. Description of equipment
2. Cost estimate
3. How equipment will be used to support this project

3. Background and Experience

Give a brief description of the qualifications and experience of key personnel assigned to this project and briefly describe similar projects which your organization has developed and implemented. If consultants will assist the applicant in developing and/or implementing the proposed project, give a brief description of the qualifications and experience of each consultant and briefly describe similar projects which the consultant's organization has developed and implemented.

C. Attachments

Attachment A - Project Budget

The Project Budget should outline the expenditures for the project. Please reference Attachment "B" for a description of budget categories. Costs incurred prior to the grant performance period, including application preparation costs, are not reimbursable.

Attachment B - Budget Narrative

The Budget Narrative is a detailed explanation of the cost estimations outlined in the Project Budget.

Attachment C - State of Alabama – Disclosure Statement

Alabama Act 2001-955 requires the Vendor Disclosure Statement to be completed and filed with all proposals, bids, contracts, and grant proposals to the State of Alabama in excess of \$5,000. Complete all lines as indicated. If an item does not apply, denote 'N/A' (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary. **The form must be signed, dated, and notarized.**

Attachment D - Offeror/Proposer Information

The Offeror must submit an Offeror/Proposer Information Form to properly indicate organization and contact information of the individuals involved in the project.

Attachment E - W-9 Request for Taxpayer Identification Number and Certification

A completed and signed W-9 Request for Taxpayer Identification Number and Certification form must accompany the proposal.

Attachment F - *Immigration Status*

A declaration that all workers on this project are either citizens of the United States or are in a proper and legal immigration status that authorizes them to be employed for pay within the United States.

Attachment G - *Assurance of Compliance – Nondiscrimination in Federally Assisted Programs*

A declaration that the applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Applicant receives Federal assistance from the Department of Energy.

Attachment H - *Certifications*

This form certifies matters regarding lobbying, debarment, suspension, and other responsibility matters including a drug-free workplace.

Attachment I - *Assurance of Compliance - Davis/Bacon Act*

A declaration that the applicant agrees to assure that all laborers and mechanics on projects funded directly by or assisted in whole or in part by and through funding appropriated by the ARRA are paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by Subchapter IV of Chapter 31 of Title 40, United States Code (Davis-Bacon Act). Additional information regarding Davis/Bacon is available at <http://www.dol.gov/esa/whd/programs/dbra/whatdbra.htm>

Attachment J - *SF-LLL Disclosure of Lobbying Activities*

If applicable, complete SF-LLL. Applicability: If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying."

D. Additional Requirements

DUNS Number

All applicants are now required to have a Dun and Bradstreet (DUNS) number to apply for a grant or cooperative agreement from the Federal Government. The DUNS number is a nine-digit identification number which uniquely identifies business entities. If your organization does not have a DUNS number, go to the Dun & Bradstreet (D&B) online registration located at <http://fedgov.dnb.com/webform/displayHomePage.do> to receive a number free of charge or call 1-866-705-5711.

Central Contractor Registration (CCR) Registration

The Central Contractor Registration (CCR) collects, validates, stores, and disseminates business information about the Federal Government's trading partners in support of the contract award, grants, and the electronic payment processes. To see if your organization is already registered with CCR, check the CCR website located at <http://www.bpn.gov/ccring/scripts/search.asp>. You will be able to search CCR by using either your organization's DUNS Number or legal business name.

If your organization is not registered in CCR, go to the CCR Website at www.ccr.gov and select the "Start New Registration" option to begin the registration process. Please allow up to 7 days for processing of your registration which includes the IRS validating your Employer Identification Number (Taxpayer Identification Number or Social Security Number).

NEPA – NETL F 451.1-EECBG (3/2009)

All Projects receiving financial assistance from DOE must be reviewed under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq.

Based on DOE's review of the list of activities that funds can be utilized for under the EECBG Program, DOE has determined that projects in support of certain activities will likely be classified as categorical exclusions. Therefore, Applicants proposing projects in Program Category 4 are not required to submit any NEPA documentation at this time. However, DOE and the ADECA Energy Division reserve the right to request NEPA documentation if during the review process it is determined to be necessary.

Applicants proposing projects in Program Categories 1, 2, 3 and 5 may also qualify for categorical exclusion status. However, this determination cannot be made without NEPA review. Therefore, **all Applicants proposing projects in Program Categories 1, 2, 3 and 5 must supply the environmental information contained in the attached Environmental Questionnaire - NETL F 451.1-1/3-EECBG**. Applicants proposing projects in Category 1 will submit the NEPA form as project locations are determined. Applicants for categories 2, 3, and 5 must submit the NEPA form with their initial application.

PART V – APPLICATION EVALUATION

Applications will be evaluated on the following criteria:

Strategy

- Anticipated benefits in terms of:
 - job creation and retention
 - energy (kwh/therms/gallons/BTUs/etc.) saved
 - renewable energy development
 - reduction of greenhouse gas emissions
 - energy cost savings
 - increased energy efficiency
 - reduction of reliance on imported energy
 - improving the reliability of electricity and fuel supply and the delivery of energy services
 - reducing the impacts of energy production and use on the environment
- How well the proposal combines the goals and objectives of both the EECBG Program and the ARRA, and proposes the realistic accomplishment of key components of both
- Suitability of proposed energy improvements and/or project plan
- Potential for sustainability beyond the performance period of the grant, if applicable
- Ability to extend the impact of funds provided (leveraging)
- If applicable, description of each energy improvement to be accomplished including cost, savings, and payback
- Appropriate method(s) for measuring program effectiveness

Tasks Statement / Timeline

- Clearly defined, quantifiable and measurable task elements
- Proposed plan to complete the project in an expeditious manner with a detailed description of deliverables and timelines for task completion
- Realistic time estimates for each work task proposed

Applicant's /Consultant's Training and Experience

- Qualifications, training and experience of proposed project staff, if applicable. See NOTE below.

Budget

- Budget for proposed project is appropriate and reasonable
- Administrative costs cannot exceed 10% of funds requested
- Cost breakdown for each proposed task
- Reasonable basis for cost estimations
- Degree of leveraging

NOTE: Poor performance implementing prior Energy Division grants may disqualify potential applicants from this solicitation.

PART VI – Reporting Requirements

Reporting requirements under the EECBG program consist of the following types of reports. *Failure to comply with these reporting requirements may result in termination of funding.*

A. Special Status Reports

The recipient must report the following events by e-mail as soon as possible after they occur:

1. Developments that have a significant favorable impact on the project.
2. Problems, delays, or adverse conditions which materially impair the recipient's ability to meet the objectives of the award or which may require DOE to respond to questions relating to such events from the public. For example, the recipient must report any of the following incidents and include the anticipated impact and remedial action to be taken to correct or resolve the problem/condition:
 - a. Any single fatality or injuries requiring hospitalization of five or more individuals.
 - b. Any significant environmental permit violation.
 - c. Any verbal or written Notice of Violation of any Environmental, Safety, and Health statutes or regulations.
 - d. Any incident which causes a significant process or hazard control system failure.
 - e. Any event which is anticipated to cause a significant schedule slippage or cost increase.
 - f. Any damage to Government-owned equipment in excess of \$50,000.
3. Any other incident that has the potential for high visibility in the media.

B. Quarterly Performance Progress Reports

The key activities and achievements to be reported by subgrantees will vary by program type. Grant recipients 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. In addition to standard management and financial reporting requirements, the following information, by program type, will be required in quarterly program status reports:

Expenditures: Accurate records should be kept on project expenditures for all EECBG ARRA funded efforts. Tracking and reporting must be separate to meet the reporting requirements of the Recovery Act and related OMB Guidance. The specific information to be gathered and tracked is described in Attachment B - Budget Narrative. The following information will be required on quarterly performance reports. 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 listed below.

Building Retrofits

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

Government, School, Institutional Procurement

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

Industrial Process Efficiency (kwh equivalents)

- Reduction in natural gas consumption (mmcf)
- Reduction in fuel oil consumption (gallons)
- Reduction in electricity consumption (MWh)

Loans and Grants

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

Renewable Energy Market Development

- Number and size of solar energy systems installed
- Number and size of other renewable energy systems installed

Financial Incentives for Energy Efficiency and Other Covered investments

- Monetary value of financial incentive provided, by sector
- Total value of investments incentivized, by sector

Technical Assistance

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

Transportation

- Number of energy-efficient traffic signals installed
- Number of street lane-miles for which synchronized traffic signals were installed

Workshops, Training, and Education

- Number and type of workshops, training, and education sessions held
- Number of people attending workshops, training, and education sessions

Other Activities Not Previously Defined

- Pertinent metric information for any activity not defined above should be captured and included as needed

C. Annual Reports

The key activities and achievements to be reported by subgrantees will vary by program type. The ADECA Energy Division may provide additional guidance on reporting requirements as necessary. In addition to standard management and financial reporting requirements, the following information, by program type, will be required in annual reports:

Energy Savings (kwh equivalents)

- Annual reduction in natural gas consumption (mmcf) by sector and end-use category
- Annual reduction in electricity consumption (MWh) by sector and end-use category
- Annual reduction in electricity demand (MW) by sector and end-use category
- Annual reduction in fuel oil consumption (gallons) by sector and end-use category
- Annual reduction in propane consumption (gallons) by sector and end-use category
- Annual reduction in gasoline and diesel fuel consumption (gallons) by sector and end-use category

Job Creation/Retention

- Number
- Type
- Duration

Renewable Energy Capacity and Generation

- Amount of photovoltaic generating capacity installed (MW)
- Amount of electricity generated from photovoltaic systems (MWh)
- Amount of electric generating capacity from other renewable sources installed (MW)
- Amount of electricity generated from other renewable sources (MWh)

Emissions Reductions (tons) (CO2 equivalents)

- Methane
- Carbon
- Sulfur dioxide
- Nitrogen oxide
- Carbon monoxide

Protected Personally Identifiable Information (PII)

Reports must not contain any *Protected* PII. PII is any information about an individual which can be used to distinguish or trace an individual's identity. Some information that is considered to be PII is available in public sources such as telephone books, public websites, university listings, etc. This type of information is considered to be Public PII and includes, for example, first and last name, address, work telephone number, e-mail address, home telephone number, and general educational credentials. In contrast, *Protected* PII is defined as an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts, etc.

PART VII – OTHER INFORMATION

A. Right to Reject

The ADECA Energy Division reserves the right to reject any and all applications submitted and to request additional information from all Applicants. The ADECA Energy Division reserves the right to award a grant on an "all or none" basis or to award a separate grant or no grant for each work element. Any grant award will be made to the organization which, in the opinion of the ADECA Energy Division, is determined to be the best qualified and whose proposal best meets the needs of the ADECA Energy Division. The Energy Division reserves the right to negotiate with any Applicant(s). The ADECA Energy Division reserves the right to reallocate funding for subject areas as deemed necessary. All grant awards are subject to state receipt of federal funds awarded.

B. Proprietary Information

The information contained in the EECBG applications will be public information unless specific requests are made to keep specific information confidential. If a proposal contains any information that the Applicant does not wish to have disclosed to the public or used by the ADECA Energy Division for any purpose other than evaluation of the application, each sheet of such information must be clearly marked "proprietary." This information will be kept confidential, subject to state and federal laws. Applications and supporting materials submitted shall become the property of the ADECA Energy Division.